

1. City Council Meeting Agenda

Documents:

[REGULAR COUNCIL - 16 JUL 2019 - AGENDA.PDF](#)

2. City Council Meeting Packet

Documents:

[REGULAR COUNCIL - 16 JUL 2019 - PACKET.PDF](#)



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, July 16, 2019 @ 6:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

Revised 7-16-19

Page

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

- A. 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. CLOSED SESSION

- A. Closed Session to discuss pending litigation - *OMA 15.268(e)*

VII. INTRODUCTIONS

VIII. PUBLIC COMMENT (3 MINUTES)

IX. CONSENT AGENDA

- A. Resolution No. 2019-154, approving the Consent Agenda.
- B. Resolution No. 2019-155, approving the minutes of July 2, 2019.
- C. Resolution No. 2019-156, approving appointments to Boards and Commissions
- D. Resolution No. 2019-157, approving *Ordinance No. 1339* - An Ordinance entitled, "An ordinance to amend Ypsilanti City Code, Chapter 7, Medical Marijuana, to allow for the Transfer of Local Permits for Medical Marijuana" (**Second Reading**)

X. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Resolution No. 2019-158, approving appointments of Non-residents to Boards and Commissions.

- B. Resolution No. 2019-159, authorizing signature administrator.
- C. Resolution No. 2019-160, approving the Capital Improvement Plan
- D. Resolution No. 2019-161, approving an invitation to bid for the Rutherford Bathhouse Renovation.
- E. Resolution No. 2019-162, approving a First Right of Refusal for 206-210 Washington St.
- F. Resolution No. 2019-163, accepting an Request For Proposal for the solid waste contract

XI. BOARD AND COMMISSION

- A. Human Relations Commission Resolution No. 2019-010, recommending City Council seek public input to address economic and racial structural inequalities pertaining to marijuana facilities.
- B. Police Advisory Commission Resolution in Honor of Sue Melke (added)

XII. LIAISON REPORTS

- 1. SEMCOG Update
- 2. Washtenaw Area Transportation Study
- 3. Urban County
- 4. Ypsilanti Downtown Development Authority
- 5. Friends of Rutherford Pool
- 6. Housing Equity Leadership Team

XIII. COUNCIL PROPOSED BUSINESS

XIV. COMMUNICATIONS FROM THE MAYOR

XV. COMMUNICATIONS FROM THE CITY MANAGER

XVI. COMMUNICATIONS

NOMINATIONS

- A. **Downtown Development Authority**
Athena Johnson
570 Hart Place
Ypsilanti, MI 48197

- B. **Planning Commission (added)**
 Michael Davis Jr.
 905 Grant St.
 Ypsilanti, MI 48197

XVII. PUBLIC COMMENT (3 MINUTES)

XVIII. REMARKS FROM THE MAYOR

XIX. ADJOURNMENT

- A. Resolution No. 2019-164, adjourning the City Council meeting



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- 4** A. Resolution No. 2019-154, approving the Consent Agenda.
[2019-154 - Pdf](#)
- 5 - 15** B. Resolution No. 2019-155, approving the minutes of July 2, 2019.
[2019-155 - Pdf](#)
- 16** C. Resolution No. 2019-156, approving appointments to Boards and Commissions
[2019-156 - Pdf](#)
- 17 - 26** D. Resolution No. 2019-157, approving *Ordinance No. 1339* - An Ordinance entitled, "An ordinance to amend Ypsilanti City Code, Chapter 7, Medical Marijuana, to allow for the Transfer of Local Permits for Medical Marijuana" **(Second Reading)**
[2019-157 - Pdf](#)

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[2019-158 - Pdf](#)
- 28 - 29** B. Resolution No. 2019-159, authorizing signature administrator.
[2019-159 - Pdf](#)
- 30 - 61** C. Resolution No. 2019-160, approving the Capital Improvement Plan
[2019-160 - Pdf](#)
- 62 - 74** D. Resolution No. 2019-161, approving an invitation to bid for the Rutherford Bathhouse Renovation.
[2019-161 - Pdf](#)
- 75 - 83** E. Resolution No. 2019-162, approving a First Right of Refusal for 206-210 Washington St.
[2019-162 - Pdf](#)
- 84 - 139** F. Resolution No. 2019-163, accepting an Request For Proposal for the solid waste contract
[2019-163 - Pdf](#)

XI. BOARD AND COMMISSION

- 140** A. Human Relations Commission Resolution No. 2019-010, recommending City Council seek public input to address economic and racial structural inequalities pertaining to marijuana facilities.
[HRC Res. No. 2019-010](#)
- 141** B. Police Advisory Commission Resolution in Honor of Sue Melke
[PAC Res No. 2019-001](#)

XII. LIAISON REPORTS

1. SEMCOG Update
2. Washtenaw Area Transportation Study
3. Urban County
4. Ypsilanti Downtown Development Authority
5. Friends of Rutherford Pool
6. Housing Equity Leadership Team

XIII. COUNCIL PROPOSED BUSINESS

XIV. COMMUNICATIONS FROM THE MAYOR

XV. COMMUNICATIONS FROM THE CITY MANAGER

XVI. COMMUNICATIONS

142 - 143

A. **Nominations**

Downtown Development Authority

Athena Johnson

570 Hart Place

Ypsilanti, MI 48197

[Athena Johnson App](#)

XVII. PUBLIC COMMENT (3 MINUTES)

XVIII. REMARKS FROM THE MAYOR

XIX. ADJOURNMENT

144

- A. Resolution No. 2019-164, adjourning the City Council meeting
[2019-164 - Pdf](#)



Resolution No. 2019-154
July 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the following items be approved:

1. **Resolution No. 2019-155, approving the minutes of July 2, 2019.**
2. **Resolution No. 2019-156, approving appointments to boards and commissions.**
3. **Resolution No. 2019-157, approving *Ordinance No. 1339* - An Ordinance entitled, "An ordinance to amend Ypsilanti City Code, Chapter 7, Medical Marijuana, to allow for the Transfer of Local Permits for Medical Marijuana" (Second Reading)**

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
16 day of July 2019

#Resolution No. 2019-154



Resolution No. 2019-155

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of July 2, 2019 be approved.

OFFERED BY: _____

SECONDED BY: _____

YES:

NO:

ABSENT:

VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this day of

#Resolution No. 2019-155



MINUTES REGULAR COUNCIL Meeting

6:00 PM - Tuesday, July 2, 2019
Council Chambers

The REGULAR COUNCIL of the City of Ypsilanti was called to order on Tuesday, July 2, 2019, at 6:00 PM, in the Council Chambers, with the following members present:

PRESENT: Mayor Beth Bashert, Council Member Jennifer Symanns, Council Member Nicole Brown, Mayor Pro-Tem Lois Richardson, Council Member Anthony Morgan, and Council Member Annie Somerville

ABSENT: Council Member Steven Wilcoxon

I CALL TO ORDER

The meeting was called to order at 6:00 p.m.

III INVOCATION

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

IV PLEDGE OF ALLEGIANCE

- a) 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

Mayor Bashert requested a motion to approve the agenda.

Jennifer Symanns moved to approve the agenda, seconded by Anthony Morgan.

Council Member Somerville moved to move a resident from the non-resident boards and commissions approval. The agenda was approved as amended.

VI CLOSED SESSION

- a) Closed Session to discuss pending litigation - OMA 15.268(e)

Council Member Nicole Brown moved, seconded by Council Member Jennifer Symanns, to move to a closed session.

RESULT:	CARRIED.
MOVER:	Council Member Nicole Brown

SECONDER:	Council Member Jennifer Symanns
AYES:	Jennifer Symanns, Nicole Brown, Beth Bashert, Lois Richardson, Anthony Morgan, and Annie Somerville
ABSENT:	Steven Wilcoxon

VII INTRODUCTIONS

City Manager McMullan, City Clerk Andrew Hellenga, Finance Director Rheagan Basabica, Economic Director Joe Meyers, City Planner Bonnie Wessler, Interim Public Services Director Brad Holman, City Manager John Barr, and Assistant to the City Manager Ryan Hunter

VIII PRESENTATIONS

- a) Presentation of the GFOA Budgetary Award - Rheagan Basabica

Mayor Bashert commended the Finance Department for the many awards they have earned for the City.

IX PUBLIC COMMENT (3 MINUTES)

1. Srikar Chiravuri, 301 W Michigan, represented the Cream Inc, a 501(c)(3) nonprofit. They are collaborating with the Ypsilanti Police Department to host a firearm buyback to get guns out the hands of teenagers. They are also working with the 14 District Courts for an amnesty day for nonviolent offenders. Cream Inc is also in the process of creating neighborhood watch coalitions to bridge the gap between law enforcement and residents.
2. Jeff Moore, 1501 Gregory, wanted to address the building and safety inspections for rental properties. City inspections are too rigged and Section 8 inspections should trump city inspections. The sidewalk repair costs and inspection fees are too burdensome for older city residents.

X ORDINANCES FIRST READING

- a) *Ordinance No. 1339* - An Ordinance entitled, "An ordinance to amend Ypsilanti City Code, Chapter 7, Medical Marijuana, to allow for the Transfer of Local Permits for Medical Marijuana"
1. Resolution No. 2019-126, determination
 2. Open public hearing
 3. Resolution No. 2019-127, close public hearing

Council Member Jennifer Symanns moved, seconded by Council Member Nicole Brown, to approve Resolution No. 2019-126.

City Attorney Barr explained the purpose of the ordinance. Council Member Morgan asked if the state handles the requirements for permit transfers and if the process is similar to liquor licenses. Mr. Barr responded that the state handles the requirements and the process is similar, but not the same as, handling liquor licenses.

Mayor Bashert opened the floor for public comment.

1. Darrel Stavros, 19 N Hamilton, stated that he is in support of this ordinance. The state is very stringent on background checks. He supports the transfer to have security for the businesses and their employees.
2. Adam Tasselmyer, 124 W Michigan, stated that he also in support of the ordinance to protect the business and his employees if he did eventually sell his business.

RESULT:	CARRIED.
MOVER:	Council Member Jennifer Symanns
SECONDER:	Council Member Nicole Brown
AYES:	Jennifer Symanns, Nicole Brown, Beth Bashert, Lois Richardson, Anthony Morgan, and Annie Somerville
ABSENT:	Steven Wilcoxon

Council Member Jennifer Symanns moved, seconded by Council Member Nicole Brown, to approve Resolution No. 2019-127.

Council Member Morgan stated that he would be in full support if the transfer policy promotes and provides equity within the city. Mayor Pro-Tem Richardson agreed with Mr. Morgan's comment. Council Member Somerville stated that the state's requirements are substantial enough to allow for permit transfers, and there are opportunities for equity for women and people of color within the recreation and medical marijuana industry. Mayor Bashert stated that she views this as a pro-business policy to support the existing businesses. Ms. Richardson asked how much revenue these businesses have brought into the city. Council Member Symanns stated that there have been significant improvements to the buildings these businesses occupy. Planner Wessler stated that that information is not typically gathered; however, a few businesses have taken over challenged properties and restored them to a functional state.

Ms. Bashert asked what the current price of a license. Clerk Hellenga responded that the license used to cost \$2,500 and \$1,500 to renew and now it is \$5,000 to renew. Mr. Morgan stated that additional marijuana does not make the city better. Council Member Brown asked for clarification about the state versus local transfer process. Ms. Wessler responded that the state would have to approve any transfer before the city could approve a transfer. Mr. Barr added that an approved transfer by the state must still receive a local permit. City Manager McMullan asked if a current permit owner was denied a state license would they be able to transfer locally. Mr. Barr responded that they would not be permitted to transfer.

RESULT:	CARRIED.
MOVER:	Council Member Jennifer Symanns
SECONDER:	Council Member Nicole Brown
AYES:	Beth Bashert, Jennifer Symanns, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville
ABSENT:	Steven Wilcoxon

XI CONSENT AGENDA

XII RESOLUTIONS/MOTIONS/DISCUSSIONS

- a) Resolution No. 2019-145, approval of non-residents to Boards and Commissions.

Council Member Morgan asked how many people from Ann Arbor are on the YDDA. Mayor Bashert stated that there are two more from Ann Arbor who are business owners in the YDDA.

Council Member Anthony Morgan moved, seconded by Council Member Nicole Brown, to approve Resolution No. 2019-145A.

RESULT:	CARRIED.
MOVER:	Council Member Anthony Morgan
SECONDER:	Council Member Nicole Brown
AYES:	Beth Bashert, Jennifer Symanns, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville
ABSENT:	Steven Wilcoxon

Council Member Anthony Morgan moved, seconded by Council Member Nicole Brown, to approve Resolution No. 2019-145B

RESULT:	CARRIED.
MOVER:	Council Member Anthony Morgan
SECONDER:	Council Member Nicole Brown
AYES:	Beth Bashert, Jennifer Symanns, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville
ABSENT:	Steven Wilcoxon

- b) Resolution No. 2019-146, approving the minutes of June 4, June 11, and June 18.

Council Member Annie Somerville moved, seconded by Council Member Jennifer Symanns, to approve Resolution No. 2019-146.

RESULT:	CARRIED.
MOVER:	Council Member Annie Somerville
SECONDER:	Council Member Jennifer Symanns
AYES:	Beth Bashert, Jennifer Symanns, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville
ABSENT:	Steven Wilcoxon

- c) Resolution No. 2019-147, approving the sponsorship of the 2019 Heritage Festival in the amount of \$2,500.

Council Member Brown asked what the policy regarding youth attendance is this year. Mayor Bashert responded that there is not currently an affordable way to allow youth to attend without supervision. Mayor Pro-Tem Richardson stated that she cannot support sponsorship if youth are not allowed without an adult. Council Member Morgan asked if the festival closes at 10 pm. Scott Heddle, Director of the Ypsilanti Heritage Festival, stated that the park will be closed to vendors at 8:00 p.m. and the River Theater Beer Garden will be open until midnight. Mr. Morgan asked if they would still be willing to hold the festival without sponsorship. Mr. Heddle responded that this is a request to sponsor a group from Benin and

Togo, including politicians and performers. Ms. Brown asked for a friendly amendment to clarify that the funds will be used for World Helpers International.

Mr. Morgan asked Mr. Heddle how much the youth restriction affects the festival. Mr. Heddle responded that there is not a good point of comparison and not an uncommon restriction; he hopes that as the festival grows they will be able to remove the restriction. He also stated that a community leader could take responsibility for a group of youths. Ms. Richardson stated that she supports Ypsilanti's youth. Ms. Brown asked for more background information about the people coming and the organization coordinating the guests.

Council Member Nicole Brown moved, seconded by Council Member Anthony Morgan, to approve Resolution No. 2019-147.

RESULT:	CARRIED.
MOVER:	Council Member Nicole Brown
SECONDER:	Council Member Anthony Morgan
AYES:	Beth Bashert, Jennifer Symanns, Nicole Brown, and Annie Somerville
NAYS:	Lois Richardson and Anthony Morgan
ABSENT:	Steven Wilcoxon

- d) Resolution No. 2019-148, approving the Heritage Festival in the amount of \$3,000.

Council Member Somerville asked if Council usually sponsors Parkridgefest to the extent. Mayor Pro-Tem Richardson stated that Parkridgefest is mostly self-sufficient through fundraising. Ms. Richardson asked where the money would come from. City Manager McMullan responded that these funds were not allocated and would have to be found. Mayor Bashert suggested that future budgets should account for these sponsorships in the future. Mr. Heddle stated that the festival has an enabling ordinance and the additional security has increased costs. The sponsorship is used to defer DPS and police costs. Ms. Richardson stated that she would like to see the Heritage Festival Ordinance brought before council. Council Member Morgan asked if the Heritage Festival committee reflects the community. Mr. Heddle responded that there are minority members.

Mayor Bashert stated that council has lost patience about the youth not being invited. Future sponsorship conversations may not have positive outcomes if the youth are excluded.

Council Member Nicole Brown moved, seconded by Council Member Jennifer Symanns, to approve Resolution No. 2019-148

RESULT:	CARRIED.
MOVER:	Council Member Nicole Brown
SECONDER:	Council Member Jennifer Symanns
AYES:	Beth Bashert, Jennifer Symanns, Nicole Brown, Anthony Morgan, and Annie Somerville
NAYS:	Lois Richardson
ABSENT:	Steven Wilcoxon

- e) Resolution No. 2019-149, approving an increase in hourly pay for election inspectors and chairs.

Clerk Hellenga stated that these increases were budgeted for to ensure that the upcoming 2020 elections run smoothly. Council Member Morgan asked if these were comparable wages to other jurisdictions. Mr. Hellenga replied that these increases are competitive with the larger jurisdictions in the county, in the past, we have lost inspectors to other jurisdictions.

Council Member Somerville stated that election day as an inspector is a long day and is not sure that the pay is enough. Ms. Richardson agreed she does not think it is enough.

Mayor Pro-Tem Lois Richardson moved, seconded by Council Member Nicole Brown, to approve Resolution No. 2019-0149.

RESULT:	CARRIED.
MOVER:	Mayor Pro-Tem Lois Richardson
SECONDER:	Council Member Nicole Brown
AYES:	Beth Bashert, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville
ABSENT:	Jennifer Symanns and Steven Wilcoxen

- f) Resolution No. 2019-150, approving Michigan Department of Transportation Contract No. 19-5231 for 2019 Major Street Resurfacing Project

Council Member Nicole Brown moved, seconded by Council Member Jennifer Symanns, to approve Resolution No. 2019-150.

RESULT:	CARRIED.
MOVER:	Council Member Nicole Brown
SECONDER:	Council Member Jennifer Symanns
AYES:	Beth Bashert, Jennifer Symanns, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville
ABSENT:	Steven Wilcoxen

- g) Resolution No. 2019-151, approving the purchase of Doheny's Vactor Truck.

Council Member Morgan commented that it would be nice to purchase something new to support the city and city workers. Council Member Symanns asked City Manager McMullan if she thought it should be purchased now or deferred to the next fiscal year. She responded that it was added to the budget after the Interim Public Services Director Holman explained the importance of the vactor truck during budget discussions; it will allow the department to run more efficiently and avoid additional maintenance costs. Mayor Bashert asked if they looked at alternative fuel and asked for all future specs include alternative fuel options. John Sherwood stated that in this case, biodiesel would not be a good option, but there are other projects that would benefit from alternative fuels.

Council Member Annie Somerville moved, seconded by Mayor Pro-Tem Lois Richardson, to approve Resolution No. 2019-151.

RESULT:	CARRIED.
MOVER:	Council Member Annie Somerville
SECONDER:	Mayor Pro-Tem Lois Richardson
AYES:	Beth Bashert, Jennifer Symanns, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville
ABSENT:	Steven Wilcoxon

- h) Resolution No. 2019-152, supporting the Summer Without Any Guns initiative and creation of SWAG houses as safe spaces.

Council Member Morgan provided an overview of the SWAG initiative and resources available. Mr. Morgan stated that this initiative came from personal experience with gun violence as a teenager during the summer. Mayor Pro-Tem Richardson stated that she thinks it is a great initiative, but Y-Town often refers to Ypsilanti Township. Council Member Brown asked how these houses are vetted. Mr. Morgan responded that he is working with spaces that are already safe spaces, like Ozone House and Parkridge Community Center. Mayor Bashert thanked Mr. Morgan for his work on this initiative.

Council Member Anthony Morgan moved, seconded by Council Member Nicole Brown, to approve Resolution No. 2019-152.

RESULT:	CARRIED.
MOVER:	Council Member Anthony Morgan
SECONDER:	Council Member Nicole Brown
AYES:	Beth Bashert, Jennifer Symanns, Nicole Brown, Lois Richardson, Anthony Morgan, and Annie Somerville
ABSENT:	Steven Wilcoxon

XIII LIAISON REPORTS

1. SEMCOG Update - SEMCOG had its General Assembly Meeting last Thursday. They elected a new president and committee members. On August 15th, SEMCOG will sponsor A Day in the Park. Details to follow.
2. Washtenaw Area Transportation Study - Printed 2045 Long-range Plan is available.
3. Urban County - none.
4. Ypsilanti Downtown Development Authority - The Downtown Ambassador Program starts next week. The youth are paid through Youthzone from Ozone House and DDA is paying for a supervisor. It is a pilot program, but they are hoping to make it a long-term plan.
5. Friends of Rutherford Pool - They are sending out an RFP for the Bath House.
6. Housing Equity Leadership Team - none.

XIV COUNCIL PROPOSED BUSINESS

Brown

- She asked for a proclamation for her friend Tiran Marion Burrell for his service to EMU and Ypsilanti.

Symanns

- She stated that there have been complaints about the boiler, power plant, and construction happening over at EMU at night. She will reach out to EMU and ask them to comply with the noise ordinance as a courtesy.
- She stated that there is a desire to have traffic controls on Collegewood, especially the 1300 block heading eastward.

Morgan

- He stated that some constituents have asked if they can get the leaves in the gutter cleaned up along Adams between Washtenaw and Pearl that are still around from the autumn.
- He met with Ward 3 residents with Council Member Sommerville about the Gilbert mansion and Boys and Girls Club.
- He attended a Police ride along and saw some of the things they do. He said that Officer Gormand to a great job and thanked Cheif DeGiusti and Officer Etsey for setting it up.

Richardson

- She thanked those who attended the Parkridge community meeting. Something must be done about the shootings. She also asked Chief DeGiusti and Zac Fosler to look at the nuisance ordinance. She will set up more meetings in the future.

Somerville

- People are parking on the crosswalks in Depot Town because the signs are faded and signage is not clear.
- Gilbert Mansion community meeting had concerns about 220 N Park and parking spillover from Depot Town, especially when there are events at the Freighthouse.

XV COMMUNICATIONS FROM THE MAYOR

- 90th-anniversary of the Ypsilanti 4th of July parade, the longest running parade in Michigan is next week.
- Master Plan Visioning Session is coming up next week.

XVI COMMUNICATIONS FROM THE CITY MANAGER

- There were two community engagement sessions about two murals last week, about the theme "Challenge everything, create anything." The goal is to have something by the end of summer with a grand opening in September. They are working with the City Attorney and Mayor to draft an arts ordinance and commission.
- City staff t-shirts are available for council to wear in the parade.
- Labor negotiations with fire are ongoing. The next meeting is on July 23rd.

- There is an upcoming staff/employee outing event, date to be determined.
- IT migration is in the works, with a possible RFP coming up.
- The solid waste contract expires in September. Staff is reviewing the bids, with the next contract to begin in September.
- Fire is actively recruiting firefighters due to recent retirements. Police just released another trainee.
- Heritage Festival was funded through fee waivers in the past.
- There is a forthcoming document for some possible actions that can be taken to address the Parkridge shootings. There has been increased collaboration between the housing commission and the police department to cite trespassers and will initiate a vehicle permit program, among other programs. Community Action Team is a collaboration with the County and EMU that has also been working on this issue.

XVII COMMUNICATIONS

a) Nominations

Zoning Board of Appeals

Jared Talaga **(Re-appointment/Planning Commission Member)**
329 Worden
Ypsilanti, MI 48197

Downtown Development Authority

Yolandia Portis **(Re-appointment)**
8763 Trillium
Ypsilanti, MI 48197

Dangerous Buildings Officer

Kari Burton **(New Appointment)**
102 Spring St Apt #1
Ypsilanti, MI 48197

Parks and Recreation Commission

Julia Collins **(New Appointment)**
206 Oak Street
Ypsilanti, MI 48197

XVIII PUBLIC COMMENT (3 MINUTES)

1. Kari Burton, 102 Spring, wanted to applaud Mayor Pro-Tem Richardson for the meeting last night. Community involvement begins with community. She wanted someone to come forward with a real plan of action.

XIX REMARKS FROM THE MAYOR

XX ADJOURNMENT

- a) Resolution No. 2019-153, adjourning the City Council Meeting.

The meeting adjourned at 9:08 p.m.



Resolution No. 2019-156
July 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

<u>NAME</u>	<u>BOARD</u>	<u>EXPIRATION</u>
Jared Talaga 329 Worden Ypsilanti, MI 48197	ZBA	5/1/2022
Kari Burton 102 Spring St Apt #1 Ypsilanti, MI 48197	Dangerous Buildings Officer	None
Julia Collins 206 Oak Street Ypsilanti, MI 48197	Parks and Recreation	7/1/2022

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
16 day of July 2019

#Resolution No. 2019-156



Resolution No. 2019-157
July 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That an ordinance entitled "An Ordinance to Amend Ypsilanti City Code, Chapter 7, Medical Marijuana, to Allow for the Transfer of Local Permits for Medical Marijuana Facilities." be approved on Second and Final Reading.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
16 day of July 2019

#Resolution No. 2019-157



**CITY OF YPSILANTI
NOTICE OF ADOPTED ORDINANCE
ORDINANCE NO. 1339**

An Ordinance Entitled "Ord 1339"

THE CITY OF YPSILANTI ORDAINS:

CHAPTER 7 – MEDICAL MARIJUANA

Sec. 7-4. – Permit required.

- (a) No person shall own, operate, or maintain a ~~marihuana~~ marijuana facility in the city without first applying for an receiving a permit ~~from~~ through the City Clerk.
- (b) Any medical marijuana ~~dispensary~~ provisioning center or medical marijuana growing/manufacturing facility licensed by the City of Ypsilanti and opened prior to the adoption of the MMFLA must file for a permit under this chapter no later than February 1, 2018. No other applications will be accepted by the city until March 1, 2018. Within 30 days after a pre-existing application is denied, the pre-existing dispensary or growing/manufacturing facility shall discontinue all operation unless the building or other code official determines it must be closed sooner for safety reasons.
- (c) For the purposes of the permit required by this chapter, a processor and grower are treated as one permit. More than one state operating license(s) required for the operation of such may be combined at the same location under one permit.
- (d) The number of permits issued and renewed in any year shall be capped at seven for provisioning centers and three for growers/processors.
- (e) Effective June 15, 2018, any permit shall automatically terminate and become void if the use permitted by this chapter stops for 90 days or more.
- (f) A permit ~~shall~~ may be issued or renewed, or its transfer authorized, by the City Clerk upon payment of the required fee and submission of a completed application in compliance with the provisions of this chapter, and compliance with all provisions and requirements of this chapter, the MMMA, the MMFLA, and the MTA. ~~Application~~ An application to renew a permit under this chapter shall be filed at least 30 days prior to

#Ordinance No. 1339-Ord 1339

the date of expiration. Such renewal shall be annual and shall be accompanied by the annual fee. A permit-transfer application shall be required of

- (1) a medical marijuana operator who will be the transferee of both an existing state operating license and an existing city permit;
- (2) a medical-marijuana operator who will be the recipient of a new state operating license and the transferee of an existing city permit;
- (3) a permit holder who will continue operation of an existing medical marijuana facility if any of the following will occur:
 - i. The applicant or operator name on the permit holder's state operating license changes.
 - ii. Any change in any interest in a city permit, including, but not limited to, any change in ownership interest of the permit holder, including change of owners, stockholders, partners or members, and any change in the management of the permit holder, including change of directors, officers or managing members or partners.
- (g) Every applicant shall pay a fee at the such time of the as the city reviews its application for an initial ~~or renewal~~ permit, renewal of a permit, or transfer of a permit, which fee shall be set by council resolution. Said fee is non-refundable if the application is reviewed.
- (h) The permit requirements set forth in this chapter shall be in addition to, and not in lieu of, any other licensing and permitting requirements imposed by any other federal, state, or local law.
- (i) The issuance of any permit pursuant to this chapter does not create an exception, defense, or immunity to any person in regard to any potential criminal liability the person may have for the production, distribution, or possession of marijuana, possession of drug paraphernalia, or presence in places where drugs are being used, stored, or kept.
- (j) All ~~marihuana~~ marijuana facilities shall have a sign measuring at least 11 × 17 inches installed and maintained in a conspicuous location visible to all persons entering the premises located inside the building that reads as follows:

THE MICHIGAN MEDICAL MARIHUANA ACT ACKNOWLEDGES THAT "FEDERAL LAW CURRENTLY PROHIBITS ANY USE OF MARIHUANA EXCEPT UNDER VERY LIMITED CIRCUMSTANCES." SEE MCL 333.26422(c). IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE CONSULT WITH YOUR ATTORNEY.

Sec. 7-5. – Application.

- (a) Initial permit. Every applicant for ~~a~~ an initial permit under this chapter shall file an application under ~~notarized~~ oath with the City Clerk upon a form provided by the city, which shall fulfill all of the requirements indicated on the form, including, but not limited to:

(1) The name, age, and address of applicant and operator:

~~(a)~~

- (i.) Name, age, and address of the applicant and all partners of the applicant, including proof that the applicant and/or proposed employees are at least 21 years of age;

~~(b)~~

- (ii.) Name, age, and address of the operator of the ~~marihuana~~ marijuana facility in cases where this differs from the applicant;

~~(c)~~

- (iii.) In the case of corporations, partnerships, non-profit organizations, or other business types, the applicant shall be the highest level official or employee of the entity such as, board president, chief executive officer, executive director, or comparable position;

~~(d)~~

- (iv.) If the applicant is a corporation, a copy of the articles of incorporation and current corporation records disclosing the ~~identity~~ identities, ages, and residential addresses of all directors, officers, and shareholders. Include the address of the corporation ~~itself~~ office, if different from the address of the ~~marihuana~~-marijuana facility, and the name and address of the resident agent for the corporation;

- (v.) If the applicant is a limited liability company, a copy of the LLC operating agreement and current company records disclosing the identities, ages, and residential addresses of all officers, directors (if any), and members. Include the address of the company office, if different from the address of the marijuana facility, and the name and address of the managing member for the company;

~~(e)~~

- (vi.) If the applicant is a partnership, the names, ages, and residence address of each of the partners and the partnership ~~itself~~ office, if different from the address of the ~~marihuana~~ marijuana facility, and the name and address of the resident agent;

~~(f)~~

- (vii.) Photo identification of the applicant and operator and/or driver's license; and

~~(g)~~

- (viii.) The professional licensing history of the applicant; whether such person has had a professional license issued, revoked, or suspended.

If the applicant has had a professional license revoked or suspended, the reason therefore, and the business activity or occupation subsequent to such action of suspension or revocation.

(h)

(ix.) A copy of the application for the state operating license.

- (2) The location and mailing address and all telephone numbers where the business is to be conducted, and the name and address of the owner, if different from the holder of the permit, and written evidence of the applicant's right to possession of the premises.
- (3) An area map, drawn to scale, indicating within a radius of 1,000 feet from the boundaries of the proposed ~~marihuana~~ marijuana facility site, the proximity of the site to any school or existing ~~marihuana~~ marijuana facility and zoning permit or similar clearance from the zoning administrator verifying the proposed use of the location at which the license will be utilized is in compliance with the zoning ordinance.
- (4) A certificate of occupancy or similar clearance from the building department verifying the structure and premises at which the permit will be utilized is in compliance with building, property maintenance, and all other applicable local code provisions. The certificate of occupancy is required within 60 days of the permit being issued, and is required before opening of the ~~marihuana~~ marijuana facility.
- (5) A statement that the applicant will not violate any of the laws of the state of Michigan or the ordinances of the city of Ypsilanti in conducting the business in which the permit will be used, and that a violation on the premises may be cause for objecting to renewal of the permit, or for requesting revocation of the permit.
- (6) A signed release included with the application form permitting the police department to perform a criminal background check to ascertain whether the applicant and operator named on the application have been convicted of a felony.
- (7) A description of the security plan for the facility, including, but not limited to, any lighting alarms, barriers, recording/monitoring devices, and/or security guard arrangements proposed for the ~~marihuana~~ marijuana facility and premises.
- (8) Proof of insurance for fire damage in the amount of the value of the premises and liability insurance with minimum limits of \$500,000.00.

- (9) ~~Description~~ A description of the process for and proof of compliance with the statewide monitoring system as required by the MMFLA and MTA.
- (10) A description of the products and services to be provided by the ~~marijuana~~ marijuana facility, including retail sales of food and/or beverages, if any, and any related accommodations or facilities.
- (11) A description of the facility's safety and quality-control procedures.
- (11)
- (12) ~~Detailed~~ A detailed description of all marijuana storage facilities.
- (13) A detailed description of the facility's procedures for storage and point of sale.
- (b) Renewal of permit. Every applicant for the renewal of a permit under this chapter shall file an application under oath with the City Clerk upon a form provided by the city, which shall fulfill all of the requirements indicated on the form and not waived under subsection (c) of this section, including, but not limited to:
- (1) Items (1) through (6), (8) through (10), and (12), under subsection (a) of this section.
- (2) A detailed description of any changes to the facility's security plan since the applicant's most recent application.
- (3) A detailed description of any crimes or attempted crimes, reported or unreported, that have occurred on-site at the facility or at another location but in connection with the activities of the facility, since the applicant's most recent application.
- (4) A detailed description of any changes to the facility's safety or quality-control procedures since the applicant's most recent application.
- (5) A detailed description of any changes to the facility's storage or point-of-sale procedures since the applicant's most recent application.
- (c) Transfer of permit. State approval of the transfer of a state operating license or issuance of a new state operating license shall be a prerequisite for any transfer of a city permit except under section 7-4(f)(3)(ii) of this chapter. Every applicant for the transfer of an existing permit under this chapter shall file an application under oath, by both the transferor and transferee, with the City Clerk upon a form provided by the City, which shall include all of the following:
- (1) The names of the transferor and transferee;

- (2) All information required for an application for a new permit by the proposed transferee;
- (3) Any materials submitted at the state level during the approval process for the transfer of a state operating license.
- (4) The City Clerk may waive any minor irregularities or incompleteness of an application for the transfer of an existing permit to the extent that a sufficiently thorough review and investigation of the application and parties can be made in a timely manner.

Sec. 7-6 – Approval of application.

The City Clerk may issue, renew, or authorize the transfer of a permit under this chapter if inspections for safety, zoning compliance, criminal history background checks, and all other information available to the city verify that the applicant has submitted a full and complete application, paid the appropriate fee, has made improvements to the business location consistent with the application, and is prepared to operate the business within compliance with this Code and any other applicable law, rule, or regulation. The city manager or designee will deny any application that does not meet the requirements of this chapter or any other applicable law, rule, or regulation or that contains any false or incomplete information. In evaluating an application for an initial permit, renewal of a permit, or transfer of an existing permit, city staff may consider whether the following factors apply:

- (1) All information in the application is true and the application contains no errors.
- (2) The application is informative and contains no omissions. The components of the application provide enough detail for city staff to thoroughly evaluate the strength of the application.
- (3) On its face, the application is organized and well thought out.
- (4) The application evidences the applicant's intention and ability to comply with all provisions and requirements of this chapter, the MMMA, the MMFLA, the MTA, and other applicable state and local laws. Where necessary, the application explains how the facility's policies ensure compliance.
- (5) The background check evidences the applicant's suitable character and fitness.
- (6) For application for an initial permit, the facility's security plan is detailed and provides reasonable assurance that the facility's design and standard operating procedures deter crime.

- (7) For applications for an initial permit, the application describes safety procedures that provide reasonable assurance of the safety of patients and employees.
- (8) For applications for an initial permit, the application describes storage design and point-of-sale procedures that provide reasonable assurance that marijuana products are stored and sold safely and securely.
- (9) For applications for the renewal of an existing permit, the facility has not made any changes to its security plan that diminish deterrence of crime.
- (10) For applications for the renewal of an existing permit, the facility has not made any changes to its safety procedures that diminish the safety of patients or employees.
- (11) For applications for the renewal of an existing permit, the facility has not made any changes to its storage design, storage procedures, or point-of-sale procedures that diminish the ability to track or safely store marijuana products.
- (12) For applications for the transfer of an existing permit, the proposed transfer would not drastically change the status quo for the residents of Ypsilanti with respect to their experience of the presence of medical marijuana facilities in their city, with particular regard for:
 - (i.) The appearance of buildings, particularly in the downtown area and all historic districts.
 - (ii.) Signage visible to the public.
 - (iii.) The effect on local businesses.

Sec. 7-7 – Violations and penalties.

Any person who is found to be in violation of this article shall be responsible for a misdemeanor and shall be subject to a fine of up to 90 days in jail and/or not more than \$500.00.

Sec. 7-8. – Conditions necessary.

No permit shall be issued, renewed, or transferred under this chapter unless the city confirms the proposed marijuana facility complies with all of the following minimum requirements:

- (1) All provisions of the city building, fire, electrical, and health codes have been fulfilled.

- (2) All relevant provisions of chapter 122 of this Code have been fulfilled.
- (3) The applicant and operator shall not have any felony convictions.
- (4) The applicant or business has no outstanding back taxes, fines, fees, or liens owed to the city.
- (5) A business license has been obtained from the city assessor.
- (6) A state operating license has been issued or pre-approved for the operator.
- a. 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.
- b. All other Ordinances inconsistent with the provisions of this Ordinance are, to the extent of such inconsistencies, hereby repealed.
- c. 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.
- d. The City Clerk shall cause this Ordinance, or a summary of this Ordinance, to be published by printing the same in the Ann Arbor News. 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

Andrew Hellenga, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____ was published in the Washtenaw Legal News on the ____ day of _____, 2019.

#Ordinance No. 1339-Ord 1339

Andrew Hellenga, 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.

Andrew Hellenga, City Clerk

Notice Published: _____

First Reading: _____

Second Reading: _____

Published: _____

Effective Date: _____

#Ordinance No. 1339-Ord 1339



Resolution No. 2019-158
July 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

<u>NAME</u>	<u>BOARD</u>	<u>EXPIRATION</u>
Ylondia Portis 8763 Trillium Dr. Ypsilanti, MI 48197	DDA	7/1/2022

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
16 day of July 2019

#Resolution No. 2019-158



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Rheagan Basabica
DATE: July 16, 2019
SUBJECT: AUTHORIZATION AND ASSIGNMENT OF CITY SIGNATORIES ON
BANK AND INVESTMENT ACCOUNTS

DESCRIPTION:

AUTHORIZATION AND ASSIGNMENT OF CITY SIGNATORIES ON BANK AND INVESTMENT ACCOUNTS

SUMMARY:

Due to recent staffing changes the City needs to update the authorized persons to sign on all city bank and investment accounts.

Authorized signatories will have the authority to deposit, withdraw, invest, make payments and transfer money between accounts in behalf of the City in accordance with State law and local policy.

ATTACHMENTS:

Resolution

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2019-159
July 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

that the following persons are authorized to sign on all City bank and investment accounts:

Rheagan Basabica, Finance Director/Treasurer

Frances McMullan, City Manager

And

Andrew Hellenga, City Clerk, in the event that either of the above are unavailable or no longer in the employ of the City;

Further, that authorized signatories will have the authority to deposit, withdraw, invest, make payments and transfer money between accounts in behalf of the City in accordance with State law and local policy.

Further, that the Mayor and City Clerk are authorized to sign all bank account resolutions, subject to the approval of the City Attorney;

Further, that all checks, warrants, drafts, notes, or orders drawn against the City accounts shall be signed by two signors.

OFFERED BY: _____

SECONDED BY: _____

YES:

NO:

ABSENT:

VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
16 day of July 2019

#Resolution No. 2019-159



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Joe Meyers
DATE: July 16, 2019
SUBJECT: Capital Improvements Plan

DESCRIPTION:
Capital Improvements Plan

SUMMARY:

Staff presented a draft Capital Improvements Plan (CIP) at the budget work session in June. The CIP presented tonight has been updated to include the funding source and correcting the justification. In addition, a list of capital equipment and vehicles had been provided along with the estimated useful and end of life dates.

The city is required to adopt a 6 year CIP annually. This CIP is a multi-year planning instrument, not a budget, and its existence is mandated by the Planning Enabling Act, the City Charter, and the Michigan Economic Development Corporation's Redevelopment Ready Community's Best Practices, required for re-certification. In addition, it enables more predictability and transparency in budgeting, facilitates coordination between operational budgets and capital needs, helps to enable better scheduling of public improvements and coordination of construction.

Staff will begin programming for the 2020-21 CIP earlier to better pair the plan with the city's budget process.

RECOMMENDED ACTION: Approval

ATTACHMENTS:
Capital Improvements Plan, Vehicle and Equipment List

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2019-160
July 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the Charter of the City of Ypsilanti requires that Council adopt a Capital Improvements program on an annual basis; and

WHEREAS, the Planning Enabling Act requires that Council adopt a Capital Improvements program on an annual basis; and

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council hereby adopt the Capital Improvement Plan for FY2019/2020 through FY2025/2026

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

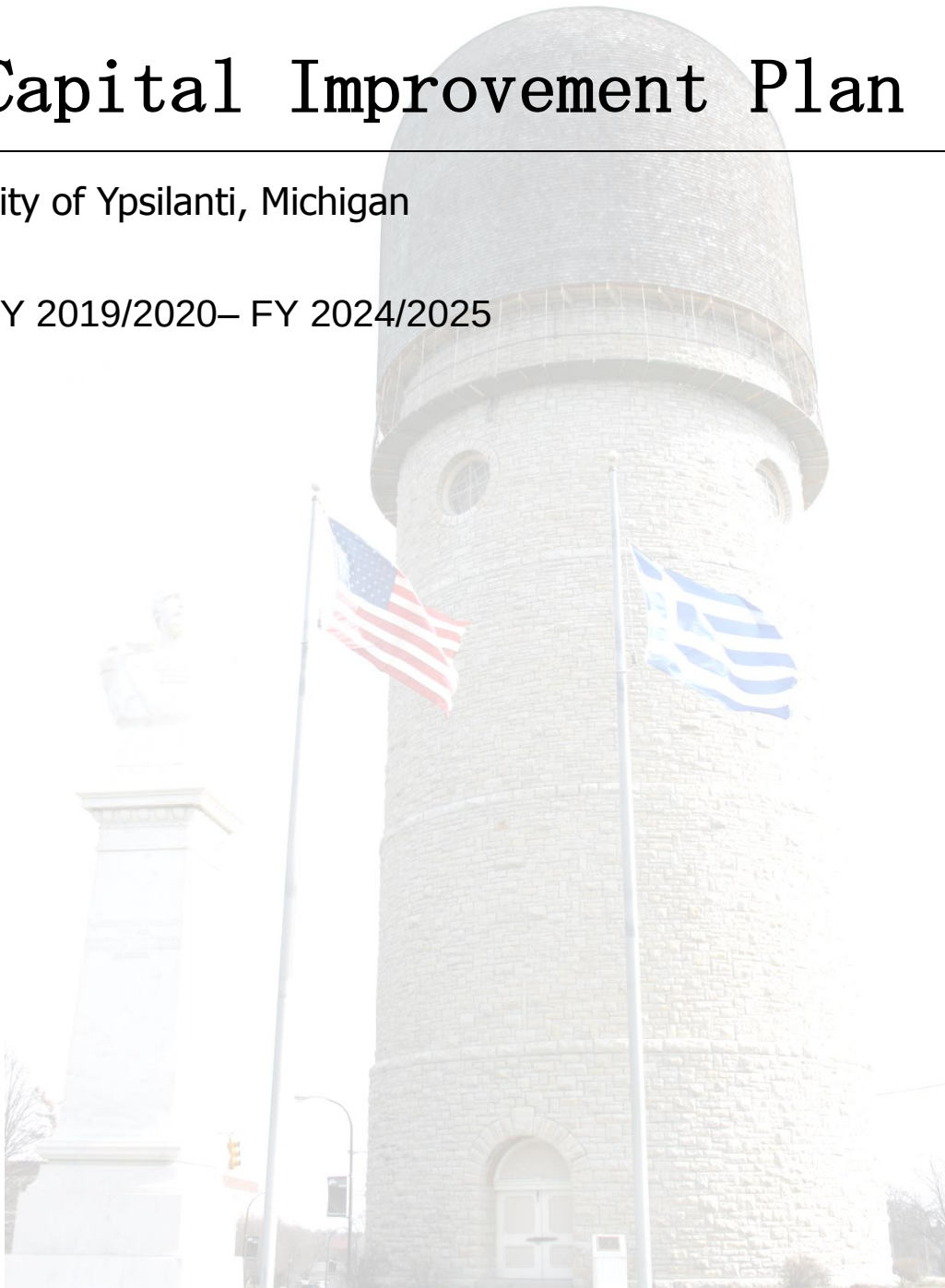
This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
16 day of July 2019

#Resolution No. 2019-160

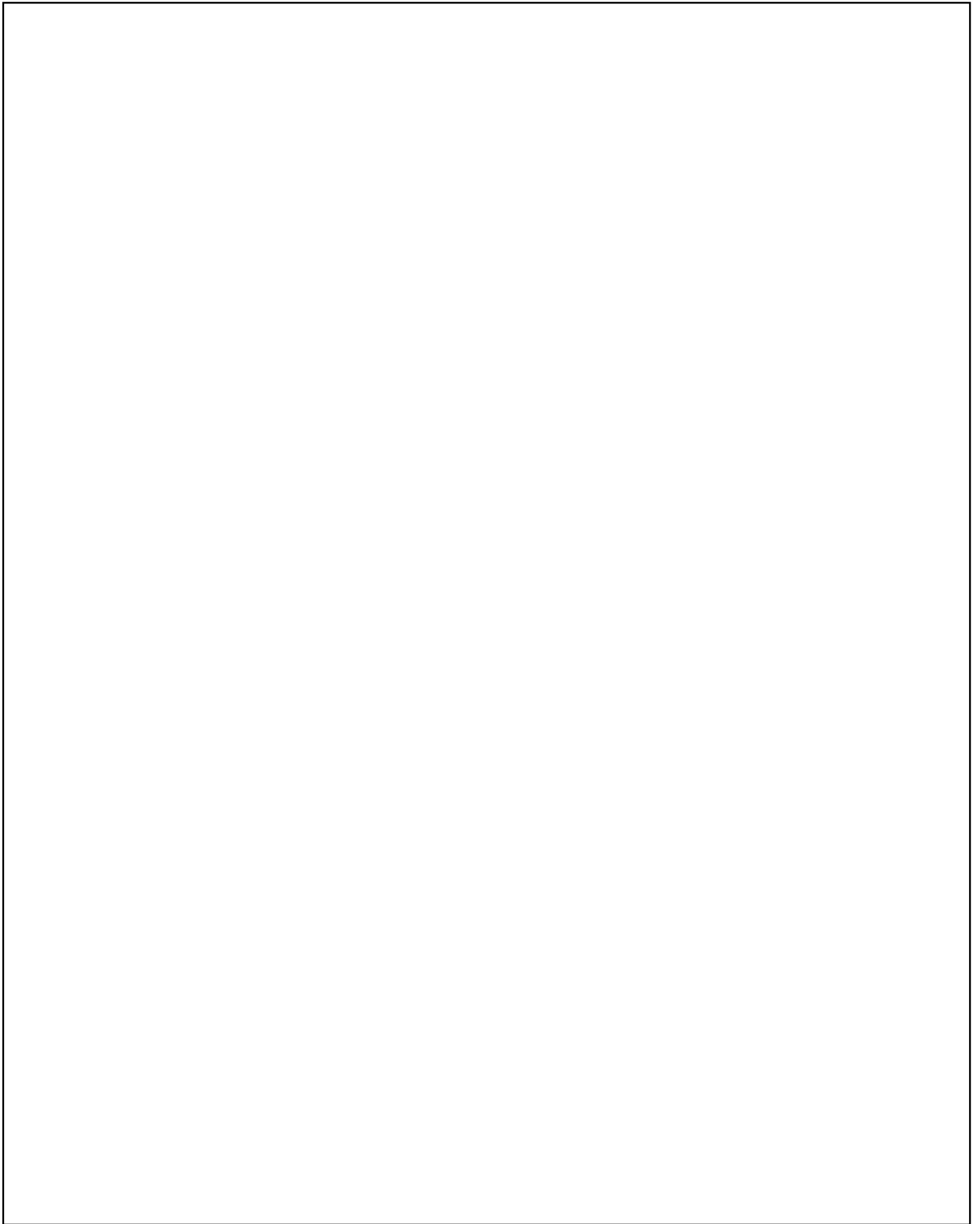
Capital Improvement Plan

City of Ypsilanti, Michigan

FY 2019/2020– FY 2024/2025



DRAFT 6/3/2019



Acknowledgements

Mayor

Beth Bashert

Mayor Pro-Tem

Lois Richardson

City Council

Nicole Brown

Jennifer Symanns

Steve Wilcoxon

Anthony Morgan

Annie Summerville

City Manager

Frances McMullan

Community & Economic Development

Joe Meyers

Christopher Jacobs

Bonnie Wessler

Financial Services

Rheagan Basabica

Public Services

Brad Holman

Planning Commission

Matt Dunwoodie, Chair

Jarad Talaga, Vice- Chair

Toi Dennis

Jessica Donnelly

Phil Hollifield

Heidi Jugenitz

Jelani McGadney

Michael Simmons

Table of Contents

Executive Summary

Background

- Introduction and Purpose
- Relationship between CIP and Budget
- Definition of Capital
- Assets

Process

- Adoption
- Updates
- Transparency

Structure and Plan

- Categorization
- Justification
- Funding
- Plan Spreadsheet

Appendix

- Forms

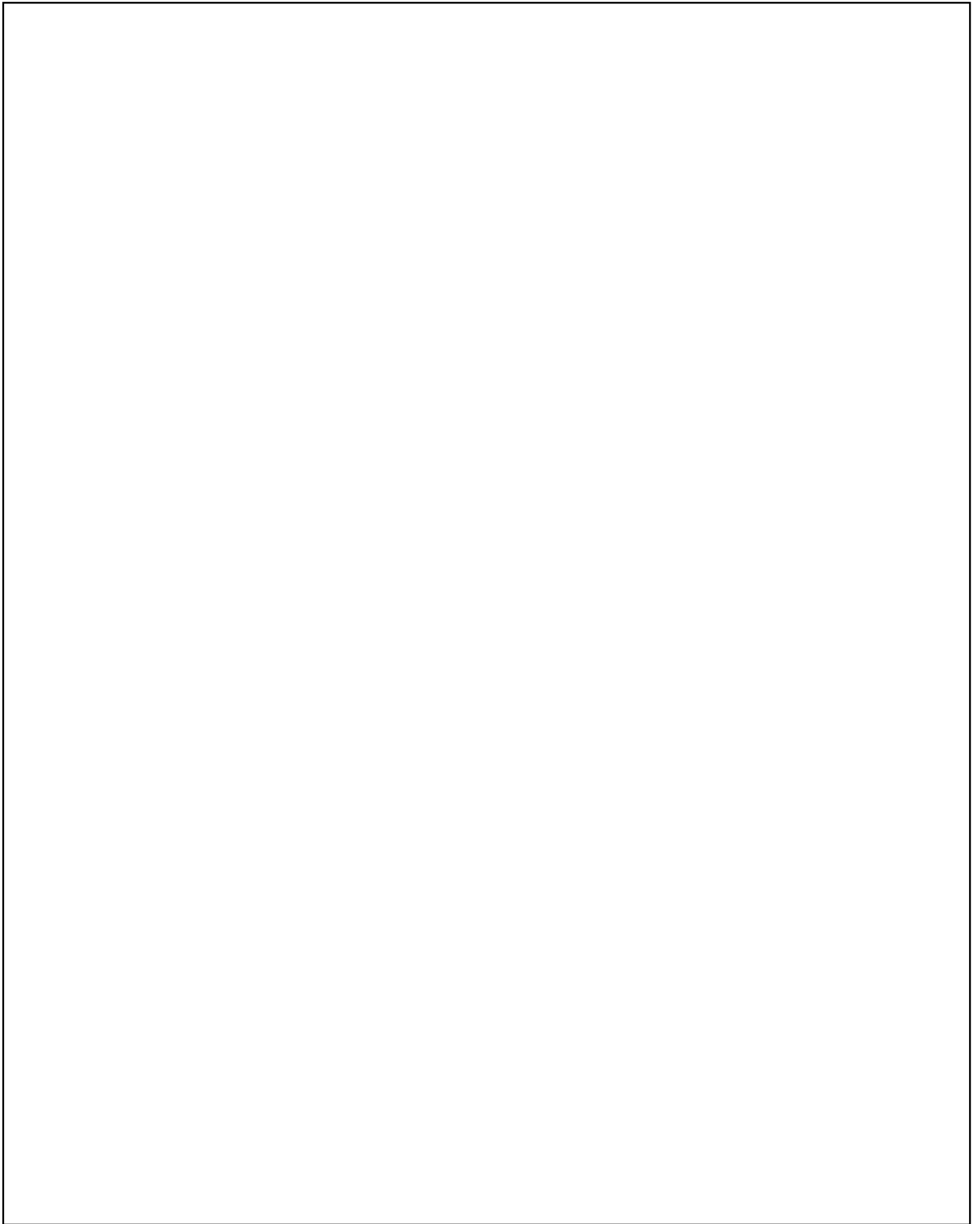
Executive Summary

Every municipality has a portfolio of capital assets that it owns, maintains, and employs to help deliver services to its residents. These assets include equipment, vehicles, roads, bridges, buildings, storm water systems, parklands, parking facilities, and more.

Michigan municipalities are required by PA 33 of 2008 to assemble a six-year Capital Improvements Plan to maintain, improve, or remove these assets; the City of Ypsilanti's Charter similarly requires that a five-year capital program be adopted annually. This plan spans six fiscal years.

A Capital Improvement Plan (CIP) is a multi-year planning that identifies needs and financing sources for public assets. It complements the budget process, and provides valuable information to Council to aid in budget discussions. It includes information already included in the budget, to some extent, but also incorporates information from other adopted plans.

The CIP provides the link between planning and budgeting for capital expenditures to ensure that capital improvements are both fiscally sound and consistent with City long-range priorities, goals, and objectives.



Background

Introduction and Purpose

The quality of the infrastructure and community facilities in the City directly influences the quality of life that the City can provide. As community infrastructure and facilities age, continual improvements and updates are required to stay current with changing demands and needs. Currently, the City reviews department requests on an annual basis, incorporating them into its two year Resource Allocation Plan. In the midst of shrinking resources and increased deferred maintenance costs, a CIP is more important than ever. The Plan will reflect a six year anticipated scheduling and costs for infrastructure, facilities, and equipment based on input from each City department.

A Capital Improvement Plan is a blueprint for planning a community's capital expenditures. It coordinates planning, financial capacity, and physical development, and is a management tool for the budget and planning processes. Upon adoption by the City Council, the CIP becomes a statement of city policy regarding the timing, location, character, and funding of future capital projects. The CIP represents City Council's best judgment at that time; however, future needs, financial constraints, and grant opportunities may result in programmatic changes over the six year period. Michigan municipalities are required by PA 33 of 2008 to assemble a six-year Capital Improvements Plan to maintain, improve, or remove assets; the City of Ypsilanti's Charter has a similar mandate.

Relationship between CIP and Budget

The CIP makes capital spending more predictable and transparent. The CIP does not address all of the capital expenditures for the City, nor all of the significant budget items, such as debt service, but provides for physical improvements and purchases that are permanent in nature, including the basic facilities, services, and installations needed for the functioning of the community. The intent is to have the first year of the CIP align with the proposed capital budget for the current fiscal year. The remaining years of the CIP serve as a financial plan for capital investments.

Public Act 33 of 2008

"To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise."

Article V, Section 11, Ypsilanti City Charter

"(a) Submission to City Council. The City Manager shall prepare and submit to the City Council a five-year capital program no later than the final date for submission of the budget.

(b) Contents. The capital program shall include:

- (1) A clear general summary of its contents;*
- (2) A list of all capital improvements and other capital expenditures which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity of each;*
- (3) Cost estimates and recommended time schedules for each improvement or other capital expenditure;*
- (4) Method of financing, upon which each capital expenditure is to be reliant; and*
- (5) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.*

The above shall be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition. "

Definition of Capital

Capital projects and improvements are major non-recurring tangible assets and projects including:

1. Replacements and improvements greater than or equal to \$10,000;
2. “Program” of projects whose total is greater than or equal to \$10,000; or
3. Equipment purchases greater than or equal to \$10,000 and a service life of at least 5 years.

Examples include construction, expansion, or renovation of a public building, water line upgrades and extensions, major equipment, the acquisition of land for public use, or new storm and sanitary sewers. The adoption of a common definition assists in determining what projects are part of the capital improvement program versus those that are part of the general budget. Note that this does not align, nor does it need to align, with the spending authorization limits placed on staff &/or Council.

In the private sector, the Generally Accepted Accounting Principles (GAAP) and tax implications guide the delineation between what is a *capital cost* and what is an *expense*. Although public institutions do not generally concern themselves with tax implications in this regard and have much greater leeway when designating what constitutes capital costs, following the GAAP to some degree helps the capital planning process be more legible to those in the public who may be more familiar with these standards. Capital costs, per GAAP, are considered to be costs that become a physical asset of your institution, and are typically large costs. For example, a vehicle or building construction/purchase is considered a capital expenditure. Typically, leases are not a capital cost because the institution does not bear the cost of depreciation nor is the item an asset.

Expenses

An *expense* is the cost for anything required to keep the City running on a daily basis. Typically these items are consumed or used either immediately or over the course of a year. In the private sector, the costs can often be deducted as business expenses each year at tax time. Usually, general repair and maintenance costs are considered expenses. For example, if vehicle stops working, the part needed to repair it should be categorized as an expense, because the expenditure was necessary to return your vehicle to its previous working condition. Similarly, expenses for maintenance work that keeps equipment or facilities functioning properly during the course of its expected lifetime are considered regular business expenses.

Determining the Differences

In the private sector, two factors determine whether an expenditure is an expense versus capital cost—lifespan and value. A repair keeps equipment or buildings functioning on the same level. Work considered to be an improvement to the physical space or that significantly extends the lifespan of equipment to the point of increasing the asset's actual value is considered a capital cost. For example, if during a storm a falling tree created a hole in a pavilion roof, the materials needed to repair the hole would be considered a repair or maintenance expense, because we're returning the pavilion to its previous condition. However, if we renovated the pavilion and added restrooms, the expenditure would be categorized as a capital cost, because we would be adding to the value of the asset.

Only the projects that meet the capital project or improvement definition are included in the capital improvement program. A capital improvement project can include one or more of the following:

- **Building Maintenance:** is the repair, replacement, or upgrades of exterior and interior walls, roofs, furnishings and similar non-mechanical features that significantly extend a building's life. Examples include new roofs, windows and doors, tuck pointing and masonry repair; it could also include significant batched expenditures on interior and exterior painting, carpeting, or furniture. This equates to the "*Facilities*" category of the budget.
- **Building Equipment:** is the repair or replacement of heating, ventilation, and air conditioning (HVAC) systems. This equates to the "*Facilities*" category of the budget.
- **Building Construction:** includes the erecting of new buildings and additions that add usable floor space for staff and patrons. This equates to the "*Facilities*" category of the budget.
- **Interior Equipment:** includes all equipment critical to the functioning of the city such as telephones, cameras and voting machines. This does not include computers.
- **Heavy Equipment:** includes apparatus used by the fire department and department of public services. Examples are lifesaving equipment, vehicle hoists, and similar specialized mechanisms that last for several years. This equates to the "*Equipment*" budget category.
- **Vehicles:** encompasses cars, trucks, and grounds maintenance equipment. Vehicles are considered part of the motor pool that is maintained by the Department of Public Services. For the purpose of the capital improvements plan, vehicles are attached to their respective departments. This equates to the "*Motorpool*" budget category.
- **Infrastructure:** includes below grade, at grade and above grade (non-building) improvements. Examples include stormwater, streets and sidewalks, playground equipment, bike lanes, landscape, and fences. This equates to the "*Infrastructure*" budget category.

Assets

When planning for capital improvements, it is important to understand what the City is responsible to maintain. Even without planning for any major improvements, the City has a responsibility to maintain the level of service to the community and bring capital assets, facilities, and infrastructure into compliance with local, state, and federal laws.

Identifying all community assets, whether or not they are owned and maintained by the City of Ypsilanti, is beneficial for project coordination and long-term planning. At this time, many community assets are actually operated by a separate entity, including the Ypsilanti District Library Michigan Avenue branch, the Highland Cemetery, the City's drinking water supply and wastewater infrastructure, and the City's electricity and natural gas. While these assets do not factor into the City's annual capital budgeting process, they often affect the City's capital improvement projects. Sometimes circumstances change and it is possible that the City may be required to support a particular asset if the current authority or agency decides they no longer have the capacity to operate these facilities.

Town and Gown

Eastern Michigan University's (EMU) employs over 2,500 people and the campus is over 800 acres, making it the largest employer and single largest land holder in the city. As a state university EMU is exempt from local taxes and many ordinances, but are an important partner in planning for capital improvements. This Plan gives the City and the university a foundation for increased, future coordination on various capital projects. While independent from the City, EMU is an important community asset for the City of Ypsilanti.

Utilities

Ypsilanti Community Utilities Authority (YCUA) provides water and wastewater services to property owners based on user fees. Water and wastewater services are essential community assets to residents and business owners, but these utilities are not owned and operate by the City of Ypsilanti.

DTE owns and operates electricity for the City. In recent years, the community has made a major push towards alternative energy and has been working to make Ypsilanti a “Solar Destination.” In 2014, the City of Ypsilanti announced a “1000 Solar Roofs” initiative, and an anonymous donor selected six Ypsilanti non-profit organizations to receive solar roof installations, including several City facilities.

The City of Ypsilanti is responsible for the vast majority of stormwater drains in the public right-of-way; however, Ypsilanti Community Schools (YCS) and EMU are each responsible for its own stormwater management.

Solid waste collection and curb-side recycling are provided by the City via contract and are supported by a tax millage levy of approximately 2.7 mills. The City contracts with Recycle Ann Arbor to allow City residents to use their services at a reduced rate.

Process

2019 Process

Due to personnel changes, the CIP development process for FY19/20 has been rather somewhat compressed. The process began in March 2019, some two months after planned, and six months after the ideal process laid out in the next few pages. To develop this plan, department heads were asked mid-March to submit sheets detailing planned capital projects for the coming six years; previous budgets and plans were examined; and the WATS TIP was consulted. Due to the compressed timeline and new/interim status of several department heads, staff anticipates that the FY20/21-FY25/26 CIP will see much refinement and be far more complete.

Adoption (2020 and beyond)

The annual adoption and update process are governed by both PA 33 of 2008 – commonly called the Planning Enabling Act - and Article V, Finance, Section 11 of the City Charter. The CIP adoption processes prescribed by each can and have been interpreted to complement each other.

The adoption process includes the following groups:

- **CIP Committee:** reviews Master Plan, adopted policy documents, and annual City Council goals; organizes kickoff meeting, finalizes project schedule, and prepares CIP. Looks for opportunities to coordinate with YCUA, EMU, MDOT and other partners to maintain infrastructure serving the City of Ypsilanti. Led by City Manager.
- **Planning Commission:** reviews recommendations, provides feedback to the CIP Committee and City Manager.
- **City Council:** reviews recommendations, receives public input, conducts public hearing(s), and adopts the CIP. Uses CIP in budget discussions.
- **Residents:** encouraged to participate in plan development.

Updates (2020 and beyond)

The quality of the infrastructure and community facilities in the City directly influences the quality of life that the City can provide. As community infrastructure and facilities age, continual improvements and updates are required to stay current with changing demands and needs. The CIP cannot simply be adopted once; it must be a living document that is updated annually. This document can be a “cheat sheet” for annual budget updates, provided that it is maintained.

At the end of every calendar year, midpoint in the budget year, each department will provide the Community & Economic Development Department with updated information regarding their assets and projects, which will be used to update the CIP. At the beginning of the calendar year, Finance will use this information to develop the draft budget for the coming fiscal year. When Council forms their annual goals, they will have a Capital Improvements Plan that can help inform their decisions about non-policy expenditures, which in turn will drive the final adopted budget. Once the budget is adopted mid-calendar year, the Capital Improvements Plan will be updated by the Community & economic Development Department to reflect budgetary realities.

CIP Committee

City Manager is responsible for supervising the administration of city government. They manage and supervise all departments, agencies, and officers, as well as provide leadership and direction in the implementation of policies and goals set by Council. Reports to City Council.

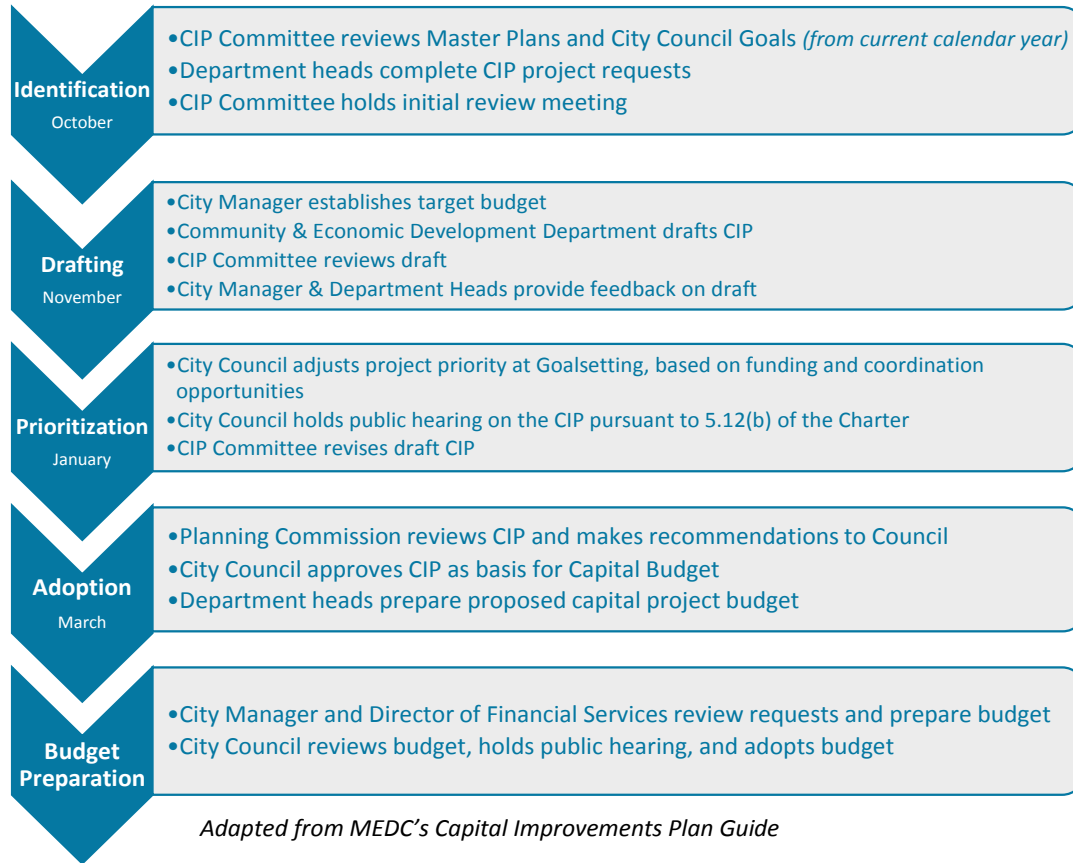
Director of Community & Economic

Development is responsible for managing the City’s development. They supervise a small work force of employees focusing on economic development, community resources, building code administration and inspection, and land use programs. Reports to the City Manager.

Director of Financial Services is responsible for the overall direction of the Accounting and Treasury divisions. Supervises a small work force of clerical, technical, and accounting personnel who compile the annual budget, manage the investments and accounts of the City, and coordinate/prepare the City Audit. Reports to the City Manager.

Director of Public Services is responsible for the administration of the City’s public works. Supervises a large work force of field services personnel who perform streets maintenance and management, facility maintenance and improvement, fleet management, solid waste collection and disposal, and parks maintenance and improvement. Reports to the City Manager.

Figure 1. Capital Improvement Program Process



Transparency

Ultimately, the CIP plan provides transparency, identifying the criteria and process used to prioritize capital improvement requests. The following table shows the requested and approved amount for the different budget categories prior to the establishment of a formal CIP process- and prior to the current categorization of projects in 2015. It is important to note that these categories include both capital projects and operations. Separating capital projects from reoccurring maintenance costs and licenses or fees, will help the City plan effectively for major improvements.

	Equipment		Facilities		Non-Equipment		Computers		Motorpool	
	Request	Approve	Request	Approve	Request	Approve	Request	Approve	Request	Approve
2004-05	116,425	103,625	862,924	157,924	1,915,801	156,706	209,996	201,996	896,760	162,760
2005-06	66,175	59,675	929,900	159,900	1,928,086	156,106	196,442	193,242	1,001,260	597,460
2006-07	162,650	142,650	1,367,809	124,709	1,921,860	150,480	179,199	172,749	677,800	237,400
2007-08	192,850	96,865	569,102	571,358	154,750	154,750	186,931	178,995	1,553,700	1,452,700
2008-09	95,000	91,000	348,397	310,443	153,906	170,176	211,500	152,993	304,200	292,247
2009-10	111,955	80,508	296,793	262,221	153,031	153,806	237,267	267,616	618,200	120,200
2010-11	116,355	84,138	192,154	274,296	42,759	42,759	253,890	216,336	703,500	1,041,218
2011-12	57,202	57,202	276,793	276,793	41,804	41,804	216,101	216,101	605,007	605,007
2012-13	51,100	61,874	423,929	444,212	38,105	38,105	189,172	179,837	254,000	132,016
2013-14	42,100	150,120	94,614	223,473	36,890	1,212,365	186,983	304,760	238,800	247,668
2014-15	190,018	200,518	190,752	187,452	1,450,138	1,956,613	213,225	213,225	999,034	732,650
2015-16	81,344	85,344	166,090	86,090	39,230	39,705	253,302	253,302	261,834	300,000
2016-17	84,740	31,472	140,000	30,000	0	0	50,000	50,000	539,647	450,440
2017-18	23,000	543,085	0	222,000	0	176,029	30,000	58,000	23,2857	183,520
2018-19	19,608	19,608	412,756	198,000	111,8000	111,800	47,250	47,250	340,000	340,000

Structure & Plan

Capital planning is an ongoing process that requires long-term planning and annual budgeting. The Plan is organized by project and by fiscal year; it can be sorted by Category, Department, or Justification. Note, however, that some capital needs may require spending in multiple years. One example is large infrastructure projects, which may require engineering and design some years prior to construction.

Categorization

The following categories are based on existing budget categories. For the purpose of clarity and consistency these categories, rather than departmental divisions, establish the framework for the plan.

Equipment

Equipment is defined as a large capital asset with a significant life span that can be installed/removed from a facility (building) or from a non-equipment asset (such as a park or right-of-way). The City of Ypsilanti Police and Fire departments require an array of highly specialized equipment to do their job effectively and keep the community safe. Such equipment includes K9 dogs and the “jaws of life.” The Department of Public Services also maintains equipment in the parks, such as climbers and swing sets.

EQUIPMENT		
Fiscal Year	No. of Projects	Total Cost
2019/20	2	\$19,608
2020/21	2	\$19,608
2021/22	2	\$19,608
2022/23	2	\$19,608
2023/24	1	\$15,108
2024/25	1	\$15,108

Facilities

Facilities refer to buildings and shelters, such as sheds or pavilions. The capital improvement plan can include interior and/or exterior improvements as well as new construction and demolition. There has been a great deal of deferred maintenance. While the City is not always directly responsible for the operations and maintenance of every City-owned facility located within the city limits, as many have been taken over by Friends groups, these facilities' projects have been included in this program to any extent possible, because the City is ultimately responsible for them. City-owned facilities include City Hall, the Police Station, the Fire Station, and the Department of Public Services campus. Other city-owned community facilities, run by other parties, include the Parkridge Community Center, the Senior Citizens' Center, Freighthouse, and the Rutherford Municipal Pool.

FACILITIES		
Fiscal Year	No. of Projects	Total Cost
2019/20	7	\$339,000
2020/21	2	\$150,000
2021/22	3	\$137,000
2022/23	2	\$225,000
2023/24	2	\$225,000
2024/25	2	\$225,000

Motorpool

Motorpool includes all City owned vehicles, annual repairs and maintenance. Vehicle leases are not included in capital improvements because the City is not responsible for their upkeep and replacement; the lease is considered an ongoing expense.

MOTORPOOL		
Fiscal Year	No. of Projects	Total Cost
2019/20	7	\$1,156,000
2020/21	7	\$455,000
2021/22	10	\$873,000
2022/23	6	\$307,200
2023/24	5	\$155,000
2024/25	1	\$35,000

Infrastructure

The infrastructure category includes all other capital outlay by the City. It includes parks; roads, bike lanes, paths, and sidewalks; stormwater infrastructure; the urban forest; the Peninsular Dam; and Water Street improvements. Major road projects include all local roadways and automobile bridges. However, it's important to note that not all roads within the City are its responsibility, thus they are not included in the plan. Several roads within the City are the responsibility of the Michigan Department of Transportation; others are shared with EMU or with the Washtenaw County Road Commission.

INFRASTRUCTURE		
Fiscal Year	No. of Projects	Total Cost
2019/20	9	\$535,000
2020/21	5	\$4,200,500
2021/22	5	\$2,200,000
2022/23	4	\$200,000
2023/24	4	\$200,000
2024/25	4	\$200,000

Other infrastructure that the City is not directly responsible for, but ultimately responsible for or must plan around, include Highland Cemetery, managed by a nonprofit board; the Owen Drain, managed by the Washtenaw County Water Resources Commissioner; the water and sanitary sewer system, managed by YCUA; and the electric and natural gas grid, managed by DTE.

Justification

An essential component of the Capital Improvement Program is to establish a framework for capital project selection. To aid these choices, projects are categorized into one of five categories: regulatory/mandatory, strategic, discretionary cost/risk avoidance, and discretionary. These categories provide the framework for making capital project decisions in order to ensure the City's financial viability, improve and maintain levels of service and legal compliance, provide equitable community development, and meet other strategic goals.

Regulatory/Mandatory

The projects in this category address legal, regulatory, or contractual requirements. This category could include such projects as the installation of sidewalk ADA ramps per the City's court settlement, the removal of the recycling center, or the purchase of staff personal protective equipment (PPE) called for by contract or MIOSHA standards.

Strategic

These projects address long-term community needs and goals. They may be part of multiyear strategies for economic, social, or environmental sustainability, and have likely been identified in Shape Ypsilanti, the Parks and Recreation master plan, the Climate Action Plan, Reimagine Washtenaw, or another adopted planning or policy document, or they may be new opportunities that strongly align with or further one of the goals of these documents.

Risk Avoidance

The capital improvement planning process gives Ypsilanti the opportunity to anticipate the community's needs for infrastructure, facilities, and services. In this category are things that may cost a significant of money now, but have a return on investment, such as energy-efficiency upgrades, certain preventative maintenance items, or even the construction of carpools.

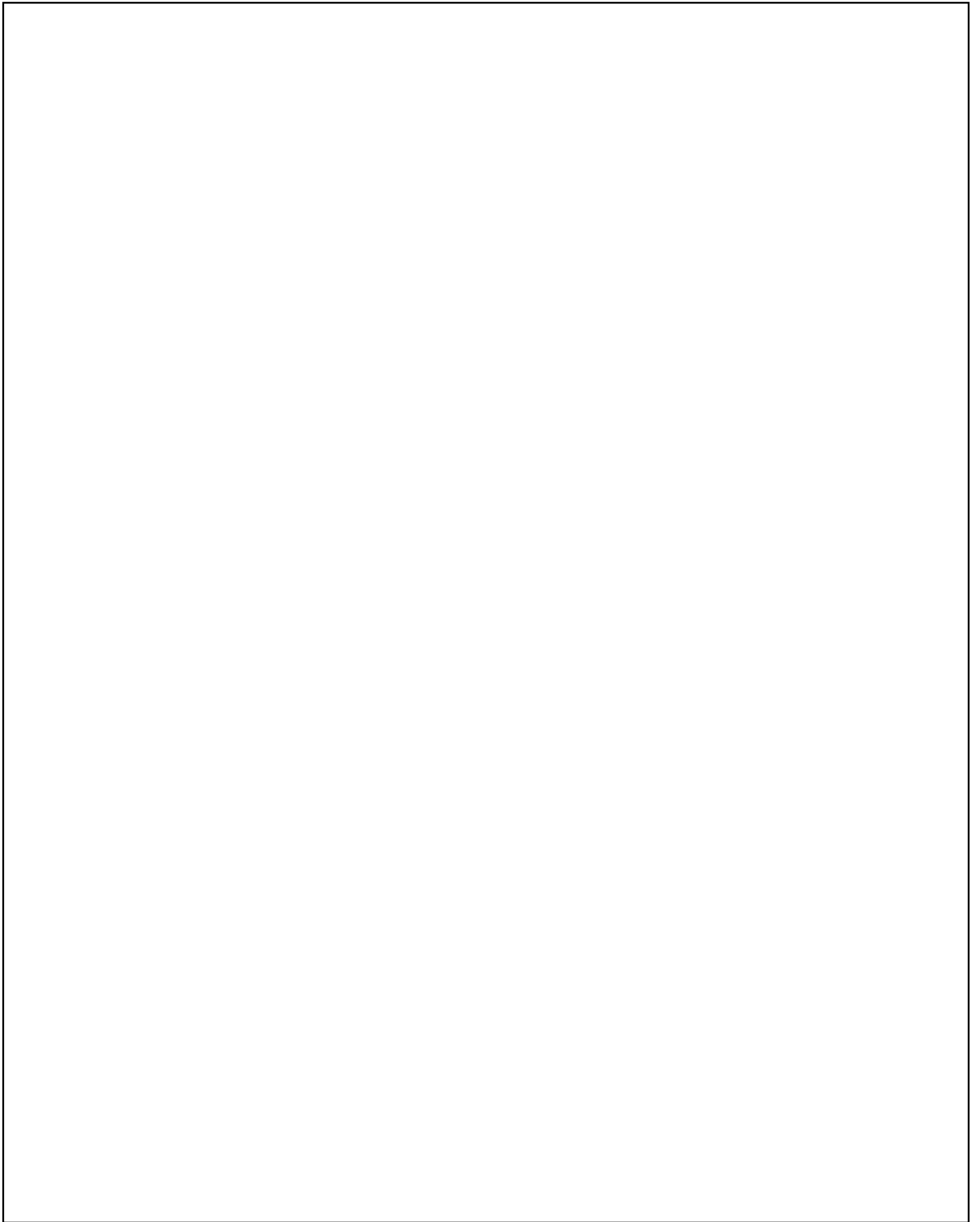
Added Value

These are projects that are generally considered "nice to have." They are projects that would improve the City in some manner, but do not have a significant safety impact, improve regulatory compliance, further the long-term strategic goals of the City in a meaningful way, or have a quantifiable return on investment. However, these are projects that would bring value to the City's residents.

Funding

Funding for capital improvement projects came from various sources including capital funds, federal and state grants, local contributions, charges for services, transfers, and special designated funds. Grant funding is not identified as a funding source in this document unless and until that grant has been secured. Different expenditure categories have different funding sources from which they usually draw, and are as follows:

- **Infrastructure:** Major Street, Local Street, Capital Improvement Funds, Federal Highway, County Road Millage, Metro Act, CDBG
- **Facilities:** General Fund transfers to the Capital Improvement Fund, CDBG
- **Equipment:** General Fund transfers to the Capital Improvement Fund
- **Motorpool:** General Fund, Major Street, Local Street, and Garbage and Rubbish Collection transfers to the Motorpool Fund (rental fees).



City of Ypsilanti Capital Improvement Plan

FY19/20– FY24/25

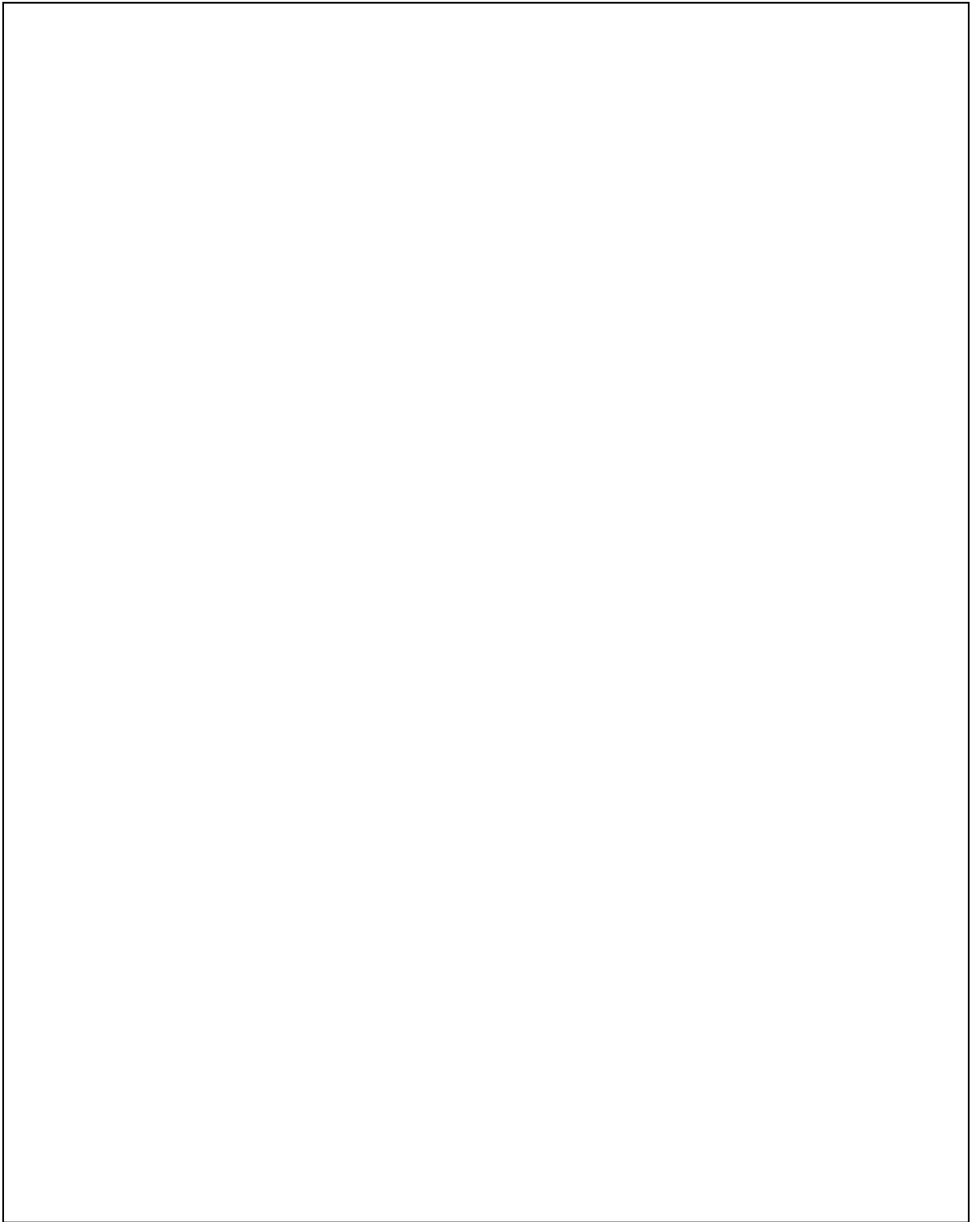
Department	Description	Category	Justification	Funding Source	Account	Request 19/20	Request 20/21	Request 21/22	Request 22/23	Request 23/24	Request 24/25
CED	Water Street Infrastructure	Infrastructure	Added Value	General Fund	101	50,000	50,000	50,000	50,000	50,000	50,000
CED	Train Station	Infrastructure	Strategic	Federal and State Grants 50%-75%	414		4,000,000				
CED	Dam Removal	Infrastructure	Risk Avoidance	Federal and State Grants 50%-75%	101			2,000,000			
CED	Vehicles (Building)	Motorpool	Added Value	Motorpool	641					30,000	
Fire	Apparatus room floor resurface	Facility	Risk Avoidance	General Fund	414	124,000					
Park	Priority Projects	Facility	Added Value	General Fund	414	125,000	125,000	125,000	125,000	125,000	125,000
Police	Ford Taurus (Chief)	Motorpool	Risk Avoidance	Motorpool	641	50,000					
Police	Ford Escape (Police)	Motorpool	Risk Avoidance	Motorpool	641	40,000					
Police	Body Cams	Equipment	Mandatory	General Fund	414	15,108	15,108	15,108	15,108	15,108	15,108
Police	Police Recorder	Equipment	Mandatory	General Fund	414	4,500	4,500	4,500	4,500		
Police	Dodge Charger (black)	Motorpool	Risk Avoidance	Motorpool	641		40,000				
Police	Dodge Dakota Pickup	Motorpool	Risk Avoidance	Motorpool	641		40,000				
Police	Ford Crown Victoria	Motorpool	Risk Avoidance	Motorpool	641			40,000	40,000		
Police	Dodge Magnum (black)	Motorpool	Risk Avoidance	Motorpool	641			40,000			
Police	Chevy Tahoe (Black)	Motorpool	Risk Avoidance	Motorpool	641					40,000	
Police	Chevy Tahoe (Black)	Motorpool	Risk Avoidance	Motorpool	641					40,000	
Police	Ford Crown Victoria (black)	Motorpool	Risk Avoidance	Motorpool	641				40,000		
Public Services	Truck – 10 Cubic Yd Rear packer	Motorpool	Added Value	Motorpool	641	95,000					
Public Services	North Pole Barn - Concrete Pad	Facility	Added Value	General Fund	414	40,000					
Public Services	Vactor Truck	Motorpool	Added Value	Motorpool	641	430,000					
Public Services	Side Load Heil Drop Body/Mack Chasis	Motorpool	Added Value	Motorpool	641	231,000					
Public Services	High Ranger Platform - International #472	Motorpool	Added Value	Motorpool	641	200,000					
Public Services	County Road Millage Construction	Infrastructure	Added Value	Washtenaw County	202	120,000					
Public Services	Dump Truck with Salter Chassis Only	Motorpool	Added Value	Motorpool	641	110,000	110,000	120,000	120,000		
Public Services	W. Cross-Wallace to	Infrastructure	Strategic	Act 51	202	100,000					

Department	Description	Category	Justification	Funding Source	Account	Request 19/20	Request 20/21	Request 21/22	Request 22/23	Request 23/24	Request 24/25
	City Limit Constr. Engineering										
Public Services	W. Cross-Wallace to City Limit Construction	Infrastructure	Strategic	Act 51	202	100,000					
Public Services	Ramp Replacement Program CDBG	Infrastructure	Mandatory	Federal	495	65,000	50,000	50,000	50,000	50,000	50,000
Public Services	Garage - Sprinkler	Facility	Mandatory	General Fund	414	60,000					
Public Services	Ramp Replacement Program Metro Act	Infrastructure	Mandatory	State Funding	495	50,000	50,000	50,000	50,000	50,000	50,000
Public Services	Yard - Emergency Generator	Facility	Mandatory	General Fund	414	35,000					
Public Services	Aggregate Material Stalls	Facility	Added Value	General Fund	414	30,000					
Public Services	Garage - Exhaust System	Facility	Mandatory	General Fund	414	25,000					
Public Services	County Road Millage Engineering	Infrastructure	Added Value	Washtenaw County	202	20,000					
Public Services	W. Cross-Wallace to City Limit Design Engineering	Infrastructure	Added Value	Act 51	202	20,000					
Public Services	Federal Aid Committee (FAC)	Infrastructure	Added Value	Act 51	202	10,000					
Public Services	Leach Rear Load Packer Truck on Freightliner Chassis	Motorpool	Added Value	Motorpool	641		160,000	160,000			
Public Services	Non-Motorized Improvements	Infrastructure	Added Value	General Fund	202		50,000	50,000	50,000	50,000	50,000
Public Services	Dump Truck	Motorpool	Added Value	Motorpool	641		45,000	45,000	45,000		
Public Services	Fork lift	Motorpool	Added Value	Motorpool	641		30,000				
Public Services	Ford Escape	Motorpool	Added Value	Motorpool	641		30,000				
Public Services	Employee Parking Area	Facility	Strategic	General Fund	414		25,000				
Public Services	Vermeer Brush	Motorpool	Added Value	Motorpool	641			35,000			
Public Services	Employee Parking Area (additional)	Facility	Added Value	General Fund	414			25,000			
Public Services	Grapple Truck Sterling/Petersen Lighting loader 473- Replace chassis only	Motorpool	Added Value	Motorpool	641			120,000			
Public Services	Street Sweeper	Motorpool	Strategic	Motorpool	641			230,000			

City of Ypsilanti Capital Improvement Plan

FY19/20 – FY24/25

Department	Description	Category	Justification	Funding Source	Account	Request 19/20	Request 20/21	Request 21/22	Request 22/23	Request 23/24	Request 24/25
Public Services	Tractor - John Deere Wide Area Mower #448	Motorpool	Added Value	Motorpool	641			48,500			
Public Services	Truck Pick up - Ford F-150 #101	Motorpool	Added Value	Motorpool	641			35,000			35,000
Public Services	HVAC Admin Building	Facility	Risk Avoidance	General Fund	414			12,000			
Public Services	Facility overhead-maintenance (general; total of expenses)	Facility	Risk Avoidance	General Fund	414				100,000	100,000	100,000
Public Services	Bobcat	Motorpool	Added Value	Motorpool	641				7,200		
Public Services	Ferris Mower (DPS)	Motorpool	Added Value	Motorpool	641					18,000	
Public Services	Truck - 1 Ton - Dump Truck GMC w/Front Snow Plow	Motorpool	Added Value	Motorpool	641				55,000		
Public Services	Volvo L90G Wheel Loader	Motorpool	Added Value	Motorpool	641					27,000	
Total cost:						2,014,608	4,685,000	2,975,000	526,700	595,108	475,108
Number of projects:						23	14	14	10	12	8



Draft Capital Request Form: 2020



City of Ypsilanti
Capital Project/Equipment Request

Capital Project Request

Project Title: _____ Department: _____

Prepared by: _____

1. Project Description: Provide a brief (1-2) sentence description of the project
2. Is the City required to do this?

NO

YES Please describe:

3. Project Time line:

Estimated Start Date:	Estimated Completion Date	
-----------------------	---------------------------	--

4. Coordination: Please identify if the project is dependent upon one or more other CIP Projects and describe the relationship:
5. Project Priority: low, medium, high

Priority within department: _____

6. Estimated Service Life: _____**7. Replaced Item(s) (if replacing something):**

Item	Make	Age (in years)	Prior Year's Maintenance Cost

8. Purpose of Expenditure: Please circle all that apply

Scheduled replacement Expanded service life Present equipment obsolete New operation Improved service to community, procedures, etc. Other _____	Replace worn-out equipment Increased safety Reduce Personnel Time
---	---

9. Basis of Cost Estimate: Check one of the Following

Cost of comparable Facility/Equipment Cost Estimate from Engineer/Architect
 Rule of thumb Indicator/ Unit Cost Preliminary Estimate
 Ball Park "Guesstimate"

10. Total Estimated Cost: \$

	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Cost per Year						

Revenue Source	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Operating Revenue						
Fund Balance						
Bond Issue						
Grant (name grant if known)						
Special Assessment						
Millage						
Lease Purchase or Installment Loan						
Other						

City of Ypsilanti Vehicle and Equipment List

Department	Vehicle/Use	Year	Life Span (years)	Year to be Discontinued
City Hall	Chevy Impala	2005	8	ASAP
City Hall	Ford Taurus	2008	8	ASAP
City Hall	Ford Cmax Hybrid	2015	8	2023
City Hall	Ford Escape	2012	8	2020
City Hall	Ford Escape	2014	8	2022
City Hall	Ford Taurus Hybrid	2019	8	2027
City Hall	Dodge Dakota	2007	8	ASAP
DPS	Sterling Dump Truck	2002	10	ASAP
DPS	Ford Ranger 4X4	2007	15	2022
DPS	Freightliner Packer Truck	2006	15	ASAP
DPS	International Truck with Aerial Lift	2016	6	2022
DPS	Sterling Grapple Truck with Dump Body	2008	12	2020
DPS	BNP 101/16" Trailer	2009	31	2040
DPS	Ford F-550 10 CY Rear Packer	2009	11	2020
DPS	GMC 3500 4wd Ext	2009	8	ASAP
DPS	Vermeer Bush Chipper	2009	8	ASAP
DPS	Freightliner Dump Truck	2010	8	ASAP
DPS	Freightliner Leach Rear Loader	2011	8	2019
DPS	GMC Stake Truck	2011	9	2020
DPS	Freightliner Dump Truck	2011	11	2022
DPS	Volvo L90G Loader	2014	8	2022
DPS	Ford f350 Stake Truck	2014	7	2021
DPS	Freightliner 10 Dump Truck	2014	10	2024
DPS	Freightliner 10 Dump Truck	2014	11	2025
DPS	Freightliner 10 Dump Truck	2014	10	2024
DPS	Freightliner Packer Truck	2014	8	2022
DPS	GMC Stake Dump Truck	2015	7	2022
DPS	GMC 3500 4wd DU	2015	8	2023
DPS	GMC Sierra Pickup Truck	2015	10	2025
DPS	Sterling Vactor Truck	2002	15	ASAP
DPS	3 HP Hand Guide Stone Compactor	1983	30	ASAP
DPS	4.5 Cu Ft Cement Mixer	1983	47	2030
DPS	52" Loader	2015	10	2025
DPS	60" Hydra Paladin Broom	2015	10	2025
DPS	60" V Blade	2015	10	2025
DPS	725 KT Grasshopper Garden Tractor	2014	10	2024
DPS	725 KT Grasshopper Garden Tractor	2014	10	2024
DPS	Amida Arrowboard	2004	20	2024
DPS	Assembled Trailer	2018	7	2025
DPS	Bobcat Loader w/bucket	2009	11	2020

City of Ypsilanti Vehicle and Equipment List

Department	Vehicle/Use	Year	Life Span (years)	Year to be Discontinued
DPS	Bobcat Loader w/bucket	2018	12	2030
DPS	Boss 5.5' V Blade	2017	10	2027
DPS	Cold Water Pressure Washer	2010	20	2030
DPS	Craftsman Compressor	1999	20	2019
DPS	Craftsman Generator	1998	32	2030
DPS	Cub Cadet Snow Blower	2005	20	2025
DPS	Demo Sno-way Salt Spreader W/Mount	2015	10	2025
DPS	Dietz Arrowboard	1997	23	2020
DPS	Doolittle Trailer	1990	35	2025
DPS	Doolittle Trailer	1991	34	2025
DPS	Elgin Eagle Street Sweeper	2003	15	ASAP
DPS	Ferris HP 72" Garden Tractor	2017	10	2027
DPS	Ford 550 with Aerial Lift	2013	11	2024
DPS	Ford Auger	1989	30	2019
DPS	Ford Escape 4wd	2011	10	2021
DPS	Front Snow Plow	2015	20	2035
DPS	Front Snow Plow	2014	20	2034
DPS	Gas Tester	2017	20	2037
DPS	GMC Sierra 1500	2018	7	2025
DPS	Hendrik Tailgate Salter	2014	15	2029
DPS	Hendrik Underbody Scraper	2014	8	2022
DPS	Holland Rear Plow	1998	20	ASAP
DPS	Honda Pioneer Utility Vehicle	2017	10	2027
DPS	Hy Sewer Cleaner	2002	20	2022
DPS	Ice Scraper	2010	30	2040
DPS	John Deere Wide Area Mower	2009	10	ASAP
DPS	Johnson VT650 Street Sweeper	2012	10	2022
DPS	Lincoln Power MIG	2002	28	2030
DPS	Lincoln Precision TIG	2008	22	2030
DPS	Little Wonder Edger/Trimmer Weed Eater	2014	16	2030
DPS	Monroe Tailgate Salter	2011	15	2026
DPS	Monroe Underbody Scraper	2011	8	2019
DPS	Pallet Forks	2010	30	2040
DPS	Partner Concrete Saw	2002	25	2027
DPS	Peterson Winch	2008	20	2028
DPS	Pinjar Star Drill	1986	30	ASAP
DPS	Portable Space Heater	2015	15	2030
DPS	Poulan Chain Saw	1997	10	ASAP
DPS	Poulan Pro Push Mower	2015	15	2030

City of Ypsilanti Vehicle and Equipment List

Department	Vehicle/Use	Year	Life Span (years)	Year to be Discontinued
DPS	Prismo Dual Line Stripper	1990	30	2020
DPS	Radar Speed Sign	2017	10	2027
DPS	Radar Speed Sign	2017	10	2027
DPS	Radar Speed Sign	2017	10	2027
DPS	Radar Speed Sign	2017	10	2027
DPS	Radar Speed Sign	2017	10	2027
DPS	Radar Speed Sign	2017	10	2027
DPS	Radar Speed Sign	2017	10	2027
DPS	Red Lion Pump	2011	8	2019
DPS	Roots 10' Parking Lot Plow	1987	20	ASAP
DPS	Roots 12' Parking Lot plow	1993	20	ASAP
DPS	Schmidt Sandblaster	2010	30	2040
DPS	Stihl Chain Saw	2002	10	ASAP
DPS	Stihl Chain Saw	2000	10	ASAP
DPS	Stihl Chain Saw	2010	10	2020
DPS	Stihl Chain Saw	2006	10	ASAP
DPS	Stihl Chain Saw	2010	10	2020
DPS	Stihl Chain Saw	2010	10	2020
DPS	Stihl Chain Saw	2017	10	2027
DPS	Stihl Chain Saw	2010	10	2020
DPS	Stihl Chain Saw	2010	12	2022
DPS	Stihl Chain Saw	2010	12	2022
DPS	Stihl Chain Saw	1989	31	2020
DPS	Stihl Concrete Pavement Saw	1999	20	2019
DPS	Stihl Leaf Blower	2006	20	2026
DPS	Stihl Leaf Blower	2006	20	2026
DPS	Stihl Power Pruner	1999	10	ASAP
DPS	Stihl Power Pruner	2002	10	ASAP
DPS	Stihl Power Pruner	2010	10	2020
DPS	Stihl Weed Eater	2011	10	2021
DPS	Stihl Weed Eater	2011	10	2021
DPS	Stihl Weed Eater	2000	10	ASAP
DPS	Stihl Weed Eater	2000	10	ASAP
DPS	Stihl Weed Eater	2002	10	ASAP
DPS	Stihl Weed Eater	2002	10	ASAP
DPS	Stihl Weed Eater	2012	10	2022
DPS	Stihl Weed Eater	2001	10	ASAP
DPS	Stihl Weed Eater	2001	10	ASAP
DPS	Stihl Weed Eater	2017	10	2027
DPS	Stihl Weed Eater	2015	10	2025

City of Ypsilanti Vehicle and Equipment List

Department	Vehicle/Use	Year	Life Span (years)	Year to be Discontinued
DPS	Stihl Weed Eater	2017	10	2027
DPS	Stihl Weed Eater	2007	10	ASAP
DPS	Sullivan Compressor	1999	41	2040
DPS	Tailgate Salter	2010	15	2025
DPS	Tailgate Salter	2014	15	2029
DPS	Tailgate Salter	2014	15	2029
DPS	Tailgate Salter	2002	15	ASAP
DPS	Tippman Sign Driver	2010	15	2025
DPS	Toro Snow blower	1997	20	ASAP
DPS	Toro Snow blower	2002	20	2022
DPS	Toyota Fork Lift	1994	30	2024
DPS	Traffic Counter	2017	10	2027
DPS	Underbody Scraper	2010	8	ASAP
DPS	Underbody Scraper	2014	8	2022
DPS	Underbody Scraper	2014	8	2022
DPS	Underbody Scraper	2002	8	ASAP
DPS	Ventrac Salt Spreader	2017	10	2027
DPS	Versalift Aerial Lift	2016	11	2027
DPS	Wacker Neuson Wheel Loader	2015	10	2025
DPS	Weed Eater Hedge Trimmer	2012	10	2022
DPS	Woods 18" Auger	2005	30	2035
DPS	Woods Brush Hog	1990	30	2020
DPS	Yamaha Generator	1999	31	2030
Fire	Ford Escape	2016	6	2022
Fire	Engine 1	2017	20	2037
Fire	Engine 3	2011	20	2031
Fire	Jaws of Life	2016	10	2025
Fire	Pickup Truck	2016	10	2026
Fire	Pumper Ladder Truck	2007	20	2027
Fire	Rescue Truck	2012	10	2022
Fire	Tower 1	2007	20	2027
Police	GMC Step Van	2003	As Needed	N/A
Police	Dodge Charger	2007	As Needed	N/A
Police	Dodge Magnum	2008	As Needed	N/A
Police	Chevy Tahoe	2009	5	2014
Police	GMC Astro Van	2003	7	2010
Police	Chevy Tahoe	2011	5	2016
Police	Chevy Tahoe	2011	5	2016
Police	Ford Interceptor	2014	5	2020
Police	Ford Interceptor	2014	5	2020

City of Ypsilanti Vehicle and Equipment List

Department	Vehicle/Use	Year	Life Span (years)	Year to be Discontinued
Police	Ford Taurus	2008	7	2015
Police	Ford Taurus	2008	7	2015
Police	Ford Interceptor	2016	5	2021
Police	Ford Interceptor	2016	5	2021
Police	Ford Interceptor	2016	5	2021
Police	Ford Interceptor	2018	5	2023
Police	Ford Interceptor	2018	5	2023
Police	Dodge Charger	2019	7	2026
Police	Dodge Charger	2019	7	2026
Police	Ford Escape	2012	7	2019
Police	Ford Taurus	2011	7	2019



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Joe Meyers
DATE: July 16, 2019
SUBJECT: Release of Invitation to Bid for Rutherford Pool Renovations

DESCRIPTION:

Release of Invitation to Bid for Rutherford Pool Renovations

SUMMARY:

In April of 2018, the City applied for a \$300,000 grant for Rutherford Pool Renovations from the Michigan Department of Natural Resources Land and Water Conservation Fund. We were awarded the grant in November 2018 and have been working with the Friends of the Rutherford Pool (FRP) to put together the plans to get bids for the work. The hope is that we will be able to complete the renovations this winter to and have the new facility open for the summer 2020 season.

The total city contribution for this project will be \$25,000 and the Friends of the Rutherford Pool has raised the remaining of the funds for the project. Our legal counsel has requested an agreement between the city and FRP be in place prior to accepting the bid to solidify the financial responsibilities between the parties.

The plans include renovations of the bathhouse to include family changing rooms, unisex restrooms and overall better functionally like presented in the grant.

RECOMMENDED ACTION: Staff is seeking Council approval to release the Bid for Rutherford Pool Renovations and authorize the City Attorney and staff to enter negotiations with the Friends of the Rutherford Pool solidifying the financial responsibilities between the two parties.

ATTACHMENTS:

Invitation to bid and Pool House Plans

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2019-161
July 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City of Ypsilanti has been working closely with the Friends of the Rutherford Pool to enhance the experience for all residents over the past decade; and

WHEREAS, the City was awarded a \$300,000 grant for Rutherford Pool Renovations from the Michigan Department of Natural Resources Land and Water Conservation Fund; and

WHEREAS, the Friends of the Rutherford Pool has raised the remaining funds to complete the project; and

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council authorizes release of the invitation to bid and authorize the City Attorney and staff to enter negotiations with the Friends of the Rutherford Pool solidifying the financial responsibilities between the two parties.

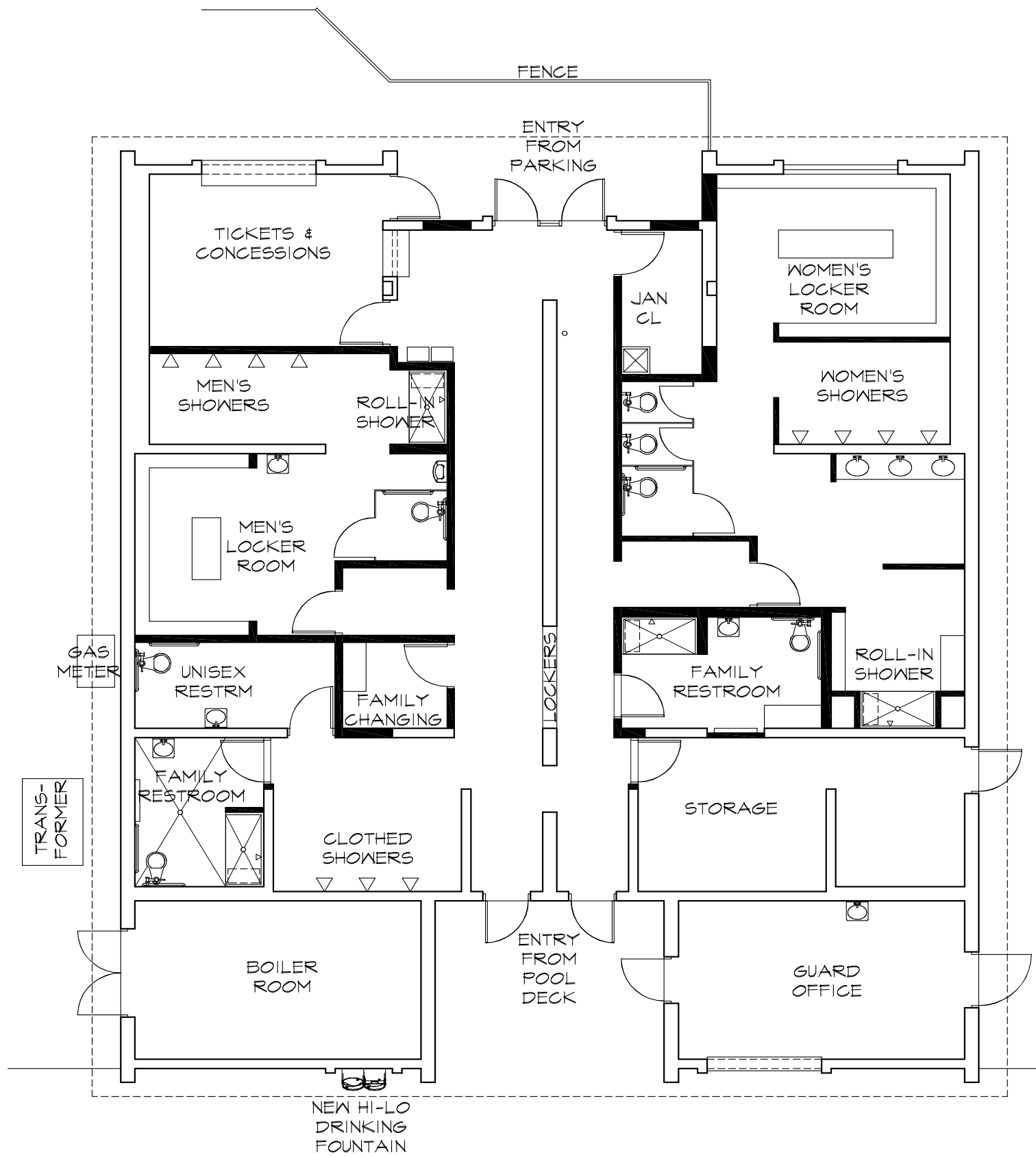
OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this 16 day of July 2019

#Resolution No. 2019-161



CORNERSTONE DESIGN INC
734.663.7580
CDIARCHITECTS.COM

PRELIMINARY RENOVATION PLAN
RUTHERFORD POOLHOUSE
YPSILANTI, MI
1/8" = 1'-0" 4/16/19

Rutherford Poolhouse Renovation

975 Congress, Ypsilanti, MI

Cornerstone
Design
Inc

734.663.7580
210 Collingwood, Ste. 108
Ann Arbor, MI 48103
info@cdiarchitects.com

Client: Friends of Rutherford Pool
Owner: City of Ypsilanti, MI

Client:

Friends Of
Rutherford
Pool

975 Congress
Ypsilanti, MI 48197
ph: 734.649.1266

Project:

Poolhouse
Renovation

975 Congress
Ypsilanti, MI 48197

Revisions:
Bidding: 6/24/19

Date: 6/20/19
Drawn: DJE
Project No.: 201912
Scale: AS SHOWN

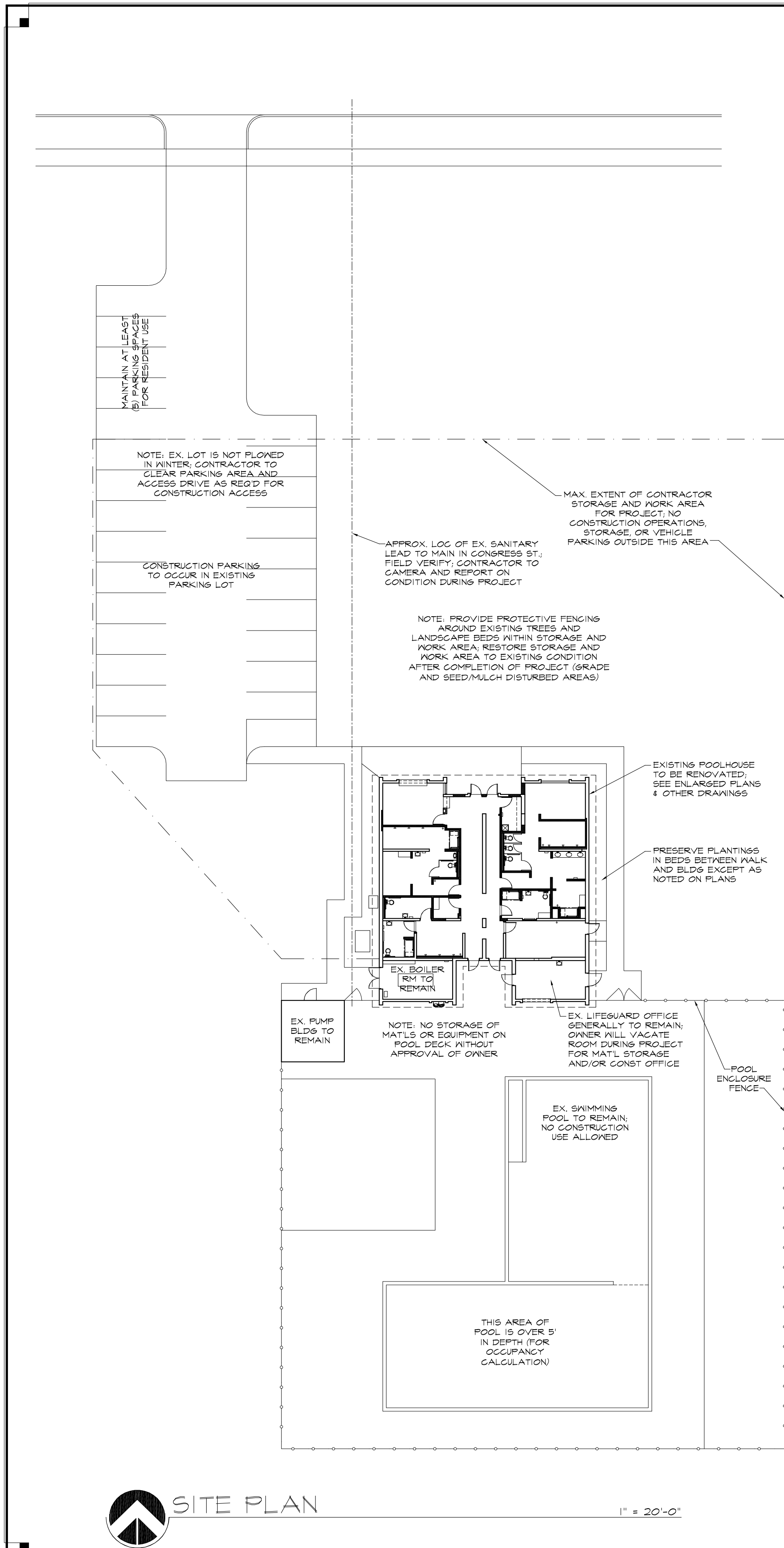
Approved:
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Drawing Title:

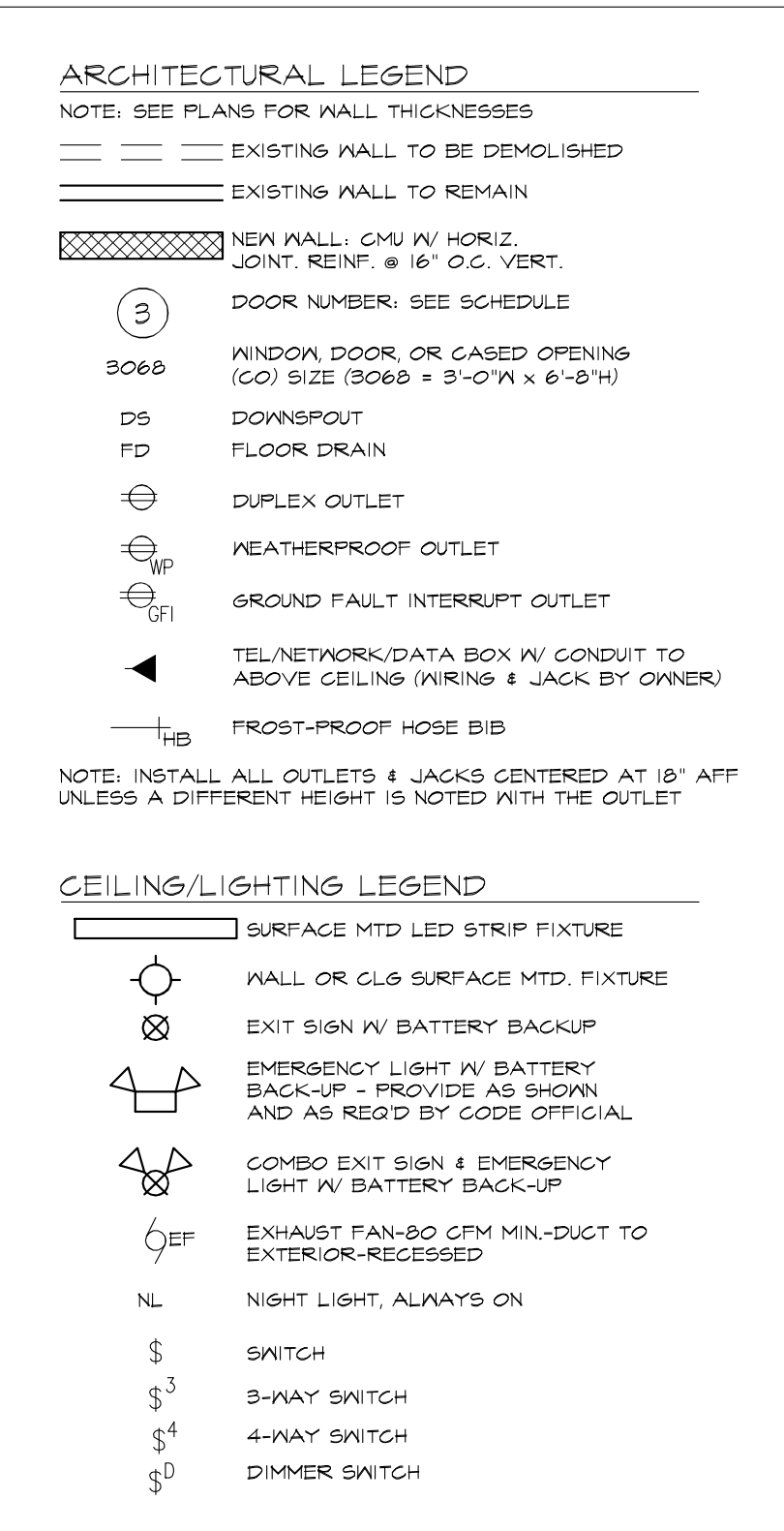
Site Plan &
Notes

Sheet No.:

C-1



NOTE: Existing building heating systems are non-functional, have been for years, and the building is unused and unoccupied from fall through spring. The owner's standard practice is to turn off the water service at the curb stop at the end of the summer swimming season, remove the water meter, and blow the water lines empty of water. As a result, no HVAC systems are proposed for the current project, and no insulation is proposed (except as noted to create slope on the roof).



GENERAL NOTES

- Sheet Index:
 - C-1: Notes, Site Plan
 - D-1: Demolition Plans & Elevations
 - A-1: Foundation & Slab Plans
 - A-2: Floor Plan, Restroom Fixture Elevs
 - A-3: Roof & Framing Plans, Door Schedule
 - A-4: Exterior Elevations
 - A-5: Building Sections, Plumbing Plan
 - A-6: Reflected Ceiling Plan, Electrical Power Plan
 - A-7: Enlarged Plans
- Project Contact: David Esau, AIA; Cornerstone Design Inc; 734.663.7580 or desau@cdiarchitects.com.
- For any items not explicitly shown on plans, Contractor shall meet all applicable codes, laws, and regulations as directed by Architect or Building Official. Contact Architect if in doubt about any requirements. Contractor shall notify Architect before proceeding if anything shown is identified (by Contractor, Owner, Building Official, etc.) as being not in conformance with an applicable requirement, or if any change to be in conformance will impose additional costs.
- Project Scope: Project consists of renovations to an existing poolhouse to meet current needs. No changes to building use, construction type, size, height, or occupancy loads.
- Interior colors as selected by owner.
- Perform demolition as shown and as required. Patch finishes where required by demolition.
- Verify all existing conditions in field. Notify architect of discrepancies before proceeding with construction.
- Do not scale drawings. Contact architect for any dimensions needed.
- Construction Site Safety: Site safety is the sole responsibility of the Contractor. The Owner, Architect, Engineer, and/or their subconsultants shall not be expected to assume any responsibility for safety of the Work, of persons engaged in the Work, of any nearby structures, or of any other persons. Unless noted otherwise, dimensions are to face of finish or face of masonry.
- Contact MISS DIG, 1-800-482-7171, to have existing utilities located prior to performing any excavation on the site.
- It is the contractor's responsibility to provide adequate shoring and bracing during construction to account for all forces, including but not limited to: forces from gravity, earth, wind, and unbalanced forces due to construction sequence.
- Mechanical and electrical systems shall be design-build by their respective contractors. Field verify all existing conditions, and modify and/or supplement as required by new plan.

POOL CAPACITY FOR PLUMBING FIXTURE CALCULATIONS

Occupancy, based on State of Michigan DEQ regulation R325.2193:
Note: Architect does not have access to any previous occupancy calculations for this site; calculations are based on the best available information about pool and deck layouts.

- * Pool Area with <5' depth: 2,370 SF; (2,370 / 100) x 7 = 166 occupants.
- * Pool Area with >5' depth: 2,700 SF; (2,700 / 100) x 4 = 108 occupants
- * Deck Area: 8,547 SF; 8,547 / 100 = 86 occupants.
- * Total: 360 occupants (180 males, 180 females).

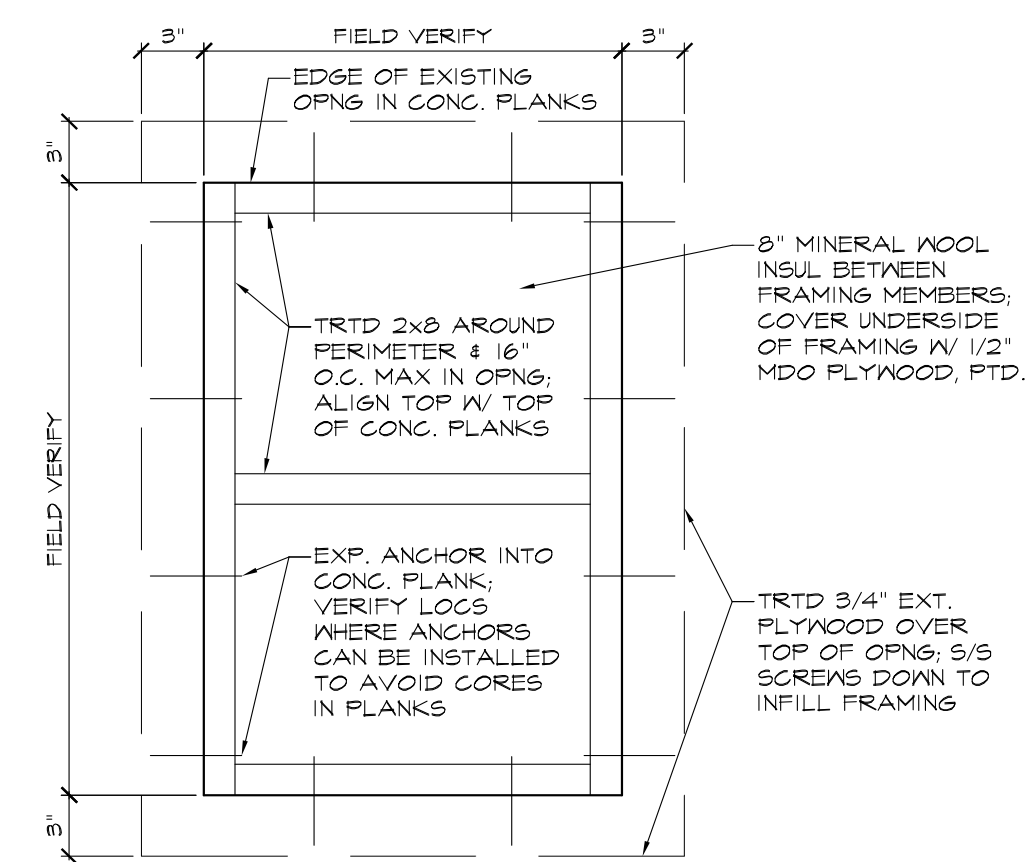
Fixtures required, based on regulation R325.2175:

- * Showers: 3 male / 3 female = 6 total; 12 provided.
- * Lavs: 2 male / 2 female = 4 total; 7 provided.
- * Water Closets: 3 male / 4 female = 7 total; 7 provided.
- * Urinals: 1 male; 1 provided.

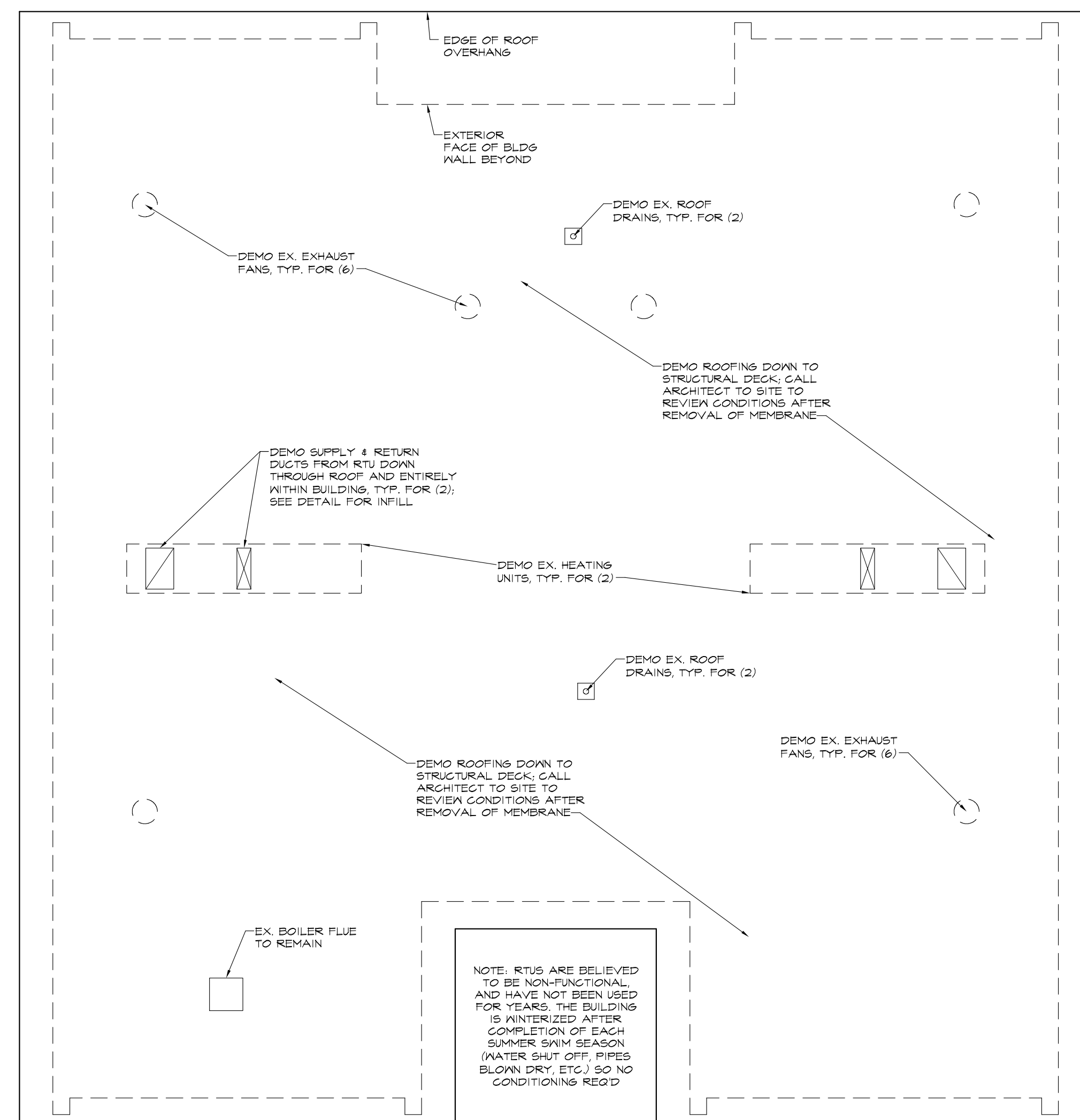
Note: based on Owner/Manager requests, the provided fixtures are in some cases provided in unisex facilities available to any gender.

Building Code Information

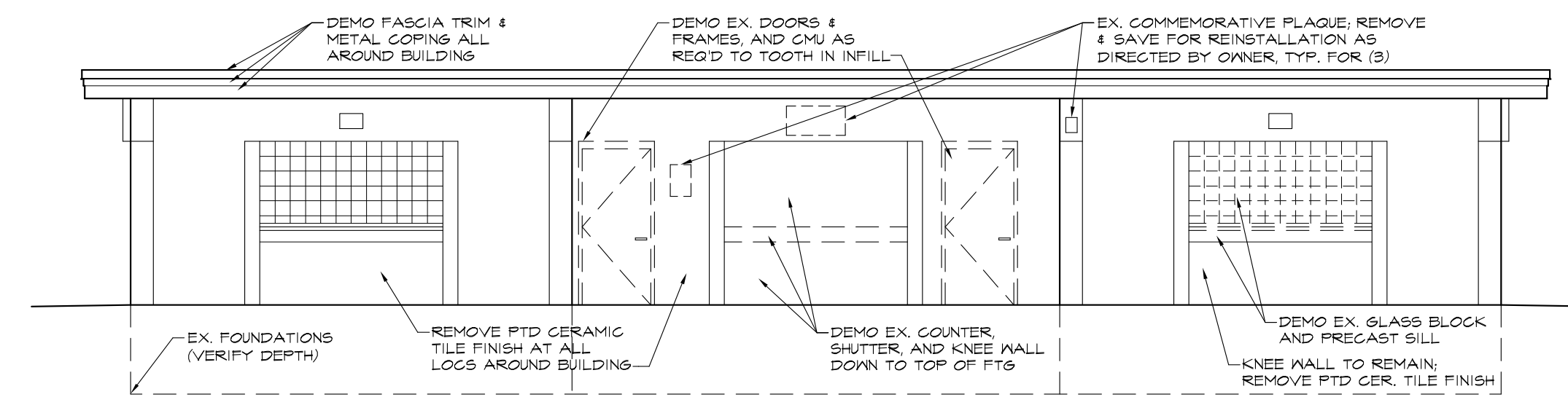
Building Code:	2015 Michigan Rehabilitation Code for Existing Buildings / 2015 Michigan Building Code
Plumbing Code:	2015 Michigan Plumbing Code
Mechanical Code:	2015 Michigan Mechanical Code
Electrical Code:	2014 Michigan Electrical Code
Accessibility:	ICC A117.1-2009
Energy Code:	2009 Michigan Uniform Energy Code
Scope:	Level 3 Alteration (more than 50% of bldg area)
Use Groups:	Accessory to outdoor swimming pool, sim. to A-4
Mixed Use Type:	Not applicable
Construction Type:	VB (existing building is masonry walls and concrete plank roof structure)
Allowable Bldg Area:	6,000 SF
Actual Bldg Area:	Net bldg area is 3,364 SF; area under roof is 4,352 SF
Project Area:	3,364 SF (building interior)
Fire Suppression:	None
Occupancy Load:	See calculation above.



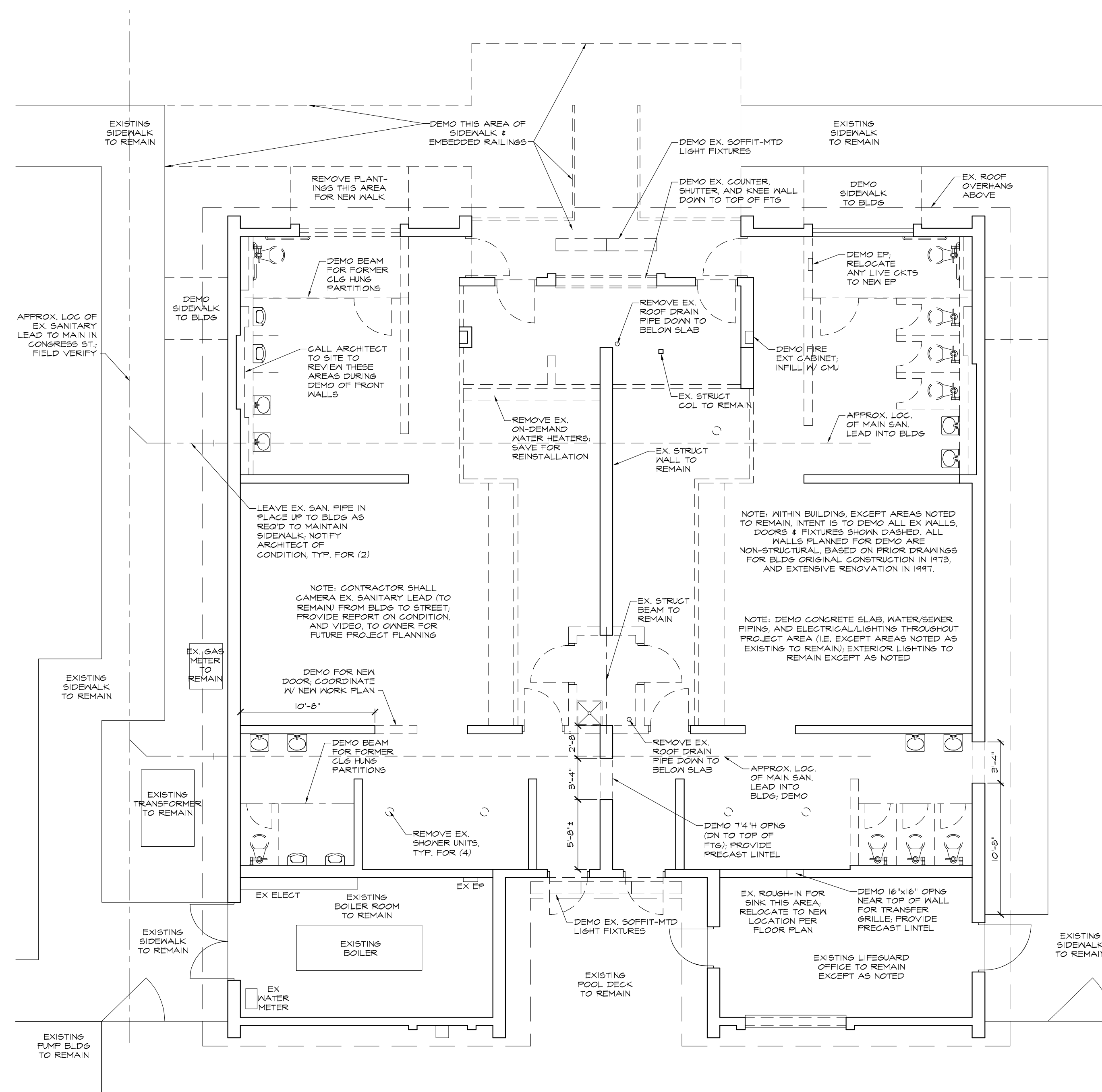
① ROOF PENETRATION INFILL 1'-1/2" = 1'-0"



DEMOLITION ROOF PLAN



NORTH DEMO ELEVATION



DEMOLITION FLOOR PLAN

Cornerstone
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734.663.7580
210 Collingwood, Ste. 106
Ann Arbor, MI 48103
info@cdiarchitects.com

Client:

Friends Of
Rutherford
Pool

975 Congress
Ypsilanti, MI 48197
ph: 734.649.1266

Project:

Poolhouse Renovation

975 Congress
Ypsilanti, MI 48197

Revisions: _____
Bidding: 6/24/19

Date:	6/20/19
Drawn:	DJE
Project No.:	201912
Scale:	AS SHOWN
Approved:	

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Drawing Title:

Demolition Plans & Elevation

Sheet No.:

D-1

Client:

Friends Of
Rutherford
Pool

975 Congress
Ypsilanti, MI 48197
ph: 734.649.1266

Project:

Poolhouse
Renovation

975 Congress
Ypsilanti, MI 48197

Revisions:
Bidding: 6/24/19

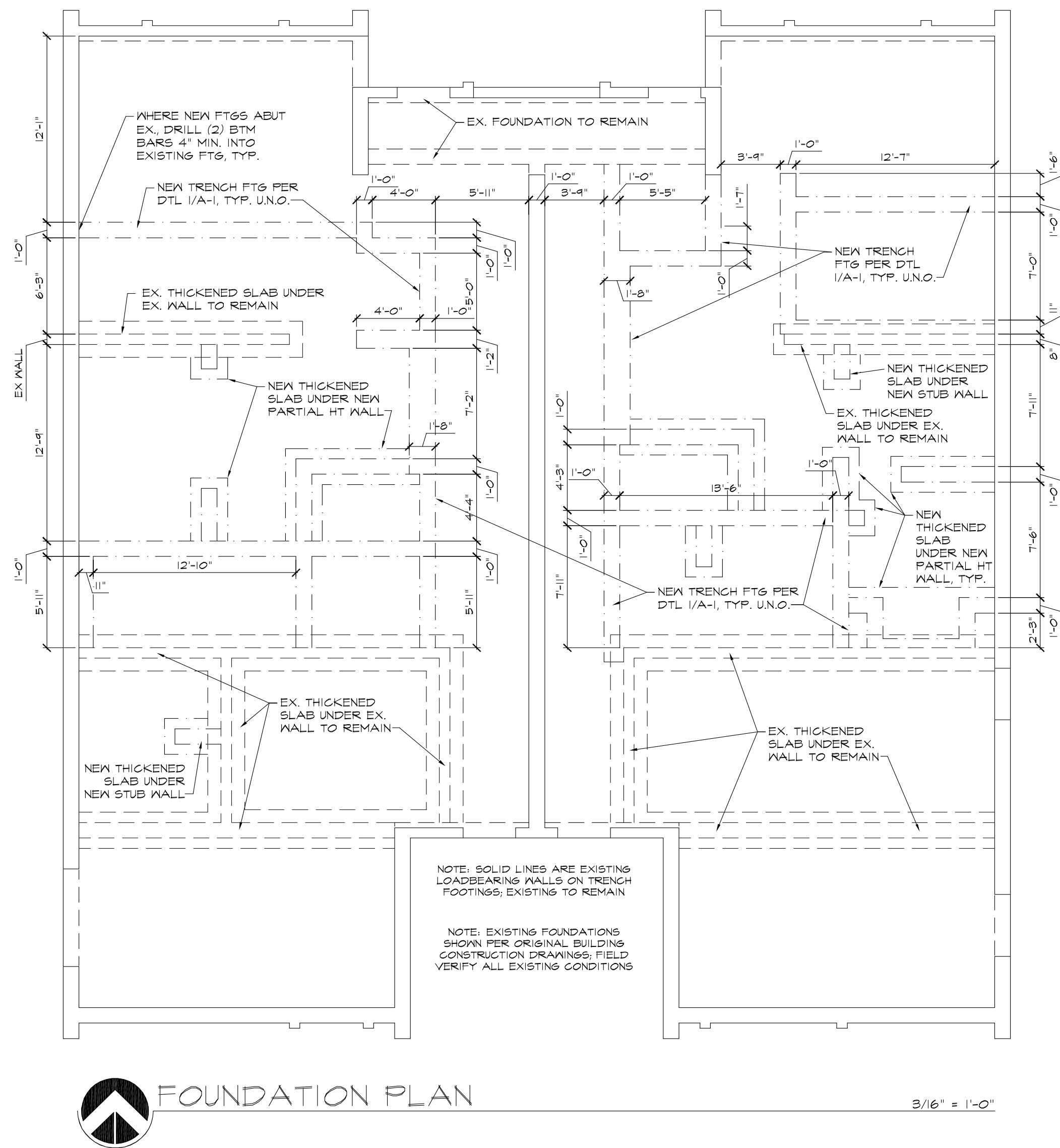
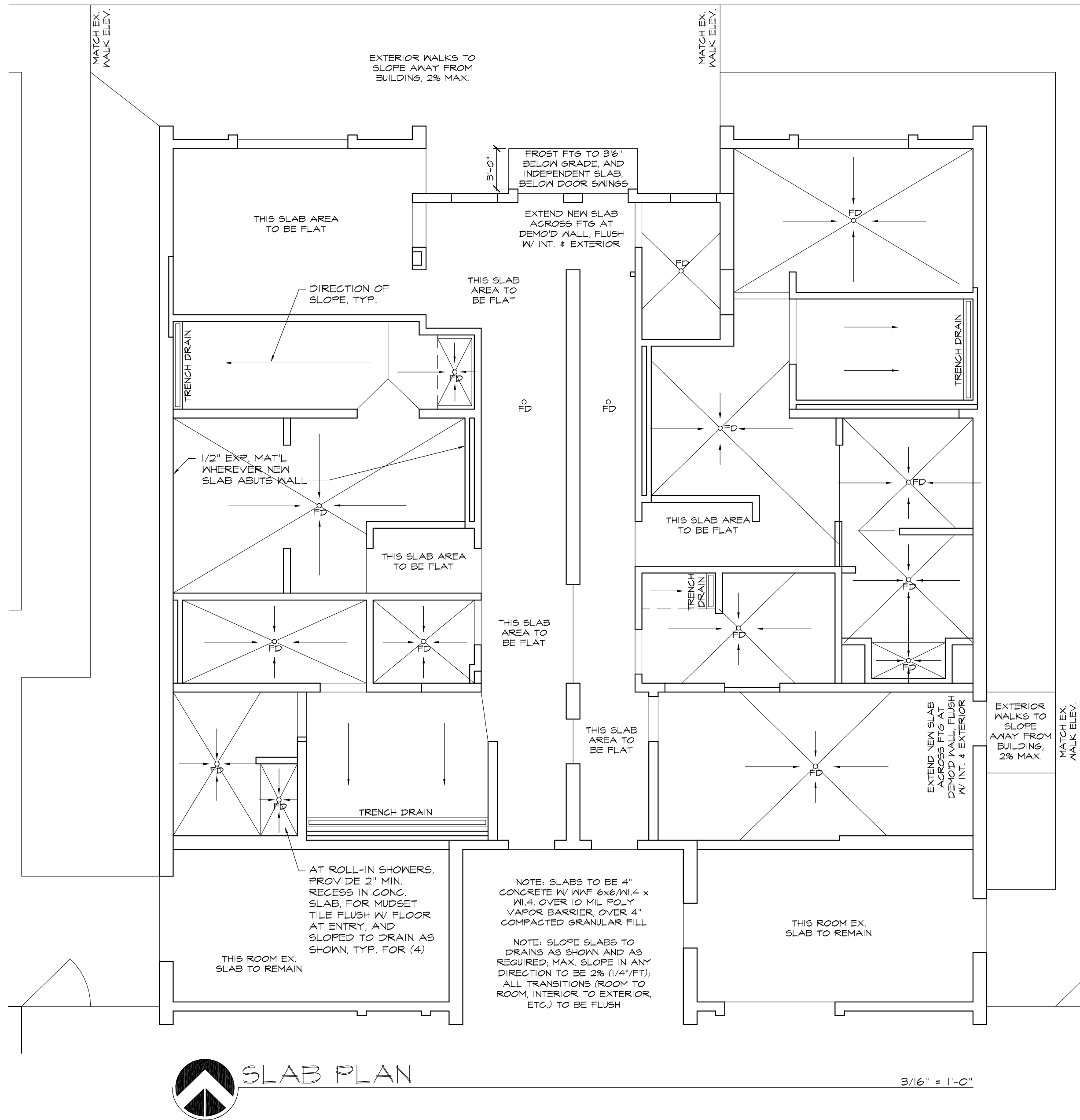
