

1. Council Meeting Agenda

Documents:

[2-5-19 REVISED AGENDA.PDF](#)

2. Council Meeting Packet

Documents:

[FEBRUARY 5TH CITY COUNCIL PACKET.PDF](#)



Revised 2-5-19

**CITY OF YPSILANTI
CITY COUNCIL REGULAR MEETING
CITY COUNCIL CHAMBERS - ONE SOUTH HURON ST.
YPSILANTI, MI 48197
TUESDAY, FEBRUARY 5, 2019
7:00 p.m.**

I. CALL TO ORDER –

II. ROLL CALL –

Council Member Brown	P A	Council Member Symanns	P A
Council Member Morgan	P A	Council Member Wilcoxon	P A
Council Member Murdock	P A	Mayor Bashert	P A
Mayor Pro-Tem 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 –

- OPEB Presentation – Kathleen Manning and Dan Colby.
- City of Ann Arbor Hydroelectric Operations Presentation – Brian Stequitz
- Rutherford Pool Bath House Renovation Update – John Weiss
- Historic District Commission Annual Report – Joe Meyers
- Downtown Development Authority Annual Report – Christopher Jacobs
- Traffic Safety and Speed Control Policy – Bonnie Wessler

VIII. AUDIENCE PARTICIPATION –

IX. REMARKS BY THE MAYOR –

XI. ORDINANCES – FIRST READING –

Ordinance No. 1332

1. An ordinance to amend Chapter 114 of the Ypsilanti City Code, entitled "Vehicles for Hire", by adding a new Article IV, entitled "Shared Mobility Devices", to require a franchise permit to offer shared mobility devices for public use in the City of Ypsilanti, to set forth procedures, regulations, and rules, and to provide for penalties.

- A. Resolution No. 2019-018, determination
- B. Open public hearing
- C. Resolution No. 2019-019, close public hearing

XII. CONSENT AGENDA –

Resolution No. 2019-020

1. Resolution No. 2019-021, approving minutes January 22, 2019.
2. Resolution No. 2019-022, approving appointment to Boards and Commissions.

XIII. RESOLUTIONS/MOTIONS/DISCUSSIONS –

1. Resolution No. 2019-023, approving policy and federal guidelines in granting or denying a property tax exemptions.
2. Resolution No. 2019-024, approving the 2019 Medical Marihuana Facilities application review process for new facilities.
3. Resolution No. 2019-025, approving the 2020 Medical Marihuana Facilities application submission and review process.
4. Resolution No. 2019-026, approving a member of Council's access to meetings electronically, without the ability to cast a vote.
5. Discussion regarding the employee review of the City Manager and City Clerk.

XIV. 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

XV. COUNCIL PROPOSED BUSINESS –

XVI. COMMUNICATIONS FROM THE MAYOR –

XVII. COMMUNICATIONS FROM THE CITY MANAGER –

XVIII. COMMUNICATIONS –

XIX. AUDIENCE PARTICIPATION –

XX. REMARKS FROM THE MAYOR –

Nominations:

Historic District Commission:

Alex Petitt (reappointment)

945 Sheridan

Ypsilanti, MI 48197

Historic District Commission:

Michael Davis Jr. (reappointment)

905 Grant St.

Ypsilanti, MI 48197

XXI. ADJOURNMENT –

Resolution No. 2019-027, adjourning the City Council meeting.



Revised 2-5-19

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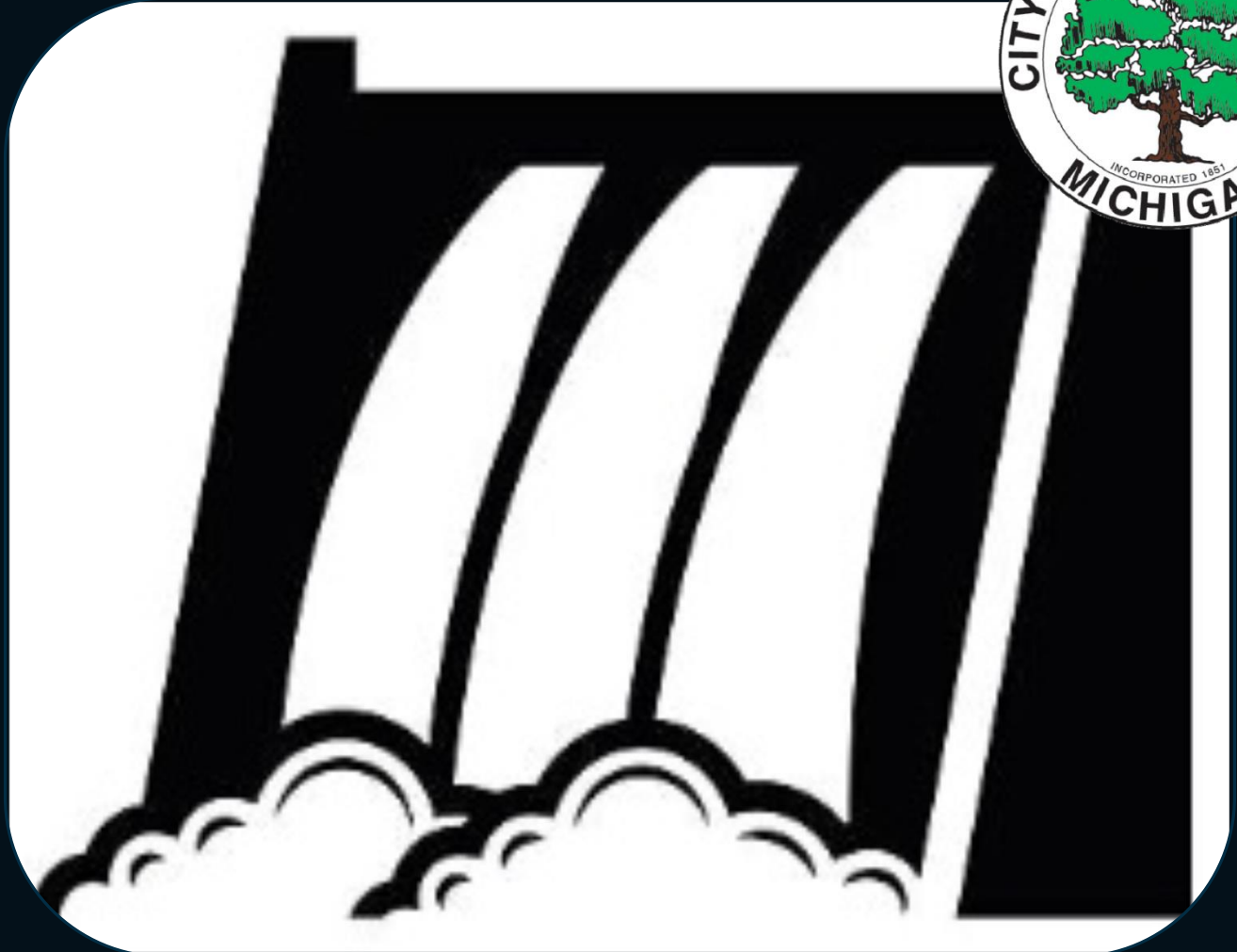
Ypsilanti, MI 48197

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CITY OF ANN ARBOR HYDROELECTRIC OPERATIONS PRESENTED TO YPSILANTI CITY COUNCIL

FEBRUARY 5, 2018



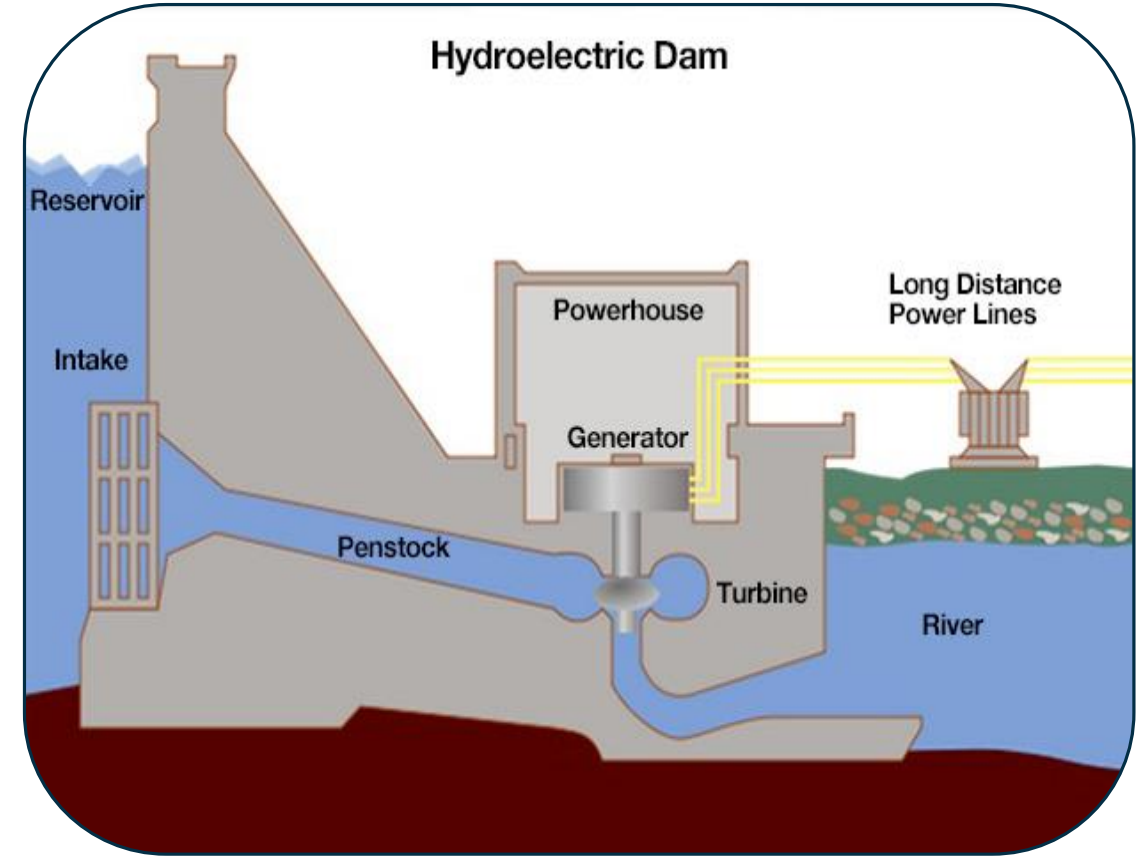
PRESENTATION AGENDA

- Background
- Regulatory Environment
- Revenue History
- Operation and Maintenance Requirements
- Dam Removal



BACKGROUND/HISTORY

- Constructed in 1913 & 1918
- Characteristics & Capacity
 - Barton – 900KW
 - Superior – 550KW
 - Combined – 1,450KW
 - power product = approx. 500 homes
 - Argo and Geddes – Recreational Dams



HOW ARE HYDROELECTRIC DAMS REGULATED?

- Federal Energy Regulatory Commission
 - Federal Power Act
- Power Purchase Agreements (PPA) – MI Public Service Commission
 - Public Utilities Regulatory Policies Act (PURPA)
 - Currently hearing before MPSC on:
 - Contract renewals for QFs
 - New contracts for QFs
 - Compensation for QFs



Recreational Dams are the State's Jurisdiction through Natural Resources and Environmental Protection Act

REVENUE HISTORY

- **City of Ann Arbor - Revenue Potential**
 - \$450K/yr total
 - Net for Barton = \$130K
 - Net for Superior = (\$5K)
- **DTE Purchase Agreement expires in 2036**



CAPITAL & OPERATION AND MAINTENANCE REQUIREMENTS

- **Capital:**
 - dam structures/embankment (non-recurring)
 - power generation equipment (recurring)
 - \$500,000 - \$700,000 every 10 to 15 years
- **Future Needs – aging infrastructure**
- **Employee staffing**
- **Regulatory Compliance - rigorous**
 - Independent Consultant
 - Bi-annual reporting
 - Annual inspections



QUESTIONS?

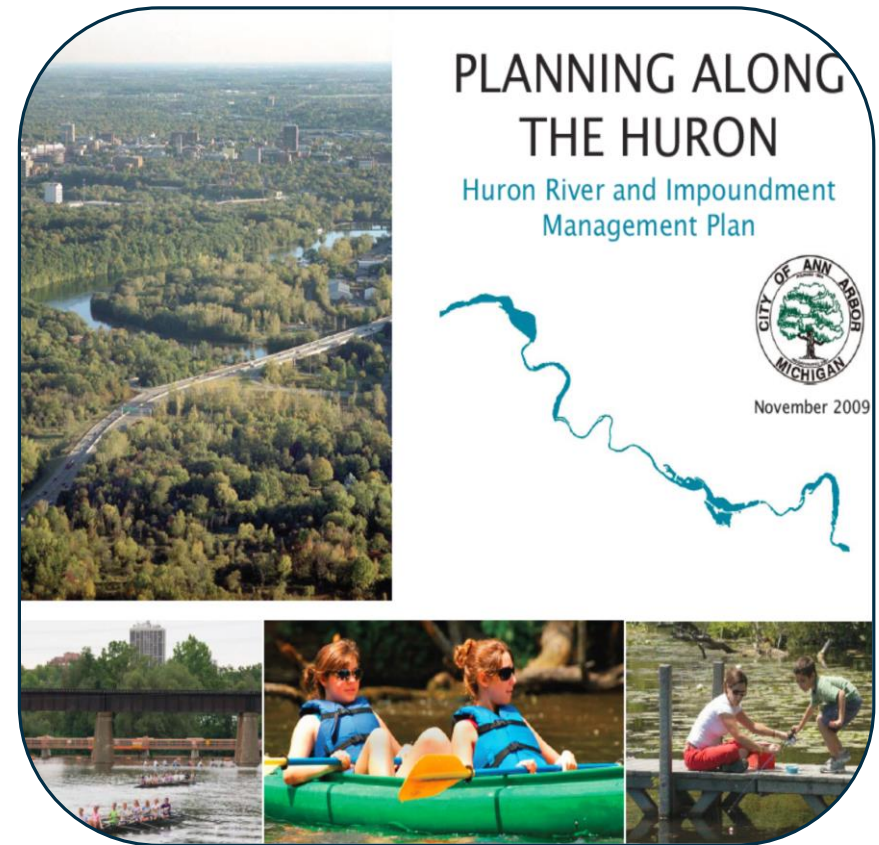
Thank You

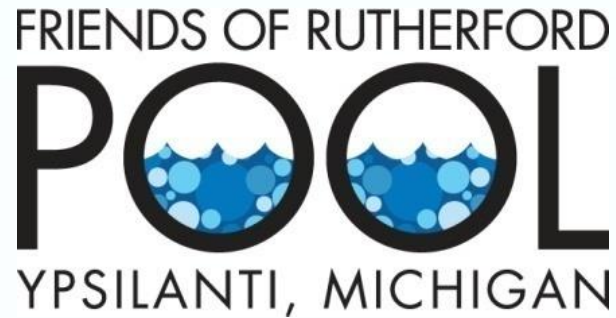
Brian Steglitz, P.E.
Manager Water Treatment Services
City of Ann Arbor
bsteglitz@a2gov.org



DAM REMOVAL CONSIDERATIONS

- **Coordination with other local/regional initiatives**
 - Climate Action Plan
 - Sustainability Plan
 - Huron River and Impoundment Management Plan
- **Grant funding - prioritization**
- **Risk**
 - Sediment management
 - Property rights





Rutherford Pool Bath House 2.0

**A Presentation to Ypsilanti City Council
February 5th, 2019**

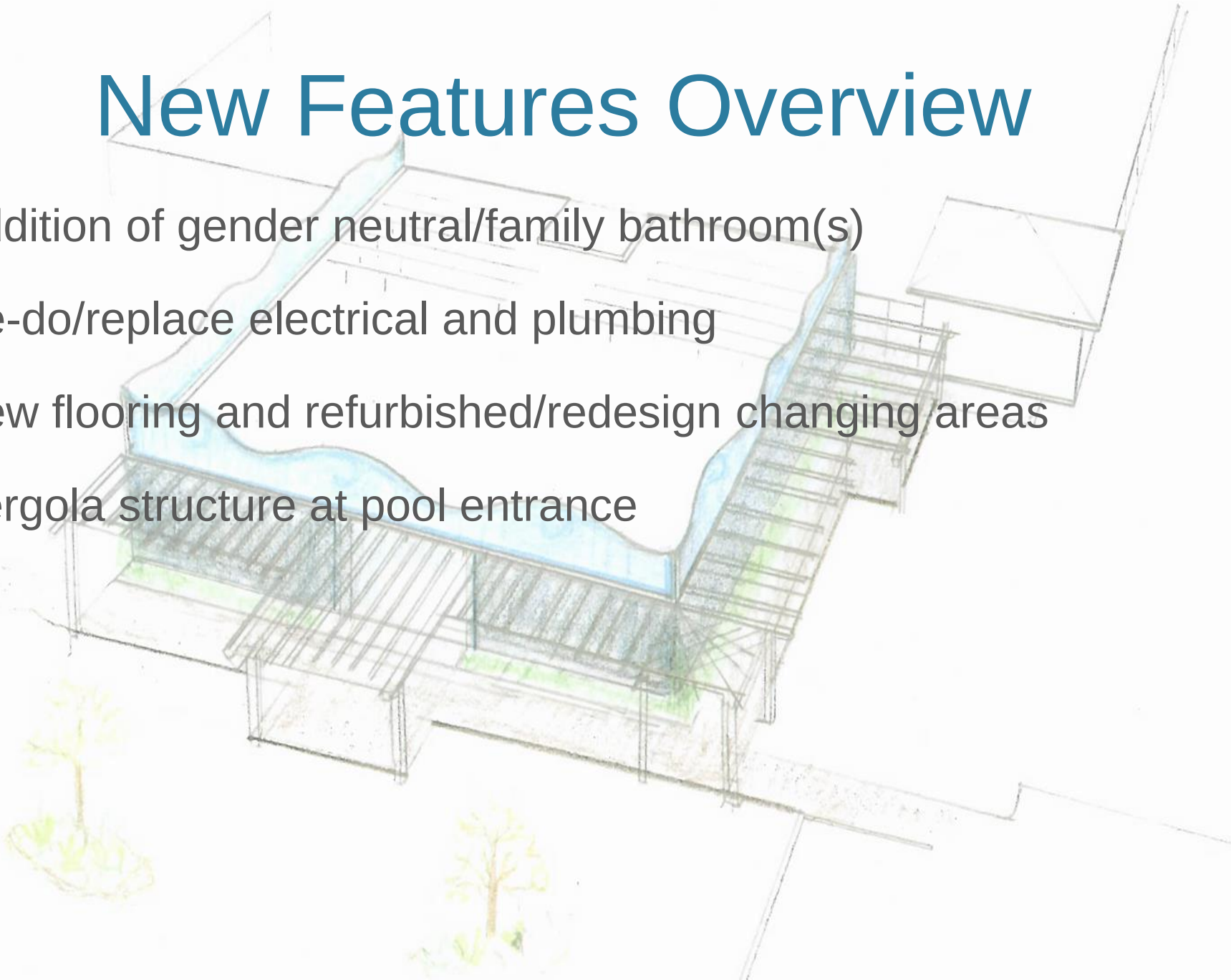


FORP Board:

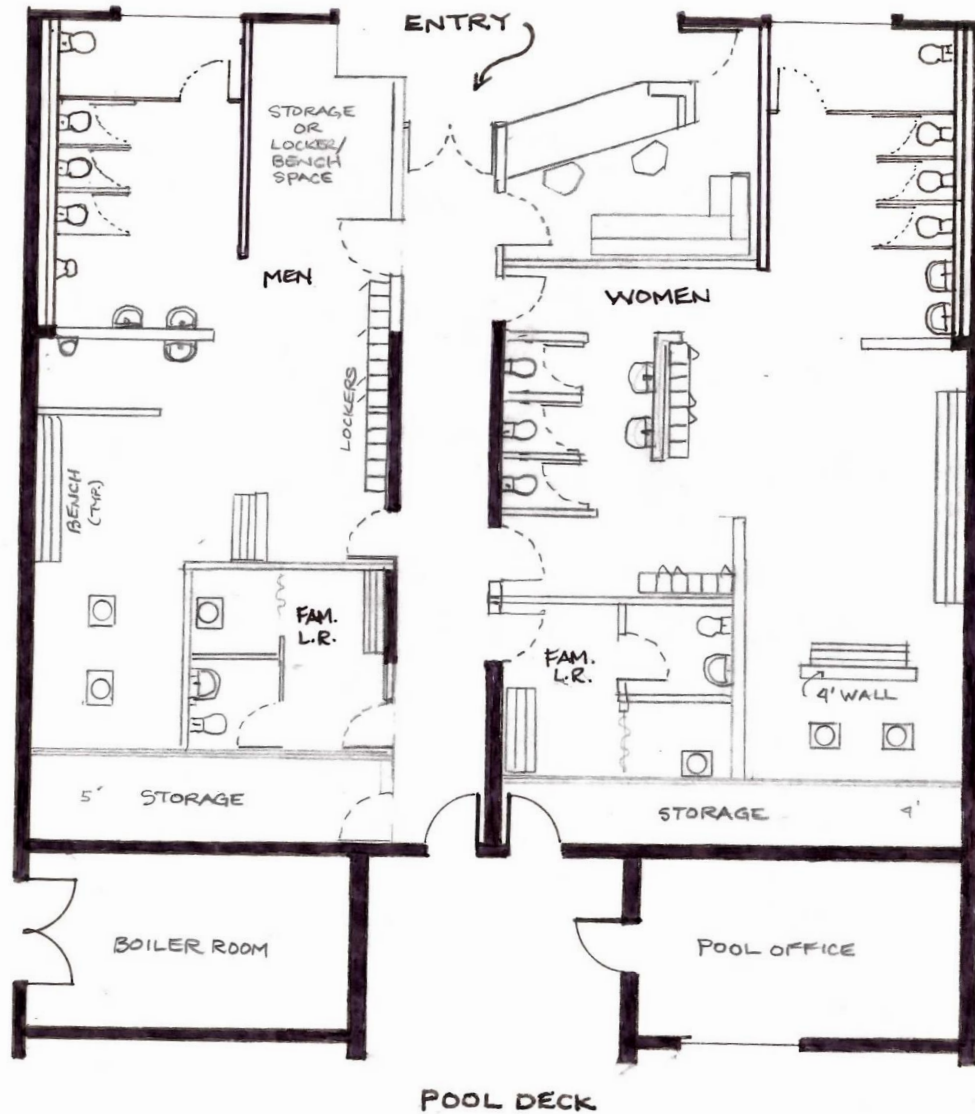
Erica Bloom, Rebecca Bowman, Jessica Faul, Jeff Guyton, Naaja Graham, Beth Hill, Eric Moore, Joel Rutherford, Kristen Teasdale, Lisa Wozniak, John Weiss

New Features Overview

- Addition of gender neutral/family bathroom(s)
- Re-do/replace electrical and plumbing
- New flooring and refurbished/redesign changing areas
- Pergola structure at pool entrance

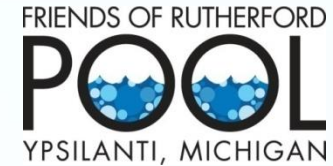


New Design - Floor Plan



Revenue Raised

\$600,000



Overview

- Land Water Conservation Grant (DNR) - \$300,000
- Ralph C. Wilson grant: \$125,000
- Buhr Foundation: \$45,000
- Knight Foundation: \$35,000
- City of Ypsilanti: \$25,000
- County Parks/Rec: \$20,000
- Individuals: \$20,000

Funds to go

\$100,000 = \$50K + \$50K match

Patronicity

Thank you for supporting this project! You've contributed \$500.00, claiming 1 reward.



Ypsilanti, MI Causes Education
Community Other

\$22,575

funded of \$50,000 goal



77

patrons

32

days left

Support



Questions?





**2018 Annual Report
Historic District Commission
Ypsilanti, Michigan**

INTRODUCTION

The Historic District Commission of the City of Ypsilanti is governed by the Michigan Local Historic Districts Act, State of Michigan Public Act 169 of 1970, and by Chapter 54 of the City of Ypsilanti Code of Ordinances.

MEMBERSHIP

Anne Stevenson, Chair (Jan – June)
Hank Prebys, Vice-Chair (Jan – Feb)
Mike Davis, Jr., Vice-Chair (March – June) & Chair (June – Dec)

Alex Pettit Vice-Chair (July – Dec)
Erika Lindsay
Ronald Rupert
Jane Schmiedeke

COMMISSION AND STAFF

Throughout 2018, the Historic District Commission (HDC) continued meeting on the second and fourth Tuesdays of each month at 7:00 p.m. The HDC was staffed by Preservation Planner Cynthia Kochanek. Staff worked performing various administrative tasks to enable the Historic District Commission to fulfill its responsibilities under the Historic District Ordinance. Staff responsibilities included reviewing Historic District Work Permit Applications prior to meetings; corresponding with applicants; preparing meeting agendas, commission packets, minutes and various reports; property monitoring; webpage maintenance; Facebook updates; and other support, as needed.

The Commission continued to provide prompt review of applications. Applications are collected from the Building Department and reviewed by staff for completeness. Incomplete applications are addressed through email or phone correspondence with the applicant. Staff reviews are written for each application and are designed to address issues and to fill in gaps in the applications. Staff reviews are included in the meeting packets that are posted on the City's website and emailed to the Commission prior to each meeting.

The Preservation Planner attends each HDC meeting in order to provide staffing support. Last year the HDC was also supported by a recording secretary. This role was filled by Seth Torkelson-Regan (Jan – March) and Nancy Hare-Dickerson (May – Dec). The recording secretary is responsible for drafting full minutes for each meeting.

The turnaround time for applications averages about two weeks. Potential applicants are encouraged to bring projects to the Commission as study items before formal submission of an application. This allows the Commission to provide feedback to

property owners at a conceptual stage, clarifying expectations and allowing for a more predictable final review.

INITIATIVES

HDC Demolition by Neglect

The HDC reviewed and made the determination that three properties in the historic district were in danger of demolition by neglect; 302 E Cross, 206-210 N Washington and 401 E Forest. The HDC and staff are working with the owners of these properties in order to address concerns regarding neglect issues. Once the issues are resolved, the demolition by neglect status will be removed.

CLG Evaluation

Staff worked on a Baseline Certified Local Government (CLG) Evaluation for the Michigan State Historic Preservation Office (SHPO) to address how the City is meeting its obligations as a CLG. The initial review was submitted in July and the SHPO responded with items for the City to address. Staff responded to the items that needed to be addressed in November. The HDC and staff have already implemented a new plan to promote vacancies, developed a strategy for surveying properties and modified the way that minutes are recorded in order to address concerns that were brought up as a result of the survey. The HDC is currently working with staff to add a conflict of interest policy that aligns with what is required for CLG's to the HDC Rules and Regulations. This item will be forwarded to City Council for their review in the first quarter of 2019.

CLG Grant

The City obtained a grant at the end of 2018 in order to host a National Alliance of Preservation Commissions training in March 2019.

New Owner Outreach

"New Owner" mailings occurred quarterly in March, June, September, and December.

Facebook updates

Staff continued utilizing the commission's Facebook page to do weekly "Throwback Thursday" posts utilizing old photos from City files and surveys as well as photos from the archives at the Ypsilanti Historical Society. Staff has also been utilizing the page more regularly for meeting updates, relevant preservation related topics as well as posts in May to celebrate Preservation Month.

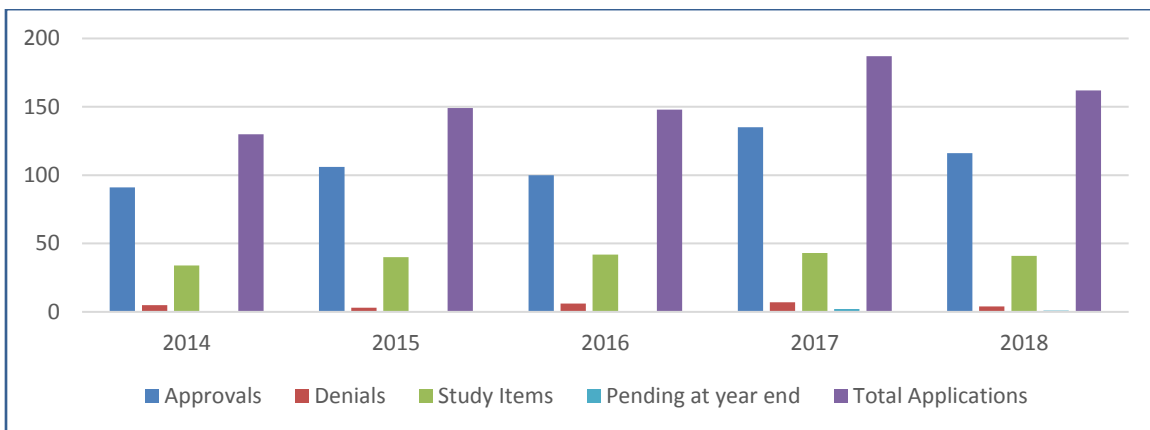
APPLICATIONS

The number of applications received in 2018 was slightly less than the amount seen in 2017, which was the highest amount received in the previous ten years. The number of study items is similar to the amount for the previous few years. Administrative approvals are now at a level that is higher than they've been in recent years, this can be attributed to not only the amount of applications taken for the year but also to the staff's knowledge and comfort level with administrative approvals. The ambitious scope of many of the approved projects reflects the commitment of residents and businesses to the improvement of the local community. The number of applications and actions taken is depicted in the table below.

Historic District Commission Actions, 2014-2018

	2014	2015	2016	2017	2018
Approved as submitted	54	79	69	73	68
Approved with modifications	25	15	14	22	11
Approved administratively	9	11	13	36	27
Amended approvals	3	1	4	4	5
Denied: lack of information	0	3	1	1	1
Denied: inappropriate	5	0	5	6	3
Pending at year end	0	0	0	2	1
Notice to Proceed	0	0	0	0	5
Total Action Items	96	109	106	144	124
Study Items	34	40	42	43	41

To illustrate the number of projects within the Historic District over the past five years, the chart below depicts HDC Work Permit application activity from 2014 through 2018.



MAJOR PROJECTS

The Historic District continued to benefit from investment over the past year. Some of the significant projects are summarized here:

- **New Construction**

32 Photo was issued a certificate of appropriateness for the construction of a new detached accessory structure on the property. 426 N Huron was issued a notice to proceed for an accessory structure at the back of the property.

- **13 N Washington**

13 N Washington was issued approvals for work on the building at HDC meetings in February and July and for sign installation at the December meeting. Work appears to be nearing the end and is expected to be completed in 2019.

- **116-118 W Michigan**

Building renovations were approved for 116-118 W Michigan that included new storefront entry units, replacement windows on the front and back, awnings and a rooftop deck installation in May. Work has commenced but is proceeding slowly due to additional structural alterations required once work was underway.

- **15 S Washington**

The old Smith Furniture Building was approved for work in July 2017 with an amendment seen by the HDC in March 2018. Work has been completed on the site and a Certificate of Occupancy issued in July 2018.

- **400 N River (Thompson Block)**

In April, the HDC approved an amendment to the previous approval for work on the building. Stabilization and restoration work on the building has commenced and visible changes to the structure were seen by the end of 2018.

Demolitions

In September of 2018, the HDC approved the demolition of the recycling center structures at 651 Rice St. The HDC agreed that the structures were of no historical significance and work had started on the demolition by the end of the year.

Appeals

No appeals were filed with the State Historic Preservation Review Board in 2018.

Looking Forward

2019 should be an exciting and eventful year for the historic district and the commission. Visible changes should continue to take place at 400 N River and work should be completed in the coming year. A new Michigan Historic Preservation tax credit bill is expected to be introduced and staff plans to keep tabs on the tax credit and introduce new resolutions in support of the credit to the HDC and City Council.

In the upcoming year, staff will continue to process updates and revisions to the commission forms, fact sheets along with administering the CLG grant. Staff will continue the Facebook updates for community outreach and will look to streamline and perfect the commissions' processes.

SUMMARY

Although of varied scope and scale, the projects completed throughout 2018 are excellent examples of the continued preservation efforts of property owners within the Ypsilanti Historic District. Commendation by the City is due to these owners for their substantial contribution to the community as they continue to support the efforts of the Historic District to beautify the district and preserve the heritage of Ypsilanti's built environment.

This report was adopted at the January 8, 2019 regular meeting of the Historic District Commission and respectfully submitted to Ypsilanti City Council.



2018 YDDA ANNUAL REPORT



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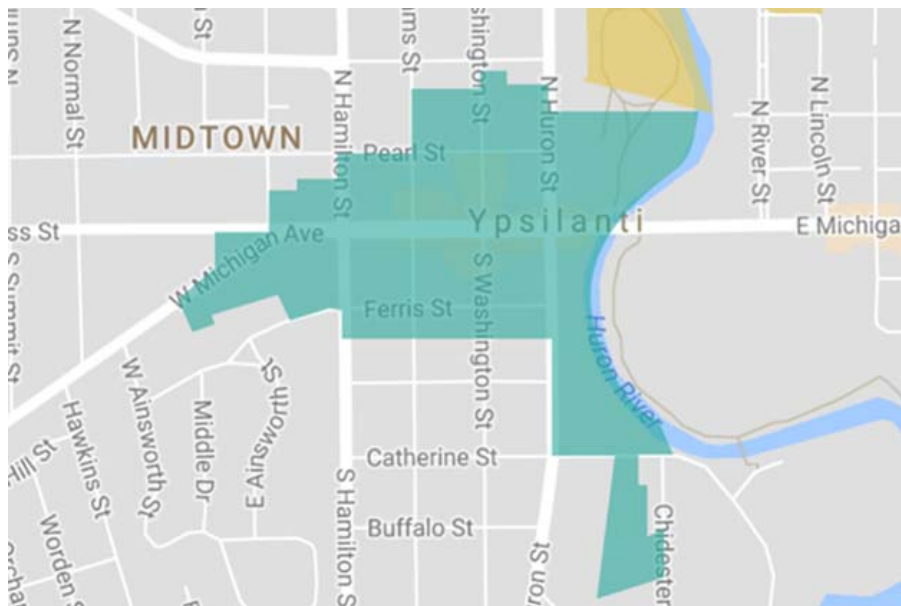
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DOWNTOWN

Morning in historic downtown Ypsilanti finds the sun is rising over brick buildings and storefronts along Michigan Avenue, while many local residents take their dogs for the first walk of the day. Joggers from Ypsi Studio or Ypsilanti Running Company wave to each other, while Beezy's, B-24's and other restaurants fire up coffee and breakfast.

Apartments, lofts, and historic homes line the streets and knit together the fabric of the neighborhood. Downtown Ypsilanti is known for community fixtures such as Puffer Reds, Haab's and the Tap Room, while also welcoming recent new businesses such as Go! Ice Cream, Dolores Restaurant, Ma Lou's, and Love at First Try.

Fun Facts: The city's original movie theater was located adjacent to Corner Health in what is now the North Huron St Parking Lot. Most of the downtown parking lots were created after fires in the district.



"Launching and running Go! Ice Cream in Ypsilanti's Downtown Business District has been critical in the success of our enterprise. The excitement, momentum and connection here is palpable, and my business wouldn't be what it is today if we had opened in a different area."

-Rob Hess, Go! Ice Cream

DEPOT TOWN

The whistle of a train pierces the air, and the nearby Huron River sparkles in the sun. This is Depot Town, where trains still rumble through on regular intervals and Ypsilanti's original train depot still stands today — along with rows of beautiful, original brick buildings from the turn of the century. Visitors are drawn to tasty local restaurants such as Maiz, Aubree's, Ollie Food and Spirits, and Sidetrack as well as unique, Michigan-centric shops such as the Eyrie and Brick and Mortar. Visitors can walk along cobblestone sidewalks to the Depot Town farmers' market, a festival in a nearby park, a multitude of antique stores, or the Ypsilanti Automotive Heritage Museum.

Fun Fact: The first City Hall, Jail and Clothing Store were all located in Depot Town.



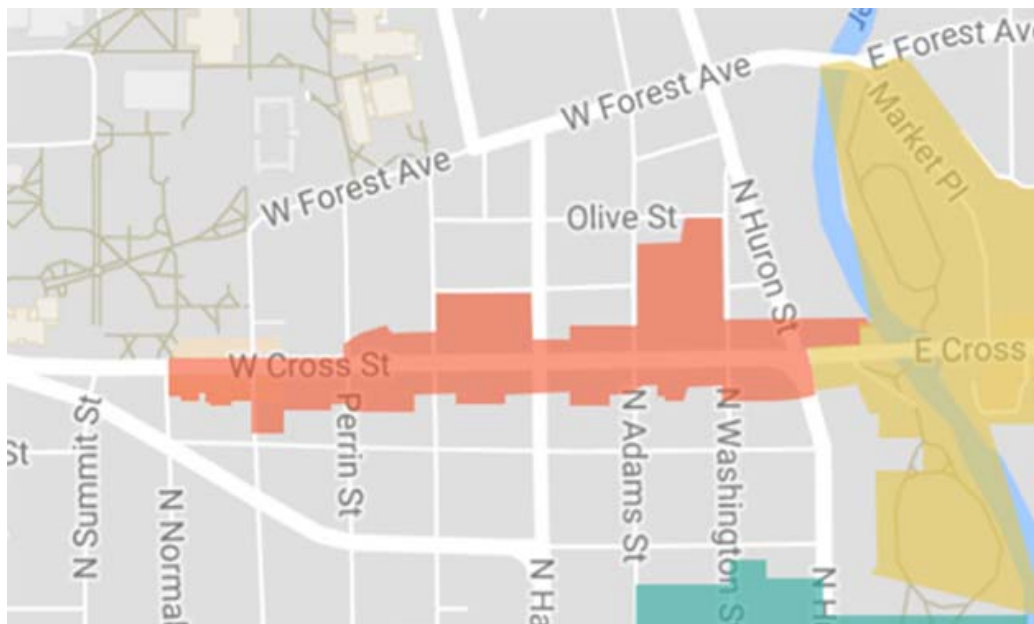
"I have loved being in Depot Town for 45 years. Our district has gone through some major changes but the one constant has always been the merchants and customers. It is sweet to walk into a store and get that old town feeling, personal care, and pleasant conversation. Depot Town is a unique district that works together to make visiting an enjoyable experience and a place to share with friends"

-Santee French, Aubree's Pizzeria and Grill

WEST CROSS

West Cross Street Commercial District is a vibrant area situated between Ypsilanti's Downtown and Depot Town, adjacent to Eastern Michigan University's campus. This mixed-use, walkable business district is experiencing an energizing revitalization with the infusion of great neighborhood bars like the Wurst Bar, as well as community-friendly coffee shops like Sweetwaters Coffee and Tea, which draws a mix of EMU students and local residents. The district contains many established businesses popular with locals such as Tower Inn, Cross Street Coffee and La Fiesta Mexicana and many fast casual student oriented businesses such as Jimmy John's, Got Burger, and Insomnia Cookies.

Fun facts: West Cross is home to the original Domino's Pizza (now Got Burger). However, the original Domino's was first called Dominics and it was located in the present location of Stufd.



"West Cross Street Business District is a multicultural, diverse, warm, welcoming, safe and business friendly environment. It makes the best destination for new businesses especially because the district officers are very supportive and encouraging. We love every bit of being here! Thank you Ypsilanti!"

- Prafulla Kharkar, Veg-O-Rama

NEW BUSINESSES IN 2018

2018 was an exciting year for new business growth in each of the districts as we saw many properties revitalized with vibrant new tenants and offerings. Here is the list of new businesses that call Ypsilanti home. YDDA is proud to have been a part of many of these new projects as you will read about in the coming grant sections. YDDA offers many new resources and assistance if you are looking to grow or start your business in one of the DDA districts. Please do not hesitate to reach us at Christopher@ypsilantidda.org for more information.

Business Name	Address	DDA District
734 Brewing	15 E Cross	Depot Town
K & S Custom Embroidery	306 River	Depot Town
Candy's Closet Envy	24 E Cross	Depot Town
Fur Ball Society	9 E Cross	Depot Town
Unicorn Feed and Supply	114 W Michigan	Downtown
TinkerTech	216 W Michigan	Downtown
Common Source Acupuncture	9 S Washington	Downtown
Art of Africa	224 W Michigan	Downtown
Decode Ypsilanti	16 N Washington	Downtown
Showtime Professional Tax Service	10 S Huron	Downtown
The Back Office Studio	13 N Washington	Downtown
Sun Tax Service	301 W Michigan	Downtown
Dolores	6 S Washington	Downtown
BrandHrt	215 W Michigan	Downtown
Michigan Advocacy Program	15 S Washington	Downtown
Human Electric Hybrids	25 S Huron	Downtown
Worthwhile Paper	306 W Cross	West Cross
W Cross Station	517 W Cross	West Cross
Vegorama	533 W Cross	West Cross
Do Better	731 W Cross	West Cross

MAJOR ACCOMPLISHMENTS AND PROJECTS

Building and Façade Rehabilitation

One of the primary activities of the YDDA in 2018 was a Building and Façade Rehabilitation grant program aimed at halting property value deterioration, enhancing the overall appearance, and promoting economic growth and vitality in each of the DDA Districts. YDDA supported 7 completed projects in 2018 and secured \$300,000 from the MEDC Façade Restoration Initiative that are set to begin in January of 2019. The program is focused on providing financial assistance for upgrading older buildings to meet modern building code and accessibility requirements as well as to create consistency in design, materials and architectural character thereby enhancing the physical appearance of the Downtown Districts.

Up to \$30,000 is made available per project to cover up to 50% of the total costs associated with building or façade rehabilitation. The buildings, once rehabilitated, must make a positive contribution to the overall character and architectural integrity of Downtown Ypsilanti. A successful rehab program will also leverage additional private capital and result in continued growth and development within the borders of the DDA. For more information on this grant program please visit www.ypsilantidda.com.

Streetscape Beautification

Additionally, a vital goal of the YDDA is beautification of the districts and there are a number of ways we seek to accomplish this goal annually. This includes over \$22,000 in streetscape maintenance, \$3,000 in seasonal planting, maintenance of roughly two dozen public trash cans throughout downtown, and managing a private dumpster program in three major commercial locations for businesses, restaurants, and downtown residents. These contributions represent just a few of most tangible and aesthetic benefits YDDA provides to the community.

Event Sponsorship

Lastly, the YDDA supported a number of community events throughout the year including the DDA Meet and Greet, First Fridays, Ypsi Glow, Get Down in Depot Town, and the 150 year Downtown Library Gala. One of the most prestigious designations in 2018 was East Cross St in Depot Town being named one of “Great Streets of America” by the American Planning Association. Get Down in Depot Town was our way of celebrating this accomplishment. More information on this and all of our event support is detailed on page 18 of this report.

FAÇADE AND BUILDING REHAB GRANTS

- 16 N. Washington, *Decode Ypsilanti*
 - o \$7,500 grant award from YDDA for the reinforcement of internal building structure, replacement of a non-compliant stairwell, and window removal/replacement. This award helped support the \$396,000 in private investment that has made the space a regional escape room destination. In 2016, this property was on the vacant and dangerous building list but now represents a beautiful, restored, and occupied commercial building that features an exciting addition to the entertainment options offered in downtown Ypsilanti.

Exterior Before:



Exterior After:



Interior After:



Interior After:

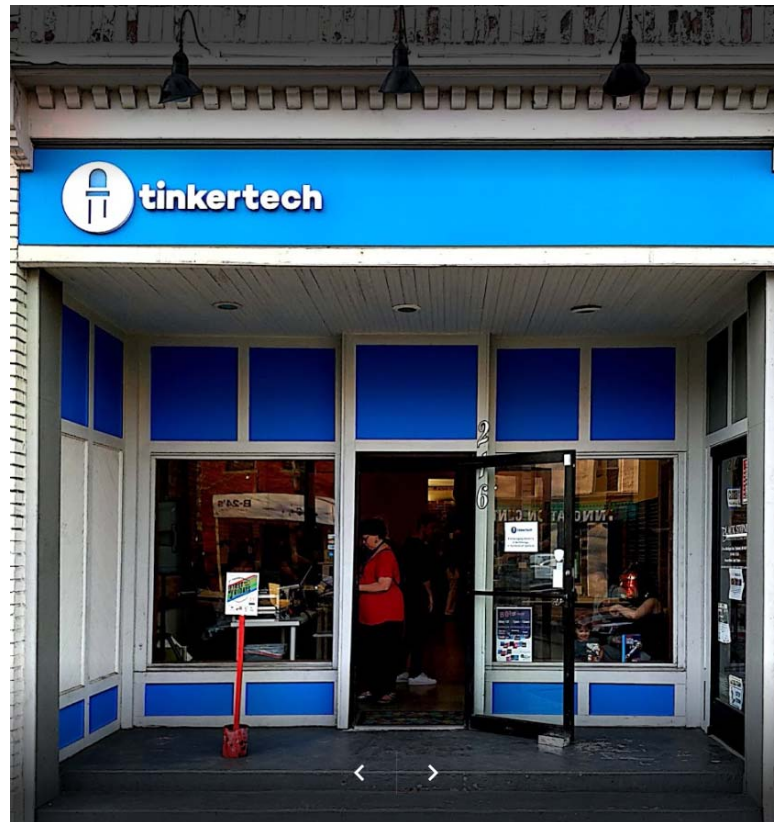


- 216 W. Michigan Ave, *TinkerTech*
 - o \$3,300 grant award from YDDA for façade painting and signboard with powder coated steel logo and rehabilitation of the interior workshop floor. TinkerTech is a community minded makerspace that provides both technology and classes for woodworking, metalworking, fiber arts, and electronics. Members of the community can take advantage of these high quality tools and courses at only half the cost of most other makerspaces in Southeast Michigan.

Exterior Before:



Exterior After:



Interior After:



- 5 S. Washington, *Paint and Pour*
 - o \$3,500 grant award from YDDA to remove and replace walls on both floors in order to create a larger classroom space. This also allowed for updated floors, painting, and lighting improvements which totaled \$19,000 in private investment. As Downtown Ypsilanti's economy continues to evolve and thrive we are glad to support Paint and Pour's creative entertainment mission.

Interior After:



Interior After:

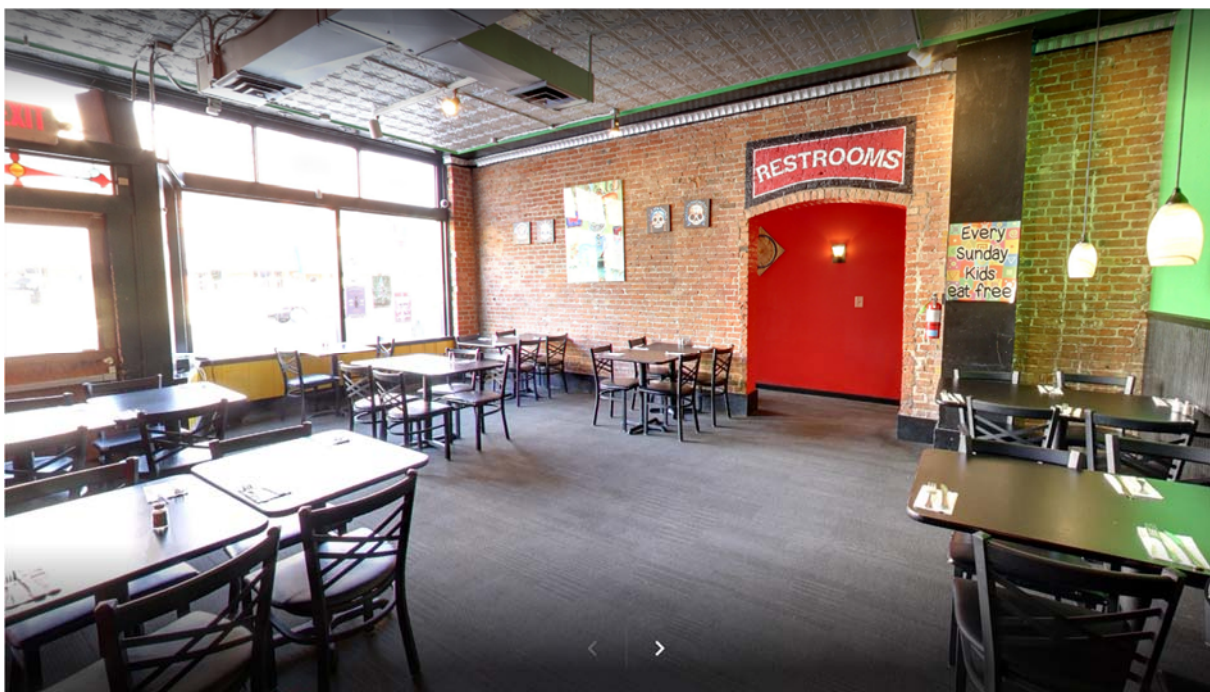


- 36 E. Cross St., *Maiz*
 - o \$5,000 grant award from YDDA for the barrier free costs associated with connecting the space to existing restaurant. These improvements included a barrier free bathroom and entrance ramp for a total project cost of \$17,000. Maiz is a keystone restaurant in Depot Town that employs over 50 full time staff with living wages and regularly supports community fundraising activities.

Interior After:



Interior After:



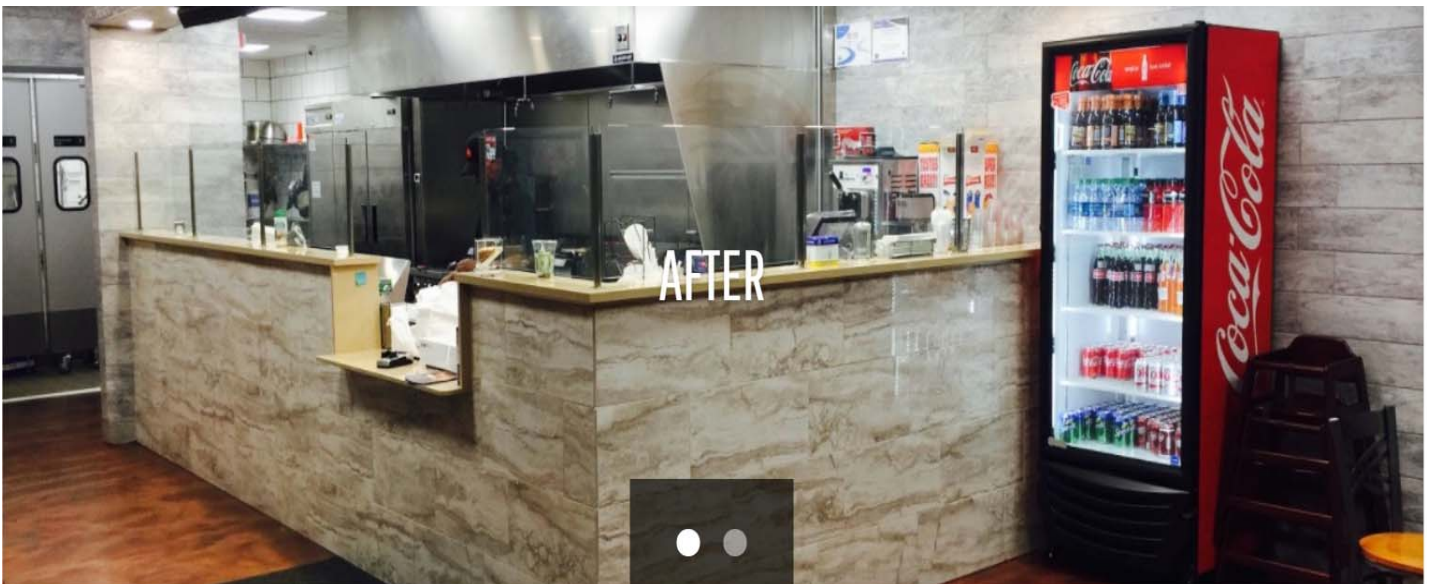
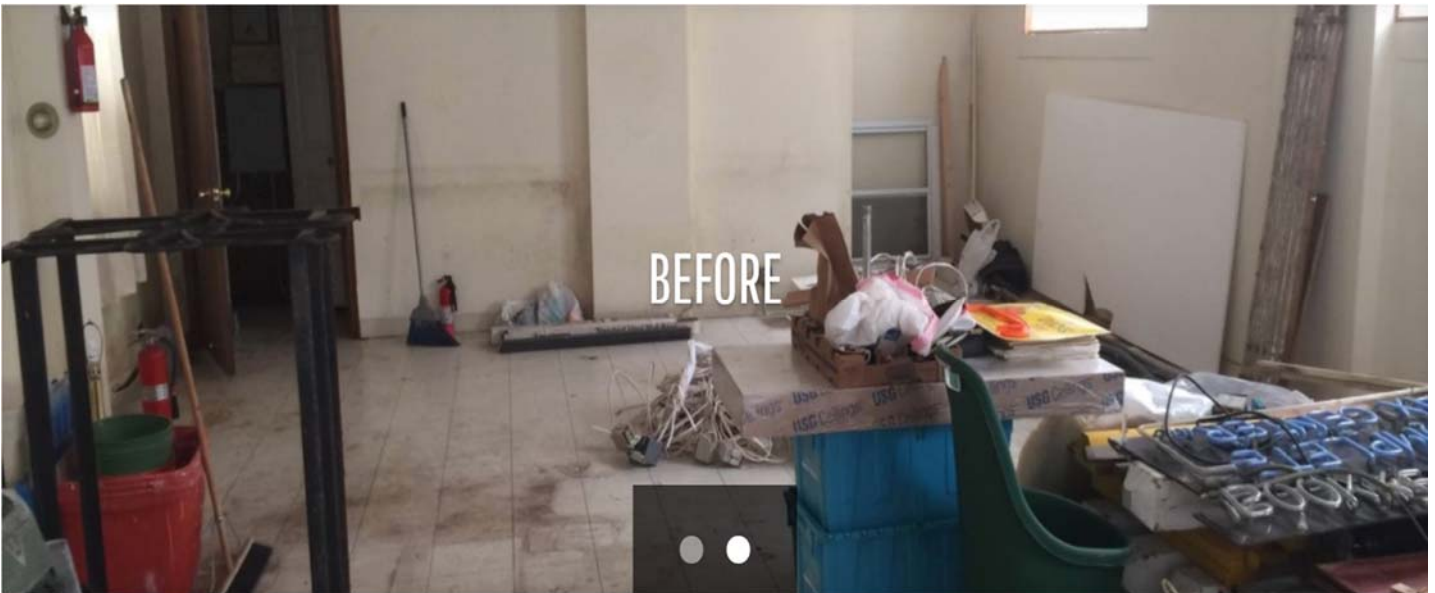
Interior After:



Exterior After:



- 10 N. Adams, *Sizzles*
 - o \$3,500 grant award from YDDA removing and replacing the windows units, redoing the side walk and parking lot, installing new awnings and exterior lights, cleaning and paint existing pole sign, and installing structural support for building. 10 N. Adams was a vacant building that was overlooked for 25 years. The project was completed in 2018, with the help of the YDDA rehab and façade grants, the building went under a complete transformation.



- 15 E. Cross St., *734 Brewing Company*
 - o \$5,000 grant award from YDDA to help offset \$120,000 in private investment for new wiring, new compliant HVAC unit and ductwork, the addition of two ADA compliant bathrooms, and brew house plumbing. 734 Brewery is Ypsilanti's newest brewery and has quickly become a go-to destination in Depot Town's burgeoning night life as an inclusive community space.

Exterior Before:



Exterior After:

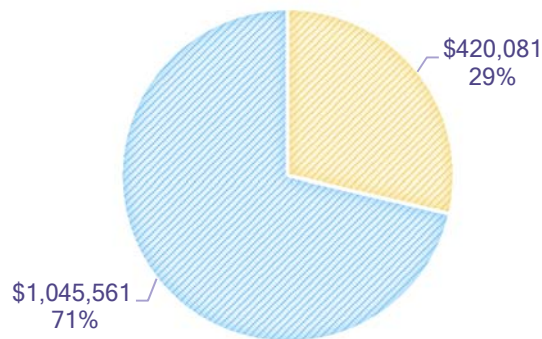


- **Upcoming Grants awarded for 2019**

- o As mentioned earlier the YDDA was awarded a \$300,000 Façade Restoration Initiative from the MEDC. These funds have been committed to a number of high value projects and helped us leverage nearly \$120,000 through our own tax capture to realize major future improvements in some high profile locations. This investment is the largest in the YDDA's Building and Façade programs history to date.

INVESTMENT LEVERAGED

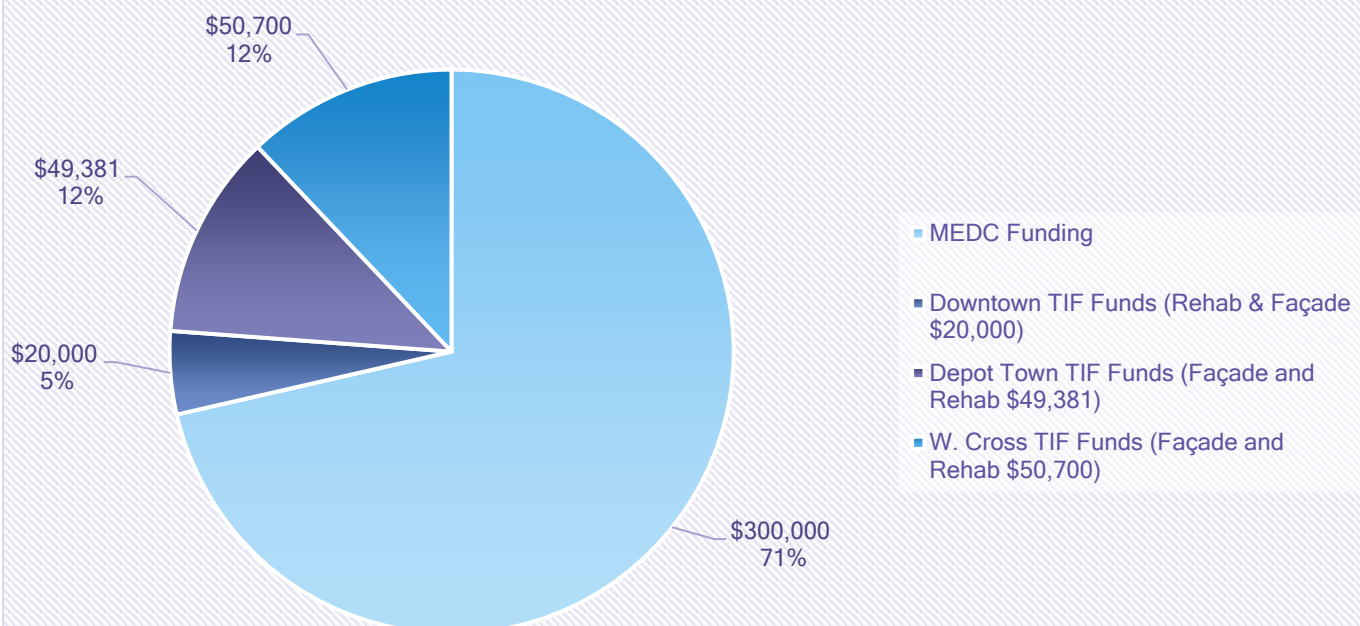
■ Total Public Investment ■ Total Private Investment



2019 YDDA Grants

Applicant	Grant Awards
Vegorama	\$5,700
Tower Inn	\$45,000
Sidetrack	\$27,760
Ypsilanti Food Coop	\$30,000
209 Pearl	\$100,000
117 Pearl	\$11,621
100 W. Michigan	\$100,000
101 W. Michigan	\$100,000

Total Funding from All Public Sources



- **Vegorama**

- o 5,600 grant award from YDDA to help offset \$5,700 in private investment for interior renovation, ceiling repair and repainting, and wall repainting. Vegorama is new to Ypsilanti as of 2018 in the West Cross district. Its unique concept of fast casual Indian-American fusion is 100% vegetarian and the owners support fundraising efforts for local schools and non-profits. Below are some before photos of the improvements they seek to complete using grant funds.

Interior Before:



Interior Before:



- **Tower Inn**

- o \$45,000 grant award from YDDA to help offset \$45,000 in private investment for exterior façade renovation, elevating the building height, replacing awnings, soffit repair, new signage, and the construction of permanent sidewalk/patio railing system. The Tower Inn is one of the longest running restaurants in the city located directly across the street from Eastern Michigan University and is truly an anchor in the West Cross district. Included below is a mock up rendering of what the improvements seek to accomplish.

Exterior After Mock Up:



- **Sidetrack**

- o \$27,760 grant award from YDDA to help offset \$27,760 in private investment for the addition of 5 first floor windows and expansion of entry way including floor installation, reconfiguration, case work, mill work, new glass, painting, and finishing. To those acquainted with Depot Town, Sidetrack needs little introduction. The Sidetrack has existed as a historically family-owned pub/bar since its inception in 1850, even surviving a train collision. Sidetrack is a cornerstone of the Cross Street corridor which was recently named one of the “Great Streets of America” by the APA in 2018.

Train Collision Photo for historical reference:



Contemporary Sidetrack:



- **Ypsilanti Food Cooperative**

- o \$30,000 grant award from YDDA to help offset \$30,000 in private investment for interior renovation and replacement of all front entry doors of the building for handicap accessibility and beautification. These improvements will be part of a full expansion of the bakery and café which incorporates these necessary changes. Up to 10 full time and 6 part time jobs are expected as a result of these improvements and expansions. The Ypsilanti Food Cooperative is owned by over 900 community members and serves the unique mission of sourcing up to 80% of its goods and produce locally to meet the needs of a community with few grocery stores in the city limits.

Exterior Before:

Exterior Before:



- **209 Pearl**

- o \$100,000 grant award from YDDA to help offset \$350,000 in private investment for a complete interior and exterior rehabilitation of the building by Pearl Street Ventures. PSV intends to open both a casual fine dining restaurant and sandwich counter facing the Ypsilanti Transit Center, which sits directly across from 209 Pearl. This block has proven historically to be a problem for both the City's economic development staff and public safety workers alike. With this grant, PSV can not only tear out and replace the broken and unsightly concrete that currently spans the area, but add space for outdoor seating and make Pearl Street a more vibrant downtown corridor.

209 Pearl Exterior After Mock Up:



- 117 Pearl
 - o \$11,621 grant award from YDDA to help offset \$11,621 in private investment for removal of the existing windows, exterior door, new aluminum storefront system and entry door. These remodeling efforts will effectively replace the existing façade to be more consistent with the original architectural design and material of the building. The future use of this building is intended to be office space with the option of retail with residential apartments above.

Exterior Before:



- 100 W. Michigan
 - o \$100,000 grant award from YDDA to help offset \$295,031 in private investment for removal of existing metal panels and to evaluate the condition of the underlying brick, rebuilding original window arches, window replacement, and installation of a new canopy. The first floor at 100 W. Michigan is intended to feature two retail suites and one restaurant while the second and third floors may be used for tech office space. This project is expected to create up to 42 temporary jobs and 60 permanent. Once these improvements are complete it will provide the DDA with approximately 10,000 square feet of office space geared towards tech start-ups.

Exterior Before:



- 101 W. Michigan
 - o \$100,000 grant award from YDDA to help offset \$280,350 in private investment for removing aluminum façade and to restore the building back to its 1830's design. Restoration work includes tucking the point mortar joints, installing two new doors on east façade, replacement of historic windows, new stairway, and electrical work for egress lighting and outlets. This project is expected to create up to 60 permanent jobs and include a new restaurant and office space.

1st Row: Exterior Before2nd Row: Interior Before

STREETSCAPE BEAUTIFICATION

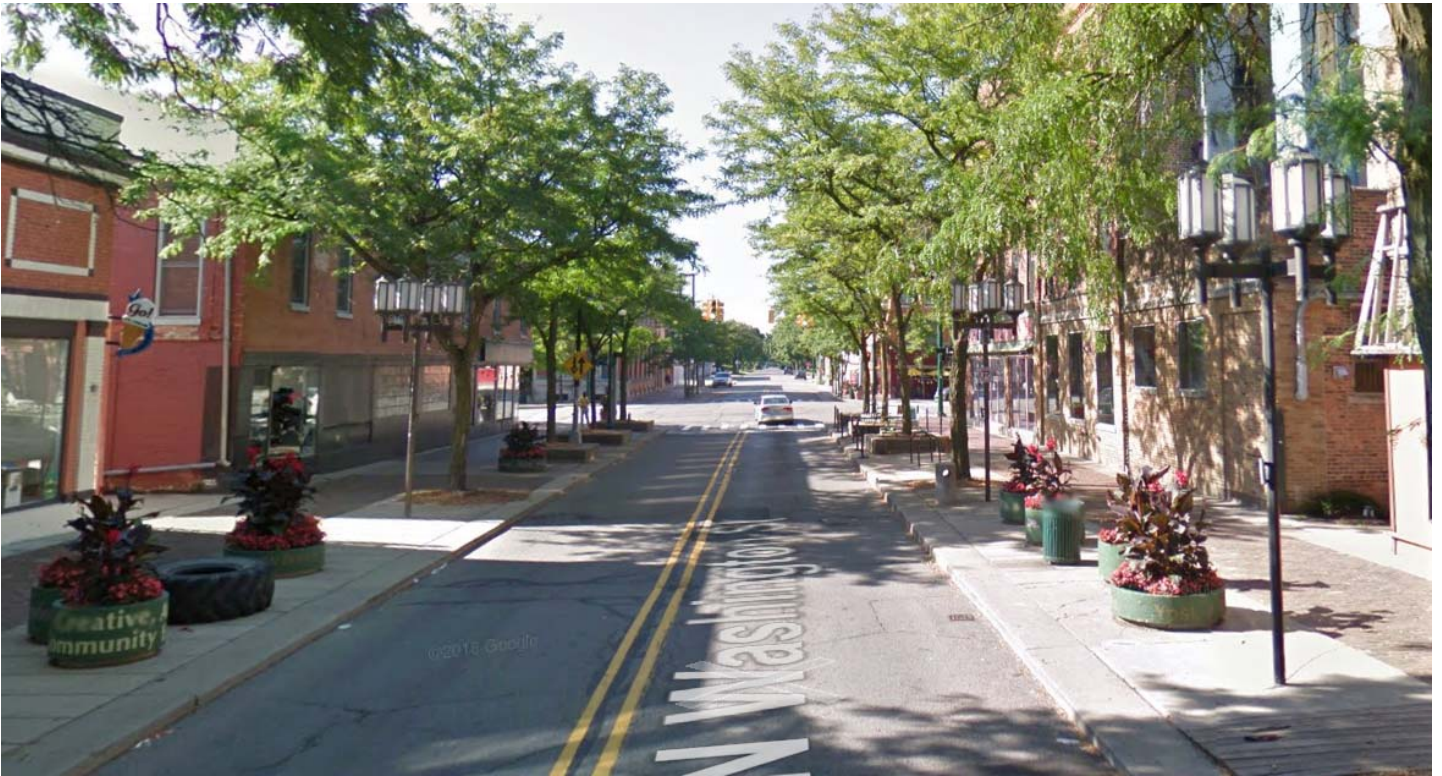
Every winter season the districts are transformed for the holidays as YDDA supports beautification through its installation of holiday lights, garland, and other decorations. The YDDA also provides assistance for holiday ceremonies that are well attended in both Downtown and Depot Town (pictured below) and this year may have been the biggest yet!



These aesthetic improvements have a big impact on place-making and help draw visitors from around the region to our districts for their holiday shopping. From the holiday greenery in median planters to the festive lights, these investments pay big dividends to our quality of life and help make Ypsilanti a special place to be. The YDDA partners with a number of key stakeholders to share in the cost of these improvements including the Conventions and Visitors Bureau, Depot Town Merchants, Downtown Association of Ypsilanti, and the City of Ypsilanti.

The YDDA also contracted WH Canon to support streetscape maintenance throughout 2018 and worked to ensure it meets our high standards including a living wage ordinance meant to ensure we do business equitably. This contract totaled over \$22,000 and represents a sizable investment in beautification that keeps our downtown districts attractive. This work includes loose trashing removal from public sidewalks, parking lots, and common dumpster areas, weeding and watering the flower beds and rain gardens, as well as installation and maintenance of hanging basket planters, and parking lot planting islands. Additionally, this work includes weed control in hardscape areas including public sidewalks, parking lots, curb edges, tree grates, and other public right-of-ways, and planters in median islands on Huron Street. Lastly, spring and fall cleanup as well as installation of more than \$3,000 in annual seasonal planting round out the aesthetic contributions people enjoy annually.





EVENTS

- **First Fridays**

- o First Fridays Ypsilanti is a self-guided monthly art and culture walk hosted throughout the downtown areas of Ypsilanti at multiple venues. Each month on the first Friday participating venues offer free art activities involving local artists, musicians, and/or tastings. The goal of the First Fridays Ypsilanti is to invite community members into the downtown area to support local talent and businesses while having a fun time! This extremely popular event draws people to support local arts and businesses in a unique and exciting way.

Festival of the Honey Bee, in partnership with First Fridays Ypsilanti, celebrated 6 years in September 2018. Festival of the Honeybee is a city wide celebration of bees, with art, music, educational activities for all ages, vendors, demonstrations, and more! The 2nd Annual Ypsi pride event is yet another offshoot of First Fridays which featured two stages of family friendly entertainment, beer gardens, local organizations and vendors, children's activity area, and a 21+ after party! YDDA is proud to be a supporter of this incredible event series and hopes to foster its ongoing success for many years.





- **Ypsi Glow**

- o On Friday, October 26th from 7-10 p.m., downtown Ypsilanti glowed bright with hundreds of community and artist creations, for a night of dancing, DJ's raised into the air, interactive art activities, black-lit stations, street performances, glowing window displays, and more. Local artists also activate downtown storefronts with installations, showing just how vibrant downtown Ypsilanti can be. Several of these windows come to life during the event, along with over a dozen other multi-media projects, like video projections, giant luminaries, performance art, live painting, shadow puppets, chalk muralists, and laser shows.





- **150th Anniversary Downtown Library Gala**

- o Held at the historic Ypsilanti Freighthouse (which is ten years younger than the library!) the Gala was a memorable night supporting a great cause and celebrating the 150th anniversary of YDL. The Gala featured professional storyteller La’Ron Williams reflecting on the power of libraries and of stories to unite and transform communities, Music from the Keith Gamble Jazz Ensemble, dinner, drinks, and desserts from local vendors and a silent auction featuring unique items and experiences from all over Michigan.





- **Get Down in Depot Town**

- o Ypsilanti's Depot Town neighborhood received national attention after East Cross Street was named to the American Planning Association's (APA) list of 15 "Great Places in America" for 2018. The APA program recognizes five great places in three categories: neighborhoods, streets, and public spaces. East Cross was recognized in the "Great Streets" category this year. The APA looks for places that are "unique and exemplary in their amenities and infrastructure, cultural identity, and use of sustainable and innovative practices." Get Down in Depot Town was a community celebration for this incredible achievement.



- **DDA Meet and Greet**

- o In April of 2018 YDDA held a widely attended Meet and Greet event at Riverside Arts Center. The event was catered with food and drinks from around the districts and served as a great opportunity for the districts to come together and celebrate mutual successes while learning from each other's common obstacles. Riverside Arts Center's gallery room was a festive and apt meeting space for such an event given the YDDA's historic public-private partnership that's helped revitalize it. There was no better way to reflect on what we have accomplished while looking forward to all of the opportunities we have to grow together.



2018 YDDA BUDGET

YDDA TOTALS		
Fiscal Year	18/19	
Revenues		
Operating	\$	50,955
TIF		485,050
Revenue Subtotal	\$	536,005
Expenditures		
Operating		37,791
TIF		452,576
Expenditure Subtotal	\$	490,366
Surplus/(Loss)	\$	45,639
Memo: General Fund Balances		
Starting Fund Balance	\$	389,861
Current Year Surplus/(Loss)		45,639
Ending Fund Balance	\$	435,000

YDDA Revenue	
FISCAL YEAR	18/19
TOTAL REVENUE	536,005
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	42,408
DELINQUENT PROPERTY	120
INTEREST ON CURRENT TAXES	90
INTEREST ON DELINQUENT TAXES	5
INTEREST EARNINGS	2,132
MISCELLANEOUS REVENUE	6,200
TRANSFER FROM DEPOT TOWN	-
TOTAL OPERATING REVENUE	50,955
TIF REVENUE	
TIFA REIMB PA 86 S17	17,000
CURRENT TIFA TAXES	436,850
DOWNTOWN PARKING PERMITS	7,200
DOWNTOWN GARBAGE COLLECTION	24,000
TOTAL TIF REVENUE	485,050

YDDA EXPENDITURES	
FISCAL YEAR	18/19
TOTAL EXPENDITURES	490,366
OPERATING EXPENDITURES	
OFFICE SUPPLIES	1,104
POSTAGE	184
OPERATING SUPPLIES	460
AUDIT FEES	2,360
CONTRACTUAL SERVICES	18,056
GENERAL LIABILITY	4,645
LEGAL SERVICES	2,300
TELEPHONE	862
CONFERENCES AND WORKSHOPS	938
PRINTING AND PUBLISHING	2,300
RENT	3,524
BOOK MAGAZINES AND PERIODICAL	139
MEMBERSHIPS AND DUES	920
WASHTENAW COUNTY CHARGEBACKS/TRANSFER OUT	-
TOTAL OPERATING EXPENDITURES	37,791
TIF EXPENDITURES	
IGA 35%	152,898
ADMIN CONTRACT	58,000
TIF/CAPITAL IMPROV	20,000
IRRIGATION SYSTEM	120
STREETSCAPE MAINTENANCE	22,633
WASTE MANAGEMENT	24,000
SEASONAL PLANTING	3,275
DTE ELECTRIC BILL	150
HOLIDAY LIGHTING & MAINTENANCE	3,500
SPECIAL EVENT CONTRIBUTION	3,000
FAÇADE GRANT	40,000
BUILDING REHABILITATION GRANT	40,000
BOND PAYMENT	85,000
TOTAL TIF EXPENDITURES	452,576

DOWNTOWN BUDGET

DOWNTOWN TOTALS	
Fiscal Year	18/19
Revenues	
Operating	35,074
TIF	270,151
Revenue Subtotal	305,225
Expenditures	
Operating	22,740
TIF	271,503
Expenditure Subtotal	294,243
Surplus/(Loss)	10,982
Memo: General Fund Balances	
Starting Fund Balance	76,653
Current Year Surplus/(Loss)	10,982
Ending Fund Balance	87,635

DOWNTOWN REVENUE	
FISCAL YEAR	18/19
TOTAL REVENUE	305,225
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	27,719
DELINQUENT PROPERTY	100
INTEREST ON CURRENT TAXES	50
INTEREST ON DELINQUENT TAXES	5
INTEREST EARNINGS	1,000
MISCELLANEOUS REVENUE	6,200
TOTAL OPERATING REVENUE	35,074
TIF REVENUE	
TIFA REIMB PA 86 S17	8,000
CURRENT TIFA TAXES	230,951
DOWNTOWN PARKING PERMITS	7,200
DOWNTOWN GARBAGE COLLECTION	24,000
TOTAL TIF REVENUE	270,151

DOWNTOWN EXPENDITURES	
FISCAL YEAR	18/19
TOTAL EXPENDITURES	294,243
OPERATING EXPENDITURES	
OFFICE SUPPLIES	660
POSTAGE	110
OPERATING SUPPLIES	275
AUDIT FEES	1,395
CONTRACTUAL SERVICES	10,794
GENERAL LIABILITY	2,899
LEGAL SERVICES	1,375
TELEPHONE	543
CONFERENCES AND WORKSHOPS	561
PRINTING AND PUBLISHING	1,375
RENT	2,120
BOOK MAGAZINES AND PERIODICAL	83
MEMBERSHIPS AND DUES	550
WASHTENAW COUNTY CHARGEBACKS	-
TOTAL OPERATING EXPENDITURES	22,740
TIF EXPENDITURES	
IGA 35%	80,833
ADMIN CONTRACT	31,900
TIF/CAPITAL IMPROV	10,000
IRRIGATION SYSTEM	120
STREETSCAPE MAINTENANCE	15,000
WASTE MANAGEMENT	24,000
SEASONAL PLANTING	2,500
DTE ELECTRIC BILL	150
HOLIDAY LIGHTING & MAINTENANCE	1,000
SPECIAL EVENT CONTRIBUTION	1,000
FAÇADE GRANT	10,000
BUILDING REHABILITATION GRANT	10,000
BOND PAYMENT	85,000
TOTAL TIF EXPENDITURES	271,503

DEPOT TOWN BUDGET

DEPOT TOWN	
Fiscal Year	18/19
Revenues	
Operating	8,321
TIF	110,565
Revenue Subtotal	118,886
Expenditures	
Operating	6,369
TIF	92,941
Expenditure Subtotal	99,310
Surplus/(Loss)	19,576
Memo: General Fund Balances	
Starting Fund Balance	149,306
Current Year Surplus/(Loss)	19,576
Ending Fund Balance	173,130

DEPOT TOWN REVENUE	
FISCAL YEAR	18/19
TOTAL REVENUE	118,886
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	7,574
INTEREST ON CURRENT TAXES	20
INTEREST EARNINGS	727
TOTAL OPERATING REVENUE	8,321
TIF REVENUE	
TIFA REIMB PA&6 S17	4,000
CURRENT TIFA TAXES	106,565
TOTAL TIF REVENUE	110,565

DEPOT TOWN EXPENDITURES	
FISCAL YEAR	18/19
TOTAL EXPENDITURES	99,310
OPERATING EXPENDITURES	
OFFICE SUPPLIES	192
POSTAGE	32
OPERATING SUPPLIES	80
AUDIT FEES	432
CONTRACTUAL SERVICES	3,140
GENERAL LIABILITY	640
LEGAL SERVICES	400
TELEPHONE	112
CONFERENCES AND WORKSHOPS	163
PRINTING AND PUBLISHING	400
RENT	594
BOOK MAGAZINES AND PERIODICAL	24
MEMBERSHIPS AND DUES	160
TOTAL OPERATING EXPENDITURES	6,369
TIF EXPENDITURES	
IGA 35%	37,298
ADMIN CONTRACT	13,340
STREETSCAPE MAINTENANCE	4,378
SEASONAL PLANTING	425
HOLIDAY LIGHTING & MAINTENANCE	1,500
SPECIAL EVENT CONTRIBUTION	1,000
FAÇADE GRANT	15,000
BUILDING REHABILITATION GRANT	15,000
TIF/CAPITAL IMPROV	5,000
TOTAL TIF EXPENDITURES	92,941

WEST CROSS BUDGET

WEST CROSS	
Fiscal Year	18/19
Revenues	
Operating	7,560
TIF	104,334
Revenue Subtotal	111,894
Expenditures	
Operating	8,682
TIF	88,132
Expenditure Subtotal	96,814
Surplus/(Loss)	15,080
Memo: General Fund Balances	
Starting Fund Balance	128,544
Current Year Surplus/(Loss)	15,080
Ending Fund Balance	143,624

WEST CROSS REVENUE	
FISCAL YEAR	18/19
TOTAL REVENUE	111,894
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	7,115
DELINQUENT PROPERTY TAXES	20
INTEREST ON CURRENT TAXES	20
INTEREST ON DELINQUENT TAXES	-
INTEREST EARNINGS	405
TOTAL OPERATING REVENUE	7,560
TIF REVENUE	
TIFA REIMB PA 86 S17	5,000
CURRENT TIFA TAXES	99,334
TOTAL TIF REVENUE	104,334

WEST CROSS EXPENDITURES	
FISCAL YEAR	18/19
TOTAL EXPENDITURES	96,814
OPERATING EXPENDITURES	
OFFICE SUPPLIES	252
POSTAGE	42
OPERATING SUPPLIES	105
AUDIT FEES	533
CONTRACTUAL SERVICES	4,121
GENERAL LIABILITY	1,106
LEGAL SERVICES	525
TELEPHONE	207
CONFERENCES AND WORKSHOPS	214
PRINTING AND PUBLISHING	525
RENT	810
BOOK MAGAZINES AND PERIODICALS	32
MEMBERSHIPS AND DUES	210
TOTAL OPERATING EXPENDITURES	8,682
TIF EXPENDITURES	
IGA 35%	34,767
ADMIN CONTRACT	12,760
STREETSCAPE MAINTENANCE	3,255
SEASONAL PLANTING	350
HOLIDAY LIGHTING & MAINTENANCE	1,000
SPECIAL EVENT CONTRIBUTION	1,000
FAÇADE GRANT	15,000
BUILDING REHABILITATION GRANT	15,000
TIF/CAPITAL IMPROV	5,000
TOTAL TIF EXPENDITURES	88,132

DDA BOARD MEMBERS

- **Ben Harrington**, *Board Chair*
– *Ann Arbor SPARK (2019)*
- **Ylondia Portis**, *Vice Chair*
– *Brandhrt Digital Insights and Strategy (2022)*
- **Andrew French**, *Treasurer*
– *Aubrees (2019)*
- **Beth Bashert**, *Mayor of Ypsilanti*
- **Andrew O’Neal**
– *O’Neal Construction (2019)*
- **Kayia Hinton**
– *Hinton Real Estate Group (2022)*
- **Danielle Milner**
– *Do:Better Brand Studio (2022)*
- **Dieter Otto**
– *Eastern Michigan University (2020)*
- **Janette Rook**
– *The Eyrie (2019)*



City of Ypsilanti

Community & Economic Development Department

Memo

To: City Council
From: Bonnie Wessler, City Planner
Date: 31 January 2019
Subject: Speed Control/Neighborhood Traffic Safety Policy

Background

City Council has recently requested a policy for responding to resident requests to help make their streets safer for all users on a case-by-case basis, outside the regular capital improvement/maintenance process.

In recent memory, City Council received a presentation on a proposed speed control policy in November 2013, April 2014, and adopted a policy in March 2015. Due to Council and resident feedback, revisions were requested by Council in mid-2016; discussions about those changes were held in September 2016. A proposed revised policy was presented to Council in October of 2016 based on that discussion and was not passed. As a result, there has effectively been no policy in place to respond to resident concerns about neighborhood traffic safety.

This is a process outside of the normal roads maintenance cycle, planned via the Transportation Improvement Plan with WATS; this is also outside of the court-mandated annual improvements to pedestrian ramps. However, this process can and should be incorporated into the Capital Improvements Plan where improvements identified exceed the cost &/or lifespan thresholds for inclusion; this can help enable better coordination with larger-scale projects such as those mentioned above, and help inform the budgeting process.

Attachments

2016 Speed Control Policy (draft)
Presentation



2016 DRAFT

Policy and Procedure for Neighborhood Traffic Management

City Council has requested a policy for managing both resident requests and appropriate road treatments to address speed control requests in residential neighborhoods in Ypsilanti.

NEIGHBORHOOD TRAFFIC MANAGEMENT PROCESS

The following process will be used by the City to address neighborhood traffic concerns:

1. A resident notifies the City about a possible problem area. If applicable, the request will be processed through the City Manager's Office.
2. The City will provide copies of the Neighborhood Traffic Management Procedure, and also instruct the resident regarding the qualifying petition. A minimum of seven (7) residents from different households must sign a petition requesting the Road Commission for a preliminary traffic engineering investigation. If requested, a City representative will attend a neighborhood meeting to provide additional information regarding the Neighborhood Traffic Management Program.
3. Upon receipt of a signed petition, the City will conduct a preliminary traffic engineering investigation. This investigation may involve data collection efforts by residents in addition to City staff. The City may schedule a neighborhood meeting to identify the concerns and issues.
4. If the area qualifies for the Neighborhood Traffic Management Program according presented below criteria, the City, with assistance from residents, may conduct an education and enforcement campaign to inform residents and other drivers of the traffic concerns in the area. Components of this campaign may include distributing traffic safety brochures, using a speed trailer, or requesting police agencies to conduct selective enforcement. After the education and enforcement campaign, the City will measure the effectiveness of this campaign and re-evaluate the location.
5. If the education and enforcement measures prove ineffective, the City, with assistance from residents, may evaluate physical traffic control devices and recommend a plan for implementation. Devices may include but are not limited to speed humps, traffic circles, slow points, chokers, or signing. Proper engineering analysis and judgment will be used in evaluating all traffic control devices. Input may also be requested from local law enforcement, fire departments and emergency medical service providers.
6. Prior to the installation of any physical devices, the neighborhood residents must demonstrate support for the recommended traffic control measures. A minimum of 75 percent of the property owners affected by the traffic control devices must concur with the installation of the recommended devices by way of a signed petition.
7. If the recommended traffic control devices are supported by the required percentage of residents, the project will be submitted to the City Council for approval.
8. **If approved, funding will be budgeted from the City's Traffic Calming fund (located in 203- Local Streets). In the event this fund is exhausted, depleted, or is not funded, the approved project will be (incorporated in the next Capital Improvements Plan update and granted priority of place for the next available**

Traffic Calming Project funding) AND/OR (incorporated into designs of the next reconstruction project, if already part of the six-year CIP) AND/OR (the residents will be given the option of being subject to a Special Assessment).

9. After the appropriate length of time, the City may conduct follow-up studies to determine the effectiveness of the traffic control measures. If, after evaluation, the City determines that the traffic control devices should be removed for safety or maintenance reasons, the City staff will submit a recommendation for removal to the City of Ypsilanti City Council for approval.

QUALIFYING CRITERIA

The Neighborhood Traffic Management Program will only apply to local streets which have a prima facie speed limit of 25 mph. A project must score 10 or more points to qualify for the Neighborhood Traffic Management Program.

Criteria	Range	Points
1. 85 th Percentile Speed (speed that 85% of the traffic is traveling at or below)	1 – 4 mph over speed limit 5 mph 6 mph 7 mph 8 mph 9 mph 10 mph +	0 1 2 4 6 8 10
2. Cut-through Traffic (traffic that has neither its origin nor its destination within the residential area) (calculated using ITE trip generation standards, not via direct observation, including license plate surveys)	25 – 50 % 51 % +	4 6
3. Average Daily Traffic (ADT)	500 – 750 vehicles 751 – 1000 1001 – 1250 1251 +	2 3 4 5
4. Three-year Crash History (correctable accidents in project area)	No Yes	0 1
5. Schools (when project area is within walk-to-school zone – ½ mile from active school)	¼ mile up to walk-to-school zone limit ¼ mile from school or less	1 2
6. Major Pedestrian Generators (library, shopping plaza, senior housing, etc.)*	within 1/4 mile	1 maximum 3
7. Sidewalks	Yes No	0 1

* Pedestrian oriented facilities grouped together on the subject street or within 1/4 mile of the petition area will be counted as 1 location/destination with maximum of 3 points.



Traffic Safety & Speed Control Policy

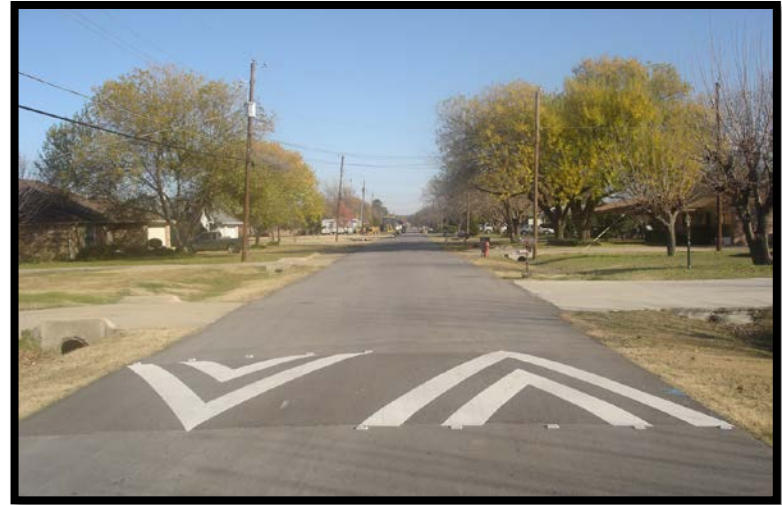
FEB 2019 DISCUSSION

Background

A speed control/speedbump policy was requested by Council in 2013 due to increasing resident interest. At that time, speed humps/bumps and other similar speed control devices were prohibited on public roads within the City.

A presentation was made to Council in November 2013, and draft policies went before council in April 2014 and March 2015. A policy was adopted in June 2015. Council requested updates/revisions in June 2016. Discussion was held in September 2016, and ultimately the revised policy was not adopted in October 2016.

Currently, staff lacks guidance when residents request traffic calming measures.



2016 Initial Policy for Speed Controls

Request

- Petition made by 60% or more of the residents of at least two contiguous block faces (where applicable), including as much information as possible about where and when the speeding occurs, and potential issues that wouldn't be apparent to a non-resident (potential points of conflict, in particular)

Review

- Person to whom the petition was submitted brings petition before TRC
- Check to see if roadway is eligible for speed controls
 - Must be under local control, speed limit of 45 or less, traffic count less than 15k; staff notes other issues such as construction, road condition, bus routes/stops, etc
- Schedule a speed study
 - Eligible for City-funded speed humps if 15% or more are travelling at least 5mph above the speed limit
- Review crash history for patterns
 - Eligible for City-funded intervention if significant/recurring/above-average history of crashes
 - Can only evaluate reported crashes- not anecdotal

Decision

- If a speeding problem is evident, based on crash history/severity and speed study, then speed controls will be installed at the City's expense. Person to whom the petition was submitted follows up with the point of contact for the petitioners.
 - NOTE: permanent speed humps, while more effective in the long-term and requiring overall less maintenance than temporary humps (expected life of 3 years and requiring annual removal/reinstallation) significantly interfere with snow removal due to our current style of plows. Staff would require training.
 - BUDGET NOTE: Per draft budget, \$50,000 allocated each in 2016/17 and 2017/18 under Local Streets for traffic calming projects. (203-7-9053-818-00, contractual services). Actual spending in 2015/2016 was approx \$22,000.
- If no objective speeding issue can be shown, person to whom the petition was submitted follows up with the point of contact for the petitioners.

Other Communities (circa 2016)

Washtenaw County Road Commission (Ypsi Twp, Pittsfield Twp, etc)

- Eligibility: residential subdivision streets with a speed limit of 25mph and conforming to certain criteria (crash history, cut-through traffic, etc).
- Funding: Varies by township. Twps may require that a neighborhood bear the full cost, or only part. WCRC may match up to 50% of the cost out of Local Roads monies; the amount is paid directly to the Twp.

City of Ann Arbor

- Eligibility: Local Street; ADT between 200 and 5,000; 85th percentile at least 5mph over; not an emergency route (for speed humps); not a truck route; AAATA & school bus systems must have input.
- Funding: varies.

Other areas:

- **Livingston County:** only permits on subdivision roads, fully funded by the sub, when warranted.
- **Monroe:** no speed humps. Does do parking both sides of the street on 26' wide streets.
- **Oakland County:** only permits on subdivision roads, fully funded by the sub, when warranted.

June-October 2016 Discussion

Proposed Changes

- Designate one staffperson for contact with petitioners and Councilmembers regarding petitions.

Items for Further Discussion

- What recourse do petitioners have in cases where City-installed permanent speedbumps (or other City-installed measures) are not warranted per policy?
- Funding sources?
- Temporary/seasonal measures?

2019 Discussion

Policy Goals

- Better define goals/policy as *safety*
- Remove focus on speed humps
- Allow for “tactical” interventions (low-cost, temporary/seasonal)
- Coordinate with budget and Capital Improvement Plan process
- Public-oriented and less technocratic solutions

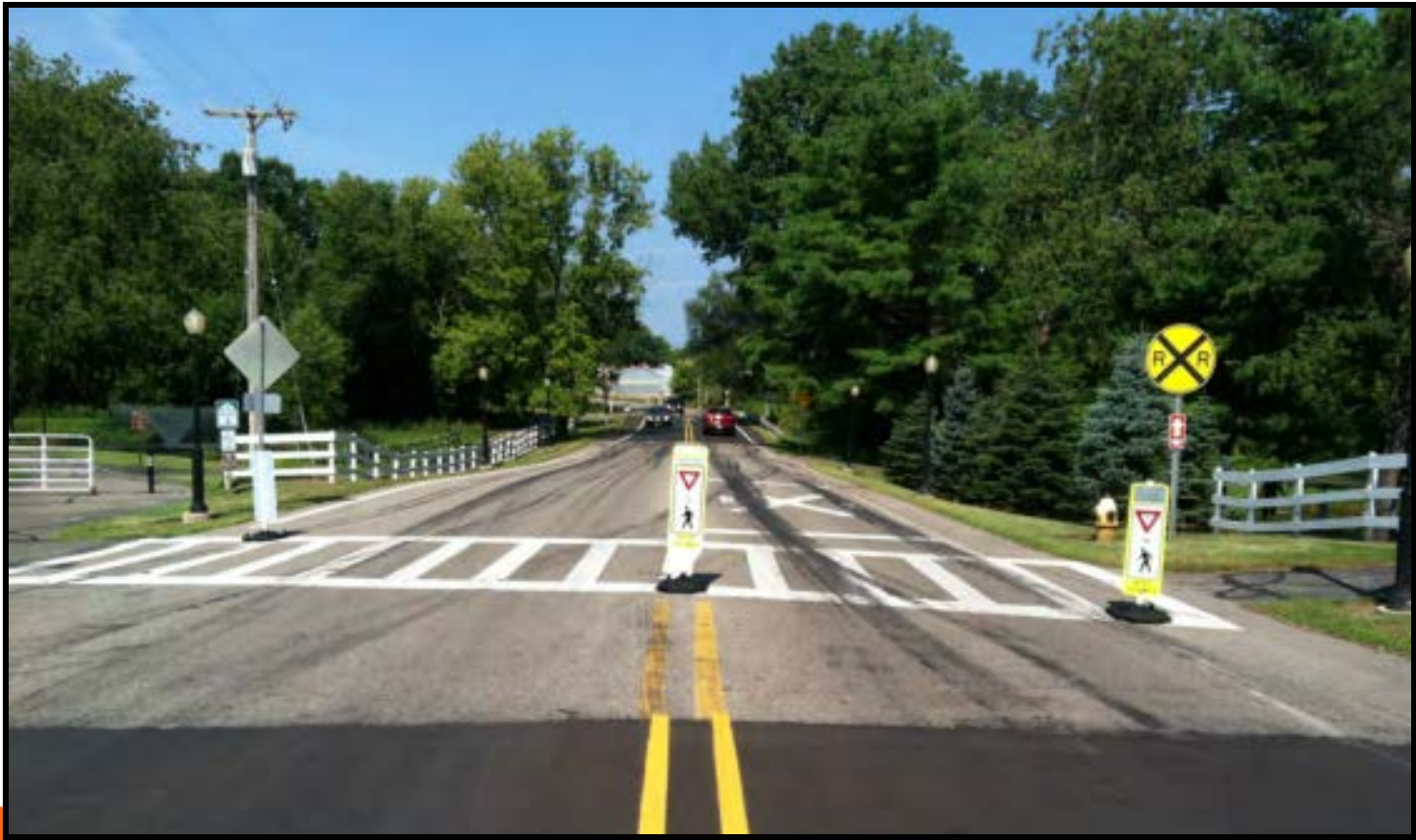
Issues for Discussion

- Staff/consultant capacity
- Budget constraints
- Time constraints
- Expectations of efficacy
- Process

Types of Interventions

	Temporary / Seasonal	Permanent
Policy/ Behavioral	• One-time, targeted enforcement	• Citywide, regular educational efforts • Parking pattern changes
Physical	• Gateway treatment • Temporary bumpout • Intersection art • Temporary speed humps/tables	• Raised intersections • Bumpouts • Street trees • Sidewalks/curb ramps • Bike lane protection • Speed humps • Bike lanes (higher speed/higher vehicle volume streets)

Discussion





**Barr,
Anhut &
Associates, P.C.**
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John M. Barr
Karl A. Barr
~~~~~

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

**REQUEST FOR LEGISLATION**

DATE: January 14, 2019

FROM: John M. Barr, Ypsilanti City Attorney

SUBJECT: Ordinance for electric scooters

**SUMMARY/BACKGROUND**

Modern business can sometimes get ahead of municipal peace and orderliness. Recently companies have flooded some cities with unregulated bikes and electric scooters. Problems arose with bikes and scooters endangering the public and causing a nuisance on the right of way. The state of Michigan recently enacted e-scooter legislation.

At the request of the city manager we have drafted an ordinance to regulate e-scooters and other shared mobility devices, and to require a franchise agreement with the ownership companies to use the public right of way. The proposed draft ordinance is attached.

ATTACHMENTS: Proposed Ordinance

RECOMMENDED ACTION: Adoption of the ordinance

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DATE RECEIVED: \_\_\_\_\_ AGENDA ITEM NO.

CITY MANAGER COMMENTS:

FOR AGENDA OF: \_\_\_\_\_ FINANCE DIR. APPROVAL

COUNCIL ACTION TAKEN:



Resolution No 2019-018  
February 5, 2019

IT IS RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that:

An ordinance to amend Chapter 114 of the Ypsilanti City Code, entitled "Vehicles for Hire", by adding a new Article IV, entitled "Shared Mobility Devices", to require a franchise permit to offer shared mobility devices for public use in the City of Ypsilanti, to set forth procedures, regulations, and rules, and to provide for penalties, Be approved on first reading.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:            NO:            ABSENT:            VOTE:



**CITY OF YPSILANTI  
NOTICE OF ADOPTED ORDINANCE  
Ordinance No. 1332**

An ordinance to amend Chapter 114 of the Ypsilanti City Code, entitled "Vehicles for Hire", by adding a new Article IV, entitled "Shared Mobility Devices", to require a franchise permit to offer shared mobility devices for public use in the City of Ypsilanti, to set forth procedures, regulations, and rules, and to provide for penalties.

**THE CITY OF YPSILANTI HEREBY ORDAINS:**

Section 1: Amendments, additions, and deletions to the Code of Ordinances, City of Ypsilanti, Michigan.

That Chapter 114 of the Code of Ordinances, City of Ypsilanti, Michigan, entitled "Vehicles for Hire," is hereby amended by adding Article IV "Shared Mobility Devices", which Article reads as follows:

**Article IV. Shared Mobility Devices.**

**Sec. 114-160. - 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:

"Bicycle" means that term as defined in The Michigan Vehicle Code, 1949 PA 300, MCL 257.1 to 257.923, as amended.

"Electric bicycle" means that term as defined in The Michigan Vehicle Code, 1949 PA 300, MCL 257.1 to 257.923, as amended.

"Electric personal assistive mobility device" means that term as defined in The Michigan Vehicle Code, 1949 PA 300, MCL 257.1 to 257.923, as amended.

"Electric skateboard" means that term as defined in The Michigan Vehicle Code, 1949 PA 300, MCL 257.1 to 257.923, as amended.

"Low-speed vehicle" means that term as defined in The Michigan Vehicle Code, 1949 PA 300, MCL 257.1 to 257.923, as amended.

"Motor vehicle" means that term as defined in The Michigan Vehicle Code, 1949 PA 300, MCL 257.1 to 257.923, as amended.

"Shared mobility device" includes all bicycles, electric bicycles, electric personal assistive mobility devices, electric skateboards, low-speed vehicles, and any other small, wheeled vehicles that are not "motor vehicles" under the Michigan Vehicle Code.

#### **Sec. 114-161. - Franchise Permit Required.**

Every person or entity (company) desiring to offer shared mobility devices for public use in the City of Ypsilanti must obtain a franchise permit from the City Clerk to operate in the City of Ypsilanti. A maximum of three permits may be issued or be in issue at any one time. Each permit will allow not more than 100 shared mobility devices in the City.

#### **Sec. 114-162. - Franchise Permit Application Procedure and Requirements.**

- (A) Procedure.
  - a. An original permit. A franchise permit to offer shared mobility devices for public use in the City of Ypsilanti shall be requested by filing a Permit Application on a form provided by the City Clerk, paying an application fee as set by City Council resolution, and agreeing in writing to and complying with all the requirements of this Article.
  - b. A transfer permit. A franchise permit to offer shared mobility devices for public use in the City of Ypsilanti may be transferred upon the transferee completing a new Permit Application, paying a transfer fee as set by City Council resolution, agreeing in writing to and complying with all the requirements of this Article, and receiving approval by the City Manager.
- (B) Requirements.
  - (1) A franchise fee of \$1 per permitted shared mobility device per day shall be paid quarterly.
  - (2) Permits shall be for a period of one year and may be renewed by filing a renewal application, bond, insurance and renewal fees as set by City Council resolution.
  - (3) The permit holder shall defend, hold harmless, release, and indemnify the City and its officers, employees' agents, volunteers and affiliated entities from all claims, damages, losses, expenses, attorney fees, or suits of any nature that arise from, are related to or that the City may be subjected to, by reason or account of the Permit, except to the

extent due to the gross negligence or willful misconduct of the City or its officers, agents or employees.

- (4) Permit holders shall require users by contract to release the City and its officers, employees agents, volunteers and affiliated entities from all claims, damages, losses, expenses, attorney fees, or suits of any nature that arise from, are related to or that the City may be subjected to, by reason or account of the Permit, except to the extent due to the gross negligence or willful misconduct of the City or its officers, agents or employees.
- (5) Insurance. Each permit holder and applicant shall obtain and maintain liability insurance with minimum limits of two million (\$2,000,000) dollars with the City a named primary insured. For itself and any of its insurers, the permit holder waives any right of recovery against the City for any damages covered by the permit holder's insurance. The City, without qualification, shall be entitled to 30-days written notice of any cancellation or non-renewal of the permit holder's insurance.
- (6) Bond. Each permit holder and applicant shall furnish the City a surety bond or letter of credit of not less than \$5,000 to insure the proper storage, parking, removal and disposal of its shared mobility devices in the City and to reimburse the City for any actions needed to correct any improper storage, parking, removal or disposal of the permit holder's shared mobility devices, and to other guarantee compliance with this Article.
- (7) Each shared mobility device shall be conspicuously marked with a unique serial or other identification number inscribed on the vehicle, the permit holder's contact information (including a 24-hour toll-free phone number and email address), and its unique branding. The permit holder shall not apply any other markings to any shared mobility device. The permit holder must provide to and keep current (at least monthly) a list with the City of each shared mobility device, including its unique serial or other identification number.
- (8) Permits are a temporary license to leave, park or deposit shared mobility devices that are not "motor vehicles" under the Michigan Vehicle Code in the City Right of Way.
- (9) Permits and nothing in this Article shall grant any rights or interests in the City Right of Way and are not an easement, lease, fee or other interest in the City Right of Way.
- (10) Permits are personal and not an interest in real estate.
- (11) Permits shall not be recorded in the Washtenaw County Register of Deeds or any other government agency except the office of the Ypsilanti City Clerk.
- (12) Permits may be revoked without court action or court order at any time for nonpayment of permit fees, failure to file a bond or letter of

credit as required, failure to provide or maintain insurance as required, violations of the Michigan Vehicle Code, the Michigan Uniform Traffic Code as amended, or the Ypsilanti City Code, or the permitted shared mobility devices causing a nuisance by three or more occurrences of the City removing them for blocking the City Right of Way or private property from pedestrian or vehicle traffic.

- (13) Insurance, bond, and indemnity obligations shall survive the expiration and/or termination of the franchise permit.
- (14) Compliance with laws. The permit holder shall be responsible for and guarantee that its employees, agents and contractors, including independent contractors, and its users with all applicable laws and its franchise permit agreement.
- (15) Education. The permit holder shall provide education to its users (riders) on responsible and legal use of its shared mobility devices. The permit holder shall not allow any use of its shared mobility devices by third parties (users and/or riders) unless the users/riders have first reviewed the education materials.
- (16) Parking. The permit holder's shared mobility devices be must be parked in an upright position and cannot be parked in any motor vehicle portion of any street, including parking spots and loading zones. Nor shall the shared mobility devices be parked as to block any driveway, curb ramps, fire escapes, bus shelters or bus stops, in driveways, doorways or on any unauthorized private property or unapproved public or non-public spaces. The City Manager may by order designate parking/staging spots for shared mobility devices in the public right of way, including sidewalks.
- (17) Entire City. Shared mobility devices must be available throughout the entire city area.
- (18) Maintenance. The permit holder shall maintain all permitted shared mobility devices in a good and safe working manner and all applicable laws, and shall promptly remove from the City right of way any shared mobility device not so maintained.
- (19) Abandonment. The permit holder shall promptly recover and take custody of all of its abandoned shared mobility devices.
- (20) Seized devices. The City may seize and impound any shared mobility device that is operated, abandoned or parked in violation of any law, this Article, or the Franchise Permit, with or without issuing a ticket, citation, or violation notice. Unless the City's continued possession of the shared mobility device is necessary for evidentiary or investigatory purposes, the permit holder may recover possession of any seized or impounded shared mobility device upon the permit holder payment to the City of a fee as set by the resolution of City Council and an additional fee per day of impoundment in an amount as set by resolution of City Council, which amounts are partial reimbursement of the City for its costs related to the

seizure and storage of the shared mobility device, and which amounts shall be due and owing from the permit holder even if the permit holder elects not to recover possession. The City shall not be liable for damages to the permit holder for the City's seizure or impoundment, or both, of any shared mobility device.

(21) Damages to City property. To the fullest extent lawful, the permit holder shall be liable to and shall promptly reimburse the City for any damage to City property related to or arising from the shared mobility devices, except to the extent due to the negligence or willful misconduct of the City or its agents and employees.

(22) Notices. All notices or other correspondence or communications required or related to a franchise permit must be in writing and sent by both email and regular U.S. mail, postage prepaid. Notices provided by the permit holder to the City must be sent to the City Manager. The permit holder at the time of application, renewal, or transfer, must provide the City with a contact person, including that person's address, email, and phone number who the City may send all notices to. Either the City or the permit holder may change its notice recipient with 10-days written notice to the other.

#### **Sec. 114.163. - Violation and Penalty.**

Any violation of this Article or any provision shall be a municipal civil, 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](#).

**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. A complete copy of the ordinance is also available for inspection on the City's website, [www.cityofypsilanti.com](http://www.cityofypsilanti.com).

**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 \_\_\_\_\_, 2019.

\_\_\_\_\_  
Frances McMullan, City Clerk

Attest

I do hereby confirm that the above Ordinance No. \_\_\_\_ was published in The Ypsilanti Courier on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
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 \_\_\_\_\_, 2019.

\_\_\_\_\_  
Frances McMullan, City Clerk

Notice Published: \_\_\_\_\_

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Published: \_\_\_\_\_

Effective Date: \_\_\_\_\_



Resolution No 2019-019  
February 5, 2019

IT IS RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that:

**That the Public Hearing** for An ordinance to amend Chapter 114 of the Ypsilanti City Code, entitled "Vehicles for Hire", by adding a new Article IV, entitled "Shared Mobility Devices", to require a franchise permit to offer shared mobility devices for public use in the City of Ypsilanti, to set forth procedures, regulations, and rules, and to provide for penalties, **Be Officially Closed.**

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:            NO:            ABSENT:            VOTE:



Resolution No. 2019-020  
February 5, 2019

**RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:**

That the following items be approved:

1. Resolution No. 2019-021, approving minutes of December January 22, 2019.
2. Resolution No. 2019-022, approving appointment to Boards and Commissions

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:            NO:            ABSENT:            VOTE:



Resolution No. 2019 - 021  
February 5, 2019

**RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:**

THAT the minutes of January 22, 2019 be approved.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:

NO:

ABSENT:

VOTE:



**Draft**

City of Ypsilanti  
City Council Regular and Goal Setting Agenda  
Tuesday, January 22, 2019  
6:00 – 10:00 p.m.  
**Regular Meeting 6:00 – 7:00 p.m.**  
**Goal Setting 7:00 – 10 p.m.**  
City Hall Council Chambers - 1 S. Huron Street  
Ypsilanti, Michigan 48197

**I. CALL TO ORDER –**

The meeting was called to order at 6:05 p.m.

**II. ROLL CALL –**

|                          |         |                                |         |
|--------------------------|---------|--------------------------------|---------|
| Council Member Brown     | Present | Council Member Symanns (6:06)  | Present |
| Council Member Morgan    | Present | Council Member Wilcoxon (6:33) | Present |
| Council Member Murdock   | Absent  | Mayor Bashert                  | Present |
| Mayor Pro-Tem Richardson | Present |                                |         |

**Mayor Pro-Tem Richardson moved, seconded by Council Member Morgan to excuse the absence of Council Member Murdock.**

On a voice vote, the motion carried, and the absence was approved.

**III. INVOCATION -**

Mayor Bashert asked all to stand for a moment of silence.

**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. INTRODUCTIONS –**

Mayor Bashert introduced the following individuals; Police Chief Tony DeGiusti, HR Rebecca Craigmile, Interim Fire Chief Ken Hobbs, Fiscal Services Director Marilou Uy, Interim DPS Director Brad Holman, City Manager Darwin McClary, City Attorney John Barr, City Clerk Frances McMullan, Economic Development Director Joe Meyers, Regional Waste Representative Robert Davis, Evan Pratt, Michael Vincent, and Goal Setting Facilitator Morgan Milner.

**VI. AGENDA APPROVAL –**

**Mayor Pro-Tem Richardson moved, seconded by Council Member Brown to approve the agenda.**

**Mayor Pro-Tem Richardson removed Resolutions No. 2019-012 and 2019-014 from the Consent Agenda.**

City Council Meeting  
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On a voice vote, the motion carried, and the agenda was approved as amended.

## **VII. PRESENTATIONS -**

1. Proclamation recognizing Finance Director Marilou T. Uy

Mayor Pro-Tem Richardson read aloud a proclamation in dedication to the service of Fiscal Service Director Marilou Uy.

Fiscal Services Director Marilou Uy thanked Council for the sentiments.

- ~~2. OPEB Presentation — Kathleen Manning and Dan Colby~~ **(Postponed)**
3. Regional Waste Authority Articles of Incorporation

Washtenaw County Public Manager Theo Eggermont provided an overview of the Regional Waste Authority Works Articles of Incorporation. Washtenaw County Regional Waste Authority Attorney Robert Davis added information on the legal aspects of the authority.

Council Member Symanns asked if the authority would be managed by a board. Mr. Davis responded in the affirmative. Ms. Symanns asked if there would be a representative for each participating community. Mr. Davis responded in the affirmative, and each member would have one vote. Ms. Symanns stated her concern is a smaller community might have different needs than a larger community. Mr. Davis agreed, and explained every community would have the same rate but each communities differences would need to be addressed. Ms. Symanns asked how that would be addressed. Mr. Davis responded through the contract. Ms. Symanns stated the goal is to save money and the market is not there for recycled materials. Mr. Davis responded either way the city would save money because the more that is recycled the more material is diverted from the landfill. Ms. Symanns asked if the authority requires the city to pay. Mr. Davis responded in the affirmative. Ms. Symanns stated this would be an added expense, and asked how having an extra expense would save money. Mr. Davis replied there is an initial pay in that would be matched by the county, and this money would be to get the organization running, and messaging. This money would be allocated by the board and the city would have a vote, and decide what the expectations are.

Council Member Morgan stated he appreciates the information and understands the benefits, but he asked about the risks of joining the authority. Mr. Davis replied the initial years of this authority will have no ownership, or construction of a landfill. The risks are created through taking on activities such as incineration, which this authority would not do. Mr. Morgan asked if it incineration is an option in the future. Mr. Davis responded no, and there was much discussion to ensure this authority would not take on unneeded liabilities. Mr. Morgan asked how long it took to develop the authority of thirteen jurisdictions in Oakland County. Mr. Davis replied that authority was created either in the late 1940s to early 1950s. Since then only one municipality has left the authority. Washtenaw County Public Works Commissioner Evan Pratt added there is an authority that developed in western Washtenaw County developed in 1991 and it took roughly two years to get up and running. Mr. Morgan asked if a jurisdiction decided to opt out of the authority would it create competition between the remaining jurisdictions. Mr. Davis responded only if the authority has a material contract and the contract was based on the good faith of all authority members. Mr. Morgan asked if this is a way to monopolize recycling. Mr. Davis responded the goal of authority is to get lower rates, which can be done through this process. However, it would not create an issue with lesser known haulers. Mr. Morgan if Ypsilanti decides to opt out of this authority are there guarantees that the city would be able to maintain services without interruption. Mr. Davis responded if the authority is not benefiting the jurisdiction, it should examine other options.

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January 23, 2019

Council Member Wilcoxon asked if the authority's long term goal is to never own land. Mr. Davis responded if the authority wanted to have a site of its own it would first collaborate with private industry to construct a site specific for the use of the authority. The authority would take all of its materials there and it could be used for the private companies other clients. The authority would not run the site. Mr. Wilcoxon asked if currently recyclable materials are shipped to the west side of the county. Mr. Davis responded in the affirmative. Mr. Wilcoxon asked for clarification on who would be the representatives on the board. Mr. Davis replied the governing body of the jurisdiction would select a board member and an alternate. Membership to these boards ranges from DPW Directors, who are very insightful to these issues, to City Managers, and Council Members. Mr. Davis added representation can be changed every year, or at will of the governing body. Mr. Wilcoxon asked if in other authorities' think that it is unfair for each community have one vote. Mr. Davis responded in the affirmative. Mr. Wilcoxon added larger communities with more volume feel they should have greater membership on the board. Mr. Davis responded in the affirmative, and added if the structure were to be amended it would require unanimous consent. Mr. Wilcoxon stated the initial \$5,000 is for the first year, and asked if there is an estimate for amount for subsequent years. Mr. Davis replied no, but there is a budget process that would inform the jurisdiction the amount due for each year prior to that year. He added if an individual jurisdiction is unhappy with the amount it has the ability to leave the authority. Mr. Wilcoxon stated if the city agrees to the authority the initial amount would be \$5,000, but he expects it to increase. The question is how long it will take to get everything in place for the authority to function. Mr. Davis replied it is estimated to take roughly two years. Mr. Wilcoxon asked for an explanation of the services the authority would provide. Mr. Davis replied it is not known, in the law the contract must allow for the contracting of outside parties and the jurisdictions themselves. The details of that are unknown. Mr. Wilcoxon stated there are certain stipulations what the contracts will look like, and how they harmonize for authority members. Mr. Davis replied the board has to hire a general manager, but if the organization grows there may be a need for additional employees. In that case the authority would be the employer not the member jurisdictions. Mr. Wilcoxon asked if it is possible to include in the contract the hiring process must follow that of the city. Mr. Davis replied the hiring process would not be in contrary to any of the members hiring practices. Mr. Wilcoxon asked how members would share liability. Mr. Davis responded the annual audit would include the details of the total liabilities, and each constituent would share that liability. Meaning each year the city would receive a report regarding its share of the total liability. Mr. Wilcoxon stated he guesses the formulas for the liability have not been developed. Mr. Davis responded in the affirmative, and explained it is uncertain what exactly the authority will do. He added the city does have the ability to remove itself from the liability by leaving the authority. Mr. Wilcoxon asked if it is possible for members to contract for all units and others for only specific units. Mr. Davis responded in the affirmative.

Council Member Morgan asked if the authority would privatize services. Mr. Davis responded no.

Mayor Bashert stated the city collects its own recyclables, and asked if it chooses to be a member of the authority would it still provide that service. Mr. Davis responded it depends on what the city decides to do. Ms. Bashert stated there have been many conversations in this community on how to expand recycling. The idea of this authority is timely for those discussions, and this represents an opportunity if the costs decrease the city could expand.

On the suggestion of the Mayor the Articles of Incorporation were forwarded to the Sustainability Commission for review and recommendation.

### **VIII. AUDIENCE PARTICIPATION –**

City Council Meeting  
January 23, 2019

1. Michael Vincent, 302 N. Huron, stated he has lived in the city off and on since he was twenty-one years old. He went to Eastern Michigan University and became an Ypsilanti Police Officer upon graduation, and retired from the Ypsilanti Police Department. He was asked to address Council by the rank and file police officers of this city. The department is in a crisis the department is below thirty police officers, and January of 1970 he was hired as the forty-first officer. It is his understanding the Chief of Police is asking for six additional officers be budgeted. At the current staffing levels officers work overtime and are alone in squad cars, which could lead to a catastrophe. He warned either an officer is going to be killed, or a citizen by a stressed out tired, and overworked officer. It is Council's job to fund the department in at least a scaled basis.
2. Devika Choudhuri, 2116 Roosevelt, stated she is a Human Relations Commissioner and she is here to discuss the request for the Commission to be budgeted \$5,000 for Commission projects. She discussed the potential of building an archive of civil rights in Ypsilanti, build community engagement, to perform more work with the police department and the community, and to address the trauma caused by discrimination through presentations across the community.
3. Amber Fellows, Ward 3, stated she is the Vice-Chair of the Human Relations Commission and supported what was just said by Commission Choudhuri. Last year Council attempted to perform a budget town hall and would support one being held this year.
4. George Hagenauer, 309 N. Grove, stated his background is working with poverty and children and families. He said cities tend to address things that are included in its budget, however, a lot of what is happening in the community are basically effected by state formulas the city has no control over. Poverty needs to be defined as it exists in this community so there can be an examination on how to change it. Having a handle on what low income families need to survive can make a big difference in this community.
5. Lee Tooson, 107 Middle, stated he has been friends with Michael Vincent for many years, and he is a credible man in this city. He was at the 34 District Court today and ran into an acquaintance who is a police officer who asked what is happening in Ypsilanti. The city has quite a few officers leaving the city, or are threatening to leave the city. The issue is not only occurring in the police department, it is happening at City Hall. The root of the problem is at the feet of the City Manager and City Council. Council needs to fix this situation, and he has never seen a situation like this since 1986. There is a lack of communication with administration for the people working for this city. The pressure of police officers can lead to potentially dangerous situations and they need relief. Council has the chance to fix it, and if not the blood will be on the hands of Council. When a City Manager tells a Police Chief he is not concerned with the department's staffing issues.

#### **IX. REMARKS FROM THE MAYOR –**

- Thanked those that made comments.
- Council shares the concerns of Mr. Tooson and Mr. Vincent regarding staffing in the Police Department.
- She asked if the Human Relations Commission request for a budget appropriation will be on a future agenda.

City Clerk Frances McMullan responded the HRC approved resolution is included in this packet, and cannot put an item on an agenda without being directed by Council.

- She stated if the HRC would like to collaborate with local museums, or historians to work on the archive. Police engagement is an overlap with the Police Advisory Commission, she asked the HRC to respect those boundaries. She would like to hear more about trauma informed presentations.

- She stated Ms. Fellows would receive a more positive response from Council if she provided an address when making comments.
- She thanked Mr. Hagenauer for his comments and he always gives Council a lot to process.

Council Member Brown stated she would like to see a potential budget breakdown and timeline for how HRC would allocate the \$5,000. She stated it would be helpful for a synopsis for the trauma presentations. She would love to work with the Commission in the development of those presentations. She agrees with the comments made regarding the staffing levels at the Police Department. She will continue to ask for an increase in staffing at that department. Once in goal setting Council can speak more towards staff levels in all city departments.

Mayor Pro-Tem Richardson thanked Mr. Tooson for his comments, and agreed with the comments of Council Member Brown. The city has a problem and it cannot be ignored. Mayor Bashert stated Council cannot speak about staffing issues from the dais. Ms. Richardson asked why, this is Council business. She added when community members present these issues to Council it should be discussed. She has been a member of Council for eighteen years, and she has never seen an exit to this degree. Ms. Bashert interjected Council will not discuss issues with Human Resources from the dais. Ms. Richardson asked when Council will address this. Ms. Bashert stated it would be a violation of employees' privacy. Ms. Richardson replied she is not going to discuss any private matters. She explained Council needs to select a time when it can meet to discuss these issues.

**X. CONSENT AGENDA -**

Resolution No. 2019-009

1. Resolution No. 2019-010, approving minutes of December 18, 2018 and January 8, 2019.

**RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:**

**THAT the minutes of December 18, 2018 and January 8, 2019 be approved.**

2. Resolution No. 2019-011, approving appointment to Boards and Commissions

**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> |
|--------------------------------------------------------------------------------------|-----------------------------------|-------------------|
| <b>Andy Fanta (reappointment)<br/>1221 Westmoorland Blvd<br/>Ypsilanti, MI 48197</b> | <b>Police Advisory Commission</b> | <b>2/1/2022</b>   |

- ~~3. Resolution No. 2019-012, approving Human Resources Department budget amendment (moved)~~
4. Resolution No. 2019-013, banning use of single-use plastics

**RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:**

**WHEREAS, the City of Ypsilanti is committed to serving as an effective and careful steward of our natural resources and environment, including the air, water and**

soil of our city, state and planet, and believes that doing so is a fundamental responsibility of government at all levels; and

**WHEREAS, the reliance on single-use plastics contributes significantly to global warming, landfill size and associated air pollution, and marine plastic pollution; and**

**WHEREAS, plastic does not biodegrade but instead breaks down into smaller particles that enter the marine food chain and, eventually, into humans, potentially causing as yet unknown health risks; and**

**WHEREAS, the City of Ypsilanti is committed to environmentally sustainable practices;**

**NOW THEREFORE BE IT RESOLVED THAT, the Ypsilanti City Council urges all departments and offices to reduce the purchase of single-use plastics, particularly polystyrene, which requires the use of carcinogenic chemicals and other chemicals harmful to humans in its manufacture, which faces a rapidly diminishing recycling market, and which has been identified as a possible human carcinogen.**

**BE IT FURTHER RESOLVED, the Ypsilanti City Council directs the City Manager to revise the City's current procurement policy and disseminate this to City departments and offices, and ensure adherence to the policy.**

**BE IT FURTHER RESOLVED, the Ypsilanti City Council directs the City Clerk to send copies of this resolution to the Washtenaw Board of Commissioners, the Ypsilanti Downtown Development Authority, the Ypsilanti Sustainability Commission, and the city's representatives in both the Michigan State House and State Senate.**

OFFERED BY: Council Member Morgan

SECONDED BY: Council Member Symanns

On a voice vote, the motion carried, and the Consent Agenda was approved.

~~5. Resolution No. 2019-014, approving the proposal from Plante Moran for temporary services as necessary. (moved)~~

## **XI. RESOLUTIONS/MOTIONS/DISCUSSIONS**

1. Resolution No. 2019-012, approving Human Resources Department budget amendment.

### **RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:**

**WHEREAS, the City of Ypsilanti budget for FY 2018/2019 included the projected temporary and contractual services and expenditures; and**

**WHEREAS, the expenditures projected did not project multiple resignations and retirements as well as the need for interim positions; and**

**WHEREAS, the expenditures needs to be amended in FY 2018/2019; and**

**NOW, THEREFORE, BE IT RESOLVED that the City Council approves the budget amendments worksheet for FY 2018-2019 as attached.**

OFFERED BY: Council Member Symanns

SECONDED BY: Council Member Morgan

HR Manager Rebecca Craigmile provided an overview to why this resolution has been submitted for approval.

Mayor Pro-Tem Richardson asked who Dr. Danuloff. Ms. Craigmile responded the physiologist that performs the pre-hire testing for the Police and Fire Departments.

Mayor Bashert asked if this is to replace the employees that have recently resigned. Ms. Craigmile responded in the affirmative.

Council Member Symanns asked for an explanation of the recruitment assessment center. Ms. Craigmile stated she, the Department Heads, and City Manager feel the vetting process should be transparent. The assessment center is a third party recruitment piece who perform the preliminary interviews and forward those applicants that best fit. That creates a scenario in which the City Manager does not perform the selection process independently. Ms. Symanns asked if the company is called the recruitment assessment center. Ms. Craigmile replied the company is called Amy Cell. Ms. Symanns asked how Express Personnel was chose to fill temporary positions. Ms. Craigmile responded express employment was one of the companies that bid to fill these positions. They were also the least expensive for the overhead charges.

Council Member Morgan asked how long the recruitment assessment center has been in place. Ms. Craigmile responded it was developed this year resulting from the need to fill department head positions. Mr. Morgan asked if it was \$5,000 per position. Ms. Craigmile responded \$5,000 per Department Head. Mr. Morgan asked if there is measureable data if the recruitment assessment has been effective. Ms. Craigmile responded no. Mr. Morgan asked if the Plante Moran contract is comparable to the compensation of staff. Ms. Craigmile replied the city will make up the wages from staff vacancies. Council Member Symanns asked if the price includes the markup on the hourly rate. Ms. Craigmile responded in the affirmative.

Mayor Pro-Tem Richardson asked if there were bids for the contract. Ms. Craigmile responded in the affirmative. Ms. Richardson stated in the past Council is provided the bids for review and vote to award the contract. She stated the contract amount of \$16,000 per month for Plante Moran seems excessive. She believes there is a cheaper option available. She has heard from staff they were not pleased with the work performed by Plante Moran when they were last contracted. She would like information regarding other companies that submitted bids. Mr. McClary replied the cost of the assessment center is less than \$25,000, which is within the City Manager's purchase power. Plante Moran performed Treasury functions when the previous Treasurer retired, and staff was very happy with its services. The other companies that bid were a little cheaper, but did not have experience in municipal finances. Plante Moran has extensive experience in municipal finances and would require no training time.

Council Member Wilcoxen stated the spreadsheet lists the cost \$72,000 for three months. Ms. Craigmile responded for twenty-four hours a week the fee would be \$16,000 per month. Mr. Wilcoxen asked what the \$72,000 is referencing. Ms. Craigmile responded if time beyond the twenty-four hours is needed the cost could increase.

Mayor Pro-Tem Richardson stated since the Plante Moran contract is higher than the purchase power of Council the other bids should have been brought to Council for review. She would like to see what else was presented prior to approving the contract.

Council Member Brown stated the handout does state \$72,000, yet there is another sheet with a different number that mentions Robert Half. Ms. Craigmile responded Robert Half is another company that bid, but does not have municipal experience. The higher cost is a result of needing to be here five days a week.

Council Member Morgan asked if twenty-four hours a week will be enough time to replicate the work currently being done by city employees. Ms. Craigmile replied staff is confident with Plante Moran, but if they are unable to meet the requirements the contract can be increased. Mr. Morgan replied that would result in higher costs. Ms. Craigmile responded in the affirmative. Mr. McClary stated if that happens the increase in costs would need to come to Council for approval. Mr. Morgan stated in his opinion twenty-four hours a week will not be enough time. Mr. McClary stated staff would like to take this in steps, and measure the progress of Plante Moran. If there is a need for supplemental staff that need might be satisfied from other agencies, not necessarily Plante Moran.

City Clerk Frances McMullan stated when Plante Moran was performing Treasury duties it came to her attention an email was sent blaming city staff for an issue. After the Finance Director completed an audit it was found Plante Moran was responsible for the mistake. Mayor Bashert asked if that is the reason Mayor Pro-Tem is expressing concern. Ms. McMullan responded she is not sure what has caused the Mayor Pro-Tem's concern.

Council Member Symanns stated in her professional life she manages a temporary staff unit. She explained temporary employees are not cheap, there is great cost to training and recruiting these employees. The rates included in the packet are typical to her experiences, and she understands why the city would begin with twenty-four hours a week. The strategy is to allow the temporary employees to perform the bare minimum of work that must get done prior to a full time employee being hired. She appreciates the desire to hire a company with municipal experience because they will be up and running quicker.

Council Member Brown asked if utilizing Amy Cell will speed up the hiring to fill vacant positions, and if there is a discounted rate since the company is being used to fill three positions. Mr. McClary replied the services performed by Amy Cell are not able to be performed by the city because it does not have the capacity. The process is multi-tiered and perform specialized scenarios as a testing process for candidates. If the candidate reaches the second stage they would undergo an interview panel. That panel would be made up of a professional in that area of expertise, the Human Resources Director, and an employee from that department. That panel will present to him the three top choices who he will interview. Mayor Bashert stated one of the goals of Council over the past few years is to contract locally, and Amy Cell is a woman run, local company. Ms. Brown responded she has no issue with the company hired, she just wants to understand the process.

Mayor Pro-Tem Richardson stated she is going to vote no on both resolutions. She does not think the city should be spending this kind of money on these tasks. Money that could be used to enhance on Police Services, since the funding from the Public Safety Millage is being used for other projects. The city needs to be more conscious on spending the money it has.

Council Member Symanns stated she will vote yes because the city needs people to complete this work.

On a roll call, the vote to approve Resolution No. 2019-012 was as follows:

|                          |        |                         |     |
|--------------------------|--------|-------------------------|-----|
| Council Member Brown     | No     | Council Member Symanns  | Yes |
| Council Member Morgan    | No     | Mayor Bashert           | Yes |
| Council Member Murdock   | Absent | Council Member Wilcoxen | No  |
| Mayor Pro-Tem Richardson | No     |                         |     |

VOTE:

YES: 2 NO: 4 (Brown, Morgan, Richardson, Wilcoxen) ABSENT: 1 (Murdock) VOTE: Failed

Mayor Bashert stated there is no plan to address staffing in this department. Mr. McClary responded in the affirmative. Ms. Bashert stated this will need to come back to staff in order to have an accounting staff. She asked Council to either develop another proposal or to vote to reconsider at the next meeting. Council Member Wilcoxen proposed to add it to the next agenda. Mr. McClary stated as of this Friday the city will not have a Finance Director.

2. Resolution No. 2019-014, approving the proposal from Plante Moran for temporary services as necessary.

**RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:**

**WHEREAS, the City of Ypsilanti is in need of services due to; and**

**NOW, THEREFORE, BE IT RESOLVED that the City Council approves the Proposal from Plante Moran dated January 17, 2019. Be it further resolved the Mayor and Clerk is authorized to execute on behalf of the city.**

OFFERED BY: Council Member Symanns

SECONDED BY: Council Member Brown

Council Member Symanns asked what this resolution would approve. Mr. McClary replied this resolution is for the scope of services Plante Moran would provide the city. Council denied the budget amendment so there is not funding available for this contract.

**Council Member Morgan moved, seconded by Council Member Symanns to table Resolution No. 2019-014.**

On a roll call, the vote to table Resolution No. 2019-014 was as follows:

|                          |        |                         |     |
|--------------------------|--------|-------------------------|-----|
| Council Member Brown     | Yes    | Council Member Symanns  | Yes |
| Council Member Morgan    | Yes    | Mayor Bashert           | Yes |
| Council Member Murdock   | Absent | Council Member Wilcoxen | Yes |
| Mayor Pro-Tem Richardson | Yes    |                         |     |

VOTE:

YES: 6 NO: 0 ABSENT: 1 (Murdock) VOTE: Carried

Mayor Bashert cautioned Council it is dangerous scenario going into to budget season without a Finance Director. She cannot imagine Council's plan if this fails during the next meeting. Council Member Morgan responded this is a contract and contracts are negotiable. He asked if the city must except the

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amount proposed in this contract. Ms. Bashert replied staff would need feedback on what Council's pleasure is. She stated this is Council micromanaging staff. Council Member Symanns agreed it is micromanaging, and time is of the essence and she does not feel this helps staff morale. She does not know what will be different next week, and Council should not get involved in each contract, and it is frustrating. Mr. Morgan replied the integrity of the office of a Council Member ensure the decisions made are done with credibility. He believes the Plante Moran contract can be renegotiated, and understands this is a dire situation. Ms. Bashert responded it is important to the city to use local businesses, even at a higher cost.

## **XII. REMARKS FROM THE MAYOR –**

Nominations:

### **Board of Ethics**

Brian Geiringer (new appointment)  
415 Pearl Street  
Ypsilanti, MI 48197

### **Historic District Commission**

Jane Schmiedeke (reappointment)  
313 High Street  
Ypsilanti, MI 48198

## **XIII. COMMUNICATIONS –**

- Resolution from the Human Relations Commission
- January 15, 2019 Town Hall Notes.

## **XIV. GOAL SETTING SESSION -**

2019/2020 Goal Setting Discussion- Professor Milner, Facilitator

Mayor Bashert stated during this session Council will provide its goals for the next Fiscal Year. The following Tuesday staff will provide its goals and prioritize those goals.

Professor Milner provided an overview of this process.

Council Member Brown stated typically Council would submit its goals prior to this meeting to see if there was any overlap. She prefers to hear what staff's goals are first to see where her goals align with the departmental goals. She then has the chance to support what staff feels is necessary for their individual departments because they are the experts. Mayor Bashert appreciates this process is not exactly the way it has been in the past, and that is fair. She has her own style and perhaps it will be changed next year, and she is open to feedback. Ms. Brown would like to hire additional police officers, the formation of a youth commission/council, she would like to see all open positions filled, interpersonal communication/relationships among Council and staff, and be more positive and proactive. She understands the city is moving into a paperless system, but would like to see it as soon as possible. She would like to see Water Street developed as well as 220 N. Park. She would like to move forward with the train stop, understand funding and have more specific timeframes.

Council Member Symanns stated she would like to make it a priority to enhance the city's public safety function, which would include both police and fire. Staffing as a whole is an issue, with the largest focus being on having the appropriate number of staff. She asked how the pay in the Police Department

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compares to other cities. Chief DeGiusti responded it depends on what variables are used for comparable. He stated departments of a similar size to Ypsilanti the pay is average. Ms. Symanns stated she would like to see a wage comparison for staff in general. She understands the city's budgetary concerns will not allow pay to be at the highest level. In order to maintain and attract employees the city needs to have a great working climate. Mr. Milner asked if that would be the public climate. Ms. Symanns responded yes, but also how public safety professionals are treated. She would like to improve the working conditions and morale of city staff. The staff of the city are what make it go, not Council, and she appreciates they work they do. It might be time for a human resources climate study, which would be helpful for Council to have an annual human resources report. She likes to deal in facts and not speculation. The study would not need to be a regular thing possibly annual or biannual. She would like to see a commitment to understanding what goes on with staff. This could be a project for graduate level students at EMU could complete, it could be a beneficial for both the city and EMU. It also might make staff feel better about the collection of that information if it was done by a third party. She would also like to see interns perform smaller tasks to relieve some of the pressure on staff. Council sets the tone for the city, and soon it will be broadcasted. It is important that Council have a respectful tone, even if there is a disagreement. She proposed a DiSC Profile, which is a fairly simple test that gives an idea of an employee's style. With that understanding it would allow Council and staff to work better as a body. She understands employees could go elsewhere and make more money, but are staying with the city for a reason. She wants to make sure that experience is enhanced, and how Council treats employees could cause them to look for other employment. It could also lead to difficulty in recruiting employees if the word spreads Ypsilanti is a difficult place to work. She would like to see economic stability in the city, and Council should be careful with its decisions. She would like to see a balanced budget, and is open to seeing different strategies to ensure that. The train stop is concerning and wants to proceed cautiously, and be mindful and careful with city funds.

Council Member Morgan stated he would like to create fifty parking spaces. He would like to see a study completed for police morale, potentially getting a crisis prevention specialist. He would like as tool to assess how Council is performing their job as well as the City Manager. Mr. Milner asked if the evaluation would be performance based. Mr. Morgan responded it could be performance based. He would like to see some youth programing and support for non-profits. He believes roads in Ward 3 need to be addressed. He would like to see one working water fountain in a park in each Ward. He would like to see a city poverty plan created, potentially a five year plan. That plan could be used to increase equity in planning and development. He would like to see upgrades to senior living, possibly activity rooms. Somehow there needs to be a local media in order to inform the constituents of this city. He would also like to see an updated emergency plan.

Mayor Bashert asked what a poverty plan would entail. Council Member Morgan responded it could be based on the information provided by Mr. Hagenauer. He explained poverty and disparity are problems in this city.

Mayor Pro-Tem Richardson sated she was hoping to examine goals set be Council last year and decide if they had been achieved. If the goals have not been met she would like to see them continued until achieved. She would like to improve working conditions, morale, and working relationships in city government. She would like to improve a working civility within City Council. She would like the city to seek federal grants for the train stop, a youth program, the park system, and any other needs of the city. There needs to be an improved relationship between EMU, the city, and the city residents. She would like to see improvements to the Police and Fire Departments. She would like to see repairs performed on streets in Ward 1, and commended Interim DPS Director Brad Holman and his staff for cleaning the streets after the snow. She would like to evaluate the employee vacancies and the reasons for them. That evaluation would include management style, which was also a goal of Council Member Murdock. It revolves around employee morale and maintaining employees. Water Street needs to be addressed. She would like to begin working on the Community Benefits Ordinance when development occurs in the city.

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Something must be done about affordable housing, and better improve the perception of affordable housing. She mentioned Council Member Murdock would also like to continue working on the train stop that includes a commuter line.

Council Member Wilcoxon stated he used the staff's goals as a model, and he does not have pet projects to add to this list. He is a practical person and he takes the recommendations of staff very seriously. The city has a very tight budget and the city must have the staff to operate properly. He stated the Police and Fire Departments are short on staff. The city also needs more building inspectors to adequately perform their objectives with the amount of housing in this city. From what the department heads have listed as goals staffing is a major issue facing the city. He would like better communication between Council Members, better communication between departments and the city, and better communication between Council Members and the city. He has never had to complete a personality assessment, but recognizes there are many different communication styles. It would be useful to understand differences in order to be more effective. Affordable housing has been on the minds of the people in this room and it needs to be addressed. However, it is not clear what the city's role would be in that situation. He sees environmental issues facing the city needs to be addressed, including Penn Dam. The Sustainability Commission is doing work to address that, but a consensus needs to be made between stakeholders. The Sustainability Commission is also working on a comprehensive recycling system in the city. The Climate Action Plan should be revisited, which he is in the process of doing. There needs to be a comprehensive plan at looking at energy, possibly developing an energy plan. That would be key in saving the city money in cutting costs of operations. A commuter line would serve a much greater benefit to the city than Amtrak. Amtrak would only get riders from Ypsilanti to Detroit and Chicago which is fine, but the goal is to move riders from Ypsilanti to Ann Arbor for work. If Amtrak has a study that concludes this would be a financial benefit they should pay for the stop. Grants still need to be examined for funding, but the city should not need to finance the project.

Mayor Bashert presented Council Member Murdock's remaining goals; he would like to see a path forward for Water Street, establish a CBO Committee, he would like to link the train stop commitment with a commuter rail, he would like to place climate change and reducing carbon emission in city actions, and adopt a Green New Deal. Ms. Bashert stated the Sustainability Commission should address that last goal. Ms. Bashert stated Council Member Murdock also includes affordable housing as a goal, and options include the establishment of a land trust. She explained Council Member Murdock would like to see a plan for routine park maintenance and long term park grants. She explained Council Member Murdock would like to review DPS planning for routine maintenance issues such as crack sealing, line painting, cross walks, and others. She stated parking in the Downtown Development Authority (DDA) Districts is also on Council Member Murdock list of goals.

Mayor Bashert stated she would like the city to engage in public recycling, and have a trial run in tandem with the DDA. She would like to see an Arts and Culture Committee formed with a small budget, with increasing options, increasing spread that is already occurring, and economic development and job creation. She would like to reduce the dependency on Iron Mountain by twenty-five percent. She would like the city to begin implementing the parking strategy this Fiscal Year once it is developed. That should include a plan for total implantation. She would like to see staffing increased, particularly in public safety. She would like that coupled with a community relations plan for the Police Department. She would like to see Water Street appraised and a Request for Proposals (RFP) to market the property. She would like Council to stay big picture and avoid micromanaging. She is conscious Council wanted a pleasant human resources atmosphere, and then micromanaged the HR Manager. She would like to see the city move forward with the train station, and make a decision for that project this Fiscal Year. She would like Council to make a final decision, and implementation on the dam this Fiscal Year. She would like to begin exploring different ideas concerning affordable housing.

Police Chief DeGiusti provided Council with his departments goals for this coming Fiscal Year.

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Council Member Brown stated she is a Certified National First Aid Mental Health Trainer, and can assist with the training of police officers.

Mayor Bashert stated she understands the struggles of getting people to share information about crime. She understands part of that is cultural, but it is also relations related, which is why she is thinking about how to improve community engagement. She realizes it is partly staffing, but wants to continue a conversation on how to bridge those cultural gaps. Chief DeGiusti stated there are other pieces to that lead to bridging that gap, one being the longevity of officers. Officers that have been with the department for some time have built trust in the community. The department is very young and is getting younger, two-thirds of the department are on their probationary part of their training. Ms. Bashert stated police officers are not staying with departments as long as in the past. The current practice for an officer is to shop towns, and it is a problem national. The problem is further exasperated in Ypsilanti because of the low staff levels. Chief DeGiusti responded in the affirmative, and explained it is not only the stabilization of the personnel but the appropriateness of assignment of work. Ms. Bashert asked how many vacancies are there in the department. Chief DeGiusti responded two. Ms. Bashert replied that seems to be an ongoing number. Chief DeGiusti responded in the affirmative because officers are worked very hard in Ypsilanti, and overtime is an issue. Ms. Bashert stated last year two more officers were budgeted for then in previous years. As a result of the staffing turnover the city has not realized the benefit of the two additional officers. Chief DeGiusti responded in the affirmative. Ms. Bashert asked if Council approves the additional six officers as requested it would realistically be eight to twelve months to fill those positions. Chief DeGiusti replied realistically eight to nine months. Ms. Bashert asked what the standard is for employee retention in a city similar to Ypsilanti. Chief DeGiusti responded he is not certain there is one at this point. However, there are several people he has hired that are already gone, and he has only been chief for six years. Ms. Bashert stated Council is very concerned with employ attrition, and in her industry for every three hired one will stay with the company. That one person would stay in the industry but not at that specific location. She asked the average of longevity of an officer is in order to understand the issue. Chief DeGiusti responded in exit interviews given to employees leaving the reasons given are too much overtime and they can never get a vacation day.

Council Member Brown asked how many communities are involved in the Crisis Intervention Program. Chief DeGiusti responded five departments in the state.

Council Member Morgan asked how much the forty hour class would cost per officer. Chief DeGiusti responded it varies, and the department wants to be selective to who takes the class. Mr. Morgan stated it takes eight to nine months to complete the class, prior to being on the street. He asked what would that additional cost. Chief DeGiusti responded the department has only had one individual's training funded by the department. Mr. Morgan asked if the retention of officers is affected by if that officer lives in the city, and how many officers live in the city. Chief DeGiusti responded the department has officers that do not live in the city but did grow up in Ypsilanti. However, it has had no effect on if an officer stays with the department. Mr. Morgan stated he believes the police are doing their jobs, he has lived here for twenty years and has never felt unsafe.

Interim Fire Chief Hobbs provided an overview of the Fire Department goals.

Mayor Bashert asked if exit interviews are being performed at the Fire Department. Interim Chief Hobbs responded in the affirmative, however, he has only been a part of one, but the city is last compared to other jurisdictions in four counties in pay. Ms. Bashert replied her understanding is a firefighter will begin lower and end higher. Interim Chief Hobbs replied even the city's high range is lower than most other jurisdictions. Ms. Bashert asked if the report explores both entry level and senior level employees. Interim Chief Hobbs responded in the affirmative.

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Mayor Pro-Tem Richardson stated she recently met with Former Chief Anthouard and she spoke with two firefighter that informed her by the time they receives their checks one is actually making only ten dollars an hour, and the other nine dollars an hour. She stated considering the job firefighters do and the risks they take its deplorable.

Mayor Bashert asked what happens to the SAFER Grant if the necessary staff is not in place. Interim Chief Hobbs responded he isn't certain and cannot verify until the Federal Government reopens.

Mayor Bashert asked about the broken drain in the Fire Station. Interim Chief Hobbs responded the entire apparatus floor is deteriorating because of its age, and the floor grates are a trip hazard, and continually fills with sand. It is a department priority to fix. Mayor Pro-Tem Richardson asked if the drain continues to fill with sand it sounds like the foundation needs to be checked.

Council Member Brown asked the process to replace a firefighter to the HAZMAT Team. Interim Chief Hobbs responded the training is covered by the HAZMAT Team, the only cost to the city is overtime.

Council Member Morgan stated it is clear the City was not always last on the compensation list, and is curious about compensation for a jurisdiction comparable to Ypsilanti. Mayor Bashert interjected union negotiations are a big factor to why it exists at this time. Mr. Morgan stated his interested is when compensation dropped to this level.

Council Member Wilcoxon stated he was speaking with a former Fire Chief who discussed regional fire departments. He asked if there has been any discussion in the county about developing a regional fire department to absorb costs. Mayor Pro-Tem Richardson stated several years ago the city performed a study regarding a regional fire department. It was determined at the conclusion of the study a regional fire department would not function as desired. Interim Fire Chief Hobbs stated an authority would need to be created. He has been with the department for thirty-two years and this has been discussed many times. To function properly several pieces would need to come together and it would be a very difficult process.

Mayor Bashert thanked Interim Chief Hobbs for has work, commended him on his performance.

## **XV. COUNCIL BUSINESS –**

### **Brown**

- Yesterday she, and others, attended the Martin Luther King Jr. festivities on EMU's campus. It was a great event, and the presenter Keith Boykin comments were very relevant to the current political environment, and it was unfortunate there were not more city representatives present. She explained Mr. Boykin was very insightful, particular the call to action for local leaders and residents looking to make a change in their community. During the luncheon a moment was taken to briefly highlight and celebrate the life of Dr. Judy Sturgis-Hill who passed away on Thursday, January 17, 2019. Ms. Brown stated Dr. Sturgis-Hill was a mentor to her during college, and an advocate of young people of color to graduate. She would like to have a proclamation written for Dr. Sturgis-Hill, she will be terribly missed.

### **Morgan**

- Updated Council he has been developing a research team to analyze information regarding the recent fights at the bus station. His hopes is to get a grasp on what is happening and potential solutions.

Richardson

- In the past Council has approved a resolution recognizing Martin Luther King Jr. Day. Time has been so rushed during meetings, however, she would still like a proclamation prepared, and it should not be only one day he is celebrated.

Mayor Bashert supported the drafting of that proclamation.

Wilcoxon

- He met with the Sustainability Commission during their last meeting. There were presentation from Huron Watershed Commission and Friends of Penn Park. Also, during the meeting was a presentation from a firm that performs energy assessments. He had lunch with the chair of that Commission Keith Michalowski and representatives from Recycle Ann Arbor to discuss recycling at multi-unit dwellings. It was a positive conversation and he obtained a wealth of information.
- He will be attending the Southeast Michigan Stewardship that holds a training for EMU teachers. He will report more at the next meeting.

Bashert

- Stated there are many residents of this community that have been impacted by the government shutdown. She asked all to be kind to those individuals and reach out to them. She reached out to YCUA who will wave payments for those individuals furloughed.
- Informed Council the Police Advisory Commission will hold a Town Hall on Thursday, January 24<sup>th</sup>, and she is looking forward to the event.
- There is a question if Marsh Plating is contributing to Polyfluoroalkyl Substances (PFAS). She explained plating is a known cause of PFAS.

**XVI. ADJOURNMENT –**

Resolution No. 2019-015, adjourning City Council Regular and Goal Setting meeting

**RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:**

**That the City Council Meeting be adjourned, on call, by the Mayor or three (3) members of Council.**

OFFERED BY: Council Member Brown

SECONDED BY: Council Member Wilcoxon

On a voice vote, the motion carried, and the meeting adjourned at 9:59 p.m.



Resolution No. 2019-022  
January 29, 2019

**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:

| <b><u>NAME</u></b>                                                           | <b><u>BOARD</u></b> | <b><u>EXPIRATION</u></b> |
|------------------------------------------------------------------------------|---------------------|--------------------------|
| Brian Geiringer (new appointment)<br>415 Pearl Street<br>Ypsilanti, MI 48197 | Board of Ethics     | 2/1/2024                 |
| Jane Schmiedeke (reappointment)<br>313 High Street<br>Ypsilanti, MI 48198    | HDC                 | 12/31/2022               |

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:

NO:

ABSENT:

VOTE:

## Citizen Advisory Boards and Commissions Participation Resume

*The people of Ypsilanti are involved in their City government and are an important part of the community's achievements. Individuals interested in receiving more information in regards to serving on an advisory board or commission are invited to contact the City Clerk's Office at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.*

|                                                                                                               |                                                                       |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Name                                                                                                          | Brian                                                                 |
| Email Address                                                                                                 | Geiringer                                                             |
| Address                                                                                                       | ██████████.                                                           |
| City                                                                                                          | Ypsilanti                                                             |
| State                                                                                                         | MI                                                                    |
| Zip Code                                                                                                      | 48197                                                                 |
| Phone Number                                                                                                  | ██████████                                                            |
| Fax Number                                                                                                    | <i>Field not completed.</i>                                           |
| Number of Years in the Community                                                                              | 3                                                                     |
| Ward You Live In                                                                                              | 1                                                                     |
| Education                                                                                                     | University of Michigan- BA in Philosophy, Mathematics, and Psychology |
| Occupation                                                                                                    | Math Tutor / Fishmonger                                               |
| Employer                                                                                                      | Self-employed / Monahan's Seafood Market                              |
| Are you applying for youth membership?                                                                        | No                                                                    |
| I would like to be considered and could devote sufficient time to serve on the following board or commission: | Board of Ethics                                                       |
| Party Affiliation                                                                                             | none                                                                  |

X

|                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Why are you interested in serving on these boards/commissions?                                                          | Serving on the Ethics Board would be an honor. In the time I've spent in Ypsilanti, it's been my pleasure to get involved in multiple community efforts, as well as starting to become familiar with some political processes. To serve the city in a more formal way feels appropriate as a way to give back for how much I feel I've gotten from my experiences here- and the Ethics Board is a place I feel I can lend some good experience: I've taken classes in Ethics and even more in Logic, have spent probably too much time thinking through best practices and solutions to ethical dilemmas, and have a plan to write extensively about my personal ethical belief system which stems out of the core idea that all living things have intrinsic importance. |
| Work/volunteer experience related to the board or commission:                                                           | 4 years experience tutoring the ACT which includes a section on logic (it's called the 'Science' section). 8 years experience tutoring Math, the skeleton of which is logic. 5 and a half years experience in the service industry (3.5 at Monahan's, 2 at Jimmy John's) which lends experience in the consideration of the ethical treatment of human beings (and other humans' failure to have such considerations, at times) Experience working with REDY, facing questions of the ethics of representation and community participation                                                                                                                                                                                                                                |
| I understand that appointment to a City of Ypsilanti board or commission requires regular attendance at board meetings. | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| I hereby certify that all of the information above is true.                                                             | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

Email not displaying correctly? [View it in your browser.](#)

## Citizen Advisory Boards and Commissions Participation Resume

*The people of Ypsilanti are involved in their City government and are an important part of the community's achievements. Individuals interested in receiving more information in regards to serving on an advisory board or commission are invited to contact the City Clerk's Office at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.*

|                                                                                                               |                              |
|---------------------------------------------------------------------------------------------------------------|------------------------------|
| Name                                                                                                          | Jane Schmiedeke              |
| Email Address                                                                                                 |                              |
| Address                                                                                                       |                              |
| City                                                                                                          | Ypsilanti                    |
| State                                                                                                         | MI                           |
| Zip Code                                                                                                      | 48198                        |
| Phone Number                                                                                                  |                              |
| Fax Number                                                                                                    | <i>Field not completed.</i>  |
| Number of Years in the Community                                                                              | 63`                          |
| Ward You Live In                                                                                              | 3                            |
| Education                                                                                                     | B.S. University of Wisconsin |
| Occupation                                                                                                    | retired                      |
| Employer                                                                                                      | <i>Field not completed.</i>  |
| Are you applying for youth membership?                                                                        | No                           |
| I would like to be considered and could devote sufficient time to serve on the following board or commission: | Historic District Commission |
| Party Affiliation                                                                                             | <i>Field not completed.</i>  |

*Field not completed.*

---

|                                                                |                                                                             |
|----------------------------------------------------------------|-----------------------------------------------------------------------------|
| Why are you interested in serving on these boards/commissions? | I am interested in continuing to serve on the Historic District Commission. |
|----------------------------------------------------------------|-----------------------------------------------------------------------------|

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|                                                               |                 |
|---------------------------------------------------------------|-----------------|
| Work/volunteer experience related to the board or commission: | 38 years on HDC |
|---------------------------------------------------------------|-----------------|

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|                                                                                                                         |     |
|-------------------------------------------------------------------------------------------------------------------------|-----|
| I understand that appointment to a City of Ypsilanti board or commission requires regular attendance at board meetings. | Yes |
|-------------------------------------------------------------------------------------------------------------------------|-----|

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|                                                             |     |
|-------------------------------------------------------------|-----|
| I hereby certify that all of the information above is true. | Yes |
|-------------------------------------------------------------|-----|

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REQUEST FOR LEGISLATION  
February 5, 2019

To: Mayor and Council

From: Courtney Dugger, Department of Assessment

Subject: Resolution for City of Ypsilanti 2019 Poverty Guidelines

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Michigan Compiled Laws 211.7u requires local units to annually adopt a policy, including an asset test, to be used by the Board of Review to approve or deny poverty exemptions.

I am respectfully requesting that the City Council approve the attached "Resolution for City of Ypsilanti Poverty Exemption for 2019".

I have also attached State Tax Commission Bulletin 16 of 2018 which provides the federal poverty guidelines for use in setting poverty exemption guidelines for 2019 assessments.

The changes for the 2019 application are as follows:

Updating the contact information for the Michigan Tax Tribunal.

Updating the State Tax Commission Bulletin number and year for use in a 2019 request.

Updating the federal poverty guidelines for us in setting poverty exemption guidelines as outlined in bulletin 16 of 2018.

If you should have any questions, please feel free to contact me.

Thank you.

RECOMMENDED ACTION: Approved

ATTACHMENTS: Poverty Application, State Tax Commission Bulletin 16

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CITY MANAGER APPROVAL: \_\_\_\_\_

COUNCIL AGENDA DATE: \_\_\_\_\_

CITY MANAGER COMMENTS: \_\_\_\_\_

FISCAL SERVICES DIRECTOR APPROVAL: \_\_\_\_\_



**RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:**

**WHEREAS**, the adoption of guidelines for poverty exemptions is required of the City Council; and

**WHEREAS**, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

**WHEREAS**, pursuant to PA 390 of 1994, the City of Ypsilanti, Washtenaw County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible under this section, a person shall do all of the following on an annual basis”:

- Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- P.A. 390 of 1994 requires that ***all persons residing in the household*** MUST submit copies of the following **SIGNED** documents:

***City of Ypsilanti Poverty Exemption Application  
Federal Income Tax Returns  
State Income Tax Returns  
Homestead Property Tax Credit Claim Form (MI-1040CR)***

Also include copies of ALL supporting documentation (i.e. W-2 forms, 1099's, schedules, etc.). The Board of Review shall consider income from all sources and from all occupants of the homestead when determining whether an applicant meets poverty exemption requirements as adopted by the City Council.

A Poverty Exemption Affidavit (Department of Treasury Form 4988) must be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year.

- The combined assets of all person residing the household (minus the value of the principal residence) MUST NOT exceed \$20,000. Assets include but are not limited to: real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- Produce a valid driver's license or other form of identification if requested.
- Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services.
- The following are the 2019 federal poverty income guidelines with are updated annually by the United States Department of Health and Human Services. The annual income includes income for all person residing in the household. The total household income ***must be less than or equal*** to the guidelines below in order to be considered for this type of exemption.

|                            |           |
|----------------------------|-----------|
| Family of 1.....           | \$ 12,140 |
| Family of 2.....           | \$ 16,460 |
| Family of 3.....           | \$ 20,780 |
| Family of 4.....           | \$ 25,100 |
| Family of 5.....           | \$ 29,420 |
| Family of 6.....           | \$ 33,740 |
| Family of 7.....           | \$ 38,060 |
| Family of 8.....           | \$ 42,380 |
| For each add'l person..... | \$ 4,320  |

- The applicant(s) MAY NOT have ownership interest in any other real estate other than the homestead property.
- If home has been purchased within the previous 2 years, all closing documentation must be included.

The Board of Review may require a home audit and inspection done by the Department of Assessment as part of the application process.

The City of Ypsilanti allows for partial poverty exemptions to be granted. A partial poverty exemption is an exemption of a percentage of the taxable value of the principal residence rather than the entire taxable value. The formula for calculating partial exemptions is as follows: in cases where household income of a property as herein defined exceeds \$10,000 but meets the federal standard, the assessment shall be adjusted so the out-of-pocket property tax, as best estimated based on the previous year's millage rate and after deducting state property tax refunds, equals no more than five percent (5%) of the household income.

It should be recognized that the poverty exemption reduction is a form of **temporary assistance** for those who are undergoing a difficult financial time. Any relief granted is for the current year only.

The Board of Review may reject any application where the information contained in it appears fraudulent, misleading, inaccurate, or incomplete. Failure to complete all sections of the application and/or failure to submit signed copies of all tax forms or other required documentation will result in the poverty exemption application being denied. The board of review must have complete, accurate data in order to review this appeal.

In certain instances, the Board of Review may consider extenuating circumstances as a basis of a poverty exemption where the total household income exceeds the established income guidelines.

**Due Dates:** The application for exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review during the year in which the exemption is requested. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

***NOW, THEREFORE, BE IT HEREBY RESOLVED*** that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines that there are substantial and compelling reasons why there should be deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:

NO:

ABSENT:

VOTE:



## City of Ypsilanti

Finance Department  
Assessment Division

### **GUIDELINES AND INSTRUCTIONS FOR POVERTY EXEMPTION - 2019**

#### **General Information and Instructions for Applying for Poverty Exemption**

If granted an exemption, it is for the current year only. If your situation warrants an exemption in years following, a new application must be submitted for review. The Low/Limited Income exemption is meant to be a temporary form of assistance.

Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. Board of Review dates are posted annually and may also be found at [www.cityofypsilanti.com](http://www.cityofypsilanti.com) or by calling (734) 483-7117. By resolution by the Ypsilanti City Council, application can be made by mail.

The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.

MCL 211.7u(5) allows the Board of Review to deviate from the established guidelines if there are "substantial and compelling" reasons. It is required that all substantial and compelling reasons be documented.

Per MCL 211.7u(6), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.

If the applicant qualifies for Poverty Exemption, the Board of Review may grant a complete exemption from property taxes, a partial reduction in property taxes, or no reduction as set forth in these guidelines. Approval of the application does not automatically warrant a complete exemption from property taxes. The formula for calculating partial exemptions is as follows: In cases where household income of a property as herein defined exceeds \$10,000, but meets the federal standard, the assessment shall be adjusted so the out-of-pocket property tax, as best estimated based on the previous year's millage rate and after deducting the applicable state property tax refund, equals not more than ten percent (10%) of the household income. In cases where the household income meets the federal standard but is less than \$10,000, the assessment shall be adjusted so the out-of-pocket property tax, as best estimated based on the previous year's millage rate and after deducting applicable state property tax refunds, equals not more than five percent (5%) of the household income.

#### **Required Documentation to be Attached to Poverty Exemption Application**

Federal and State income tax returns for all persons residing in the household must be included with the application. The Homestead Property Tax Credit Claim Form (MI-1040CR) must also be included. The tax returns may be from the current or preceding tax year. If any person in the household is not required to file federal or state tax returns, the included affidavit must be completed by each person that does not file taxes.

The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.

Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.

The most recent mortgage statement of the primary residence under review, including any reverse mortgages.

## CITY OF YPSILANTI INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2019

If applicant is requesting the Board of Review to deviate from the established income and asset guidelines, substantial and compelling documentation must be provided. These can include, but are not limited to, medical documentation stating a disability and the degree of disability, medical bills the applicant is responsible for and other documentation to support a deviation.

If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.

### Common Reasons for Denial of Poverty Exemption Application

Below are common reasons (but not an exhaustive list) of why a claim for Poverty Exemption is denied:

- Failure to fill out all areas of the application, including "N/A" in areas not applicable to the applicant or signing the application.
- Failure to include State and Federal Income taxes or Michigan 1040CR for current or one preceding year for all persons residing in the home. ***Please note that the State of Michigan 1040 CR is required to be filed with this application. It can still be filed with the State of Michigan even if the applicant does not file income taxes.***
- Failure to include complete banking/investment account and mortgage statements for all persons residing in the home. All pages must be submitted.
- Failure to document "substantial and compelling" reason why Poverty Exemption should be granted if applicant is over income/asset guidelines.

***If you are not satisfied with the determination of the Board of Review on the application, you may further your appeal to the Michigan Tax Tribunal (MTT) by contacting them at (517) 373-4400. Appeals must be made by July 31 for applications submitted to the March Board of Review, and within 30 days of the Board of Review's decision on applications submitted to the July and December Board.***

### ***Poverty Exemptions are governed under Michigan Compiled Law (MCL) 211.7u which states the following:***

(1) The principal residence of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under this act. This section does not apply to the property of a corporation.

(2) To be eligible for exemption under this section, a person shall do all of the following on an annual basis:

(a) Be an owner of and occupy as a principal residence the property for which an exemption is requested.

(b) File a claim with the supervisor or board of review on a form provided by the local assessing unit, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year. If a person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year, an affidavit in a form prescribed by the state tax commission may be accepted in place of the federal or state income tax return. The filing of a claim under this subsection constitutes an appearance before the board of review for the purpose of preserving the claimant's right to appeal the decision of the board of review regarding the claim.

(c) Produce a valid driver's license, State ID, Washtenaw County ID or other form of identification if requested by the

(d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.

(e) Meet the federal poverty guidelines updated annually in the federal register by the United States department of health and human services under authority of section 673 of subtitle B of title VI of the omnibus budget reconciliation act of 1981, Public Law 97-35, 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit provided the alternative guidelines do not provide income eligibility requirements less than the federal guidelines.

(3) The application for an exemption under this section shall be filed after January 1 but before the day prior to the last day of the board of review.

(4) The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines the local assessing unit uses for the granting of exemptions under this section. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and total household income and assets.

## CITY OF YPSILANTI INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2019

- (5) The board of review shall follow the policy and guidelines of the local assessing unit in granting or denying an exemption under this section unless the board of review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the claimant.
- (6) A person who files a claim under this section is not prohibited from also appealing the assessment on the property for which that claim is made before the board of review in the same year.
- (7) As used in this section, "principal residence" means principal residence or qualified agricultural property as those terms are defined in section 7dd.

### **INCOME GUIDELINES FOR POVERTY EXEMPTION \***

*\* Per Michigan State Tax Commission Bulletin number 16 of 2018, "Changes for 2019", October 22, 2018*

| <b><u>Number in Family</u></b> | <b><u>Income</u></b> |
|--------------------------------|----------------------|
| 1 member                       | \$ 12,140            |
| 2 members                      | \$ 16,460            |
| 3 members                      | \$ 20,780            |
| 4 members                      | \$ 25,100            |
| 5 members                      | \$ 29,420            |
| 6 members                      | \$ 33,740            |
| 7 members                      | \$ 38,060            |
| 8 members                      | \$ 42,380            |
| For each additional person     | \$ 4,320             |

According to the US Census Bureau, "income" includes:

- Money, wages, and salaries before any deductions
- Net receipts from non-farm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.)
- Net receipts from farm self-employment. (The same provisions as above for self-employment.)
- Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments and public assistance.
- Alimony, child support, and military family allotments.
- Private pensions, governmental pensions, and regular insurance or annuity payments.
- College or university scholarships, grants, fellowships, and assistantships.
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

### **ASSET LEVEL GUIDELINES FOR POVERTY EXEMPTION**

*The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:*

- A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
- Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
- Jewelry, antiques, artwork, equipment, and other personal property of value.
- Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
- Withdrawals of bank accounts and borrowed money.
- Gifts, loans, lump-sum inheritances, and one-time insurance payments.
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.

The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.) CANNOT exceed \$1,500 in the prior calendar year.

## **CITY OF YPSILANTI INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2019**

The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption.

The maximum amount in banking/investment accounts is \$10,000 per each person residing in the household with a maximum of \$20,000 for the total household.

Maximum total allowed assets, including amounts in banking/investment accounts may not exceed \$25,000 for the entire household. See above for what is considered an asset.

Parcel Number: \_\_\_\_\_

**APPLICATION FOR LOW/LIMITED INCOME APPEALS - 2019**

Name of Applicant: \_\_\_\_\_ Age: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Date home was acquired: \_\_\_\_\_ *If purchased within previous 2 years of application, closing documentation is required.*

Is there a mortgage, land contract, or reverse mortgage on this home? \_\_\_\_\_ No \_\_\_\_\_ Yes

*If you answered, "yes", please list the monthly payment (excluding taxes and insurance) and include current statement.*

Monthly Payment: \$ \_\_\_\_\_ Number of payments remaining: \_\_\_\_\_

*If you answered, "no" and home was purchased within the previous 5 years of application, please explain how home was financed/paid off.*  
\_\_\_\_\_  
\_\_\_\_\_

| LIST ALL OCCUPANTS OF HOUSEHOLD | AGE   | EMPLOYED? | ANNUAL INCOME | FILED INCOME TAX?* |
|---------------------------------|-------|-----------|---------------|--------------------|
| 1. _____                        | _____ | _____     | _____         | _____              |
| 2. _____                        | _____ | _____     | _____         | _____              |
| 3. _____                        | _____ | _____     | _____         | _____              |
| 4. _____                        | _____ | _____     | _____         | _____              |
| 5. _____                        | _____ | _____     | _____         | _____              |

*If more than 5 additional occupants in household, please list on a separate sheet of paper.*

\* All household occupants must be claimed as a dependent on someone's income tax or file their own tax returns. If not, form 4988 (included with this application) must be completed and signed by occupant.

Are you over the income and asset guidelines but wish to have the Board of Review deviate from the guidelines for other reasons?  
\_\_\_\_\_ No \_\_\_\_\_ YesIf you answered "yes" to the above question, please explain why the Board of Review should deviate from the established guidelines.  
Remember that documentation must be submitted to support your claim.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CITY OF YPSILANTI INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2019

**INCLUDE ALL FORMS OF INCOME RECEIVED FOR ALL RESIDING IN HOUSEHOLD WITHIN THE PAST 12 MONTHS.**

*Remember Income includes: Money, wages, and salaries before deductions. Net receipts from all self employment. Regular payments from Social Security, railroad retirement, unemployment, worker's compensation, veteran's payments, and public assistance. Alimony, child support, and military family allotments. Private pensions, government pensions, and regular insurance or annuity payments. College or university scholarships, grants, fellowships, and assistantships. Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.*

**Attached additional sheets if necessary**

**Money, wages, and salaries before any deductions:**

|                              |                              |
|------------------------------|------------------------------|
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |

**Unemployment or Worker's Compensation:**

|                              |                              |
|------------------------------|------------------------------|
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |

**Social Security, Railroad Retirement, Veteran's Payments, Military Family Allotment, or Public Assistance:**

|                              |                              |
|------------------------------|------------------------------|
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |

**Alimony or Child Support:**

|                              |                              |
|------------------------------|------------------------------|
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |

**Gambling or lottery winnings:**

|                              |                              |
|------------------------------|------------------------------|
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |

**Net receipts from self employment:**

|                              |                              |
|------------------------------|------------------------------|
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |
| \$ _____ Who receives? _____ | \$ _____ Who receives? _____ |

# CITY OF YPSILANTI INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2019

## Income, Continued

Private or government pension, regular insurance or annuity payments, dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts:

|          |                     |          |                     |
|----------|---------------------|----------|---------------------|
| \$ _____ | Who receives? _____ | \$ _____ | Who receives? _____ |
| \$ _____ | Who receives? _____ | \$ _____ | Who receives? _____ |
| \$ _____ | Who receives? _____ | \$ _____ | Who receives? _____ |

College or University scholarships, grants, fellowships, and assistantships:

|          |                     |          |                     |
|----------|---------------------|----------|---------------------|
| \$ _____ | Who receives? _____ | \$ _____ | Who receives? _____ |
| \$ _____ | Who receives? _____ | \$ _____ | Who receives? _____ |
| \$ _____ | Who receives? _____ | \$ _____ | Who receives? _____ |

## INCLUDE ALL FORMS OF ASSETS FOR ALL RESIDING IN HOUSEHOLD WITHIN THE PAST 12 MONTHS

Remember Assets includes: A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption. Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles. Jewelry, antiques, artwork, equipment, and other personal property of value. Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property. Withdrawals of bank accounts and borrowed money. Gifts, loans, lump-sum inheritances, and one-time insurance payments. Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms. Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.

Attached additional sheets if necessary

Additional Home, Land, Building, or Property Owned

|                 |                 |
|-----------------|-----------------|
| Address _____   | Address _____   |
| Who owns? _____ | Who owns? _____ |

Vehicles, including other recreational vehicles as described above

|                                                   |                                                   |
|---------------------------------------------------|---------------------------------------------------|
| Make and Model _____                              | Make and Model _____                              |
| Year _____                                        | Year _____                                        |
| Who owns? _____                                   | Who owns? _____                                   |
| Approx. Value: \$ _____ Monthly Payment: \$ _____ | Approx. Value: \$ _____ Monthly Payment: \$ _____ |

|                                                   |                                                   |
|---------------------------------------------------|---------------------------------------------------|
| Make and Model _____                              | Make and Model _____                              |
| Year _____                                        | Year _____                                        |
| Who owns? _____                                   | Who owns? _____                                   |
| Approx. Value: \$ _____ Monthly Payment: \$ _____ | Approx. Value: \$ _____ Monthly Payment: \$ _____ |

# CITY OF YPSILANTI INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2019

## Assets, Continued

*Bank accounts, stocks, bonds, and investments (including money received from the sale of these things) Remember to include proof of value.*

Type of Account \_\_\_\_\_  
 Who owns? \_\_\_\_\_  
 Total Value: \$ \_\_\_\_\_

Type of Account \_\_\_\_\_  
 Who owns? \_\_\_\_\_  
 Total Value: \$ \_\_\_\_\_

Type of Account \_\_\_\_\_  
 Who owns? \_\_\_\_\_  
 Total Value: \$ \_\_\_\_\_

Type of Account \_\_\_\_\_  
 Who owns? \_\_\_\_\_  
 Total Value: \$ \_\_\_\_\_

## *Gifts, loans, lump-sum inheritances, and one-time insurance payments*

Explain \_\_\_\_\_  
 \_\_\_\_\_  
 To who paid? \_\_\_\_\_  
 Total Value: \$ \_\_\_\_\_

Explain \_\_\_\_\_  
 \_\_\_\_\_  
 To who paid? \_\_\_\_\_  
 Total Value: \$ \_\_\_\_\_

Explain \_\_\_\_\_  
 \_\_\_\_\_  
 To who paid? \_\_\_\_\_  
 Total Value: \$ \_\_\_\_\_

Explain \_\_\_\_\_  
 \_\_\_\_\_  
 To who paid? \_\_\_\_\_  
 Total Value: \$ \_\_\_\_\_

## *Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches*

Explain \_\_\_\_\_  
 \_\_\_\_\_  
 To who paid? \_\_\_\_\_  
 Annual Value: \$ \_\_\_\_\_

Explain \_\_\_\_\_  
 \_\_\_\_\_  
 To who paid? \_\_\_\_\_  
 Annual Value: \$ \_\_\_\_\_

Explain \_\_\_\_\_  
 \_\_\_\_\_  
 To who paid? \_\_\_\_\_  
 Annual Value: \$ \_\_\_\_\_

Explain \_\_\_\_\_  
 \_\_\_\_\_  
 To who paid? \_\_\_\_\_  
 Annual Value: \$ \_\_\_\_\_

## *Withdrawals from bank accounts, stocks, or borrowed money*

Type of Account \_\_\_\_\_  
 To who paid? \_\_\_\_\_  
 Total Value: \$ \_\_\_\_\_

Type of Account \_\_\_\_\_  
 To who paid? \_\_\_\_\_  
 Total Value: \$ \_\_\_\_\_

**CITY OF YPSILANTI INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2019**

**Assets, Continued**

**Jewelry, antiques, artwork, equipment, and other personal property of value**

|                                                                                                                                                                                 |                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Explain _____</p> <p>_____</p> <p>Who owns? _____</p> <p>Approx. Value: \$ _____</p> <p>Explain _____</p> <p>_____</p> <p>Who owns? _____</p> <p>Approx. Value: \$ _____</p> | <p>Explain _____</p> <p>_____</p> <p>Who owns? _____</p> <p>Approx. Value: \$ _____</p> <p>Explain _____</p> <p>_____</p> <p>Who owns? _____</p> <p>Approx. Value: \$ _____</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Food or housing in lieu of wages (including in home care workers/aids)**

|                                                                                    |                                                                                    |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <p>Explain _____</p> <p>_____</p> <p>To who paid? _____</p> <p>Value: \$ _____</p> | <p>Explain _____</p> <p>_____</p> <p>To who paid? _____</p> <p>Value: \$ _____</p> |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

***I certify that all statements made in this petition are true and correct. I also understand that failure to provide all requested documentation will result in a denial of my appeal. I further understand that if any information is found to be false or incomplete, any relief granted will be forfeited and placed back on the assessment roll with penalties and interest in accordance with Section 211.119 of Michigan Compiled Laws.***

**Signature of Owner(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Office Use Only - Do Not Write Below This Line**

**Staff - Initial next to all requirements as it relates to the application/applicant.**

|                                                                                                                                                                 |           |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|
| Does the applicant appear as taxpayer of record of property in question?                                                                                        | Yes _____ | No _____ |
| If not, has documentation proving ownership been provided?                                                                                                      | Yes _____ | No _____ |
| Are all areas on the application complete with either an answer or "N/A"?                                                                                       | Yes _____ | No _____ |
| Are all pages of the guidelines/application included with the applicants submission?                                                                            | Yes _____ | No _____ |
| Does the applicant reside at the property in question?                                                                                                          | Yes _____ | No _____ |
| Are copies of the Federal and State income tax returns and the MI-1040 CR for the current of preceding year attached for all persons residing in the household? | Yes _____ | No _____ |
| If not, is the affidavit stating the person is not required to file income taxes completed?                                                                     | Yes _____ | No _____ |
| If home was purchased within in past 2 years of date of this application, is closing statements provided?                                                       | Yes _____ | No _____ |
| Is a copy of the most current mortgage statement, including a reverse mortgage if applicable, attached?                                                         | Yes _____ | No _____ |
| Are copies of the most recent bank/investment statements for all residing in the household attached with all pages included?                                    | Yes _____ | No _____ |
| If applying for medical reasons/deviation from the guidelines, is documentation attached?                                                                       | Yes _____ | No _____ |

**Approved by City Council Resolution on**

CITY OF YPSILANTI INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2019

Michigan Department of Treasury  
4988 (05-12)

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

**INSTRUCTIONS:** When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor of the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current of preceding tax year.

I, \_\_\_\_\_, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Affidavit

\_\_\_\_\_  
Date

# CITY OF YPSILANTI INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2019

## For Office Use Only

Parcel Number: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Applicant's Name: \_\_\_\_\_

Year: \_\_\_\_\_

Age: \_\_\_\_\_

Taxable Value on Roll \$ \_\_\_\_\_

Is applicant over income/asset guidelines and asking for consideration from the Board of Review to deviate from the guidelines?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ If no, complete the following:

### Poverty Exemption Worksheet

- a. Total Household Income from Information Provided \$ \_\_\_\_\_  
 Multiply line a (income) by 10% if income is greater  
 b. than \$10,000 or 5% if less than \$10,000. \$ \_\_\_\_\_  
 c. Age 65 or older? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, and applicant does NOT supply MI.1040CR use chart at right to determine credit. If no, and applicant does NOT supply MI 1040CR multiple line b by 60%

\$ \_\_\_\_\_  
 cannot exceed \$1,200

d. Refund Amount from MI 1040CR if supplied \$ \_\_\_\_\_

e. Total Tax Obligation (add lines b, c, d) \$ \_\_\_\_\_

f. 2018 PRE Millage Rates  
 City of Ypsilanti 0.0675511

Appropriate Millage Rate

g. Poverty Taxable Value (divide line e by line f) \$ \_\_\_\_\_

**For Board of Review Use Only - Do Not Write Below This Line**

| MI-1040CR TABLE A —<br>SENIOR CREDIT REDUCTION |             |
|------------------------------------------------|-------------|
| Total Household Resources                      | Percentage  |
| \$0 - \$21,000                                 | 100% (1.00) |
| \$21,001 - \$22,000                            | 96% (0.96)  |
| \$22,001 - \$23,000                            | 92% (0.92)  |
| \$23,001 - \$24,000                            | 88% (0.88)  |
| \$24,001 - \$25,000                            | 84% (0.84)  |
| \$25,001 - \$26,000                            | 80% (0.80)  |
| \$26,001 - \$27,000                            | 76% (0.76)  |
| \$27,001 - \$28,000                            | 72% (0.72)  |
| \$28,001 - \$29,000                            | 68% (0.68)  |
| \$29,001 - \$30,000                            | 64% (0.64)  |
| \$30,001 - above                               | 60% (0.60)  |

|                                                                                                                                                                                                                                                                   |                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>_____ Appeal Denied</p> <p>1. Does not qualify based on guidelines _____</p> <p>2. Application not complete, missing information _____</p> <p>3. Did not furnish proper documentation _____</p> <p>4. Other: _____</p> <p>Initials of Board Members: _____</p> | <p style="text-align: right;">_____ Reduction Granted</p> <p style="text-align: center;"><u>Taxable Value</u></p> <p>As on Roll \$ _____</p> <p>Revised \$ _____</p> <p>Date: _____</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**If you are not satisfied with the determination of the Board of Review on the application, you may further your appeal to the Michigan Tax Tribunal (MTT) by contacting them at (517) 373-4400. Appeals must be made by July 31 for applications submitted to the March Board of Review, and within 30 days of the Board of Review's decision on applications submitted to the July and**



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

NICK A. KHOURI  
STATE TREASURER

**Bulletin 16 of 2018  
October 22, 2018  
Changes for 2019**

**TO:** Assessing Officers and County Equalization Directors  
**FROM:** State Tax Commission  
**SUBJECT:** Procedural Changes for the 2019 Assessment Year

The purpose of this Bulletin to provide information on statutory changes or procedural changes for the 2019 assessment year.

**A. Inflation Rate Used in the 2019 Capped Value Formula**

The inflation rate, expressed as a multiplier, to be used in the 2019 Capped Value Formula is 1.024.

The 2019 Capped Value Formula is as follows:

**2019 CAPPED VALUE = (2018 Taxable Value – LOSSES) X 1.024 + ADDITIONS**

The formula above does not include 1.05 because the inflation rate multiplier of 1.024 is lower than 1.05.

**B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2019**

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than \$20,780 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$20,780. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2019 assessments:

| Size of Family Unit        | Poverty Guidelines |
|----------------------------|--------------------|
| 1                          | \$12,140           |
| 2                          | \$16,460           |
| 3                          | \$20,780           |
| 4                          | \$25,100           |
| 5                          | \$29,420           |
| 6                          | \$33,740           |
| 7                          | \$38,060           |
| 8                          | \$42,380           |
| For each additional person | \$4,320            |

**Note:** PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 6 of 2017 for more information on poverty exemptions.

**Note:** P.A. 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This does include the owner of the property who is filing for the exemption.

### C. Multipliers for the Valuation of Free-Standing Communication Towers

The State Tax Commission recommends that, subject to the qualifications stated below, communication towers should be valued for the 2019 assessment year using the table of **historical** (original cost when the tower was new) cost valuation multipliers set forth in the multiplier table below. These multipliers have been developed in a manner such that they account for the typical depreciation which is expected for a tower of the indicated age and also account for changes in the cost of the tower and erecting it that have occurred since the time the tower was constructed. On this basis, the multiplier table which is shown below is intended to predict the current true cash value of a tower of the vintage year in which the tower was constructed. An important component in determining the current value of a tower built in a given year is the change in the cost of materials, particularly changes in the cost of steel, between the time of construction and the current tax day. Since the table considers both depreciation and changes in construction costs, and since changes in construction cost have not always occurred at a constant rate, the multiplier table does not always evidence a decline in the rate by which the historical cost must be adjusted in order to determine current value. This effect is expected and can be better understood if one remembers that the multiplier table is not a depreciation table and the multipliers are applied to the historic cost of construction, not to the current replacement cost.

Communication towers are real property. When a communication tower is built on land owned by the owner of the tower, the tower is valued and assessed as a real property improvement to the land on which it is located. When a communication tower is built on leased land, the owner is required to report the original construction cost of the tower on Section N of its personal property statement, in the same way that it would report any other structure on leased land. Although the construction costs are reported on the personal

property statement, a tower on leased land is not assessed on the personal property assessment roll. Instead, the assessor is required to establish a separate real property assessment for a tower located on leased land, using the procedures set forth in State Tax Commission Bulletin 8 of 2002 and State Tax Commission Bulletin 1 of 2003.

Please note: Sometimes communication towers are located on land that is exempt because the land is owned by an exempt entity such as a municipality or is otherwise exempt. When this occurs, the tower must be assessed to the tower owner on the real property roll as a structure on leased land. IN ADDITION, the assessor must also consider whether the land should also be assessed to the tower owner as provided by MCL 211.181.

There may be situations where the value of a particular freestanding communication tower is more or less than the figure developed by using this table. This could be due to unusual depreciation (physical deterioration and/or obsolescence) or an unusual enhancement in value caused by supply and demand factors in a particular area.

*Property Statement for Communication Towers* (Form 3594) is to be used for reporting the costs of freestanding communication towers. This form was developed for the specific purpose of gathering construction cost information for communication towers. The assessor may use this form to gather detailed information regarding the construction costs of communication towers. This cost information can then be used as a basis for valuation by multiplying the historic cost by the appropriate multiplier from the table located below.

Please note the following:

- The preferred method for valuing freestanding communication towers is using original cost new multiplied by the appropriate multiplier from the following table.
- In some cases historical/original cost may be unobtainable. Those cases may require using the Assessor's Manual cost new multiplied by the Assessor's Manual depreciation table multiplier.
- Do not apply the Assessor's Manual depreciation table multipliers to the historical/original cost of a tower.
- Do not apply the communication tower multipliers from the following table to the Manual cost new of a tower.

Form 3594 is a real property statement and, as such, the taxpayer is not required to complete and submit the form to the assessor unless the taxpayer is specifically asked to do so. If a communication tower is located on leased land, the owner should already be reporting its original acquisition costs on Section N of the personal property statement (Form 632 (L-4175)). If so, the assessor would only need to send Form 3594 if more detailed information regarding costs is needed. The assessor IS NOT REQUIRED TO SEND Form 3594 to tower owners each year. The following table applies to both guyed and self-supporting communication towers.

**HISTORICAL (ORIGINAL) COST VALUATION MULTIPLIERS FOR USE IN  
2019 ASSESSMENTS OF FREESTANDING COMMUNICATIONS TOWERS**

| <b>YEAR OF<br/>CONSTRUCTION</b> | <b>MULTIPLIER</b> | <b>YEAR OF<br/>CONSTRUCTION</b> | <b>MULTIPLIER</b> |
|---------------------------------|-------------------|---------------------------------|-------------------|
| 2018                            | 0.97              | 1998                            | 0.89              |
| 2017                            | 0.96              | 1997                            | 0.87              |
| 2016                            | 0.92              | 1996                            | 0.88              |
| 2015                            | 0.91              | 1995                            | 0.87              |
| 2014                            | 0.88              | 1994                            | 0.87              |
| 2013                            | 0.87              | 1993                            | 0.87              |
| 2012                            | 0.87              | 1992                            | 0.86              |
| 2011                            | 0.85              | 1991                            | 0.85              |
| 2010                            | 0.82              | 1990                            | 0.81              |
| 2009                            | 0.81              | 1989                            | 0.80              |
| 2008                            | 0.82              | 1988                            | 0.84              |
| 2007                            | 0.83              | 1987                            | 0.82              |
| 2006                            | 0.84              | 1986                            | 0.80              |
| 2005                            | 0.87              | 1985                            | 0.76              |
| 2004                            | 0.93              | 1984                            | 0.79              |
| 2003                            | 0.91              | 1983                            | 0.81              |
| 2002                            | 0.92              | 1982                            | 0.85              |
| 2001                            | 0.89              | 1981                            | 0.90              |
| 2000                            | 0.90              | 1980                            | 0.99              |
| 1999                            | 0.88              | 1979 and prior                  | 1.09              |

#### **D. Sales Studies**

Equalization study dates are as follows for 2019 equalization:

Two Year Study: April 1, two years prior through March 31, current year

Single Year Study: October 1, preceding year through September 30, current year

For 2018 studies for 2019 equalization the dates are as follows:

Two Year Study: April 1, 2016 through March 31, 2018

Single Year Study: October 1, 2017 through September 30, 2018

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two year studies applies to all real property classifications.

Please be advised that the above sale study dates **are not** the same as the valuation date used in appeals before the Michigan Tax Tribunal. Evidence presented in a Tax Tribunal appeal should reflect the value of the property as of tax day (December 31). This means that sales

occurring *after* March 31, 2018 and September 30, 2018 should still be considered and included when submitting evidence in a Tax Tribunal appeal involving the 2019 tax year.

#### **E. Property Classification**

The State Tax Commission reminds assessors that classification is to be determined annually and is based upon the use of the property and not highest and best use of the property. The Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis. The Commission asks that all assessors take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

#### **F. Updated Assessors Manual**

The State Tax Commission at their February 14, 2017 adopted the new Assessors Manuals and approved their required use for the 2019 year. While the printed manual did not change from prior versions of the manual, the way CAMA software providers obtain the updated costs in the manual did change. This has caused some confusion regarding some items in the manual including the County Multiplier. The State Tax Commission will continue to annually receive from Marshall Swift and annually approve County Multipliers. Because of the electronic connection to the manual, those multipliers are included in the costs the CAMA providers electronically retrieve. Therefore, assessors will no longer be required to add a separate County Multiplier.

Staff continue to work with Marshall Swift and CAMA software providers on issues related to tracking of costs between the printed and electronic manual. Updates will be provided via listserv once a final solution is reached.

#### **G. Updated Recommended Classification Codes**

At the February 13, 2018 State Tax Commission meeting, the Commission adopted CAMA Data Standards, which included updated property classification codes. As a result of the Commission's prior action, the State Tax Commission at their meeting on April 9, 2018 rescinded the State Tax Commission Recommended Classification Codes adopted on April 21, 2011 and approved for use by assessors revised Recommended Classification Codes. The updated State Tax Commission Recommended Classification Codes are available online at [www.michigan.gov/statetaxcommission](http://www.michigan.gov/statetaxcommission).

#### **H. Tax Tribunal Small Claims Division Hearings**

Assessors should carefully read all notices, orders and other correspondence sent by the Tax Tribunal. Assessors should pay special attention to the Notice of Hearing and ensure they are available at the date and time of the scheduled hearing. It is important to appear at the hearing and to timely file with the Tax Tribunal and serve a copy to the taxpayer of all evidence and documentation you wish to be considered at the hearing.

Assessors representing their local unit in Tax Tribunal hearings need to submit evidence to support the value of the property under appeal. If the assessor is relying on the property record card as evidence of value, the property record card must be for the year(s) being appealed. The complete property record card, including all calculations should be provided; do not submit a property record card that states "calculations too long" and then fail to

include the additional calculations. Also, it is important to submit the studies prepared that support the economic condition factor and land value on the record card. Assessors should also be able to explain at the Tax Tribunal hearing how the value shown on the property record card was calculated. More information regarding the Michigan Tax Tribunal, including Tribunal Rules, forms and instructions is available at [www.michigan.gov/taxtrib](http://www.michigan.gov/taxtrib).

## **I. Changes to Personal Property Tax**

On May 3, 2018 Governor Snyder signed in law P.A. 132 of 2018. This act made changes to the Small Business Taxpayer Exemption (MCL 211.9o), specifically changing the filing requirements to provide that eligible taxpayers do not have to annually file to receive the exemption. Taxpayers who filed for the exemption in prior years still must file Form 5076, *Small Business Property Tax Exemption Claim Under MCL 211.9o*, in 2019 to claim the exemption. Once granted, the assessor will then continue to exempt the personal property until the taxpayer files a rescission indicating they no longer qualify for the exemption. Assessors can implement an audit program to determine if taxpayers still qualify for the exemption.

As a reminder, Public Acts 261-264 of 2017 were signed into law on December 28, 2017. These Acts made several changes that affect both the Small Business Taxpayer Exemption and the Eligible Manufacturing Personal Property Exemption (EMPP).

P.A. 261 of 2017 changes the deadline for filing the Small Business Taxpayer Exemption to February 20 and changed Form 5076 from an Affidavit to a Statement. This allows the assessor to accept either a facsimile or electronic signature on Form 5076. Form 5076 has been updated to reflect these statutory changes.

P.A. 261-264 of 2017 also changed the statute to allow assessors to accept a postmark by February 20 for Form 5278 to claim the EMPP exemption. Form 5278 and Form 632 (Personal Property Statement) have been updated to reflect these statutory changes.

Finally, P.A. 261-264 of 2017 changed the appeal procedure for both the Small Business Taxpayer Exemption and the EMPP exemption. Taxpayers who miss the filing deadline for either exemption may file a late application directly with the March Board of Review. The March Board of Review should grant the exemption as long as the taxpayer otherwise qualifies for the exemption. Both the Assessors Guide to the Small Business Taxpayer Exemption and the Assessors Guide to EMPP and ESA have been updated to reflect these statutory changes.

The updated Guide to the Small Business Taxpayer Exemption and Assessors Guide to EMPP and ESA are available online at [www.michigan.gov/propertytaxexemptions](http://www.michigan.gov/propertytaxexemptions).

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts and the Essential Services Assessment (ESA) is available at [www.michigan.gov/ESA](http://www.michigan.gov/ESA). Additional questions should be sent via email to [ESAQuestions@michigan.gov](mailto:ESAQuestions@michigan.gov).

## **J. Principal Residence Exemption**

Public Act 133 of 2018 was signed into law on May 3, 2018. The Act amended the General Property Tax Act to remove a requirement that a property must be unoccupied in order for an individual who resides in a nursing home or assisted living facility to continue to claim a principal residence exemption (PRE) on the property. It also allows the exemption to continue for a situation in which the individual is residing in "any other location," as long as the individual is residing there solely for purposes of convalescence. Convalescence is a state of recovering from a disease, operation, or injury. A convalescent is a person in that state. A convalescent may choose to be cared for at home or a relative's home rather than in a nursing home or assisted living center. For example, a person who has just had a stroke and who is recovering and rehabilitating at a relative's home is an example of a convalescent.

More information can be found on the PRE website at [www.michigan.gov/PRE](http://www.michigan.gov/PRE). Treasury staff is available to assist and answer questions regarding this Act or other PRE-related questions. The following are key contacts:

- PRE Unit Phone Number: (517) 373-1950
- PRE Program E-mail Address: [PTE-Section@michigan.gov](mailto:PTE-Section@michigan.gov)

## **K. Omitted or Incorrectly Reported Property (MCL 211.154)**

The State Tax Commission at their meeting on November 28, 2017 approved revised Omitted or Incorrectly Reported Property MCL 211.154 Forms. The prior form versions will no longer be accepted. Please be advised if the old forms are submitted, they will be returned and will need to be resubmitted.

Questions can be directed to the staff at [Treas-154petitions@michigan.gov](mailto:Treas-154petitions@michigan.gov). Additional information, including Bulletin 2 of 2018 and copies of the approved forms are available online at [www.michigan.gov/154petitions](http://www.michigan.gov/154petitions).

## **L. Residential Solar Panels**

The State Tax Commission at their meeting on February 13, 2018 rescinded their prior guidance on the treatment of solar panels on residential real properties and determined that solar panels on a parcel classified as residential real property shall be assessed as a component of the real property. Assessors are advised to review and utilize the New Assessors Manual to cost residential solar panels as a component of the residential real property improvements. This determination is limited to solar panels on real property classified under MCL 211.34c as residential real property only. The staff memorandum to the State Tax Commission is available online at [www.michigan.gov/statetaxcommission](http://www.michigan.gov/statetaxcommission).

## **M. Authority of July and December Boards of Review**

The State Tax Commission has become aware of a significant number of instances where Boards of Review are acting outside their statutory authorities. MCL 211.53b specifies: The board of review meeting in July and December shall meet only for the purpose described in subsection (1) (Qualified Errors) and to hear appeals provided for in sections 7u (Poverty Exemption), 7cc (Principal Residence Exemption), 7ee (Qualified Agricultural Exemption), 7jj (Qualified Forest Exemption), and 9o (Small Business Taxpayer Exemption). Assessors should carefully review the Board of Review FAQ on the Commission's website to ensure their Boards of Review are acting within their statutory authorities.



REQUEST FOR LEGISLATION  
February 5, 2019

To: Mayor and Council

From: Joe Meyers, Economic Development Director

Subject: Medical Marihuana Facilities Application Process

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**SUMMARY & BACKGROUND:** Resulting from the State Licensure process staff has been working toward improving its systems regarding permitting medical marihuana facilities.

A written process will alleviate any ambiguity for both renewals and potential new facilities. The process will give a clear timeline for when both application types need to be submitted. This will assist for a more efficient application review, facility inspection, and a clear and objective way to review new applications.

**RECOMMENDED ACTION:** (Approval)

**ATTACHMENTS:** (Resolutions, Processes)

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**CITY MANAGER APPROVAL:** \_\_\_\_\_ **COUNCIL AGENDA DATE:** \_\_\_\_\_

**CITY MANAGER COMMENTS:** \_\_\_\_\_

**FISCAL SERVICES DIRECTOR APPROVAL:** \_\_\_\_\_



Resolution No. 2019 - 024  
February 5, 2019

**RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:**

WHEREAS, the City of Ypsilanti allows for seven provisioning centers and three cultivation medical marihuana facilities to operate within its borders; and

WHEREAS, the city has issued only two permits for cultivation; and

WHEREAS, the city has issued all seven provisioning center permits with the potential for a permit to become available by action of the state; and

WHEREAS, it is important to have a clear process in place prior to reviewing any application on the waitlist for a 2019 permit; and

WHEREAS, a written application process will ensure fairness in the review of applications on the 2019 waitlist.

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approve the 2019 Medical Marihuana Facilities process.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:

NO:

ABSENT:

VOTE:

## **Medical Marijuana Process – for 2019**

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1. Applications were due on December 20, 2018 for existing facilities.
2. City opened queue on January 2, 2019 and one queue per permit type was created.
3. Once a permit becomes available, the first applicant will be contacted from the proper queue, and the applicant will be required to submit the application fee and be allowed to submit additional information to complete the application. If the application is complete, run all background checks and the following departments will review the application: Planning/Zoning, Building Department, Police Department, Fire Department, Treasurer's, Assessor's, City Attorney, and City Manager. If all departments have signed off on the application, an applicant may be granted a permit.
4. Once a permit is granted, the permit holder will be required to have a Certificate of Occupancy from the Building Department within 60 days of receiving a medical marijuana provisioning center or growing facility permit, and prior to opening and/or operating the facility.
5. A site plan and special use permit may be required prior to obtaining a certificate of occupancy for provisioning and growing facilities.
6. All applicants must obtain a business license from the City prior to opening.
7. On December 31, 2019 all applications for the 2019 permit year will be archived, and will not be considered for a 2020 permit.

### Notes on the application

1. All medical marijuana permits are non-transferrable.
2. The approval of the above use and occupancy is limited to those items described, and that further change, expansion or addition from the approved use is expressly prohibited without approval.
3. Any permit shall automatically terminate and become void if the use stops for 90 days or more. Any permit will terminate and become void after 90 days if the state denies an application, all Licensing and Regulatory Affairs appeals are exhausted, and the state no longer allows the temporary use of a facility.
4. If a permitted marijuana facility chooses to appeal denial of a permit or revocation of a permit, they can enter in a written appeal to the clerk's office using a city generated form including the appellant's signature, the requirement or decision from which the appeal is made, and shall state the specific grounds on which the appeal is based. The applicable fee shall be submitted with the notice of the appeal; such fee shall be nonrefundable. Appeals shall be filed within 30 days of the decision in question. City council shall consider the appeal within 30 days of receipt of the appeal.
5. The applications for new and renewing facilities for 2020 will be available on October 15, 2019.



Resolution No. 2019 - 025  
February 5, 2019

**RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:**

WHEREAS, the state begin licensing Medical Marihuana Facilities as a part of the Medical Marihuana Facilities Act; and

WHEREAS, staff has been addressing any issues with the current procedures as set forth by state legislation; and

WHEREAS, fairness and impartiality are of extreme importance to this city, its elected officials, and the staff; and

WHEREAS, a written application process will remove any ambiguity for facility permit renewal and any potential new applicants.

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approve the 2020 Medical Marihuana Facilities process.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:

NO:

ABSENT:

VOTE:

### **For 2020**

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1. Applications will be due for existing facilities on November 15, 2019.
2. On January 8, 2020 at 10 am, the city will have a lottery for new applications. All applicants that would like to be considered for 2020 will need to have a representative present. The City Clerk put on a note card of the same size, the names of all of the applicants. At 11 am on that day, the city clerk's office will draw the applicants' names out of a hat and create a queue in order that they were drawn. If the lottery does not produce a viable facility a second lottery will be noticed.
3. Once a permit becomes available, the first applicant will be contacted from the proper queue and the applicant will be required to submit the application fee and be allowed to submit additional information to complete the application. If the application is complete, run all background checks and the following departments will review the application: Planning/Zoning, Building Department, Police Department, Fire Department, Treasurer's, Assessor's, City Attorney, and City Manager. If all departments have signed off on the application, an applicant may be granted a permit.
4. Once a permit is granted, the permit holder will be required to have a Certificate of Occupancy from the Building Department within 60 days of receiving a medical marijuana provisioning center or growing facility permit, and prior to opening and/or operating the facility.
5. A site plan and special use permit may be required prior to obtaining a certificate of occupancy for provisioning and growing facilities.
6. All applicants must obtain a business license from the City prior to opening.
7. On December 31, 2020 all applications for the 2020 permit year will be archived, and will not be considered for a 2021 permit.

### Notes on the application

1. All medical marijuana permits are non-transferrable.
2. The approval of the above use and occupancy is limited to those items described, and that further change, expansion or addition from the approved use is expressly prohibited without approval.
3. Any permit shall automatically terminate and become void if the use stops for 90 days or more. Any permit will terminate and become void after 90 days if the state denies an application, all Licensing and Regulatory Affairs appeals are exhausted, and the state no longer allows the temporary use of a facility.
4. If an applicant or permitted marijuana facility chooses to appeal denial of a permit or revocation of a permit, they can enter in a written appeal to the clerk's office using a city generated form including the appellant's signature, the requirement or decision from which the appeal is made, and shall state the specific grounds on which the appeal is based. The applicable fee shall be submitted with the notice of the appeal; such fee shall be nonrefundable. Appeals shall be filed within 30 days of the decision in question. City council shall consider the appeal within 30 days of receipt of the appeal.



**Barr,  
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John M. Barr  
Karl A. Barr  
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Jesse O'Jack ~ Of Counsel
William F. Anhut ~ Of Counsel – Retired
Jane A. Slider ~ Legal Assistant

REQUEST FOR LEGISLATION

DATE: February 2, 2019

FROM: John M. Barr, Ypsilanti City Attorney

SUBJECT: Electronic access to City Council Meetings

SUMMARY/BACKGROUND

The question comes up from time to time of whether a member of City Council may call in to a meeting. Past practice has allowed a Council Member to call in if ill at home, to listen and debate, but not vote. To avoid uncertainty in the future I suggest that the practice be put in a council rule. A proposed rule, to be added to the organizational rules is attached for consideration.

ATTACHMENTS: Proposed Rule

RECOMMENDED ACTION: Adoption of proposed Rule.

DATE RECEIVED: _____ AGENDA ITEM NO. _____

CITY MANAGER COMMENTS:

FOR AGENDA OF: _____ FINANCE DIR. APPROVAL _____

COUNCIL ACTION TAKEN:



Resolution No. 2019-026
February 5, 2019

RESOLUTION TO AMEND CITY COUNCIL ORGANIZATIONAL RULES TO
ALLOW ELECTRONIC ACCESS BY ABSENT COUNCIL MEMBER

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the Ypsilanti City Council adopts "ROBERT'S RULES OF ORDER, 10TH EDITION" as the official rules of order for procedures of the Ypsilanti City Council meetings.

For the purpose of Council rules, each separate meeting of City Council shall constitute a "session" as that term is used in Robert's Rules of Order.

A motion for reconsideration of a motion may be made and considered at the same session or in the next immediate session.

A motion may be amended by a "friendly amendment" if both the member making the motion and the member supporting (seconding) the motion agree.

When unavailable because of illness or absence from the city, a Council Member may access a City Council meeting by electronic means of telephone, conference television or similar means, and may participate in debate, but will not be allowed to vote at the meeting. The Council Member must give notice to the City Clerk of intent to access by electronic means and the notice of the meeting must include information of the intention of electronic access of the Council Member.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Citizen Advisory Boards and Commissions Participation Resume

The people of Ypsilanti are involved in their City government and are an important part of the community's achievements. Individuals interested in receiving more information in regards to serving on an advisory board or commission are invited to contact the City Clerk's Office at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

Name	Alexander Pettit
Email Address	
Address	
City	Ypsilanti
State	MI
Zip Code	48197
Phone Number	
Fax Number	Field not completed.
Number of Years in the Community	22
Ward You Live In	2
Education	Bachelor of Arts from the School of Architecture and Planning at Statue University of New York at Buffalo
Occupation	Systems Analyst
Employer	Honigman LLP
Are you applying for youth membership?	No
I would like to be considered and could devote sufficient time to serve on the following board or commission:	Historic District Commission
Party Affiliation	Field not completed.

Field not completed.

Why are you interested in serving on these boards/commissions?	I've had a near lifelong interest in the built environment and as an adult have felt a great need for maintaining respect for the history of what we've built and how we support our built history as we grow and remain integrated with it.
Work/volunteer experience related to the board or commission:	I have served on the Ypsilanti Historic District Commission for the past 9 years and during my tenure have applied the following to my work as commissioner: - Studies and undergraduate degree involving architecture, urban planning, and historic preservation - Involvement in historic preservation issues in Ypsilanti through 10 years of work as a member and board member of the Ypsilanti Heritage Foundation.
I understand that appointment to a City of Ypsilanti board or commission requires regular attendance at board meetings.	Yes
I hereby certify that all of the information above is true.	Yes

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Citizen Advisory Boards and Commissions Participation Resume

The people of Ypsilanti are involved in their City government and are an important part of the community's achievements. Individuals interested in receiving more information in regards to serving on an advisory board or commission are invited to contact the City Clerk's Office at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

Name	Mike davis jr
Email Address	
Address	
City	Ypsilanti
State	MI
Zip Code	48197
Phone Number	
Fax Number	Field not completed.
Number of Years in the Community	5
Ward You Live In	2
Education	Masters Degree
Occupation	Urban planner
Employer	State of Michigan
Are you applying for youth membership?	No
I would like to be considered and could devote sufficient time to serve on the following board or commission:	Historic District Commission
Party Affiliation	None

Field not completed.

Why are you interested in serving on these boards/commissions?	I am the current chair of the Historic District Commission and would like to continue serving on the Commission.
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Work/volunteer experience related to the board or commission:	I have been a commissioner for three years and am excited to continue serving on the Commission.
---	--

I understand that appointment to a City of Ypsilanti board or commission requires regular attendance at board meetings.	Yes
---	-----

I hereby certify that all of the information above is true.	Yes
---	-----

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Resolution No. 2019-027
February 5, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the City Council Meeting be adjourned, on call, by the Mayor or three (3) members of Council.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE: