

1. Council Meeting Agenda

Documents:

[3-5-19 FINAL AGENDA.PDF](#)

2. Council Meeting Packet

Documents:

[MARCH 5TH COUNCIL PACKET.PDF](#)



**CITY OF YPSILANTI
CITY COUNCIL REGULAR MEETING
CITY COUNCIL CHAMBERS - ONE SOUTH HURON ST.
YPSILANTI, MI 48197
TUESDAY, MARCH 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 –

- Retiree Health Plan Overview – MWM Consulting Group.
- Proclamation recognizing March as National Nutrition Month, and March 13th as Registered Dietitian Nutritionist Day.
- 2018 Planning Commission Annual Report
- 2018 Community Development Annual Report

VIII. AUDIENCE PARTICIPATION/PUBLIC COMMENT -

IX. REMARKS BY THE MAYOR –

X. 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

XI. CONSENT AGENDA –

1. Resolution No. 2019-040, approving minutes of February 19, 2019.
2. Resolution No. 2019-041, approving Ordinance 1334, an ordinance entitled "Zoning Periodic Update 2018 – Citywide". ***(Second Reading)***

XII. RESOLUTIONS/MOTIONS/DISCUSSIONS –

1. Resolution No. 2019-042, approving Ordinance 1333, an ordinance entitled "Medical Marijuana Provisioning Center Buffer Increase" ***(Second Reading)***
2. Resolution No. 2019-043, authorizing administration to engage the services of OHM Advisors and Bergman Architects, Engineers, and Planners to prepare and submit an application for funding on behalf of the city to the federal Consolidated Rail Infrastructure and Safety Improvements (CRISI) grant program for the City of Ypsilanti Amtrak Rail Platform Project.
3. Resolution No. 2019-044, approving the 2019-2020 City Council Goals.
4. Resolution No. 2019-045, adopting timeline for the City Manager and City Clerk evaluation process.
5. Resolution No. 2019-046, adopting the Responsive Traffic Safety Improvement Policy and Process.
6. Resolution No. 2019-047, accepting the proposal from Beckett & Raeder for a Master Plan & Sustainability Plan Creation.
7. Resolution No. 2019-048, adoption of the City of Ypsilanti Energy Plan.

XIII. LIAISON REPORTS –

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

XIV. COUNCIL PROPOSED BUSINESS –

XV. COMMUNICATIONS FROM THE MAYOR –

XVI. COMMUNICATIONS FROM THE CITY MANAGER –

XVII. COMMUNICATIONS –

- Michigan Trout Unlimited Support for the Removal of Penn Dam.

XVIII. AUDIENCE PARTICIPATION/PUBLIC COMMENT -

XX. REMARKS FROM THE MAYOR –

XXI. ADJOURNMENT –

Resolution No. 2019-049, adjourning the City Council meeting.



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RETIREE HEALTH PLAN OVERVIEW

CITY OF YPSILANTI

Meeting of January 22, 2019

Disclosure

The information presented in this highlights summary was prepared to assist the City of Ypsilanti in their review of the funding of and financial accounting for their Retiree Health (OPEB) Plans. This summary was prepared as a discussion aid and as supplement to the complete actuarial report. This summary may not otherwise be copied or reproduced in any form without the consent of the City of Ypsilanti and may only be provided to other parties in its entirety.

Overview

- ▶ Introduction
- ▶ Plan Provisions Overview
- ▶ Summary of Participant Data and Historical Premiums
- ▶ Actuarial Valuation Results – July 1, 2018
- ▶ Summary of Historical Actuarial Valuation Results
- ▶ Annual Contributions (ARC) for 2018/2019
- ▶ Accounting Statement Change from GASB 45 to GASB 75
- ▶ GASB 75 Accounting Results for 2018
- ▶ Significant Actuarial Assumptions
- ▶ Considerations

Introduction

- ▶ MWM Consulting Group
 - An independent boutique service provider founded in 1993 by experienced actuaries from national firms
 - Serving the City of Ypsilanti since 2008 – OPEB actuary and retirement plans second opinion advisor
 - Wide ranging actuarial capabilities
 - Broadly experienced, highly credentialed professionals
- ▶ City of Ypsilanti Team
 - Kathleen (Kathy) Manning FSA, EA, MAAA, FCA
 - Client experience includes non-profit, for profit and governmental entities
 - Consulting background includes retirement plans, health plans, executive benefits, strategic and dynamic forecasting, accounting requirements
 - Daniel (Dan) Colby FSA, EA, MAAA, FCA
 - Client experience includes non-profit, for profit and governmental entities
 - Consulting background includes retirement plans, health plans, executive benefits, technology strategic and dynamic forecasting, specialty technology applications
- ▶ Additional MWM credentialed actuaries and support staff available as required

Plan Provisions - Eligibility

AFSCME Members

- Retiree must be age 50 and receiving a MERS pension. Employee must have been hired prior to July 1, 2010.

POAM Members

- Employee may retire after completing 20 years of service regardless of age. Employee must have been hired prior to July 1, 2012.

COAM Members

- Employee hired prior to July 2009 have grandfathered subsidies. Employee must have been hired prior to July 1, 2012 to receive any retiree health benefits. .

IAFF Members

- Employee must have been hired prior to July 1, 2012. Employees hired prior to July 1, 2007 may be eligible for graded subsidies at retirement with from 10 to 20 years of service. Retirees hired after July 1, 2007 but before July 1, 2012 may retire with reduced subsidy levels.

Non-Union Employees

- Employee may retire after age 50 under the MERS pension program

Plan Provisions - Benefits

- ▶ Retirees and their dependents may elect coverage under the City's health program for current active employees. Certain retirees have grandfathered benefit plans. The City pays a portion of the cost of coverage.

Retiree Benefits					
<u>Service</u>	<u>AFSCME</u>	<u>POAM</u>	<u>COAM (2009)</u>	<u>IAFF</u>	<u>Non-Union</u>
Under 10	0%	0%	0%	0%	0%
10 - 15	50%	50%	50%	50%	50%
15 - 20	100%	100%	100%	100%	100%
20 or more	100%	100%	100%	100%	100%
City Contribution For dependent coverage for those with 20 Years Service	\$175*	\$150*	\$450*	\$400*	\$150*

* 20 Years Only

Plan Provisions - Benefits

Dental & Vision Coverage

- City pays 100% of retiree dental and vision coverages

Life Insurance Coverage

- City pays for \$1,000 of life insurance coverage for retirees. Retirees may elect an additional \$4,000 of coverage by paying \$.33 per month per \$1,000 of coverage.

Retiree Opt-Out

- Retirees electing to opt-out of the health care plan are eligible to receive the following amounts in any year they receive coverage from another source.

Single coverage	\$ 2,000
Two-Person coverage	\$ 4,000
Family coverage	\$ 5,000

Participant Data Summary

Status	2018	2017	2015	2013
Active Participants (includes current employees with waivers)	79	82	83	82
Retired Participants	137	139	136	136
Total	216	221	219	219
Average Age (Actives)	44.0 years	43.7 years	43.0 years	44.7 years
Average Service (Actives)	13.0 years	12.5 years	11.7 years	13.0 years

Participant Data Summary - 2018

Status	MERS	Police	Fire	Total
Active Participants (includes current employees with waivers)	41	23	15	79
Retired Participants	35	67	35	137
Total	76	90	50	216
Average Age (Actives)	47.1 years	40.3 years	41.2 years	44.0 years
Average Service (Actives)	12.8 years	12.3 years	14.8 years	13.0 years

Historical Medical Premium Costs

- ▶ Medical Plan Monthly Blended Premium Rates
 - 2018: \$930.37
 - 2017: \$934.74
 - 2015: \$857.02
 - 2013: \$771.30
 - 2011: \$637.00
- ▶ Equivalent Compounded Rate of Annual Increase: 6.5%

Actuarial Valuation Results July 1, 2018

	MERS	Police	Fire	Total
1. Accrued Liability	\$ 7,952,125	\$ 10,441,645	\$ 6,631,133	\$ 24,994,903
2. Actuarial Value of Assets	\$ 3,527,328	\$ 2,381,226	\$ 1,150,347	\$ 7,058,901
3. Unfunded Liability (1) - (2)	\$ 4,424,798	\$ 8,030,418	\$ 5,480,786	\$ 17,936,002
4. Normal Cost	\$ 141,272	\$ 102,235	\$ 99,775	\$ 343,282
5. Amortization Payment (29 Years)	\$ 336,817	\$ 611,277	\$ 417,199	\$ 1,365,293
6. Annual Required Contribution (4) + (5) for 2018/2019	\$ 478,089	\$ 713,512	\$ 516,974	\$ 1,708,575
7. Valuation Payroll	\$ 2,137,886	\$ 1,401,541	\$ 802,268	\$ 4,341,696
8. Funded Percentage	44.4%	22.8%	17.4%	28.2%
UAAL% of Payroll	207%	573%	683%	413%
ARC % of Payroll	22.4%	50.9%	64.4%	39.4%
Pay as you go % of Payroll	15.2%	38.5%	43.6%	28.0%

Historical Actuarial Valuation Results

	2018	2017	2015	2013	2011
1. Accrued Liability	\$ 24,994,903	\$ 22,037,740	\$ 17,973,717	\$ 15,935,506	\$12,121,822
2. Actuarial Value of Assets	\$ 7,058,901	\$ 6,412,638	\$ 4,151,206	\$ 3,412,331	\$ 3,019,998
3. Unfunded Liability (1) - (2)	\$ 17,936,002	\$ 15,625,102	\$ 13,822,511	\$ 12,957,038	\$ 9,101,824
4. Normal Cost	\$ 343,282	\$ 311,479	\$ 233,334	\$ 247,406	\$ 241,170
5. Amortization Payment (30 Years Closed as of 6/30/2018)	\$ 1,365,293	\$ 1,123,503	\$ 1,136,868	\$ 1,030,002	\$ 748,604
6. Annual Required Contribution (4) + (5)	\$ 1,708,575	\$ 1,434,982	\$ 1,370,202	\$ 1,277,408	\$ 989,774
7. Valuation Payroll	\$ 4,341,696	\$ 4,499,309	\$ 4,615,356	\$ 4,722,802	\$ 5,767,671
8. Funded Percentage	28.2%	29.1%	23.1%	21.4%	24.9%
UAAL% of Payroll	413.1%	347.3%	299.5%	265.2%	157.8%
ARC % of Payroll	39.4%	31.9%	29.7%	27.0%	17.2%
Pay as you go % of Payroll	28.0%	27.3%	23.2%	18.0%	10.5%

Budgeted Annual Required Contribution (ARC)

Actuarial Determined Contribution (ARC)/Funding Policy Contribution

- ▶ GASB 45 develops a contribution amount – the Actuarial Required Contribution (ARC) – but it is not a required funding amount, it is an accounting value under GASB 45
- ▶ The City practice has been to budget and fund the amount developed under the GASB 45 ARC
- ▶ Actuarially Determine Contribution is based upon the Entry Age Normal method plus amortization **on level dollar amount** over 30 years on an closed basis (28 years remaining 2019).
- ▶ Under GASB 75, there is no prescribed funding amount – the City is presumed to continue the existing funding policy of contributing the GASB 45 ARC calculation

Fiscal Year End	ARC (beginning of fiscal year)	Actual Contributions	Benefit Payments
June 2017	\$1,434,982 (actual)	\$1,392,235	\$1,063,766
June 2018	\$1,500,928 (actual)	\$1,579,641	\$1,330,100
June 2019	\$1,708,575 (budget)		

New Accounting Statement GASB 75 2018

- ▶ GASB 45 (old statement) last applied for fiscal year ending 2017
 - GASB 45 measured Net OPEB obligation for financial statement liability as difference between accumulated OPEB annual expenses and accumulated employer contributions
- ▶ GASB 75 Applies for fiscal year ending 2018
 - Measures Net Obligation for financial statement liability as the difference between the actuarial accrued liability and the market value of assets.
 - Transition to GASB 75 for fiscal year ending 2018 required an opening balance adjustment at July 1, 2017 of \$15,537,639, and was a direct entry to the balance sheet. 2017

Accounting Statements GASB 45 and 75

- ▶ GASB 75 measures OPEB annual expense differently than GASB 45 . GASB 75 expense is based upon the annual cost of accruals (normal cost) with adjustments for amortization of gains/losses, over shorter periods, and interest charges and credits.
- ▶ For comparison, the 2018 annual OPEB expense is \$2,004,570. The 2017 annual OPEB expense under GASB 45 was \$1,434,672.
 - Differences in amortizations (5 years versus 30 years)
 - Differences in other calculation elements
 - Some differences due to assumptions

GASB 75 Transition Impact - Liabilities

The transition adjustment equaled the difference between the June 30, 2017 GASB 45 Net OPEB Liability and the new GASB 75 Net Obligation as of July 1, 2017

	June 30, 2017	July 1, 2017	Comments
Net OPEB Liability under GASB 45	\$ 87,463	N/A	Financial Accounting under GASB 45 expires FYE 2017
OPEB Liability under GASB 75	N/A	\$15,625,102 (6.5% Discount Rate)	Financial Accounting under GASB 75 for expense and disclosure applies for FYE 2018
Opening Adjustment		\$15,537,639 (6.5% Discount Rate)	Liability at year end will depend upon discount rate and value of assets at year end.

GASB 75 Accounting Results as of 6/30/2018

Item	MERS	Police	Fire	Total	2017 GASB 45 For Comparison
a. Present Value of Benefits	\$ 9,034,220	\$ 10,944,892	\$ 7,583,481	\$ 27,562,593	\$24,395,336
b. Actuarial Accrued Liability	7,952,125	10,411,645	6,631,133	24,994,903	22,037,740
c. Plan Fiduciary Net Position (Assets)	<u>(3,527,328)</u>	<u>(2,381,226)</u>	<u>(1,150,347)</u>	<u>(7,058,901)</u>	<u>(6,412,638)</u>
d. Net OPEB Liability at year end	\$ 4,424,798	\$ 8,030,418	\$ 5,480,786	\$ 17,936,002	\$ 87,463
e. Net OPEB obligation – beginning of year under GASB 45	\$ (37,851)	\$ 157,219	\$ (31,905)	\$ 87,463	\$ 46,026
f. Beginning of Year Balance sheet adjustment	(4,001,189)	(6,206,834)	(5,329,616)	(15,537,639)	N/A
g. Net OPEB obligation – beginning of year under GASB 75	\$ 3,963,338	\$ 6,364,053	\$ 5,297,711	\$ 15,625,102	N/A
h. Total OPEB annual expense				\$ 2,004,570	\$ 1,434,672
i. Contribution made during year	\$ 553,957	\$ 571,638	\$ 454,046	\$ 1,579,641	\$ 1,392,235

Significant Actuarial Assumptions

Item	6/30/2018 Valuation			Comments
Health Care Cost Trend Rates	Annual Increase (8.0% at 2018 graded down 0.5% per year to 5.0% in 2024)			Review annually
Rate of Return on Investments/Discount Rate	7.0%			Determined annually. For GASB 74/75 requires continued sufficiency else muni rate (3%-4%) Review annually
Participation Rates	70% of Employees and 30% of spouses. 70% are assumed married			
Retirement Rates	<u>Fire</u> Graded by service (50% at 20 years, 15% at 21- 29, 100% at 30 years)	<u>Police</u> Graded by service (60% at 20 years, 40% at 21,22, 50% above 23-29, 100% at 30 years)	<u>MERS</u> Graded by age depending upon retirement eligibilities (22% at age 40, 100% at age 70)	Review Periodically
Mortality Rates	RP 2014 projected to 2018 by scale MP2017			Updated mortality based upon Society of Actuaries (SOA) Mortality tables

Considerations

- ▶ Articulation of the Funding Policy
 - GASB 74/75 discounted liabilities are based upon projection of benefit payments, assets and employer contribution under the stated funding policy.
 - The City's current practice has been to fund the plan based upon the Entry Age Normal Method with a 30 year level dollar amortization (the basis used for the City's GASB 45 Annual Required Contribution (ARC) calculation.
 - The amortization period is a "closed" 30 years, in compliance with PA 202 and Public Act 530 of 2016. The closed period begins in 2017/2018, at a 30 year period, and is decreasing by one year thereafter.
 - Unless the City articulates a change in the formal funding policy, the past year's practices will govern the projection basis of contributions under GASB 75
- ▶ Changes in contribution policy can change sufficiency projections and may cause the discount rate to be adjusted lower with resulting increase in accounting liabilities.

Considerations

- ▶ Periodic reviews of assumptions to monitor experience
 - Retirement Ages, health care trend increases, investment experience,
 - Participation levels
 - Required under PA 202 of 2017
- ▶ Evaluation of contribution goals with respect to
 - Stability of costs as a percentage of payroll
 - Effects of fluctuations in liabilities and assets upon balance sheet CAFR
 - Intergenerational equity with respect to allocations of costs
- ▶ Expect expanded increased disclosures, documentation and validation

**National Nutrition Month® and Registered Dietitian Nutritionist
Day 2019
March 5, 2019**

WHEREAS, food is the substance by which life is sustained; and

WHEREAS, the type, quality, and amount of food that individuals consume each day plays a vital role in their overall health and physical fitness; and

WHEREAS, there is a need for continuing nutrition education and a wide-scale effort to enhance healthy eating practices; and

WHEREAS, Registered Dietitian Nutritionists are the food and nutrition experts who can translate the science of nutrition into practical solutions for healthy living; and

WHEREAS, Registered Dietitian Nutritionists work throughout the community in hospitals, schools, public health clinics, nursing homes, fitness centers, food management, food industry, universities, research and private practice; and

WHEREAS, Registered Dietitian Nutritionists use their nutrition expertise to help individuals make unique, positive lifestyle changes;

NOW THEREFORE I, Mayor Beth Bashert, and the Ypsilanti City Council on this 5th day of February, 2019 proclaim the month of March NATIONAL NUTRITION MONTH® and Wednesday, March 13, 2019 Registered Dietitian Nutritionist Day in Ypsilanti Michigan. I encourage all citizens to recognize the contributions of Registered Dietitian Nutritionists and their commitment to promoting science-based nutrition. I inspire all citizens to join the campaign and become concerned about their nutrition and the nutrition of others in the hope of achieving optimum health for both today and tomorrow.

Given under my hand and seal of the
City of Ypsilanti, March 5, 2019

Beth Bashert, Mayor



**2018 Annual Report
Planning Commission
Ypsilanti, Michigan**

INTRODUCTION

The Planning Commission of the City of Ypsilanti is governed by the Michigan Planning Enabling Act, State of Michigan Public Act 33 of 2008, and by the City of Ypsilanti's Zoning Ordinance.

In 2018, the Planning Commission's membership was as follows:

Heidi Jugenitz (chair, Jan- June)
Liz Dahl MacGregor (vice-chair, January– May)
Matt Dunwoodie (chair, July – December)
Jared Talaga (vice-chair, July – December)
Anthony Bedogne (resigned April)
Toi Dennis

Jessica Donnelly (joined August)
Phil Hollifield
Chris Madigan (resigned June)
Jelani McGadney (joined July)
Michael Simmons (joined May)
Cheryl Zuellig (resigned July)

Under the Planning Enabling Act, the Commission must provide an annual report to City Council, as the legislative body of the City. This report discusses,

1. The operations of the Commission during the past year
2. The status of any on-going planning activities
3. Recommendations to the legislative body related to planning and development

PLANNING COMMISSION OPERATIONS

The Planning Commission held regular monthly meetings during 2018. In January, Planning Commission had a joint meeting with Zoning Board of Appeals for regular training on Planning Commission and Zoning Board of Appeals functions and duties from the Michigan Association of Planning.

The Commission reviewed 12 site plan applications in 2018, up from 2017, and had more “other items” than in 2017. These numbers were driven by the increased number of special use reviews along with an increase in zoning text and map amendment applications. No special nonconforming status applications were received in 2018.

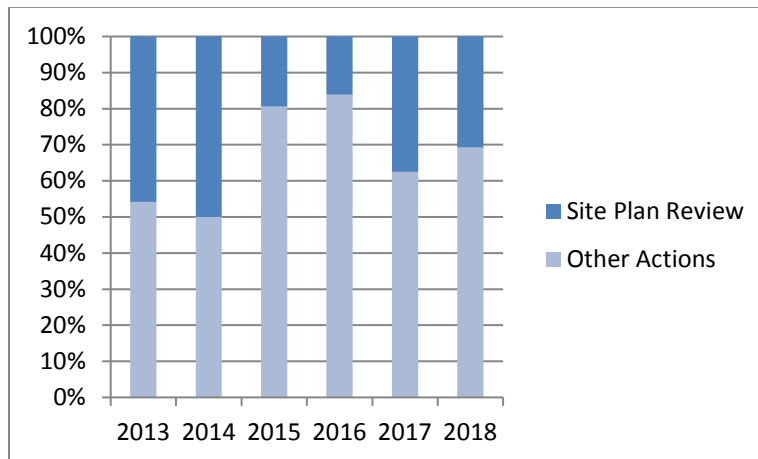
The Commission considered 39 total actions, including 12 site/sketch plans, 11 special use permits, 8 text amendments, 4 map amendments, and 1 Planned Unit Development (PUD). It also reviewed the Capital Improvements Plan as part of the annual review process in May and discussed one special topic on local zoning options regarding firearm sales. The Planning Commission monitored the local medical marijuana ordinance in order to align with the state as well as considered the buffer between locations. The Bell-Kramer neighborhood was reviewed for rezoning, and a well restriction ordinance and a community discussion was hosted on the traffic in the neighborhood. The Planning Commission Housing Affordability and Access subcommittee and Non-motorized subcommittee continued to meet throughout 2018.

Included in this year's annual report is the implementation matrix from the 2013 Master Plan.

Figure 1: Planning Commission Applications by Type (past five years)

	2013	2014	2015	2016	2017	2018
Site plan review	11	9	7	5	6	12
Amend approved site plan	--	1	--	--	2	1
Special use permit	5	2	6	5	1	11
Zoning map amendment	1	1	1	2	1	4
Zoning text amendment	--	1	2	5	1	8
Master plan amendment	1	--	--	--	--	--
Planned unit development	2	--	2	1	1	1
Amend approved PUD	--	--	--	--	--	--
Alley/Street closure/Vacation	1	2	--	2	--	--
Change in non-conforming use	--	--	--	1	--	--
Capital improvements reviews (begins 2010)	1	2	3	3	1	1
Special topic planning (begins 2010)	2	--	--	--	3	1
Study item (begins 2010)	--	--	7	1	--	--
Conditional rezoning (begins 2010)	--	--	--	--	--	--
Modification of Sign Standards (begins 2012, ends 2016)	--	--	1	--	--	--
Special Use Revocation (begins 2015)	--	--	1	--	--	--
Designation of Special Nonconforming Status (begins 2015)	--	--	6	6	1	--
Total Applications / Deliberations	24	18	36	31	17	39

Figure 2: Planning Commission Actions by Year (percent)



Master Plan Implementation Matrix

These goals and their matrices are taken directly from the Master Plan, adopted Oct 2013.

Capital Improvements Plan = CIP; Zoning Ordinance = ZO

	Key	Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
Center	C1	Building standards for centers that preserve the architecture	2014-2015	All Centers						Zoning Ordinance	Ordinance passed 2014	Completed
	C2	Allow renewable energy facilities on all buildings	2014-2015	All Centers						Zoning Ordinance	Ordinance passed 2014	Completed
	MPC3	Continue and expand the numbers, types of festivals and events	Ongoing	All Centers						Convention & Visitors Bureau (event attraction, destination marketing) Special Events policy (enabling)		
	C4	Finish upper stories	Ongoing	All Centers						Zoning Ordinance (enable private investment) DDA (business & investment attraction)	Ordinance passed 2014 MEDC façade grant 2018	ZO complete DDA (ongoing efforts)
	C5	Maintain and expand transportation options	Ongoing	Downtown						Capital Improvements Plan Zoning Ordinance (require last-mile infrastructure)	Capital Improvements Plan adopted 2015 Zoning Ordinance passed 2014	Ongoing
	C6	Draft a business attraction plan for	2014-2019	All Centers						DDA	RRC Certification obtained 2015	Ongoing

Key	Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
	Downtown, Depot Town and Cross St										
C7	Encourage business and event activity during the day and evening	2014-2019	All Centers						Zoning Ordinance (encourage mix of uses) DDA (business development)	Ordinance passed 2014	Ongoing
MPC8	Create a marketing campaign for the City of Ypsilanti	1-5 Years	All Center						Convention & Visitors Bureau	Community Tourism Action Plan adopted 2014	Update CTAP – 2019
C9	Build curbless "festival" street on Washington	2014-2019	Downtown						Capital Improvements Plan	Capital Improvements Plan adopted 2015	CIP annual update/review
C10	Use vacant storefronts for temporary retail uses	2014-2019	Downtown						DDA (landlord outreach)	Ordinance passed 2014	Ongoing
MPC11	Permanent year-round home for Downtown Farmer's Market	1-5 Years	Downtown						Zoning Ordinance (enabling) DDA (attraction)	Downtown Farmers' Market established 2016	Completed
MPC12	Permanent year-round home for Depot Town Farmer's Market	1-5 Years	Depot Town						Zoning Ordinance (enabling) DDA (attraction)		Ongoing
MPC13	Install a wayfinding system	1-10 Years	All Centers						Convention & Visitor's Bureau	Complete, 2017	Completed
C14	Increase walkability (2-way streets & raised intersections)	2014-2024	Downtown						MDOT coordination (20-year horizon) Capital	Capital Improvements Plan adopted 2015	Capacity reduction 2019-2022

Key	Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
									Improvements Plan		
	C15	Curbless "festival" street on River and Cross Street	2014-2024	Depot Town					Capital Improvements Plan	Capital Improvements Plan adopted 2015	Funding
	C16	Create a public space at new train station	2014-2024	Depot Town					Capital Improvements Plan	Capital Improvements Plan adopted 2015 Proposed Amtrak Stop Feasibility Study completed 2018	Installation of a train station
	C17	Separate Cross and Washtenaw	2014-2024	Cross Street					Capital Improvements Plan	Capital Improvements Plan adopted 2015	Capacity reduction, 2-way conversion
	C18	Create a "front door" for EMU with reconfiguration of Cross and Washtenaw	2014-2024	Cross Street					MDOT coordination Capital Improvements Plan	Capital Improvements Plan adopted 2015	Capacity reduction, 2-way conversion
Neighborhood	MPN1	Continue and increase rental inspections and enforcement	Ongoing	All neighborhoods					Building Department		Ongoing
	MPN2	Assist continuation and expansion of EMU Live Ypsi program	Ongoing	All neighborhoods							Ongoing
	N3	Plan and zone for range of housing typologies for the	Ongoing	All neighborhoods					Zoning Ordinance	Ordinance passed 2014	Completed

Key	Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
	needs of all ages and abilities										
N4	Streamline multiple-family living arrangements into categories based on number of units and form, instead of use	2014-2015	All neighborhoods						Zoning Ordinance	Ordinance passed 2014	Completed
N5	Continue home-based entrepreneurship	2014-2015	All neighborhoods						Zoning Ordinance (enable)	Complete	Completed
N6	Regulate the form of buildings to preserve the character of neighborhoods	2014-2015	All neighborhoods						Zoning Ordinance	Complete	Completed
N7	Preserve the character of the area by using regulations on street type, building type as well as use	2014-2015	Central neighborhoods						Zoning Ordinance, Engineering Standards	Complete	Completed
N8	Regulations of the variety of housing types, uses and lot sizes will be calibrated to the existing patterns	2014-2015	Central neighborhoods						Zoning Ordinance	Complete	Completed
N9	Limit uses to predominantly single-family residential uses in areas with small houses, suited for only single-family use	2014-2015	Outlying neighborhoods						Zoning Ordinance	Complete	Completed
N10	Create 'Eco-Districts' in neighborhood parks	2014-2024	All neighborhoods						Zoning Ordinance (enable); Parks		Ongoing

Key	Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
									Plan > Capital Improvements Plan (planning & Execution)		
Corridor	Co1	Designate the appropriate building form for each corridor based on existing patterns and vision for that corridor	2014-2015	All corridors					Zoning Ordinance	Complete	Completed
	Co2	Retain the mix of uses within each corridor but allow them throughout the area	2014-2015	All corridors					Zoning Ordinance	Complete	Completed
	Co3	Reinforce the preservation of historic buildings	2014-2015	Historic corridors					Zoning Ordinance; Historic District ordinance	Complete	Ongoing
	Co4	Maintain River Street as a historic boulevard	2014-2015	Historic corridors					Zoning Ordinance, Capital Improvements Plan		Ongoing
	Co5	Require a pedestrian-friendly building form while allowing a mix of uses for both students and residents along Huron River Dr, LeForge & Railroad corridors	2014-2015	General corridors					Zoning Ordinance		Completed
	Co6	Coordinate regulations for Washtenaw with the	2014-2015	General corridors					Zoning Ordinance	Ongoing	Ongoing

Key		Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
		County Re-Imagine Washtenaw Ave Plan										
	Co7	Restore Harriet St as the Main St of adjacent neighborhoods	2014-2015 for ZO / 2014-2024 years for street improvements	General corridors						Zoning Ordinance, Capital Improvements Plan	Ordinance passed 2014, ongoing	Ongoing
	Co8	Restore two-way function to Cross, Huron and Hamilton Streets	2014-2024	Historic corridors						MDOT Coordination Capital Improvements Plan	Capital Improvements Plan adopted 2015	Capacity/lane reduction project
District Areas	D1	Update regulations to create walkable areas at the border of the City and EMU campus	2014-2015	EMU						Zoning Ordinance	Complete	Completed
	D2	Create regulations that support the existing building form but assure access by all modes of transportation	2014-2015	Health & Human Services						Zoning Ordinance	Complete	Completed
	D3	Allow renewable energy facilities, such as solar panels, on industrial land	2014-2015	Job Districts						Zoning Ordinance	Complete	Completed
	D4	Reduce the minimum lot size and width in the industrial park to create more opportunity	2014-2015	Job Districts						Zoning Ordinance	Complete	Completed

	Key	Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
	MPD5	Align economic development incentives and programs to encourage emerging sectors that align with the Guiding Values and the employment potential of residents	1-5 years	All Districts							In Progress	Ongoing
	MPD6	Create "Welcome to Ypsilanti" packages for new EMU students, including web version	1-5 years	EMU						Website & PDF Authorship?		Package creation
	D7	Encourage use or redevelopment of unused parking lots	2014-2019	HHS & Job Districts						Zoning Ordinance (enable)	Complete	Completed
	D8	Create a 'front door' for EMU in the area created by the reconfiguration of Cross and Washtenaw	2014-2024	EMU						MDOT coordination Capital Improvements Plan		Capacity reduction & conversion to 2-way
General	G1	Establish "Aging in Place" programs	2014-2019	All neighborhoods						Zoning Ordinance (enable), Capital Improvements Plan (accessibility)	Ordinance passed 2014, Capital Improvements Plan 2015	Ongoing

LOOKING FORWARD

At the end of 2018, these planning projects remain in progress.

- An update to the Master Plan is planned. 2019 goals include housing affordability and accessibility; traffic on Hamilton, Huron, and Washtenaw; the proposed train stop; Water Street; neighborhood updates for Bell-Kramer, and general implementation updates.
- Updates to the medical marijuana portion of the zoning ordinance, and potentially the addition of recreational marijuana provisions, as needed to further align with the state regulations.
- The Planning Commission will continue to provide review of the annual Capital Improvements Plan prior to adoption by City Council, per state act.

ACTION

The Planning Commission adopted this report at its regular December 2018 meeting and approved transmittal to City Council



City of Ypsilanti

Community Development 2018 Annual Report

Liz Dahl MacGregor Playground

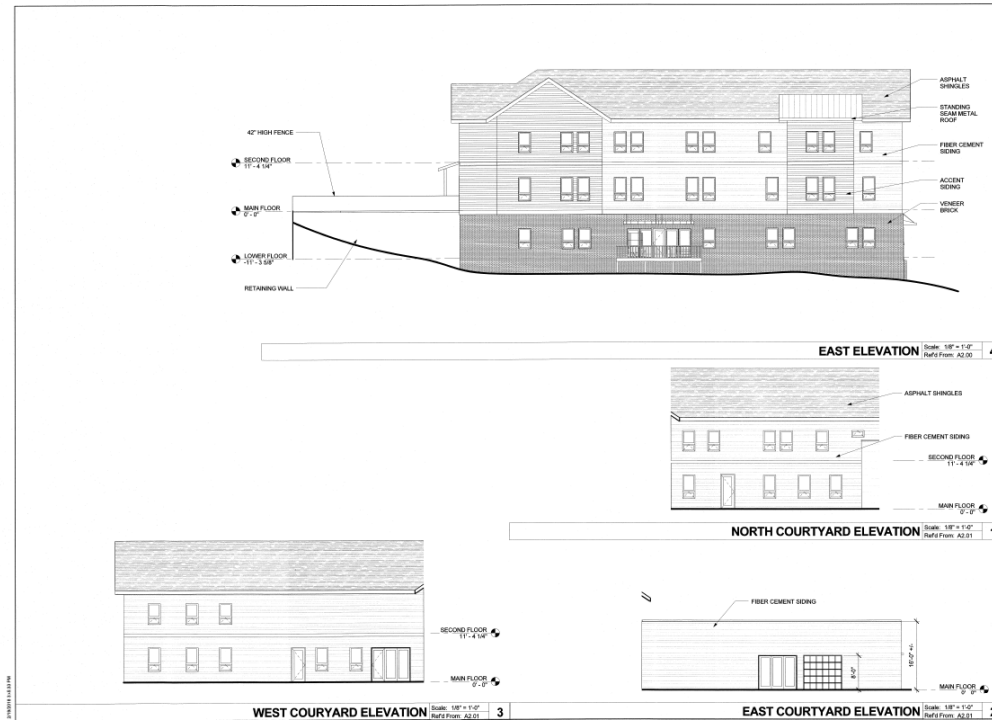
2018 featured the addition and dedication of the Liz Dahl MacGregor Playground at Riverside Park. Dedicated to beloved local activist, attorney, and mother Liz Dahl MacGregor who passed away in June of 2018, the playground includes many accessible features such as a rock and raft, sensory chimes and panels, a crows nest and a merry go all. This ADA accessible playground also features two slides, a rock wall, swings and a rope ladder. After reviewing three proposals Council accepted a bid to construct from Sinclair Recreation in the amount of \$157,748



Total cost of the project includes: Playground – \$157,748, Benches – \$2,603.82, and Sign - \$2,500 for a total of \$162,851.50. Funding for the project is expected from Washtenaw County OCED - \$125,000, City of Ypsilanti- \$3,500, and Washtenaw County Parks and Recreation- \$34,351.82..

Ozone House Development

The Northwest corner of Huron River Drive and Superior Road sat vacant and unused for more than 40 years until the City entered into a purchase agreement with Ozone House for development of the property. In 2018, sale of the City property added just over \$200,000 in revenue and allowed Ozone House to consolidate many of their services to Ypsilanti at this location. Ozone House is the only agency in Washtenaw County that provides free, confidential, and voluntary shelter and support services to homeless youth including runaways and high-risk youth ages 10-20 and their families.



At this site they plan to house their administrative offices; provide emergency shelter, medical support, and potentially job training and education to youths; and provide supportive housing for youths (both under 18 and young adults up to age 24). Phase one of the site includes all site improvements and the main building and plans for phase 2 would potentially provide additional supportive housing for young adults. The applicant is proposing to build a 7855 sf footprint multipurpose building, with associated parking and outdoor recreation areas (decks and walkouts as well as a basketball court). This building would have a mix of storage, office, and housing. On the lower level, there are eight bedrooms with a shared kitchen, study area, and bathrooms, as well as a shared living area with walkout deck proposed, as well as storage, laundry, and a recreation room. On the ground/main floor, there are office spaces, work areas, meeting rooms, storage, medical offices, childcare spaces, and multipurpose rooms. The upper story has two large multipurpose rooms, as well as another eight-bedroom unit with shared living, dining, toileting, and recreation/learning areas. This unit also has access to the outdoors via a screened porch. The building is a total of approximately 19,066 square feet.

The applicant also has a potential Phase 2 of a two-story 8-10 unit apartment block, proposed just north of the basketball court, with a footprint of approximately 3500 sf. In the event of development, this court would become parking to serve the new housing. This consolidation provides much needed resources to all of the young people in our county, but more specifically, to those in the eastern part of the county where resources are needed most. By consolidating their administrative offices, emergency shelter supportive housing and medical support under one roof, Ozone House is removing barriers that young people face when trying to access services. This is truly as a transformational development with the potential to significantly improve outcomes for our youth and we applaud the steps taken by Ozone House and welcome the opportunity for continued partnership with Ozone House in our shared mission of helping young people to lead safe, healthy and productive lives.

Neighborhood Enterprise Zone Recap

On April 19, 2016, the City of Ypsilanti created a Neighborhood Enterprise Zone (NEZ) to spur neighborhood reinvestment and increased owner occupied housing through tax incentives and resources devoted to reinvestment and revitalization of the residential properties within the zone. To date, three property owners have capitalized on this opportunity to rehabilitate or build new facilities. The three projects are as follows:

406 S Hamilton St- Rehab Facility



Lillie Covington applied for a NEZ Certificate on 10/30/17 to build a 20 x 24 garage that parks two vehicles. The total project cost of this improvement was 26,600 with a 15 year exemption. Final approval provided on 6/29/18.

888 Madison St – New Construction



Hamidah Kaufman applied for a NEZ Certificate on 12/13/2017 to build a new 681 sq. ft single family home, including a solar panel. The total cost of this improvement is \$40,000 with a 15 year exemption. Certificate of Occupancy provided on 11/13/2018

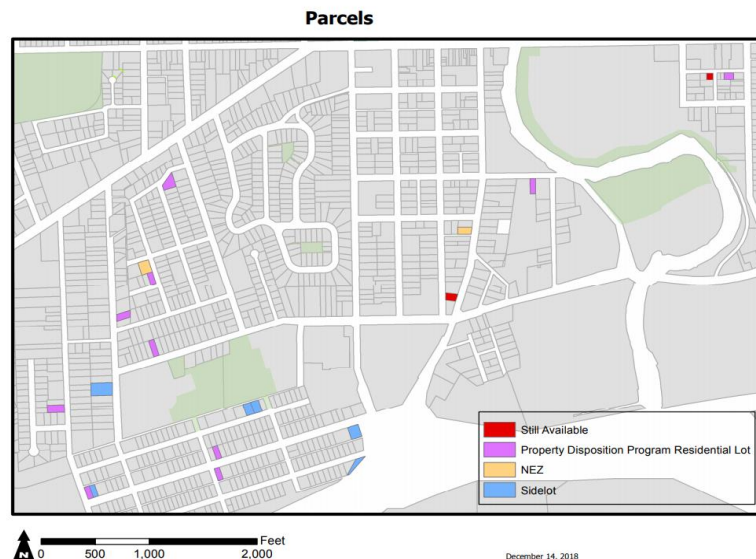
705 Franklin St – New Construction



Charles Richmond applied for a NEZ Certificate on 03/23/2017 to build a new 1,904 sq. ft single family home on a previously vacant lot. The total cost of this improvement is \$75,000 with a 15 year exemption. Certificate of Occupancy provided on 1/22/2018

Property Disposition Policy

At its January 2016 meeting, City Council adopted a Property Disposition Policy and amended it on April of 2017. Through the program, staff sold seventeen (18) lots to people from in and out of the city. Six of the properties were sold to seven different neighbors (one was split and sold to two neighbors) and 12 were sold as residential lots. Over the life of the program we have collected \$17,007 over the life of the program and as added almost \$200,000 in SEV and roughly \$14,405 in taxes per year.



In addition to the funds and tax dollars, the city is no longer providing summer and winter maintenance on these lots. The program has been very successful and the city has 1 vacant lot (314 Parsons) and two (2) gap parcels that have not sold. The city currently owns one house that was not demolished through the Blight Elimination Grant in 2016 (448 S. Huron). The original plan for this house was to work with Washtenaw Community College's Youth Build program to redevelop the house but that deal fell through. In doing outreach with local realtors, it has been determined that the lot would be more desirable if it were a vacant lot. If council would approve it we could use our CDBG funding to demolish the house and sell the lot as vacant.

Water St Trail Remediation and Border to Border Trail

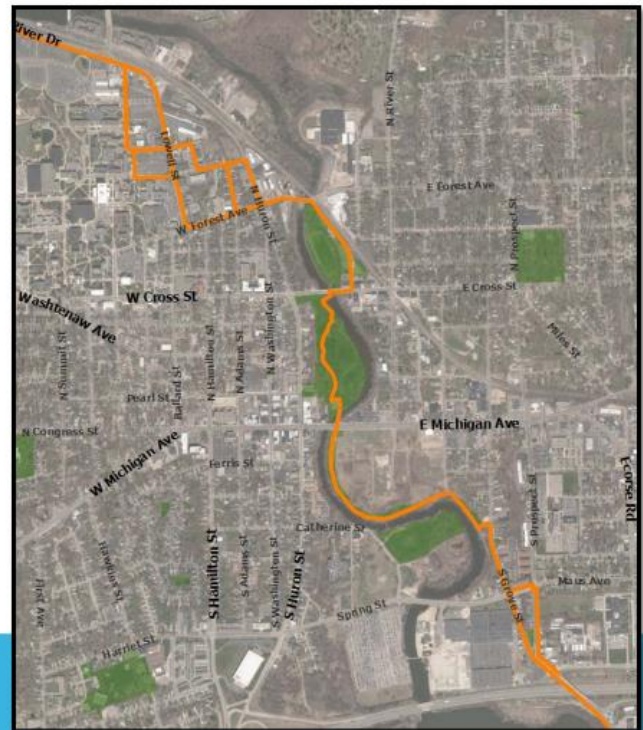
In September 2016, The City was granted up to \$240,000 from the WCBRA for the remediation of environmental contaminants around the Water Street trail. After two years the Water St Trail has finally been remediated and reintegrated into the larger Border to Border Trail system of Washtenaw County.

Additionally, the City has partnered with Washtenaw County Parks and Recreation Commission (WCPRC) to improve critical trail gaps at Frog Island Park and Grove Rd. In this partnership, the City's commitment would be capped at \$20,000; rough cost estimates place the project at roughly \$850,000 total. The proposed shared-use pathways would significantly increase the ease with which people would be able to use the Border-to-Border Trail through the City, as well as providing scenic opportunities along the Huron River in Frog Island. The City will own the trail, once completed, and be responsible for its maintenance. \

Partnership Proposal

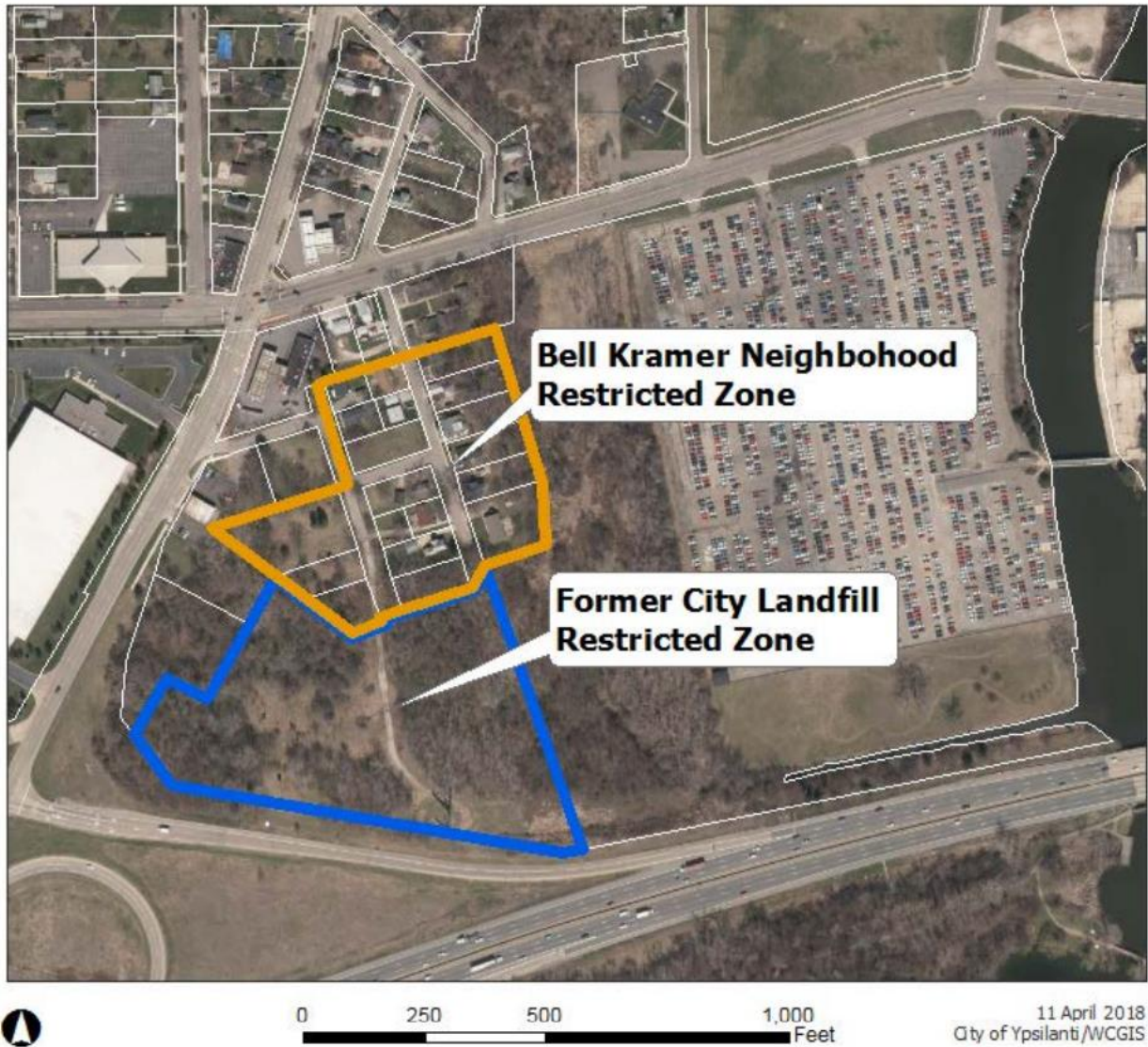
- The City will own and maintain the trail segments once completed.
- The City will retain the design engineer; WCPRC will pay design costs above \$20,000.
- The WCPRC will fund and/or manage construction engineering, the bid process, and the construction itself, as well as provide project management and oversight with the City's input. The City will not bear any costs.
- The City could request additional items be added to the scope, but would be responsible for all costs not "actual and necessary to complete the construction of the project."
- The WCPRC have drafted and approved a contract that would bind both parties.

- **Total anticipated cost to the City: \$20,000**
- **Total anticipated cost to WCPRC: \$850,000-\$900,000.**



Bell Kramer Environmental

The Bell-Kramer neighborhood is located north of I-94, east of Huron, and south of Spring/Factory Street. In 2012-2013, testing was done on the former City landfill (599 S Huron) which indicated the presence of contaminants that had the potential to migrate to the north. Additional testing was performed in 2017 and results prompted a restriction on the placement of new wells in 2018 by City Council. The Bell Kramer neighborhood and former City Landfill have become restricted areas.

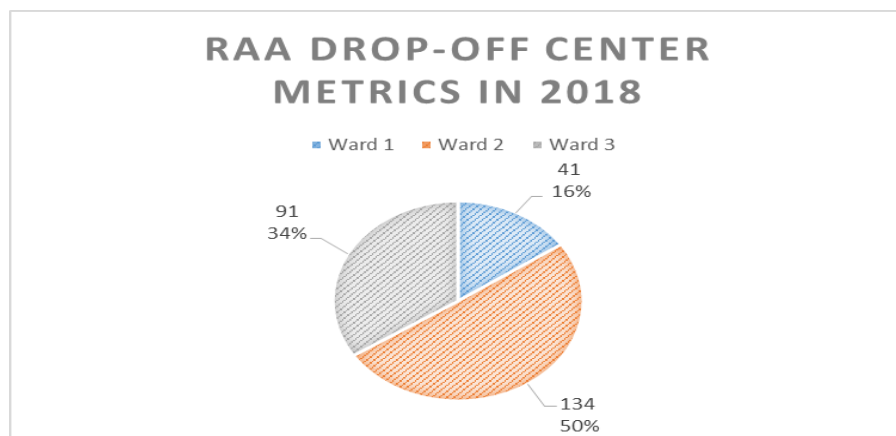


The zoning changes to this neighborhood allows prospective buyers to obtain mortgages and helped to mitigate sales issues caused by previous industrial zoning. In 2018 the City of Ypsilanti provided 4 rounds of testing over a 12 month vapor intrusion assessment period of the residential properties located in the Bell Kramer neighborhood north of the former City-owned landfill as recommended by the Michigan Department of Environmental Quality. This work included subsurface soil gas sampling and indoor air quality monitored for a year as recommended by DEQ to determine what, if any, mitigation may be required. A public neighborhood meeting will be held in early 2019 to discuss the results and next steps.

Recycling Drop-Off Center

Due to a finding by the State that the existing recycling drop off center in Frog Island Park constituted an impermissible conversion of property for park and recreation grant funding, the City chose to cease operation of that facility and demolish those structures in 2018. This resulted in a modest parking supply increase but forced the City to identify alternative providers for these services. The recycling drop off center in Frog Island Park cost about \$27,000 annually to operate and processed approximately two tons a week.

In November, the City of Ypsilanti approved a contract for drop-off recycling services to be provided by Recycle Ann Arbor, for the sum of \$26,000 per year. City staff manages registry of eligible households and businesses via issuance of an official Recycling Pass with a unique registration number to identify the household or business to which the card is issued. This pass provides free admittance to the RAA Drop Off Station located at 2950 East Ellsworth Road, Ann Arbor, MI. and allows households and businesses from the City of Ypsilanti to drop-off traditional recyclable material for processing. Verified households and businesses are allowed one free trip to the Drop-Off Station per day on a year-around basis during normal hours of business operation. 266 Households registered with the City for this drop off service in 2018.



Recyclable materials available to City of Ypsilanti households and businesses under this proposal include:

- Antifreeze (up to 1 gallon)
- Batteries (automotive & rechargeable)
- Books (hard & soft cover)
- Cardboard/OCC
- Cloth/Fabrics/Linens (up to 3 bags)
- Glass containers
- Hard plastics
- Magazines
- Metal/Steel
- Motor oil (up to 5 gallons)
- Office paper
- Oil filters
- Paper products
- Plastic bags
- Single stream recyclables
- Styrofoam
- Vegetable Oil (up to 5 gallons)

Additionally, RAA will provide City of Ypsilanti households and businesses with coupons (a total value of \$30) for the RAA Drop Off Station, ReUse Store and Recovery Yard.

Parking Study

In January of 2018 council committed to developing a parking strategy as a major priority in its goal setting sessions. With support from the Michigan Municipal League and the Michigan Economic Development Corporation, the City of Ypsilanti contracted with the team of Rich & Associates/Giffels Webster to prepare a Downtown Parking Strategy. This parking strategy serves to examine the downtown existing parking system from both a qualitative and quantitative standpoint. The study also analyzes the parking needs in the context of facilitating modal shifts from motorized to non-motorized transportation options both as an initial means of accessing downtown Ypsilanti as well as encouraging a park-once mentality and method of operation to access shops, services and businesses within the various DDA districts. .

A critical component in the development of the Downtown Ypsilanti parking assessment within the three DDA districts was the input collected from various downtown individuals and groups. This input was facilitated via a two-hour open house conducted at City Hall on Wednesday, December 5, 2018. This forum allowed participants to simply indicate modes of travel, parking issues or concerns for each district as well as timing for when they find the parking most challenging. Team staff were available to address any questions but there was not a formal presentation. A second aspect of the public outreach were a series of focus groups directed to each specific district. As such these meetings which ran approximately one-hour each were designed to have a more in-depth and meaningful dialogue regarding particular parking issues and concerns unique to each district.

Focus Group Summary

Downtown

1. One-hour time limit for parking is not enough time for visitors to park and eat a meal.
2. Public parking is often difficult for visitors to find; wayfinding signs could be larger.
3. More barrier-free parking spaces are needed.
4. Winter parking more difficult because of snow plowing.
5. How will parking improvements be funded?

West Cross

1. Parking meters are helping in preventing all-day parking, leaving spaces available for businesses.
2. Speeding traffic makes walking and parking more difficult.
3. Employees are seen parking in two-hour spaces and periodically moving cars to reset time.

Depot Town

1. It is inconvenient to make short trips (1-2 hours) into Depot Town due to parking issues.
2. Time limits for parking areas is inconsistent and confusing
3. Signs for parking areas are inconsistent and do not adequately inform visitors where to park.
4. Employees need long-term parking.
5. Concern for ability to access retail shops, particularly with increasing number of restaurants.
6. Difficult for visitors to distinguish public from private parking areas.
7. Public parking hard to find. Wayfinding signs could be larger.

Funding for this project was made possible by the following contributions: \$25,000 from MEDC, \$10,775 from City of Ypsilanti, and \$10,775 from the Ypsilanti Downtown Development Authority for a total project cost of \$46,550. Results will be available in early 2019 with a phased implementation approach over the coming years.

Clean and Green

In 2018 the City began a new partnership with the Washtenaw County Office of Community & Economic Development (OCED) known as the Clean & Green Pilot Program. This program provides resources for tree trimming/removal and fence repair projects for 24 eligible homeowners in Southside neighborhoods of Ward 1. These projects continue into 2019 and are funded by a combination of the City's allocated CDBG dollars and CDBG Program Income targeted for projects located within the Racially and Ethnically Concentrated Area of Poverty (R/ECAP). Eligible residents were mailed a flyer outlining the program and how to participate.

We received 47 completed applications and most opted for more than one type of service. Not all applicants were eligible and the allotted funding managed to complete 24 projects, or about half of all requests. Based on the great response the City hopes to continue this pilot program and serve more residents with this important program. Below is the tally by service:

Type of Service	# of Requests
Tree Trimming	33
Tree Removal	31
Stump Grinding	9
Fence Repair	19

Type of Service	Completed Projects
Tree Trimming	16
Tree Removal	15
Stump Grinding	5
Fence Repair	10

ZBA

Four ZBA Meetings took place in 2018. Those meetings were held in January, May, June, and August. Two meetings were cancelled (October and November). At these meetings 9 variances requests were considered and of those 6 were approved, 2 denied, a 1 tabled. Below is a synopsis of these requests:

1. ZBA approved the variance request of 12.21' from the front yard setback requirement in Sec 122-432(b) for 75 Catherine St/Aspen Gardens. Additionally, ZBA denied the variance request from the rear yard setback requirement in §122-432(b) for 75 Catherine St/Aspen Gardens.
2. ZBA approved the variance requests from Sec. 122-683 (off street parking construction), 684 (parking landscaping), and 691 (parking quantity) to permit the existing single parking space in the front yard to remain at 2 N Normal.
3. ZBA approved the variance request from Sec. 122-477- Private Frontages for the Patient Station New Build at 539-569 S Huron.
4. ZBA approved a 2' variance request to permit the building addition to encroach on the street setback requirement in Sec. 122-477 at 528-534 N. Huron.
5. ZBA denied request to permit a variance from Sec. 122-477, requiring adherence to commercial frontage standards, to permit 3% transparency on Huron, a distance from ground to window of greater than 2.5', and a distance between openings of greater than 2' at 528-534 N Huron, with the following findings:
6. Zoning Board of Appeals denied request to permit a variance from Sec. 122-607(a), requiring that the front entry into the building face the street to which the property is addressed at 528-534 N Huron, with the following findings:
7. ZBA approved the variance request from Sec. 122-651(b)(3) to permit a detached accessory structure in the front yard at 32 Photo St. with the following conditions: the detached accessory structure be set back at least 5'

from the north property line and the detached accessory structure be no closer to the east property line than the westernmost side of the existing house.

8. ZBA approved the variance from Sec. 122-422(c)(4) to permit a detached accessory structure in the street side yard at 831 Oak.



**Barr,
Anhut &
Associates, P.C.**

ATTORNEYS AT LAW

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~~~~~

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Jane A. Slider ~ Legal Assistant

**REQUEST FOR LEGISLATION**

DATE: February 28, 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 came to city council and the matter was tabled for review by the non-motorized transportation committee. The proposed ordinance has now been revised to incorporate their suggestions, including exempting existing bike rental businesses. The fee provision has been changed to being set by resolution and a resolution for fees is also attached and fees have been lowered at the suggestion of the committee.

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  
March 5, 2019

## Resolution to set fees for Shared Mobility Devices

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

Fees provided for in Article IV, entitled "Shared Mobility Devices, City Code Section 114.1 and following are set as follows:

- 1) Permit fee: \$200
- 2) Transfer fee \$200
- 3) Device fee: \$1 per week per device, paid quarterly

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.

**Section 114-161.1** - A franchise permit is not required for a person or entity:  
a) with a City business license, and b) a physical business located in the city, and c) shared mobility devices are rented or leased and returned to the physical business location at the end of the rental or lease.

#### **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 per permitted shared mobility device per day shall be paid as set by City Council resolution. Twenty five percent of revenue from franchise fees shall be devoted to city non-motorized projects.

- (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) Permit holders shall provide for payments for use of shared mobility devices by cash, credit card, or smartphone.
- (4) 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.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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.

- (9) 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.
- (10) 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.
- (11) Permits are personal and not an interest in real estate.
- (12) 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.
- (13) 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.
- (14) Insurance, bond, and indemnity obligations shall survive the expiration and/or termination of the franchise permit.
- (15) 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.
- (16) 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.
- (17) 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.
- (18) Entire City. Shared mobility devices must be available throughout the entire city area.
- (19) 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.

- (20) Abandonment. The permit holder shall promptly recover and take custody of all of its abandoned shared mobility devices.
- (21) 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.
- (22) 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.
- (23) 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. 2019-039  
March 5, 2019

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

That the following items be approved:

1. Resolution No. 2019-040, approving minutes of February 19, 2019.
2. Resolution No. 2019-041, approving Ordinance 1334, an ordinance entitled "Zoning Periodic Update 2018 – Citywide". ***(Second Reading)***

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

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

YES:            NO:            ABSENT:            VOTE:





Resolution No. 2019 - 040  
March 5, 2019

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

THAT the minutes of February 19, 2019 be approved.

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

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

YES:                      NO:                      ABSENT:                      VOTE:



**CITY OF YPSILANTI  
CITY COUNCIL REGULAR and GOAL SETTING MEETING  
CITY COUNCIL CHAMBERS - ONE SOUTH HURON ST.  
YPSILANTI, MI 48197  
TUESDAY, FEBRUARY 19, 2019  
6:00 p.m.**

**I. CALL TO ORDER –**

The meeting was called to order at 6:02 p.m.

**II. ROLL CALL –**

|                              |         |                         |         |
|------------------------------|---------|-------------------------|---------|
| Council Member Brown         | Present | Council Member Symanns  | Present |
| Council Member Morgan (6:16) | Present | Council Member Wilcoxon | Present |
| Council Member Murdock       | Present | Mayor Bashert           | Present |
| Mayor Pro-Tem Richardson     | Present |                         |         |

**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. AGENDA APPROVAL –**

**Council Member Brown moved, seconded by Council Member Symanns to approve the agenda.**

**Council Member Murdock moved to add Resolution No. 2019-038, appointing Council Member Jennifer Symanns to serve as the WATS Police Committee Alternate, to Section XI, Consent Agenda.**

**Mayor Pro-Tem Richardson moved to move the Discussion of Sustainability Commission Resolution for the Adoption of Peninsular Dam Removal and Restoration of Fishing Habitat, to Section XII, Resolutions/Motions/Discussions.**

On a voice vote, the motion carried, and the agenda was approved as submitted.

**VI. INTRODUCTIONS –**

Mayor Bashert introduced the following individuals; Acting Fire Chief Ken Hobbs, police Chief Tony DeGiusti, City Planner Bonnie Wessler, Economic Development Director Joe Meyers, City Manager Darwin McClary, City Attorney John Barr, City Clerk Frances McMullan, Sustainability Commissioner Bryan Foley, Washtenaw County Commissioner Ricky Jefferson, Pastor Hatter, and Pastor Waddles.

## **VII. PRESENTATIONS –**

### **Train Station Portal Feedback Report– Economic Development Director Joe Meyers**

Economic Development Director Joe Meyers provided a report on the public feedback regarding the potential train stop.

Mayor Bashert stated this is not a scientific study, and is not designed to represent a cohesive opinion of the public. They intended use of the study is to provide the public a tool to share opinions with Council. Some of the comments made were brilliant, and very helpful.

Council Member Brown asked who developed the questions for the study. Mr. Meyers responded they were developed by the Mayor, himself, and the City Manager reviewed the questions. He understands the questions could have been differently worded, and in future questions will be more thoughtfully developed. Council Member Symanns agreed the questions could have been better worded, but she feels it was a positive attempt to gather public feedback.

Council Member Brown appreciated the questionnaire included narrative boxes to explain responses. Many comments were very detailed and provided great insight.

Council Member Murdock stated he did not attend the presentation, but did forward questions needing prior to moving forward with the project. One question was the commitment of Amtrak to lengthy agreement, if the train platform is constructed. His concern is what would happen if in the near future Amtrak decides the stop is not seeing the ridership that has been forecasted. He did not see an answer to what would be the duration of Amtrak's agreement. He feels the most important aspect of a train stop would be a commuter rail. The Regional Transit Authority is pretty much dead, but there is legislation to create Washtenaw lane connection, and asked if there is any available information regarding that. He added a second platform would be needed for a commuter rail. Mayor Bashert responded he is not certain staff is prepared to answer those questions during this meeting. Mr. Meyers stated the survey produced what residents felt would be the best platform.

Mayor Bashert stated a similar portal will be created upon the completion of the Penn Dam Town Hall. Council Member Wilcoxon asked if Council will be able to review the questions prior to opening the portal. Ms. Bashert responded in the affirmative. Mr. Meyers added there would be a short window because the portal is going to open shortly after the Town Hall.

## **VIII. AUDIENCE PARTICIPATION/PUBLIC COMMENT -**

1. Dan Cramer, Herbal Solutions, 124 Michigan Ave, stated there is confusion in the policy regarding the expiration of permits after non-use of ninety days, when the state no longer allows for temporary operation. He asked if that would apply to only that facility, or all operations. His concern is it could negatively affect patients, if a facility is closed and they are unable to access medicine. He asked why a facility in the application process should potentially lose their permit. His other concern is at least three times the state has stopped temporary operation, only to have temporary restraining orders allow facilities to reopen. He asked if the permit would be void if temporary operations cease to exist. He does not see the basis for these facilities to be placed in a category different from a normal store.
2. Daryl Stavros, 3<sup>rd</sup> Coast, 19 N. Hamilton, reiterated the comments of Mr. Cramer, and he hopes Council will take those comments into consideration in approving a process. Facilities are working through the state process, and denials are being given on things that are most likely to be overturned on appeal.
3. Adam Tasselmyer, Herbal Solutions, 124 Michigan Ave., supported the comments of Mr. Cramer and Mr. Stavros. His concern is that if temporary operations stop, and a facility is in the appeals process and the denial is overturned. However, the permit was revoked resulting from the facility being closed for ninety days.

4. Pastor George Wallace, 301 S. Hamilton, stated the members of Second Baptist Church have grave concerns regarding the expansion of medical marijuana dispensaries in the city. There are already issues that the first thing seen and smelled when getting off of I-94 is marijuana. His church already smells like marijuana because of the cultivation facility on the same street. It is a shame there is not a grocery store on the south side of Ypsilanti, but there are seven provisioning centers.
5. Pastor Jerry Hatter, agreed with the general thoughts and comments of Reverend Waddles. He is not in support of recreational marijuana and is concerned medical marijuana as a medicine is loosely interpreted. He is concerned for this community, which has greater concerns, and the city needs to take a step back and talk to the community.
6. Bryan Foley, 425 Ainsworth Cir, stated his concern is regarding marijuana dispensaries. Medical Marijuana has not been approved by the US Food and Drug Administration (FDA). He stated the THC content in marijuana has quadrupled, and the levels considered not dangerous was at 2% to 5%. Studies have shown marijuana has caused neurosis, psychosis, and schizophrenia. In his neighborhood is still struggling to overcome the trauma of over four-hundred years of disservice by the US government. People are using marijuana to treat those issues, and expanding facilities only enhances the visibility to children and young adults. He encouraged Council to understand what marijuana is doing to this community.
7. County Commissioner Ricky Jefferson, 113 Devonshire, stated there needs to be a conversation regarding the potential of two new facilities opening along the Michigan Avenue corridor. In 2013, while on Council, he brought forth a resolution to cap the amount of facilities able to operate in the city. Currently there are two cultivation and two provisioning centers on the south side of Ypsilanti. He wants to ensure the city discusses the potential of new facilities opening in Ypsilanti, if a license becomes available.
8. Joy Cichewicz, 49885 Willis Rd, Belleville, stated she is the Branch Manager of the Downtown District Library. She has been in discussions with many of the organizations that work with the youth of this city, the Chief of Police, and Ypsi Schools regarding issues that have been occurring at the transit center. In 2016 the library performed a community survey and the findings were that youth do not have positive things to do in the downtown that are free. In 2014 there was discussion about having a parks and recreation center on Water Street. However, that center never was developed, and the County Parks and Recreation Plan ending in 2019 states a goal of making a more equitable distribution of recreational opportunities in the county. Unfortunately, there has been little done in this side of the county, and she would like to see that pursued. She encouraged Council to be proactive in finding opportunities for the youth in this city.
9. Ben Joffee, 106 N. Fourth Ave, Ann Arbor, stated he drafted language for the process for Medical Marijuana Facilities and has sent it to the City Attorney. He believes it delineates the paragraph of the process causing confusion. His concern is to know and understand the rules moving forward in this process.
10. William Simmons, concerned citizen, stated he is not against marijuana businesses, but he does have concerns regarding where they are located and who it will affect.

**IX. REMARKS BY THE MAYOR –**

None

**X. ORDINANCES – FIRST READING**

Ordinance No. 1333

1. An Ordinance Entitled, "Medical Marijuana Provisioning Center Buffer Increase"

A. Resolution No. 2019-028, determination

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

**WHEREAS, the City has an interest in protecting the economic diversity and image of the community; and**

**WHEREAS, the City has an interest in promoting and supporting local businesses and their growth; and**

**WHEREAS, the Planning Commission has recommended the City Council adopt the proposed ordinance change;**

**NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approve the ordinance entitled Medical Marijuana Provisioning Center Buffer Increase.**

OFFERED BY: Council Member Wilcoxon

SECONDED BY: Mayor Pro-Tem Richardson

City Planner Bonnie Wessler provided a synopsis to why this was been submitted for approval.

B. Open public hearing

1. Ben Joffe, 106 N. Fourth Ave, Ann Arbor, stated he appreciates the concerns this ordinance amendment is trying to address. He does not have an issue with the buffer, however, he does have an issue with the timing of the buffer. There are applications currently on the waitlist, and those applications were based on the previous buffer. He asked if an application on the waitlist does not meet the new requirement, the applicant be given time to find a building meeting that requirement. Or, possibly implementing this ordinance for December 31, 2019 for the next waitlist.
2. Bryan Foley, 425 Ainsworth Cir, supported an increase to the buffer. However, there is only a certain area in the city allowing for commercial, which will open other sections of the city available for this business type. It could raise the potential to move into areas outside of the downtown. He challenges everyone to examine how many homicides have taken place since medicinal marijuana has been made legal.
3. Allison Ayerton, 117 N. First, Ann Arbor, stated she is an attorney and agreed with the comments made by Mr. Joffe. She would like to see an accommodation for those currently on the waitlist. She stated there are facilities, mostly in Detroit but some in Ypsilanti, that are refusing to move their applications along because they do not want to answer questions because they would be denied. She would like that to be a factor in this decision.

C. Resolution No. 2019-029, close public hearing

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

**THAT the public hearing for Ordinance No. 1333, entitled "Medical Marijuana Provisioning Center Buffer Increase" be officially closed.**

OFFERED BY: Council Member Wilcoxon  
SECONDED BY: Mayor Pro-Tem Richardson

On a voice vote, the motion carried, and the public hearing was closed.

Mayor Bashert asked if this ordinance is approved would there be more potential for facilities along the Michigan Ave. corridor. Ms. Wessler responded it would not, there is a cap set by ordinance this would decrease the available sites for facilities.

Council Member Murdock asked if this would change the number of marijuana facilities allowed in the city. Ms. Wessler responded the cap would not be affected by the adoption of this ordinance. Mr. Murdock asked if it would be more restrictive to where a facility could be located. Ms. Wessler responded in the affirmative. Mr. Murdock stated if the city were to start from scratch this buffer could change where the facilities are located. Ms. Wessler responded in the affirmative. Mr. Murdock stated the reality of this ordinance adoption is it is unlikely to change the location of facilities. Ms. Wessler responded in the affirmative. Ms. Wessler responded in the affirmative. Mr. Murdock asked how cultivation centers would be affected. Ms. Wessler responded this would not affect cultivation centers.

Mayor Pro-Tem Richardson asked if cultivation and processing are synonymous. Ms. Wessler responded they are treated as the same under the zoning and city code, but are different at the state level. The assumption is if a business is for cultivation they would also want to process. Ms. Richardson asked if this would increase the amount of facilities. Ms. Wessler responded no. Ms. Richardson stated she is in favor of increasing the buffer to 1,000 feet, and asked if it would include schools and churches. Ms. Wessler responded it would include schools but not churches. Ms. Richardson stated according to the comments of Pastor Waddles the smell of marijuana coming from the cultivation facility has an adverse effect on his church. Ms. Wessler deferred to City Attorney John Barr. Mr. Barr stated he is currently examining if there is anything in the City Code that would prohibit the smell permeating. Council Member Murdock stated at one time there was an issue with a bakery in the city, and suggested reviewing what was done for that situation. Ms. Richardson asked if there has been an increase in homicides resulting from the establishment of medical marijuana facilities. Chief DeGiusti replied he does not want to provide statistical data that is not accurate, but there have been at least two homicides that were directly related to the sale or distribution of marijuana. Council Member Wilcoxon asked if the homicides were directly related to the facilities. Chief DeGiusti responded there haven't been any issues stemming directly from one of the facilities. Mr. Wilcoxon stated there is a correlation, but no evidence tying it directly to the facilities. Chief DeGiusti responded the homicides were related to marijuana, not necessarily the facilities operating in the city.

Council Member Morgan asked if facilities provide additional revenue to the city. Ms. Wessler replied under the MMFLA provisioning centers are obligated to pay an excise tax, but they are assessed like any other business operating in the city. Mayor Bashert added the excise tax goes to the state, and part of that revenue is filtered to be redistributed to communities that contain facilities. Mr. Morgan asked if the number of facilities operating in the city is average for a city of Ypsilanti's size. Ms. Wessler replied there is not really enough data to support an average. Mr. Morgan asked if the increased buffer could potentially push a business out of the city. Ms. Wessler replied in theory it could reduce the number of facilities in the city. Mr. Morgan stated he does not know what the city wants to be known for, and moreover not necessarily who can be effected by the businesses but commercialized equity of the business itself. Ms. Wessler stated after looking at the map, it is very unlikely the approval of this ordinance would result in a decrease in facilities. Mr. Morgan stated simply because businesses are lawful doesn't mean it helps the image of the city. He does support the 1,000 foot buffer.

Council Member Wilcoxon stated the cap for provisioning centers is seven, and the approval will not change this. There is not likely that additional businesses would open along the Michigan Ave. corridor, unless a current business closes. Ms. Wessler responded in the affirmative. Mr. Wilcoxon asked if there are any other businesses operating in the city that are not permitted to be located adjacent to the same business type. Ms. Wessler responded in the affirmative, there are many business types. Substance abuse treatment centers, adult regulated uses, billboards must be a certain distance apart, kennels, junkyards, recycling centers, etc... Mr. Wilcoxon asked if there are regulations for the sale of alcohol. Ms. Wessler replied retail stores that sell alcohol that are less than 15,000 square feet must apply for a special use permit in certain zoning districts. She believes they also must be 1,000 feet away from substance abuse treatment centers. Mr.

Barr added the state does limit the sale of alcohol, and there are limitations. He believes they must be 500 feet from a church. The 1,000 foot buffer came about some years ago in regards to adult entertainment businesses. Ms. Wessler stated homeless shelters must be 1,000 feet away from any similar facilities. Outdoor cafes must be a certain distance away from certain zoning districts. It is not uncommon for there to be a buffer requirement. Mr. Wilcoxon stated not necessarily for establishments that sell alcohol, and there is no issue with the purchase of alcohol. Ms. Wessler responded that is what drove the requirement for businesses that sell alcohol to acquire a special use permit.

Mayor Pro-Tem Richardson asked how to get currently operating facilities to become compliant with the 1,000 foot buffer. She asked if it will only apply if a facility is closed, and a new facility applies for a permit. Ms. Wessler replied if the zoning ordinance is enacted the currently operating facilities would become existing non-conforming. If one of the businesses decided to move they would not be permitted to move back to the original location. Ms. Richardson essentially the cluster will not change, unless a facility closes or chooses to move to another location. Ms. Wessler responded in the affirmative. Ms. Richardson supports the change, however, she does not want any facilities on Michigan Avenue, between Hawkins and Mansfield.

Council Member Brown asked for clarification of the map. Ms. Wessler clarified the buffers illustrated on the map. Ms. Brown asked if there is potential to have a facility on the Michigan Ave. corridor Mayor Pro-Tem was referencing. Ms. Wessler responded in the affirmative.

Council Member Murdock stated facilities are not by right, they require a special use permit. Ms. Wessler responded for certain zoning districts and cultivation facilities. Mr. Murdock asked about the amendment of code, while there are currently applications on the waitlist that applied under the 500 foot rule. Mr. Barr replied any time an ordinance is change there is potential to have a negative effect on a person, organization. The only time there would be a difficulty is if there was a vested right to a permit. Ms. Wessler stated there is currently a waitlist, however, the applications have not been formally received.

Mayor Bashert stated there are entities that have been approved for a state license that are on a waitlist to apply for a city permit. She asked how this change would affect those on the waitlist. Mr. Barr replied the law can change, simply because work has been put into a project does not protect against that change, unless there is a vested right. Ms. Bashert asked if Council could direct the ordinance to take effect after the end of the 2019 waitlist. Mr. Barr responded in the affirmative, or grandfather those application currently on the waitlist. Ms. Bashert stated she is disturbed by the idea Pastor Waddles church has the smell of marijuana in their facility. She thought there was a requirement for grow facilities to have equipment to absorb the smell. Mr. Barr responded there was an issue with a local bakery previously located on Washtenaw Ave, on the north side, and there were complaints about the smell. He believes the neighbors sued the bakery which ultimately moved across the street. He stated the city does have a nuisance ordinance but it does not cover odor. However, there is a state law that covers a list of nuisances, meaning a business cannot offend its neighbors unreasonably. The question is if the smell is unreasonable it could be adjoined by a court and make the facility do certain things.

Council Member Wilcoxon stated from what he understands there are two existing facilities that would violate a 1,000 foot buffer. He asked if the moving of Herbal Solutions would violate this ordinance. Ms. Wessler responded no. Mr. Wilcoxon asked how this ordinance would affect potential recreational facilities. The cap is for seven medicinal facilities, once recreational goes into effect he assumes they will become recreational. He asked if that sounds possible. Ms. Wessler responded the short answer is who knows. He assumes the businesses that have but the time and money into their facilities would like to go in that direction. Ms. Wessler replied the state is challenging to predict in this particular moment. Mr. Wilcoxon assumed that would be the direction those facilities would take. Ms. Wessler replied most likely there will be a work session to discuss this in April or May. Council Member Brown stated she recently visited Boston for a conference, and Massachusetts legalized recreational two years prior. She asked a lot of questions to one of the owners of a facility, which informed her there was no impact to their medical marijuana facility. Most recreational facilities opened around them, not to say that would be the same in Michigan.

Mayor Bashert stated she would like this ordinance to protect those on the waitlist from the buffer increase. She asked if that would be possible for the second reading of this ordinance, and if Council would make a motion to that affect.



Council Member Murdock responded he believes that would only complicate the process. The possibility of that coming up is remote, and it can be dealt with if it becomes an issue.

Council Member Wilcoxen stated the information provided indicates all facilities are operating in compliance of the ordinance, but Mr. Joffe indicated that to not be true. Mr. Barr replied he is not certain, but what he understands is the available permits have been granted, and some facilities have been denied licenses but are under appeal. Mr. Wilcoxen asked if they are in violation of the process. Mr. Barr replied the facilities are not in violation of a city permit, accept they are in process for a state license. Mr. Wilcoxen stated there are no structural violations, or things to that nature. Mr. Barr replied there are no violations, the issue is have the facilities been granted a state license.

Council Member Morgan asked if Walgreens or CVS would be classified as just a business. Mr. Barr replied this is a different situation because the state has decided to create a licensing process. Mr. Morgan stated residents can still get need drugs from other businesses. Mr. Barr responded there is no doubt businesses are treated differently. Mr. Morgan stated law is a practice, which is constantly changing and it is not personal. Mr. Barr responded in the affirmative.

On a roll call, the vote to approve Resolution No. 2019-028 was as follows:

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

VOTE:

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

Ordinance No. 1334

2. An Ordinance Entitled, "Zoning Periodic Update 2018 - Citywide".

A. Resolution No. 2019-030, determination

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

**WHEREAS, the City has an interest in protecting the health, safety, and welfare of the community; and**

**WHEREAS, the City has an adopted Master Plan that reflects the policy goals of the City; and**

**WHEREAS, the Planning Commission from time to time reviews the zoning ordinance performance with relation to these goals and general functionality; and**

**WHEREAS, the Planning Commission has recommended the City Council adopt the proposed ordinance changes;**

**NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approve the ordinance entitled Zoning Periodic Update 2018.**

OFFERED BY: Council Member Brown

SECONDED BY: Council Member Symanns

City Planner Bonnie Wessler provided a synopsis to why this was been submitted for approval.



B. Open public hearing

None

C. Resolution No. 2019-031, close public hearing

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

**THAT the public hearing on Ordinance No. 1334, entitled Zoning Periodic Update 2018 – Citywide” be officially closed.**

OFFERED BY: Council Member Brown

SECONDED BY: Council Member Symanns

On a voice vote, the motion carried, and the public hearing was closed.

Council Member Wilcoxon stated he finds the requirements for parking leads to congestion in the city. It is an auto centric ideal, and he is not in agreement. He believes there needs to be a policy change for requiring parking for businesses. Ms. Wessler responded there are not parking minimums in the Center District, except for above ground residential units. The Planning Commission also has discretion in reducing the requirements. This change would actually provide the Planning Commission more discretion to reduce parking requirements. This is a step toward moving away from parking minimum requirements.

On a roll call, the vote to approve Resolution No. 2019-030 was as follows:

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

VOTE:

YES: 7 NO: 0 ABSENT: 0 VOTE: Carried

Resolution No. 2019-032

**XI. CONSENT AGENDA –**

1. Resolution No. 2019-033, approving minutes of January 29 and February 5, 2019.

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

**THAT the minutes of January 29 and February 5, 2019 be approved.**

2. Resolution No. 2019-034, 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:**

| <b><u>NAME</u></b>                                                          | <b><u>BOARD</u></b>                 | <b><u>EXPIRATION</u></b> |
|-----------------------------------------------------------------------------|-------------------------------------|--------------------------|
| <b>Alex Petitt (reappointment)<br/>945 Sheridan<br/>Ypsilanti, MI 48197</b> | <b>Historic District Commission</b> | <b>12/31/2022</b>        |

City Council Meeting Minutes  
February 19, 2019

3. Resolution No. 2019-038, appointing Council Member Jennifer Symanns to serve as the WATS Police Committee Alternate. (added)

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

**Whereas, the City of Ypsilanti participates in local transportation planning and funding in coordination with WATS; and**

**Whereas, there is a need to fill the alternate Policy Committee member position with a current elected official; and**

**Now therefore be it resolved that the Ypsilanti City Council hereby appoint Council Member Jennifer Symanns to serve as the WATS Policy Committee alternate.**

OFFERED BY: Mayor Pro-Tem Richardson  
SECONDED BY: Council Member Morgan

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

**XII. RESOLUTIONS/MOTIONS/DISCUSSIONS –**

1. Resolution No. 2019-024, approving the 2019 Medical Marijuana Facilities application review process for new facilities. (postponed 2/5/19) (**Revised**)

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

**Whereas the City staff needs guidance in the medical marijuana process for 2019, and**

**Whereas City staff has provided a proposed policy for consideration, and**

**Whereas the policy reflects the will of City Council,**

**NOW, THEREFORE, BE IT RESOLVED THAT the policy for medical marijuana permit process for 2019, copy attached, is hereby approved.**

OFFERED BY: Council Member Brown  
SECONDED BY: Council Member Symanns

On a roll call, the vote to approve Resolution No. 2019-024 was as follows:

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

VOTE:

YES: 7 NO: 0 ABSENT: 0 VOTE: Carried

2. Resolution No. 2019-035, authorizes the City Manager to adjust the Parks budget pay the invoice for the Liz Dahl McGregor Playground.

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

**WHEREAS, The City of Ypsilanti approved the construction of the Liz Dahl McGregor Playground in 2018; and**

**WHEREAS, the vast majority of funding was raised through grants; and**

**WHEREAS, Washtenaw County OCED committed \$125,000 and Washtenaw County Parks and Recreation committed \$34,351.82 to fund the project,**

**NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council authorizes the City Manager to adjust the Parks budget pay the invoice for the Liz Dahl McGregor Playground.**

OFFERED BY: Council Member Morgan

SECONDED BY: Council Member Symanns

Economic Development Director Joe Meyers provided an overview to why this has been submitted for approval.

Council Member Murdock stated this would increase both expenditures and revenues. Mr. Meyers responded in the affirmative.

On a roll call, the vote to approve Resolution No. 2019-035 was as follows:

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

VOTE:

YES: 7 NO: 0 ABSENT: 0 VOTE: Carried

3. Resolution No. 2019-036, adopting and establishing the following credit card transactions policy pursuant to Michigan Public Act 266 of 1995.

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

**WHEREAS, Michigan Public Act 266 of 1995 authorizes and regulates credit card transactions involving local units of government, including the use of credit cards by officers and employees of local units, and provides for powers and duties of certain local agencies, officers, and employees; and**

**WHEREAS, the Ypsilanti city council desires to adopt a local written policy to permit the issuance, use, management, control, and processing of credit card transactions and payments to and by certain city officers and employees;**

**NOW THEREFORE BE IT RESOLVED BY THE CITY OF YPSILANTI that the Ypsilanti city council does hereby adopt and establish the following credit card transactions policy pursuant to Michigan Public Act 266 of 1995, as amended:**

**CITY OF YPSILANTI CREDIT CARD POLICY**

**1. DEFINITIONS:**

- a. **"Budget"** means a plan of financial operation for a given period of time, in this case the city's fiscal year commencing on July 1 and ending the following June 30, including an estimate of all proposed expenditures from the funds of the city and the proposed means of financing the expenditures. Budget does not include any of the following:
  - i. A fund for which the city acts as a trustee or agent.
  - ii. An intragovernmental service fund.
  - iii. An enterprise fund.
  - iv. A public improvement or building and site fund.
  - v. A special assessment fund.
- b. **"Credit card"** means a card or device issued under a credit card arrangement by a person licensed under state law or by a depository financial institution as defined by state law.
- c. **"Credit card arrangement"** means an unsecured extension of credit for purchasing goods or services from the credit card issuer or any other person that is made to the holder of a credit card and that is accessed with a credit card.
- d. **"Credit card policy"** means a policy adopted by resolution of the city in accordance with Michigan Public Act 266 of 1995, as amended.

**2. CREDIT CARD ARRANGEMENT; USE OF CREDIT CARDS**

- a. Subject to this credit card policy and state law, the City of Ypsilanti is hereby authorized to enter into a credit card arrangement and the use of credit cards for official city purchases of goods and services.
- b. In accordance with Public Act 266, a credit card arrangement or the use of credit cards under this policy is not subject to the Revised Municipal Finance Act or to the provisions of law or charter concerning the issuance of debt by the city.

**3. OTHER CREDIT CARD TRANSACTION POLICY PROVISIONS**

- a. The Finance Director/Treasurer of the City of Ypsilanti is hereby designated as the officer responsible for the city's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the city's credit card policy.
- b. The city shall issue to the City Manager a credit card with a credit limit not to exceed the amount that the City Manager is authorized by city code to expend without city council approval.
- c. Upon approval by the City Manager, the Finance Director/Treasurer is authorized to issue to the director of any administrative department of the city a credit card with a credit limit not to exceed the amount a department director is authorized by city code to expend without City Manager approval.
- d. A credit card may be used by an officer or employee of the city only for the purchase of goods or services for the official business of the city.
- e. An officer or employee of the city using credit cards issued by the city shall submit within one business day to the Department of Finance and Treasury a copy of the credit card purchase receipt and approved purchase order detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, the official business for which purchased, and the General Ledger account(s) to which the purchase shall be charged.

- f. An officer or employee issued a credit card shall be responsible for its protection and custody and shall immediately notify the Finance Director/Treasurer if the credit card is lost or stolen or is believed to have been used without authorization.
  - g. An officer or employee issued a credit card shall return the credit card to the Finance Director/Treasurer upon the termination of his or her employment or service in office with the city, and the Human Resources Director shall be responsible for confirming with the Finance Director/Treasurer that such credit card was returned.
  - h. The Finance Director/Treasurer shall be responsible for establishing, implementing, administering, maintaining, reviewing, and periodically updating a system of internal accounting controls to monitor the use of credit cards issued by the city and the compliance of each cardholder with the provisions of this policy.
  - i. The Finance Director/Treasurer shall be responsible for reviewing and verifying credit card invoice transactions against the credit card receipts and purchase orders submitted by cardholders to ensure the validity of all transactions prior to payment of credit card invoices.
  - j. The Finance Director/Treasurer shall be responsible for ensuring that the balance, including any interest due, on an extension of credit under the credit card arrangement shall be paid for within not more than 30 days of the initial statement date to avoid incurring interest charges unless extenuating circumstances prevent payment within 30 days. However, in no instance shall an unpaid balance, together with interest due, extend beyond a period of 60 days without being paid in full.
  - k. Violation of any provision of this policy or the use of a credit card for other than official business of the city shall be cause for disciplinary action up to and including termination of employment. Disciplinary actions shall be consistent with law and be subject to the provisions of the City of Ypsilanti Employee Handbook. Unauthorized credit card activity may also be subject to criminal prosecution.
- 4. TOTAL COMBINED AUTHORIZED CREDIT LIMIT; LIMITATION; PAYMENT OF BALANCE, ANNUAL FEE, AND INTEREST**
- a. The total combined authorized credit limit of all credit cards issued by the city shall not exceed 5% of the total budget of the city for the current fiscal year.
  - b. The city council may include in its budget and pay the balance due on any credit cards, including the annual fee and interest.
- 5. RESCISSION OF PREVIOUS CREDIT CARD TRANSACTION POLICIES; INCORPORATION OF POLICY INTO EMPLOYEE HANDBOOK; ADMINISTRATIVE DIRECTIVES BY CITY MANAGER**
- a. Any previous policies adopted by the city council which are in conflict herewith are hereby rescinded.
  - b. This Credit Card Transactions Policy shall be incorporated into the appropriate section of the City of Ypsilanti Employee Handbook.
  - c. The City Manager is hereby authorized to issue written administrative directives or policies governing administrative implementation of this policy to the extent that such directives do not conflict herewith.

OFFERED BY: Council Member Symanns  
 SECONDED BY: Council Member Brown

City Manager Darwin McClary provided a synopsis to why this was been submitted for approval.

Council Member Wilcoxon asked what the current process is to use the credit card. Mr. McClary responded a department head would need to request him to enter the credit card information for any purchase. Mr. Wilcoxon stated there are other means to make a purchase. Mr. McClary responded not always, there are occurrences that require credit card authorization.

Council Member Symanns asked who will establish internal control. The Interim Finance Director would establish internal control.

Council Member Morgan asked the year department head credit cards were revoked. Mr. McClary responded he did not. Mr. Morgan asked if there has not been a policy in place since Mr. McClary has been City Manager. Mr. McClary responded he and the Clerk's Office looked back to the early 2000s. Mr. Morgan asked if there is any way to determine the purchasing practices during that time. His concern is how a department head determines what official city business is. Mr. McClary responded there would need to be a requisition entered for the purchase. The requisition would outline what account the purchase would be drawn, a description of the purchase, and a copy of the receipt. Those documents would go to the Finance Department for approval. Mr. Morgan asked what the policy means when it states, "The city council may include in its budget and pay the balance due on any credit cards, including the annual fee and interest". Mr. McClary responded any purchases made through credit card must be tied to a budgetary account. A city credit card could not be used to violate the Michigan Uniform Budget Act. Meaning purchase can be only made through appropriations approved by Council. Mr. Morgan asked the process used to revoke department heads credit cards. Mr. McClary responded it was the Finance Directors decision to revoke the credit cards.

Mayor Pro-Tem Richardson asked the City Attorney regarding the history behind the revoking of credit cards. Mr. Barr responded in 1992 credit cards were issued to Council Members, and shortly after that time there was an MML Conference on Mackinaw Island. At least two Council Members attended that conference and misused the credit cards. As a result all credit cards were stopped at that time.

Council Member Wilcoxon stated at his work if he needs to purchase something he puts in a request and needs to wait. Acting Fire Chief Ken Hobbs stated when he needs to purchase something for the Fire Department he uses his personal credit card and is reimbursed. Council Member Symanns stated a lot of this is cultural, at her job she has a purchasing card. Council Member Brown added her work operates in the same fashion. Mr. Wilcoxon asked why aren't those things budgeted for and purchased in bulk. He asked if this policy fails how long will it take for the issue to be noticed. Mr. McClary responded within a month. Ms. Symanns stated not everything will be purchased in this manner. Mr. McClary responded most purchased are invoiced. Mr. Wilcoxon asked if the policy needs to include language regarding what the credit card can be used to purchase. He sees this having the potential to create a budgetary issue, because if one department is buying a bunch of supplies, and the other department needs the same things the supplies could be shared. Ms. Brown stated this is a process currently being employed, and will continue, and there will be time a credit card is needed for certain supplies and activities. She believes staff is aware of what is appropriate to purchase, and if not there is something else that needs to be discussed. Ms. McClary stated this will be monitored while moving forward, and will address any issues appropriately.

Council Member Morgan stated he does not want to cripple present staff by actions of the past. He believes there needs to be greater transparency to build trust, and believes the department heads use of credit cards can assist that. He added when discussing money, especially autonomously, there is always the potential for misuse.

Council Member Symanns appreciates the policy and it seems necessary to allow for flexibility. Internal controls are included in the policy, and does not believe in restricting the use of credit card. Council Member Morgan stated the most successful and weakest part of any organization are its people. There is always the potential for misuse when considering money, and supports the policy because he believes department heads should spend the money independently.

Council Member Brown stated in the organization she works, when reconciling credit card purchases and there is inappropriate purchase the staff member in control of the card is held accountable. She asked if that is included in this policy. Mr. McClary responded it is in the agreement each employee will need to sign when issued a credit card.

Mayor Pro-Tem Richardson stated considering the city is in the process of filling department head positions she will vote against this resolution.

Council Member Murdock stated he has reservations about supporting this policy. He is not sure of how an employee is held accountable for misuse. The problem that occurred in 1992 had more problems than just misuse of credit cards involving the City Manager and Council Members. He will be voting against this resolution.

Council Member Wilcoxon asked how many credit cards will be issued. Mr. McClary responded about eight cards. Mr. Wilcoxon asked if it will account for 5% of the budget. Mr. McClary responded no. Mr. Wilcoxon asked why it is included in the policy. Mr. McClary replied that is state law language.

Council Member Symanns stated she does not understand why there is such a controversy regarding the development of a policy to regulate the use of credit cards. The policy includes internal controls and this seems like the micromanaging of staff. She will be supporting this resolution.

Council Member Wilcoxon stated in his professional life he has seen misuse of company credit cards. There is the potential for abuse, and the limits in place and the amount of cards issues he is satisfied. He only wanted to have clarity of the policy.

Council Member Morgan asked if a policy could be issued without distributing cards. Mr. McClary responded even if there is only one credit card there needs to be a policy in place.

Mayor Pro-Tem Richardson stated she is not opposed to a policy, she is opposed to each department head being issued a card.

Council Member Morgan asked if Council approves the policy do the cards need to be distributed. Mr. McClary replied the policy authorizes the City Manager to issue credit cards to department heads.

Council Member Brown stated she does not believe Council should hinder department heads to make purchases, and be accountable for those purchases.

City Clerk Frances McMullan stated having a credit card issued to her would benefit her a scheduling the business of Council. She stated many times there is not much warning prior to a Council Member needing to be signed up for a specific conference. This would help expedite those services she provides Council. Mayor Pro-Tem Richardson agreed, and agreed the Clerk would need a credit card, but does not see the need for each department head to be issued a card. Ms. McMullan stated when supplies are ordered online from Amazon they are often cheaper than ones ordered from Staples. A credit card is needed to make those purchases.

Mayor Bashert stated by not having a policy the city has not been in compliance with state law. She is not a fan of micromanaging of department heads, and if there is an issue it can be corrected within thirty days. It is unfair to ask a department head to use their personal credit card to make purchases.



On a roll call, the vote to approve Resolution No. 2019-036 was as follows:

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

VOTE:

YES: 5 NO: 2 (Richardson, Murdock) ABSENT: 0 VOTE: Carried

4. Discussion on the Sustainability Commission Resolution for the Adoption of Peninsular Dam Removal and Restoration of Fishing Habitat.

Mayor Pro-Tem Richardson stated she asked this to be a discussion item because she was told by a member of the Sustainability Commission that the submitted resolution was not complete, and she would like to see the minutes of the meeting. Commissioner Symanns stated from her experience on city commissions a commission would hold discussions and forward Council the resolution that was ultimately approved. Ms. Richardson responded she is asking for the minutes because the commissioner she spoke with informed her the resolution is incomplete.

Council Member Wilcoxen stated he attended the meeting in his function as the Commission Liaison to Council. He explained there were people that were opposed to the removal of the dam, and the title indicates the removal of the dam. He explained the resolution was being updated while at the meeting, and it was difficult to follow the discussion. The language at the bottom of the resolution encompasses what the commission supports. Mayor Bashert asked if the commission saw the language when they voted. Mr. Wilcoxen responded to his knowledge, yes. Ms. Bashert asked if the resolution was approved. Mr. Wilcoxen responded in the affirmative. Ms. Bashert appreciated the discussion was dynamic and confusing, she does not believe one person from a commission should be able to undermine the process of an entire commission. If, as a group, the commission saw this language and voted to approve it, it is what should be forwarded to Council. It is fine to request the minutes to review, but there is no reason to not accept this resolution.

Mayor Bashert recommended that when a Commissioner approaches a Council Member with a disagreement to what a Commission approved. Mayor Pro-Tem Richardson replied the comment made by a Commissioner came about during a conversation not specifically about this issue. Ms. Bashert asked Council member Wilcoxen to confirm with the Sustainability Commission this is the language that was approved. Council Member Wilcoxen responded in the affirmative.

Council Member Murdock stated Mayor Bashert has been lobbying the dam removal for months.

**XIII. LIAISON REPORTS –**

- A. SEMCOG Update - None
- B. Washtenaw Area Transportation Study - None
- C. Urban County - None
- D. Ypsilanti Downtown Development Authority - None
- E. Ypsilanti Youth Safety Collaboration – Council Member Morgan stated he has been working with the library to provide a wider perspective of what the needs are of community youth. He might want to change the title of the body in the future.
- F. Friends of Rutherford Pool – Mayor Bashert stated the friends group is currently working to align grant funding for the bath house improvements. She asked for Council to reach out to friends and ask them to donate to the Patroncity account.
- G. Housing Equity Leadership Team - None



#### **XIV. COUNCIL PROPOSED BUSINESS –**

##### **Murdock**

- He stated the Downtown Development Authority (DDA) has a presentation on the parking study on its agenda, but there are no documents included. He asked if that presentation will be shared with Council.

Mr. Meyers responded that was a discussion and the document is not available, there will be no presentation.

- There is concern about the mess in the DDA downtown dumpster enclosures. He explained \$1,200 was paid to Cannon to clean the enclosures, which is the roughly the same money paid to Republic to empty the dumpsters. He asked if there are plans to improve the condition of the dumpster corrals. He suggested that the Department of Public Services (DPS) clean the enclosures when the small packer truck is emptying the pedestrian cans.

Mr. Meyers responded the invoices were for the past three months. The issue the enclosures are illegal dumping, staff is working to develop solutions to address the issue.

- There is a great deal of discussion regarding snow and ice tickets. The City Manager has stated in his memo if there is desire to provide a warning there would need to be Council action. He is not in support of that change, but would be interested in explanation of the process of having a case heard by the Administrative Hearings Bureau. He added there is speculation that the ordinance officers are focused on the poorer sections of the city. He suggested posting when the twenty-four hour period begins and ends would be helpful to residents.
- He understands the development for 200 N. Park is dead, and asked the process for releasing a Request for Qualifications (RFQ).

Mr. Meyers stated in March or April staff will hold a discussion regarding potential development and an RFQ would be released. In terms of a community benefit it would be dependent on if the development triggers a Community Benefits Agreement. Council Member Murdock stated the CBO will need to be included in the Request for Qualifications. Mr. Meyers responded in the affirmative. Mr. Murdock stated there is interest in the development of that parcel. Mr. Meyers responded in the affirmative, but explained there are different levels of interest in the development.

##### **Richardson**

- Mentioned Council Member Morgan held a Black History event entitled "We are the Goal". The event was very well attended, it was a very nice event and was very well received by those that attended. She thanked Council Member Morgan for holding the event. At the event he awarded City Clerk Frances McMullan and herself certificates.

Council Member Morgan added Acting Fire Chief Hobbs was also awarded a certificate.

- Parkridge Community Center will hold its annual Black History program, Friday, February 22<sup>nd</sup> from 5 to 7 p.m. all are invited. This year the focus is on local black history.
- On March 6<sup>th</sup> REDY will be hosting a community meeting to follow up on the Community Benefits Ordinance. The meeting will focus on the process of getting the CBO approved and the next steps. She believes the event will be held at the Riverside Arts Center.

#### Wilcoxon

- There is a lot of emotion revolving around Penn Dam. He has witnessed a great deal of misinformation in the community, which is troubling. He clarified the charge of the Huron River Watershed Council's report, which has been portrayed the report is biased and did not complete what the organization was charged to do. He understands that OHM was charged with providing the costs associated with repairing the dam, which they did. This occurred prior to the Huron River Watershed Council becoming a part of this process. His understanding is the Huron River Watershed Council was charged with examining the feasibility of cost and ecologically of removing the dam. They were not charged with examining the cost of repairs, nor examining the feasibility of hydroelectric power. They Council had one charge and they fulfilled that charge, anything outside that is false information.

Mr. McClary stated this process has gone above and beyond to ensure the dam removal study results were unbiased and objective. The work group consisted of the Huron River Watershed Council, himself, and members of Friends of Penn Park that represented property owners along the river. That group was involved in every step of the process, they reviewed each section completed by Princeton Hydro, and provided input. There were request to have the report tweaked and for additional information to be examined. The scope of work was changed to address concerns of property owners. He has the upmost confidence that the report is fair and unbiased. He believes the representation of the Friends Group feel the same way, and he would be surprised if they don't.

#### Symanns

- Thanked Council Member Wilcoxon for his comments regarding Penn Dam. Council's job is to listen to the community about this project.
- She asked if the schedule has changed for snow removal.

Interim DPS Director Brad Holman responded there has been no change to the schedule.

#### Morgan

- Stated he met with Mr. Reynolds regarding the CBO to discuss how to inform the residents about the ordinance.
- He is meeting with some student activist groups at Eastern regarding a noose found in a student's room. The goal is to help assess the situation and de-escalate the energy. He would like to help them define what actions the students can take. He encouraged Council to stay connected to what happens at the university.

Mayor Pro-Tem Richardson stated she had to attend a memorial service and it was difficult to traverse the ramps leading to the sidewalks because of the ice. Mr. Holman responded if it is not city property it is the responsibility of the property owner. Mayor Bashert stated property owners are responsible for removing ice and snow from sidewalk corners.

### **XV. COMMUNICATIONS FROM THE MAYOR –**

- Informed Council a survey will be sent to the public regarding this year's goal setting. The survey should be released in two weeks.
- She is currently scheduling a meeting with the Bell/Kramer neighborhood to discuss the study and what the next steps are. She asked if Council Member Brown and Mayor Pro-Tem Richardson are available on April 16<sup>th</sup>.

Council Member Brown stated she would not be available on that date. Mayor Bashert stated she hopes to schedule a meeting an hour prior to a regular Council Meeting.

- Council should think about scheduling a joint meeting with the DDA to discuss parking strategies. She asked that a discussion regarding scheduling a work session be placed on the next agenda.
- She does not think it is necessary for staff to start a twenty-four clock every time it snows. If it snows in the morning everyone should know to have it removed by the next morning. She does not support staff performing long analyses regarding where snow and ice tickets are written in the city. If Council thinks there is a pattern of tickets being written for one neighborhood it should be examined. However, conducting an analyses should not be based on the comments of five individuals on social media.

Chief DeGiusti stated the ordinance department is creating a report regarding where snow and ice tickets have been written this year. Mayor Bashert asked how many hours will it take the ordinance department to complete that report. Chief DeGiusti responded he does not have enough information to answer that question. Ms. Bashert asked how many hours it will take the ordinance officer to complete the report. Chief DeGiusti responded he does not know the answer to that. Ms. Bashert asked if during those hours the ordinance officer will be able to complete his primary duties. Chief DeGiusti responded no. Ms. Bashert asked if it snows during that time will the ordinance officer be able to ensure the city's sidewalks are clear of snow and ice. Chief DeGiusti responded the ordinance officer would create the report after that. Ms. Bashert stated created this report does not feel it is an appropriate use of staff time. Council Member Murdock interjected the Mayor is not the only member of Council able to ask these questions. He believes it would be useful to have that information, so Council could respond to the comments on social media. Ms. Bashert agreed, but there are a lot of people throwing accusations on social media, and even if the city responds to each claim they response will not be remembered only the accusation. Mr. McClary replied he received a complaint via telephone making the same allegations, and asked the Chief to produce a report.

Mayor Pro-Tem Richardson stated not everyone residing in the city is able to access a digital survey. If the survey regarding Council goals is only available online it leaves a large segment of the city unable to make comments. Mayor Bashert asked how Mayor Pro-Tem Richardson suggests to reach that segment of residents. Ms. Richardson responded she does not have the answer, but staff needs to figure out how to reach those residents. Ms. Bashert agreed, and added the surveys are by no way scientific, they are a tool for gathering information. Ms. Richardson responded Council has discussed how there is not a great deal of participation at public meetings. If Council really wants to know a way needs to find a way to reach all members of the community.

#### **XVI. COMMUNICATIONS FROM THE CITY MANAGER –**

- He provide Council a written report.
- He responded to Council Member Symanns question from last meeting regarding sidewalk snow removal enforcement. Staff is strictly enforcing the sidewalk snow removal ordinance.
- He noted he will be interviewing the finalists for the Fire Chief position, and should be able to make an offer to the top candidate. He congratulated Acting Fire Chief Ken Hobbs for being one of the finalists.
- He provided a staffing report of where the city is at with filling current vacancies.

— Council/Manager coffee hours are on Wednesday's from 5:30 to 6:30 p.m.

Council Member Murdock stated the snow ordinance was changed several years ago to eliminate the warning. It is similar to the weed and grass ordinance.

## **XVII. COMMUNICATIONS –**

~~Sustainability Commission Resolution for the Adoption of Peninsular Dam Removal and Restoration of Fishing Habitat~~ **(moved)**

## **XVIII. GOAL SETTING -**

Dr. Morgan Milner provided an overview of his final report regarding Council goals.

Mr. Milner asked what would be an appropriate action to stabilize personnel for public safety. Mayor Bashert responded to have enough staff to avoid burnout and turnover, increase moral and reduce overtime. Mr. Milner asked how many employees is indicated by more staff. Chief DeGiusti responded he has suggested six because that is how many officers can be assimilated and trained within a year. Council Member Murdock stated hiring six additional officers would cost \$600,000. Mr. Milner responded these actions would provide the City Manager a directive to budget accordingly. Ms. Bashert stated hiring police officers in this environment is difficult, and the learning curve for staff is roughly six months.

Mayor Pro-Tem Richardson stated she would like crisis intervention training for officers be completed. Mayor Bashert added she would like to see that training occur annually. Chief DeGiusti responded requiring that training annually might be overly taxing. Requiring the training either biannually or every three years would be more reasonable to achieve.

Dr. Milner introduced Fire Safety. Acting Chief Hobbs stated the Fire Department has already hired the employees need to qualify for the safer grant. Mayor Bashert asked if a solution has been found for the facility grate. Acting Chief Hobbs stated the grate is a trip hazard.

Dr. Milner introduced Identity and Communications. Mayor Bashert stated an employee could be put in charge of press releases and social media. This employee might not be fulltime, but a single person needs to be in charge of this. Ms. Bashert stated she is not certain there is a budget item that can be attached to improving relationship with EMU. Although, having money set aside for conferences and entertainment for EMU representatives.

Council Member Morgan stated revamping the city's Town Hall structure. He explained the current structure is less engaging than the term denotes. Mayor Bashert responded that is why new formats are being attempt to see what best works for the city.

Council Member Wilcoxen suggested the city use a facilitator to help to identify the brand of the city.

Dr. Milner introduced Youth and Arts Commissions. Mayor Bashert stated there is a staff assignment that is attached to any board or commission. She added many Commissions have requested funds for their operations. She stated it is very difficult to find youth to sit on city boards and commissions. She stated it is going to be very difficult to recruit community youth to sit on a youth commission. Council Member Brown disagreed because a youth commission would be dedicated specifically for community youth. Council Member Morgan stated he does not believe the open seats on boards and commissions are alluring enough to attract community youth. There needs to be language developed to properly recruit youth membership.

Dr. Milner introduced the Penn Dam project. Council Member Wilcoxen stated the city should research grant opportunities. Mayor Bashert stated Council needs to decide the plan is for Penn Dam. Mr. Wilcoxen responded if the decision is based off of financial impact first grant opportunities need to be identified. Ms. Bashert stated the city is in the middle of a process, and the process needs to be completed.

Dr. Milner introduced Parks and Rec plan and park maintenance. Council Member Murdock stated there needs to be staff available to maintain the parks system. Mayor Bashert stated Council requested an action plan from staff, and expects it once the weather clears. She added Council needs to decide what action it wants to take this year. Acting Chief Hobbs stated when he was a kid he worked on the Cedar Program, and asked if a similar program could be created. Council Member Symanns responded there is an opportunity for that. Mr. Murdock stated sometimes it does not fit the parks schedule, because of school.

Dr. Milner introduced affordable housing solutions. Council Member Murdock stated maintain affordable housing in Council's focus. He is interested in trying to establish a housing trust, and have funding to set aside for that program. Council Member Morgan asked if the city could increase its affordable housing stock by 10%. Mayor Bashert responded she is not sure everyone would agree with those goals. Dr. Milner asked what would be an action step to increase affordable housing be 10%. Mr. Morgan responded to find viable space for housing, and redevelop for affordable housing. Mr. McClary asked if affordable housing has been clearly defined in the city of Ypsilanti. Mr. Murdock stated there is a homeless issue in this city, which is also a housing issue.

Dr. Milner introduced parking. Council Member Murdock stated the parking strategy needs to be implemented. Mayor Bashert suggested implementing 25% of the strategy within the first year. She added developing a plan in tandem with the DDA. Council Member Wilcoxen suggested encouraging alternative transportation. Council Member Morgan suggested developing a pay park and ride parking lot on Water Street. Dr. Milner asked for an action step. Mr. Morgan responded have a study to determine its feasibility.

Dr. Milner introduced sustainability. Mayor Bashert suggested implement public recycling programs. Council Member Wilcoxen added expand the program to multiunit dwellings. Ms. Bashert suggested supporting the Sustainability Commission's development of a sustainability plan. That would require the contracting of a consultant to facilitate the creation of that plan. Ms. Wilcoxen interjected before going through that the city should review the current plan. Ms. Bashert responded the city does not have a sustainability plan. She suggested doing a carbon inventory to begin reducing carbon emissions. Council Member Murdock stated reducing carbon emissions needs to be included in all other plans. Mr. Wilcoxen stated he believes a carbon inventory was already completed through the development of the Climate Action Plan. Mr. Murdock replied Council adopted a policy to reduce emissions from vehicles, but the city has struggled to meet the goals of that policy.

**Council Member Wilcoxen moved, seconded by Council Member Morgan to extend the meeting until 10:15 p.m.**

On a voice vote, the motion carried and the meeting was extended until 10:15 p.m.

Dr. Milner introduced employee morale. Council Member Wilcoxen asked if the city would need to engage a consultant to perform an analysis. Dr. Milner responded Council should just direct the HR Director to complete the analysis, she should have the skill set to complete the pay equity analysis. Mayor Bashert suggested contracting to perform a human resources climate study. Council Member Symanns responded the city should reach out to EMU to see if there is interest in graduate level students completing the analysis. Council Member Morgan asked if the morale of staff needs to be increased. Ms. Bashert responded staff works hard, and Ypsilanti financial situation has prevented staff from receiving a raise in some time. She added it is always beneficial to understand employee morale in an organization. Dr. Milner asked what next steps Council would like to take to develop an employee recognition program. Mr. Wilcoxen responded recognizing an employee. Ms. Bashert suggested the HR Director draft a program for Council approval. Ms. Morgan suggested a staff appreciation party. Ms. Symanns interjected by completing a HR climate study will provide answers to what staff would like to see in terms of an employee recognition program. Council Member Brown suggested a staff retreat that is an actual retreat and not work related. Dr. Milner asked if there is an employee review process in place. Mr. McClary responded no, but it is on the HR Directors list of things to establish. Dr. Milner asked the department heads if there need to be hires in order to meet full staff levels. Ms. Bashert responded in the affirmative. Mr. McClary stated during budget there will need to be discussion regarding improving the fire inspection program. Mr. Wilcoxen suggested creating an internship program. Ms. Bashert stated a department head needs to be identified as head of Parks and Rec. Mayor Pro-Tem Richardson asked if the city will be reestablishing a Parks and Rec Department. Ms. Bashert responded

no, and explained as the city begins to spend money on parks there will be a department that oversees those projects. Mr. Morgan suggested having complete staff orientations. Ms. Symanns suggested complete onboarding programs for employees. Ms. McMullan asked if succession planning should be a goal. Mr. McClary responded he and the HR Director have begun discussions regarding succession planning. Dr. Milner asked what tasks would help to achieve Council cohesion and interpersonal relationships and civility. He suggested a short conflict management training. Ms. Symanns stated sometimes the conflict comes from different approaches to governing. She would like to have more positive communications. Mr. Morgan stated Council can disagree, but needs to be civil on how Council Members responded to the disagreements.

Dr. Milner introduced economic stability. He suggested examining the potential for grant opportunities. He asked what the potential is to reduce the dependence on Iron Mountain. Mr. McClary asked if there is a complete inventory of what is held at Iron Mountain. Ms. McMullan responded there is an inventory, but it might be outdated. Mr. McClary stated there is a possibility of closing City Hall for a day once a year for staff to go through files.

**XIX. AUDIENCE PARTICIPATION/PUBLIC COMMENT -**

**XX. REMARKS FROM THE MAYOR –**

**XXI. ADJOURNMENT –**

Resolution No. 2019-037, adjourning the City Council 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 Murdock

SECONDED BY: Council Member Brown

On a voice vote, the motion carried, and the meeting adjourned at 10:15 p.m.



REQUEST FOR LEGISLATION  
March 5, 2019

From: Bonnie Wessler, City Planner

Subject: Zoning Text Amendment: Periodic Update 2018

---

**SUMMARY & BACKGROUND**

Since adopting the new ordinance schema in 2014 (enacted 2015), we have undergone one major “bug fix” update in 2016 (enacted 2017) wherein we addressed several minor issues, such as structure, numbering, and organization; as well as some issues where the ordinance was not aligned with policy and goals as laid out in the Master Plan. Staff has been tracking the performance of the code since that time and has noted several areas of potential improvement in the same vein. Those areas are as follows:

- add the processes for Nonconforming A and ZBA actions to the process table
- clarify that sketch plan approvals, etc, are subject to the same provisions
- Fix the numbering in several sections
- Parking quantity updates
- Update language “Provisioning Centers” in GC to “Medical Marijuana Provisioning Centers”; correct language regarding child care
- Explicitly state that publicly-erected signage does not require conformance to the ordinance
- Update performance guarantee standard to match adopted engineering standards
- Make properties in CN-SF eligible for Nonconforming A
- Lower accessory building setbacks in form-based districts to match accessory building setbacks in use-based districts
- ZBA member attendance requirements

The Planning Commission recommended the ordinance change unanimously at their January regular Planning Commission meeting. Staff recommends the change as well.

---

RECOMMENDED ACTION: Approval

ATTACHMENTS: Resolution, Ordinance, Staff Report, Abridged January 2019 Draft Planning Commission Minutes.

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

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

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



Resolution No. 2019 - 041  
February 19, 2019

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

WHEREAS, the City has an interest in protecting the health, safety, and welfare of the community; and

WHEREAS, the City has an adopted Master Plan that reflects the policy goals of the City; and

WHEREAS, the Planning Commission from time to time reviews the zoning ordinance performance with relation to these goals and general functionality; and

WHEREAS, the Planning Commission has recommended the City Council adopt the proposed ordinance changes;

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approve the ordinance entitled Zoning Periodic Update 2018 on Second and Final Reading.

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

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

YES:                      NO:                      ABSENT:                      VOTE:



## Ordinance No. 1334

An Ordinance Entitled "Zoning Periodic Update 2018"

THE CITY OF YPSILANTI ORDAINS:

That Zoning Ordinance be updated in the following manner:

### **Sec. 122-308. Sketch Plans.**

(j) All of the provisions of this Chapter regarding violations, amendments, expirations, and approvals that apply to site plans shall have the same effect upon sketch plans.

### **Sec. 122-317. Performance guarantee.**

(c) **Amount.** The amount of the performance guarantee shall be up to 100% of the cost of the improvements associated with the performance guarantee. Accordingly, the applicant shall provide an itemized cost estimate of the improvements, and such estimate shall be verified by the Building Department. The form of the guarantee shall be approved by the City attorney.

### **Sec. 122-351. Class A Conditions.**

The decision to grant a class A designation shall be made by the Planning Commission in writing, setting forth its findings of fact and basis for the designation. Only multiple family dwellings and/or group residence uses in R1, CN-SF, and CN-Mid shall be eligible for this designation. For changes or improvements to a class A use, site plans shall be required.

### **Sec. 122-395. Establishment and membership.**

(h) **Resignations.** When Zoning Board of Appeals members propose to resign, if reasonably feasible, they shall give notice of their intent in writing to the chairperson, and make the date of resignation effective in such a manner as to allow time for appointment of replacements. ~~Failure to attend three consecutive regular meetings, or three of seven consecutive meetings, without recorded consent of the chairperson shall be construed as resignation from the Zoning Board of Appeals by absence.~~ When a member dies or resigns ~~(including resignation by absence)~~, the chairperson shall promptly notify the mayor that a vacancy exists.

### **Secs. 122-421, 426, 441, 451, and 461, Permitted Uses**

"group child care home," notes column, from ~~"6-12 children"~~ to "up to 12 children"

### **Sec. 122-451. Permissible Uses.**

Medical Marijuana Provisioning Centers"

### **122-441. Permissible Uses**

Roominghouse

Group Residences and Roominghouses

**122-467; 468; 469; 470; 471,** be amended such that the accessory building rear and side setbacks be set at three feet (from five), and that they be reduced to one foot if abutting an alleyway.

### **Sec. 122-532. Medical Marijuana Provisioning Centers.**

(b) The following standards for Medical Marijuana Provisioning Centers apply:

(5) All activity related to the ~~dispensary~~ provisioning center shall be done indoors;

**The subsections of section 122-683 shall be renumbered correctly.**

### **Sec. 122-661. Generally.**

(c) **Signs exempted.**

(4) Signs erected by a public body. Any sign or marker erected by the City, County, State, or other municipal body is not subject to these requirements.

**Sec. 122-691. Minimum and maximum number of parking spaces.**

| USE                                                                                | AUTOMOBILE SPACES PER UNIT OF MEASURE                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESIDENTIAL</b>                                                                 |                                                                                                                                                                                                                                                      |
| Single-family detached dwellings, <del>townhouses</del> , and two-family dwellings | <del>1 space per unit</del> <u>No minimum.</u>                                                                                                                                                                                                       |
| Multiple-family dwellings, <del>including townhouses</del>                         | 1.5 for each dwelling unit, plus 1 for each 10 dwelling units for guest parking.                                                                                                                                                                     |
| Group living with support staff, <del>not licensed by State of Michigan</del>      | <del>1 for each 3 beds, plus 1 per employee on an average employment shift.</del>                                                                                                                                                                    |
| Group residence, roominghouse, <u>and supportive housing</u>                       | 1 for each <del>bedroom or sleeping room</del> <u>4 residents</u> , plus 1 for each employee on <del>or the largest typical</del> employment shift.                                                                                                  |
| Adult Foster Care                                                                  | <del>1 for each 3 beds, plus 1 for each employee an average employment shift.</del>                                                                                                                                                                  |
| Accessory Dwelling Unit                                                            | <del>1 for each dwelling unit</del> <u>No minimum.</u>                                                                                                                                                                                               |
| Family Child Care Home                                                             | <del>Minimum of 1 and a maximum of 3 child-care drop-off spaces.</del>                                                                                                                                                                               |
| <b>RECREATION, EDUCATION &amp; PUBLIC ASSEMBLY USES</b>                            |                                                                                                                                                                                                                                                      |
| Indoor recreation, including swimming pools                                        | 1 for each <del>3</del> <u>4</u> persons who may be legally admitted at one time based on the occupancy load established by local, county, or state fire, building, or health codes, plus 1 for each employee on an average employment shift.        |
| <b>SERVICES</b>                                                                    |                                                                                                                                                                                                                                                      |
| Personal service establishments                                                    | 2 spaces for each of the first 2 beauty or barber chairs, and 1½ spaces for each additional chair, or 1 for each 300 square feet of useable floor <del>area which ever is greater.</del>                                                             |
| <b>COMMERCIAL</b>                                                                  |                                                                                                                                                                                                                                                      |
| Open air businesses                                                                | 1 for each 600 square feet of lot area used for open air business, plus <del>extra</del> spaces for indoor sales or office space as required.                                                                                                        |
| <b>AUTO-ORIENTED</b>                                                               |                                                                                                                                                                                                                                                      |
| Automobile filling stations                                                        | <del>1 for each employee, plus</del> spaces required for other uses within the station, such as the retail floor area, carryout restaurants, subtracted by one half space for each automobile fueling position.                                      |
| Automobile repair                                                                  | <del>1</del> <u>0.5</u> for each employee in the largest employment shift, plus 1 space for each auto service stall. In addition, stacking spaces for automobiles awaiting entrance to a service stall shall be provided as required under §122-694. |
| Automobile wash (automatic and self-serve) and detailing                           | <del>1</del> <u>0.5</u> for each employee in the largest employment shift. In addition, stacking spaces for automobiles awaiting entrance to the wash facility must be provided as required under §122-694.                                          |
| <b>RESEARCH</b>                                                                    |                                                                                                                                                                                                                                                      |
| Laboratories or research establishments                                            | 5, plus 1 for every 1.5 employees in the largest working shift; or 1 space per each 1,000 square feet of gross floor area for storage areas, and 1 space per 300 square feet of office area; <del>whichever is greater.</del>                        |

**Sec. 122-692. Parking Requirement Reductions.**

- (a) **Transit.** Parking requirements may be reduced by up to 20 percent for buildings, structures, or uses within ~~three hundred (300)~~ seven hundred and fifty (750) feet of a commuter rail station or bus transit center or within ~~one hundred (100)~~ five hundred (500) feet of a transit stop, provided said stop or center is approachable via sidewalk. In situations where this would result in a discount of more than 10 spaces, a traffic study may be required to demonstrate that a sufficient number of vehicle drivers would immediately opt for transit, and therefore would not result in adverse parking impacts on surrounding properties. The Ride shall verify that the transit station or transit stop ~~is in a~~ is not scheduled to move in the 5-year plan for the Ride.
- (f) **Walkable Urban Districts.** The parking requirements in each of the Walkable Urban Zoning Districts, with the exception of General Corridor, shall be halved. Planning Commission has the authority to waive 50% of the parking requirements for uses located in General Corridor with a finding that the area immediately surrounding the use is highly walkable.

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  
Washtenaw Legal News 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: \_\_\_\_\_



REQUEST FOR LEGISLATION  
March 5, 2019

From: Bonnie Wessler, City Planner

Subject: Zoning Text Amendment: Medical Marijuana Provisioning Center Buffer Increase

---

**SUMMARY & BACKGROUND**

State regulations regarding medical marijuana facilities have changed with regards to commercial operations. Due to this change, the medical marijuana market is changing rapidly throughout the state, and locally as well. Current provisioning centers may close or move; new provisioning centers may open. The current distribution of provisioning centers has largely remained unchanged since each has opened, from 2011 to 2013.

This amendment would potentially limit the placement of provisioning centers to approximately one per commercial area/neighborhood, depending upon precise placement, due to an increase in the minimum distance between provisioning centers from 500 feet to 1,000 feet. This would also have the effect of limiting the overall number of potential sites for medical marijuana provisioning centers.

The Planning Commission recommended the ordinance change unanimously at their January regular Planning Commission meeting.

---

RECOMMENDED ACTION: Approval

ATTACHMENTS: Resolution, Ordinance, Staff Report, Abridged January 2019 Draft Planning Commission Minutes.

---

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

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

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



Resolution No. 2019 - 042  
March 5, 2019

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

WHEREAS, the City has an interest in protecting the economic diversity and image of the community; and

WHEREAS, the City has an interest in promoting and supporting local businesses and their growth; and

WHEREAS, the Planning Commission has recommended the City Council adopt the proposed ordinance change;

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approve the ordinance entitled Medical Marijuana Provisioning Center Buffer Increase on Second and Final Reading.

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

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

YES:                      NO:                      ABSENT:                      VOTE:

Ordinance No. 1333

An Ordinance Entitled "Medical Marijuana Provisioning Center Buffer Increase"

THE CITY OF YPSILANTI ORDAINS:

That Sec 122-532(b)(3) of the Zoning Ordinance be updated in the following manner:

The provisioning center shall not be located within ~~a five hundred (500)~~ one thousand (1,000) feet of a lawfully existing medical marijuana provisioning center, and ~~five hundred (500) feet from other types of medical marijuana facilities facility~~ as measured from the outermost boundaries of the lot or parcel on which the proposed medical marijuana facility and to the outermost boundaries of the lot or parcel on which the lawfully existing medical marijuana facility is located;

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  
Washtenaw Legal News 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: \_\_\_\_\_



## REQUEST FOR LEGISLATION

March 5, 2019

**To:** Honorable Mayor and Ypsilanti City Council

**From:** Darwin D. P. McClary, City Manager

**Subject:** **AMTRAK TRAIN STATION RAIL PLATFORM PROJECT DETERMINATIONS  
AND CRISI GRANT APPLICATION**

---

### **SUMMARY & BACKGROUND:**

OHM Advisors and Bergmann Associates has informed the city that the Federal Railway Administration intends to increase the annual allocation of funding for the federal CRISI (Consolidated Rail Infrastructure and Safety Improvements) grant program by approximately \$250 million from the current \$318 million to about \$468 million for FY 2020. After discussions with representatives from the grant program, OHM believes that the city's train station rail platform project would be an excellent candidate for funding under the program and would like to begin the preparation of the necessary grant application materials to submit for funding by the anticipated April 15 application deadline.

City council previously received a presentation on several design alternatives and two possible locations for the rail platform facility. The documents from that presentation are attached. OHM recommends that the city seek 50% funding for the project through the CRISI grant and believes that the city can obtain additional funding from other sources (MDOT, Amtrak, and CMAQ grant funds) for a portion of the local match.

To meet the application deadline, the city council will need to take the following actions:

- Select the city's desired facility design and cost estimate for the rail platform
- Select the city's desired location for the facility
- Commit to providing a city funding match for the project
- Authorize administration to engage the services of OHM and Bergmann AEP to prepare and submit the grant application on behalf of the city

City Manager McClary recommends that the city council consider Alternative 1 (rail platform in Depot Town with at-grade pedestrian crossing at East Cross Street to the platform) at an estimated cost of \$3,962,000.

### **PREVIOUS COUNCIL ACTION:**

None

**FINANCIAL IMPACT:**

Administration recommends that the city commit to a 25% local match for the rail platform project (Alternative 1 would require a city local match of \$990,500). These costs do not include the engineering costs for preparation of the grant application and required environmental studies.

**RECOMMENDED ACTION:**

Select the city's desired rail platform design and cost estimate and desired location for the facility, commit to local matching funds for the project if the grant is awarded, and authorize administration to engage the services of OHM Advisors and Bergmann AEP to prepare and submit the grant application on behalf of the city.

**ATTACHMENTS:**

Proposed Amtrak Scheduled Stop Feasibility Study, November 13, 2018 – OHM Advisors and Bergman AEP

---

**CITY MANAGER APPROVAL:** DDPM

**COUNCIL AGENDA DATE:** 03/05/19

**CITY MANAGER COMMENTS:** Select the city's desired rail platform design and cost estimate and desired location for the facility, commit to local matching funds for the project if the grant is awarded, and authorize administration to engage the services of OHM Advisors and Bergmann AEP to prepare and submit the grant application on behalf of the city.

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





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

WHEREAS, the City of Ypsilanti desires to seek the establishment of a permanent Amtrak train stop within the city to enhance public transit, provide needed transportation links from the city to other major cities throughout Michigan and beyond, reduce traffic congestion and adverse environmental impacts, and to promote economic activity and commerce; and

WHEREAS, the Ypsilanti city council has received and accepted the Proposed Amtrak Scheduled Stop Feasibility Report dated November 13, 2018, from OHM Advisors and Bergmann Architects, Engineers, and Planners with rail platform design alternatives, cost estimates, and feasibility locations; and

WHEREAS, the city understands that the federal government intends to increase funding for its Consolidated Rail Infrastructure and Safety Improvements (CRISI) grant program from the current \$318 million to approximately \$468 million; and

WHEREAS, the city is very confident that the City of Ypsilanti Amtrak Rail Platform Project meets the requirements for funding under the CRISI grant program and is an excellent candidate for funding; and

WHEREAS, the city desires to apply for CRISI funding to complete the city's rail platform project.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF YPSILANTI that the Ypsilanti city council does hereby authorize administration to engage the services of OHM Advisors and Bergman Architects, Engineers, and Planners to prepare and submit an application for funding on behalf of the city to the federal Consolidated Rail Infrastructure and Safety Improvements (CRISI) grant program for the City of Ypsilanti Amtrak Rail Platform Project as follows:

1. The project design shall be in accordance with Alternative 1 contained in the November 13, 2018, Proposed Amtrak Scheduled Stop Feasibility Study with an estimated construction cost of \$3,962,000.
2. The project shall be located in Depot Town as indicated in the Alternative 1 conceptual design outlined in the feasibility study.
3. The CRISI grant application shall seek funding in the amount of 50% of the total project cost, with 25% additional funding to be obtained from State of Michigan, Amtrak, Congestion Mitigation and Air Quality (CMAQ) grant, or other funding sources, and 25% funding to be provided by the City of Ypsilanti not to exceed \$990,500 without additional city council approval; and

BE IT FURTHER RESOLVED that the Ypsilanti city council does hereby authorize the City Manager to execute all necessary documents on behalf of the city to effectuate the preparation and submittal of this grant application.

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

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

YES:

NO:

ABSENT:

VOTE:

## PROPOSED AMTRAK SCHEDULED STOP FEASIBILITY STUDY



CITY OF YPSILANTI,  
WASHTENAW COUNTY, MI  
November 13, 2018



PREPARED FOR:  
City of Ypsilanti // 1 S Huron Street // Ypsilanti, MI 48197



**BERGMANN**  
ARCHITECTS ENGINEERS PLANNERS



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## Attachments

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ATTACHMENT A: PRELIMINARY COST ESTIMATES

ATTACHMENT B: AMTRAK ROUTE & SERVICE FINANCIAL EVALUATION

ATTACHMENT C: PRELIMINARY CONSTRUCTION SCHEDULES

ATTACHMENT D: VAL MAPS

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## Section 1: Executive Summary

### 1.1 Project Background

On January 28, 2013 Amtrak developed a **Route & Service Financial Evaluation** which showed that an added stop in the City of Ypsilanti, Michigan on the Wolverine Service was forecasted to increase passenger ridership and revenue. Based on the results of this Amtrak evaluation, which was updated on November 23, 2015 (included as **Attachment B**), this Feasibility Study was initiated to investigate and determine the criteria local stakeholders would like to see included in an Amtrak scheduled stop in Ypsilanti. From this criteria, overarching goals and objectives were developed which are outlined throughout this study.

Alternatives described within this study were developed to accommodate a safe and efficient stop while gaining an understanding of associated costs and potential impacts to the existing ROW, environment, infrastructure and community. It is understood as a part of this study that additional stop locations may be realized during the environmental phase of this project which will be reviewed in detail at that time. A preferred alternative has not been selected as a part of this Feasibility Study.

The following methodology was utilized during the development of this document:

1. Identify the constraints that may affect the alternatives being developed. These constraints include, but are not limited to:
  - a. Existing track geometry. The proposed 500 ft platform for this scheduled stop needs to be constructed along a tangent section of track.
  - b. Per the MDOT Office of Rail, the Service Development Plan being contemplated as part of the Chicago-Detroit/Pontiac Corridor Study recommends 700 ft platform lengths. In the future, additional tangent length will be required to lengthen the platform to accommodate the Amtrak consist. Please note that a train “consist” is a lineup or sequence of railroad carriages or cars, with or without a locomotive, that form a unit.
  - c. Potential Right-of-Way (ROW) impacts.
  - d. Parking and “Kiss and Ride” availability.
  - e. Non-motorized accessibility.
  - f. Bus service and accessibility at the scheduled stop.
  - g. Location of existing buildings and critical utilities.
  - h. Location of existing City of Ypsilanti rain garden in Depot Town.
  - i. Environmental considerations, including wetlands, floodplains, parks and recreation, contaminated materials, farmland, endangered species, etc.
2. Develop an alternative(s) intended to meet the goals of this study and evaluate its effectiveness.



3. Generate “high-level” cost estimates for the alternatives developed.
4. Determine a preliminary recommendation for the alternative that best meets the project goals while minimizing impacts to the constraints listed above.
5. The ability for the city to select an Alternative that achieves the goal of establishing an Amtrak scheduled stop while being able to upgrade and add on in the future (scalability for the project site).

Based on this information, four (4) alternatives were developed and compared to determine the best option to address the project specific goals and objectives for this study. During development of these alternatives, the following assumptions were made:

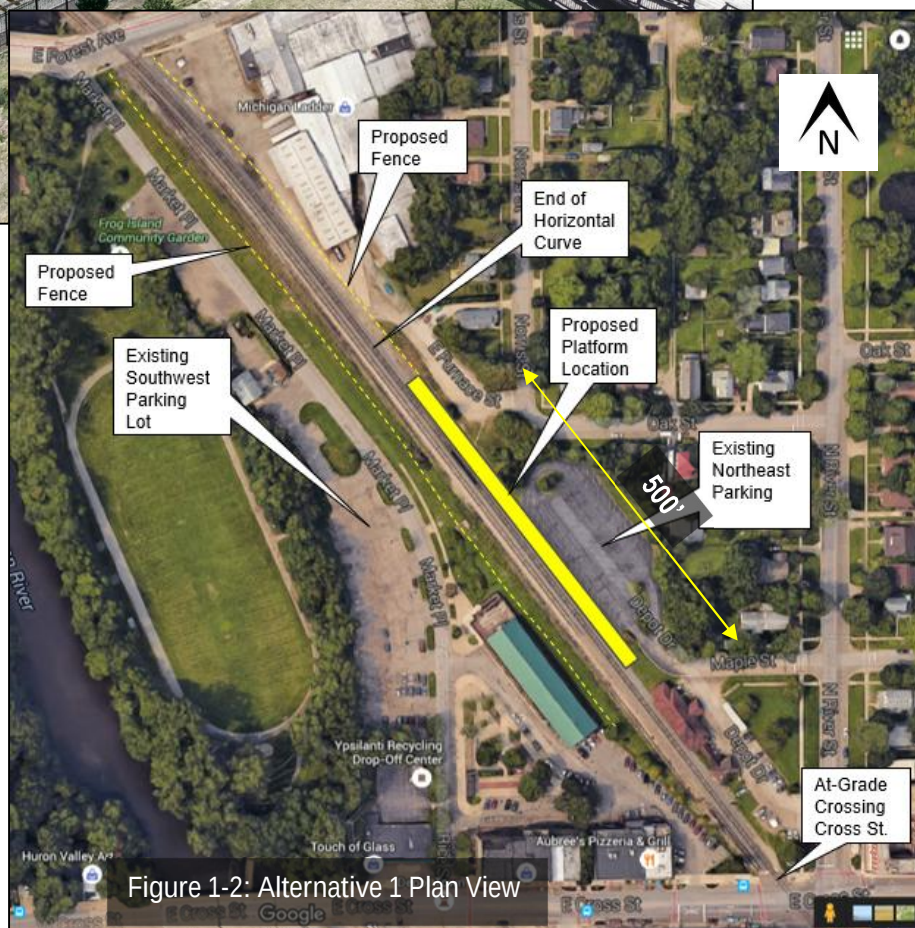
1. The build year was 2021 for the proposed scheduled stop.
2. A 1.25% per quarter cost escalation was used to the 2<sup>nd</sup> quarter in 2021 to project alternative cost estimates from 2018 to the projected build year (2021).
3. The additional platform on the west side of the track shown in Alternative 2 is a future commuter rail line. To promote increased mass transit, the Regional Transit Authority (RTA) of Southeast Michigan provided their plans regarding construction of a commuter rail system which would connect Ann Arbor to Detroit, and other cities in-between (for additional information regarding RTA’s commuter rail plan, visit <http://www.rtamichigan.org/>). As part of this study, an added platform to service the potential commuter rail system was reviewed to verify the addition of the Amtrak scheduled stop and associated facilities would not impact the future addition of a commuter rail stop. No costs were included in this study regarding a future commuter rail stop as funding for the commuter rail stop would be provided by the RTA. This commuter rail stop would be in addition to and separate from the proposed Amtrak Scheduled Stop detailed throughout this study.

The alternatives developed and studied as part of this document are discussed on the following pages. Additionally, “high-level” cost estimates were developed for each alternative, so the City of Ypsilanti could review potential funding options. For a detailed side-by-side comparison of the alternatives developed, see **Table 1-1** in **Section 1.3**.

## 1.2 Alternatives Studied

### Alternative 1:

Alternative 1 provides construction of a new Amtrak platform along the live track with parking in the northeast and southwest parking lots with pedestrian access from the opposite side of the track provided by an at-grade crossing at Cross Street. Proposed platform length shown in **Figure 1-1** and **Figure 1-2** is 500 ft. This alternative accommodates level boarding (15-inch platform height from top of rail) and includes a moveable platform edge as required to accommodate NS Railroad wide loads. A second platform could be added to the opposite side in the future to accommodate commuter rail, provided by the RTA.





## Alternative 2:

Alternative 2 provides construction of a new Amtrak platform along the live track with parking in the existing northeast and southwest parking lots and pedestrian access from the opposite side of the track provided by a culvert underneath the track accessed by ramps which meet ADA standards along with the at-grade crossing noted in Alternative 1. The proposed platform length, location, level boarding and edge treatment will be the same as that described in Alternative 1. The future commuter rail platform is shown in **Figure 1-3**, however cost for this is not included in this study as it would be provided by the RTA.



Figure 1-3: Alternative 2 Pedestrian Culvert with Ramp Access

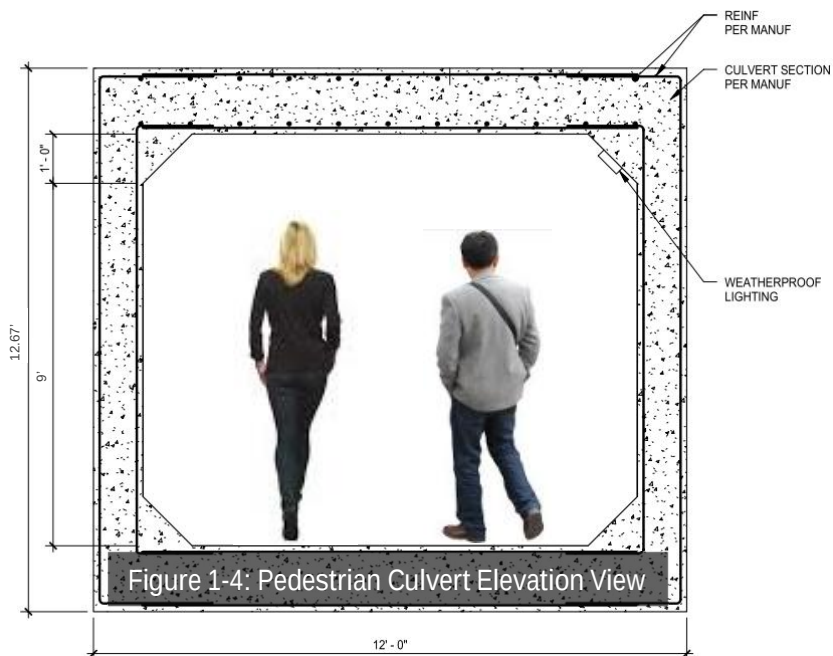


Figure 1-4: Pedestrian Culvert Elevation View



### **Alternative 3A and 3B:**

Alternatives 3A and 3B provide construction of a new Amtrak platform along the live track with parking in the existing northeast and southwest parking lots and pedestrian access from the opposite side of the track provided by a pedestrian bridge over the track along with the at-grade crossing noted in Alternative 1. Alternative 3A includes construction of a pedestrian bridge along with pedestrian access to this bridge from ramps which meet ADA standards and stairways (shown in **Figure 1-5**). Alternative 3B also includes construction of a pedestrian bridge over the rail track(s) with pedestrian access to this bridge from elevators and stairways (shown in **Figure 1-6**). The platform length, location, level boarding and edge treatment will be the same as that described in Alternative 1. The bridge and associated ramps, stairs, elevator would be constructed such that a second platform could be added to the opposite side in the future to accommodate commuter rail, provided by the RTA.



Figure 1-5: Alternative 3A Pedestrian Bridge with Ramp and Stairway Access

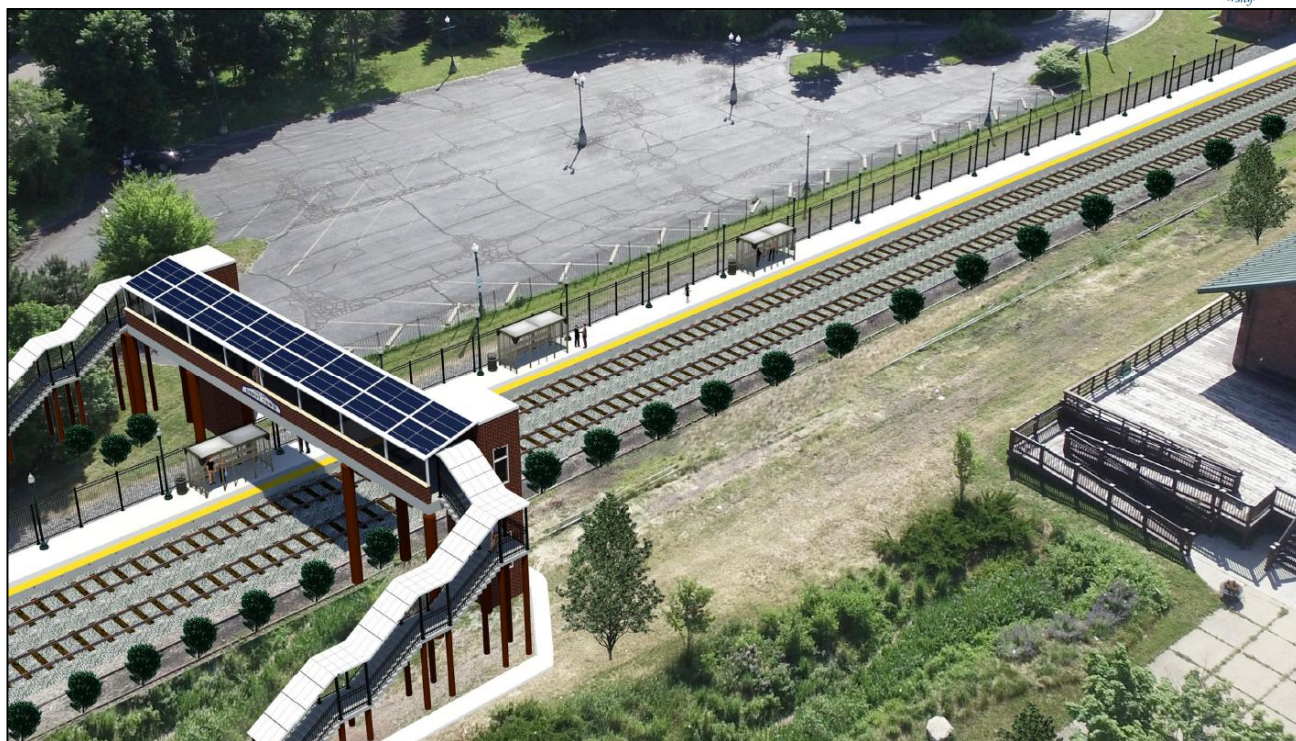


Figure 1-6: Alternative 3B Pedestrian Bridge with Elevator and Stairway Access



## Alternative 4:

Alternative 4 provides construction of a new Amtrak platform along the live track near the intersection of LeForge Rd and Huron River Dr north of the Depot Town location. Pedestrian access from the opposite side of the track would be provided by an at-grade crossing along LeForge Road. It is likely that pedestrians would have to cross Huron River Drive and/or LeForge Road in order to access this site. A second platform could be added along with a track siding between the existing track and Huron River Drive in the future to accommodate commuter rail, provided by the RTA. Proposed platform length shown in **Figure 1-7** is 500 ft. As part of this study, the team reviewing this alternative was unable to find a location to accommodate parking and bus accessibility near this site. Due to the grade extending from the rail track to the parking lot, a retaining wall would be required to avoid impacting existing parking for the Peninsular Place Apartments. Fee Right-of-Way costs were included in the Alternative 4 estimate for construction of a new parking lot.

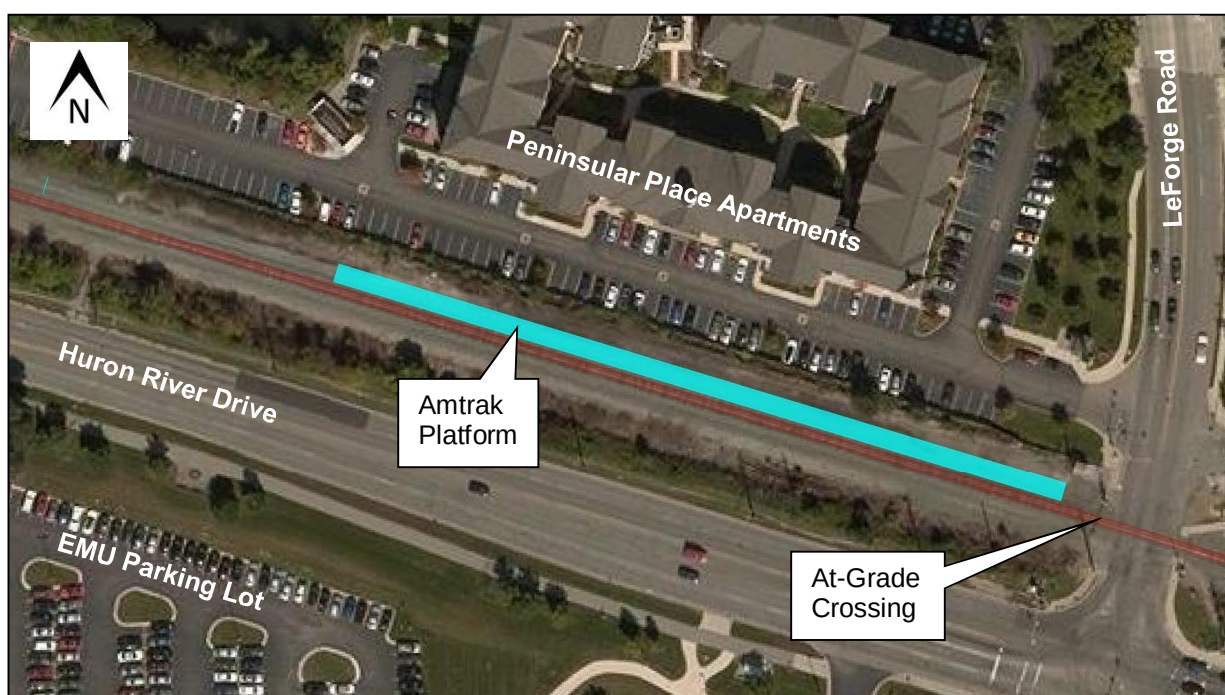


Figure 1-7: Alternative 4 Platform at LeForge Road with At-Grade Access

### 1.3 Alternative Summary

Table 1-1: Alternative Summary

| Metric                      | Alternative 1                                                                                                                                                                                                    | Alternative 2                                   | Alternative 3A                                | Alternative 3B | Alternative 4                                                                                                                                                                                                                                                                                                        |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Geometrics                  | 500' platform fits within existing tangent section. 700' platform would require additional tangent length and may require additional Right-of-Way.                                                               |                                                 |                                               |                | Both 500' and 700' platform would fit within existing tangent section.                                                                                                                                                                                                                                               |
| Right of Way (ROW)          | Consent to Grade required in Michigan Ladder Property for grading platform – Proposed Platform is anticipated to be built within existing MDOT Rail ROW                                                          |                                                 |                                               |                | Fee Take ROW required for new Parking Lot                                                                                                                                                                                                                                                                            |
| Parking Availability        | Parking is available in existing lots both east and west of the proposed platform                                                                                                                                |                                                 |                                               |                | No existing parking is available, a new parking lot would be needed                                                                                                                                                                                                                                                  |
| Bus Service                 | Bus stop access is available to the southeast of the platform on Cross Street                                                                                                                                    |                                                 |                                               |                | Bus stop access is available to the south of the platform on N Huron River Dr                                                                                                                                                                                                                                        |
| Non-Motorized Accessibility | Available via at-grade crossing at Cross Street                                                                                                                                                                  | Available via culvert under the existing tracks | Available via bridge over the existing tracks |                | Available via at-grade crossing at LeForge Road                                                                                                                                                                                                                                                                      |
| Environmental               | Contaminated soils within the rail ROW are anticipated. The soil material excavated as part of this project will need to be wasted on MDOT Rail ROW.                                                             |                                                 |                                               |                | Contaminated soils within the rail ROW are anticipated. The soil material excavated as part of this project will need to be wasted on MDOT Rail ROW. Additionally, wetland and FEMA flood plane impacts will need to be investigated in greater detail during the Environmental Phase to determine if impacts exist. |
| Utility Impacts             | Based on utilities listed in Section 2.5 of this Study Document, impacts are anticipated and should be reviewed in greater detail during the Environmental and Design Phases when additional detail is available |                                                 |                                               |                |                                                                                                                                                                                                                                                                                                                      |
| Cost (2021 Dollars) *       | \$3,962,000                                                                                                                                                                                                      | \$7,289,000                                     | \$8,540,000                                   | \$8,418,000    | \$5,389,000                                                                                                                                                                                                                                                                                                          |

\* See Appendix A for additional cost breakdown. Inflation assumed to be 1.25% per quarter.

### **1.4 Findings Summary**

Please note, the findings of this study are considered conceptual and not final. Advancing specific alternative recommendations will require development of an environmental study and the appropriate environmental clearance approval. Additional examination of the proposed alternatives will be required throughout the environmental review process and design phase.



## Section 2: Introduction/Existing Project Conditions

### 2.1 Existing Site Location

The City of Ypsilanti is located in southeast Michigan, approximately 6 miles east of Ann Arbor with a population of 21,076 as of July 2017<sup>1</sup>. The City of Ypsilanti serves as the home of Eastern Michigan University (EMU), which has a total enrollment of 21,105 students<sup>2</sup>. Two locations within the City of Ypsilanti along the MDOT owned rail line were reviewed for a potential new Amtrak scheduled stop on the Wolverine service. The locations studied are in the historic district of Depot Town and near the LeForge Road and Huron River Drive intersection on the north side of the EMU campus.

The historic district of Depot Town consists of East Cross Street from the Huron River to North River Street and a small area on the 300-block of North River Street. Several blocks in the surrounding area are also commonly referred to as Depot Town which includes Riverside Park, Frog Island Park and River Street extending north and south for several blocks. Depot Town was first established in the late 1830's and many of the buildings standing today were constructed between 1850 and 1880. These buildings were constructed with clay brick masonry with timber floor framing. As part of this study, our team sought to incorporate architectural features that make Depot Town so easily distinguishable. Some of the alternatives developed include formed concrete walls and piers constructed with a form liner and exterior paint to mimic the red clay brick found at so many of the buildings in this area, decorative fencing, and signage which is consistent with the area.

The location studied at LeForge Road and Huron River Drive is in the northwest quadrant of this intersection. Single and multi-family housing is located north on LeForge Road while the EMU campus is located on the south side of Huron River Drive at this intersection.

The proposed Amtrak scheduled stop will be located on the MDOT owned Michigan Line which Amtrak dispatches and maintains. This line extends from Chicago to Detroit and carries Amtrak's Blue Water and Wolverine services as well as freight operated by the Norfolk Southern (NS) Railroad. This stop is located within a section of rail which MDOT purchased from the NS Railroad with funding awarded in November 2011 to expand Amtrak's high-speed rail service from Kalamazoo to Dearborn. Within the study area, the existing railroad track runs along the north side of Huron River Drive to the southeast, crosses the Huron River just north of Forest Avenue and extends through Depot Town. At-grade rail crossings for pedestrian use within the two study areas are located at LeForge Road and Cross Street. This line carries 8 trains per day on a typical operating plan, 6 Amtrak trains (350, 351, 352, 353, 354, and 355) and an NS B25 train that goes back and forth (2 moves per day).

To promote increased mass transit, the RTA of Southeast Michigan provided their plans regarding construction of a commuter rail system which would connect Ann Arbor to Detroit, and other cities in-between (for additional information regarding RTA's commuter rail plan, visit <http://www.rtamichigan.org/>). As part of this study, an added platform to service the potential commuter rail system was reviewed to verify addition of the Amtrak scheduled stop and associated facilities would not impact the future addition of a commuter rail stop. No costs were included in this study regarding a future commuter rail stop as funding for the commuter rail stop would be provided by the RTA.

There are several challenging features located within the vicinity of these two locations which will influence the design of the Amtrak scheduled stop on the Wolverine line as shown in **Figure 2-1** and **Figure 2-2**.



Figure 2-1: Study Site (LeForge Road)



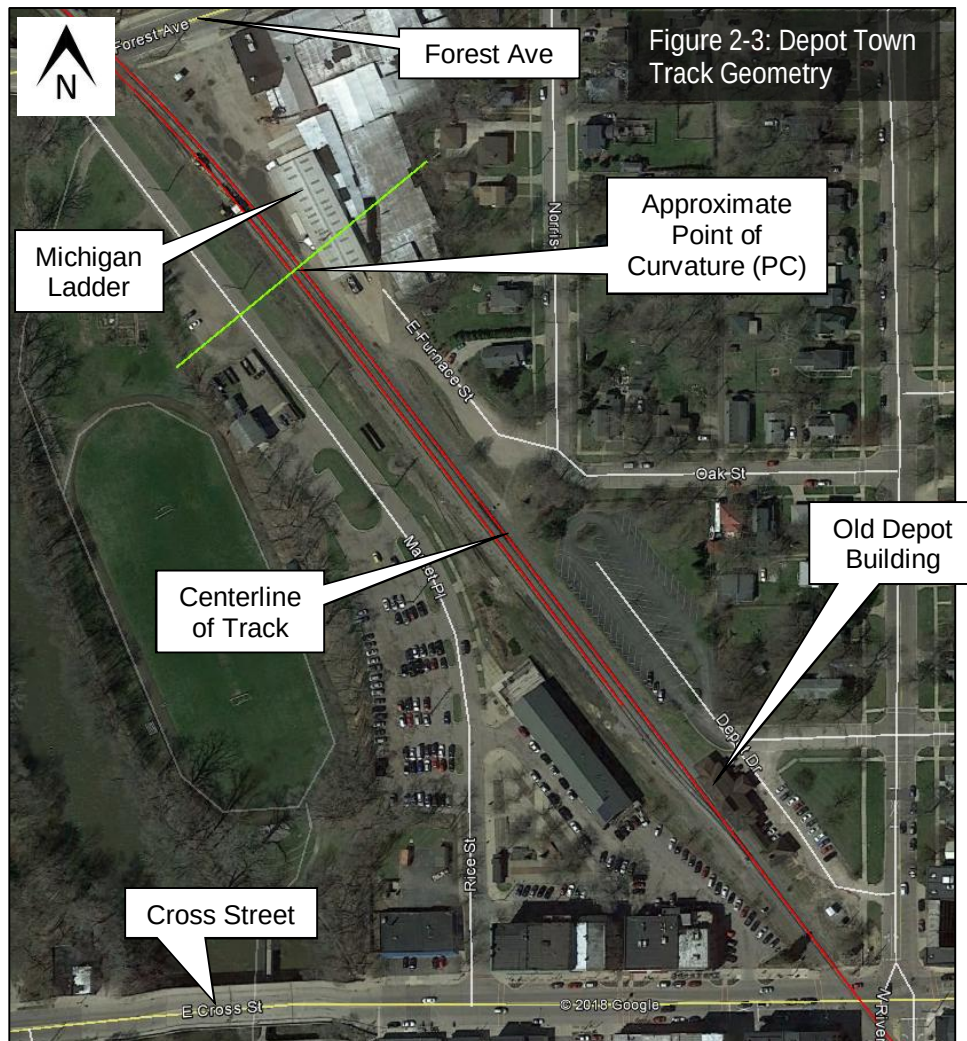
Figure 2-2: Study Site (Depot Town)



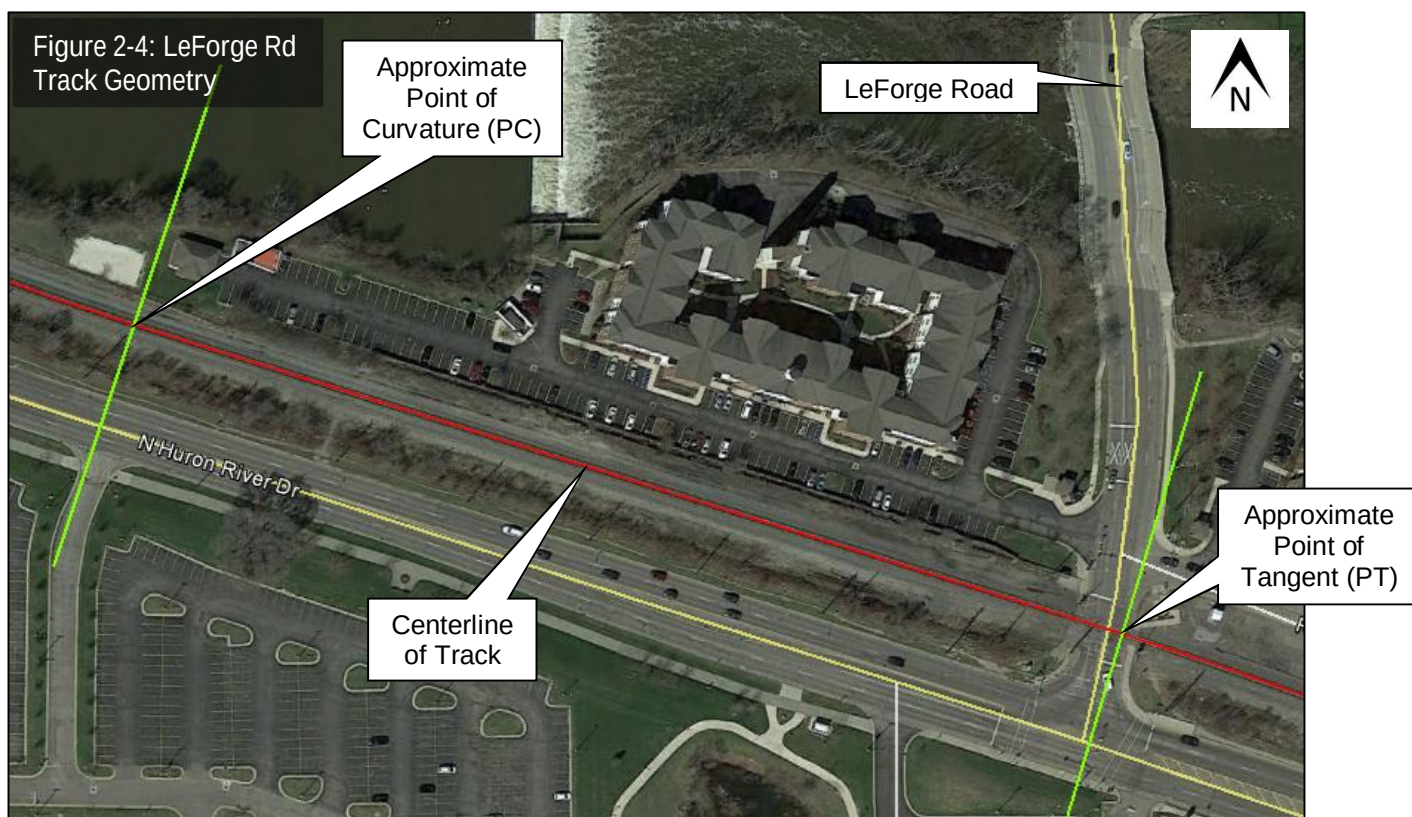
## 2.2 Existing Rail Geometry

Based on the Federal Railroad Administration (FRA) and Amtrak consist requirements for their service from Chicago-Detroit/Pontiac, existing track geometry was reviewed within the City of Ypsilanti. Around Depot Town and near LeForge Road, tangent track sections were reviewed to construct a 500 ft long platform for this scheduled stop. Additionally, per MDOT Office of Rail, the Service Development Plan being contemplated as part of the Chicago-Detroit/Pontiac Corridor Study recommends 700 ft platform lengths. In the future, additional tangent length is anticipated to be required to lengthen the platform to accommodate the Amtrak consist.

Based on initial review and survey information picked up as part of this study, the proposed platform location within Depot Town was determined to be between Forest Avenue and Cross Street along the MDOT rail line as shown in **Figure 2-3**. The approximate distance between the old Depot Building and approximate location of the beginning of the horizontal curve (PC) is 800 ft allowing enough room to construct a 500 ft platform. The platform would be parallel to the existing rail line and would be located on the east side of the existing active track. This platform location would allow for access from the opposite side of the rail using the Cross Street at-grade pedestrian crossing.



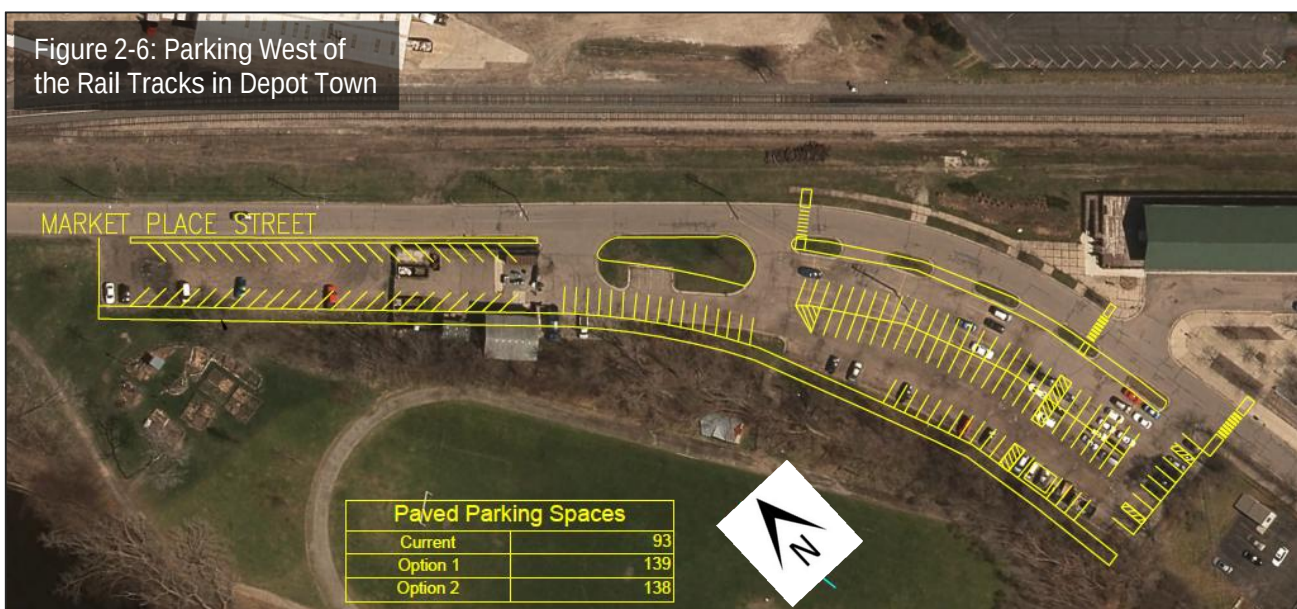
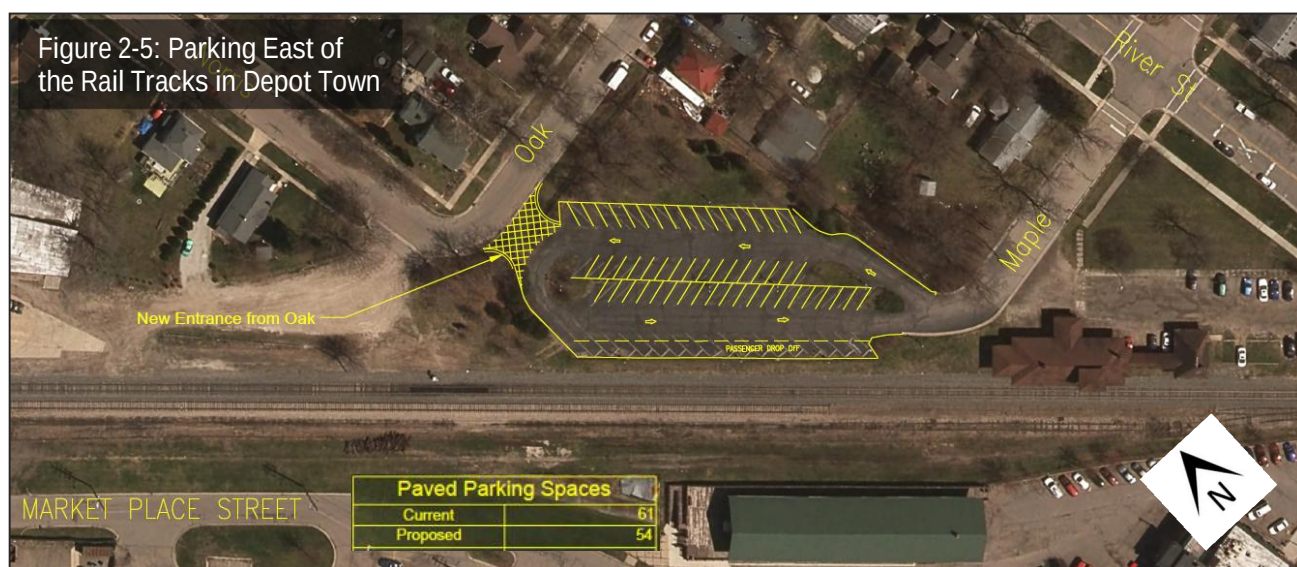
The LeForge Road proposed platform location was chosen west of LeForge Road along the existing tangent section of track as shown in **Figure 2-4**. This section of track has horizontal curves northwest and southeast (just east of LeForge Road) making the usable platform distance approximately 800 ft. This distance is located between LeForge Road and the beginning of the horizontal curve (PC) which allows enough room to construct a 500 ft platform at this location. The platform would be located parallel to the rail line between the track and parking area for the Peninsular Place Apartments. The platform would be located so it does not encroach on the horizontal curves of the railway.





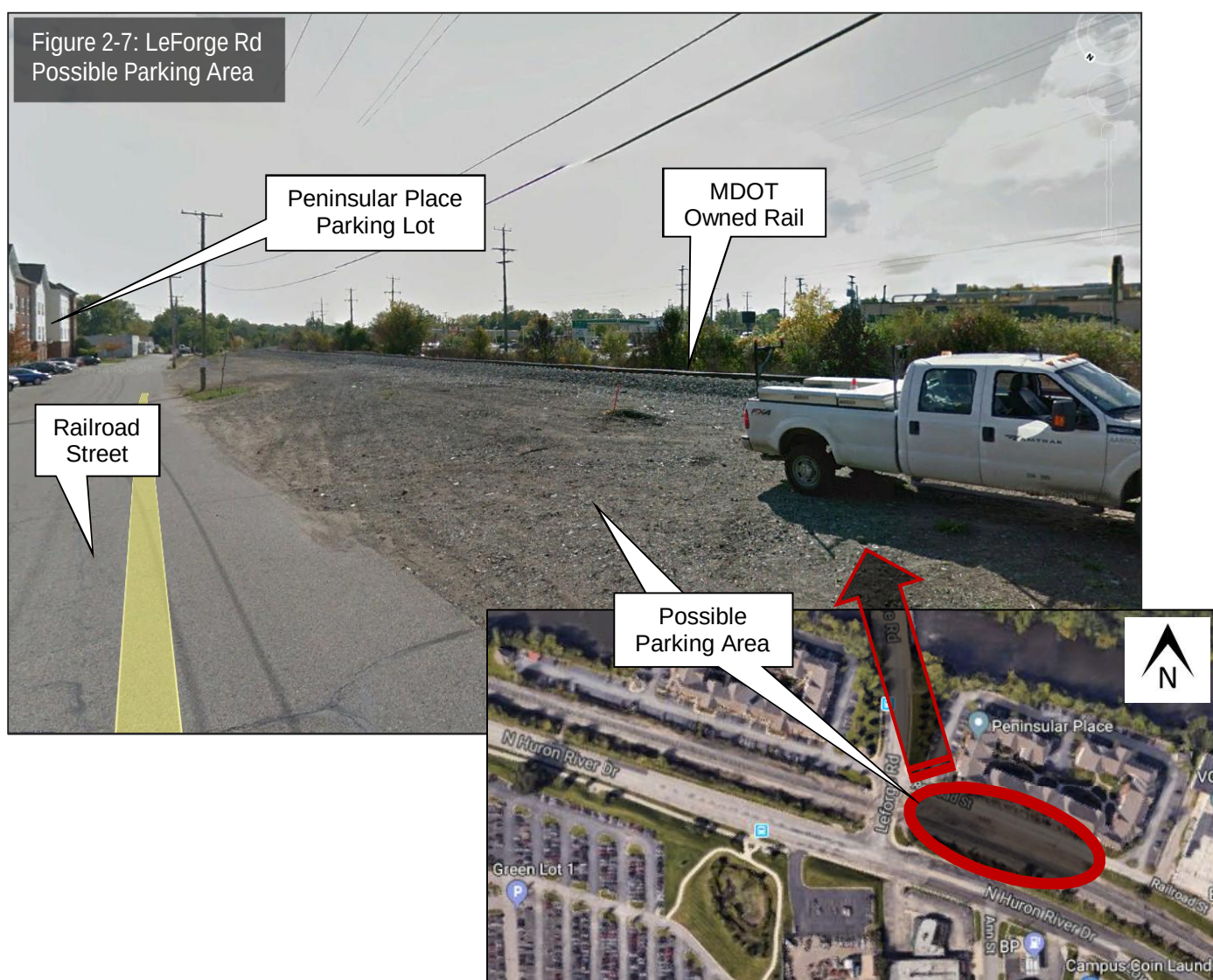
## 2.3 Existing Parking Facilities

Public parking exists on both the east and west sides of the potential platform location in Depot Town. In its current configuration, the parking lot located on the east side of the rail track accommodates 61 vehicles. Several alternatives have been evaluated for modifying this parking lot to improve vehicle flow and allow a drop-off area for the platform with one of these alternatives shown in **Figure 2-5**. Because of the improvements to flow and ability to accommodate drop offs, the availability of vehicle parking has been reduced to 54 spaces. The parking lot west of the proposed platform on the opposite side of the track is significantly larger and in its existing configuration can accommodate 93 vehicles. Two options have been developed to better define the parking at this location and in both options, the available parking spaces increase by 45 or more as shown in **Figure 2-6**. The lot west of the rail track could potentially be used for long term parking.





Based on review of parking availability in the area of the LeForge Road potential Amtrak scheduled stop, there was no available public parking. Parking that does exist in this area is owned by the Peninsular Place Apartment complex and the parking across the street from Huron River Drive is owned by Eastern Michigan University. As existing parking is not available for this site, a new parking lot will need to be constructed. To build a new parking lot near this potential site, it is anticipated that fee take Right-of-Way will be required. As shown in **Figure 2-7**, a potential parking area exists on the east side of LeForge Road between Railroad Street and the MDOT Owned rail line. It is anticipated that Right-of-Way would need to be purchased by the City of Ypsilanti from MDOT and possibly Peninsular Place to build this lot. Additionally, the location of the lot will need to be reviewed regarding the distance it would be located from the MDOT rail line. Fencing, drainage, lighting and other construction items would be included within the lot design and have been added to the estimate developed for this LeForge Road alternative.





## 2.4 Existing Right-of-Way (ROW)

Existing ROW around the possible Depot Town and LeForge Road Amtrak Scheduled Stop locations is as shown in **Figure 2-8** and **Figure 2-8**.

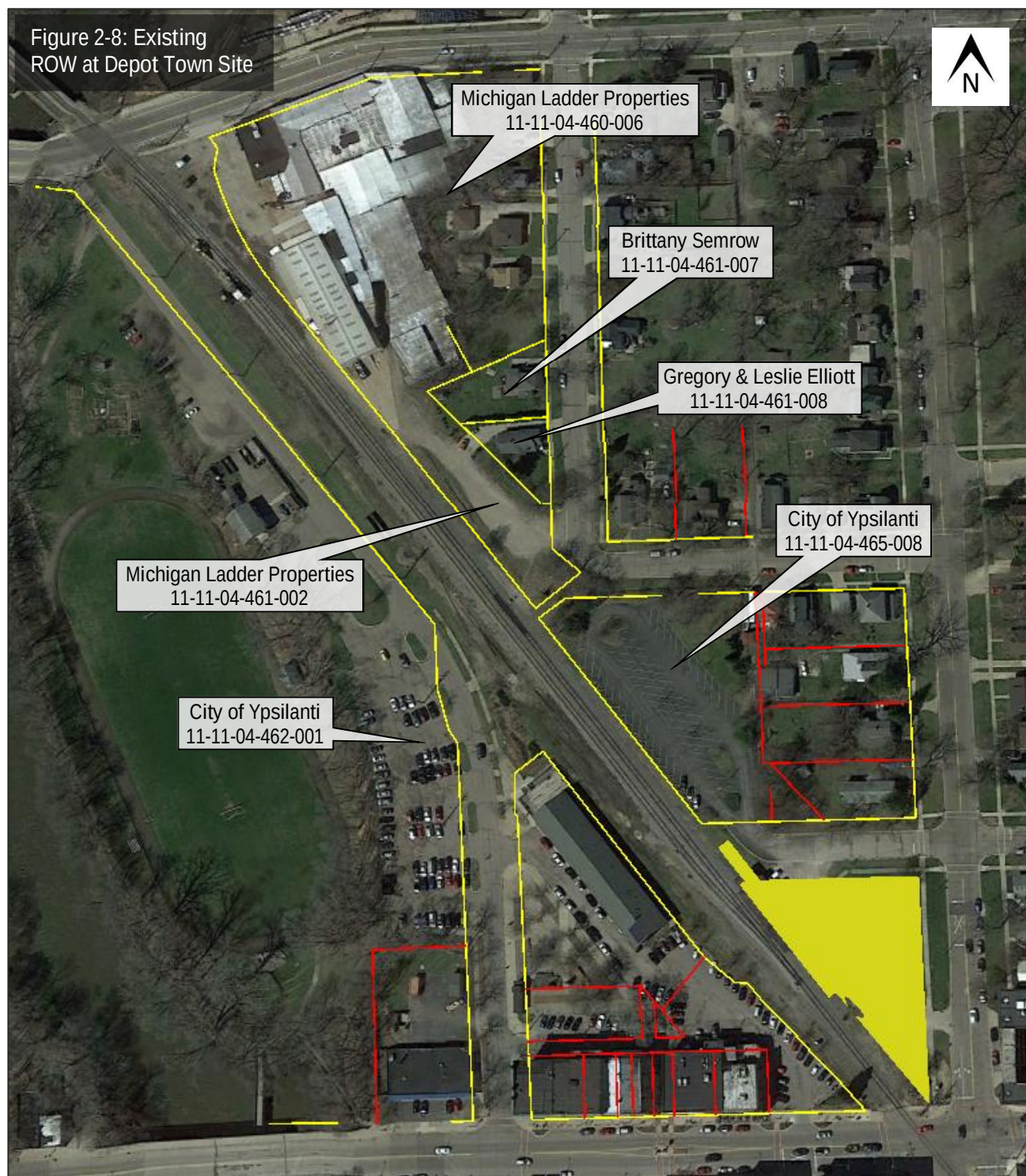




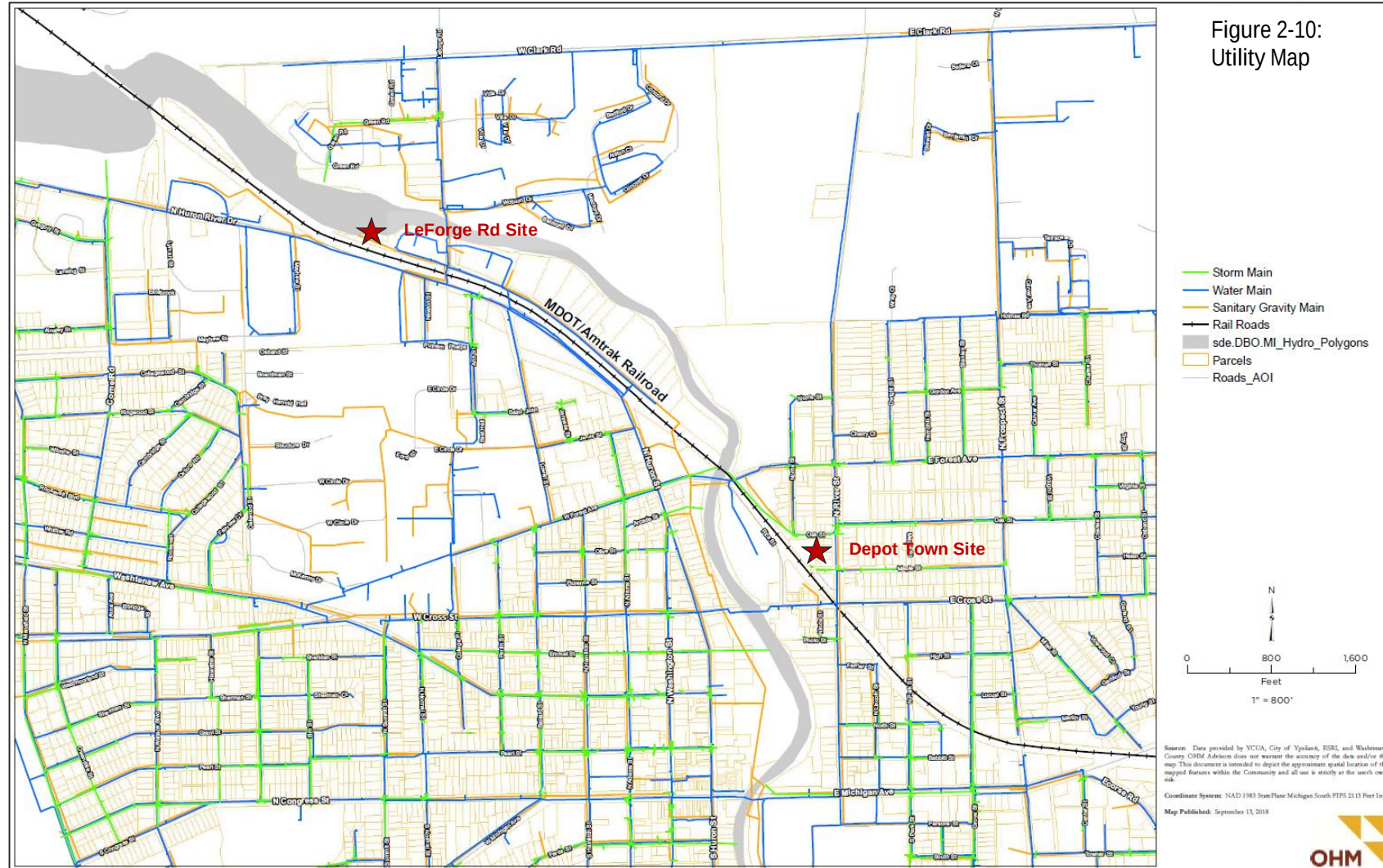
Figure 2-9: Existing ROW at LaForge Road Site





## 2.5 Existing Utilities

Based on mapping provided by the City of Ypsilanti, existing utilities in the vicinity of the project locations include storm sewer, water main and sanitary gravity mains (see **Figure 2-10**). Additionally, on the following page of this document, utility information provided by MDOT is listed for those existing utilities which agreements are held within the proposed alternative limits.



## Existing MDOT utility agreements between Forest Avenue and Cross Street

1. 80208 - City of Ypsilanti, natural gas pipe
2. 80213 - City of Ypsilanti, natural gas pipe
3. 144496 - DTE, natural gas pipe
4. 80533 - City of Ypsilanti, pipe sewer
5. 80328 - City of Ypsilanti, pipe water
6. 80207 - City of Ypsilanti, pipe water
7. 90631 - DTE, Wire, Forest Ave
8. 79610 - DTE, Wire, Cross & River
9. 79827 - DTE, Wire, main line at Forest

## Existing MDOT utility agreements in the northwest quadrant of LeForge Road and Huron River Drive

1. 78725 - DTE, natural gas, LeForge @ Huron River Drive
2. 81803 - City of Ypsilanti, pipe sewer, main line Huron River Drive
3. 82221 - City of Ypsilanti, pipe sewer, LeForge
4. 85186 - DTE, wire LeForge-main line
5. 87711 - AT&T, wire, main line
6. 81486 - DTE, wire, main line-LeForge
7. 78073 - DTE, wire, LeForge @ Huron River Drive
8. 89595 - DTE, wire, LeForge @ Huron River Drive
9. 90320 - City of Ypsilanti, wire, LeForge Interconnect
10. 81259 - City of Ypsilanti, pipe water, LeForge-main line

In addition to the utilities noted and shown in the figure on the previous page of this study, private utilities will have to be reviewed in detail throughout the project limits for potential impacts based on the alternative selected for additional study.

## **2.6 Environmental Review**

As part of this study, existing environmental features within and adjacent to the project limits were identified and reviewed.

### **2.6.1 Floodplains**

According to the Federal Emergency Management Agency (FEMA) mapping, the Huron River has a 100-year floodplain outside of the proposed stop locations within the Depot Town and LeForge Road areas. Within Depot Town, the flood zone is located on the west side of the rail line. At the LeForge Road site, the flood zone encompasses the Peninsular Place Apartments in the northwest quadrant of Huron River Drive and LeForge Road. See **Figure 2-11** for a map of floodplains near the project sites.

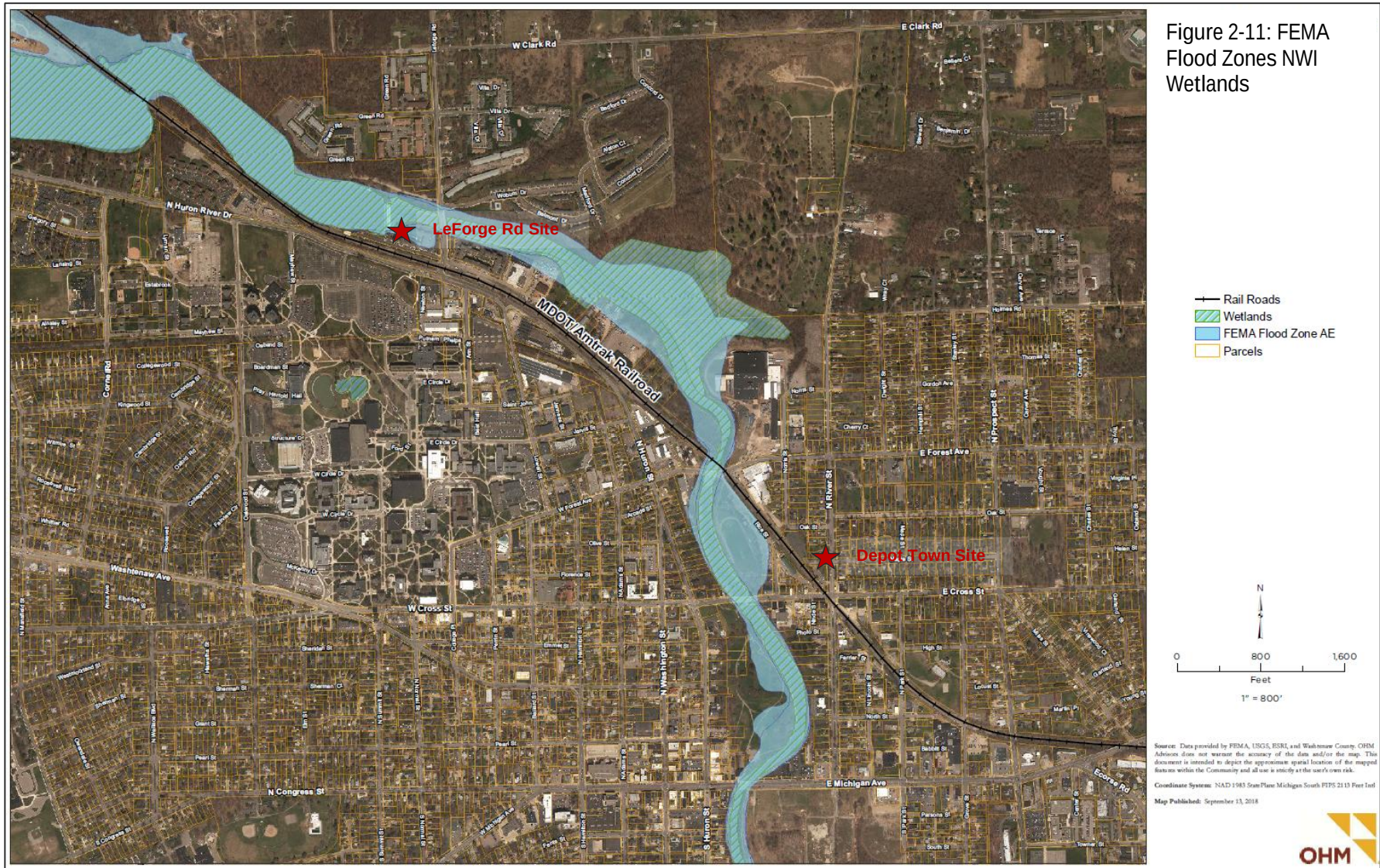
### **2.6.2 Waterways**

The Huron River is located outside of the vicinity of this project. Impacts in and around this waterway will need to be properly permitted and may require coordination with the Washtenaw County Drain Commission, MDEQ and USACE.

### **2.6.3 Wetlands**

According to the Federal Emergency Management Agency (FEMA) mapping, the Huron River has wetlands near the proposed stop locations within the Depot Town and LeForge Road areas. Within Depot Town, the wetlands are located on the west side of the rail line along the Huron River. Similarly, at the LeForge Road site, the wetlands are located along the Huron River near the Peninsular Place Apartments in the northwest quadrant of Huron River Drive and LeForge Road. See **Figure 2-11** for a map of wetlands near the project sites.





## 2.6.4 Section 4(f) Properties/Public Land/Recreational Areas

No impacts to Section 4(f) properties, public lands, or recreational areas are anticipated as a part of this project.

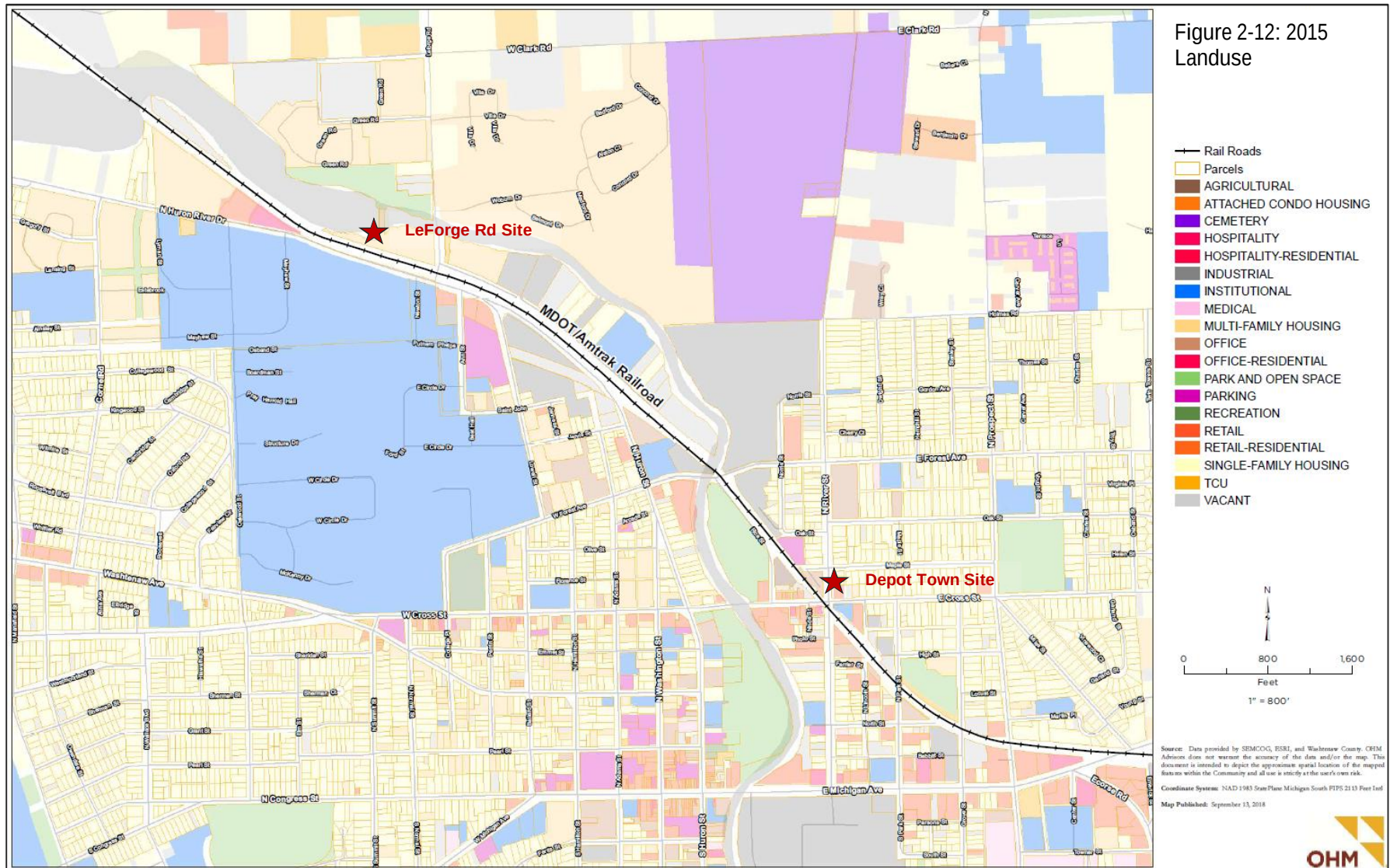
## 2.6.5 Existing Land Use

Based on a review of the project limits, the following land uses are located within or adjacent to the project limits at the Depot Town and LeForge Road potential Amtrak Schedule Stop sites (see **Figure 2-12**):

1. Parking
2. Office
3. Industrial
4. Multi-Family Housing
5. Single-Family Housing
6. Park and Open Space
7. Medical
8. Retail
9. Institutional



Figure 2-12: 2015 Landuse





### 2.6.6 Historical Sites

A review of the Michigan Historic Site database revealed no historic sites within the vicinity of the project limits.

### 2.6.7 Existing Endangered and Threatened Species

The Michigan Natural Features Inventory was reviewed to determine if this area may contain species that are endangered, threatened, or are of special concern. The species found within Washtenaw County are shown below in **Table 2-1**:

Table 2-1: Endangered or Threatened Species

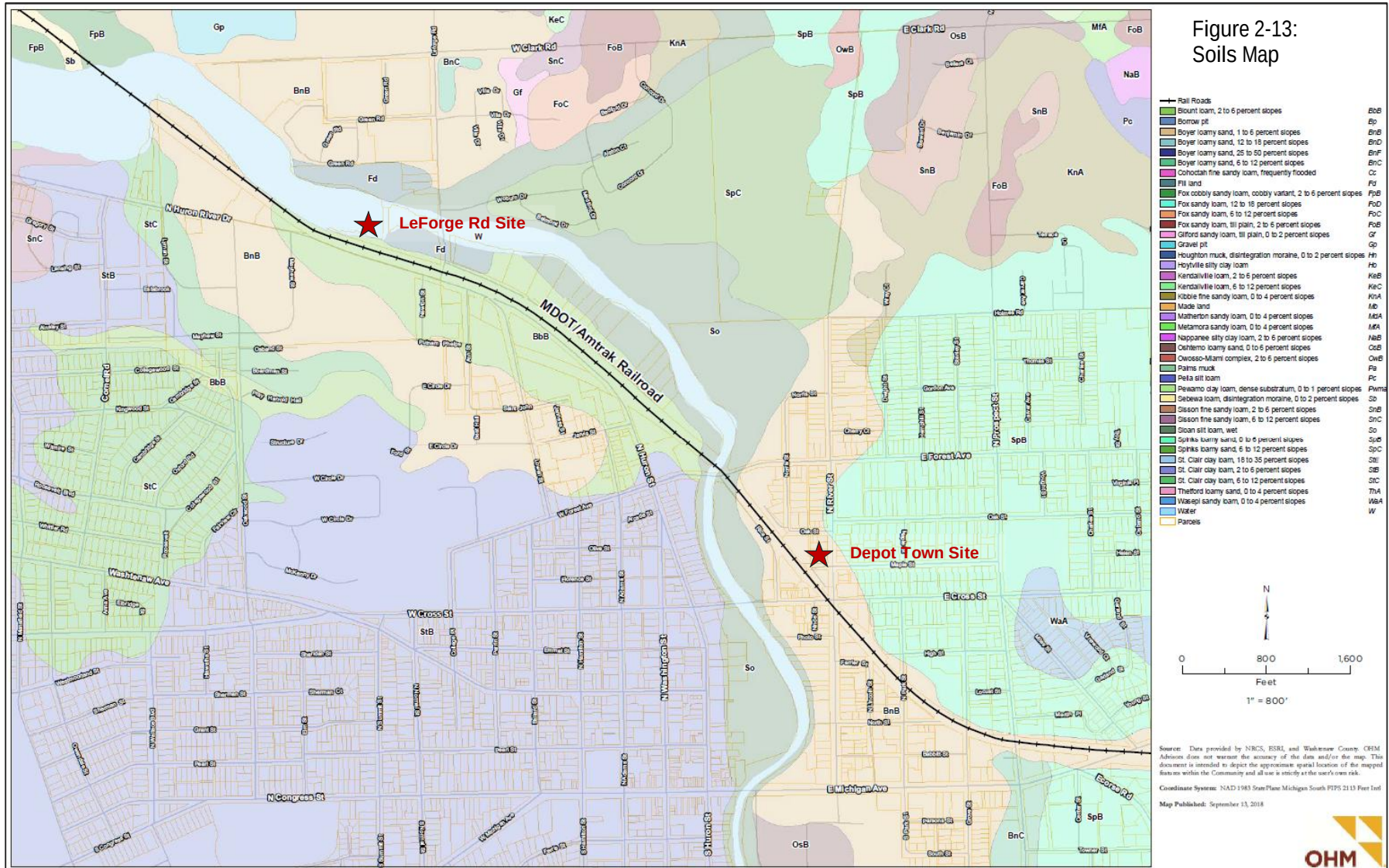
| Common Name                       | State Status |
|-----------------------------------|--------------|
| Smallmouth Salamander             | Endangered   |
| Henslow's Sparrow                 | Endangered   |
| Side-Oats Grama Grass             | Endangered   |
| American Chestnut                 | Endangered   |
| Catinella Protracta               | Endangered   |
| Purple Turtlehead                 | Endangered   |
| Southern Redbelly Dace            | Endangered   |
| Redside Dace                      | Endangered   |
| Kirtland's Snake                  | Endangered   |
| Snuffbox                          | Endangered   |
| Peregrine Falcon                  | Endangered   |
| Lambda Snaggletooth               | Endangered   |
| White Gentian                     | Endangered   |
| Downy Gentian                     | Endangered   |
| Black Sandshell                   | Endangered   |
| Indiana Bat                       | Endangered   |
| Mitchell's Satyr                  | Endangered   |
| Pugnose Shiner                    | Endangered   |
| Silver Shiner                     | Endangered   |
| Northern Madtom                   | Endangered   |
| Hickorynut                        | Endangered   |
| Orange or Yellowed Fringed Orchid | Endangered   |
| Prairie White-Fringed Orchid      | Endangered   |
| Swamp or Black Cottonwood         | Endangered   |
| King Rail                         | Endangered   |
| Canadian Burnet                   | Endangered   |
| Prairie Warbler                   | Endangered   |
| Regal Fritillary                  | Endangered   |
| Blanchard's Cricket Frog          | Threatened   |
| Beaked Agrimony                   | Threatened   |
| Slippershell                      | Threatened   |
| Western Mugwort                   | Threatened   |
| Purple Milkweed                   | Threatened   |
| Sullivant's Milkweed              | Threatened   |
| Canadian Milk Vetch               | Threatened   |
| Red-Shouldered Hawk               | Threatened   |
| False Hop Sedge                   | Threatened   |
| Sedge                             | Threatened   |
| Spotted Turtle                    | Threatened   |
| Lake Herring or Cisco             | Threatened   |
| Least Shrew                       | Threatened   |
| Purple Wartyback                  | Threatened   |

Table 2-1: Endangered or Threatened Species (cont.)

| Common Name                 | State Status |
|-----------------------------|--------------|
| Trumpeter Swan              | Threatened   |
| White Lady Slipper          | Threatened   |
| Leiberg's Panic Grass       | Threatened   |
| Creeping Whitlow Grass      | Threatened   |
| Virginia Snakeroot          | Threatened   |
| Upland Boneset              | Threatened   |
| Dukes' Skipper              | Threatened   |
| Umbrella-Grass              | Threatened   |
| Showy Orchis                | Threatened   |
| Common Gallinule            | Threatened   |
| Stiff Gentian               | Threatened   |
| Goldenseal                  | Threatened   |
| Whorled Pogonia             | Threatened   |
| Least Bittern               | Threatened   |
| Water Willow                | Threatened   |
| Wavyrayed Lampmussel        | Threatened   |
| Virginia Flax               | Threatened   |
| Northern Prostrate Clubmoss | Threatened   |
| Red Mulberry                | Threatened   |
| Mat Muhly                   | Threatened   |
| Northern Bayberry           | Threatened   |
| Poweshiek Skipperling       | Threatened   |
| Ginseng                     | Threatened   |
| Silphium Borer Moth         | Threatened   |
| Louisiana Waterthrush       | Threatened   |
| Bog Bluegrass               | Threatened   |
| Jacob's Ladder              | Threatened   |
| Prairie Buttercup           | Threatened   |
| Bald-Rush                   | Threatened   |
| Hairy Wild Petunia          | Threatened   |
| Rosepink                    | Threatened   |
| Cerulean Warbler            | Threatened   |
| Rosinweed                   | Threatened   |
| Compass Plant               | Threatened   |
| Cup Plant                   | Threatened   |
| Lesser Ladies'-Tresses      | Threatened   |
| Toadshade                   | Threatened   |
| Edible Valerian             | Threatened   |
| Wild Rice                   | Threatened   |

### 2.8.8 Soil Maps

The existing soil types near the proposed platform locations are shown below in **Figure 2-13**.



## 2.6.9 Soil Contamination

The Michigan Department of Environmental Quality (MDEQ) databases were reviewed to identify sites within the vicinity of the project that may contain contaminated soils. The results of the initial site assessment showed the following:

- Zero (0) Leaking Underground Storage Tanks (LUST) site,
- Zero (0) Underground Storage Tanks (UST) site,
- Zero (0) Environmental Response Division Part 201 sites
- One (1) Baseline Environmental Assessment site, and
- Four (4) Pollution Emergency Alerting System (PEAS) reports were located.

Both the Baseline Environmental Assessment site and the four (4) PEAS reports were at 1000 N Huron River St. This is the site of Peninsular Place Apartments and near the proposed platform location at LeForge Road.

## 2.7 Stakeholder Engagement

The following stakeholder engagement has occurred or is currently underway as part of this Feasibility Study:

Table 2-2: Stakeholder Engagement

| Stakeholder                                | Engagement Description                                                            |
|--------------------------------------------|-----------------------------------------------------------------------------------|
| MDOT                                       | Jeff Martin, Office of Rail – MDOT owns the rail line                             |
| Amtrak                                     | New Scheduled Stop, Amtrak providing Route & Service Financial Evaluation         |
| AAATA                                      | Possible stop being discussed at the new Amtrak Scheduled Stop                    |
| SEMCOG / RTA                               | Alec Bourgeau, coordination with potential future commuter rail stop in Ypsilanti |
| SHPO                                       | Review and approval required during Environmental Process                         |
| City Planning Commission                   | Coordination by City of Ypsilanti staff                                           |
| City Historic District Commission          |                                                                                   |
| City ZBA                                   |                                                                                   |
| Project Guidance Consortium                |                                                                                   |
| City of Ypsilanti                          | Darwin McClary, City Manager is the lead city representative                      |
| Ypsilanti Economic & Community Development | Joe Meyers is the lead representative for this group                              |
| Depot Town DDA                             |                                                                                   |
| EMU                                        |                                                                                   |
| Resident Representative(s)                 |                                                                                   |
| State Representative(s)                    | Senator Peters                                                                    |
| US Representative(s)                       |                                                                                   |
| County Commissioner                        |                                                                                   |
| Sustainability Commission                  |                                                                                   |
| Superior Township                          |                                                                                   |
| Ypsilanti Township                         |                                                                                   |

### Stakeholder Meetings:

- March 11, 2016 – Public Announcement regarding new Amtrak Schedule Stop
- March 15, 2016 – City Council Meeting ([https://www.mlive.com/news/ann-arbor/index.ssf/2016/03/ypsilanti\\_approves\\_2\\_million\\_f.html](https://www.mlive.com/news/ann-arbor/index.ssf/2016/03/ypsilanti_approves_2_million_f.html))



## Section 3: Proposed Alternatives Summary

### Alternative 1: Proposed Amtrak Platform

This alternative includes construction of a new platform for a proposed Amtrak Scheduled Stop along the live track, as shown in **Figure 3-1**. Platform access to Amtrak passengers from the opposite side of the track will be provided using existing the at-grade crossing located at Cross Street. The proposed platform length developed for this study is 500 ft. **Figure 3-2** shows the potential site implications of increasing the platform length from 500 ft to 700 ft. In conversations with MDOT, their recommendation was that the required length of the Ypsilanti Amtrak platform be at least equal to the John D. Dingell Transit Center which was opened for service in 2014. The length of the platform at this location is 500 ft. Please note that this alternative also accommodates level boarding (15-inch platform height from top of rail).

Parking for Amtrak passengers is provided on both the east and west sides of the MDOT owned rail line. Given that the total distance between the existing at-grade crossing locations is approximately 1,500 ft, the maximum travel distance for passengers that park opposite the live track would be approximately 1,200 ft from the parking lot to the proposed platform. Per discussion with the City of Ypsilanti, bus shelters were provided along the platform to provide shelter to passengers, as shown in **Figure 3-1**. To limit pedestrian access to the platform, decorative fencing was also included along the back of the platform. The decorative fencing will have two access points, as shown in **Figure 3-2**, which will allow passengers to access the platform from both the northwest and southeast sides.

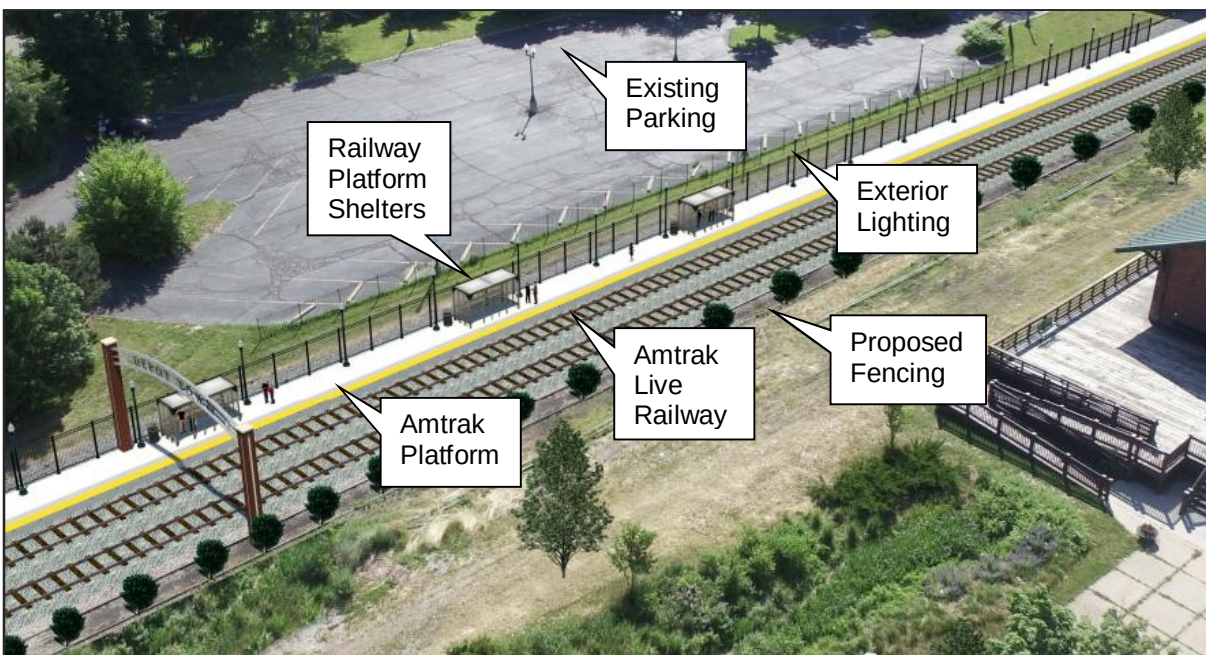


Figure 3-1: New Amtrak Platform

Per discussions with MDOT, Ypsilanti is located within a wide load zone. As such, a moveable edge is required for this platform to allow for the wide load requirements. Several options for moveable platform edges were investigated as part of this feasibility report. The first option for a retractable edge, shown in **Figure 3-4** and **Figure 3-5**, costs approximately \$570 per linear foot. The manufacturer of this product is Engineered Plastics. This option was installed at the John D. Dingell Transit Center.

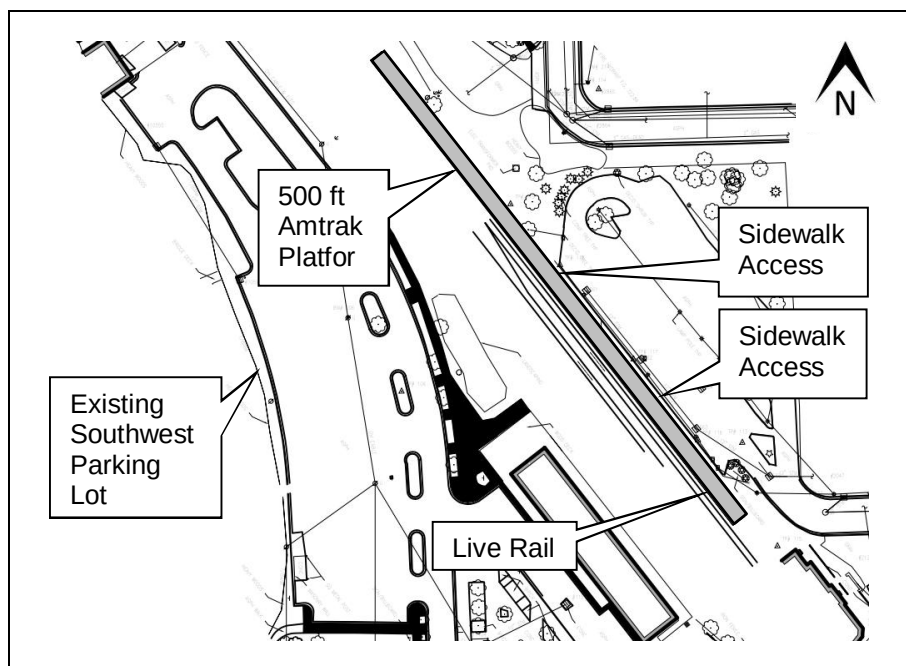


Figure 3-2: Proposed Site Plan

A Consent to Grade is anticipated to be required within the Michigan Ladder property as shown in **Figure 3-3**. It is anticipated that the platform itself will be able to be constructed within the MDOT rail ROW while the grading for the platform will extend outside of the ROW.

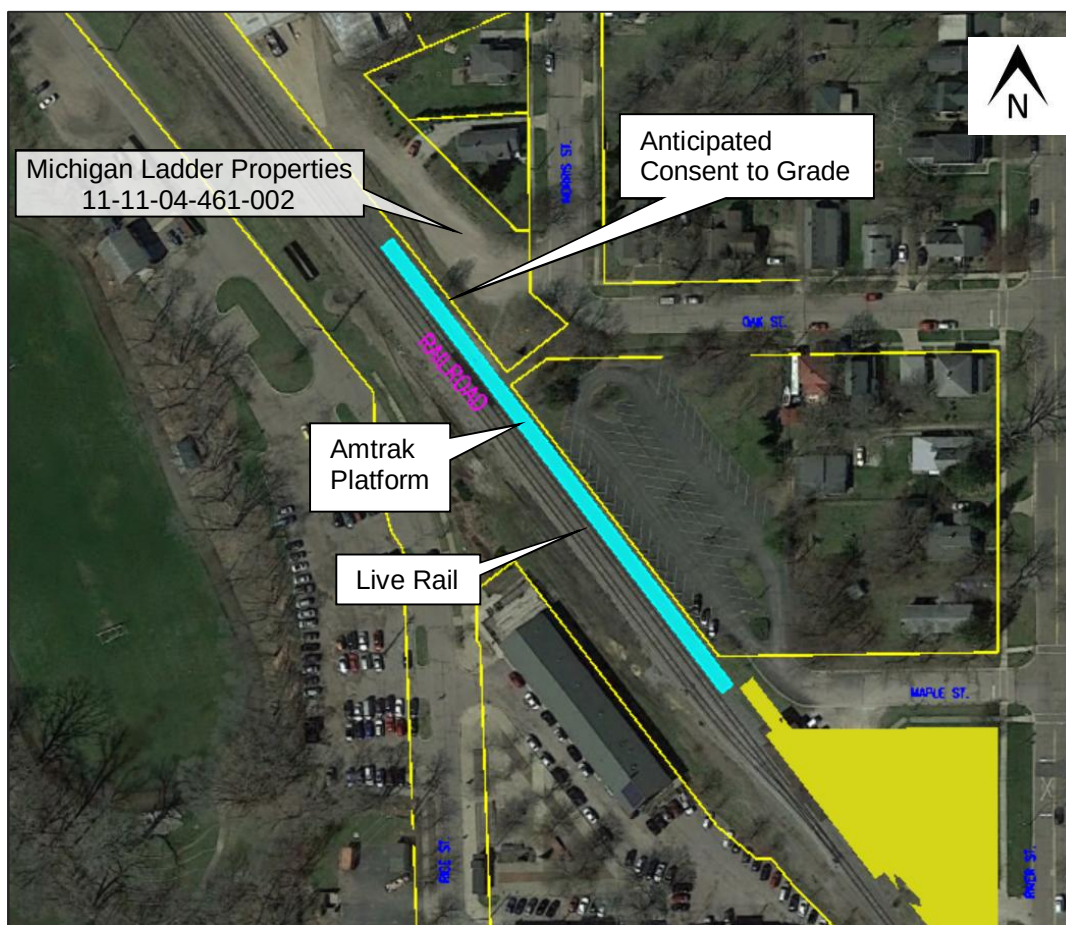


Figure 3-3: Proposed Site Plan

A discussion of construction milestones and time required to complete proposed work tasks is presented below:

1. Geotechnical Investigation – geotechnical consultant will be engaged by the design team to perform a site investigation. This investigation will include soil borings and laboratory testing which will identify soil constituents and properties.
2. Clearing and Grubbing – contractor will remove vegetation and topsoil from the site to prepare for construction of the new Amtrak platform.
3. Excavation – contractor will begin excavation of the site for the proposed slab-on-grade and foundations required for both the Amtrak platform and exterior lighting. The soil material excavated as part of this project will need to be wasted on MDOT Rail ROW.
4. Structural Fill – contractor will begin placing structural fill for the slab-on-grade. Geotechnical consultant will be on site to conduct compaction testing.
5. Concrete Placement – contractor will begin placing concrete for the Amtrak platform and foundations. Concrete placement can be completed within one week, but the concrete shall be given three (3) weeks to cure prior to installation of site amenities and retractable edge.



6. Site Amenities – contractor will begin placing fencing, benches, platform shelters, trash receptacles, etc. once the concrete has cured.
7. Concrete Site Work – contractor will begin placing concrete sidewalks to connect the new platform to the existing parking lots for pedestrian access.
8. Landscaping/Slope Restoration – contractor will begin seeding and landscaping work around the new platform.

Construction work for this Alternative is anticipated to be completed within one construction season (approximately 3 months). For a preliminary construction schedule detailing anticipated work tasks, please refer to **Attachment C**.

Construction will require work to be completed within the MDOT/Amtrak Right-of-Way (ROW). As such, flaggers will be required to complete this work. Based on previous projects, a unit cost of \$1,500 per day was included in our cost estimate to complete this work.



Figure 3-4: Engineered Plastics Moveable Edge

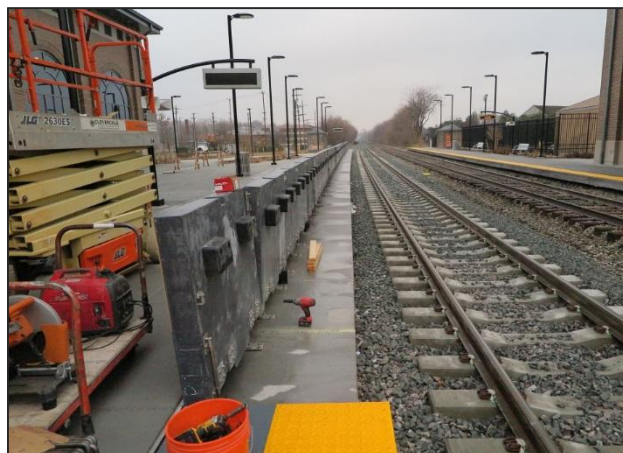


Figure 3-5: Engineered Plastics Moveable Edge

Table 3-1: Additional Alternative 1 Information

| METRIC                        | ALTERNATIVE 1 INFORMATION                                                                                                                                                                                                                                                |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preliminary Construction Cost | \$3,962,000 (2021 dollars) <sup>1</sup>                                                                                                                                                                                                                                  |
| Signal Upgrades (Anticipated) | Rail signal upgrades were anticipated to be included within the required scope of work for this project. Since pedestrian access will be provided at two existing at-grade crossings, the rail signals will likely be required to meet current specifications.           |
| Flip-Up Platform Edge         | Although several options for the flip-up edge were investigated for this feasibility study, for budgeting purposes it was assumed that the Engineered Products would be used in the construction of this platform.                                                       |
| Platform Shelters             | Decorative platform shelters were included within this scope of work to be included with the platform to provide shelter to passengers.                                                                                                                                  |
| Parking                       | Parking is available in the existing northeast and southeast parking lots.                                                                                                                                                                                               |
| Bus Service                   | The nearest bus stop location (via The Ride) is on Cross St to the southeast of the proposed platform location.                                                                                                                                                          |
| Passenger Access              | Passengers that park in the northeast parking lot will be able to access the platform through sidewalks connecting into the existing parking lot. Passengers that park in the southwest parking lot can access the platform using the at-grade crossing at Cross Street. |

<sup>1</sup> See Appendix A for detailed estimates of these costs.

For all alternatives, this proposed Amtrak scheduled stop will be an un-maned facility and will require a quick trak kiosk for ticketing. Estimates for this ticketing kiosk range from around \$12,000 for an indoor installation to around \$15,000 for an outdoor installation. Site preparation will vary by location, and because the new machines communicate wirelessly, only power to the site will be needed. The estimates provided are for hardware, site preparation and installation only.

## Alternative 2: New Amtrak Platform with Pedestrian Culvert Crossing

This alternative includes construction of a new platform for a proposed Amtrak Scheduled Stop along the live track with passenger access to the platform provided by a culvert underneath the tracks, as shown in **Figure 3-6**. Similar to Alternative 1, a platform 500 ft in length with level boarding and moveable edge was used for this alternative. The culvert would allow for passengers to access either side of the tracks without requiring them to walk to the at-grade crossing located at Cross Street, although this at-grade crossings could still be utilized.

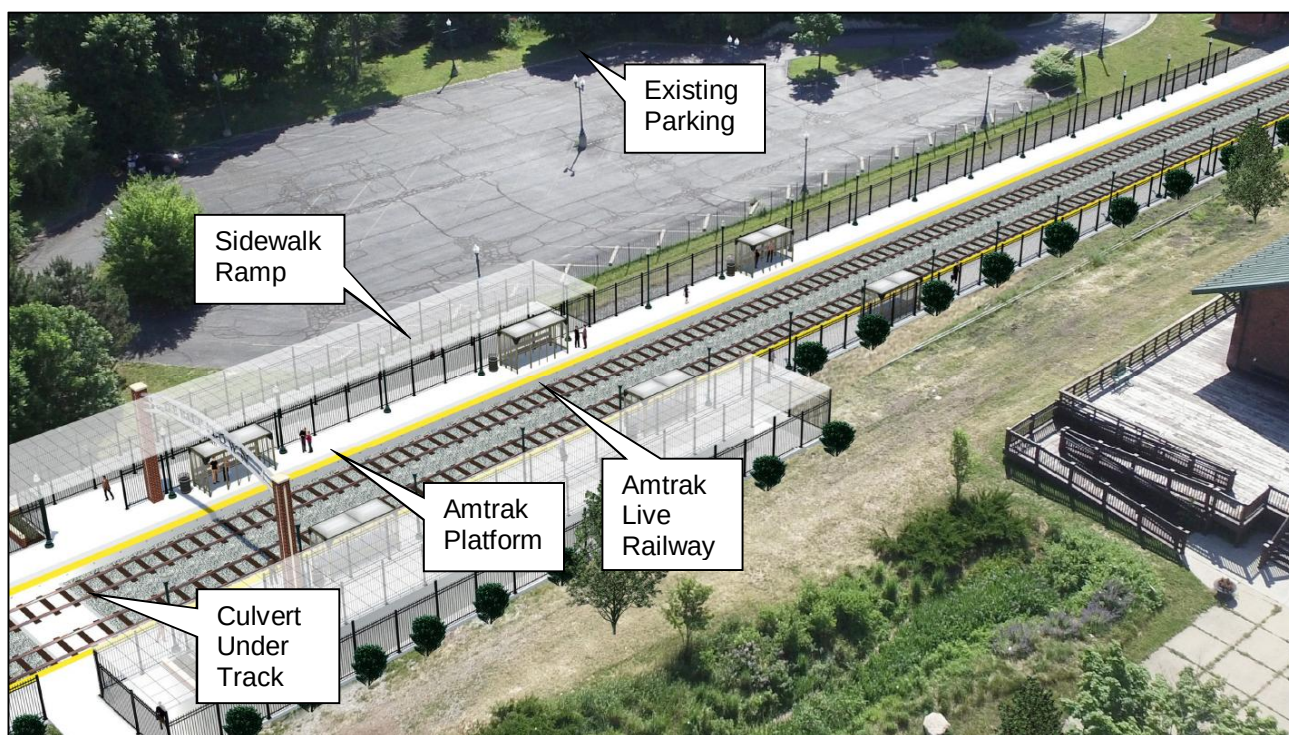


Figure 3-6: New Amtrak Platform with Culvert

Based on the *Michigan Building Code* and accessibility requirements, a ramp slope of 5.0% was used in design. As discussed in these standards, a landing area is required for every 2 ft of elevation change. To satisfy this requirement, ramp landings were placed at every 40 ft along the ramp length. The ramp width was assumed to be 10 ft to allow two-way pedestrian traffic on the ramp. The total ramp length for this alternative is 240 ft. A switchback ramp system was chosen based upon this length, as shown in **Figure 3-7**. The ramp will egress directly onto the Amtrak platform, which will allow passengers to board the trains from that point.

Based on discussions with several precast concrete manufacturers, the maximum required depth of the excavation is 18 ft. The culvert would comprise several precast sections which would be tied together. The precast sections would be constructed with pre-stressed and conventional reinforced concrete, as shown in **Figure 3-8**. For this application, the railroad track will be directly fixed to the top of the culvert as shown in **Figure 3-9**.



Similar to Alternative 1, a Consent to Grade is anticipated to be required to construct the 500 ft long platform. The sidewalk ramp required for the pedestrian culvert under the rail is proposed to be constructed in the area of the east parking lot. This is anticipated to limit impacts to the Michigan Ladder property, however fewer parking spaces are anticipated in the west lot due to the footprint of the pedestrian culvert ramp. It is anticipated that the culvert ramp on the west side of the rail line would be constructed within the existing MDOT rail ROW.

A discussion of construction milestones and time required to complete proposed work tasks is presented below:

1. Geotechnical Investigation – geotechnical consultant will be engaged by the design team to perform a site investigation. This investigation will include soil borings and laboratory testing which will identify soil constituents and properties.
2. Clearing and Grubbing – contractor will remove vegetation and topsoil from the site to prepare for construction of the new Amtrak platform.
3. Excavation (culvert) – contractor will begin removal of existing track and excavation for the proposed culvert. To minimize railway disruption, temporary shoring will be installed adjacent to the current live track. Additionally, to construct this culvert, it is assumed that a temporary shoo-fly will be required to shift the track so that construction can occur in the area of the current live track. Temporary connections will have to be constructed to maintain rail traffic and short-term track outages will be required to construct the shoo-fly. The contractor will then excavate to allow for installation of the culvert sections. The soil material excavated as part of this project will need to be wasted on MDOT Rail ROW.
4. Culvert Installation – with the track on a temporary alignment to maintain rail traffic, the contractor will begin placing sections of the culvert in the excavated area.
5. Backfill – contractor will backfill the installed culvert and install required connections to directly fix the track to the top of the culvert sections.
6. Temporary Switch – the contractor will then switch the live track to the section which was previously installed in Step 4. The contractor will then repeat Steps 3 through 5 to complete the remainder of the culvert installation.
7. Excavation (platform) – contractor will begin excavation of the site for the proposed slab-on-grade and foundations required for both the Amtrak platform and exterior lighting. The soil material excavated as part of this project will need to be wasted on MDOT Rail ROW.

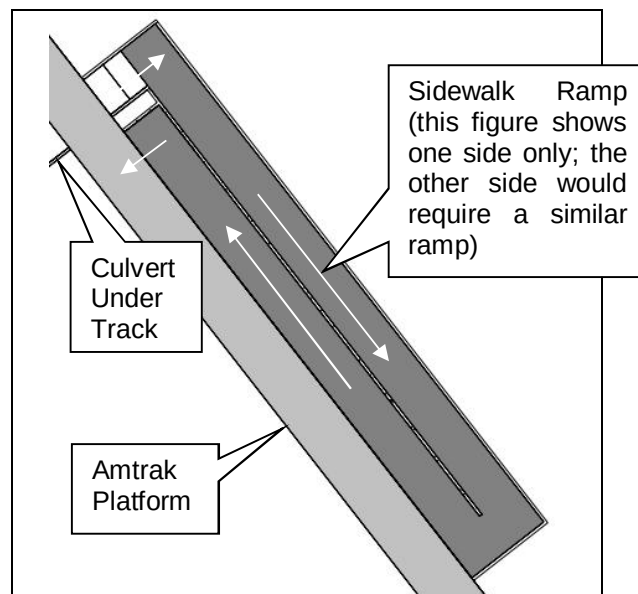


Figure 3-7: Sidewalk Ramp Configuration

8. Structural Fill – contractor will begin placing structural fill for the slab-on-grade. Geotechnical consultant will be on site.
9. Concrete Placement – contractor will begin placing concrete for the Amtrak platform and foundations. Concrete placement can be completed within one week, but the concrete shall be given three (3) weeks to cure prior to installation of site amenities and retractable edge.
10. Site Amenities – contractor will begin placing fencing, benches, platform shelters, trash receptacles, etc. once the concrete has cured.
11. Concrete Site Work – contractor will begin placing concrete sidewalks to connect the new platform to the existing parking lots for pedestrian access.
12. Landscaping/Slope Restoration – contractor will begin seeding and landscaping work around the new platform. Slope restoration work will also be performed on the opposite side of the track.

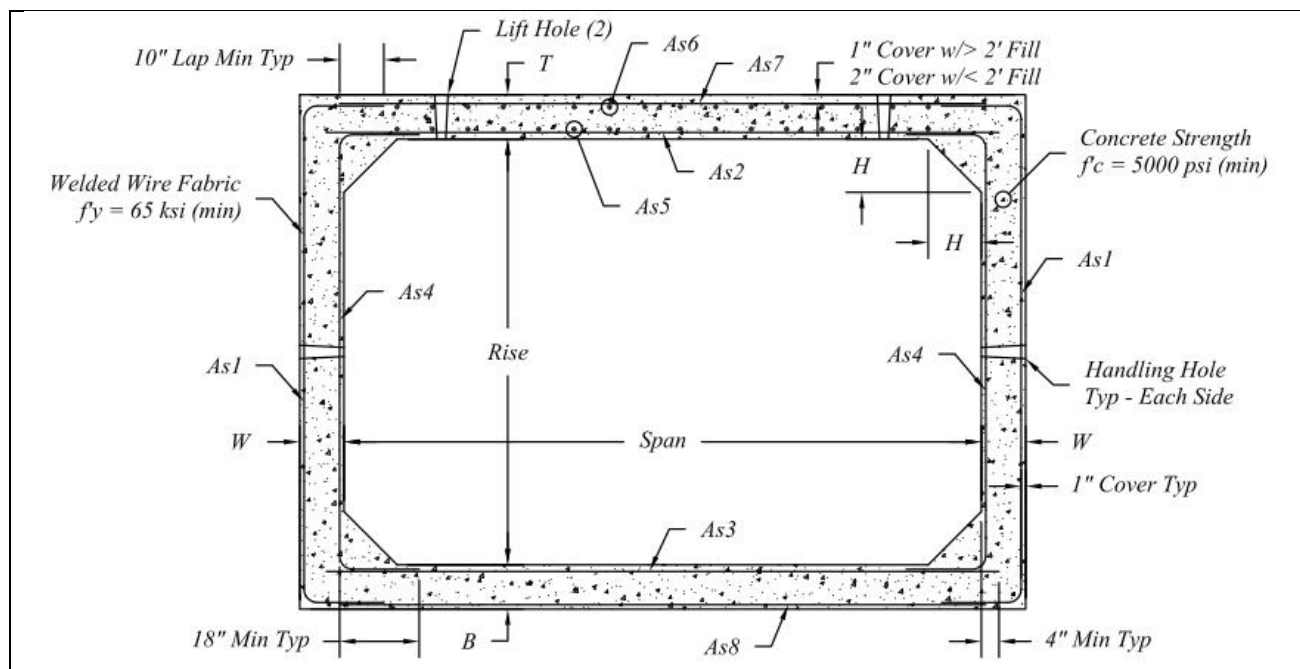


Figure 3-8: Typical Box Culvert Section

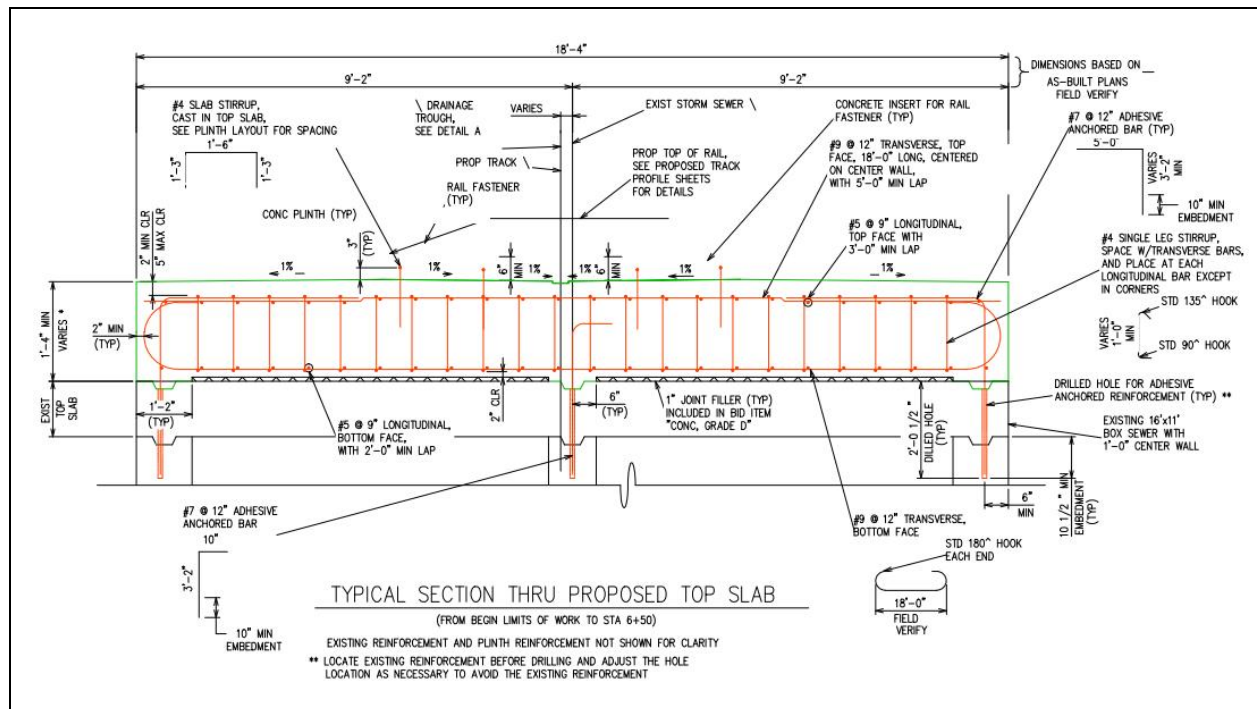


Figure 3-9: Direct Fixation to Culvert

Construction will require work to be completed within the MDOT/Amtrak Right-of-Way (ROW). As such, flaggers will be required to complete this work. Based on previous projects, a unit cost of \$1,500 per day was included in our cost estimate to complete this work.

Table 3-2: Additional Alternative 2 Information

| METRIC                        | ALTERNATIVE 2 INFORMATION                                                                                                                                                                                                                                                    |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preliminary Construction Cost | \$7,289,000 (2021 dollars) <sup>1</sup>                                                                                                                                                                                                                                      |
| Signal Upgrades (Anticipated) | Rail signal upgrades were not anticipated to be included within the required scope of work for this project.                                                                                                                                                                 |
| Flip-Up Platform Edge         | Although several options for the flip-up edge were investigated for this feasibility, for budgeting purposes we had assumed that the Engineered Products would be used in the construction of this platform.                                                                 |
| Platform Shelters             | Decorative platform shelters were included within this scope of work to be included with the platform to provide shelter to passengers.                                                                                                                                      |
| Parking                       | Parking is available in the existing northeast and southeast parking lots.                                                                                                                                                                                                   |
| Bus Service                   | The nearest bus stop location (via The Ride) is on Cross St to the southeast of the proposed platform location.                                                                                                                                                              |
| Passenger Access              | Passengers that park in the northeast parking lot will be able to access the platform through sidewalks that will connect into the existing parking lot. Passengers that park in the southwest parking lot can access the platform using a culvert crossing under the rails. |

<sup>1</sup> See Appendix A for detailed estimates of these costs.



### Alternative 3A: New Amtrak Platform with Bridge Including Ramp and Stair Access

This alternative includes construction of a new platform for a proposed Amtrak Scheduled Stop along the live track with passenger access to the platform provided by a pedestrian bridge over the tracks, as shown in **Figure 3-10**. Similar to Alternative 1, a platform 500 ft in length with level boarding and moveable edge was used for this alternative. The pedestrian bridge would allow for passengers to access either side of the tracks without requiring them to walk to the at-grade crossing located at Cross Street, although the at-grade crossings will still be able to be accessed by pedestrians.

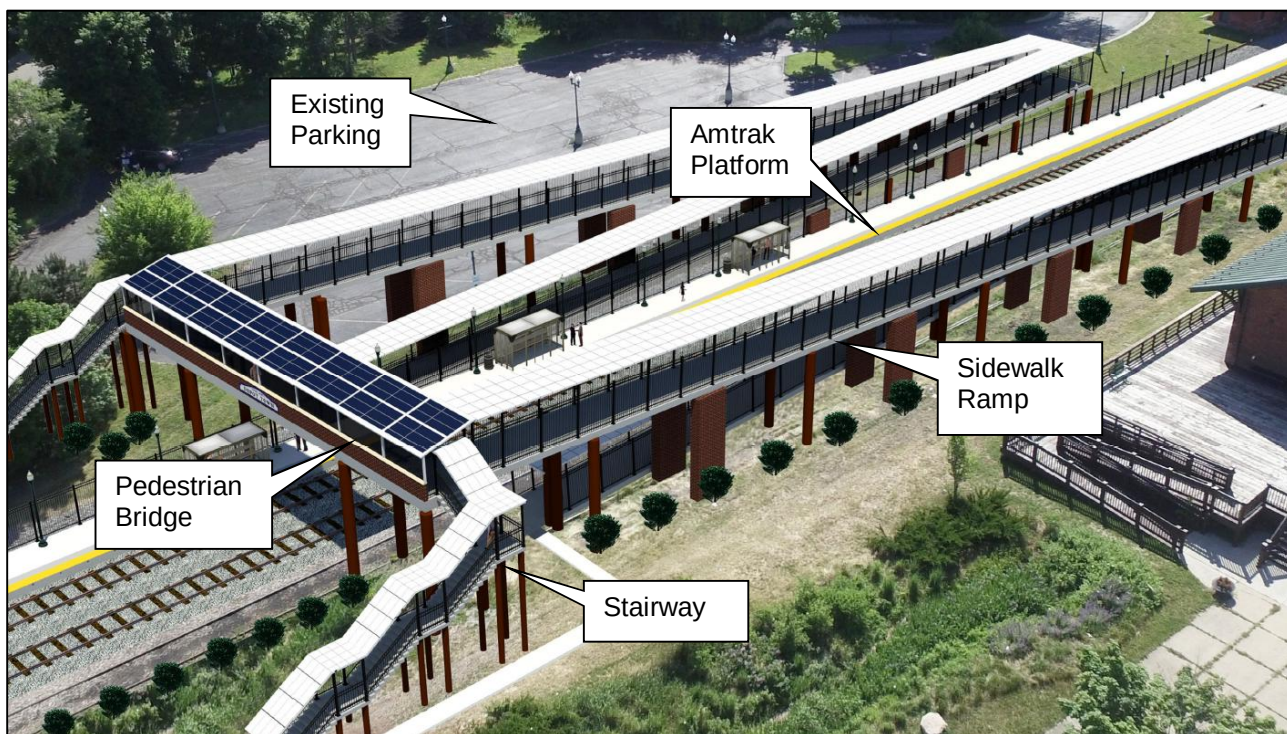


Figure 3-10: New Amtrak Platform with Bridge with Ramp and Stair Access Rendering

Based on standards published by the American Railway Engineering and Maintenance-of-Way Association (AREMA), the clear height from the top-of-rail elevation to the bottom-of-steel elevation is specified as 23'-0". The ramp and stairway dimensions were based upon this requirement. The elevated slab construction was chosen as concrete slab on deck supported by structural steel beams. This option was deemed to be the most cost effective.

To incorporate architectural features from Depot Town, brick veneer was chosen to enclose the bridge over the railway. The columns required to support the bridge and ramp will comprise stamped concrete which will be painted to match clay brick appearance. In discussion with the City of Ypsilanti, the City had requested that solar panels be installed as part of this project (costs have not been included in the estimates). As such, a monoslope roof was chosen so that solar panels can be directly mounted above the bridge.

Based on the *Michigan Building Code* and accessibility requirements, a ramp slope of 5.0% was used in design of the sidewalk ramp. As discussed in these standards, a landing area is required for every 2 ft of elevation change. To satisfy this requirement, ramp landings were placed at every 40 ft along the ramp length. The ramp width was assumed to be 10 ft to allow two-way pedestrian traffic on the ramp. The total ramp length for this alternative comes to 550 ft. A switchback ramp system was chosen based upon this length. The ramp will egress directly onto the Amtrak platform, which will allow passengers to board the trains from that point.

Similar to Alternative 1, a Consent to Grade is anticipated to be required to construct the 500 ft long platform. The sidewalk ramp and stairway required for the pedestrian bridge over the rail is proposed to be constructed in the area of the east parking lot. This is anticipated to limit impacts to the Michigan Ladder property, however fewer parking spaces are anticipated in the west lot due to the footprint of the pedestrian bridge ramp. It is anticipated that the bridge ramp and stairway on the west side of the rail line would be constructed within the existing MDOT rail ROW.

A discussion of construction milestones and time required to complete proposed work tasks is presented below:

1. Geotechnical Investigation – geotechnical consultant will be engaged by the design team to perform a site investigation. This investigation will include soil borings and laboratory testing which will identify soil constituents and properties.
2. Clearing and Grubbing – contractor will remove vegetation and topsoil from the site to prepare for construction of the new Amtrak platform.
3. Foundation Installation – contractor will begin excavating and drilling to install required foundations for pedestrian bridge. The soil material excavated as part of this project will need to be wasted on MDOT Rail ROW.
4. Steel Erection – contractor will begin erecting the steel superstructure for the pedestrian bridge and associated sidewalk ramps. The steel superstructure will require shoring during construction until the elevated slabs can be completed.
5. Elevated Slab Installation – contractor will install steel decking on structural steel members. Subsequent to deck installation, the contractor will place concrete to complete the floor system.
6. Roof Installation – contractor will install steel roof deck over the bridge and sidewalk ramps.
7. Brick Veneer and Solar Panel Installation – contractor will begin placing brick veneer on the exterior of the bridge and sidewalk ramps. At the same time, the contractor will begin installing solar panels on top of the bridge (note that solar panel costs are not included in the estimate for this project).
8. Excavation (platform) – contractor will begin excavation of the site for the proposed slab-on-grade and foundations required for both the Amtrak platform and exterior lighting. The soil material excavated as part of this project will need to be wasted on MDOT Rail ROW.

9. Structural Fill – contractor will begin placing structural fill for the slab-on-grade. Geotechnical consultant will be on site.
10. Concrete Placement – contractor will begin placing concrete for the Amtrak platform and foundations. Concrete placement can be completed within one week, but the concrete shall be given three (3) weeks to cure prior to installation of site amenities and retractable edge.
11. Site Amenities – contractor will begin placing fencing, benches, platform shelters, trash receptacles, etc. once the concrete has cured.
12. Concrete Site Work – contractor will begin placing concrete sidewalks to connect the new platform to the existing parking lots for pedestrian access.
13. Landscaping/Slope Restoration – contractor will begin seeding and landscaping work around the new platform. Slope restoration work will also be performed on the opposite side of the track.

Construction will require work to be completed within the MDOT/Amtrak Right-of-Way (ROW). As such, flaggers will be required to complete this work. Based on previous projects, a unit cost of \$1,500 per day was included in our cost estimate to complete this work.

Construction work for this Alternative is anticipated to be completed within one construction season (nearly 6 months). For a preliminary construction schedule detailing anticipated work tasks, please refer to **Attachment C**.

Table 3-3: Additional Alternative 3A Information

| METRIC                        | ALTERNATIVE 3A INFORMATION                                                                                                                                                                                                                                         |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preliminary Construction Cost | \$8,540,000 (2021 dollars) <sup>1</sup>                                                                                                                                                                                                                            |
| Signal Upgrades (Anticipated) | Rail signal upgrades were not anticipated to be included within the required scope of work for this project.                                                                                                                                                       |
| Flip-Up Platform Edge         | Although several options for the flip-up edge were investigated for this feasibility, for budgeting purposes we had assumed that the Engineered Products would be used in the construction of this platform.                                                       |
| Platform Shelters             | Decorative platform shelters were included within this scope of work to be included with the platform to provide shelter to passengers.                                                                                                                            |
| Parking                       | Parking is available in the existing northeast and southeast parking lots.                                                                                                                                                                                         |
| Bus Service                   | The nearest bus stop location (via The Ride) is on Cross St to the southeast of the proposed platform location.                                                                                                                                                    |
| Passenger Access              | Passengers that park in the northeast parking lot will be able to access the platform through sidewalks that will connect into the existing parking lot. Passengers that park in the southwest parking lot can access the platform using a bridge over the tracks. |

<sup>1</sup> See Appendix A for detailed estimates of these costs.



### Alternative 3B: New Amtrak Platform with Bridge Including Elevator and Stair Access

This alternative includes construction of a new platform for a proposed Amtrak Scheduled Stop along the live track with passenger access to the platform provided by a pedestrian bridge over the tracks, as shown in **Figure 3-11**. Similar to Alternative 1, a platform 500 ft in length with level boarding and moveable edge was used for this alternative. The pedestrian bridge would allow for passengers to access either side of the tracks without requiring them to walk to the at-grade crossing located at Cross Street, although these at-grade crossings will still be accessible to pedestrians.

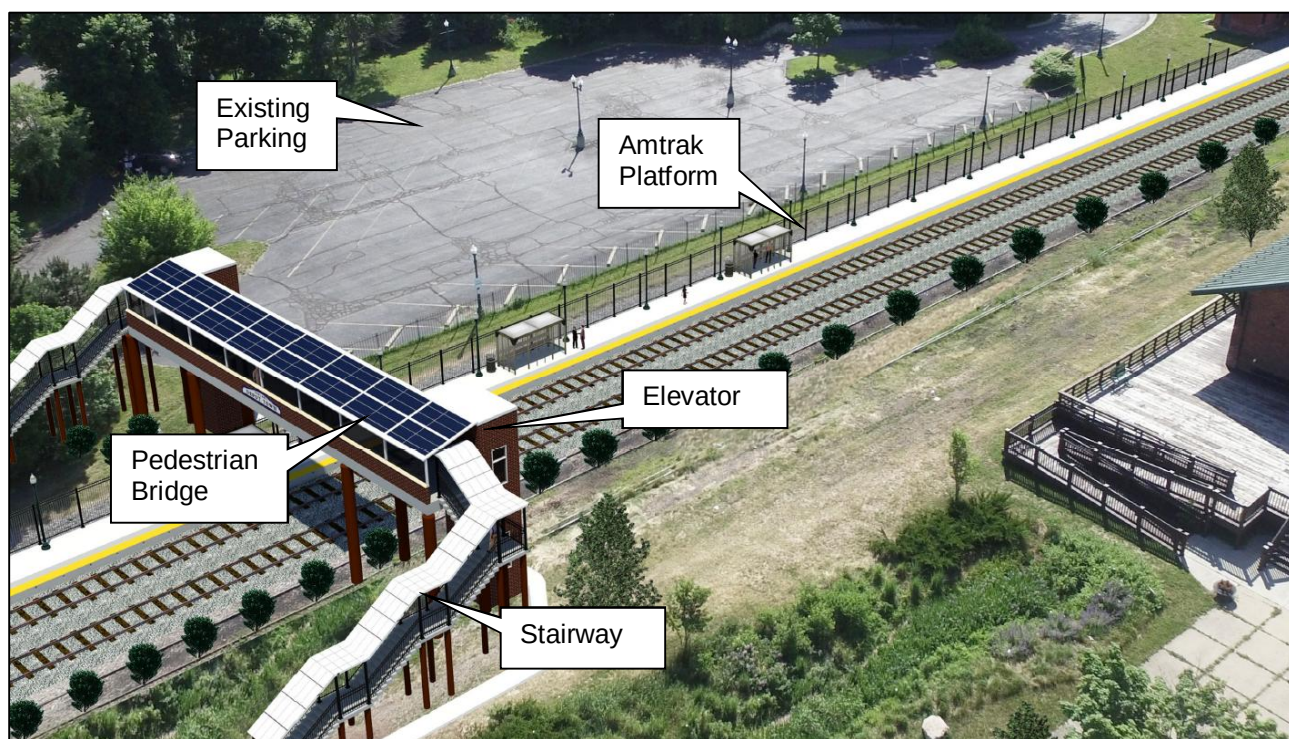


Figure 3-11: New Amtrak Platform with Bridge with Ramp and Elevator Access Rendering

Based on standards published by the American Railway Engineering and Maintenance-of-Way Association (AREMA), the clear height from the top-of-rail elevation to the bottom-of-steel elevation is specified as 23'-0". The ramp and stairway dimensions were based upon this requirement. The elevated slab construction was chosen as concrete slab on deck supported by structural steel beams. This option was deemed to be the most cost effective.

To incorporate architectural features from Depot Town, brick veneer was chosen to enclose the bridge over the railway. The columns required to support the bridge will comprise stamped concrete which will be painted to match clay brick appearance. In our discussions with the City of Ypsilanti, the City had requested that solar panels be installed as part of this project. As such, a monoslope roof was chosen so that solar panels can be directly mounted above the bridge.

Similar to Alternative 1, a Consent to Grade is anticipated to be required to construct the 500 ft long platform. The stairway required for the pedestrian bridge over the rail is proposed to be constructed in the area of the east parking lot. This is anticipated to limit impacts to the Michigan Ladder property, however fewer parking spaces are anticipated in the west lot due to the footprint of the pedestrian bridge stairway. It is anticipated that the bridge stairway on the west side of the rail line would be constructed within the existing MDOT rail ROW.

A discussion of construction milestones and time required to complete proposed work tasks is presented below:

1. Geotechnical Investigation – geotechnical consultant will be engaged by the design team to perform a site investigation. This investigation will include soil borings and laboratory testing which will identify soil constituents and properties.
2. Clearing and Grubbing – contractor will remove vegetation and topsoil from the site to prepare for construction of the new Amtrak platform.
3. Foundation Installation – contractor will begin excavating and drilling to install required foundations for pedestrian bridge. The soil material excavated as part of this project will need to be wasted on MDOT Rail ROW.
4. Steel Erection – contractor will begin erecting the steel superstructure for the pedestrian bridge and associated sidewalk ramps. The steel superstructure will require shoring during construction until the elevated slabs can be completed.
5. Elevated Slab Installation – contractor will install steel decking on structural steel members. Subsequent to deck installation, the contractor will place concrete to complete the floor system.
6. Roof Installation – contractor will install steel roof deck over the bridge and sidewalk ramps.
7. Brick Veneer and Solar Panel Installation – contractor will begin placing brick veneer on the exterior of the bridge and sidewalk ramps. At the same time, the contractor will begin installing solar panels on top of the bridge (note that solar panel costs are not included in this project).
8. Excavation (platform) – contractor will begin excavation of the site for the proposed slab-on-grade and foundations required for both the Amtrak platform and exterior lighting. The soil material excavated as part of this project will need to be wasted on MDOT Rail ROW.
9. Structural Fill – contractor will begin placing structural fill for the slab-on-grade. Geotechnical consultant will be on site.
10. Concrete Placement – contractor will begin placing concrete for the Amtrak platform and foundations. Concrete placement can be completed within one week, but the concrete shall be given three (3) weeks to cure prior to installation of site amenities and retractable edge.
11. Site Amenities – contractor will begin placing fencing, benches, platform shelters, trash receptacles, etc. once the concrete has cured.

12. Concrete Site Work – contractor will begin placing concrete sidewalks to connect the new platform to the existing parking lots for pedestrian access.
13. Landscaping/Slope Restoration – contractor will begin seeding and landscaping work around the new platform. Slope restoration work will also be performed on the opposite side of the track.

Construction will require work to be completed within the MDOT/Amtrak Right-of-Way (ROW). As such, flaggers will be required to complete this work. Based on previous projects, a unit cost of \$1,500 per day was included in our cost estimate to complete this work.

Table 3-4: Additional Alternative 3B Information

| METRIC                        | ALTERNATIVE 3B INFORMATION                                                                                                                                                                                                                                         |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preliminary Construction Cost | \$8,418,000 (2021 dollars) <sup>1</sup>                                                                                                                                                                                                                            |
| Signal Upgrades (Anticipated) | Rail signal upgrades were not anticipated to be included within the required scope of work for this project.                                                                                                                                                       |
| Flip-Up Platform Edge         | Although several options for the flip-up edge were investigated for this feasibility, for budgeting purposes we had assumed that the Engineered Products would be used in the construction of this platform.                                                       |
| Platform Shelters             | Decorative platform shelters were included within this scope of work to be included with the platform to provide shelter to passengers.                                                                                                                            |
| Bus Service                   | The nearest bus stop location (via The Ride) is on Cross St to the southeast of the proposed platform location.                                                                                                                                                    |
| Passenger Access              | Passengers that park in the northeast parking lot will be able to access the platform through sidewalks that will connect into the existing parking lot. Passengers that park in the southwest parking lot can access the platform using a bridge over the tracks. |

<sup>1</sup> See Appendix A for detailed estimates of these costs.



## Alternative 4: New Amtrak Platform near LeForge Road

This alternative includes construction of a new platform for a proposed Amtrak Scheduled Stop along the live track as shown in **Figure 3-12** in the northwest quadrant of LeForge Road and Huron River Drive. Platform access to Amtrak passengers from the opposite side of the track will be provided using existing at-grade crossings located at LeForge Road. Similar to Alternative 1, a platform 500 ft in length with level boarding and moveable edge was used for this alternative.

As shown and discussed in **Section 2.3**, a possible parking location could be provided to the east of LeForge Road between Railroad Street and the MDOT owned rail line, also shown in **Figure 3-13**. To build a new parking lot near this potential site, it is anticipated that fee take Right-of-Way will be required. It is anticipated that Right-of-Way would need to be purchased by the City of Ypsilanti from MDOT and possibly Peninsular Place to build this lot. Additionally, the location of the lot will need to be reviewed regarding the distance it would be located from the MDOT rail line. Fencing, drainage, lighting and other construction items would be included within the lot design and have been added to the estimate developed for this LeForge Road alternative. Given the proposed layout of the new parking lot, the maximum travel distance from parking lot to platform would be approximately 800 ft. Per discussions with the City of Ypsilanti, bus shelters were provided along the platform to provide shelter to passengers. To limit pedestrian access to the platform, decorative fencing was also included along the back of the platform. The decorative fencing will have one access point, which will allow passengers to access the platform from the southeast.

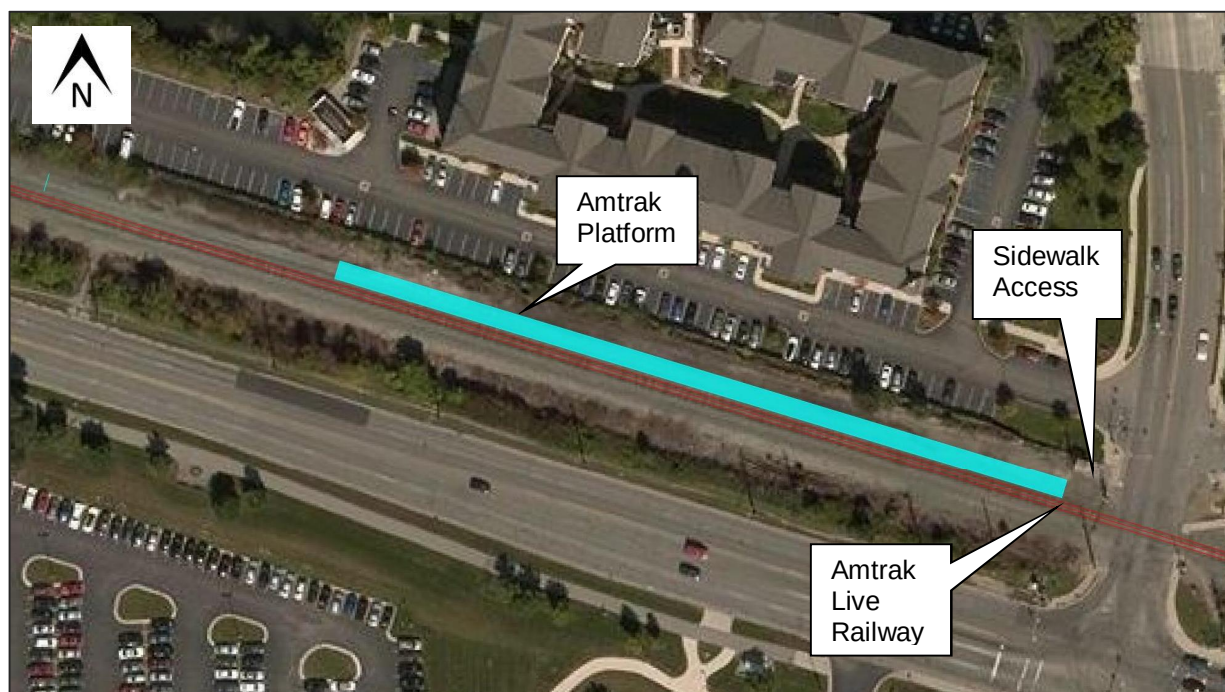


Figure 3-12: New Amtrak Platform near LeForge Road

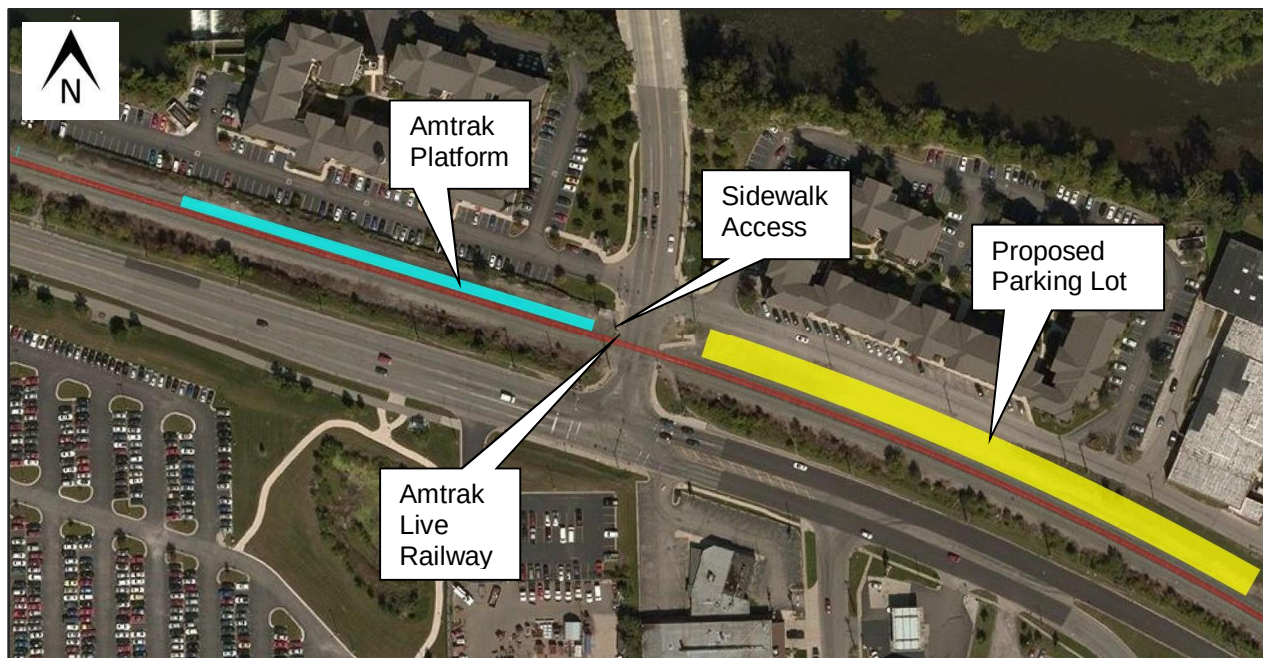


Figure 3-13: Proposed Site Plan

A discussion of construction milestones and time required to complete each task is presented below:

1. Geotechnical Investigation – geotechnical consultant will be engaged by the Design-Build team to perform a site investigation. This investigation will include soil borings and laboratory testing which will identify soil constituents and properties.
2. Clearing and Grubbing – contractor will remove vegetation and topsoil from the site to prepare for construction of the new Amtrak platform.
3. Excavation – contractor will begin excavation of the site for the proposed slab-on-grade and foundations required for both the Amtrak platform and exterior lighting. The soil material excavated as part of this project will need to be wasted on MDOT Rail ROW.
4. Structural Fill – contractor will begin placing structural fill for the slab-on-grade. Geotechnical consultant will be on site
5. Concrete Placement – contractor will begin placing concrete for the Amtrak platform and foundations. Concrete placement can be completed within one week, but the concrete shall be given three (3) weeks to cure prior to installation of site amenities and retractable edge.
6. Site Amenities – contractor will begin placing fencing, benches, platform shelters, trash receptacles, etc. once the concrete has cured.
7. Concrete Site Work – contractor will begin placing concrete sidewalks to connect the new platform to the existing parking lots for pedestrian access.
8. Landscaping/Slope Restoration – contractor will begin seeding and landscaping work around the new platform.



Construction will require work to be completed within the MDOT/Amtrak Right-of-Way (ROW). As such, flaggers will be required to complete this work. Based on previous projects, a unit cost of \$1,500 per day was included in our cost estimate to complete this work.

Table 3-5: Additional Alternative 4 Information

| METRIC                        | ALTERNATIVE 4 INFORMATION                                                                                                                                                                                                                                                              |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preliminary Construction Cost | \$5,389,000 (2021 dollars) <sup>1</sup>                                                                                                                                                                                                                                                |
| Signal Upgrades (Anticipated) | Rail signal upgrades were anticipated to be included within the required scope of work for this project. Since pedestrian access will be provided at one existing at-grade crossings (LeForge Road crossing), the rail signals will likely be required to meet current specifications. |
| Flip-Up Platform Edge         | Although several options for the flip-up edge were investigated for this feasibility, for budgeting purposes we had assumed that the Engineered Products would be used in the construction of this platform.                                                                           |
| Platform Shelters             | Decorative platform shelters were included within this scope of work to be included with the platform to provide shelter to passengers.                                                                                                                                                |
| Parking                       | No existing parking is available. A possible location for parking is east of LeForge Rd between the existing rail and Railroad St.                                                                                                                                                     |
| Bus Service                   | The nearest bus stop location (via The Ride) is on N Huron River Dr to the south of the proposed platform location.                                                                                                                                                                    |
| Passenger Access              | Passengers that park in the east parking lot can access the platform using an at-grade crossing at LeForge Rd.                                                                                                                                                                         |

<sup>1</sup> See Appendix A for detailed estimates of these costs.

## Other Alternatives Investigated

In addition to the alternatives investigated as described throughout this study document, the following alternatives were reviewed and determined not to be feasible due to Right-of-Way and environmental constraints. These options include a culvert under the tracks at the LeForge Road platform location and a bridge over the tracks at the LeForge Road platform location.

### **3.1 Alternative Comparison**

As a result of having similar construction limits, the alternatives that were reviewed as part of this study have similar benefits and challenges as discussed below.

#### **3.1.1 Constructability**

Below is a discussion of the constructability issues for the alternatives presented in this study document.

- Alternative 1: The platform will be able to be constructed offline, causing minimal disruption to the rail line. Upgrades to the existing crossing signals at Cross Street and Forest Avenue will have to be coordinated with the railroad.
- Alternative 2: The platform will be able to be constructed offline, causing minimum disruption to the rail line. The installation of the culvert will require the removal of the existing rail line and temporary shut downs to rail service.
- Alternative 3A: The platform will be able to be constructed offline, causing minimum disruption to the rail line. The installation of the steel superstructure over the rail will require short term shut downs of the rail service or be required to be installed between trains.
- Alternative 3B: The platform will be able to be constructed offline, causing minimum disruption to the rail line. The installation of the steel superstructure over the rail will require short term shut downs of the rail service.
- Alternative 4: The platform will be able to be constructed offline, causing minimum disruption to the rail line. Upgrades to the existing crossing signal at LeForge Road will have to be coordinated with the railroad.
- All Alternatives: The soil material excavated as part of this project will need to be wasted on MDOT Rail ROW. It is anticipated that this material will need to be trucked to the location where it will be wasted, thus increasing the cost of excavation.

#### **3.1.2 Drainage Impacts**

Below is a discussion of the drainage impacts for the alternatives presented in this study document.

- Alternative 1: Drainage from the proposed platform will have to be directed away from the existing live rail tracks. This water will have to be collected into the existing drainage that is under the parking lot off Depot Dr.
- Alternative 2: Drainage from the proposed platform will have to be directed away from the existing live rail tracks. The sidewalk ramp and culvert drainage will have to be collected. Depending on the elevation of the existing drainage infrastructure in the area, a pump station may be needed to get the water out of the culvert into the existing drainage infrastructure.

- Alternative 3A: Drainage from the proposed platform will have to be directed away from the existing live rail tracks. The drainage from the bridge and ramps on both sides of the tracks will have to be drained away from the existing tracks. The water will have to be collected and drained into the existing infrastructure in the parking lots on both sides of the tracks.
- Alternative 3B: Drainage from the proposed platform will have to be directed away from the existing live rail tracks. The drainage from the bridge and ramps on both sides of the tracks will have to be drained away from the existing tracks. The water will have to be collected and drained into the existing infrastructure in the parking lots on both sides of the tracks.
- Alternative 4: Drainage from the proposed platform will have to be directed away from the existing live rail tracks. This water will also have to be detained before leaving the rail ROW. This water would be directed to existing drainage infrastructure along LeForge Road.

### **3.1.3 Utilities**

Based on anticipated construction limits, it is likely that utility impacts will be realized as part of this project. Several utilities have been identified as part of this study and will need to be reviewed in greater detail during the Environmental and Design phases of this project for potential impacts and associated costs.

### **3.1.4 Environmental Impacts**

Based on anticipated construction limits, no major environmental impacts are expected. It is anticipated that the soil material excavated as part of this project will need to be wasted on MDOT Rail ROW. It is likely that this material will have to be transported to another area to be wasted increasing the overall cost of excavation.

## Section 4: Summary

Per Section 1.0, the goals/methodology developed as a part of this project are as follows:

1. Identify the constraints that may affect the alternatives being developed. These constraints include, but are not limited to:
  - a. Existing track geometry. The proposed 500 ft platform for this scheduled stop needs to be constructed along a tangent section of track.
  - b. Per the MDOT Office of Rail, the Service Development Plan being contemplated as part of the Chicago-Detroit/Pontiac Corridor Study recommends 700 ft platform lengths. In the future, additional tangent length will be required to lengthen the platform to accommodate the Amtrak consist. Please note that a train “consist” is a lineup or sequence of railroad carriages or cars, with or without a locomotive, that form a unit.
  - c. Potential Right-of-Way (ROW) impacts.
  - d. Parking and “Kiss and Ride” availability.
  - e. Non-motorized accessibility.
  - f. Bus service and accessibility at the scheduled stop.
  - g. Location of existing buildings and critical utilities.
  - h. Location of existing City of Ypsilanti rain garden in Depot Town.
  - i. Environmental considerations, including wetlands, floodplains, parks and recreation, contaminated materials, farmland, endangered species, etc.
2. Develop an alternative(s) intended to meet the goals of this study and evaluate its effectiveness.
3. Generate “high-level” cost estimates for the alternatives developed.
4. Determine a preliminary recommendation for the alternative that best meets the project goals while minimizing impacts to the constraints listed above.
5. The ability for the city to select an Alternative that achieves the goal of establishing an Amtrak scheduled stop while being able to upgrade and add on in the future (scalability).

Alternatives described throughout this study were developed to accommodate a safe and efficient stop while gaining an understanding of associated costs and potential impacts to the existing ROW, environment, infrastructure and community. It is understood as a part of this study that additional stop locations may be realized during the environmental phase of this project which will be reviewed in detail at that time. A preferred alternative has not been selected as a part of this Feasibility Study.



Please note, the findings of this study are considered conceptual and not final. Additional examination of the proposed alternatives will be required throughout the Environmental and Design phases.

## References

<sup>1</sup> <https://www.census.gov/quickfacts/fact/table/ypsilanticitymichigan/AGE295217>

<sup>2</sup> <https://www.emich.edu/admissions/index.php>



## ATTACHMENT A: PRELIMINARY COST ESTIMATES

**Alternative 1: Single platform on the east side of the track (initial construction cost), Depot Town Site**

|                               | Quantity | Unit | Unit Cost  | Cost         |
|-------------------------------|----------|------|------------|--------------|
| Mobilization                  | 1        | EA   | \$ 60,995  | \$ 60,995    |
| Clearing and Grubbing         | 0.8      | ACRE | \$ 4,500   | \$ 3,600     |
| Rough Grading                 | 1        | EA   | \$ 3,250   | \$ 3,250     |
| Finish Grading                | 1800     | SY   | \$ 2       | \$ 3,600     |
| Excavation                    | 520      | BCY  | \$ 90      | \$ 46,800    |
| Backfill, Structural          | 680      | LCY  | \$ 20      | \$ 13,600    |
| Compaction                    | 32       | HR   | \$ 120     | \$ 3,840     |
| Concrete, Structural          | 400      | CYD  | \$ 150     | \$ 60,000    |
| Concrete, Sidewalk            | 80       | CYD  | \$ 115     | \$ 9,200     |
| Concrete Reinforcement        | 400      | CYD  | \$ 105     | \$ 42,000    |
| Bus Stop                      | 3        | EA   | \$ 18,000  | \$ 54,000    |
| Flip-Up Platform Edge         | 500      | FT   | \$ 570     | \$ 285,000   |
| Install Platform Edge         | 500      | FT   | \$ 25      | \$ 12,500    |
| Flagging                      | 67       | DAY  | \$ 1,500   | \$ 100,500   |
| Fencing                       | 2600     | FT   | \$ 20      | \$ 52,000    |
| Exterior Lighting             | 10       | EA   | \$ 7,000   | \$ 70,000    |
| Foundations                   | 10       | EA   | \$ 500     | \$ 5,000     |
| Site Security                 | 1        | EA   | \$ 10,000  | \$ 10,000    |
| Slope Restoration             | 15000    | SFT  | \$ 5       | \$ 75,000    |
| Landscaping                   | 1        | EA   | \$ 20,000  | \$ 20,000    |
| Rail Signal Upgrades          | 1        | EA   | \$ 350,000 | \$ 350,000   |
| Amtrak Signage                | 1        | EA   | \$ 10,000  | \$ 10,000    |
| Construction Maintenance      | 1        | EA   | \$ 25,000  | \$ 25,000    |
| Quick Trak Kiosk - ticketing  | 1        | EA   | \$ 15,000  | \$ 15,000    |
| West/Frog Island Parking Lot  | 1        | EA   | \$ 800,000 | \$ 800,000   |
| East Parking Lot improvements | 1        | EA   | \$ 100,000 | \$ 100,000   |
| Construction Subtotal         |          |      |            | \$ 2,230,885 |

|                                    | Percent |  |  | Cost                |
|------------------------------------|---------|--|--|---------------------|
| Construction Inspection (CI)       | 8.00%   |  |  | \$ 178,471          |
| Construction Management Fees       | 5.00%   |  |  | \$ 111,544          |
| Gen. Conditions & Gen Requirements | 8.00%   |  |  | \$ 178,471          |
| Permit Requirements                |         |  |  | \$ 25,000           |
| Right-of-Way (Consent to Grade)    |         |  |  | \$ 50,000           |
| Contingency                        | 15.00%  |  |  | \$ 334,633          |
| Taxes                              | 6.00%   |  |  | \$ 133,853          |
| Civil/Structural Design            | 8.00%   |  |  | \$ 178,471          |
| Cost Escalation to 2nd Qtr. 2021   | 13.75%  |  |  | \$ 463,558          |
| Performance Bond                   | 2.00%   |  |  | \$ 44,618           |
| Contractor Insurance               | 1.00%   |  |  | \$ 22,309           |
| Rail Insurance                     |         |  |  | \$ 10,000           |
| <b>DRAFT ESTIMATED COST</b>        |         |  |  | <b>\$ 3,962,000</b> |

**Alternative 2: Single platform on the east side of the track with culvert and ADA sidewalk ramp (initial construction cost), Depot Town Site**

|                               | Quantity | Unit | Unit Cost  | Cost         |
|-------------------------------|----------|------|------------|--------------|
| Mobilization                  | 1        | EA   | \$ 72,244  | \$ 72,244    |
| Clearing and Grubbing         | 0.84     | ACRE | \$ 4,500   | \$ 3,780     |
| Rough Grading                 | 1        | EA   | \$ 6,000   | \$ 6,000     |
| Finish Grading                | 3000     | SY   | \$ 2       | \$ 6,000     |
| Excavation                    | 1200     | BCY  | \$ 90      | \$ 108,000   |
| Backfill, Structural          | 1400     | LCY  | \$ 20      | \$ 28,000    |
| Compaction                    | 120      | HR   | \$ 120     | \$ 14,400    |
| Concrete, Structural          | 400      | CYD  | \$ 150     | \$ 60,000    |
| Concrete, Sidewalk            | 80       | CYD  | \$ 115     | \$ 9,200     |
| Concrete Reinforcement        | 400      | CYD  | \$ 105     | \$ 42,000    |
| Bus Stop                      | 6        | EA   | \$ 18,000  | \$ 108,000   |
| Flip-Up Platform Edge         | 500      | FT   | \$ 570     | \$ 285,000   |
| Install Platform Edge         | 500      | FT   | \$ 25      | \$ 12,500    |
| Flagging                      | 120      | DAY  | \$ 1,500   | \$ 180,000   |
| Fencing                       | 2600     | FT   | \$ 20      | \$ 52,000    |
| Exterior Lighting             | 10       | EA   | \$ 7,000   | \$ 70,000    |
| Foundations                   | 10       | EA   | \$ 500     | \$ 5,000     |
| Site Security                 | 1        | EA   | \$ 10,000  | \$ 10,000    |
| Slope Restoration             | 15000    | SFT  | \$ 5       | \$ 75,000    |
| Landscaping                   | 1        | EA   | \$ 20,000  | \$ 20,000    |
| Rail Signal Upgrades          | 1        | EA   | \$ 350,000 | \$ 350,000   |
| Amtrak Signage                | 1        | EA   | \$ 10,000  | \$ 10,000    |
| Construction Maintenance      | 1        | EA   | \$ 25,000  | \$ 25,000    |
| Quick Trak Kiosk - ticketing  | 1        | EA   | \$ 15,000  | \$ 15,000    |
| West/Frog Island Parking Lot  | 1        | EA   | \$ 800,000 | \$ 800,000   |
| East Parking Lot improvements | 1        | EA   | \$ 100,000 | \$ 100,000   |
| Culvert                       | 90       | FT   | \$ 2,000   | \$ 180,000   |
| Shoe Fly                      | 1        | EA   | \$ 750,000 | \$ 750,000   |
| Sidewalk Ramps                | 1        | EA   | \$ 500,000 | \$ 500,000   |
| Sign                          | 1        | EA   | \$ 250,000 | \$ 250,000   |
| Construction Subtotal         |          |      |            | \$ 4,147,124 |

|                                    | Percent |  |  | Cost                |
|------------------------------------|---------|--|--|---------------------|
| Construction Inspection (CI)       | 8.00%   |  |  | \$ 331,770          |
| Construction Management Fees       | 5.00%   |  |  | \$ 207,356          |
| Gen. Conditions & Gen Requirements | 8.00%   |  |  | \$ 331,770          |
| Permit Requirements                |         |  |  | \$ 25,000           |
| Right-of-Way (Consent to Grade)    |         |  |  | \$ 50,000           |
| Contingency                        | 15.00%  |  |  | \$ 622,069          |
| Taxes                              | 6.00%   |  |  | \$ 248,827          |
| Civil/Structural Design            | 8.00%   |  |  | \$ 331,770          |
| Cost Escalation to 2nd Qtr. 2021   | 13.75%  |  |  | \$ 858,781.83       |
| Performance Bond                   | 2.00%   |  |  | \$ 82,942           |
| Contractor Insurance               | 1.00%   |  |  | \$ 41,471           |
| Rail Insurance                     |         |  |  | \$ 10,000           |
| <b>DRAFT ESTIMATED COST</b>        |         |  |  | <b>\$ 7,289,000</b> |



**Alternative 3A: Single platform on the east side of the track with bridge, ADA sidewalk ramp, and stairway (initial construction cost), Depot Town Site**

|                                      | Quantity | Unit | Unit Cost  | Cost         |
|--------------------------------------|----------|------|------------|--------------|
| Mobilization                         | 1        | EA   | \$ 70,686  | \$ 70,686    |
| Clearing and Grubbing                | 2.08     | ACRE | \$ 4,500   | \$ 9,360     |
| Rough Grading                        | 1        | EA   | \$ 8,320   | \$ 8,320     |
| Finish Grading                       | 6500     | SY   | \$ 2       | \$ 13,000    |
| Excavation                           | 1040     | BCY  | \$ 90      | \$ 93,600    |
| Backfill, Structural                 | 1235     | LCY  | \$ 20      | \$ 24,700    |
| Compaction                           | 132      | HR   | \$ 120     | \$ 15,840    |
| Concrete, Structural                 | 420      | CYD  | \$ 150     | \$ 63,000    |
| Concrete, Sidewalk                   | 84       | CYD  | \$ 115     | \$ 9,660     |
| Concrete Reinforcement               | 420      | CYD  | \$ 105     | \$ 44,100    |
| Bus Stop                             | 3        | EA   | \$ 18,000  | \$ 54,000    |
| Flip-Up Platform Edge                | 525      | FT   | \$ 570     | \$ 299,250   |
| Install Platform Edge                | 525      | FT   | \$ 25      | \$ 13,125    |
| Flagging                             | 120      | DAY  | \$ 1,500   | \$ 180,000   |
| Fencing                              | 2600     | FT   | \$ 20      | \$ 52,000    |
| Exterior Lighting                    | 10       | EA   | \$ 7,000   | \$ 70,000    |
| Foundations                          | 10       | EA   | \$ 500     | \$ 5,000     |
| Site Security                        | 1        | EA   | \$ 10,000  | \$ 10,000    |
| Slope Restoration                    | 15750    | SFT  | \$ 5       | \$ 78,750    |
| Landscaping                          | 1        | EA   | \$ 20,000  | \$ 20,000    |
| Rail Signal Upgrades                 | 1        | EA   | \$ 350,000 | \$ 350,000   |
| Amtrak Signage                       | 1        | EA   | \$ 10,000  | \$ 10,000    |
| Construction Maintenance             | 1        | EA   | \$ 25,000  | \$ 25,000    |
| Quick Trak Kiosk - ticketing         | 1        | EA   | \$ 15,000  | \$ 15,000    |
| West/Frog Island Parking Lot         | 1        | EA   | \$ 800,000 | \$ 800,000   |
| East Parking Lot improvements        | 1        | EA   | \$ 100,000 | \$ 100,000   |
| Steel Framing                        | 72       | TON  | \$ 4,500   | \$ 321,750   |
| 20 Ga. Metal Roof Deck               | 16,000   | SFT  | \$ 2.33    | \$ 37,280    |
| Roof Insulation                      | 16,000   | SFT  | \$ 1.40    | \$ 22,400    |
| EPDM Roofing & Flashings             | 16,000   | SFT  | \$ 7.50    | \$ 120,000   |
| Solar Panel                          | 1        | EA   | \$ 50,000  | \$ 50,000    |
| Brick Veneer                         | 1,200    | SFT  | \$ 16      | \$ 19,200    |
| Curtain Wall                         | 1,000    | SFT  | \$ 75      | \$ 75,000    |
| Deep Foundations - Caissons          | 162      | EA   | \$ 4,750   | \$ 769,500   |
| Concrete Columns                     | 500      | CYD  | \$ 885     | \$ 442,500   |
| 20 Ga. Composite Metal Deck          | 11,660   | SFT  | \$ 2.91    | \$ 33,931    |
| Concrete Slab on Decking             | 11,660   | SFT  | \$ 5.50    | \$ 64,130    |
| Slab Edge                            | 2,424    | LF   | \$ 6.30    | \$ 15,271    |
| Precast Stairway                     | 2        | EA   | \$ 120,000 | \$ 240,000   |
| Stair & Ramp Railings                | 2,424    | LF   | \$ 65      | \$ 157,560   |
| Lighting for Ramp, Stairs, Crossover | 1        | EA   | \$ 45,000  | \$ 45,000    |
| Security Cameras, Emergency Call     | 1        | EA   | \$ 20,000  | \$ 20,000    |
| Construction Subtotal                |          |      |            | \$ 4,867,913 |

|                                    | Percent |  |  | Cost                |
|------------------------------------|---------|--|--|---------------------|
| Construction Inspection (CI)       | 8.00%   |  |  | \$ 389,433          |
| Construction Management Fees       | 5.00%   |  |  | \$ 243,396          |
| Gen. Conditions & Gen Requirements | 8.00%   |  |  | \$ 389,433          |
| Permit Requirements                |         |  |  | \$ 25,000           |
| Right-of-Way (Consent to Grade)    |         |  |  | \$ 50,000           |
| Contingency                        | 15.00%  |  |  | \$ 730,187          |
| Taxes                              | 6.00%   |  |  | \$ 292,075          |
| Civil/Structural Design            | 8.00%   |  |  | \$ 389,433          |
| Cost Escalation to 2nd Qtr. 2021   | 13.75%  |  |  | \$ 1,007,444.56     |
| Performance Bond                   | 2.00%   |  |  | \$ 97,358           |
| Contractor Insurance               | 1.00%   |  |  | \$ 48,679           |
| Rail Insurance                     |         |  |  | \$ 10,000           |
| <b>DRAFT ESTIMATED COST</b>        |         |  |  | <b>\$ 8,540,400</b> |

**Alternative 3B: Single platform on the east side of the track with bridge, ADA sidewalk ramp, and elevator (initial construction cost), Depot Town Site**

|                                      | Quantity | Unit | Unit Cost  | Cost         |
|--------------------------------------|----------|------|------------|--------------|
| Mobilization                         | 1        | EA   | \$ 70,086  | \$ 70,086    |
| Clearing and Grubbing                | 2.08     | ACRE | \$ 4,500   | \$ 9,360     |
| Rough Grading                        | 1        | EA   | \$ 8,320   | \$ 8,320     |
| Finish Grading                       | 6500     | SY   | \$ 2       | \$ 13,000    |
| Excavation                           | 1040     | BCY  | \$ 90      | \$ 93,600    |
| Backfill, Structural                 | 1235     | LCY  | \$ 20      | \$ 24,700    |
| Compaction                           | 156      | HR   | \$ 120     | \$ 18,720    |
| Concrete, Structural                 | 420      | CYD  | \$ 150     | \$ 63,000    |
| Concrete, Sidewalk                   | 84       | CYD  | \$ 115     | \$ 9,660     |
| Concrete Reinforcement               | 420      | CYD  | \$ 105     | \$ 44,100    |
| Bus Stop                             | 3        | EA   | \$ 18,000  | \$ 54,000    |
| Flip-Up Platform Edge                | 500      | FT   | \$ 570     | \$ 285,000   |
| Install Platform Edge                | 500      | FT   | \$ 25      | \$ 12,500    |
| Flagging                             | 120      | DAY  | \$ 1,500   | \$ 180,000   |
| Fencing                              | 2600     | FT   | \$ 20      | \$ 52,000    |
| Exterior Lighting                    | 10       | EA   | \$ 7,000   | \$ 70,000    |
| Foundations                          | 10       | EA   | \$ 500     | \$ 5,000     |
| Site Security                        | 1        | EA   | \$ 10,000  | \$ 10,000    |
| Slope Restoration                    | 15750    | SFT  | \$ 5       | \$ 78,750    |
| Landscaping                          | 1        | EA   | \$ 20,000  | \$ 20,000    |
| Rail Signal Upgrades                 | 1        | EA   | \$ 350,000 | \$ 350,000   |
| Amtrak Signage                       | 1        | EA   | \$ 10,000  | \$ 10,000    |
| Construction Maintenance             | 1        | EA   | \$ 25,000  | \$ 25,000    |
| Quick Trak Kiosk - ticketing         | 1        | EA   | \$ 15,000  | \$ 15,000    |
| West/Frog Island Parking Lot         | 1        | EA   | \$ 800,000 | \$ 800,000   |
| East Parking Lot improvements        | 1        | EA   | \$ 100,000 | \$ 100,000   |
| Steel Framing                        | 20       | TON  | \$ 4,500   | \$ 90,000    |
| 20 Ga. Metal Roof Deck               | 16,800   | SFT  | \$ 2.33    | \$ 39,144    |
| Roof Insulation                      | 16,800   | SFT  | \$ 1.40    | \$ 23,520    |
| EPDM Roofing & Flashings             | 16,800   | SFT  | \$ 7.50    | \$ 126,000   |
| Solar Panel                          | 1        | EA   | \$ 50,000  | \$ 50,000    |
| Brick Veneer                         | 1,260    | SFT  | \$ 16      | \$ 20,160    |
| Curtain Wall                         | 1,050    | SFT  | \$ 75      | \$ 78,750    |
| Deep Foundations - Caissons          | 170      | EA   | \$ 4,750   | \$ 807,975   |
| Concrete Columns                     | 525      | CYD  | \$ 885     | \$ 464,625   |
| 20 Ga. Composite Metal Deck          | 1,300    | SFT  | \$ 2.91    | \$ 3,783     |
| Concrete Slab on Decking             | 1,300    | SFT  | \$ 7.50    | \$ 9,750     |
| Slab Edge                            | 525      | LF   | \$ 6.30    | \$ 3,308     |
| Elevator Shaft Walls & Control Room  | 7,200    | SFT  | \$ 10.00   | \$ 72,000    |
| Elevator                             | 2        | EA   | \$ 135,000 | \$ 270,000   |
| Precast Stairway                     | 2        | EA   | \$ 120,000 | \$ 240,000   |
| Stair Railings                       | 180      | LF   | \$ 65      | \$ 11,700    |
| Lighting for Ramp, Stairs, Crossover | 1        | EA   | \$ 45,000  | \$ 45,000    |
| Security Cameras, Emergency Call     | 1        | EA   | \$ 20,000  | \$ 20,000    |
| Construction Subtotal                |          |      |            | \$ 4,797,511 |

|                                    | Percent |  | Cost                |
|------------------------------------|---------|--|---------------------|
| Construction Inspection (CI)       | 8.00%   |  | \$ 383,801          |
| Construction Management Fees       | 5.00%   |  | \$ 239,876          |
| Gen. Conditions & Gen Requirements | 8.00%   |  | \$ 383,801          |
| Permit Requirements                |         |  | \$ 25,000           |
| Right-of-Way (Consent to Grade)    |         |  | \$ 50,000           |
| Contingency                        | 15.00%  |  | \$ 719,627          |
| Taxes                              | 6.00%   |  | \$ 287,851          |
| Civil/Structural Design            | 8.00%   |  | \$ 383,801          |
| Cost Escalation to 2nd Qtr. 2021   | 13.75%  |  | \$ 992,924.14       |
| Performance Bond                   | 2.00%   |  | \$ 95,950           |
| Contractor Insurance               | 1.00%   |  | \$ 47,975           |
| Rail Insurance                     |         |  | \$ 10,000           |
| <b>DRAFT ESTIMATED COST</b>        |         |  | <b>\$ 8,418,200</b> |

**Alternative 4: Single platform on the east side of the track (initial construction cost), LeForge Road Site**

|                              | Quantity | Unit | Unit Cost  | Cost         |
|------------------------------|----------|------|------------|--------------|
| Mobilization                 | 1        | EA   | \$ 61,970  | \$ 61,970    |
| Clearing and Grubbing        | 0.8      | ACRE | \$ 4,500   | \$ 3,600     |
| Rough Grading                | 1        | EA   | \$ 3,250   | \$ 3,250     |
| Finish Grading               | 1800     | SY   | \$ 2       | \$ 3,600     |
| Excavation                   | 520      | BCY  | \$ 90      | \$ 46,800    |
| Backfill, Structural         | 680      | LCY  | \$ 20      | \$ 13,600    |
| Compaction                   | 32       | HR   | \$ 120     | \$ 3,840     |
| Concrete, Structural         | 400      | CYD  | \$ 150     | \$ 60,000    |
| Concrete, Sidewalk           | 80       | CYD  | \$ 115     | \$ 9,200     |
| Concrete Reinforcement       | 400      | CYD  | \$ 105     | \$ 42,000    |
| Bus Stop                     | 3        | EA   | \$ 18,000  | \$ 54,000    |
| Flip-Up Platform Edge        | 500      | FT   | \$ 570     | \$ 285,000   |
| Install Platform Edge        | 500      | FT   | \$ 25      | \$ 12,500    |
| Flagging                     | 80       | DAY  | \$ 1,500   | \$ 120,000   |
| Fencing                      | 2600     | FT   | \$ 20      | \$ 52,000    |
| Exterior Lighting            | 10       | EA   | \$ 7,000   | \$ 70,000    |
| Foundations                  | 10       | EA   | \$ 500     | \$ 5,000     |
| Site Security                | 1        | EA   | \$ 10,000  | \$ 10,000    |
| Slope Restoration            | 15000    | SFT  | \$ 5       | \$ 75,000    |
| Landscaping                  | 1        | EA   | \$ 20,000  | \$ 20,000    |
| Rail Signal Upgrades         | 1        | EA   | \$ 350,000 | \$ 350,000   |
| Amtrak Signage               | 1        | EA   | \$ 10,000  | \$ 10,000    |
| Construction Maintenance     | 1        | EA   | \$ 25,000  | \$ 25,000    |
| Quick Trak Kiosk - ticketing | 1        | EA   | \$ 15,000  | \$ 15,000    |
| Parking Lot Construction     | 30000    | Sft  | \$ 30      | \$ 900,000   |
| Site Drainage                | 1        | LS   | \$ 100,000 | \$ 100,000   |
| Retaining Wall               | 3000     | Sft  | \$ 25      | \$ 75,000    |
| Construction Subtotal        |          |      |            | \$ 2,426,360 |

|                                    | Percent |     |          | Cost                |
|------------------------------------|---------|-----|----------|---------------------|
| Construction Inspection (CI)       | 8.00%   |     |          | \$ 194,109          |
| Construction Management Fees       | 5.00%   |     |          | \$ 121,318          |
| Gen. Conditions & Gen Requirements | 8.00%   |     |          | \$ 194,109          |
| Permit Requirements                |         |     |          | \$ 25,000           |
| Right-of-Way for new parking area  | 40,000  | Sft | \$ 25.00 | \$ 1,000,000        |
| Contingency                        | 15.00%  |     |          | \$ 363,954          |
| Taxes                              | 6.00%   |     |          | \$ 145,582          |
| Civil/Structural Design            | 8.00%   |     |          | \$ 194,109          |
| Cost Escalation to 2nd Qtr. 2021   | 13.75%  |     |          | \$ 641,374.25       |
| Performance Bond                   | 2.00%   |     |          | \$ 48,527           |
| Contractor Insurance               | 1.00%   |     |          | \$ 24,264           |
| Rail Insurance                     |         |     |          | \$ 10,000           |
| <b>DRAFT ESTIMATED COST</b>        |         |     |          | <b>\$ 5,389,000</b> |



## ATTACHMENT B: AMTRAK ROUTE & SERVICE FINANCIAL EVALUATION

## Add Ypsilanti, Michigan Stop on the Wolverine

November 23, 2015

### Summary

Michigan Department of Transportation (MDOT), through the State Corridors Business Line, proposes adding a scheduled stop in Ypsilanti, MI on the *Wolverine Service*.

The schedule change on the *Wolverine Service* is forecast to increase passenger ridership and revenue due to the proposed station stop in Ypsilanti, Michigan. Using PRIIA 209 methodology, the state operating payment for the *Wolverine Service* is forecast to decrease by \$226,265 annually.



A summary of the impact of change in services is provided in the table below:

### PRIIA 209 Pricing Policy (all numbers in FY2016 dollars)

| Add Ypsilanti, MI Station                         | Impact of Change in Service |
|---------------------------------------------------|-----------------------------|
|                                                   | Increment                   |
| <b>Total Passenger &amp; Other Revenue</b>        | <b>\$448,000</b>            |
| Third Party Costs                                 | \$0                         |
| Route Costs                                       | 179,000                     |
| Additives                                         | 42,735                      |
| <b>Total PRIIA 209 Operating Costs</b>            | <b>\$221,735</b>            |
| <b>Total 209 State Operating Payment (Credit)</b> | <b>(\$226,265)</b>          |



## Route & Service Financial Evaluation

Finance, Service Planning & Costing



### Proposed Change

MDOT proposes to add a new station stop on the *Wolverine* in Ypsilanti, MI. The new stop will be between Ann Arbor and Dearborn, MI.

This proposed schedule adjustment maintains the *Wolverine's* connections with all trains out of Chicago, as there is only a five minute delay in the arrival time into Chicago. Trains will arrive into Pontiac, MI five minutes later as a result of this proposal.

There are no proposed changes in the *Wolverine's* consist, accommodations, or services.

### Proposed Schedule

| Add Ypsilanti, MI Station                                                                                                                                                                          |       |     |    |           |           |           |  |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|----|-----------|-----------|-----------|--|--|--|
| Westbound                                                                                                                                                                                          |       |     |    |           |           |           |  |  |  |
| Train Name ▶                                                                                                                                                                                       |       |     |    | Wolverine | Wolverine | Wolverine |  |  |  |
| Train Number ▶                                                                                                                                                                                     |       |     |    | 351       | 353       | 355       |  |  |  |
| Normal Days of Operation ▶                                                                                                                                                                         |       |     |    | Daily     | Daily     | Daily     |  |  |  |
| On Board Service ▶                                                                                                                                                                                 |       |     |    | RBCW      | RBCW      | RBCW      |  |  |  |
| Station                                                                                                                                                                                            | Mile  |     |    |           |           |           |  |  |  |
| Pontiac, MI                                                                                                                                                                                        | 0.0   | EST | Dp | 5:40 AM   | 10:30 AM  | 5:35 PM   |  |  |  |
| Troy, MI                                                                                                                                                                                           | 8.4   | EST |    | 5:53 AM   | 10:44 AM  | 5:48 PM   |  |  |  |
| Royal Oak, MI                                                                                                                                                                                      | 12.6  | EST |    | 6:00 AM   | 10:52 AM  | 5:55 PM   |  |  |  |
| Detroit, MI                                                                                                                                                                                        | 22.8  | EST |    | 6:23 AM   | 11:15 AM  | 6:18 PM   |  |  |  |
| Dearborn, MI                                                                                                                                                                                       | 31.6  | EST |    | 6:48 AM   | 11:40 AM  | 6:42 PM   |  |  |  |
| Ypsilanti, MI                                                                                                                                                                                      | 51.7  | EST |    | 7:09 AM   | 12:01 PM  | 7:03 PM   |  |  |  |
| Ann Arbor, MI                                                                                                                                                                                      | 61.0  | EST |    | 7:26 AM   | 12:17 PM  | 7:21 PM   |  |  |  |
| Jackson, MI                                                                                                                                                                                        | 99.1  | EST |    | 8:08 AM   | 12:58 PM  | 8:01 PM   |  |  |  |
| Albion, MI                                                                                                                                                                                         | 119.7 | EST |    |           | 1:21 PM   |           |  |  |  |
| Battle Creek, MI                                                                                                                                                                                   | 144.0 | EST |    | 9:02 AM   | 1:54 PM   | 8:55 PM   |  |  |  |
| Kalamazoo, MI                                                                                                                                                                                      | 166.3 | EST |    | 9:35 AM   | 2:25 PM   | 9:26 PM   |  |  |  |
| Dowagiac, MI                                                                                                                                                                                       | 202.4 | EST |    |           |           | 9:51 PM   |  |  |  |
| Niles, MI                                                                                                                                                                                          | 214.8 | EST |    |           | 2:58 PM   | 10:03 PM  |  |  |  |
| New Buffalo, MI                                                                                                                                                                                    | 241.8 | EST |    |           | 3:28 PM   | 10:24 PM  |  |  |  |
| Michigan City, IN                                                                                                                                                                                  | 251.8 | CST |    |           |           | 9:34 PM   |  |  |  |
| Hammond-Whiting, IN                                                                                                                                                                                | 288.4 | CST |    |           | 3:10 PM   | 10:08 PM  |  |  |  |
| Chicago, IL                                                                                                                                                                                        | 304.1 | CST | Ar | 10:47 AM  | 3:58 PM   | 10:57 PM  |  |  |  |
| On Board Service Reference Marks:                                                                                                                                                                  |       |     |    |           |           |           |  |  |  |
| B - Business Class, Ba - Checked Baggage, Bi - Bicycles, C - Café/Lounge, Ca - Cart Service, D - Dining Car, F - First Class, R - Reserved Coach, S - Sleeping Car, U - Unreserved Coach, W - WiFi |       |     |    |           |           |           |  |  |  |
| Add Ypsilanti, MI Station                                                                                                                                                                          |       |     |    |           |           |           |  |  |  |
| Eastbound                                                                                                                                                                                          |       |     |    |           |           |           |  |  |  |
| Train Name ▶                                                                                                                                                                                       |       |     |    | Wolverine | Wolverine | Wolverine |  |  |  |
| Train Number ▶                                                                                                                                                                                     |       |     |    | 350       | 352       | 354       |  |  |  |
| Normal Days of Operation ▶                                                                                                                                                                         |       |     |    | Daily     | Daily     | Daily     |  |  |  |
| On Board Service ▶                                                                                                                                                                                 |       |     |    | RBCW      | RBCW      | RBCW      |  |  |  |
| Station                                                                                                                                                                                            | Mile  |     |    |           |           |           |  |  |  |
| Chicago, IL                                                                                                                                                                                        | 0.0   | CST | Dp | 7:20 AM   | 12:50 PM  | 6:00 PM   |  |  |  |
| Hammond-Whiting, IN                                                                                                                                                                                | 15.7  | CST |    | 7:49 AM   | 1:19 PM   |           |  |  |  |
| Michigan City, IN                                                                                                                                                                                  | 52.3  | CST |    |           | 1:58 PM   | 7:01 PM   |  |  |  |
| New Buffalo, MI                                                                                                                                                                                    | 62.3  | EST |    | 9:37 AM   | 3:09 PM   | 8:12 PM   |  |  |  |
| Niles, MI                                                                                                                                                                                          | 89.3  | EST |    | 10:07 AM  | 3:33 PM   | 8:35 PM   |  |  |  |
| Dowagiac, MI                                                                                                                                                                                       | 101.7 | EST |    | 10:17 AM  |           |           |  |  |  |
| Kalamazoo, MI                                                                                                                                                                                      | 137.8 | EST |    | 10:55 AM  | 4:08 PM   | 9:10 PM   |  |  |  |
| Battle Creek, MI                                                                                                                                                                                   | 160.1 | EST |    | 11:27 AM  | 4:40 PM   | 9:47 PM   |  |  |  |
| Albion, MI                                                                                                                                                                                         | 184.4 | EST |    |           | 5:08 PM   |           |  |  |  |
| Jackson, MI                                                                                                                                                                                        | 205.0 | EST |    | 12:18 PM  | 5:33 PM   | 10:37 PM  |  |  |  |
| Ann Arbor, MI                                                                                                                                                                                      | 243.1 | EST |    | 1:05 PM   | 6:16 PM   | 11:20 PM  |  |  |  |
| Ypsilanti, MI                                                                                                                                                                                      | 252.4 | EST |    | 1:19 PM   | 6:30 PM   | 11:34 PM  |  |  |  |
| Dearborn, MI                                                                                                                                                                                       | 270.7 | EST |    | 1:38 PM   | 6:49 PM   | 11:57 PM  |  |  |  |
| Detroit, MI                                                                                                                                                                                        | 281.3 | EST |    | 2:09 PM   | 7:18 PM   | 12:23 AM  |  |  |  |
| Royal Oak, MI                                                                                                                                                                                      | 291.5 | EST |    | 2:33 PM   | 7:42 PM   | 12:47 AM  |  |  |  |
| Troy, MI                                                                                                                                                                                           | 295.7 | EST |    | 2:41 PM   | 7:49 PM   | 12:54 AM  |  |  |  |
| Pontiac, MI                                                                                                                                                                                        | 304.1 | EST | Ar | 3:08 PM   | 8:17 PM   | 1:24 AM   |  |  |  |
| On Board Service Reference Marks:                                                                                                                                                                  |       |     |    |           |           |           |  |  |  |
| B - Business Class, Ba - Checked Baggage, Bi - Bicycles, C - Café/Lounge, Ca - Cart Service, D - Dining Car, F - First Class, R - Reserved Coach, S - Sleeping Car, U - Unreserved Coach, W - WiFi |       |     |    |           |           |           |  |  |  |

Note: Times shaded in aqua represent the proposed changes from the current schedules.

### Benefits

#### Ticket Revenue and Ridership

Amtrak Market Research & Analysis, through Steer Davies Gleave (SDG), forecast the incremental passengers, passenger miles, and ticket revenue for the *Wolverine* route. The proposed additional stop in Ypsilanti is forecast to increase annual ridership by 9,100 passengers, generating 1,862,200 passenger miles, and \$424,000 in ticket revenue.

#### Food & Beverage Revenue

Planning & Strategy forecast an additional \$24,000 increase in annual food and beverage revenue due to the forecast increase in passenger miles.

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## **Costs**

### Third Party Costs

#### *Host Railroad*

No changes in host railroad costs are forecast as a result of this proposal.

#### *Fuel & Power*

No changes in fuel and power costs are forecast as a result of this proposal.

### Route Costs

#### *Train & Engine Crew Labor*

Planning & Costing forecast the train and engine (T&E) costs to increase by \$50,000 for the proposed service, which can be attributed to the increase in labor hours of 576 due to the additional train schedule time.

#### *On Board Service Crew (OBS)*

Planning & Costing forecast the OBS crew costs to increase by \$12,000 for the proposed service, which can be attributed to the increase in labor hours of 192 due to the additional train schedule time.

#### *Commissary Provisions*

Commissary provisions costs are forecast to increase by \$9,000 for the proposed service, based on the forecast increase in food & beverage revenue.

#### *Sales Distribution*

Sales distribution costs are driven by the number of passengers. Annual costs for sales distribution are forecast to increase by \$9,000 as a result of this proposal.

#### *Reservations & Call Centers*

Reservations and call center costs are forecast based on reservation sales office talk time based on the forecast number of passengers. Reservation & call center costs are forecast to increase by \$40,000 as a result of this proposal.

#### *Route Stations*

Planning and Costing forecast an additional \$9,000 in route station costs as a result of this proposal. The increase in cost is due to the care taker fees necessary at the proposed unstaffed station in Ypsilanti.

#### *Shared Stations*

Shared station costs are forecast based on the number of passengers on the route relative to the system as a whole. Shared station costs are forecast to increase by \$26,000 as a result of this proposal.

#### *Commissions*

Credit card and travel agent commissions are forecast to increase by \$9,000 annually due to the forecast increase in passenger revenue.

#### *Customer Concession*

Customer concession costs are forecast based on passenger miles. Customer concessions are forecast to increase by \$1,000 as a result of this proposal.

*Insurance*

Insurance costs are forecast based on changes in passenger miles and total cost activity. Insurance costs are forecast to increase by \$14,000 as a result of this proposal.

PRIIA 209 Methodology Additives

All additive rates presented in this forecast are consistent with those published in the PRIIA Section 209 Cost Methodology Policy.

The total marketing additive is forecast to increase by \$12,544 as a result of this proposal.

The total T&E additive is forecast to increase by \$15,200 as a result of this proposal.

The total OBS additive is forecast to increase by \$2,100 as a result of this proposal.

The total police additive is forecast to increase by \$9,311 as a result of this proposal.

The total G&A additive is forecast to increase by \$3,580 as a result of this proposal.

*All Other Operating Costs*

No other operating costs are forecast to be impacted by this proposed addition of service. However, future route profit (loss) statements may show changes to other expense lines due to cost allocations in APT (Amtrak Performance Tracking) due to associated changes in revenue, passenger statistics, and/or operating statistics.

## Operating Statistics

The incremental operating statistics for the proposed change are provided in the table below:

| STATISTICS                |                         |
|---------------------------|-------------------------|
| FY2016 PRIIA 209 Forecast |                         |
| <i>Wolverines</i>         | <i>Impact of Change</i> |
|                           | <i>Increment</i>        |

**STATISTICS (all numbers in FY2016 dollars except where noted)**

|                                                                         |           |
|-------------------------------------------------------------------------|-----------|
| <i>Total Riders</i>                                                     | 9,100     |
| <i>Through Passenger Miles on NEC</i>                                   | -         |
| <i>Passenger Miles on State Corridor</i>                                | 1,862,200 |
| <i>Total Operated Passenger Miles</i>                                   | 1,862,200 |
| <i>Total Seat and Berth Miles</i>                                       | -         |
| <i>Frequency of Train Trips</i>                                         | -         |
| <i>Locomotive and Car Unit Trips</i>                                    | -         |
| <i>Total Operated Train Miles</i>                                       | -         |
| <i>Locomotive and Car Unit Miles</i>                                    | -         |
| <i>Average Locos and Cars Used per Day (Units Used) Financial Route</i> | -         |
| <i>Average Locos and Cars Used per Day (Units Used) TUS Route</i>       | -         |
| <i>Diesel-Hauled Total Train Miles</i>                                  | -         |
| <i>Electric-Hauled Total Train Miles</i>                                | -         |
| <i>Diesel Fuel Allocated Gallons</i>                                    | -         |
| <i>Total OBS Labor Hours</i>                                            | 192       |
| <i>Conductor and Engineer Labor Hours</i>                               | 576       |
| <i>Scheduled Train Hours</i>                                            | 601       |

The incremental change for total riders and total operated passenger miles are discussed in the previous section under Ticket Revenue and Ridership. Total OBS Labor Hours and Conductor and Engineer Labor Hours increase as a result of the increased train hours due to the proposed longer schedules to accommodate the Ypsilanti, MI stop.

## Conclusion – State Payment Impact

Under PRIIA 209 methodology, this proposal is forecast to increase revenue by \$448,000 on the *Wolverine Service*, while PRIIA 209 operating costs are forecast to also increase by \$221,735. Therefore, if implemented, the incremental impact to the *Wolverine Service's* state operating payment is a decrease of \$226,265.

The PRIIA 209 operating state payment impact for the proposed service is presented on page 6.

**Route & Service Financial Evaluation**  
*Finance, Service Planning & Costing*



**Add Ypsilanti, MI Station**  
**PRIIA 209 Pricing Policy**

(all numbers in FY2016 dollars except where noted)

|                                                               | Impact of Change<br>in Service |
|---------------------------------------------------------------|--------------------------------|
|                                                               | Increment                      |
| <b>REVENUES<sup>1</sup></b>                                   |                                |
| Ticket Revenue                                                | \$424,000                      |
| Food & Beverage                                               | 24,000                         |
| Other Revenue                                                 | -                              |
| <b>Total Revenue</b>                                          | <b>\$448,000</b>               |
| <b>EXPENSES<sup>2</sup></b>                                   |                                |
| <u>Third Party Costs</u>                                      |                                |
| Host Railroad (Maintenance of Way and Performance Incentives) | \$0                            |
| Synthetic Host Railroad Charge                                | -                              |
| Fuel and Power                                                | -                              |
| <b>Subtotal: Third Party Costs</b>                            | <b>\$0</b>                     |
| <u>Route Costs</u>                                            |                                |
| Train & Engine Crew Labor                                     | \$50,000                       |
| Car & Locomotive Maintenance and Turnaround                   | -                              |
| OBS - Crew                                                    | 12,000                         |
| Commissary Provisions                                         | 9,000                          |
| Route Advertising                                             | -                              |
| Sales Distribution                                            | 9,000                          |
| Reservations & Call Centers                                   | 40,000                         |
| Stations - Route                                              | 9,000                          |
| Stations - Shared                                             | 26,000                         |
| Commissions                                                   | 9,000                          |
| Customer Concession                                           | 1,000                          |
| Connecting Motor Coach                                        | -                              |
| Regional/Local Police                                         | -                              |
| Block & Tower Operations                                      | -                              |
| Terminal Yard Operations                                      | -                              |
| Terminal MoW                                                  | -                              |
| Insurance                                                     | 14,000                         |
| <b>Subtotal: Route Costs</b>                                  | <b>\$179,000</b>               |
| <u>Additives</u>                                              |                                |
| Marketing                                                     | \$12,544                       |
| T&E                                                           | 15,200                         |
| MoE                                                           | -                              |
| OBS                                                           | 2,100                          |
| Police                                                        | 9,311                          |
| G&A                                                           | 3,580                          |
| <b>Total: Additives</b>                                       | <b>\$42,735</b>                |
| <b>Total Expenses</b>                                         | <b>\$221,735</b>               |
| <b>State Operating Payment (Credit)</b>                       | <b>(\$226,265)</b>             |

Notes

1. 'Actuals' are revenues per APT (FY2014). 'BASE' are revenues as forecast by Amtrak for FY2016.
2. Expenses per APT (FY2014) inflated to FY2016.

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## ATTACHMENT C: CONSTRUCTION SCHEDULES



## YPSILANTI AMTRAK STATION (Option #1)

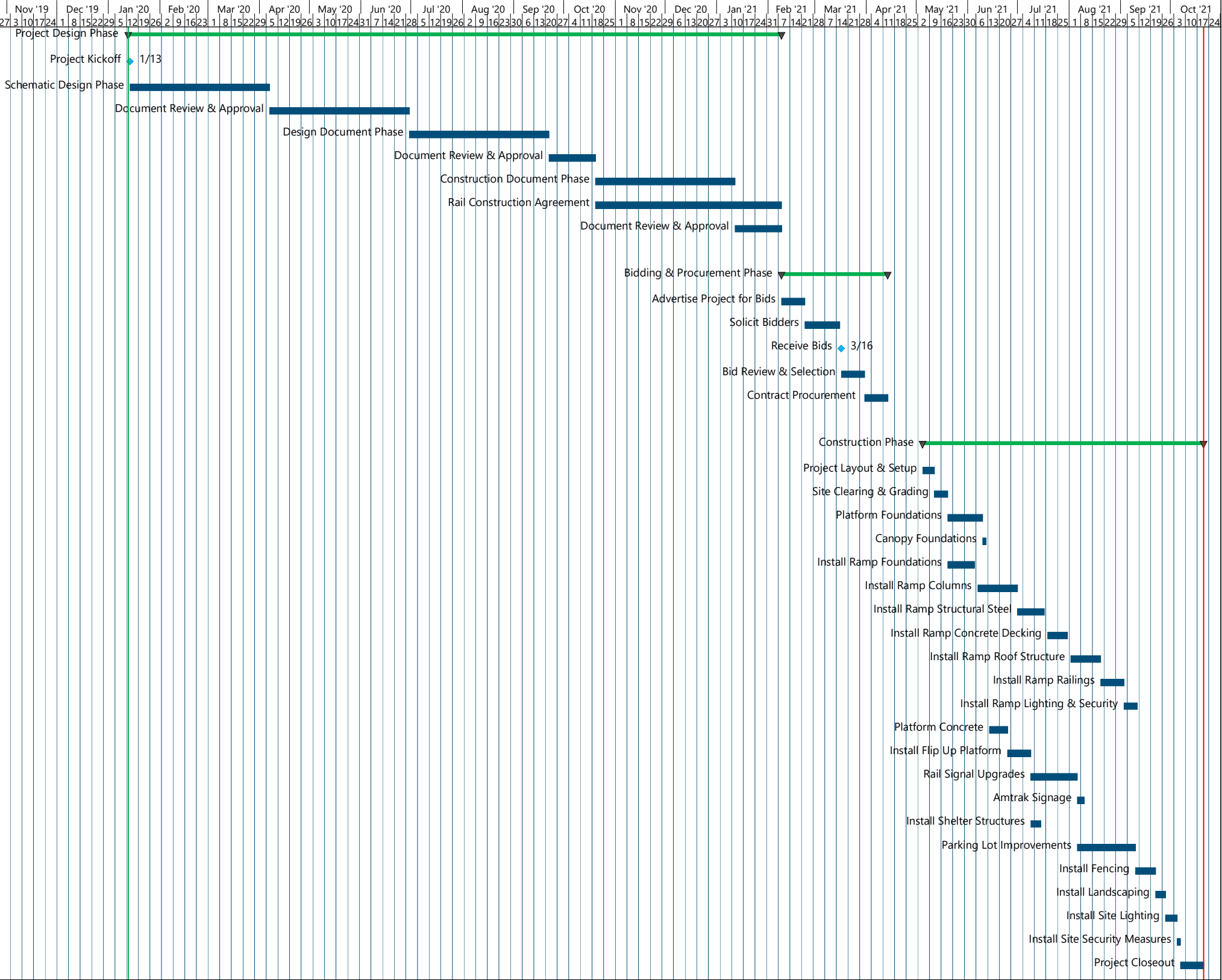
| ID | Task Name                      | Duration | Start        | Finish       | Predecessors |
|----|--------------------------------|----------|--------------|--------------|--------------|
| 1  | Project Design Phase           | 281 days | Mon 1/13/20  | Mon 2/8/21   |              |
| 2  | Project Kickoff                | 1 day    | Mon 1/13/20  | Mon 1/13/20  |              |
| 3  | Schematic Design Phase         | 60 days  | Tue 1/14/20  | Mon 4/6/20   | 2            |
| 4  | Document Review & Approval     | 60 days  | Tue 4/7/20   | Mon 6/29/20  | 3            |
| 5  | Design Document Phase          | 60 days  | Tue 6/30/20  | Mon 9/21/20  | 4            |
| 6  | Document Review & Approval     | 20 days  | Tue 9/22/20  | Mon 10/19/20 | 5            |
| 7  | Construction Document Phase    | 60 days  | Tue 10/20/20 | Mon 1/11/21  | 6            |
| 8  | Rail Construction Agreement    | 80 days  | Tue 10/20/20 | Mon 2/8/21   | 6            |
| 9  | Document Review & Approval     | 20 days  | Tue 1/12/21  | Mon 2/8/21   | 7            |
| 10 |                                |          |              |              |              |
| 11 | Bidding & Procurement Phase    | 46 days  | Tue 2/9/21   | Tue 4/13/21  |              |
| 12 | Advertise Project for Bids     | 10 days  | Tue 2/9/21   | Mon 2/22/21  | 9            |
| 13 | Solicit Bidders                | 15 days  | Tue 2/23/21  | Mon 3/15/21  | 12           |
| 14 | Receive Bids                   | 1 day    | Tue 3/16/21  | Tue 3/16/21  | 13           |
| 15 | Bid Review & Selection         | 10 days  | Wed 3/17/21  | Tue 3/30/21  | 14           |
| 16 | Contract Procurement           | 10 days  | Wed 3/31/21  | Tue 4/13/21  | 15           |
| 17 |                                |          |              |              |              |
| 18 | Construction Phase             | 65 days  | Wed 5/5/21   | Tue 8/3/21   |              |
| 19 | Project Layout & Setup         | 5 days   | Wed 5/5/21   | Tue 5/11/21  | 16FS+15 days |
| 20 | Site Clearing & Grading        | 2 days   | Wed 5/12/21  | Thu 5/13/21  | 19           |
| 21 | Platform Foundations           | 10 days  | Fri 5/14/21  | Thu 5/27/21  | 20           |
| 22 | Canopy Foundations             | 2 days   | Fri 5/28/21  | Mon 5/31/21  | 21           |
| 23 | Platform Concrete              | 4 days   | Tue 6/1/21   | Fri 6/4/21   | 22           |
| 24 | Install Flip Up Platform       | 10 days  | Mon 6/7/21   | Fri 6/18/21  | 23           |
| 25 | Rail Signal Upgrades           | 20 days  | Mon 6/21/21  | Fri 7/16/21  | 24           |
| 26 | Amtrak Signage                 | 1 day    | Mon 7/19/21  | Mon 7/19/21  | 25           |
| 27 | Install Shelter Structures     | 3 days   | Mon 6/21/21  | Wed 6/23/21  | 24           |
| 28 | Parking Lot Improvements       | 15 days  | Mon 6/7/21   | Fri 6/25/21  | 23           |
| 29 | Install Fencing                | 6 days   | Mon 6/28/21  | Mon 7/5/21   | 28           |
| 30 | Install Landscaping            | 4 days   | Tue 7/6/21   | Fri 7/9/21   | 29           |
| 31 | Install Site Lighting          | 5 days   | Mon 7/12/21  | Fri 7/16/21  | 30           |
| 32 | Install Site Security Measures | 2 days   | Mon 7/19/21  | Tue 7/20/21  | 31           |
| 33 | Project Closeout               | 10 days  | Wed 7/21/21  | Tue 8/3/21   | 32           |

Project: Ypsilanti Amtrak Station (Option 1)  
Date: Mon 10/8/18

Task  Split  Milestone  Summary  Project Summary 

YPSILANTI AMTRAK STATION (Option #3A)

| ID | Task Name                        | Duration | Start        | Finish       | Predecessors |
|----|----------------------------------|----------|--------------|--------------|--------------|
| 1  | Project Design Phase             | 281 days | Mon 1/13/20  | Mon 2/8/21   |              |
| 2  | Project Kickoff                  | 1 day    | Mon 1/13/20  | Mon 1/13/20  |              |
| 3  | Schematic Design Phase           | 60 days  | Tue 1/14/20  | Mon 4/6/20   | 2            |
| 4  | Document Review & Approval       | 60 days  | Tue 4/7/20   | Mon 6/29/20  | 3            |
| 5  | Design Document Phase            | 60 days  | Tue 6/30/20  | Mon 9/21/20  | 4            |
| 6  | Document Review & Approval       | 20 days  | Tue 9/22/20  | Mon 10/19/20 | 5            |
| 7  | Construction Document Phase      | 60 days  | Tue 10/20/20 | Mon 1/11/21  | 6            |
| 8  | Rail Construction Agreement      | 80 days  | Tue 10/20/20 | Mon 2/8/21   | 6            |
| 9  | Document Review & Approval       | 20 days  | Tue 1/12/21  | Mon 2/8/21   | 7            |
| 10 |                                  |          |              |              |              |
| 11 | Bidding & Procurement Phase      | 46 days  | Tue 2/9/21   | Tue 4/13/21  |              |
| 12 | Advertise Project for Bids       | 10 days  | Tue 2/9/21   | Mon 2/22/21  | 9            |
| 13 | Solicit Bidders                  | 15 days  | Tue 2/23/21  | Mon 3/15/21  | 12           |
| 14 | Receive Bids                     | 1 day    | Tue 3/16/21  | Tue 3/16/21  | 13           |
| 15 | Bid Review & Selection           | 10 days  | Wed 3/17/21  | Tue 3/30/21  | 14           |
| 16 | Contract Procurement             | 10 days  | Wed 3/31/21  | Tue 4/13/21  | 15           |
| 17 |                                  |          |              |              |              |
| 18 | Construction Phase               | 121 days | Wed 5/5/21   | Wed 10/20/21 |              |
| 19 | Project Layout & Setup           | 5 days   | Wed 5/5/21   | Tue 5/11/21  | 16FS+15 days |
| 20 | Site Clearing & Grading          | 6 days   | Wed 5/12/21  | Wed 5/19/21  | 19           |
| 21 | Platform Foundations             | 15 days  | Thu 5/20/21  | Wed 6/9/21   | 20           |
| 22 | Canopy Foundations               | 2 days   | Thu 6/10/21  | Fri 6/11/21  | 21           |
| 23 | Install Ramp Foundations         | 12 days  | Thu 5/20/21  | Fri 6/4/21   | 20           |
| 24 | Install Ramp Columns             | 18 days  | Mon 6/7/21   | Wed 6/30/21  | 23           |
| 25 | Install Ramp Structural Steel    | 12 days  | Thu 7/1/21   | Fri 7/16/21  | 24           |
| 26 | Install Ramp Concrete Decking    | 10 days  | Mon 7/19/21  | Fri 7/30/21  | 25           |
| 27 | Install Ramp Roof Structure      | 14 days  | Mon 8/2/21   | Thu 8/19/21  | 26           |
| 28 | Install Ramp Railings            | 10 days  | Fri 8/20/21  | Thu 9/2/21   | 27           |
| 29 | Install Ramp Lighting & Security | 6 days   | Fri 9/3/21   | Fri 9/10/21  | 28           |
| 30 | Platform Concrete                | 9 days   | Mon 6/14/21  | Thu 6/24/21  | 22           |
| 31 | Install Flip Up Platform         | 10 days  | Fri 6/25/21  | Thu 7/8/21   | 30           |
| 32 | Rail Signal Upgrades             | 20 days  | Fri 7/9/21   | Thu 8/5/21   | 31           |
| 33 | Amtrak Signage                   | 2 days   | Fri 8/6/21   | Mon 8/9/21   | 32           |
| 34 | Install Shelter Structures       | 4 days   | Fri 7/9/21   | Wed 7/14/21  | 31           |
| 35 | Parking Lot Improvements         | 25 days  | Fri 8/6/21   | Thu 9/9/21   | 32           |
| 36 | Install Fencing                  | 8 days   | Fri 9/10/21  | Tue 9/21/21  | 35           |
| 37 | Install Landscaping              | 4 days   | Wed 9/22/21  | Mon 9/27/21  | 36           |
| 38 | Install Site Lighting            | 5 days   | Tue 9/28/21  | Mon 10/4/21  | 37           |
| 39 | Install Site Security Measures   | 2 days   | Tue 10/5/21  | Wed 10/6/21  | 38           |
| 40 | Project Closeout                 | 10 days  | Thu 10/7/21  | Wed 10/20/21 | 29,39        |



Project: Ypsilanti Amtrak Station (Option 3A)  
Date: Mon 10/8/18

Task Split Milestone Summary Project Summary



## ATTACHMENT D: VAL MAPS



WASHTENAW CO., MICH.  
YPSILANTI TP.  
T.3S. R.7E.

| SCHEDULE OF PROPERTY |                                                 |              |                 |              |             |              |        |  |                                                                |
|----------------------|-------------------------------------------------|--------------|-----------------|--------------|-------------|--------------|--------|--|----------------------------------------------------------------|
| NO.                  | GRANTOR                                         | GRANTEE      | INSTRUMENT      | DATE         | RECORD      | CUST. NO.    | RECORD |  |                                                                |
| 1                    | Dillon's V Harris                               | M.C.D.       | Warranty Deed   | Oct 3, 1900  | L 166 P 319 | Oct 15, 1900 | 250-7  |  |                                                                |
| 2                    | Abraham Chapman                                 | D.B. & J. D. | Decree of Court | Aug 13, 1906 | L 166 P 319 |              | 30-4   |  |                                                                |
| 3                    | Mary C. Wright et al                            | M.C.D.       | Warranty Deed   | Nov 22, 1905 | L 166 P 319 | Dec 1, 1905  | 250-7  |  |                                                                |
| 4                    | No paper file found                             |              |                 |              |             |              |        |  | Held by adverse possession and claimed by the Railroad Company |
| 5                    | Harris of Silas Dickinson, by Guardian          | M.C.D.       | Warranty Deed   | Apr 23, 1900 | L 30 P 335  | Apr 24, 1900 | 105-3  |  |                                                                |
| 6                    | Arden H. Ballard, et al                         | M.C.D.       | Warranty Deed   | Apr 23, 1904 | L 37 P 335  | May 16, 1904 | 123-5  |  |                                                                |
| 7                    | Claimed under the laws of the State of Michigan |              |                 |              |             |              |        |  | Right to cross over Road.                                      |
| 8                    | Chourey, et al                                  | M.C.D.       | Quit Claim Deed | Apr 23, 1902 | L 39 P 304  | June 4, 1902 | 109-5  |  |                                                                |
| 9                    | David Schaffer, et al                           | M.C.D.       | Quit Claim Deed | Aug 26, 1906 | L 40 P 112  | Sept 1, 1906 | 123-5  |  |                                                                |

Note - The schedule of other property within the limits of this map, is shown on the station map.



CURVE NO. 28 A A = 4° 39'  
EAST END OF CURVE IS AT STA. 1546 + 30.0  
WEST END OF CURVE IS AT STA. 1551 + 25.0  
1000.0 FT. OF 2.20 CURVE  
200.0 FT. OF 2.20 CURVE  
200.0 FT. TOTAL LENGTH ON CENTER LINE  
200.0 FT. TOTAL LENGTH ON BASE LINE

CURVE NO. 28 B A = 42° 28' 44"  
EAST END OF CURVE IS AT STA. 1520 + 58.7  
WEST END OF CURVE IS AT STA. 1543 + 03.8  
1222.9 FT. OF TORREY EASEMENT 20 CHORDS 20 YR  
200.0 FT. OF 2.20 CURVE  
200.0 FT. TOTAL LENGTH ON CENTER LINE  
200.0 FT. TOTAL LENGTH ON BASE LINE

CURVE NO. 28 A A = 25° 46.8'  
EAST END OF CURVE IS AT STA. 1491 + 53.6  
WEST END OF CURVE IS AT STA. 1518 + 73.8  
200.0 FT. OF TORREY EASEMENT 20 CHORDS IS VAR  
378.7 FT. OF 1° 15.06' CURVE  
1200.0 FT. OF 1° 15.06' CURVE  
442.6 FT. OF 1° 15.06' CURVE  
200.0 FT. OF TORREY EASEMENT 20 CHORDS IS VAR  
2421.3 FT. TOTAL LENGTH ON CENTER LINE  
2420.2 FT. TOTAL LENGTH ON BASE LINE

Note - Here line is the gauge line of north rail of east bound main track.

RIGHT OF WAY & TRACK MAP  
THE MICHIGAN CENTRAL RAILROAD  
operated by  
THE MICHIGAN CENTRAL RAILROAD CO.  
MAIN LINE  
STATION 1470+00 TO STATION 1584+00  
SCALE - 1" = 100' JUNE 30, 1910  
CHAS. E. WILSON, ENGINEER  
DETROIT, MICH.

Sheet No. \_\_\_\_\_ of The Michigan Central Railroad Co.  
Main Line, from survey station 1470+00 to survey station 1584+00.

Engineer

5304005

|               |        |          |         |  |    |
|---------------|--------|----------|---------|--|----|
| Drawn by      | C.E.C. | 12-12-53 | Revised |  |    |
| Checked by    | C.E.C. | 12-12-53 | Date    |  | By |
| Correct as of |        |          |         |  |    |



WASHTENAW CO., MICH.  
YPSILANTI TWP.  
T. 3 S. R. 7 E.

[illegible]

*Note*  
Base line is on the gauge line of right hand rail, looking in the direction of the carriage.

**RIGHT OF WAY & TRACK MAP**  
THE MICHIGAN CENTRAL RAILROAD  
OPERATED BY  
**THE MICHIGAN CENTRAL RAILROAD CO.\***  
MAIN LINE (IN U. S.) YPSILANTI BELT  
STATION 0+00 TO STATION 53+50.6  
SCALE 1" IN 200 FT. JUNE 30, 1918  
OFFICE OF VALUATION ENGINEER  
DETROIT MICHIGAN

\* Prior and up to December 28, 1917

VS 4012 LC 5304 MP 29.3



5304014

|               |     |         |         |    |
|---------------|-----|---------|---------|----|
| Platted by    | PJE | 7-28-20 | Revised |    |
| Traced by     | PJE | 7-31-20 | Date    | By |
| Correct as of |     |         |         |    |
|               |     |         |         |    |
| FILE NO       |     |         |         |    |

FILE NO.





## REQUEST FOR LEGISLATION

March 5, 2019

**To:** Honorable Mayor and Ypsilanti City Council

**From:** Darwin D. P. McClary, City Manager

**Subject:** **2019-20 CITY COUNCIL GOALS, OBJECTIVES, AND BUDGET PRIORITIES**

---

### **SUMMARY & BACKGROUND:**

In January and February, the city council engaged in goal setting and establishment of budget priorities pursuant to Section 5.02 of the Ypsilanti city charter. Section 5.02 states:

*5.02. - Preparation and submission of budget.*

*The City Council shall instruct the City Manager concerning the priorities of the City that the budget for the next year must address. The instructions shall be incorporated in a resolution adopted at the first meeting in February. The City Manager shall submit a proposed budget for the financial operations of the City for the next fiscal year to the City Council on or before the first day of May of each year.*

Attached is a copy of the goal setting report prepared by facilitator Morgan Milner based on the results of the city council's goal setting sessions.

### **PREVIOUS COUNCIL ACTION:**

None

### **FINANCIAL IMPACT:**

To be presented with the proposed FY 2019-20 and 2020-21 budget.

### **RECOMMENDED ACTION:**

Make necessary revisions to the goal setting report findings as desired and adopt the city council's 2019-20 goals, priorities, and objectives.

### **ATTACHMENTS:**

Ypsilanti City Council 2019-2020 Goal-Setting Report – Morgan Milner, Ph.D.

---



**CITY MANAGER APPROVAL:** DDPM

**COUNCIL AGENDA DATE:** 03/05/19

**CITY MANAGER COMMENTS:** Make necessary revisions to the goal setting report findings as desired and adopt the city council's 2019-20 goals, priorities, and objectives.

**FISCAL SERVICES DIRECTOR APPROVAL:** N/A



Resolution No. 2019 - 044  
March 5, 2019

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

WHEREAS, during the months of January and February 2019, the city council engaged in goal setting and budget prioritization exercises with the valuable assistance from facilitator Dr. Morgan Milner and city administration; and

WHEREAS, Dr. Milner prepared a report titled Ypsilanti City Council 2019-2020 Goal-Setting Report which outlines the results of the city council's goal setting sessions; and

WHEREAS, pursuant to Section 5.02 of the Ypsilanti city charter, the city council desires to adopt goals, objectives, and budget priorities for 2019-20 to provide the necessary direction to the City Manager for allocation of resources for the FY 2019-20 and FY 2020-21 proposed budgets.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF YPSILANTI that the Ypsilanti city council does hereby adopt the attached Ypsilanti City Council 2019-2020 Goal-Setting Report as the city council's goals, objectives, and budget priorities for FY 2019-20 with the following revisions:

\_\_\_\_\_; and

BE IT FURTHER RESOLVED THAT the Ypsilanti city council does hereby direct the City Manager to consider these adopted goals, objectives, and budget priorities during the preparation of the FY 2019-20 and FY 2020-21 proposed budgets in accordance with Section 5.02 of the Ypsilanti city charter.

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

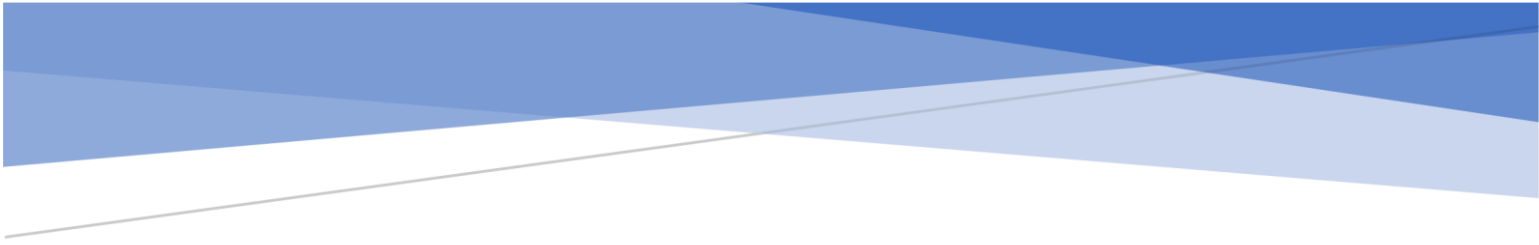
SUPPORTED BY: \_\_\_\_\_

YES:

NO:

ABSENT:

VOTE:



# Ypsilanti City Council 2019-2020 Goal-Setting Report

## **Overview:**

City Council and Administrative Staff held two goal-setting meetings in January 2019 to establish priorities for FY 2019-2020. After generating goals from each council member and administrative area, council and staff voted on their priority preferences. A final goal-setting session held on 2/19/2019 added specificity to the identified goals.

## Priority Areas

Goals were organized across 3 areas of development

- Community Engagement
- City Infrastructure
- Council and Staff

The following is a summary of priorities and goals as surfaced by the City of Ypsilanti Council, with input from administration and staff.

## **Prepared by:**

Morgan Milner, PhD  
Organization & Talent Development  
drmmilner@gmail.com

# Community Engagement

## Priority: Increase Police Safety

| Goal                                              | Action                                                                                                                                                                                                                  |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stabilization of personnel                        | Hire 6 more staff to reduce burnout                                                                                                                                                                                     |
| MACP Accreditation                                | In process, Chief of Police                                                                                                                                                                                             |
| MACP One-Mind Campaign                            | In process, Chief of Police, will require budget allocation                                                                                                                                                             |
| Police morale with crisis intervention specialist | Bi-annual or tri-annual. Identify crisis intervention source. Consider a group process to increase efficiency. Hire a dietician for recommendation of healthy habits. Coordinate with EAP consultants regarding morale. |

## Priority: Increase Fire Safety

| Goal                                                                   | Action                                                                                                              |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Stabilization of personnel to SAFER levels with attention to diversity | Complete selection process for fire chief position. Achieved SAFER level status. Complete process for 2 more hires. |
| Improve infrastructure                                                 | Explore solutions for apparatus floor.                                                                              |
| Enhance automatic aid agreement                                        | Continue internal meetings. No budgetary needs.                                                                     |
| Meet county specialty teams obligations                                | Minimal budget needs. Maintain regular costs.                                                                       |

## Priority: Strengthen Communications and City Identity

| Goal                                                                                   | Action                                                                                                    |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Achieve consistency in local media communications                                      | Identify a staff member (1) for press releases and communications. Provide training with job description. |
| Improve communications with city residents through creation of a social media campaign | See above                                                                                                 |
| Create Public Safety community relations plan                                          | See above                                                                                                 |

|                                                                      |                                                                                            |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Increase quality of relations between city citizens and EMU citizens | Allocate funds for entertainment, conferences, etc when meeting with EMU community members |
| Create public engagement plan                                        | Staff person above. Revamp town hall format. Utilize outside facilitators.                 |
| Develop Brand Identity                                               | Hire a branding consultant to develop campaign.                                            |
| Improve medical marihuana facilities application process             | In process                                                                                 |
| Conduct successful 2020 Presidential primary process                 | No action identified                                                                       |

---

### Priority: Create/Strengthen Youth, Arts and Culture Commissions

---

| Goal                                       | Action                                                                                                                                                                                                                                                                                        |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Youth program support                      | Assign small staff to form a commission and a small budget. Develop plan to recruit youth to sit on commission and language to make existing commissions attractive to youth. This will be a space for youth to collaborate with each other. Organize events specifically for youth downtown. |
| Develop public arts and creative community | Allocate seed money for commission work (small budget)                                                                                                                                                                                                                                        |

---



# City Infrastructure Development

## Priority: Make Progress on Dam Project

| Goal                                                                                 | Action                                                                                                                                                                |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review, research and decide a course of action (Repair, convert to hydro, or remove) | Research grants for funding. Complete the process. Study for removal completed. Study for repair completed. Hydro report completed. Next, community engagement/input. |

## Priority: Increase Utilization of Parks and Recreation

| Goal                                                 | Action                                                                                                                                                                                                                                      |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Establish 1 working water fountain per park per ward | OHM provide cost estimates for water fountains (and bathrooms)                                                                                                                                                                              |
| Ongoing maintenance                                  | Review action plan in process to prioritize maintenance efforts. Hire personnel to engage in maintenance activities. DPS assign increased personnel to park maintenance. Utilize youth collaboration for community service and maintenance. |

## Priority: Increase access to Affordable Housing

| Goal                                                                                         | Action                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Establish land trust                                                                         | Look for opportunities to establish this trust                                                                                                                                     |
| Increase affordable housing and maintain this focus when pursuing other projects (CBO, etc.) | Define what affordable housing is (subsidized vs low cost). Develop plan outlines (housing commission). Define viable space for building and redevelopment. Consider public lands. |

## Priority: Increase Parking

| Goal                                                                                   | Action                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Implement parking proposal strategy with an intent to increase parking in DDA district | Review strategy report in process. Move towards implementing 25% of strategy in Yr 1. Develop plan in tandem with DDA based upon strategy report. Encourage non-motorized traffic downtown to relieve congestion. |
| Develop a paid park-and-ride on Water St                                               | Explore feasibility of idea. Develop plan. Break ground.                                                                                                                                                          |

## Priority: Increase Sustainability

| Goal                                                  | Action                                                                                                         |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Recycling initiatives                                 | Initiate public recycling programs (incl multi-unit)                                                           |
| Climate change initiatives                            | Support sustainability commission in writing a sustainability plan. Utilize external consultant.               |
| Reduce carbon emissions                               | Complete carbon inventory of city fleet to benchmark and understand how much carbon we are currently emitting. |
| Revisit climate plan                                  | Review climate action plan to reorient current state and ideas generated.                                      |
| Create comprehensive energy plan                      | Based upon carbon inventory benchmark                                                                          |
| Downtown dumpster program                             | No action identified                                                                                           |
| Streetscape beautification, garden beds, rain gardens | No action identified                                                                                           |

# Council and Staff Development

## Priority: Increase Morale for City Staff

| Goal                                                                   | Action                                                                                                                           |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Perform pay equity analysis                                            | Direct HR director to conduct an analysis                                                                                        |
| Perform HR climate study, including analysis of turnover and vacancies | Hire outside consultant or consider EMU grad project. Goal is to establish how people would like to be valued.                   |
| Create HR metrics report                                               | HR director to complete task                                                                                                     |
| Employee recognition program                                           | HR director generate ideas for motivation/recognition. Staff appreciation party. Fun retreat (not working session) for cohesion. |
| Employee performance management (reviews, training, development)       | Establish process for regular employee review (HR director to complete task)                                                     |

## Priority: Achieve Full Staffing Levels

| Goal                                      | Action                                                                                                                                                 |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department head staffing                  | Review report and determine next action steps. Ongoing. Establish dept lead for parks and rec spending.                                                |
| Inspectors staffing                       | No hiring needed. Annual report in process. Discuss improvement of fire inspection program.                                                            |
| City staffing                             | Develop internship program. Utilize grant writers. Complete and thorough orientations/ consistent onboarding program. Develop succession plan (HR Dir) |
| Value diversity with recruiting/selection | This is a core value to be reflected in ongoing operations and decision-making.                                                                        |

## Priority: Maintain Council Civility and Cohesion

| Goal                                                                                                    | Action                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Create positive tone with interactions. Improve overall communications between council, admin and staff | Tips for positive communication. Develop trust and respect. Agree to disagree. Conduct field trips to develop cohesion (March 9 Water tower tour). Conduct city-wide events (picnic at Rutherford pool, etc). Reactivate COPAC picnic to allow |

|                                |                                                                             |
|--------------------------------|-----------------------------------------------------------------------------|
|                                | people around city to get to know each other. Host an annual holiday party. |
| Conduct DISC Profile           | No action identified.                                                       |
| Create values, vision, mission | Hold a Vision Retreat                                                       |
| Council role awareness         | We previously completed role report-outs in the January working retreat.    |

---

### Priority: Maintain Economic Fiduciary

---

| Goal                                                                         | Action                                                                                                                                   |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Balanced budget for planning and control                                     | City manager to propose budget                                                                                                           |
| Federal grant opportunities and revenue sources                              | Identify and utilize grant writers.                                                                                                      |
| Reduce dependency on Iron Mountain 25%                                       | Increase digital storage and scanning. Create inventory. Consider closing city hall for 1 working day to conduct inventory and scanning. |
| Increased partnerships with EMU and other community resources (e.g. interns) | No action identified                                                                                                                     |

---



Resolution No. 2019-045  
February 19, 2019

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

**WHEREAS**, City Council is the governing body of the City of Ypsilanti charged by law with certain powers and duties to conduct the affairs of the City; and

**WHEREAS**, there is a desire to codify an evaluation process for the City Manager and City Clerk.

**NOW, THEREFORE, BE IT RESOLVED** that the Ypsilanti City Council hereby adopts the following timeline for the City Manager and City Clerk evaluation process.

March 5th – Evaluation Committee selected

March 5<sup>th</sup> - City Council will approve the process and evaluation forms  
March 5<sup>th</sup> – evaluation forms distributed

March 19<sup>th</sup> – evaluation forms due

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

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

YES:

NO:

ABSENT:

VOTE:





From: Bonnie Wessler, City Planner

Subject: Responsive Traffic Safety Improvement Process (ReTSIP)

---

### **SUMMARY & BACKGROUND**

At the February 5 Council meeting, the previous policy drafts regarding speed control and traffic safety were discussed, as well as the general intent of such a policy or process. Staff heard a general consensus that there was a need to respond to the expressed needs of residents; there was concern about petitions and concerns going into a "black hole" of process without a report out to Council; and there was general recognition that each petition would be unique with regard to the intensity or level of concern, the physical constraint of interventions, and the type of safety concern. In addition, there was a general recognition that right design invites right use; that is, if user safety is the primary concern of the City, then our long-term street design should reflect this priority, and that this policy serves a shorter-term need than street design/redesign.

Staff was reminded that there is currently a petition to pursue traffic safety measures on South Washington that has not yet been reviewed due to the lack of a guiding policy. This petition is attached.

### **RECOMMENDATION**

Staff has developed a policy, attached, and a process supporting it. Generally, the process would be initiated by a petition of 51% of residents of two block faces (or similar extent) requesting safety improvements of the City. This petition and the safety concerns will be reviewed by the Traffic Review Committee, per the guidelines expressed fully in the attached. The Traffic Review Committee will make a recommendation to City Council no more than 90 days after receipt of the completed petition. Council will make the final determination regarding the dispensation of the petition.

---

**RECOMMENDED ACTION:** Approval

**ATTACHMENTS:** Policy Statement  
Review Guidelines for the ReTSIP  
Tabled petition (South Washington)

---

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

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

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



Resolution No. 2019 - 046  
March 5, 2019

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

WHEREAS, the City of Ypsilanti is desirous of ensuring the safety of all right-of-way users in the City; and

WHEREAS, the City of Ypsilanti is invested in ensuring that the capital improvement process and related processes are clear and consistent; and

WHEREAS, road and right-of-way improvements outside the customary Capital Improvement Program may be required to ensure the safety of our residents and visitors from time to time;

NOW THEREFORE BE IT RESOLVED that the Ypsilanti City Council adopt the Responsive Traffic Safety Improvement Policy and Process.

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

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

YES:                      NO:                      ABSENT:                      VOTE:



### Responsive Traffic Safety Improvement Policy & Process (ReTSIPP)

#### POLICY

It is the policy of the City Council that residents and visitors to the City of Ypsilanti have a safe and efficient transportation experience; further, that potential negative safety impacts of vehicle traffic be mitigated wherever possible. From time to time it may be necessary to take measures to

#### PROCESS

1. Residents who bring a concern to any representative of the City will be directed to the Office of the City Manager, which will be the point of contact throughout this process.
2. The complainant will be informed of this process. This process will also be made available upon the City website.
3. The complainant will be asked to provide a petition of 51% of the residents of at least two block faces.
4. Upon receipt of a signed petition, the City will conduct a preliminary investigation, led by the Traffic Review Committee. Data provided by residents will be reviewed, as well as information collected by the City and its representatives.
5. The Traffic Review Committee will prepare a report regarding its findings, and make a recommendation to City Council no later than 90 days following receipt of the completed petition. Residents and property owners adjacent to the affected area will be informed of the Council presentation via first-class mail, and the presentation will be noticed on the City website.
6. Residents and property owners adjacent to the affected area will be notified of the Council decision by first-class mail.

#### REVIEW CONSIDERATIONS

The following items will be reviewed as part of the TRC's report.

| Criteria                                                                          | Value Ranges                                                                        |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Road type: local or major                                                         | Local/Major<br>Note: State Trunklines are not under control of the                  |
| 85th Percentile Speed<br>(speed that 85% of the traffic is traveling at or below) | 1 – 4 mph over speed limit<br>5 mph<br>6 mph<br>7 mph<br>8 mph<br>9 mph<br>10 mph + |

| <b>Criteria</b>                                                                                    | <b>Value Ranges</b>                                                         |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Average Daily Traffic (ADT)                                                                        | 500 – 750 vehicles<br>751 – 1000<br>1001 – 1250<br>1251 +                   |
| Three-year Crash History<br>(correctable accidents in project area)                                | No<br>Yes                                                                   |
| Schools<br>(when project area is within walk-to-school<br>zone – ½ mile from active school)        | ¼ mile up to walk-to-<br>school zone limit<br>¼ mile from school or<br>less |
| Major Pedestrian Generators (parks, library,<br>shopping plaza, senior housing, etc.)*             | within 1/4 mile                                                             |
| Sidewalks (presence, condition, accessibility)                                                     | Yes<br>No                                                                   |
| Other physical design considerations<br>(stormwater/curb & gutter; visibility;<br>topography, etc) |                                                                             |
| Maintenance concerns (snow removal, etc)                                                           |                                                                             |

CITY OF YPSILANTI  
SOUTH WASHINGTON STREET  
RESIDENTS' PETITION FOR TRAFFIC CALMING

To: Ypsilanti City Manager, Ypsilanti City Council

From: Residents of South Washington Street

Re: Request for Traffic Calming on South Washington Street

Pursuant to and consistent with Resolution No. 2016-238, the undersigned residents of South Washington Street request a preliminary traffic engineering investigation for the purpose of implementing the Neighborhood Traffic Management Program on South Washington street to address two specific problems – speeding and ignoring stop signs. We request speed humps to be installed at stop sign lines of obedience, which will not inconvenience drivers obeying the stop signs, but will require those who would otherwise not stop to at least slow down.

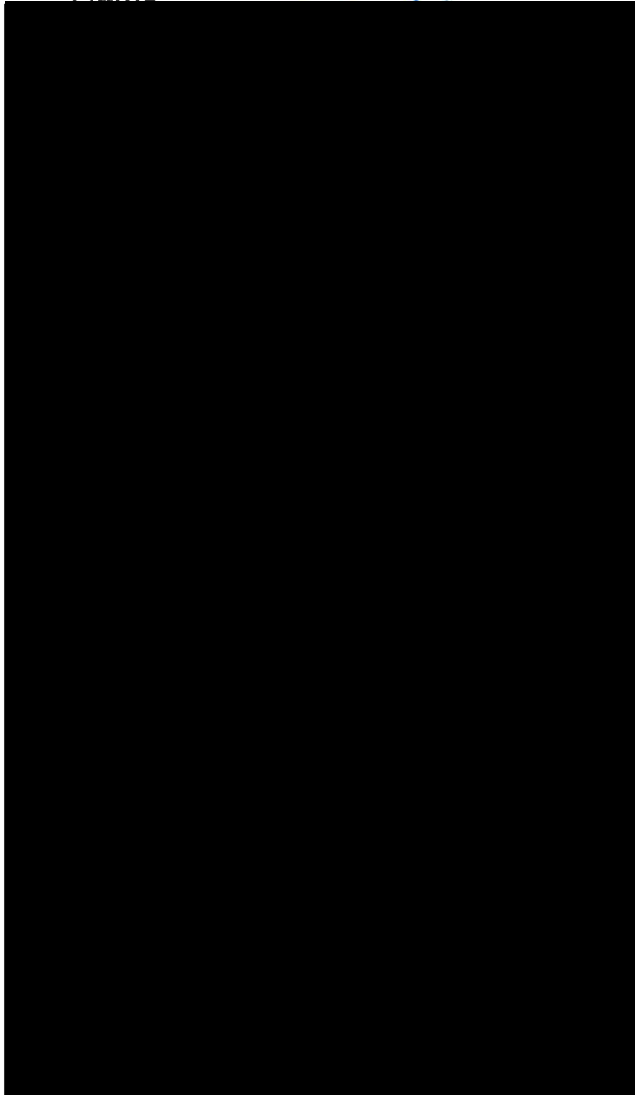
According to the Policy and Procedure for Neighborhood Traffic Management, qualifying criteria include speeding, cut-through traffic, correctable accidents in area and major pedestrian generators. South Washington Street has all of these conditions.

- The speeding is accentuated and aggravated by the accompanying running of stop signs.
- The cut-through traffic is evident every weekday morning when motorists leave backed-up Huron St. and cut through on Washington (often ignoring stop signs).
- The correctable accidents, including a rollover crash on August 22, 2018 and a high speed hit and run crash on May 26, 2018 are the results of speed and ignoring the stop signs.
- Major pedestrian generators include the Library within blocks, the Downtown Farmers Market, two party stores that attract pedestrian traffic, a popular funeral home and the recent (and welcome) addition of Legal Aid at 15 S. Washington.

City of Ypsilanti Traffic Calming Petition p. 2

There are several families on our street with children under 10 years old. We request that the City of Ypsilanti install speed humps at the stop signs in both directions from Ferris to Buffalo to both slow traffic and encourage motorists to stop at the stop signs.

Name

A large black rectangular redaction box covering the names of the petitioners.

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Address

A large black rectangular redaction box covering the addresses of the petitioners.

Washington St.

Washington St.

Washington St.

Buffalo (at S. Washington)

Washington St.

Washington St.

S. Washington St.

S. WASHINGTON ST.

S. WASHINGTON ST.

S. Washington St

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REQUEST FOR LEGISLATION  
March 5, 2019

To: Mayor and City Council

From: Bonnie Wessler, City Planner

Subject: Master Plan Update & Sustainability Plan Creation RFP Results

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## **SUMMARY & BACKGROUND**

The City is in need of updating their Master Plan and creating a Sustainability Plan. Per the State Act, Master Plans must be reviewed and updated approximately every five years; our current Master Plan (Shape Ypsi) was adopted in late 2013. The recently-formed Sustainability Commission has been charged with creating a Sustainability Plan. They have been budgeted for \$10,000 (economic development- planning - contractual services) and firm \$15,000, respectively.

A Request for Proposals (RFP) was issued at the end of October, and four proposals were received at the beginning of December. Three proposals were from firms with locations and experience in Michigan; one was from a firm wholly out-of-state with no Michigan experience (PaleBlueDot+CIII). This respondent was removed from consideration. Staff reviewed these remaining proposals with input from both the Sustainability Commission and the Planning Commission.

The scope of work requested for the Sustainability Plan by the Sustainability Commission, we were advised, would exceed the budgeted amount; we advised potential respondents to create a menu of services that would reasonably achieve the goal of creating a complete, implementable Sustainability Plan that fit the overall aims expressed by the Sustainability Commission. Three of the respondents did so; one responded with a proposal that was over-budget for both the Master Plan Update by \$5,000 and the Sustainability Plan by \$35,000 (SmithGroup); this proposal was removed from consideration.

Much of the work of this project lies in the sustainability plan, and public engagement for both the sustainability plan and the master plan is of utmost importance. Of the two remaining proposals, one had a team with extensive sustainability and resilience planning and emphasized equity in outreach. The other proposal had one team-member with extensive sustainability experience, and only acknowledged the need for equity in outreach (McKenna). The prices were comparable.

Staff is recommending that the Beckett & Raeder (Ann Arbor) proposal be accepted at a cost of \$25,024. Staff further recommends the additional public meetings recommended by Beckett & Raeder for an additional \$3,465, for a total amount of \$28,489. The review team feels that this firm has the strongest understanding of the service, strong partners with experience in sustainability, an excellent outreach plan, and a good track record of performance within the City. This total exceeds the budgeted amount by \$3,489.

RECOMMENDED ACTION: Staff recommends approval of the Beckett & Raeder proposal for Master Plan Update and Sustainability Plan Creation, with a base cost of \$25,024 and an additional cost of \$3,465 for additional public engagement. Staff recommends that the \$3,489 by which this proposal exceeds the budgeted amount be drawn from Economic Development Department's Planning Contractual Services budget for 2018-2019 and Capital Improvements General Government Contractual Services for 2018-2019.

ATTACHMENTS: Bid Tabs  
Beckett & Raeder Proposal  
Resolution

---

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

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

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

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



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

WHEREAS, the City of Ypsilanti adopted a Master Plan in October of 2013; and

WHEREAS, the Planning Commission has found that the Master Plan needs to be updated to reflect new information, new trends, and new tools; and

WHEREAS, City Council enacted an ordinance in January 2017 to create a Sustainability Commission; and

WHEREAS, the Sustainability Commission is charged by ordinance with creation of a Sustainability Plan, and

WHEREAS, four proposals were submitted, which were reviewed by staff with input from both Planning Commission and Sustainability Commission, and

WHEREAS, staff recommends awarding the proposal to Beckett & Raeder of Ann Arbor for a cost of \$25,024, and recommends the options for additional public engagement for an additional \$3,465;

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council accepts the proposal from Beckett & Raeder of Ann Arbor for a Master Plan Update & Sustainability Plan Creation for an amount not to exceed \$29,000; and

NOW THEREFORE BE IT FURTHER RESOLVED THAT the fifteen thousand of the above amount be drawn from that allocated for Sustainability Plan to be drawn from the Capital Improvement General Government Contractual Services (414-7-2650-818-00) and fourteen thousand of the above amount be drawn from Economic Development's Planning Contractual Services (101-7-7210-818-00); and

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

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

YES:

NO:

ABSENT:

VOTE:

# City of Ypsilanti

## Master Plan Update & Sustainability Plan Proposal

December 3, 2018



*View of the Streetscape project completed by Beckett & Raeder, Inc. for the city of Ypsilanti, Michigan*



*innovative*

### **PLANNING MISSION STATEMENT**

We believe planning is, and should be, an understandable process of problem solving based on a common sense evaluation and analysis of the land and the program. Our clients actively participate in this process which means that our solutions are a product of their participation. The integrity of the process is the constant, regardless of the scale and complexity of the project.

### **OUR CORE VALUES**

The Beckett & Raeder, Inc. team firmly believes and employs the following set of core values, which actively drive each professional throughout the duration of any project and contract. As a team, we strive to be:

- Responsive
- Exceeding Expectations
- Creative
- Passionate
- Dedicated

It is fundamental that each client receives services and expertise from Beckett & Raeder, Inc. while strictly adhering to the core values.

# City of Ypsilanti

## Master Plan Update & Sustainability Plan

|                               |    |
|-------------------------------|----|
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| Fee Proposal                  | 40 |

### CONTACT:

John R. Iacoangeli, AICP, LEED AP, CNU-A  
Principal  
734.663.2622 | [jri@bria2.com](mailto:jri@bria2.com)





# Statement of Understanding

December 3, 2018

City of Ypsilanti  
Joe Meyers and Bonnie Wessler  
1 South Huron Street  
Ypsilanti, MI 48197

Regarding: Proposal for Master Plan Update & Sustainability Plan

Dear Joe and Bonnie,

I am pleased to submit for your consideration a proposal for professional planning services to prepare a Master Plan Update, Greenhouse Gas Inventory, and Sustainability Plan for the City of Ypsilanti. We have assembled a team that is expertly equipped with the skills, resources, and experience needed to successfully serve the City, including Beckett & Raeder's own award-winning master plan team joined by your familiar partners at EcoWorks and their colleagues through the Michigan Community Energy Partnership, SEEDS.

Master planning is a particular joy for Beckett & Raeder, Inc. Over the last ten years, our team has won more Daniel Burnham Awards for a Comprehensive Plan from the Michigan Chapter of the American Planning Association than any other planning firm in the state, and it's because we take great pride in crafting unique documents that speak directly to the communities they serve. We understand that the City of Ypsilanti is currently in possession of, and requesting and update to, a plan that has its own well-deserved Burnham Award, and this proposal is crafted with all of the care due to it. Our review of "Shape Ypsilanti" shows it to be constructed with impressive durability in mind. The intent of the activities described here is to mark progress toward the comprehensive vision, provide an opportunity for feedback and communication with citizens, and adjust course where necessary to continue toward that vision.

We salute the City for its efforts toward creating a more sustainable and responsible future, of which this inaugural Sustainability Plan is just one. We understand that this Plan is both distinct in focus from, and also highly integrated with, other City projects and processes, from its concurrent Energy Plan to daily municipal operations. The requested Greenhouse Gas Inventory and resultant implementation strategy will form the technical backbone of the plan, folding in and building upon the work of the 2012 Climate Action Plan. An inventory of the conditions and policies contributing to the City's overall sustainability will provide the framework from which goals, recommendations, and progress metrics can be developed. We further understand that the City has defined four broad areas of analysis to include Economy & Jobs; Education, Arts & Community; Equity & Empowerment; and Health & Safety:

BRI believes that plan alignment is a core strategy for implementation success, and recognizes concurrent planning efforts as an unparalleled opportunity to achieve it. This proposal is designed to maximize synergy and consistency among the plans. The community engagement process, shared between the plans, provides the biggest and most visible opportunity for coordination. We have structured our proposal for these events "a la carte" and anticipate finalizing the development of the program in conjunction with the Steering Committee. A less visible, but potentially more impactful, opportunity for coordination is among the implementation plans, which will be cross-referenced and presented jointly. Crafting strategies and actions which serve multiple goals is an effective and productive way to increase their likelihood of accomplishment.

We thank you for this invitation to submit the following proposal and are hopeful of its favorable consideration. As you know, we have loved Ypsi dearly as neighbors, alums, visitors, employees, and residents, and are always at the ready to join you in your march toward an ever-brighter tomorrow.

Sincerely,



John R. Iacoangeli, AICP, LEED AP, CNU-A, Principal



*imagine*

## Our Firms



Beckett & Raeder, Inc. is a Michigan Corporation headquartered in Ann Arbor since 1966, with additional offices in Petoskey and Traverse City, Michigan.

The firm includes landscape architects, planners, civil engineers, LEED accredited professionals, and support staff maintaining registrations in the States of Michigan, Ohio, Indiana, and Illinois and certification at the national level.

Work for this proposal will be performed in the Ann Arbor office at 535 West William Street.



SEEDS is a 501(c)3 nonprofit organization established to implement local solutions to global issues at the intersection of ecology, education, and design.

Incorporated in 1999 by a handful of young graduate students studying ecological engineering and social sciences. SEEDS has always embraced the word design to be broadly inclusive of everything from design of engaging educational curriculum to design of methodologies for monitoring greenhouse gas emissions to the designers of buildings and trails and neighborhoods. The Energy & Environment arm of the organization takes a proactive and methodological approach to analysis and planning.



EcoWorks is a Detroit based nonprofit with over thirty years of providing services at the intersection of community development and sustainability.

While our roots are firmly planted in energy conservation, we have grown to emphasize all aspects of sustainable development as it relates to building affordable, energy efficient residential housing and commercial buildings.



## Professional Affiliations & Organizations



Beckett & Raeder, Inc. is staffed by registered professional engineers, landscape architects, community planners, and environmental and ecological professionals and has specialized training and maintains professional affiliation with the following:

### ACCREDITATIONS

U. S. Green Building Council LEED Accredited Professionals  
Form Based Code Institute (FBCI)  
Congress for the New Urbanism Accreditation (CNU-A)

### CERTIFICATIONS

Michigan Economic Development Association Certified Economic Development Professional  
Certified Stormwater Operator  
Housing Development Finance Professional (HDFP)  
Project Management Boot Camp  
PASER Road Rating  
Planning and Zoning Instructor (MAP)  
Certificate of Real Estate  
Certified Playground Safety Inspector (CPSI)  
American Institute of Certified Planners (AICP)  
National Charrette Institute Certification (NCI)  
Certified Park and Recreation Professional

### REGISTRATIONS

Professional Registered Engineers

- State of Michigan (PE)
- State of Ohio (PE)

Professional Landscape Architects

- State of Michigan (PLA)
- State of Ohio (PLA)
- State of Illinois (PLA)
- State of Indiana (PLA)
- Council of Landscape Architects Registration Boards

Residential Builder License

- State of Michigan

### SPECIALIZED TRAINING

EPA Brownfield Redevelopment  
People, Places and Placemaking  
Economics of Place  
Neighborhoods, Streets and Connections  
Form Planning and Regulation  
Collaborative Public Involvement  
Applied Placemaking  
Complete Streets  
Geographic Information Systems  
FEMA ICS-100, IS-00029, EFS 15  
FEMA ICS-200, IS-00700 (NIMS)  
Green Roof Design  
Charrette System Training (NCI)

## Services



### MASTER PLANNING

- Campus Planning
- Traditional Neighborhood & Small Town Design
- Community Master Planning Watershed Planning
- Recreation Master Planning
- Park Master Planning
- Rural Land Planning Services
- Land Use Planning

### COMMUNITY PLANNING & ZONING

- Comprehensive Master Plans Brownfield Redevelopment
- Zoning Ordinance /Codes
- Specialized Zoning Ordinance Provisions Development
- Standards and Guidelines
- Site Plan Review
- Strategic Planning
- Expert Witness Zoning Testimony
- Community Development
- Greenway Planning
- New Urbanism

### ENVIRONMENTAL SERVICES

- Site Evaluation and Analysis
- Low Impact, Conservation Design
- Wetland Delineation
- Constructed Wetland Design & Installation
- Wetland Restoration
- Storm Water Management

### ANALYSIS & EVALUATION

- Site Analysis
- Feasibility Studies
- Site Selection Studies
- Buildout Analysis
- Market Analysis
- Demographics
- Natural Features Interpretive Studies

### PROJECT CONSTRUCTION

- Construction Administration
- Field Inspection
- Storm Water Operator
- Bridge Inspection
- Specification Writing
- Project Cost Estimating
- Construction Drawings

### DOWNTOWN & ECONOMIC DEVELOPMENT

- Brownfield Redevelopment
- Grant Writing
- Downtown Management
- Downtown Master Plans
- Special Finance Districts
- Adaptive Reuse Studies
- Retail Market Analysis
- Strategic Planning/Visioning Workshops
- Physical Design Plans
- Streetscape Design & Implementation
- Wayfinding & Signage
- Tax Increment Financing & Development Plans
- DDA Creation

### SITE DESIGN

- Planting Design
- Irrigation Design
- Grading Plans
- Utility Plans
- Pavement Design
- Lighting Design
- Site Design Guidelines
- Park Design

### URBAN DESIGN

- Corridor Design & Planning
- Streetscape Design
- Waterfront Design

### FACILITY DESIGN

- Marina Design
- Playground Design
- Athletic Facility Design
- K-12 Site Development
- Subdivision Design
- Campgrounds
- Parks Design
- Higher Education

### INFRASTRUCTURE

- Storm Water Management
- Water Distribution Systems
- Sanitary Sewer Systems
- Capacity Analysis
- Capital Improvement
- Program Wellhead Design & Protection
- Pavement Evaluation
- Streets and Roads
- Onsite Sewage Treatment
- Utility Marking
- Parking



## Selected Recent Awards



### MICHIGAN ASSOCIATION OF PLANNING

Economic Planning and Development Award, 2018  
Project Rising Tide

Urban Design Award, 2018  
Jackson Downtown Streetscape  
Jackson, MI

Best Practice Award, 2018  
Planning for Resiliency in Michigan:  
A Comprehensive Handbook

Urban Design Award, 2017  
Jackson Blackman Park Expansion  
Jackson, MI

Daniel Burnham Award for a  
Comprehensive Plan, 2016  
Jackson Community Master Plan  
Jackson, MI

Implementation Award, 2016  
Bear River Valley Recreation Area  
Petoskey, Michigan

Daniel Burnham Award for a  
Comprehensive Plan, 2015  
Acme Township Master Plan  
Acme, MI

Innovation in Economic Planning &  
Development, 2015  
Lakes to Land Regional Initiative: Food  
and Farm System Assessment

Innovation in Regional  
Planning, 2014  
Lakes to Land Regional Planning Initiative

Daniel Burnham Award for a  
Comprehensive Plan, 2013  
Peshawbestown Master Plan  
Grand Traverse Band of Ottawa  
and Chippewa Indians

### AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS

Merit Award, Michigan Chapter,  
2016, Landscape Architectural  
Sustainability  
Wall Street East Parking Structure,  
Ann Arbor, Michigan

Honor Award, Michigan Chapter,  
2016, Landscape Architectural  
Sustainability  
Marshbank Park  
West Bloomfield Township, Michigan

Merit Award, Michigan Chapter,  
2015, Landscape Architectural Design  
Munger Graduate Residences,  
University of Michigan  
Ann Arbor, Michigan

Merit Award, Michigan Chapter,  
2014, Historic Significance  
Petoskey Bayfront Park  
Petoskey, Michigan

### MICHIGAN RECREATION AND PARK ASSOCIATION (mParks)

Outstanding Park Design  
Award, 2018  
Petoskey Downtown Greenway,  
South Segment  
Petoskey, Michigan

Outstanding Park Design  
Award, 2013  
Argo Cascades  
Ann Arbor, Michigan

### IMAGIN (Improving Michigan's Access to Geographic Information Networks)

Innovation Award, 2018  
Acme Township, Michigan

### NATIONAL TRUST FOR HISTORIC PRESERVATION

Richard H. Driehaus National  
Preservation Honor Award, 2014  
McGregor Pool  
Wayne State University  
Detroit, Michigan

### MICHIGAN HISTORIC PRESERVATION NETWORK

Government/Institution  
Award, 2016  
River Raisin Heritage Corridor, East Master  
Plan  
Monroe, Michigan



## Environmental Practices



**BRI** All three of our physical offices operate out of adaptively-reused historic buildings, including a camera factory, a medical building, and a residence.

Staff at each location demonstrates a commitment to reduction of VMT. All offices are located in downtown settings, reducing vehicle travel for lunch and errands. (Though not policy, it's worth noting that a sizable percentage of the local lunch investments are made at Argus Farm Stop, a cooperative distributor of local agriculture products.) The firm routinely proposes and promotes remote technology to reduce emissions footprint of meeting consultations. Several employees live within walking distance, and two of the firm's seven planners commute exclusively by nonmotorized and mass transit. This would include the primary planner assigned to this project, who is willing to commute to meetings by bus as scheduling allows.

Recycling is a regular part of office operation, including paper, plastic, glass, and ink cartridges. Electronic documentation is preferred by policy. Single-use plastic straws have recently been discontinued, and several other single-use products are under review for replacement. Conversation inspired by this RFP has set in motion the beginning of a procedure to compost office kitchen waste.

We are headquartered in Washtenaw County, where approximately 50% of our employees live.

**SEEDS** Over 75% of gross expenses are spent on real people or businesses owned by real people within the State of Michigan - most of which occurs within 100 miles of the office site.

SEEDS has set a target for 100% Zero Waste.

Our last organization GHGe measured were 400MTCO<sub>2</sub>e with close to 70% caused by transportation including the fact that we are responsible for driving an average of 200 children home at the conclusion of after school programs daily.

**EcoWorks** EcoWorks is committed to promoting clean energy initiatives through data driven decision making and strives to implement best practices internally.

Most recently, the EcoWorks offices completed an LED lighting retrofit project expected to generate significant environmental and financial benefits while serving as a concrete example of successful energy management for project partners and the surrounding community



*imagine*

## Work Approach and Timeframe

## WORK PLAN: ORGANIZATION

The planning effort will begin with a clear understanding of the process, schedule, and desired outcomes. This phase establishes our effective working relationship with the City, and defines the Plan's stakeholders, technical advisory committee, and community outreach activities.

### City Tasks

- Assemble Steering Team
- Provide relevant documents and data
- Review and affirm Program Management Plan

### Deliverables

- Program Management Plan

### Meetings (1)

- Kick Off meeting (1)

### Timeframe

- 2-4 weeks

Working with City staff, the consultant team will prepare a Program Management Plan indicating a timeline for work task milestones and key decision-making points to be submitted to the Department of Economic Development for approval. The plan will clearly define work tasks, timing, and content of deliverables.

The City will assemble a Steering Team comprised of department heads and representatives. The Steering Team will provide information pertaining to operations and management of municipal resources; identify potential partnerships within City Hall to accomplish goals within the Plan; provide the Consultant with information pertaining to major stakeholders; and review the applicability of proposed best programs, policies, and practices that will assist the City in achieving its goals. City staff will provide all pertinent reports, data, studies, and background information.

A kickoff meeting will be held with key representatives from City departments and the Commissions, to review major issues facing the City and to clarify priorities. We welcome a tour of the City at this time.

## WORK PLAN: COMMUNITY ENGAGEMENT

The City and our team are committed to a transparent and inclusive process with meaningful and useful community and resident involvement.

### City Tasks

- Strategy discussion
- Outreach and promotion
- Event attendance

### Deliverables

- Community engagement summary of findings

### Meetings

- TBD

### Timeframe

- 1 Month at beginning of project
- 1-2 Meetings toward end of project

This proposal presents a menu of community engagement options and anticipates a robust discussion with the Steering Team to design a program that meets the needs of the Master Plan Update and Sustainability Plan.

A combination of the two most cost-effective methods for engagement provide the baseline strategy. An online component consisting of an interactive web map or a traditional survey reaches those on the younger and more mobile side of the "digital divide." This is complemented by a site-based component designed to take the process directly to harder-to-reach populations, which could consist of feedback walls, hard-copy surveys, and "meeting-in-a-box" setups. A hybrid approach could see Steering Team volunteers administering surveys on-site, in "intercept" fashion.

Town Hall and charrette-style meetings are the gold standard for offering qualitative interactions between City and citizen. They are also resource-intensive and can be somewhat risky, in that their value depends heavily on turnout, which can be quite unpredictable. BRI Will work closely with the City to determine whether and when these types of events will best benefit the Master Plan Update and Sustainability Plan processes, and to leverage all available channels to encourage attendance.



Stakeholder participation is critical to implementation. In recognition of this key role, all master plan and sustainability plan stakeholders who have been identified throughout the process will be invited to a meeting to roll out the Implementation Matrices, and to collect final feedback before the plans are adopted.



## WORK PLAN: DATA ANALYSIS

Current, targeted data will be assembled and analyzed to form the basis of the recommendations in the Master Plan and Sustainability Plan.

### City Tasks

Review and ground-truth all data

### Deliverables

Demographic update  
Housing market review  
Economic review  
Transportation update  
Guiding Values sweep  
Sustainability inventory  
Environmental challenges assessment  
Regional sustainability review

### Meetings (2, optional)

Master Plan data review meeting  
Sustainability Plan data review meeting

### Timeframe

1-2 Months

As noted in the Statement of Understanding, the City's current Master Plan is eminently updatable. This task will provide the most current numbers to assess changes to the City's demographic composition and housing market by Census tract. An economic review will update the employer, taxpayer, and budget data, as well as investigate changes in the focus industries of small manufacturing, creative enterprises, renewable energy, and local food. A transportation update will concentrate on assessing the effect of changes to AAATA services since the 2013 plan, updating reconfiguration projects, and continuing to support the potential for rail service.

As part of this data review, we will conduct a "sweep" of data mentioned in the plan's Guiding Values rubric, which loosely suggests metrics which may be used to measure progress toward implementing the values. It is the purpose of this activity to add an additional measure of functionality to this valuable tool.

An inventory of existing conditions and policies affecting sustainability will form the baseline data for the Sustainability Plan. This includes the Master Plan and Zoning Ordinance, with suggestions to be implemented in the Plan Update and recorded in the revised Zoning Plan. Environmental challenges within the City will be identified, including past and ongoing efforts to address them. A regional component will note environmental issues of external origin and local impact, and may highlight best practices from other communities.

## WORK PLAN: GHG INVENTORY

A Greenhouse Gas inventory and optional benchmarking bring updated results of the 2012 Climate Action Plan into the Sustainability Plan.

### City Tasks

Review drafts

### Deliverables

GHG Report

12-month benchmarks by measure (optional)

### Meetings (2)

Feedback meeting

Finalization meeting

### Timeframe

1-2 Months

A greenhouse gas (GHG) emissions inventory for government and community emissions will efficiently update the original GHG inventory completed by EcoWorks for the 2012 Climate Action Plan based on revising aggregated current municipal energy use and any changes in usage, industry, and/or community demographics.

An expanded option includes this inventory, and also benchmarks energy use and GHG emissions for each municipal facility for at least 12 months of most recent data including walk through assessments. This option produces a quantified analysis of each clean energy and GHG reduction measure.

## WORK PLAN: MASTER PLAN

BRI will provide the City with an updated Implementation Matrix and will oversee the process of adopting the Master Plan Update pursuant to PA 33 of 2008.

### City Tasks

Assemble all implementation stakeholders

Schedule presentations on agendas

### Deliverables

Implementation Matrix

Notices

Resolution of adoption

### Meetings (3)

Presentation to Planning Commission

Presentation to Council

Public Hearing

### Timeframe

3-4 Months, including required 63-day review

Drawing from the goal statements, objectives, and data, we will update the Implementation Matrix in the Master Plan, including funding resources, potential lead agencies, and benchmarks.

Once the Implementation Strategy has been finalized and ratified by the stakeholders, BRI will guide the process of adopting the update per PA 33 of 2008. This includes making one presentation to the Planning Commission as well as to City Council, attending the public hearing, incorporating all revisions, and drafting and sending all required notices.



## WORK PLAN: SUSTAINABILITY PLAN

### The City's first Sustainability Plan!

#### City Tasks

Assemble all implementation stakeholders

#### Deliverables

Implementation Matrix

Draft report

Final report

#### Meetings (1 plus 2 optional)

Draft review meeting (optional)

Presentation (optional)

Adoption

#### Timeframe

1 Month

The Ypsilanti Sustainability Plan will have three components. The first will be an introduction to sustainability in Ypsilanti, summarizing the results of the inventory of conditions and policies as well as the regional review.

The second component will focus on the GHG recommendations. It will include a summary of progress made since 2012 Climate Action Plan and an Implementation Action Plan with recommendations related to

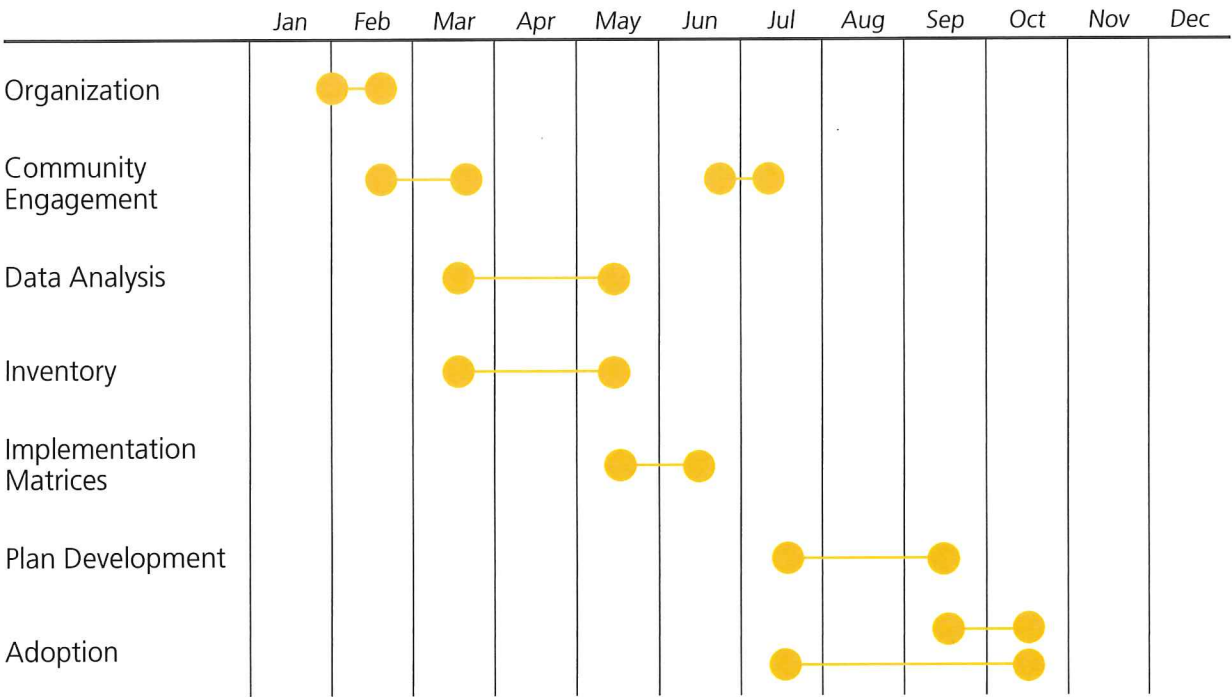
- Prioritized GHG emissions reduction measures.
- Prioritized energy efficiency measures including specific alignment with the nearly completed Ypsilanti Energy Plan.
- Funding and financing resources,
- Key agency accountabilities, and
- Targets and milestone benchmarks for use in ongoing monitoring.

The third component will bring these broad and specific analyses into a set of overarching goals and strategies addressing the following four categories as outlined by the City:

- Economy & Jobs: Create equitably shared prosperity and access to quality jobs in Ypsilanti
- Education, Arts & Community: Empower a vibrant, educated, connected and diverse Ypsilanti.
- Equity & Empowerment: Ensure equity, inclusion, and access to opportunity for all community members in Ypsilanti.
- Health & Safety: Strengthen Ypsilanti to be a healthy, resilient, and safe place for residents and businesses.

The plan will be assembled into a professional and engaging document and presented to the Commission. The best practice would be to present it with the Master Plan Update at a joint meeting of the two commissions. This proposal contemplates tree-free electronic delivery of the final plan.

Timeline





*imagine*

Your Team



## John R. Iacoangeli, AICP, LEED AP, CNU-A, FBCI Partner, Community Planner

John joined Beckett & Raeder, Inc. (BRI) as a Principal in 1991 and is a Professional Certified Planner and a member of the American Institute of Certified Planners. John has over thirty years experience working with public and private sector clients on a variety of community and economic development based projects. He has been involved in the preparation and implementation of downtown and neighborhood revitalization, community development, economic development, historic preservation, and natural resource-based projects for numerous communities throughout the Midwest. His area of specialization is project implementation involving federal and state grants, local municipal financing, special authority financing, and public-private partnerships.

He serves as an advisor-consultant to planning commissions and a variety of redevelopment authorities (DDA, CIA, BRA) and is a frequent instructor for the Michigan Association of Planning and the MIPlace program.

### EDUCATION

Master of Public Administration,  
Northern Michigan University, Marquette,  
Michigan

Bachelor of Science, Resource  
Management, University of Michigan,  
Ann Arbor, Michigan

### CERTIFICATES

Certificate of Real Estate, University of  
Michigan and Michigan Association of  
Realtors

Congress for New Urbanism  
Accreditation

Form Based Code Institute Certification

LEED Accredited Professional

FEMA  
ICS-100, IS-00029, EFS 15.  
ICS-200, IS-00700 (NIMS)

### AFFILIATIONS

Rural Partners of Michigan (Board)

Toledo Metropolitan Council of  
Governments (Committee)

NorthSky (Rotary Charities of Traverse  
City)

### SELECTED EXPERIENCE

Lakes to Land Regional Initiative  
Collaborative Master Plan for sixteen  
communities in Benzie and Manistee  
Counties

Innovation in Regional Planning Award –  
Michigan Association of Planning, 2014

Lakes to Land Farm and Food System  
Assessment

Innovation in Economic Planning and  
Development – Michigan Association of  
Planning, 2015

Acme Township Placemaking &  
Master Plan, Acme Township, Michigan

Daniel Burnham Award for a  
Comprehensive Plan – Michigan  
Association of Planning, 2015

River Raisin Heritage Corridor East  
Master Plan

Monroe County Historical Society,  
National Park Service, City of Monroe,  
Monroe, Michigan

Merit Award – Michigan Chapter  
of American Society of Landscape  
Architects, 2013

Honor Award – Michigan Historic  
Preservation Network, 2016

Peshawbestown Master Plan, Grand  
Traverse Band of Chippewa and Ottawa  
Indians, Peshawbestown, Michigan

Daniel Burnham Award for a  
Comprehensive Plan – Michigan  
Association of Planning, 2012

Michigan State Housing Development  
Authority, Downtowns of Promise  
Strategic Planning

Flint, Saginaw, Benton Harbor,  
Hamtramck, Highland Park, Muskegon  
Heights, and Detroit's Joy-Southfield  
Neighborhood

City of Marquette Master Plan,  
Historic Waterfront and Lower  
Harbor Master Plan, Redevelopment  
Plan, Marquette, Michigan

Dexter Strategic Plan and  
Placemaking, Dexter, Michigan



## Your Team



### Leah DuMouchel, AICP, CNU-A, NCI-M&FCT, FBCI Senior Associate, Community Planner

Leah DuMouchel's planning experience includes innovative master planning projects and extensive community engagement. Her work coordinating project leadership teams, creating outreach materials, facilitating community engagement and visioning sessions, developing and administering surveys, implementing online communication channels, and conducting all manners of analysis provides the solid foundation for writing plans that genuinely reflect and serve their communities. From her previous career in journalism, she brings a polished, varied writing style and a sharp eye for "the whole story."

#### EDUCATION

Masters of Science, Urban and Regional Planning, Eastern Michigan University

Bachelor of Arts, Philosophy, University of Michigan

#### CERTIFICATIONS

Certified Planner, American Institute of Certified Planners;

Accredited Professional, Congress for the New Urbanism;

Certified Charrette Planner and Certified Charrette Manager, National Charrette Institute;

Form-Based Code Institute

#### AFFILIATIONS

American Planning Association, Michigan Chapter;

American Planning Association, Sustainable Communities Division;  
American Planning Association, Planning and the Black Community Division; Congress for the New Urbanism; Detroit Association of Planners

#### TEACHING EXPERIENCE

MiPlace Partnership Curriculum

Planning and Zoning Essentials - Michigan Association of Planning

Michigan Association of Planning Conference

#### SELECTED EXPERIENCE

##### City of Ypsilanti Planning Services

Long-standing relationship with this mid-sized industrial city that is transforming into one of the "Great Places in America" according to its recent APA award, beginning as a planning school intern and including a period of contracted full-time office staffing during a time of transition. BRI landscape architects have completed streetscape and wayfinding projects within the City as well. City of Ypsilanti, MI

##### Project Rising Tide

Planning and technical support programs tailored to advance 19 economically challenged communities across the State. Innovation in Economic Planning and Development Award – Michigan Association of Planning, 2018

##### Trenton Coast Resiliency Master Plan

Innovative format partly funded by the Department of Environmental Quality integrates resiliency into the master plan, thus linking it to development regulation. The transformation of Trenton's industrial waterfront is the key focus. City of Trenton, MI

Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2017

##### Jackson Community Master Plan

A rethinking of land use and asset capitalization to bring this mid-sized, post-industrial into the New Economy City of Jackson, MI

Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2016

##### Lakes to Land Regional Initiative – Food Innovation District

Implementation project studying the market channels, production capability, and agricultural assets across Benzie and Manistee Counties in order to grow the local economy and retain dollars within the region where possible.

Innovation in Economic Planning and Development Award – Michigan Association of Planning, 2015



## Your Team



**Claire Karner, AICP, NCI**  
Associate, Planner

Claire has worked in the public, private, and non-profit sector on a diversity of community planning efforts; including natural resource policy, long-range transportation planning, climate adaptation, and the intersection between public health and land use policy. Claire enjoys learning from communities, and works hard to ensure that final products genuinely reflect the unique needs of the community they serve. She has led a number of comprehensive planning processes from beginning to end; facilitating community engagement and visioning sessions, managing communication and outreach, administering community-wide surveys, and drafting final plans and policies. She also has experience managing projects that integrate cutting-edge research into planning and local policies, using community-wide vulnerability assessments and scenario-based planning methods.

### EDUCATION

Master of Community and Regional Planning, University of Oregon

Bachelor of Arts, Program in the Environment, University of Michigan

### CERTIFICATIONS

Certified Planner, American Institute of Certified Planners

Certified Charrette Planner, National Charrette Institute

### AFFILIATIONS

American Planning Association, Michigan Chapter

### TEACHING EXPERIENCE

Climate and Health Adaptation Planning, Statewide Training

Natural Resource Planning and Policy, University of Oregon

Evolutionary Biology, University of Michigan

### CONFERENCE SESSIONS

American Planning Conference

Michigan Association of Planning Conference

Michigan Municipal League Annual Conference

### SELECTED EXPERIENCE

Planning Services  
Bay Township, Michigan  
Village of Ellsworth, Michigan  
Banks Township, Michigan  
Burt Township, Michigan  
Hayes Township, Michigan

Project Rising Tide  
Michigan Governor's Office & Michigan Economic Development Corporation (MEDC) – Master Planning and Zoning Ordinance Rewrites for 10 Communities throughout the State of Michigan

City of Harrison Master Plan

City of Evart Zoning Ordinance

Village of Newberry Master Plan

City of Harrison Recreation Plan, Harrison, Michigan

Village of Suttons Bay DDA Plan, Suttons Bay, Michigan

Clam Lake Township Master Plan, Clam Lake Township, Michigan

City of St. Joseph Master Plan\*, St. Joseph, Michigan

Resilient Michigan Program\*  
Multi-year data-driven collaborative program working with over 15 communities to update their master plans through the lens of climate adaptation and resiliency

Lake Charlevoix Zoning Protections\*  
Collaborative effort to develop uniform zoning standards for all ten jurisdictions surrounding Lake Charlevoix

Restoring, Retrofitting, & Recoupling Michigan's Great Lakes Shorelines\*  
Community-wide coastal scenario planning and research effort aimed at enhancing resilience in six coastal jurisdictions

\*Work completed outside of Beckett & Raeder, Inc.

## Your Team



### Marisa Laderach, GISP Project Professional, GIS Specialist

Marisa has experience in both planning and GIS as a consultant, cartographer, and educator. Her equal love of mapping and planning go hand-in-hand as she utilizes visual techniques to emphasize relevant and important planning data. This data can then be used in urban planning projects to create maps and graphics that easily convey information to clients, citizens, and stakeholders. Through analysis of physical, social, and environmental features, Marisa employs advanced analytical and processing techniques to enhance spatial information. Her skills include geodatabase management, network analysis, raster analysis, spatial interpolation, spatial analysis, and spatial statistics, among many others. A proud Michigan native, Marisa is strongly committed to improving communities in Michigan and the Midwest.

#### EDUCATION

Bachelor of Science, Environmental Geography, Double-Concentration in Land Use Planning and GIS

Minor in Environmental Studies, Central Michigan University

Master of Science, Urban and Regional Planning, Eastern Michigan University

#### CERTIFICATIONS

Certified Geographic Information Systems Professional, GISP, License No. 160436

GIS Graduate Certificate for Professionals

#### TEACHING EXPERIENCE

Eastern Michigan University, Institute for Geospatial Research & Education (IGRE)

Wayne County Regional Educational Service Authority (RESA)

#### BOARDS & COMMITTEES

Central Michigan University Geography Program Advisory Board Member

#### SELECTED EXPERIENCE

Acme Solar Suitability Analysis

Acme Township, Michigan

**GIS Innovation Award – Improving Michigan’s Access to Geographic Information Networks (IMAGIN), 2018**

Trenton Coast Resiliency Master Plan

City of Trenton, Michigan

**Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2017**

Jackson Community Master Plan

City of Jackson, Michigan

**Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2016**

Project Rising Tide

Michigan Governor’s Office & Michigan Economic Development Corporation (MEDC) – Master Planning and Zoning Ordinance Rewrites for 10 communities throughout the State of Michigan (GIS Services)

City of Sandusky Master Plan

City of Harrison Master Plan

Village of Newberry Master Plan

City of Ewart Master Plan

City of Ewart Zoning Ordinance

City of River Rouge Master Plan

**Economic Planning and Development Award – Michigan Association of Planning, 2018**

Northville Downtown Development Authority Plan, City of Northville, Michigan

Arcadia-Pierport Watershed Plan

Multijurisdictional watershed plan for five townships and two villages, Benzie and Manistee Counties, Michigan

Kalamazoo County Master Plan

Kalamazoo County, Michigan

City of Sandusky Parks & Recreation

Plan, City of Sandusky, Michigan

## Your Team



### Michelle Bennett, AICP Candidate Project Professional, Planner

Michelle has experience in domestic and international planning that spans both the private and public sector. Michelle's professional experience within the planning field and prior focused on improving economic development opportunities in cities. Her experience managing large scale, survey-based projects and converting data into a digestible format for cities is critical for the implementation of economic development strategies. Aside from economic development, her interests also include the intersection of environmental, strategic, and recreation planning. Originally from California, Michelle is more interested in working on the urban issues that affect the Midwest.

#### EDUCATION

Bachelor of Arts, Urban Studies & Economics, University of California, San Diego

Master of Urban and Regional Planning, University of Michigan, Ann Arbor

#### TEACHING EXPERIENCE

University of Michigan, Legal Aspects of the Planning Process

#### AFFILIATIONS

American Planning Association, Michigan Chapter

#### SELECTED EXPERIENCE

Trenton Coast Resiliency Master Plan  
City of Trenton, MI

Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2017

Pittsfield Township Parks and Recreation Plan  
Pittsfield Township, Michigan

Kalamazoo County Master Plan  
Kalamazoo County, MI

City of Sturgis Master Plan  
Sturgis, MI

Project Rising Tide  
Statewide Planning Initiative providing planning and zoning services to 10 communities throughout Michigan

Integrated Resource Management Plan, Nottawaseppi Huron Band of the Potawatomi Indians  
Pine Creek Reservation, Fulton, MI

City of Northville Downtown Strategic Plan  
Northville Downtown Development Authority  
Northville, Michigan

State of Nevada Usability Study\*  
Tourism Marketing Research  
Nevada Commission of Tourism

City of Sydney Australia Business Plan\*  
Urban Agriculture Feasibility Study  
Sydney, Australia



## Your Team



**seeds**

Ecology + Education + Design

**SARNA SALZMAN, MS**

sarna@ecoseeds.org

PO Box 2454  
Traverse City, MI 49685

Office: 231.947.0312

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### PROFILE

- Green Community Consulting
- Participatory Process Design
- Community Resilience
- Program Evaluation
- Decentralized Management Solutions & Logic
- Triple-Bottom-Line Accounting

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### EDUCATION

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#### Leave No Trace

Certified trainer in outdoor skills and ethics

June 2004

#### University of California - Davis

M.S. Community and Regional Development

Davis, CA

March 2001

#### Kalamazoo College

B.S. Anthropology and Sociology

Kalamazoo, MI

June 1996

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### PROFESSIONAL EXPERIENCE

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#### Executive Director

1/01-current

SEEDS

TRAVERSE CITY, MI

*Implementing solutions for ecology, education and community design.*

- Founding Executive Director
- \$1.5 million annual budget; 25 regular employees plus seasonal staff including 75 Youth Conservation Corps members
- CFO responsibilities
- Program evaluation includes triple-bottom-line accounting: people+planet+profit
- Program management including Energy & Climate research and implementation projects
- Supervises all staff and programs, including:
  - ◆ Energy Efficiency and Environmental Analysis
  - ◆ K12 Youth Enrichment programs
  - ◆ SEEDS Youth Conservation Corps
  - ◆ Historic Barns Park build-out

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### LEADERSHIP EXPERIENCE

Board of Directors, HOMESTRETCH – 2015

Steering Committee, MICHIGAN GOVERNOR'S ENERGY EXCELLENCE AWARDS – 2015

Commissioner, GRAND TRAVERSE COUNTY PLANNING COMMISSION – 2009-current (Chair for 2 years)

Board of Directors, ORYANA NATURAL FOODS COOPERATIVE – 2004-2009

Member, MICHIGAN ASSOCIATION OF PLANNING – 2009-current

Member, GRAND TRAVERSE COUNTY RESOURCE RECOVERY COUNCIL – 2004-2008

Advisory Committee, LOKA INSTITUTE - COMMUNITY BASED RESEARCH CONFERENCE – Spring 2002

Student Representative, GRADUATE STUDENT ASSOCIATION, UC-Davis – 1998-99

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### HONORS & AWARDS

- 2015 Frank Purvis Stewardship Award from the Grand Traverse Chapter of Michigan Townships Association
- 2014 Presenter, Council of Michigan Foundations Conference "Supporting Our Grantees"
- 2010 Milliken New Generation Leadership Award from the Michigan Land Use Institute
- 2010 Presenter, Council of Michigan Foundations Conference "Tips for Nonprofit Restructuring"
- 2009 Named 40 Under 40 by the Business News

## Your Team



PO Box 2454  
Traverse City, MI 49685

**KEVIN SUMMERS**  
ksummers@ecoseeds.org

Mobile: 609.405.9156  
Office: 231.947.0312

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### PROFILE

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Project Management</li><li>• Sustainability and Stewardship</li><li>• Community Development and Leadership</li></ul> | <ul style="list-style-type: none"><li>• Teaching, Education and Mentorship</li><li>• Energy and Environmental Analysis</li><li>• Energy Star Portfolio Manager</li></ul> |
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### EDUCATION

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|------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Rutgers University</b><br><i>Teach for America Alternate Route Program</i><br>Teacher Certification     | Camden, NJ<br>2005               |
| <b>Carnegie Mellon University</b><br><i>College of Fine Arts</i><br>BFA Art, Digital and Time-Based Media  | Pittsburgh, PA<br>2002           |
| <b>Fachhochschule Schwabisch Hall</b><br><i>University of Applied Sciences</i><br>Media and Culture Design | Schwabisch Hall, Germany<br>2001 |

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### PROFESSIONAL EXPERIENCE

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|                  |                                                                  |                        |
|------------------|------------------------------------------------------------------|------------------------|
| 9/2014 – Present | <b>Energy and Environmental Analysis</b><br>Education Specialist | SEEDS                  |
| 9/2009 – 9/2014  | <b>Community Learning Center Coordinator</b>                     | SEEDS                  |
| 8/2007 – 12/2007 | <b>Sustainability Intern</b>                                     | Coweeta Center, NC     |
| 9/2006 – 6/2007  | <b>Grade Dean, Math and Science Teacher</b>                      | ECO Charter School, NJ |
| 9/2004 – 6/2006  | <b>Teach for America School Team Leader</b>                      | Teach for America, NJ  |

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### SELECTED PROFESSIONAL DEVELOPMENT

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- |                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• <i>Portfolio Manager 101, 201, &amp; 301</i><br/>Energy Star</li><li>• <i>Collaborative Muscles and Mindsets</i><br/>ReAmp</li><li>• <i>Financing Energy Efficiency Upgrades</i><br/>Energy Star</li></ul> | <ul style="list-style-type: none"><li>• <i>Tools for Coops to Advance Energy Efficiency and Renewables</i><br/>The Rural Caucus</li><li>• <i>Building Energy Asset Score for Energy Efficiency Services Companies</i><br/>US Department of Energy</li></ul> |
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### APPOINTMENTS

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|      |                                                                                 |
|------|---------------------------------------------------------------------------------|
| 2015 | Advisory Board, Grand Traverse Stewardship Initiative, Traverse City, MI        |
| 2012 | Leadership Team Member, Place Making in Manistee's North Corridor, Manistee, MI |
| 2011 | Leadership Team Member, Vogue Theatre Restoration, Manistee, MI                 |
| 2010 | President, Sophia Street Community Garden, Manistee, MI                         |

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## Your Team



building energy solutions

## Briana C. DuBose

Program Manager // [bdubose@ecoworksdetroit.org](mailto:bdubose@ecoworksdetroit.org)

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### Education

|                                                                                                      |      |
|------------------------------------------------------------------------------------------------------|------|
| University of Cincinnati (Cincinnati, OH)<br><i>Juris Doctor (JD)</i>                                | 1993 |
| University of Cincinnati (Cincinnati, OH)<br><i>Bachelor of Arts, Marketing &amp; Communications</i> | 1987 |

### Relevant Project Experience

|                                                                                                                                                                                                                                                                                            |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b><u>Director, EcoWorks Strategic Community Initiatives Department</u></b><br>Administrator of the strategic community initiatives division of an environmental non-profit focused on sustainability in municipal energy management, energy policy advocacy and community engagement.     | May 2018 – Present |
| <b><u>Project Manager, Detroit Solar Feasibility Study</u></b><br>Managing City Solar Feasibility Grant to develop an approach to streamlining solar development in the City of Detroit.                                                                                                   | May 2018 – Present |
| <b><u>Project Manager, Community Energy Management</u></b><br>Managing the 2018 Community Energy Management project funded by a grant from the Michigan Energy Office to bring energy efficiency statewide supporting municipalities, universities, school districts and hospital systems. | May 2018 - Present |
| <b><u>Project Manager, Municipal Energy Planning</u></b><br>Managing Municipal Energy Planning program funded by the C.S. Mott Foundation to provide comprehensive energy planning services to municipalities in Southeast Michigan.                                                       | May 2018 – Present |

### Previous Work Experience

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b><u>Project Manager &amp; Principal Consultant, The Chadwell Group, LLC (Detroit, MI)</u></b> <ul style="list-style-type: none"><li>Leveraged expertise in business and operations management, organizational development, process optimization, and change management to advise clientele in obtaining strategic growth and cost savings.</li><li>Functioned as the exclusive Midwest consultant with Nonprofit Finance Fund (NFF), specializing in creating financial feasibility and sustainability plans for grantees of the foundation's clients.</li><li>Directed the implementation of SAP within the Wayne County's Purchasing Division, researching and selecting the vendor, negotiating contracts, planning the integration, and conducting end-user testing.</li></ul> | 2003 – 2018 |
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Contact us for more information:

[www.ecoworksdetroit.org](http://www.ecoworksdetroit.org)

[info@ecoworksdetroit.org](mailto:info@ecoworksdetroit.org)

(313) 894-1030

## Your Team

### **Senior Consultant, Client Services, Headstrong Consulting (Detroit, MI)**

2000 – 2003

- Served as a consultant to the Detroit Economic Growth Commission, driving the vision to revitalize the City of Detroit; established communications with DTE Energy throughout merger with Michcon Gas, providing operational planning and financial modeling on behalf of the corporation.
- Played a key role in DTE's corporate response to industry deregulation, implementing strategic plans that complied with new state energy laws while aligning with core business objectives.
- Fostered collaboration between key stakeholders, serving as a mediator and trusted business advisor.
- Compiled guidance documents to frame discussions with local legislators and community councils, obtaining buy-in and support from community leaders through strategic communications.

## Certifications and Affiliations

- Certification: Lean Six Sigma Green Belt
- Leadership Oakland LOXII – recognized as one of 50 developing community leaders in southeast Michigan working to enhance quality of life in the region, with a focus on health, human services and diversity.
- Junior League Chicago Chapter – *Chair*
- Care House of Oakland County – *Volunteer*
- Tony Yates Caring for Kids Foundation – *Officer*

## Relevant Areas of Expertise

- Nonprofit Management
- Process Optimization
- Continuous Improvement
- Strategic Planning
- Cost Reductions
- Stakeholder Relationships
- Program Leadership
- Project Management
- Cross-Functional Management



building energy solutions

## Brittany Turner

Energy Analyst // [bturner@ecoworksdetroit.org](mailto:bturner@ecoworksdetroit.org)

### Education

University of Michigan, School of Natural Resources and Environment (Ann Arbor, MI)

May 2015

**Master of Science, Natural Resources and Environment: Sustainable Systems**

- Designed and spearheaded a master's project to investigate renewable energy potential, assess energy efficiency, and develop economic and policy instruments for the Little Traverse Bay Bands of Odawa Indians whom strive to achieve 25% renewable energy by year 2020.

North Carolina State University, College of Natural Resources (Raleigh, NC)

August 2013

**Bachelor of Science, Environmental Technology and Management**

- HAZWOPER 40-hour Certification

### Relevant Project Experience

#### Energy Planner, Community Energy Planning

April 2016 – Present

Project funded by the C.S. Mott Foundation to provide energy planning services to 30 municipal governments. The program has helped to build capacity and leverage existing community energy management programs to a wider audience. Includes municipally focused workshops to provide training and education on key issues facing municipal leaders.

#### Energy Analyst, City of St. Clair Shores Benchmarking Project

August 2017 – May 2018

Document review and benchmarking of energy bills for 32 facilities owned by the City of St. Clair Shores; addressing relevant billing, rate, and sub-metering issues.

#### Energy Manager, Community Energy Management

April 2016 – August 2018

Project funded by the Michigan Energy Office to help build long-term energy efficient solutions for the southeast Michigan municipalities providing technical assistance, policy recommendations, and capacity building.

#### CEM Workshops (November 2017 – August 2018)

- Co-led and developed educational workshop material regarding energy management for dozens of municipalities in Southeast Michigan and supported overall grant management and reporting.

#### City of Detroit (October 2016 – August 2017):

- Support development of the City of Detroit's Sustainability Office, the city's audit process for 82 municipal structures, and benchmarking of all municipally owned buildings. Substantial cost savings identified through benchmarking Police and Fire department owned facilities and addressing relevant billing issues.

#### City of River Rouge (April 2016 – August 2017):

- Energy cost savings realized through benchmarking 13 municipally-owned buildings and implementation of various clean energy projects at City Hall and the Public Library. Creation of a Revolving Energy Fund at the Public Library to invest cost savings into future green projects. Establishment of Energy Commission to guide sustainable local green projects and policies.

#### Areas of Expertise

- Energy Management and Planning
- Benchmarking and Data Management
- Facilitation and Public Speaking
- Environmental Justice and Tribal Energy
- Revolving Energy Fund Development
- Technical Assistance for Energy Efficiency and Renewable Energy Projects

### Previous Work Experience

#### Climate Justice Coordinator, EMEAC & REAMP (Detroit, MI)

Summer 2014, February 2015 – March 2016

- Organized grassroots sustainability initiatives in the climate justice department of the East Michigan Environmental Action Council and coordinated the Environmental Justice Caucus of the REAMP network addressing energy related justice issues within the Midwest. Assisted in organizing the Climate Justice Alliance, Our Power Detroit conference where more than 130 youth activists collaborated.

#### Graduate Fellow, Sandia National Labs Tribal Energy Program (Albuquerque, NM)

May 2015 – August 2015

- Authored a research paper focused on methods for tribal sustainable development, adaptation, and mitigation of climate change (publication expected). Instant immersion into strategic energy project planning and development activities working directly with experienced tribal energy experts. Traveled extensively to field sites with tribal renewable energy systems.

## Your Team



building energy solutions

## Henrik Mader

Energy Analyst // [hmader@ecoworksdetroit.org](mailto:hmader@ecoworksdetroit.org)

### Education

University of Michigan, School for Environment and Sustainability (Ann Arbor, MI)

May 2015

**Master of Science, Natural Resources and Environment: Sustainable Systems**

- Master's Project: Improving Energy Sustainability for the Little Traverse Bay Bands of Odawa Indians (LTBB) Reservation
- GPA 3.85/ 4.0

Michigan State University, Residential College in the Arts and Humanities (East Lansing, MI)

May 2011

**Bachelor of Arts, RCAH; Philosophy**

- GPA 3.81/ 4.0 with Honors

### Relevant Project Experience

#### Energy Planner, Southeast Michigan Municipal Energy Planning Project

January 2017 – August 2018

Project funded by the C.S. Mott foundation to help expand the reach and capacity of energy management in the Southeast Michigan region by updating and creating Energy Management Plans for a total of 30 municipalities. These plans expect to save municipalities approximately 550,000 kWh, and 47,000 therms of energy consumption through strategic planning, and offsetting more than 1,704 MT of CO<sub>2</sub>e a year through municipally-led green projects.

#### Energy Analyst, HOPE Village Innovative Solar Implementation Ownership Network

April 2017 – Oct. 2018

As part of Eco-D, HOPE Village, one of the inaugural EcoDistricts in the City of Detroit is pursuing the DOE Solar in Your Community Challenge which is bringing solar energy to low-income residents. Partnered with Focus: HOPE, the team is looking for a medium-scale installation and innovative financing models that will provide equity and an investment opportunity for HOPE Village residents.

#### Energy Manager, City of Dearborn Community Energy Management Project

March 2017 – August 2017

Project funded by the Michigan Energy Office to advance long-term energy solutions for the City of Dearborn by providing technical assistance and education to staff and elected officials. Energy cost savings have been realized through diverse efficiency projects and monitored by benchmarking 24 municipally-owned buildings.

#### Energy Manager, City of Pleasant Ridge Community Energy Management Project

January 2017 – August 2017

Project funded by the Michigan Energy Office to support the City of Pleasant Ridge in developing municipal energy planning programs and identifying opportunities for energy efficiency and renewable energy initiatives. Objectives include the development of a Community Energy Strategic Plan, establishment of a Revolving Energy Fund, and facilitation of clean energy projects. Outcomes included installation of 25 kW solar PV array on rooftop of City Community Center.

### Relevant Areas of Expertise

- Technical Assessments for Energy Efficiency and Renewable Energy Projects
- Policy Analysis
- Benchmarking and Data Management
- Revolving Energy Fund Development
- Energy Management Planning and Frameworks
- Sustainability Training, Facilitation and Education

### Relevant Certifications and Memberships

- Candidate for North American Board of Certified Energy Practitioners (NABCEP) PV Associate certification
- Member of the Great Lakes Renewable Energy Association (GLREA)





*imagine*

## Qualifications and References



**Beckett & Raeder, Inc.** is the premiere master planning firm in the state of Michigan. We have been making great places for over half a century all over Michigan and beyond, leveraging our multidisciplinary firm to serve client needs from conceptualization to construction. Our library of plans demonstrate a consistent commitment to identifying and then meeting the unique needs of communities of all sizes and configurations. We recognize that the City of Ypsilanti is in possession of a plan that is of excellent quality and durable enough to last through this update and more, and we want you to know that it is in competent and respectful hands with us.

While responsible land use has always been the bedrock of every service we provide, BRI has made concentrated investments in resiliency work over the past several years. In the City of Trenton, similar to Ypsi in both population and industrial base, we re-envisioned the master planning process and document to fully integrate resiliency principles, and are now updating the zoning ordinance to implement it. Working with the Land Information Access Association in Traverse City, BRI co-wrote the statewide guide to integrating resiliency principles across a variety of local government activities; we have also worked with the Michigan Association of Planning to develop and deliver training materials on environmental planning and resiliency.

**SEEDS** has been heavily engaged in community energy planning and smart energy and resource management for over a decade. We provide frameworks for strategic target setting and ongoing monitoring. SEEDS has created dozens of multi-year Energy Action Plans for specific municipalities and counties outlining current and projected energy use, greenhouse gas emissions, and the returns on dollars invested in clean energy including conservation, efficiency, and renewable technologies. SEEDS was also a lead coordinator for the City of Traverse City's residential efficiency program funded by the US Department of Energy making Traverse City one of the lead performers in the state.

Our clients and funding partners have included the Michigan Energy Office, NW Michigan Council of Governments, Grand Traverse County, the City of Traverse City, Traverse City Light & Power, the Michigan Land Use Institute and others. We have determined community-scale energy usage benchmarks including residential, commercial, industrial, and transportation sectors. We have also used these benchmarks to analyze regional job growth and economic development potential based on specific clean energy best practices.

In 2016 SEEDS formally joined forces with other Michigan nonprofit energy technical assistance providers to form the Michigan Community Energy Partnership (MICEP). SEEDS portfolio of research and planning documents relating to energy efficiency and sustainability goals is focused especially within the 10-counties of NW Lower Michigan. With MICEP partners, we are able to provide services and collective expertise to the entire State of Michigan for the benefit of communities that vary widely in geography, culture, demographics, available finances, and political will. Together, we were the original authors of the Community Energy Management Best Practices adopted by the State of Michigan. MICEP brings decades of experience in energy strategies and solutions for planning, implementation, consulting, and project financing.

**EcoWorks** based in Detroit is one of the founding MICEP partners. EcoWorks also co-founded institutions including the Southeast Michigan Regional Energy Office and the Detroit City Council's Green Task Force. EcoWorks serves Southeast Michigan municipalities offering non-profit energy management and planning services.

EcoWorks has a 36 year history of providing services at the intersection of community development and sustainability, with a particular focus on energy. EcoWorks provides energy management services to public sector organizations, municipalities, universities, schools and hospitals to address energy use within organizations in support of organizational economic, environmental and social goals. EcoWorks has worked with over 50 government partners, and 300 business partners, and has generated more than \$35 million in energy savings.

EcoWorks is developing comprehensive energy plans for 20 municipalities in Southeast Michigan. EcoWorks supports municipal climate and resilience goals through strategic energy planning. These services include technical assistance, energy management, project management, energy education, energy audits, and full program services for deploying financing and contractors to complete energy projects. EcoWorks creates opportunities to learn and practice the sustainable use of energy and natural resources through innovative education, job training, consulting and social business advocacy.

EcoWorks authored Ypsilanti's 2012 Climate Action Plan and conducted the city's 2012 GHG Inventory. EcoWorks is currently working with the City of Ypsilanti to complete a comprehensive Energy Plan.



## Relevant Project Experience

### Trenton Coast Resiliency Master Plan

*City of Trenton, Michigan*

*2017 Daniel Burnham Master Plan Award*

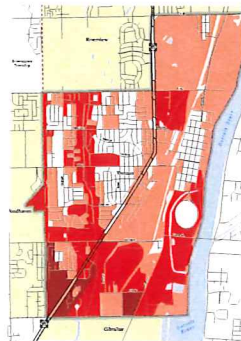
Like many downriver communities in Michigan, their heyday precedes them. Trenton's location along the Detroit River placed it at an important crossroads for economic prosperity in the middle of the 20th century. Home to major industry and shipping that was once a boon for the residents, their decline now serves, at least partially, as the impetus for a new type of planning that investigates the ties between people, land, and structures through a resiliency lens. In choosing a Resiliency Master Plan, Trenton has joined the national conversation on how to mitigate and adapt to climate change. As such, the city designed a framework to evaluate its resources and created action items to protect them.

Four community forums were held that served three vital functions: they connected City officials and staff with members of the public; those that attended caught an educational glimpse into resiliency planning; and the locations where meetings were held served a second purpose as emergency disaster centers for neighborhoods if ever in crisis. At the forums, an overview of resiliency planning was coupled with activities drawn from the efforts of the Red Cross: participants were first asked to assess the City's current standing with regard to each of the six resiliency characteristics, and then to share examples of previous, present, and future stressors while indicating whether successful responses to them had occurred. One special community forum discussed environmental and leadership issues with the next generation: junior high students. These often-unheard voices were given the opportunity to grade adults, using interactive, real-time voting technology, on a classic scale of A to D regarding how we are managing the city, the world, the environment, and change. Their clear-eyed assessment that we can mostly handle what we have but fall apart when we have to change, and their nearly uniform agreement that our problems at all scales can basically be boiled down to respect and accountability, were both sobering and inspiring.

The plan looks at case studies to investigate the feasibility of mitigation efforts such as investment in renewable energy and microgrids, and the effectiveness of rain garden to manage excessive rain water. Combined with its vulnerability analysis, informed policy recommendations were written that call for decreasing parking minimums and impervious pavement, increasing vegetation and green space, moving development away from the coastal zone, zone for higher density to prevent sprawl, and provide pedestrian and bicycle amenities to encourage nonmotorized transit. The Action Plan aims to boost green infrastructure, look into alternative energy and incentives for homeowners, ways to reduce vehicular emission, and encourage smarter development patterns to preserve natural resources. This plan was written with people, land, and structures in mind, all of whose combined effects would improve the environment and our relationship to it.

B R *i*  
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*Landscape Architecture  
Planning, Engineering &  
Environmental Services*



*i*  
interactive

## Relevant Project Experience



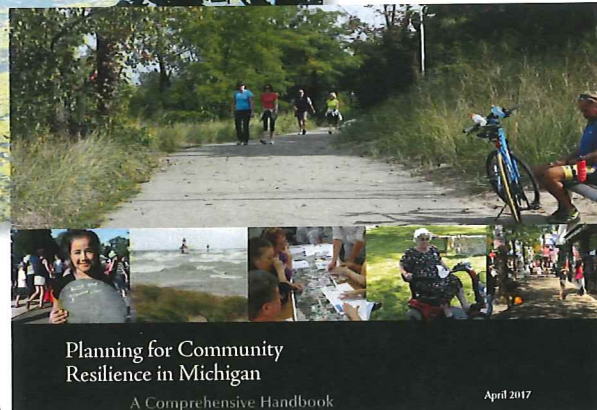
invigorate

B R i  
**Beckett&Raeder**

*Landscape Architecture  
Planning, Engineering &  
Environmental Services*

### Planning for Community Resilience in Michigan

*A Comprehensive Handbook*



The Planning for Community Resilience in Michigan: A Comprehensive Handbook has been developed for land use policy and planning practitioners to help ensure that resiliency principles and climate mitigation actions are integrated into plans and policies at every level of local government. Many of the 21st century urban and suburban issues faced by Michigan communities have a direct or indirect connection to the impacts from climate change. Land-use planners and policy makers are committed to thinking long-term about changes and trends, and how they will impact communities and natural resources. This handbook harnesses the expertise of statewide scientists, policy makers, and other experts to provide a step-by-step process for integrating resiliency planning into local food system planning, critical infrastructure decisions, natural resource management plans, zoning ordinances, and master plans. Numerous state agencies and organizations teamed up to support the development of the Handbook as a way of helping communities address the complex issues associated with climate change.

Planning for Community  
Resilience in Michigan

*A Comprehensive Handbook*

April 2017



## Relevant Project Experience

## Ypsilanti Streetscape

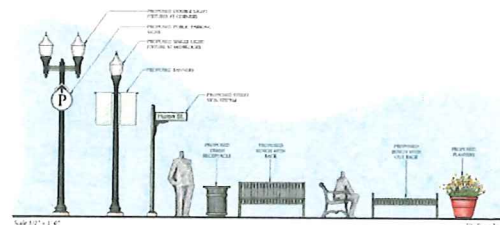
*Ypsilanti, Michigan*

Beckett & Raeder, Inc. developed design and construction documents for a comprehensive downtown streetscape for the Ypsilanti Downtown Development Authority. An overall master plan was prepared identifying various zones of development, a hierarchy for the circulation and streetscape development, and revisions to the Michigan Avenue corridor road geometry including a proposed median. In order to obtain MDOT authorization for the revisions to the state trunkline, a traffic study was prepared to demonstrate that the proposed revisions could indeed handle the traffic volumes, and accommodate the turning movements existing in the downtown area.

Streetscape paving and furnishings were designed to compliment the historic character of the downtown business district. Several small adjacent park areas were included in the master plan to integrate the Public Library, the Riverside Arts Center and the Huron River waterfront.

A custom designed banner was developed, highlighting the historic facades found throughout the business district. Beckett & Raeder, Inc. coordinated the installation of a Detroit Edison Lighting program, including accommodations for holiday lighting, and the banner system.

Beckett & Raeder, Inc. managed the implementation of the first phase of streetscape funded in part through the Tea-21 program, and DDA bonds. Beckett & Raeder is currently working with the DDA to develop a second phase of downtown improvements, seeking Tea-21 funding.



## Relevant Project Experience

### Riverfront Parks

*Ypsilanti, Michigan*

The Riverfront Parks in the central area of Ypsilanti are one of a series of community segments and features that are proposed to be linked by a river open space system plan developed by Beckett & Raeder, Inc. The Riverfront Parks specifically include Riverside Park and Frog Island Park which form a riverfront link between the central business district and the historic "Depot Town" business area.

BRI developed an overall master plan for both parks outlining a phased reconfiguration of existing facilities and addition of new facilities. The key planned linking element of both parks is a riverfront walkway and trail system with overlooks, fishing piers, canoe docks, and a pedestrian bridge crossing the Huron River. Additional facilities proposed for Riverside Park include active and passive park pavilions, arboretum, open activities area and additional parking to serve the park and CBD businesses. Proposals for Frog Island Park included a performance amphitheater, sports facilities, and a plaza linking the park to the Depot Town Farmer's Market.





## Relevant Project Experience



# seeds

Implementing local solutions to global challenges at the intersection of ecology, education, and design since 1999

## Energy & Environment Proactive Analysis & Planning

### Portfolio Highlights



**2017-Present** - Serves as facilitator for the Traverse City Manager's Green Team.



**2016** - Founding partner of the Michigan Community Energy Partnership.

**2015** - Installed 2.5KW solar array at Historic Barns Park and wrote a NetZero Buildout Plan for the Park and the Recreational Authority.

**2011** - Assisted City of Traverse City procure a \$1.5million "Better Buildings for Michigan" grant.

**2009** - Founding Grand Vision Energy Network facilitator.

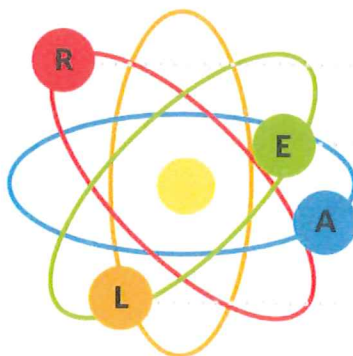
**2009** - Partnered with Networks Northwest to procure funding for energy action planning for local units of government, including \$400K in direct investment upgrades.

**2008** - Served on the Traverse City Area Chamber of Commerce's Energy Policy Task Force.

SEEDS has focused on Clean Energy solutions for well over a decade. Our interest in energy is rooted in a quantified understanding of the impact energy consumption patterns have on core issues ranging from air and water quality to human health and community resilience.

The world is on the move toward Clean Energy, it is only a question of how long it will take. Lack of federal leadership has only strengthened the fact that the most significant leadership is currently coming from corporations and from cities and states. Michigan — and perhaps the Northwestern region especially — is primed to lean into this leadership space as well.

### The REAL Framework for Energy Excellence



#### RELIABILITY

Does it turn on when I want it?

#### ECOLOGY

Does it harm other species?

#### AFFORDABILITY

Can I reasonably pay for it?

#### LOCAL ECONOMY

Who gets my dollars?

In 2015 and 2016, SEEDS served as co-chair of the Grand Vision Energy Network and developed a visual illustrating the consensus on a REAL Framework for Energy Excellence that helps people have constructive conversations about a complex topic. Different stakeholders have different priorities, and that's okay!

## Relevant Project Experience

# The Future of SEEDS Energy & Environment

### The Problem:

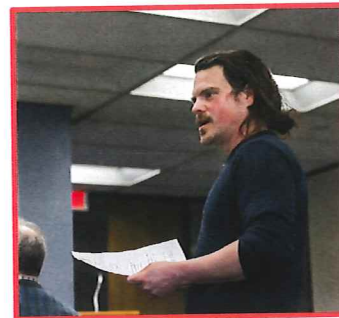
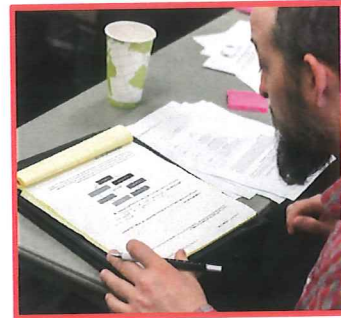
Energy costs are a notable burden for communities. For institutions like schools, municipalities, and small businesses they are frequently in the top three budgeted expenses. For lower income residents, utility bills can be upwards of 15-20% of total income. At the same time, the average building wastes 30% of the energy consumed. The downward spiral of inefficient facilities, aging equipment, and stretched budgets, forces difficult and unfair choices. While inefficiencies and waste drain budgets, they also represent opportunities.

### What We Can Do:

Managing for Clean Energy is one way to gain long-term cost savings and realize cash-flow benefits. Efficiency renovations and technology upgrades also create jobs and stimulate the local economy.

SEEDS fills two gaps in services to Michigan communities.

1. Technical Assistance to Institutions and Communities:
  - Quantify the "needles" communities & institutions want to move.
  - Provide basic trainings related to core clean energy principles and practices.
  - Personalize action planning based on local goals and opportunities.
  - Help navigate the complexities of implementation .
2. Network and Stakeholder Engagement: Convening community dialogs and interactive learning sessions.



### Your Opportunity

Never before has there been such widespread momentum toward Clean Energy at both global and local levels. To keep momentum going locally, we must visibly demonstrate that the move to Clean Energy is financially rewarding, improves quality of life, and supports innovation in other arenas such as economic development, poverty reduction, community resilience, and water quality.

Moving to Clean Energy is complex, but doesn't need to be polarizing.

Want more? Contact: Executive Director Sarna Salzman  
(231) 947-0312; [sarna@ecoseeds.org](mailto:sarna@ecoseeds.org)

OUR GOAL: RAISE

**\$80,000**

to EXPAND SERVICES  
to more PUBLIC  
PURPOSE ENTITIES  
and ELEVATE CRITICAL  
COMMUNITY  
CONVERSATIONS



## Relevant Project Experience



**Our Mission:** EcoWorks is a Detroit-based nonprofit that creates opportunities to learn and practice the sustainable use of energy and natural resources through innovative education, job training, consulting, social business and advocacy.

We have generated savings of **more than \$30 million** for clients in our service area and have helped secure **over \$5 million** for local governments to invest in sustainability projects.

## Strategic Community Initiatives

*Low-cost & Custom-fit Energy Efficiency Solutions*

### Advantages of partnering with EcoWorks

Compared to their private and residential counterparts, municipalities, schools, and hospitals generally invest less in energy efficiency and renewable energy initiatives due to unique financial constraints. The community energy management approach can (1) free up capital to reinvest in future projects, (2) reduce or eliminate large variable costs, and (3) help organizations better manage financial resources for the benefit of constituents, patients, and students. Robust community energy management makes organizations more resilient, nimble, and proactive in a changing landscape. Contact us and set up a free consultation for your organization.



Briana DuBose, Director of Strategic Community Initiatives

✉ [bdubose@ecoworksdetroit.org](mailto:bdubose@ecoworksdetroit.org)

☎ 248.956.1150

### EcoWorks' Services

#### Technical Assistance

- Facilitate stakeholder meetings and training
- Utility bill optimization and benchmarking
- Energy efficiency and renewable energy consultations
- Energy management
- Facility assessments and audits
- Professional development for energy managers and staff

#### Energy Management

- Integrate energy goals and programs into broader development plans
- Prioritize energy projects according to organizational goals
- Identify sustainable financing methods for energy projects

#### Project Management

- Owner's representation
- QA/QC and project evaluation
- RFP development
- Start-to-finish oversight
- Financing recommendations
- Impartial contract review



Education Services  
Training + Jobs

313.849.1030  
[ecoworksdetroit.org](http://ecoworksdetroit.org)  
building sustainable solutions

22400 W. Seven Mile Rd.  
Detroit, MI 48219

## References



*M-115 Corridor Plan Vision Illustration, Cadillac, Michigan*

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City Manager, City of Traverse City

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Sustainability Planner  
City of Ferndale

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Ferndale, MI 48220

(248) 336-4361  
equetell@ferndalemi.gov



*imagine*

## Fee Proposal



|                                                                                                              | Fee      | Expense | Base            | Optional        |
|--------------------------------------------------------------------------------------------------------------|----------|---------|-----------------|-----------------|
| <b>Organization</b>                                                                                          |          |         | <b>\$865</b>    |                 |
| Program management plan                                                                                      | \$95     |         |                 |                 |
| Kickoff meeting                                                                                              | \$770    |         |                 |                 |
| <b>Community Engagement</b>                                                                                  |          |         | <b>\$2,445</b>  |                 |
| Town Hall/Visioning meeting                                                                                  | \$1,450  | \$25    |                 | \$1,475         |
| Web-based survey or interactive map                                                                          | \$1,050  |         |                 |                 |
| Site installations (2)                                                                                       | \$1,035  | \$50    |                 |                 |
| Charrette-style open house meeting (Optional)                                                                | \$1,890  | \$100   |                 | \$1,990         |
| Joint action plan meeting                                                                                    | \$310    |         |                 |                 |
| <b>Data Analysis</b>                                                                                         |          |         | <b>\$3,740</b>  |                 |
| Master plan update                                                                                           | \$1,870  |         |                 |                 |
| Master Plan data review meeting (Optional; could be conducted by Committee without consultant attendance)    | \$380    |         |                 | \$380           |
| Sustainability Plan                                                                                          | \$1,870  |         |                 |                 |
| Sustainability data review meeting (Optional; could be conducted by Committee without consultant attendance) | \$380    |         |                 | \$380           |
| <b>GHG Inventory</b>                                                                                         |          |         | <b>\$12,885</b> |                 |
| GHG Inventory                                                                                                | \$12,885 |         |                 |                 |
| Benchmarking (Optional)                                                                                      | \$15,033 |         |                 | \$15,033        |
| <b>Master Plan</b>                                                                                           |          |         | <b>\$1,240</b>  |                 |
| Master plan implementation matrix                                                                            | \$190    |         |                 |                 |
| Presentations (2)                                                                                            | \$500    |         |                 |                 |
| Adoption                                                                                                     | \$550    |         |                 |                 |
| <b>Sustainability Plan</b>                                                                                   |          |         | <b>\$3,849</b>  |                 |
| Sustainability goal statement                                                                                | \$250    |         |                 |                 |
| Sustainability implementation matrix                                                                         | \$1,889  |         |                 |                 |
| Sustainability plan preparation                                                                              | \$1,520  |         |                 |                 |
| Review meeting (Optional; could be conducted by Committee without consultant attendance)                     | \$345    |         |                 | \$345           |
| Presentation (Optional; could be combined with above)                                                        | \$190    |         |                 | \$190           |
| Adoption                                                                                                     | \$190    |         |                 |                 |
| Deliverables (Optional)                                                                                      | \$670    | \$2,000 |                 | \$2,670         |
| Master Plan                                                                                                  |          |         | \$6,420         | \$10,265        |
| Greenhouse Gas Inventory                                                                                     |          |         | \$12,885        | \$27,918        |
| Sustainability Plan                                                                                          |          |         | \$5,719         | \$9,304         |
| <b>Not to Exceed</b>                                                                                         |          |         | <b>\$25,024</b> | <b>\$47,487</b> |

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*involve*

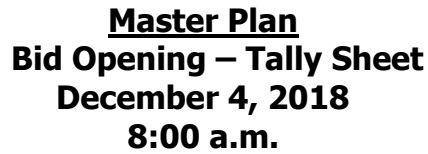
Thank you.

John R. Iacoangeli, AICP, LEED AP, CNU-A  
Principal

734.663.2622 | jri@bria2.com

B R i  
**Beckett&Raeder**

*Landscape Architecture  
Planning, Engineering &  
Environmental Services*

[illegible]





From: Bonnie Wessler, City Planner

Subject: Energy Plan

---

## **SUMMARY & BACKGROUND**

In November of 2017, City Council entered into a Memorandum of Understanding with EcoWorks and the Southeast Michigan Regional Energy Office for collaboration with the City in the development of a prioritized Community Energy Management Plan ("Energy Plan"). This Energy Plan would be limited in scope to City-owned assets and facilities, not including fleet, and intended to build on the Climate Action Plan (2012).

EcoWorks has worked with staff and the Sustainability Commission throughout 2018 to develop a draft plan for Council's adoption. As this was largely an "inward-facing" plan regarding City facilities and internal processes, drawing from and updating the Climate Action Plan, public engagement was limited to the input from the Sustainability Commission. This plan can be used to help inform capital improvement planning, as well as staffing and communication/public engagement campaign planning. A summary of recommendations begins on page 29.

The Sustainability Commission recommended that City Council adopt this policy document at their regular February meeting. Staff likewise recommends approval.

---

RECOMMENDED ACTION: Approval

ATTACHMENTS: Energy Plan

---

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

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

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



Resolution No. 2019 - 048  
Mar 05, 2019

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

WHEREAS, in November of 2017 the City has entered into a Memorandum of Understanding with EcoWorks to complete an Energy Plan that draws from and updates the 2012 Climate Action Plan with specific regard to City facilities; and

WHEREAS, EcoWorks has worked with the City to develop a plan that addresses the energy use of City facilities;

WHEREAS, the Sustainability Commission has been charged with the review and update of the Climate Action Plan; and

WHEREAS, the Sustainability Commission has reviewed this Energy Plan and recommended that City Council adopt it as a policy document;

NOW THEREFORE BE IT RESOLVED that the Ypsilanti City Council adopt the 2018 Energy Plan.

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

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

YES:                      NO:                      ABSENT:                      VOTE:



# THE CITY OF YPSILANTI

## ENERGY PLAN 2018



CITY OF  
**YPSILANTI**

Home of Eastern Michigan University

November 2018

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## ACKNOWLEDGMENTS

This report was written through a collaborative effort between the City of Ypsilanti City Manager's Office, EcoWorks, and the Southeast Michigan Regional Energy Office (SEMREO). The project was made possible by a grant awarded to EcoWorks from the C.S. Mott Foundation.

### THE CITY OF YPSILANTI

Darwin McClary - City Manager

Bonnie Wessler – City Planner

### CITY COUNCIL

Mayor Beth Bashert

Mayor Pro Tem Lois Richardson

Council Member – Ward 1, Nicole Brown

Council Member – Ward 2, Steve Wilcoxon

Council Member – Ward 2, Jennifer Symanns

Council Member – Ward 3, Peter Murdock

Council Member – Ward 3, Anthony Morgan

### SUSTAINABILITY COMMISSION

Chair - Keith Michalowski

Commission Member - Julia Bayha

Commission Member – Christian Cannon

Commission Member - Emily Drennen

Commission Member – Katy Greenwald

Commission Member - Nancy Heine

Commission Member - Thomas McKee

Commission Member – Bryan Foley

Commission Member - Brett Zeuner

### ECOWORKS

Brittany Turner - Energy Analyst and Lead Planner

Nithiya Saravanan – Energy Analyst

Henrik Mader - Energy Analyst

Briana DuBose – Director of Strategic Community Initiatives, EcoWorks

### Special Thanks

The authors would like to extend a special thanks to Bonnie Wessler for her leadership and commitment to the strategic energy planning process. Importantly, the author would also like to thank Rick Bunch for contributing initial revisions of this document.





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## PURPOSE OF THE PLAN

This document lays the foundation for a robust energy plan employing six categories to help the City of Ypsilanti achieve its goals of saving energy and reducing costs. This plan is written in a complementary way to be easily added into existing plans such as the city's overall Master Plan. An action plan is located on page 28 and outlines each category by goals, timeframe, and subsequent actions that represent a step-by-step approach to maximizing facility efficiency within the budgetary constraints of the city.

## AN ENERGY VISION FOR YPSILANTI

Having established a Sustainability Commission, adopted a Climate Action Plan, and completed numerous clean energy projects including solar photovoltaic installations, the City of Ypsilanti has demonstrated a commitment to reducing emissions and energy consumption in municipal facilities. The following pages represent a pathway for accomplishing the city's vision of becoming a clean, efficient city powered by renewable energy.

Energy production, management, and consumption are inextricably linked to environmental and community health and climate change – impacts that ripple through local economic development and municipal financial situations in ways that are hard to value but are real and significant nonetheless. Therefore, for municipalities and local governments, prioritizing clean energy projects in concert with long-term energy planning efforts can simultaneously promote community sustainability while generating significant financial benefits.

An energy plan is an important tool for cutting costs, reducing risks, and optimizing returns on investment - in other words, improving the bottom line, inescapably a central concern of city leaders. This benefit alone justifies the exercise. The City of Ypsilanti is positioned to benefit to a far greater and fundamental extent from development of an overall energy strategy that grows the top line - economic growth and municipal revenue - by helping the city become its best self.

The vision and goals articulated in the master plan, Climate Action Plan, and economic development and downtown plans, as well as the values widely held among residents, elected officials and city staff, all strongly resonate with an ambitious energy vision. For example, residents are conscious about costs, fossil fuel consumption, and public health; they have pushed for complete streets, lively downtowns and intact neighborhoods – and also have pushed for solar power, energy efficient buildings, modern LED street lighting and other clean-energy investments. These elements are powerful community-building commitments of a population that is confidently investing in their own future in the course of building and improving a strong and healthy city.

## SUMMARY OF RECENT ACCOMPLISHMENTS

- During the planning process for this document, the City of Ypsilanti City Council passed a resolution in support of developing a Community Energy Strategic Plan for the City of Ypsilanti. The resolution language can be found in Appendix 1.
- In 2018, the city received the Michigan Green Communities bronze certification.
- The City of Ypsilanti established a Sustainability Commission effective February 2017 under Ordinance No. 1280. The ordinance language can be found in Appendix 2.
- The city is actively working to create a sustainability plan being led by the Sustainability Commission.
- In 2016, the City of Ypsilanti joined SolSmart earning a Gold SolSmart designation. Various variables of the program included: Determining path to designation; reviewing the zoning code, developing a checklist to make the solar permitting process more transparent; and cross-training inspection and permitting staff on solar PV.
- According to the City of Ypsilanti Resolution #2013-175, on April 2<sup>nd</sup>, 2013, “the City of Ypsilanti officially set its own goal of the City of Ypsilanti and its residents generate 5 MW of electricity from distributed solar, to reach 1,000 solar roofs by 2020.” The resolution language can be found in Appendix 3.
- Through a collaborative effort with Solar Ypsi, the city has invested resources in installing solar PV arrays throughout the city.

The development of a municipal energy vision will tie these efforts, as well as many other existing and future initiatives, into a coherent, prioritized and cost-effective framework that is synergistic with the city’s economic and social development, fiscal, sustainability and other goals.

## SUMMARY OF RECOMMENDATIONS

The six sections of the Energy Plan present a wide range of recommended goals and actions to build on Ypsilanti’s strengths and improve its weaknesses related to energy management and sustainability in the city.

Recommendations reflect how Ypsilanti city management and leadership envision Ypsilanti’s energy future and relevant energy goals that the city wishes to achieve in order to advance that vision.

To this end, the opportunities for energy management are presented in six categories:

1. Project selection and implementation
2. Funding
3. Staffing
4. Policies and procedures
5. Data
6. Communications

A comprehensive set of action steps can be found in the Action Plan located at the end of this document.

### **Disclaimer:**

This plan covers energy generation and uses in municipal facilities only and does not cover transportation planning or municipal fleet management. Also, while the plan does not directly address energy management for residents and businesses it is our hope that city officials, residents, and businesses will be encouraged by the success of municipal energy planning to adopt broader-reaching policies, practices, and projects.

# 1

## PROJECT SELECTION & IMPLEMENTATION

The development of this energy plan revealed opportunities for updating how the city manages buildings and selects projects.

**GOAL 1: IMPROVE MUNICIPAL BUILDING PERFORMANCE.**

**GOAL 2: IDENTIFY AND IMPLEMENT CLEAN ENERGY PROJECTS.**

The EcoWorks/SEMREO approach to becoming a 100% renewable energy municipality begins with efficiency. Efficient buildings increase the benefits of renewable energy generation while creating comfortable, healthy work environments for municipal employees. The determination of which projects are tackled first is most effective as a data-driven decision guided by an understanding of which buildings are underperforming compared to other buildings of comparable size and use.

Second, a whole-building approach that examines how the various parts of the building work together is strongly recommended. Tackling only the “low-hanging fruit” for example, can lead to oversized HVAC systems, excess lighting, or lost opportunities to couple projects together for more attractive loan terms.

Finally, working across departments and gathering input from facilities maintenance staff and department heads can identify non-energy related building issues (mold, pests, etc.) that can be addressed simultaneously with other upgrades.

Reviewing ongoing planning efforts such as the city’s master plan will help to address priority ar-

eas and round out the final project selection process. A full set of recommended steps can be found in the Action Plan at the end of this document.

The City of Ypsilanti has been a longtime supporter of renewable energy and energy efficiency having completed numerous energy efficiency measures and solar PV projects at city facilities. A summary of implemented energy projects is located in Table B. As the city continues to invest in efficient projects it is recommended to conduct energy audits of municipally owned facilities as to prioritize poorly performing facilities.

It is recommended to incorporate future energy assessments into a larger municipal energy portfolio such as the capital improvement plan. Table A includes a summary of technical assessments and audits previously completed for the City of Ypsilanti.

The city has a strong history of addressing energy efficiency, however to the authors’ knowledge, the City of Ypsilanti has not consistently benchmarked and/or analyzed energy usage. Benchmarking facility energy usage via platforms like the EPA’s Portfolio Manager can empower the

| Table A: Summary of Technical Assessments and Audits    |                              |                                |                       |
|---------------------------------------------------------|------------------------------|--------------------------------|-----------------------|
| Facility Name                                           | Assessment/Audit Description | Assessment/Audit Administrator | Assessment/Audit Date |
| <b>Previous Assessments/Audits Over Last Five Years</b> |                              |                                |                       |
| All Municipal Facilities                                | Energy Management Study      | Honeywell                      | 3/7/2007              |

city to best address usage, billing and rate issues independently.

#### **Climate Action Plan Recommendations**

In the 2012 City of Ypsilanti Climate Action Plan (CAP), it was recommended that the city implement a variety of direct investments, those most relevant to this energy plan are provided below:

- upgrade lighting fixtures in city buildings as soon as possible;
- install occupancy sensors on lights throughout public buildings;
- upgrade streetlights as quickly as possible, focusing on least efficient fixtures first with the city's revolving loan fund, working with the DDA, EMU and Regional Energy Office to achieve the best price through bulk upgrades and to identify any grants or other funding opportunities.

Two out of three of the recommendations have been implemented as of 2018. All DTE owned streetlights were converted to LED lights in 2014; all light fixtures in city buildings have been converted to LED as of 2016; these projects are also listed in the summary of implemented clean energy actions located in Table B. It is recommended to fulfill the remaining project of occupancy sensor installations on lights throughout public buildings.

According to the 2012 CAP, 54% of Ypsilanti's governmental sector emissions come from streetlights and traffic signals. It is recommended to upgrade the city's greenhouse gas (GHG) inventory to reflect the expected reduction in GHG from LED streetlight conversions.

The three following recommendation from the 2012 CAP are outside the scope of municipal facilities, but are valuable to project implementation and selection, diversifying municipal employee transportation options, and helping to reduce GHG emissions for the city:

- adopt a Green Globes certification requirement for any development project receiving at least \$10,000 in municipal incentives or tax abatements in a single year;
- continue development of bicycle and pedestrian network in coordination with Townships, WCRC, and Border to Border (B2B) trail development;
- partner with Eastern Michigan University bike-sharing program and car-sharing program.

None of the three recommendations listed above have been implemented yet.

With strong support for energy efficient projects from the City Council and Mayor, the city is positioned to continue exploration of creative methods to manage and finance energy efficiency improvements and clean energy projects. It is recommended to establish a process to continuously assess municipal facilities by way of energy audits and assessments. A trusted auditor such as Michigan Energy Options can help identify key opportunities for performance improvements.

An up-to-date summary of implemented clean energy actions is in Table B and a summary of clean energy projects to be completed in the near future is located in Table C.



## GOING SOLAR:

"The city of Ypsilanti has partnered with grassroots effort SolarYpsi and independent power producer Chart House Energy to create a local team named Solar Destination Ypsilanti" for "the SunShot Prize: Solar in Your Community Challenge...The team plans to install three PV systems at the New Parkridge housing development, at the Ypsilanti Department of Public Services, and at the site of the old landfill near exit 183 on I-94."

Source:<http://www.secondwavemedia.com/concentrate/features/ypsisolar0449.aspx>

## PROJECT COMMITMENT:

During the planning process of this energy plan, the City of Ypsilanti made a commitment to install a solar array at the Department of Public Service car port by year 2018.



Figure 1. Solar array Installation on City of Ypsilanti Department of Public Service carport. Source: solarypsi.org



Figure 2. Solar array Installation on City of Ypsilanti Fire Station. Source: solarypsi.org



Figure 3. DTE Energy solar array located on land owned by Highland Cemetery. Source: City of Ypsilanti.



Figure 4. Solar array installed on historic property in City of Ypsilanti. Source: City of Ypsilanti.

**Table B: Summary of Implemented Clean Energy Actions**

| Facility Name              | Projects Completed                                                                                      |                |                        |                          |          |                   |                                                   |                  |      |
|----------------------------|---------------------------------------------------------------------------------------------------------|----------------|------------------------|--------------------------|----------|-------------------|---------------------------------------------------|------------------|------|
|                            | Project Description                                                                                     | Date Completed | Fund Source            | Retro-Commissi-<br>oning | Lighting | Building Envelope | Supplement-<br>al Loads<br>(Electronic Equipment) | Renewable Energy | HVAC |
| Fire Station               | Photovoltaic solar array expansion (52 SolarWorld 295-watt solar panels on the Ypsilanti Fire Station). | 2018           | Private funding source |                          |          |                   |                                                   | ✓                |      |
| DPS Carport                | Photovoltaic solar array (19 SolarWorld 240-watt and 69 290-watt panels).                               | 2018           | Private funding source |                          |          |                   |                                                   | ✓                |      |
| Parkridge Meeting Center   | Photovoltaic solar array (68 SolarWorld 290-watt panels).                                               | 2017           | Lease                  |                          |          |                   |                                                   |                  |      |
| Fire Station               | Photovoltaic solar array (176 SolarWorld 285-watt solar panels).                                        | 2016           | Lease                  |                          |          |                   |                                                   | ✓                |      |
| All Municipal Facilities   | Converted lights to LED                                                                                 | 2016           | RLF                    |                          | ✓        |                   |                                                   |                  |      |
| North River                | 844 kW Photovoltaic array on North River St north (collaboration with DTE).                             | 2016           | Lease                  |                          |          |                   |                                                   | ✓                |      |
| Senior Center              | Photovoltaic solar array (20 SolarWorld 250-watt solar panels).                                         | 2015           | Lease                  |                          |          |                   |                                                   | ✓                |      |
| Ypsilanti Freight house    | Photovoltaic solar array (15 Unisolar 128-watt PVI solar panels).                                       | 2015           | Private funding source |                          |          |                   |                                                   | ✓                |      |
| Parkridge Community Center | Photovoltaic solar array (19 Suniva MVX 270-watt mono solar panels).                                    | 2014           | Lease                  |                          |          |                   |                                                   | ✓                |      |
| City Streetlights          | All DTE owned streetlights converted to LED                                                             | 2014           | Special assessment     |                          | ✓        |                   |                                                   |                  |      |

|                |                                                                                                                                                                                                                                                 |      |         |  |   |  |  |   |  |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|--|---|--|--|---|--|
| West Cross St. | Streetscaping on West Cross used LED fixtures in new streetlights                                                                                                                                                                               | 2011 | Unknown |  | ✓ |  |  |   |  |
| City Hall      | 2.5 kW photovoltaic solar array with help of Solar Ypsi initiative (12 Sanyo HIT 205 watt).<br><i>Historic District Commission developed explicit guidelines to streamline appropriate installation of solar panels on historic properties.</i> | 2010 | Lease   |  |   |  |  | ✓ |  |

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**Table C: Project Action Plan Summary**

| Facility Name                    | Expected Implementation Date | Best Practices Opportunity |         |          |                   |             |                         |                   |          |       |                                                                                                          | Preparation       |                             | Impact        |    |                         |
|----------------------------------|------------------------------|----------------------------|---------|----------|-------------------|-------------|-------------------------|-------------------|----------|-------|----------------------------------------------------------------------------------------------------------|-------------------|-----------------------------|---------------|----|-------------------------|
|                                  |                              | Air Handlers/ RTUs         | Boilers | Chillers | Cooking Equipment | DHW Systems | Heating/Cooling Systems | Building Envelope | Lighting | Other | Project Description                                                                                      | Building Drawings | Equipment Drawings, Manuals | Project Quote |    | Short-term or long-term |
|                                  |                              |                            |         |          |                   |             |                         |                   |          |       |                                                                                                          |                   |                             | Yes           | No |                         |
| Former City Landfill             | 2020                         |                            |         |          |                   |             |                         |                   |          | ✓     | Photovoltaic solar array                                                                                 |                   |                             |               |    | L                       |
| Public facilities                | TBD                          |                            |         |          |                   |             |                         |                   |          | ✓     | Ypsi Housing Commission and Solar Ypsi collaboration to do solar installations and provide job training. |                   |                             |               |    | L                       |
| Public facilities                | TBD                          |                            |         |          |                   |             |                         |                   | ✓        |       | Install occupancy sensors on lights throughout public buildings.                                         |                   |                             |               |    | S                       |
| City parking lots and city parks | TBD                          |                            |         |          |                   |             |                         |                   | ✓        |       | Upgrade exterior lighting in city owned parking lots and city parks.                                     |                   |                             |               |    | L                       |



# IMPLEMENTATION STRATEGIES AND ACTIONS

| <b>GOAL 1: Improve municipal building performance.</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PSI1.1                                                       | Assemble all audit reports from any buildings that have had audits within the last 10 years.                                                                                                                                                                                                                                                                                                                                                                                                   |
| PSI1.2                                                       | Review the existing capital improvement plan to identify any equipment that is otherwise due for replacement. Adopt a life cycle costing approach to equipment replacement decisions.                                                                                                                                                                                                                                                                                                          |
| PSI1.3                                                       | Interview facilities maintenance staff, department heads, the city manager, the mayor, and other key staff and officials to identify any other energy-related needs or opportunities.                                                                                                                                                                                                                                                                                                          |
| PSI1.4                                                       | Use the results of Portfolio Manager accounting to identify buildings that are underperforming and/or experiencing unusual spikes in consumption that may be a sign of gas leaks or malfunctioning electrical equipment.                                                                                                                                                                                                                                                                       |
| PSI1.5                                                       | Have audits performed on underperforming buildings and/or any buildings that have not had an audit performed in the past 10 years.                                                                                                                                                                                                                                                                                                                                                             |
| PSI1.6                                                       | Have retro-commissioning studies performed on any building with equipment that is not due for replacement, but may be showing a steady decline in performance over time.                                                                                                                                                                                                                                                                                                                       |
| PSI1.7                                                       | Update the city's greenhouse gas (GHG) inventory to reflect the expected reduction in GHG from LED streetlight conversions.                                                                                                                                                                                                                                                                                                                                                                    |
| PSI1.8                                                       | Prioritize the following unimplemented 2012 Climate Action Plan recommendations: 1. adopt a Green Globes certification requirement for any development project receiving at least \$10,000 in municipal incentives or tax abatements in a single year; 2. continue development of bicycle and pedestrian network in coordination with Townships, WCRC, and Border to Border (B2B) trail development; 3. partner with Eastern Michigan University bike-sharing program and car-sharing program. |
| PSI1.9                                                       | Review ongoing planning efforts including the city's master plan to identify any priority areas that may not be identified through a strictly data-driven approach.                                                                                                                                                                                                                                                                                                                            |
| PSI1.10                                                      | Assess existing electrical systems at all municipal buildings and ensure that facilities meet the minimum requirements of National Fire Protection Association (NFPA) and National Electrical Code (NEC).                                                                                                                                                                                                                                                                                      |
| <b>GOAL 2: Identify and implement clean energy projects.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| PSI2.1                                                       | Prioritize table C: Project Action Plan Summary.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| PSI2.2                                                       | Prioritize a list of potential energy assessments and audits to be completed in the next five years.                                                                                                                                                                                                                                                                                                                                                                                           |
| PSI2.3                                                       | Utilize the most efficient equipment available and incorporate renewable energy into the energy portfolio of each building including back-up generation.                                                                                                                                                                                                                                                                                                                                       |



PSI2.4

Using the information gathered in the steps above, select a suite of projects to undertake in the short-term. Couple projects with a short return on investment with projects with a long return on investment to improve the terms of longer ROI projects and facilitate their completion.

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# 2

## FUNDING

Most energy upgrades save municipalities money in the long term, but the challenges in obtaining upfront capital must be acknowledged. The steps identified in this document are recommendations geared toward avoiding impacts to the general fund and are outlined in the Action Plan located at the end of this document.

**GOAL 1: INCREASE ENERGY EFFICIENCY AND RENEWABLE ENERGY FUNDING THROUGH INTERNAL AND EXTERNAL SOURCES.**

**GOAL 2: SUSTAIN THE CITY'S REVOLVING LOAN FUND.**

To enhance current efforts an overview of less well-known funding opportunities is provided in table D to support municipal energy efficiency and/or renewable energy projects.

Revolving energy funds are a promising alternative to external financing where savings can then be used to fund future energy savings projects, capturing additional capital.

According to the city's 2012 Climate Action Plan, the City of Ypsilanti seeded a Revolving Loan

Fund with \$250,000 from past years' budget surpluses during the early 1990s, to finance municipal energy efficiency improvements.

Various project accomplishments like the LED lighting upgrade to all municipal facilities was made possible through the city's Revolving Loan Fund. It is recommended to annually track energy savings from RLF financed projects.

Regarding additional funding options, the city has pursued various grant funded opportunities such as the EcoWorks Municipal Energy Planning program funded by the C.S. Mott Foundation.



## Dedicated Revolving Loan Fund Management:

It is recommended to assign dedicated staff to monitor and select projects for the revolving loan fund. Just a few benefits of consistent management include safeguarding funds from being spent on non-energy efficiency projects and increased municipal department and staff awareness of fund monies.

According to the 2012 City of Ypsilanti Climate Action Plan, it was recommended that the city “upgrade as many streetlights as possible with the city’s revolving loan fund, working with the DDA, EMU and Regional Energy Office to achieve the best price through bulk upgrades and to identify any grants or other funding opportunities;”.

**Table D: Project Financing Options**

| Financial Source                                               | Eligible Projects                                                                                                | Available Funding                  |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Loans</b>                                                   |                                                                                                                  |                                    |
| <b>State Revolving Fund</b>                                    | Renewable energy and energy efficiency measures                                                                  | Varies                             |
| <b>Michigan Saves</b>                                          | Energy efficiency and renewable energy projects for the residential, commercial, multifamily, and public sectors | Varies                             |
| <b>Grants</b>                                                  |                                                                                                                  |                                    |
| <b>DOE Small Grants and EERE Exchange</b>                      | Residential, commercial, and municipal building energy efficiency and renewable energy measures                  | \$1,000-\$100,000; Grant-specific  |
| <b>Private Foundations</b>                                     | Diverse renewable energy initiatives                                                                             | Varies                             |
| <b>Rebates</b>                                                 |                                                                                                                  |                                    |
| <b>DTE Commercial &amp; Industry Energy Efficiency Program</b> | Energy efficiency improvements, equipment replacement, efficient retrofits                                       | Varies by equipment                |
| <b>Alternative Options</b>                                     |                                                                                                                  |                                    |
| <b>Tax- exempt Lease Purchase (TELP)</b>                       | Energy conservation improvements                                                                                 | Municipality annual appropriations |
| <b>Third-party Power Purchase Agreement (PPA)</b>              | Renewable energy projects i.e. solar photovoltaic                                                                | Varies                             |

## IMPLEMENTATION STRATEGIES AND ACTIONS

**GOAL 1: Increase energy efficiency and renewable energy funding through internal and external sources.**

|             |                                                                                                                                                                            |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>F1.1</b> | <b>Apply for applicable utility-based energy waste reduction programs.</b>                                                                                                 |
| <b>F1.2</b> | <b>Continue to take advantage of sporadic and time-sensitive grant opportunities like the Mott funded Energy Planning with EcoWorks.</b>                                   |
| <b>F1.3</b> | <b>Review the table of Project Financing Options located in Table D of this document for financing mechanisms that may be a good fit for a particular project or need.</b> |

**GOAL 2: Sustain the city's revolving loan fund.**

|             |                                                                                                                                                 |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>F2.1</b> | <b>Assign dedicated staff to monitor and select projects for the revolving loan fund.</b>                                                       |
| <b>F2.2</b> | <b>Report on the revolving loan fund annually during budget review.</b>                                                                         |
| <b>F2.3</b> | <b>Establish and adopt guidelines for revolving loan fund decision criteria.</b>                                                                |
| <b>F2.4</b> | <b>Define scope of the fund (i.e. single building, municipal, community-wide).</b>                                                              |
| <b>F2.5</b> | <b>Return 80% of energy cost savings from all projects to the revolving energy fund to allow for seeding of projects in the following year.</b> |

# 3

## STAFFING

For many years, the Mayor, Council and community members have spearheaded energy efficiency projects for the city. Supporting that work have been the City Manager, the Department of Public Services, the Community & Economic Development Department, and the Finance Department. There is currently no one point of contact or responsibility for energy efficiency or other sustainability initiatives; elected officials and staff lead these as the opportunities arise. The planning process associated with this document revealed the need for dedicated staff to lead the ongoing and future energy management and sustainability work.

**GOAL 1: ESTABLISH AN ENERGY MANAGER POSITION.**

**GOAL 2: INCORPORATE THIS ENERGY PLAN INTO THE SCOPE OF WORK FOR THE CITY'S SUSTAINABILITY COMMISSION.**

Cities that have successfully managed their energy portfolios have dedicated staff to lead the work. This is typically a staff member who has the technical skills necessary to identify key energy projects, has the authority level to move projects through the approvals process, and the financial know-how to make sure that projects fit within the budgetary constraints of a city.

For larger cities with populations of 100,000 or more, it is recommended to hire a full-time energy manager to serve on the municipal staff. For cities under 100,000 in population, a part-time energy manager is typically sufficient. This person may be on staff or be part of a third-party organization like the members of the Michigan Community Energy Partnership (MI-CEP) which includes EcoWorks, SEMREO, SEEDS, and Michigan Energy Options.

Regardless of the staffing structure for the energy manager, political buy-in from decision

makers including the mayor, city manager, members of city council, and department heads is essential for making productive changes in how a city manages its energy portfolio.

The City of Ypsilanti created a sustainability commission with ordinance No. 1280 (please refer to Appendix 2), effective February 2017. The commission is made up of nine regular members, serving for staggered three-year terms, and two non-voting youth members serving one-year terms. Incorporating this energy plan into the scope of work for the city's sustainability commission is recommended to compliment energy efforts pursued by the city.

In the City of Ypsilanti, the City Manager's Office, the Office of the Mayor, the City Council, and the Department of Economic Development have all been supportive and instrumental in passing significant energy goals. Establishment of at least a part-time Energy Manager is a strong next step toward ensuring that these energy goals are



brought to fruition and sustained. In the meanwhile, it is recommended that the city establish authority of an interim Energy Manager to coordinate energy management activities and identify the individual as a recognized resource for city staff.

The bullets below are recommended components of the job description of an Energy Manager:

- Monitor energy bills and facility performance for all of the city's holdings.
- Manage capital improvement projects related to energy efficiency or renewable energy generation.
- Lead bid processes for large-scale energy efficiency and/or renewable energy projects.
- Promote the energy vision among staff, residents, and businesses.
- Seek grants, loans, special assessments, bonds, PPAs, and/or other external funding mechanisms to implement clean energy projects.
- Support the establishment of policies and procedures that make energy efficiency and/or renewable energy projects easier to undertake in the city.
- Establish and facilitate an energy commission of local government staff and officials as well as residents who will be responsible for enacting the energy vision of the city.



## IMPLEMENTATION STRATEGIES AND ACTIONS

|                                                                                                              |                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GOAL 1: Establish an Energy Manager position.</b>                                                         |                                                                                                                                                                  |
| S1.1                                                                                                         | Continue to support the City Manager's Office as the resource for energy management activities and initiatives.                                                  |
| S1.2                                                                                                         | Hire a part-time Energy Manager as an added part of a current employee's job description, as a new position within the government, or as a third-party contract. |
| <b>GOAL 2: Incorporate this energy plan into the scope of work for the city's Sustainability Commission.</b> |                                                                                                                                                                  |
| S2.1                                                                                                         | Include implementation of this Action Plan in the Sustainability Commission scope of work.                                                                       |
| S2.2                                                                                                         | Establish an energy sub-committee within the Sustainability Commission.                                                                                          |

# 4

## POLICIES AND PROCEDURES

The City of Ypsilanti Sustainability Commission is committed to establishing a comprehensive sustainability plan within the next couple of years. This commitment is outlined in ordinance 1280 (please refer to Appendix 2). The planning process involved in this document revealed opportunities for the city to take this commitment and continue to institute written energy policy that improves sustainable design and raises awareness within the community.

**GOAL 1: PROMOTE AND STRENGTHEN ENERGY MANAGEMENT POLICIES AND PROCEDURES.**

**GOAL 2: IMPROVE KNOWLEDGE OF ENERGY MANAGEMENT AND SUSTAINABLE DESIGN AMONG CITY STAFF AND APPOINTED AND ELECTED OFFICIALS.**

The sections discussed previously including project selection and implementation, funding, and staffing, are all critical to beginning the transition to becoming a clean energy city, but changes in policy and procedures are essential follow ups to build clean energy into city operations and ensure the longevity of efforts regardless of staff turnover or election cycle.





# IMPLEMENTATION STRATEGIES AND ACTIONS

| <b>GOAL 1: Promote and strengthen energy management policies and procedures.</b>                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PP1.1                                                                                                                           | Continue to promote “alternative energy” zoning policies permitted as an accessory use in all districts, subject to certain conditions- PV panels have to be building-mounted or, in the case of solar lighting, attached to the light pole; geothermal and solar water heating are also permitted everywhere; wind is only permitted when attached to a building; other methods are also potentially permissible- upon consultation with city planning and Development Department, Planning Commission, and other departments as fit. |
| PP1.2                                                                                                                           | Continue to promote installation of “alternative energy” according to the Ypsilanti Historical Preservation ordinance and the Standards for Rehabilitation of Historic Structures set by the U.S. Secretary of the Interior governing the review of any work proposed in the district. The term “alternative energy” covers a variety of technologies including geothermal, wind, and solar power.                                                                                                                                     |
| PP1.3                                                                                                                           | Continue to promote “alternative energy” special use permitting policies including solar farms/solar as a primary use permissible with a special use permit in city Parks zoning district and Production, Manufacturing, and Distribution (industrial) zoning district.                                                                                                                                                                                                                                                                |
| PP1.4                                                                                                                           | Pass a council resolution in support of adopting this Energy Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| PP1.5                                                                                                                           | Examine procurement policies to ensure that the bidding and/or purchasing processes account for the energy efficiency of equipment and do not create a barrier to implementing clean energy projects.                                                                                                                                                                                                                                                                                                                                  |
| PP1.6                                                                                                                           | Pass a resolution or policy that requires the city to benchmark energy consumption data annually for all municipal buildings and report the usage to City Council annually.                                                                                                                                                                                                                                                                                                                                                            |
| PP1.7                                                                                                                           | Continue to promote the goal of the City of Ypsilanti and its residents to generate 5 MW of electricity from distributed solar, to reach 1,000 solar roofs by 2020.                                                                                                                                                                                                                                                                                                                                                                    |
| PP1.8                                                                                                                           | Establish and adopt a municipal energy vision statement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| PP1.9                                                                                                                           | Create and adopt a Sustainability Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| PP1.10                                                                                                                          | Sign and uphold the commitments of the Paris Climate Agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| PP1.11                                                                                                                          | Sign and uphold the Sierra Club’s Ready for 100 pledge to commit to running your city facilities on 100% renewable energy.                                                                                                                                                                                                                                                                                                                                                                                                             |
| PP1.12                                                                                                                          | During the city’s next master plan cycle, adopt energy policy guidance as a part of the Master Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| PP1.13                                                                                                                          | Consider development of a clean vehicle fleet plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>GOAL 2: Improve knowledge of energy management and sustainable design among city staff, appointed and elected officials.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| PP2.1                                                                                                                           | Include information on the city’s energy vision and energy management strategy in the orientation packets for all appointed and elected members of boards and commissions as well as municipal staff members.                                                                                                                                                                                                                                                                                                                          |

# 5

## DATA

The planning process revealed opportunities to benchmark energy consumption data and in return save money.

**GOAL 1: IMPROVE THE DATA-DRIVEN APPROACH TO MANAGING ENERGY USAGE.**

**GOAL 2: ESTABLISH A PROCESS TO ANALYZE DATA TO DETERMINE ENERGY USE TRENDS AND BILLING ERRORS.**

**GOAL 3: IMPROVE COMMUNICATIONS WITH FACILITY MANAGERS, UTILITY PROVIDERS, AND RELEVANT CONTRACTORS TO RESOLVE ISSUES QUICKLY.**

To help stretch project dollars as far as possible and ensure the “best bang for the buck”, a data-driven approach to decision making should be taken. By assessing Ypsilanti’s current annual energy consumption and dollar expenditure, it becomes possible to identify in quantifiable terms underperforming facilities, gas leaks, and sometimes even faulty equipment causing otherwise unexplained spikes in energy consumption and/or gradual increases in energy consumption that are not explained by other factors.

### TIPS!

**Gas leaks are an emergency and the appropriate hotline should be called immediately:**

- DTE Energy Gas Leak Hotline: 1-800-947-5000

The widespread energy and financial benefits of systematically reporting and analyzing energy

### HOW TO BENCHMARK:

Begin benchmarking by gathering all available information on municipal facilities including 12-36 months of energy bills, square footage, occupancy levels, and the year built.

Common places to look for missing information are your facility managers, finance department, and/or your DTE account representative.

The Energy Star Portfolio Manager tool is recommended for tracking. This tool will enable your energy manager to compare, at a glance, each building’s performance against similar buildings in your region as well as with one another.

data with Portfolio Manager are reflected in the findings of a study on benchmarking and energy savings conducted by the U.S. Environmental Protection Agency. With data from over 35,000 facilities using the EPA Portfolio Manager tool



for energy benchmarking, average energy consumption per building was reduced by 7% over the period of 2008-2011.

The Planning and Development Department and the Finance Department are working together

collecting electricity and natural gas bills and establishing a list of facilities and associated addresses, square footage, account numbers, and meter numbers. City Planner, Bonnie Wessler is leading the benchmarking effort with technical assistance from EcoWorks.



## IMPLEMENTATION STRATEGIES AND ACTIONS

|                                                                                                                                      |                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GOAL 1: Improve the data-driven approach to managing energy use.</b>                                                              |                                                                                                                                                                                                                                                                                |
| D1.1                                                                                                                                 | Collect copies of the previous 12-36 months of energy (gas, electricity, and steam) consumption data and enter into a spreadsheet format consistent with Portfolio Manager.                                                                                                    |
| D1.2                                                                                                                                 | Create a spreadsheet on the shared drive to organize energy use information including the appropriate level of detail such as facility name, address, account numbers, meter numbers, square footage, year built, number of computers etc.                                     |
| D1.3                                                                                                                                 | Create a Portfolio Manager account to upload all building and consumption information into the EPA's Portfolio Manager.                                                                                                                                                        |
| D1.4                                                                                                                                 | Establish a process to populate energy consumption data monthly or quarterly into Portfolio Manager.                                                                                                                                                                           |
| <b>GOAL 2: Establish a process to analyze data to determine energy use trends and billing errors.</b>                                |                                                                                                                                                                                                                                                                                |
| D2.1                                                                                                                                 | Examine bills from each facility for any errors or rate optimization that may be possible.                                                                                                                                                                                     |
| D2.2                                                                                                                                 | Set a base year for comparison using the most complete and relevant sets of data and normalize for weather.                                                                                                                                                                    |
| D2.3                                                                                                                                 | Audit at least 10% of energy consumption data in Portfolio Manager for quality assurance/quality control.                                                                                                                                                                      |
| D2.4                                                                                                                                 | Look at each building's performance noting any energy spikes or gradual increases in energy consumption that may indicate mechanical failures or leaks.                                                                                                                        |
| D2.5                                                                                                                                 | Look at how your facilities compare to others in the region. For any buildings that have recently had upgrades, ensure that the expected drops in energy consumption are also represented. The absence of reductions may indicate failing equipment or incorrect installation. |
| <b>GOAL 3: Improve communications with facility managers, utility providers, and relevant contractors to resolve issues quickly.</b> |                                                                                                                                                                                                                                                                                |
| D3.1                                                                                                                                 | Call DTE to request any refunds for billing errors.                                                                                                                                                                                                                            |
| D3.2                                                                                                                                 | Ensure that it is part of the energy manager's task load to review building performance quarterly to flag any new issues.                                                                                                                                                      |

# 6

## COMMUNICATION

The City Manager's office currently uses face to face meetings to communicate with staff. Fully using existing and potential channels of communication across departments and with constituents is key to the implementation of any energy plan.

**GOAL 1: IMPROVE ENERGY AND SUSTAINABILITY-RELATED COMMUNICATION RESOURCES.**

**GOAL 2: PROMOTE AND SHARE ENERGY REDUCTION ACHIEVEMENTS WITH STAFF AND RESIDENTS.**

Energy conservation as a municipal-wide strategy will be most successful when it is built into the culture of the organization. Sharing project successes and conservation tips broadly through the communications channels of the City so that there is awareness among staff, officials, and boards is encouraged. Full adoption of the energy vision will ensure that energy conservation cascades throughout the City's various operations in ways that will likely be creative and surprising.





## IMPLEMENTATION STRATEGIES AND ACTIONS

| <b>GOAL 1: Improve energy and sustainability-related communication resources.</b>                     |                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C1.1                                                                                                  | Highlight achievements at the municipal, departmental, and individual level by way of an annual report and submit to the Sustainability Commission and the City Council.                                                                                        |
| C1.2                                                                                                  | Distribute easy to follow tips and reminders about the city's energy vision on a regular basis (monthly or quarterly).                                                                                                                                          |
| C 1.3                                                                                                 | Publish the final adopted version of this energy plan on the city's website.                                                                                                                                                                                    |
| <b>GOAL 2: Promote and share energy reduction achievements and projects with staff and residents.</b> |                                                                                                                                                                                                                                                                 |
| C2.1                                                                                                  | Promote the city's energy vision on municipal marketing materials, the city's website, through regional conferences, and/or other appropriate communication mechanisms.                                                                                         |
| C2.2                                                                                                  | Increase communications and citizen outreach around sustainability, publicizing efforts and providing information on how citizens can get involved or replicate green initiatives.                                                                              |
| C2.3                                                                                                  | Consider the development of a website dashboard to report on municipal energy management achievements and progress.                                                                                                                                             |
| C2.4                                                                                                  | Continue reporting on energy management progress via the Michigan Green Communities Challenge annually.                                                                                                                                                         |
| C2.5                                                                                                  | Work with community stakeholders to initiate an energy competition (the University and city can partner together to challenge another city and university to an energy reduction competition).                                                                  |
| C2.6                                                                                                  | Provide a discounted AATA pass via the City Treasurer and DDA as an alternative to downtown parking permits (City Hall can lead by example by implementing a parking cash-out alternative benefit option for employees currently eligible for parking permits). |

# ACTION PLAN

In order for the Energy Plan to be implemented, the city and relevant community stakeholders must carry out the actions needed to achieve the goals and the vision for Ypsilanti's future. The Action Plan should be updated frequently by the energy manager who will serve in an overall project management capacity and advised by the Sustainability Commission. This Action Plan can be used as a checklist to acknowledge accomplishments and identify next steps which the city can consider at critical decision-making points.

## Time Frame

**ONGOING:** Actions that require continuous monitoring or effort.

**NOW:** Begin work immediately upon plan adoption.

**1-2 YEARS:** Begin work within 1-2 years.

**3-5 YEARS:** Begin work within 3-5 years.

**Next Master Planning Cycle:** Actions recommended for next master plan update.

## RECOMMENDED TASK LEADERS INVOLVED

### CITY GOVERNMENT:

City Mayor  
City Manager (CM)  
Department of Public Works (DPW)  
Planning and Development  
Finance  
Energy Manager (EM)\*

\*Proposed new position

### BOARDS AND COMMISSIONS:

City Council  
Sustainability Commission (SC)  
Downtown Development Authority (DDA)  
Planning Commission (PC)  
Parks and Recreation (PRC)



| PROJECT SELECTION AND IMPLEMENTATION |            |                 |
|--------------------------------------|------------|-----------------|
| ACTION                               | TIME FRAME | LEAD DEPARTMENT |

**GOAL 1: Improve municipal building performance.**

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |                              |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------|
| PSI1.1  | Assemble all audit reports from any buildings that have had audits within the last 10 years.                                                                                                                                                                                                                                                                                                                                                                                                   | NOW                        | EM                           |
| PSI1.2  | Review the existing capital improvement plan to identify any equipment that is otherwise due for replacement. Adopt a life cycle costing approach to equipment replacement decisions.                                                                                                                                                                                                                                                                                                          | NOW                        | EM/Finance                   |
| PSI1.3  | Interview facilities maintenance staff, department heads, the city manager, the mayor, and other key staff and officials to identify any other energy-related needs or opportunities.                                                                                                                                                                                                                                                                                                          | NOW                        | EM                           |
| PSI1.4  | Use the results of Portfolio Manager accounting to identify buildings that are underperforming and/or experiencing unusual spikes in consumption that may be a sign of gas leaks or malfunctioning electrical equipment.                                                                                                                                                                                                                                                                       | 1-2 YEARS                  | EM                           |
| PSI1.5  | Have audits performed on underperforming buildings and/or any buildings that have not had an audit performed in the past 10 years.                                                                                                                                                                                                                                                                                                                                                             | 1-2 YEARS                  | EM                           |
| PSI1.6  | Have retro-commissioning studies performed on any building with equipment that is not due for replacement, but may be showing a steady decline in performance over time.                                                                                                                                                                                                                                                                                                                       | 1-2 YEARS                  | EM/CM                        |
| PSI1.7  | Update the city's greenhouse gas (GHG) inventory to reflect the expected reduction in GHG from LED streetlight conversions.                                                                                                                                                                                                                                                                                                                                                                    | 1-2 YEARS                  | EM                           |
| PSI1.8  | Prioritize the following unimplemented 2012 Climate Action Plan recommendations: 1. adopt a Green Globes certification requirement for any development project receiving at least \$10,000 in municipal incentives or tax abatements in a single year; 2. continue development of bicycle and pedestrian network in coordination with Townships, WCRC, and Border to Border (B2B) trail development; 3. partner with Eastern Michigan University bike-sharing program and car-sharing program. | 1-2 YEARS                  | EM/CM                        |
| PSI1.9  | Review ongoing planning efforts including the city's master plan to identify any priority areas that may not be identified through a strictly data-driven approach.                                                                                                                                                                                                                                                                                                                            | Next Master Planning cycle | EM/PC/Planning & Development |
| PSI1.10 | Assess existing electrical systems at all municipal buildings and ensure that facilities meet the minimum requirements of National Fire Protection                                                                                                                                                                                                                                                                                                                                             | 1-2 YEARS                  | EM                           |

|  |                                                        |  |  |
|--|--------------------------------------------------------|--|--|
|  | Association (NFPA) and National Electrical Code (NEC). |  |  |
|--|--------------------------------------------------------|--|--|

**GOAL 2: Identify and implement clean energy projects.**

|        |                                                                                                                                                                                                                                                                                             |           |                 |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------|
| PSI2.1 | Prioritize table C: Project Action Plan Summary.                                                                                                                                                                                                                                            | NOW       | SC/City Council |
| PSI2.2 | Prioritize a list of potential energy assessments and audits to be completed in the next five years.                                                                                                                                                                                        | Now       | SC/City Council |
| PSI2.3 | Utilize the most efficient equipment available and incorporate renewable energy into the energy portfolio of each building including back-up generation.                                                                                                                                    | 1-2 YEARS | DPW/SC          |
| PSI2.4 | Using the information gathered in the steps above, select a suite of projects to undertake in the short-term. Couple projects with a short return on investment with projects with a long return on investment to improve the terms of longer ROI projects and facilitate their completion. | 1-2 YEARS | EM/CM           |

**FUNDING**

| ACTION | TIME FRAME | LEAD DEPARTMENT |
|--------|------------|-----------------|
|--------|------------|-----------------|

**GOAL 1: Increase energy efficiency and renewable energy funding through internal and external sources.**

|      |                                                                                                                                                                     |         |            |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------|
| F1.1 | Apply for applicable utility-based energy waste reduction programs.                                                                                                 | ONGOING | EM         |
| F1.2 | Continue to take advantage of sporadic and time-sensitive grant opportunities like the Mott funded Energy Planning with EcoWorks.                                   | ONGOING | EM         |
| F1.3 | Review the table of Project Financing Options located in Table D of this document for financing mechanisms that may be a good fit for a particular project or need. | NOW     | EM/Finance |

**GOAL 2: Sustain the city's revolving loan fund.**

|      |                                                                                                                                          |     |            |
|------|------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|
| F2.1 | Assign dedicated staff to monitor and select projects for the revolving loan fund.                                                       | NOW | EM/Finance |
| F2.2 | Report on the revolving loan fund annually during budget review.                                                                         | NOW | EM/Finance |
| F2.3 | Establish and adopt guidelines for revolving loan fund decision criteria.                                                                | NOW | EM/CM      |
| F2.4 | Define scope of the fund (i.e. single building, municipal, community-wide).                                                              | NOW | EM/CM      |
| F2.5 | Return 80% of energy cost savings from all projects to the revolving energy fund to allow for seeding of projects in the following year. | NOW | Finance    |

| STAFFING |            |                 |
|----------|------------|-----------------|
| ACTION   | TIME FRAME | LEAD DEPARTMENT |

**GOAL 1: Establish an Energy Manager position.**

|      |                                                                                                                                                                  |     |    |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| S1.1 | Continue to support the City Manager's Office as the resource for energy management activities and initiatives.                                                  | NOW | CM |
| S1.2 | Hire a part-time Energy Manager as an added part of a current employee's job description, as a new position within the government, or as a third-party contract. | NOW | CM |

**GOAL 2: Incorporate this energy plan into the scope of work for the city's Sustainability Commission.**

|      |                                                                                            |     |    |
|------|--------------------------------------------------------------------------------------------|-----|----|
| S2.1 | Include implementation of this Action Plan in the Sustainability Commission scope of work. | NOW | SC |
| S2.2 | Establish an energy sub-committee within the Sustainability Commission.                    | NOW | SC |

| POLICIES AND PROCEDURES |            |                 |
|-------------------------|------------|-----------------|
| ACTION                  | TIME FRAME | LEAD DEPARTMENT |

**GOAL 1: Promote and strengthen energy management policies and procedures.**

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |                        |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------|
| PP1.1 | Continue to promote "alternative energy" zoning policies permitted as an accessory use in all districts, subject to certain conditions- PV panels have to be building-mounted or, in the case of solar lighting, attached to the light pole; geothermal and solar water heating are also permitted everywhere; wind is only permitted when attached to a building; other methods are also potentially permissible- upon consultation with city planning and Development Department, Planning Commission, and other departments as fit. | ONGOING | Planning & Development |
| PP1.2 | Continue to promote installation of "alternative energy" according to the Ypsilanti Historical Preservation ordinance and the Standards for Rehabilitation of Historic Structures set by the U.S. Secretary of the Interior governing the review of any work proposed in the district. The term "alternative energy" covers a variety of technologies including geothermal, wind, and solar power.                                                                                                                                     | ONGOING | Planning & Development |
| PP1.3 | Continue to promote "alternative energy" special use permitting policies including solar farms/solar as a primary use permissible with a special use permit in city Parks zoning district and Production,                                                                                                                                                                                                                                                                                                                              | ONGOING | Planning & Development |

|        |                                                                                                                                                                                                       |                            |                 |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------|
|        | Manufacturing, and Distribution (industrial) zoning district.                                                                                                                                         |                            |                 |
| PP1.4  | Pass a council resolution in support of adopting this Energy Plan.                                                                                                                                    | NOW                        | City Council    |
| PP1.5  | Examine procurement policies to ensure that the bidding and/or purchasing processes account for the energy efficiency of equipment and do not create a barrier to implementing clean energy projects. | NOW                        | CM/City Council |
| PP1.6  | Pass a resolution or policy that requires the city to benchmark energy consumption data annually for all municipal buildings and report the usage to City Council annually.                           | NOW                        | City Council    |
| PP1.7  | Continue to promote the goal of the City of Ypsilanti and its residents to generate 5 MW of electricity from distributed solar, to reach 1,000 solar roofs by 2020.                                   | 1-2 YEARS                  | EM              |
| PP1.8  | Establish and adopt a municipal energy vision statement.                                                                                                                                              | 1-2 YEARS                  | City Council    |
| PP1.9  | Create and adopt a Sustainability Plan.                                                                                                                                                               | 1-2 YEARS                  | SC              |
| PP1.10 | Sign and uphold the commitments of the Paris Climate Agreement.                                                                                                                                       | NOW                        | City Council    |
| PP1.11 | Sign and uphold the Sierra Club's Ready for 100 pledge to commit to running your city facilities on 100% renewable energy.                                                                            | NOW                        | City Council    |
| PP1.12 | During the city's next master plan cycle, adopt energy policy guidance as a part of the Master Plan.                                                                                                  | Next Master Planning cycle | PC              |
| PP1.13 | Consider development of a clean vehicle fleet plan.                                                                                                                                                   | 1-2 YEARS                  | SC              |

**GOAL 2: Improve knowledge of energy management and sustainable design among city staff, appointed and elected officials.**

|       |                                                                                                                                                                                                               |           |    |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----|
| PP2.1 | Include information on the city's energy vision and energy management strategy in the orientation packets for all appointed and elected members of boards and commissions as well as municipal staff members. | 1-2 YEARS | EM |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----|

**DATA**

| ACTION | TIME FRAME | LEAD DEPARTMENT |
|--------|------------|-----------------|
|--------|------------|-----------------|

**GOAL 1: Improve the data-driven approach to managing energy use.**

|      |                                                                                                                                                                             |     |    |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| D1.1 | Collect copies of the previous 12-36 months of energy (gas, electricity, and steam) consumption data and enter into a spreadsheet format consistent with Portfolio Manager. | NOW | EM |
| D1.2 | Create a spreadsheet on the shared drive to organize energy use information including the appropriate level of detail such as facility name, address, account               | NOW | EM |

|      |                                                                                                                         |     |    |
|------|-------------------------------------------------------------------------------------------------------------------------|-----|----|
|      | numbers, meter numbers, square footage, year built, number of computers etc.                                            |     |    |
| D1.3 | Create a Portfolio Manager account to upload all building and consumption information into the EPA's Portfolio Manager. | NOW | EM |
| D1.4 | Establish a process to populate energy consumption data monthly or quarterly into Portfolio Manager.                    | NOW | EM |

**GOAL 2: Establish a process to analyze data to determine energy use trends and billing errors.**

|      |                                                                                                                                                                                                                                                                                |           |            |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|
| D2.1 | Examine bills from each facility for any errors or rate optimization that may be possible.                                                                                                                                                                                     | 1-2 YEARS | EM/Finance |
| D2.2 | Set a base year for comparison using the most complete and relevant sets of data and normalize for weather.                                                                                                                                                                    | 1-2 YEARS | EM         |
| D2.3 | Audit at least 10% of energy consumption data in Portfolio Manager for quality assurance/quality control.                                                                                                                                                                      | 1-2 YEARS | EM         |
| D2.4 | Look at each building's performance noting any energy spikes or gradual increases in energy consumption that may indicate mechanical failures or leaks.                                                                                                                        | 1-2 YEARS | EM         |
| D2.5 | Look at how your facilities compare to others in the region. For any buildings that have recently had upgrades, ensure that the expected drops in energy consumption are also represented. The absence of reductions may indicate failing equipment or incorrect installation. | 1-2 YEARS | EM         |

**GOAL 3: Improve communications with facility managers, utility providers, and relevant contractors to resolve issues quickly.**

|      |                                                                                                                           |     |         |
|------|---------------------------------------------------------------------------------------------------------------------------|-----|---------|
| D3.1 | Call DTE to request any refunds for billing errors.                                                                       | NOW | Finance |
| D3.2 | Ensure that it is part of the energy manager's task load to review building performance quarterly to flag any new issues. | NOW | CM      |

**COMMUNICATION**

| ACTION | TIME FRAME | LEAD DEPARTMENT |
|--------|------------|-----------------|
|--------|------------|-----------------|

**GOAL 1: Improve energy and sustainability-related communication resources.**

|      |                                                                                                                                                                          |     |    |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| C1.1 | Highlight achievements at the municipal, departmental, and individual level by way of an annual report and submit to the Sustainability Commission and the City Council. | NOW | EM |
| C1.2 | Distribute easy to follow tips and reminders about the city's energy vision on a regular basis (monthly or quarterly).                                                   | NOW | EM |



|       |                                                                              |     |    |
|-------|------------------------------------------------------------------------------|-----|----|
| C 1.3 | Publish the final adopted version of this energy plan on the city's website. | NOW | EM |
|-------|------------------------------------------------------------------------------|-----|----|

**GOAL 2: Promote and share energy reduction achievements with staff and residents.**

|      |                                                                                                                                                                                                                                                                 |           |       |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|
| C2.1 | Promote the city's energy vision on municipal marketing materials, the city's website, through regional conferences, and/or other appropriate communication mechanisms.                                                                                         | NOW       | EM/CM |
| C2.2 | Increase communications and citizen outreach around sustainability, publicizing efforts and providing information on how citizens can get involved or replicate green initiatives.                                                                              | NOW       | EM    |
| C2.3 | Consider the development of a website dashboard to report on municipal energy management achievements and progress.                                                                                                                                             | 3-5 YEARS | EM    |
| C2.4 | Continue reporting on energy management progress via the Michigan Green Communities Challenge annually.                                                                                                                                                         | ONGOING   | EM    |
| C2.5 | Work with community stakeholders to initiate an energy competition (the University and city can partner together to challenge another city and university to an energy reduction competition).                                                                  | 3-5 YEARS | SC    |
| C2.6 | Provide a discounted AATA pass via the City Treasurer and DDA as an alternative to downtown parking permits (City Hall can lead by example by implementing a parking cash-out alternative benefit option for employees currently eligible for parking permits). | 3-5 YEARS | DDA   |

## LIST OF APPENDICES

Appendix 1 – Memorandum of Understanding – Community Energy Management Planning Project, Resolution No. 2017-261

Appendix 2 - Ordinance No. 1280 – Establish Sustainability Commission

Appendix 3 – Resolution for 1,000 Solar Roofs Initiative, Resolution No. 2013-175

DRAFT



SOUTHEAST MICHIGAN  REGIONAL ENERGY OFFICE





## REQUEST FOR LEGISLATION

November 14, 2017

**To:** Honorable Mayor and Ypsilanti City Council

**From:** Darwin D. P. McClary, City Manager

**Subject:** **MEMORANDUM OF UNDERSTANDING – COMMUNITY ENERGY  
MANAGEMENT PLANNING PROJECT**

---

### **SUMMARY & BACKGROUND:**

City Council is being requested to approve a Memorandum of Understanding (MOU) between the city, EcoWorks, and the Southeast Michigan Regional Energy Office (SEMREO) allowing the three entities to collaborate on the completion of a Community Energy Management Planning project for the city. EcoWorks and SEMREO would provide energy management planning services to the city resulting in the development of a prioritized clean energy management plan. The city would commit to making a good faith effort to launch at least one energy efficiency or renewable energy project totaling at least \$5,000 in value within one year of the completion of the planning project. The city will not incur any cost for completion of the energy management planning work. This project would complement the city's Climate Action Plan and other energy efficiency and sustainability efforts.

### **PREVIOUS COUNCIL ACTION:**

None

### **FINANCIAL IMPACT:**

None to complete the Community Energy Management Planning Project; the city would commit to making a good faith effort to launch at least one energy efficiency or renewable energy project totaling at least \$5,000 within one year of completion of the planning project.

### **RECOMMENDED ACTION:**

Approve the Memorandum of Understanding between EcoWorks, SEMREO, and the city for the Community Energy Management Planning Project and authorize the City Manager to execute the MOU on behalf of the city.

### **ATTACHMENTS:**

Copy of Proposed Memorandum of Understanding for Community Energy Management Planning Project

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**CITY MANAGER APPROVAL:** DDPM

**COUNCIL AGENDA DATE:** 11/14/2017

**CITY MANAGER COMMENTS:** Recommend approval of MOU as presented

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



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

WHEREAS, the City of Ypsilanti recognizes the importance of undertaking energy efficiency and renewable energy initiatives as part of its efforts to promote community sustainability; and

WHEREAS, the Southeast Michigan Regional Energy Office, EcoWorks, and Mott Foundation work collaboratively to fund and implement the Community Energy Management Planning Program to provide valuable planning assistance to Michigan municipalities to prepare and implement energy efficiency and renewable energy projects at no cost to those municipalities; and

WHEREAS, the Ypsilanti city council seeks to utilize the Community Energy Management Planning Program to help meet the city's own energy efficiency and renewable energy needs;

NOW THEREFORE BE IT RESOLVED BY THE CITY OF YPSILANTI that the city council does hereby approve the Memorandum of Understanding between EcoWorks, Southeast Michigan Regional Energy Office, and the city to permit the collaboration between the three entities on the preparation of a Community Energy Management Plan for the city at no cost to the city; and

BE IT FURTHER RESOLVED that the city council does hereby commit to making a good faith effort to launch an energy efficiency or renewable energy project totaling a minimum value of \$5,000 within one year of completion of the plan; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute the Memorandum of Understanding on behalf of the city after approval of the agreement by the City Attorney as to form.

OFFERED BY: Council Member Richardson

SUPPORTED BY: Council Member Bashert

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

I do hereby certify that the above resolution is a true and correct copy of Resolution 2017-261 as passed by the Ypsilanti City Council, at their meeting held on November 14, 2017.

---

Frances McMullan, City Clerk





**CITY OF YPSILANTI  
NOTICE OF ADOPTED ORDINANCE  
Ordinance No. 1280**

**An ordinance to establish a Sustainability Commission**

**1. THE CITY OF YPSILANTI HEREBY ORDAINS** That

The Ypsilanti City Code is hereby amended by adding a new Division 5 Sustainability Commission, to Chapter 2 Administration, Article IV Boards and Commissions, as follows:

**Division 5. SUSTAINABILITY COMMISSION**

**Section 2.171 Sustainability Commission Rationale**

City Council by resolution 2016-258, dated November 14, 2016 set forth the reasons for a Sustainability Commission, including:

- a. To create a model of sustainability through efforts to advocate, educate and promote the social, economic and environmental health of the community now and into the future.
- b. To broaden the lens and scope of energy and environmental needs in the future such as wind, solar, clean air, water and improving infrastructure.
- c. To recognize natural resources as chief assets of the City of Ypsilanti and encouraging responsible stewardship of these assets.
- d. To collaborate with citizens, employees, employers, service providers and other governmental agencies and educational agencies to share ideas.
- e. To create a Sustainability Plan.
- f. To review the City of Ypsilanti's Climate Action Plan, Alternate Fuel Policy, the Michigan Green Communities Challenge, and other plans and policies and to continue the work of said plans and policies.
- g. To prioritize sustainability policies.

**Section 2.172. Created**

Pursuant to Ypsilanti City Charter section 9.03, a commission is hereby created known as the Ypsilanti Sustainability Commission,

- a. to consist of nine regular members, serving for staggered three year terms, and two non-voting youth members serving one year terms. two non-voting youth members to serve one year terms.

- b. There shall be a staff person assigned to the commission.
- c. There shall be a Council liaison appointed to the Commission by City Council.
- d. Commissioners shall be city residents, except that not more than three commissioners may be non-residents of the city of Ypsilanti.

### **Section 2.173 Appointment**

Commissioners shall be appointed by the Mayor with the approval and confirmation of a majority of city council. Non-resident commissioners shall require a finding of the best interest of the city and approval and confirmation of not less than five affirmative votes of city council members.

### **Section 2.174 Duties**

Duties of the Ypsilanti Sustainability Commission shall be to:

- a. Establish by-laws, subject to the approval of the City Council.
- b. Elect officers including a Commission chairperson.
- c. Establish a meeting schedule and meet at least quarterly.
- d. Take action to fulfill the reasons and rationale for the Sustainability Commission set out in Section 2.171, above.
- e. To report Commission actions and findings and make recommendations to City Council at least annually.

**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 by printing the same in the publication of record. 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 24th DAY OF January, 2017.

\_\_\_\_\_  
Andrew Hellenga, Interim City Clerk

Attest

I do hereby confirm that the above Ordinance No. 1280 was published in The Washtenaw Legal News on the 19th day of December, 2016.

\_\_\_\_\_  
Andrew Hellenga, Interim 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 24th day of January, 2017.

\_\_\_\_\_  
Andrew Hellenga, Interim City Clerk

Notice Published: December 19, 2016

First Reading: January 10, 2017

Second Reading: January 24, 2017

Published: January 30, 2017

Effective Date: February 23, 2017

TO: Mayor and City Council

FROM: Virginia Shannon, Environment Michigan

DATE: April 2, 2013

SUBJECT: Resolution for Ypsilanti 1,000 Solar Roofs Initiative

To make Ypsilanti a “solar destination”-- and hasten the day when solar powers our buildings and our economy -- Ypsilanti must set a bold solar goal of 1,000 solar roofs by 2020 and encourage solar on thousands more homes, businesses and public buildings.

In order to achieve a goal of 1,000 solar roofs by 2020, the key policies areas identified below should be put in place to increase municipal solar installations, establish successful partnerships that support solar and give Ypsilanti residents and businesses the tools they need to go solar.

- Lead-by example by continuing to identify sites and seek grants for projects on city buildings along with welcoming solar projects on historic buildings;
- Streamline information on financing options and promote financing programs such as PACE to help residents, businesses and industries go solar;
- Partner with nonprofits, solar companies, and Eastern Michigan University to build public awareness of solar potential in Ypsilanti and a literacy of technology and financing options; and
- Support local, state and federal policies that promote the use of solar energy.

With a bold goal of 1,000 by 2020 in place, Ypsilanti can become a solar destination, attracting attention as a national leader and building a solar economy to repower its city and homes.

Approval of this resolution to set a bold solar goal will demonstrate the City’s commitment to becoming a destination to study, live and work in and moving to more sustainable energy future.





Resolution No. 2013-175  
September 3, 2013

#### RESOLUTION FOR 1,000 SOLAR ROOFS INITIATIVE

WHEREAS, the State of Michigan emits more 81 tons of carbon pollution annually to produce electricity; and

WHEREAS, solar power is a clean source of energy with which Michigan can power its homes, businesses and cars to achieve better air quality and reduce carbon pollution; and

WHEREAS, the State of Michigan has vast solar potential with more sunlight than Germany, the world's leader solar power; and

WHEREAS, the solar industry provides more than 6,000 jobs to Michiganders, and that Michigan is ranked in the top five states for solar manufacturing; and

WHEREAS, if Michigan were to generate 1 GW of electricity from distributed generation solar, an additional 100,000 solar rooftops would be installed; and

WHEREAS, the City of Ypsilanti has demonstrated its national leadership in pursuit of solar power and is well positioned to benefit from a growing clean energy economy to bring jobs and investments to the City; and

WHEREAS, the City of Ypsilanti recognizes the above assets of solar power and desires to further its commitment to this important clean energy solution; and

THEREFORE, BE IT RESOLVED that the City of Ypsilanti officially sets its own goal of the City of Ypsilanti and its residents generate 5 MW of electricity from distributed solar, to reach 1,000 solar roofs by 2020; and

BE IT FURTHER RESOLVED that the City of Ypsilanti hereby acknowledges the policy recommendations from the Environment Michigan Research & Policy Center report as to how the City of Ypsilanti and its residents can meet a goal of 1,000 solar roofs by 2020; and

BE IT FURTHER RESOLVED that the City of Ypsilanti calls on the State of Michigan to follow Ypsilanti's lead in making Michigan a leader in solar power and to set the goal of having 100,000 solar roofs by 2020.

OFFERED BY: Council Member Robb

SUPPORTED BY: Council Member Murdock

YES: 5      NO: 0      ABSENT: 2 (Jefferson, Moeller)      VOTE: Carried

I do hereby certify that the above resolution is a true and correct copy of Resolution No. 2013-175 as passed by the Ypsilanti City Council, and their meeting held on September 3, 2013.

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



Resolution No. 2019-02-001  
11 February 2019

**RESOLVED BY THE SUSTAINABILITY COMMISSION:**

WHEREAS, the Sustainability Commission has been charged with the review and update of the Climate Action Plan; and

WHEREAS, the City has entered into a Memorandum of Understanding with EcoWorks to complete an Energy Plan that draws from and updates the 2012 Climate Action Plan with specific regard to City facilities; and

WHEREAS, EcoWorks has worked with the City to develop a plan that addresses the energy use of City facilities;

WHEREAS, the Sustainability Commission has reviewed this Energy Plan and supports the goals and objectives therein;

NOW THEREFORE BE IT RESOLVED that the Sustainability Commission adopts this plan as policy to guide future recommendations;

NOW THEREFORE BE IT FURTHER RESOLVED that the City of Ypsilanti Sustainability Commission recommends that the City Council adopt the Energy Plan as guiding policy.

OFFERED BY: Heine

SUPPORTED BY: Drennen

YES: 9                      NO: 0                      ABSENT: 0                      VOTE: Carried



February 20, 2019

To: City of Ypsilanti, Michigan  
Re: Pen. Dam disposition discussions

Dear Mayor, City Manager and City Council Members,

Michigan Trout Unlimited is a 501C3 organization, dedicated to the conservation of Michigan's coldwater fisheries and the watersheds that support them. We have 20 local chapters throughout the state, and 8,000 active members. In your area, our interests are supported by the Ann Arbor Area Chapter of TU and its local members.

Our organization is a strong proponent of removing dams, as this antiquated form of energy production is no longer our best option for energy needs, and because over 50 years of science has proven that they cause fundamental and significant detriments to river systems. Rivers are intricate balances of water, sediment, energy, nutrients and living organisms, and dams at a fundamental level alter every component of these systems. Removing dams also pose incredible opportunities for communities to re-envision possibilities for their people and to purposefully forge new values and assets for their local quality of life (in the same way the past residents did at a different time, when they needed the benefits of dams and chose to reshape their local landscape to benefit themselves).

Locally, in Dexter, such a dam was removed from Mill Creek not that many years ago. The removal there, gave residents an opportunity to create a beautiful new park and recreational and aesthetic opportunities to improve their community. That removal led our AAATU chapter to take a closer look at the untapped potential of the river. In the years that have followed, citizen scientists found the river to be colder than previously predicted, which led to the creation of a brand new, urban, brown trout fishery. This fishery is now a source of pride for the area, and a welcomed enhancement to quality of life in the area. Use and enjoyment of the river has increased dramatically, and residents now know that they have a quality natural river where once they only saw signs of historic use, abuse and neglect. The power of dam removal can be truly transformative for a community's place-making goals.

We have reviewed your engineering and feasibility study report, and are excited to see that so many factors are aligned for a feasible and successful dam removal project at the Pen Dam site. Every dam has a long list of variables that determine the difficulty of removing it. Your report shows that while you have several infrastructure issues to manage, that the removal is very feasible. Having participated in dozens of dam removal projects in Michigan, yours appears to be as smooth a path to success as anyone can hope to have, especially when the size of the dam and river are considered. We see no fundamentally challenging or limiting impediments or obstacles to removing this dam.

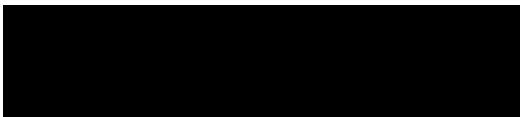
Each time a dam owner grapples with the costs of repairing and maintaining a dam, two important considerations emerge; change & funding. Its human nature for people to be uncomfortable with change, and changing a landscape from a reservoir people are used to, to a natural flowing river setting is no different. Our historic predecessors who created this dam were not afraid to change the local landscape in order to gain the historic

benefits of the dam, for the betterment of the community at the time. Now, this dam has long ceased providing those benefits, and the community can benefit in new ways by removing it. In all of the dam removals we have participated in, we have always seen some reluctance for the change, yet following the dam removals we have never seen a community who didn't very quickly embrace the new flowing waterfront and come to enjoy it more than ever before. We wish all of you the vision and courage to embrace the change and benefits that your citizens will enjoy if you decide to remove this dam.

Of all the questions and considerations that arise with deciding to remove a dam, inevitably, the financial side of it ultimately becomes one of the most significant. On your balance sheets, you now understand the immediate costs of repairing your dam to conditions that render it publically safe. You also understand that these costs (~\$800,000), are not one-time, but represent only your necessary investment today. All dams age, and as they do, just like older automobiles, more and more problems arise, and more and more maintenance costs become necessary. Additionally, financing for dam repairs, always falls squarely on the dam owner, in this case, the taxpayers of Ypsilanti. However, when dam removal is pursued, the costs to remove the dam has always come from a mix of sources. In the case of your dam removal project, you should expect to receive funding support from state, federal and private sources to help your City with the costs. The State of Michigan has two grant programs currently to help provide financial assistance for dam removals (the state Dam Grant and the Aquatic Habitat Grant). Federal grants for dam removal are available through several different programs ranging from the Great Lakes Restoration Initiative programs to the Fish Passage program. We also always see a variety of private donors contribute, from individuals to various forms of foundations. If you decide to pursue dam removal, you will have the assistance from us and many other groups to pursue funding support for this project. In this, the one-time costs of dam removal for the dam owner, are usually equivalent or less than the costs of repairing dams, even before the ongoing future repair costs are considered.

Our organization believes you have an incredible opportunity to remove this dam, improve the Huron River, and benefit the residents of Ypsilanti (as well as residents from all of the greater Ann Arbor area). We encourage you to embrace this opportunity, and support you pursuing dam removal. If you would like to discuss this with us further, we are at your service. We have great experience with all facets of dam removal projects, and would be glad to support and assist you in any way possible. Thank you for considering our comments to you in support of removing Pen Dam.

Sincerely,



Dr. Bryan Burroughs, Executive Director, Michigan Trout Unlimited  
[www.michigantu.org](http://www.michigantu.org)  
[bryanburroughs@michigantu.org](mailto:bryanburroughs@michigantu.org)  
517-599-5238  
P.O. Box 442 Dewitt, MI 48820-8820





Resolution No. 2019-049  
March 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: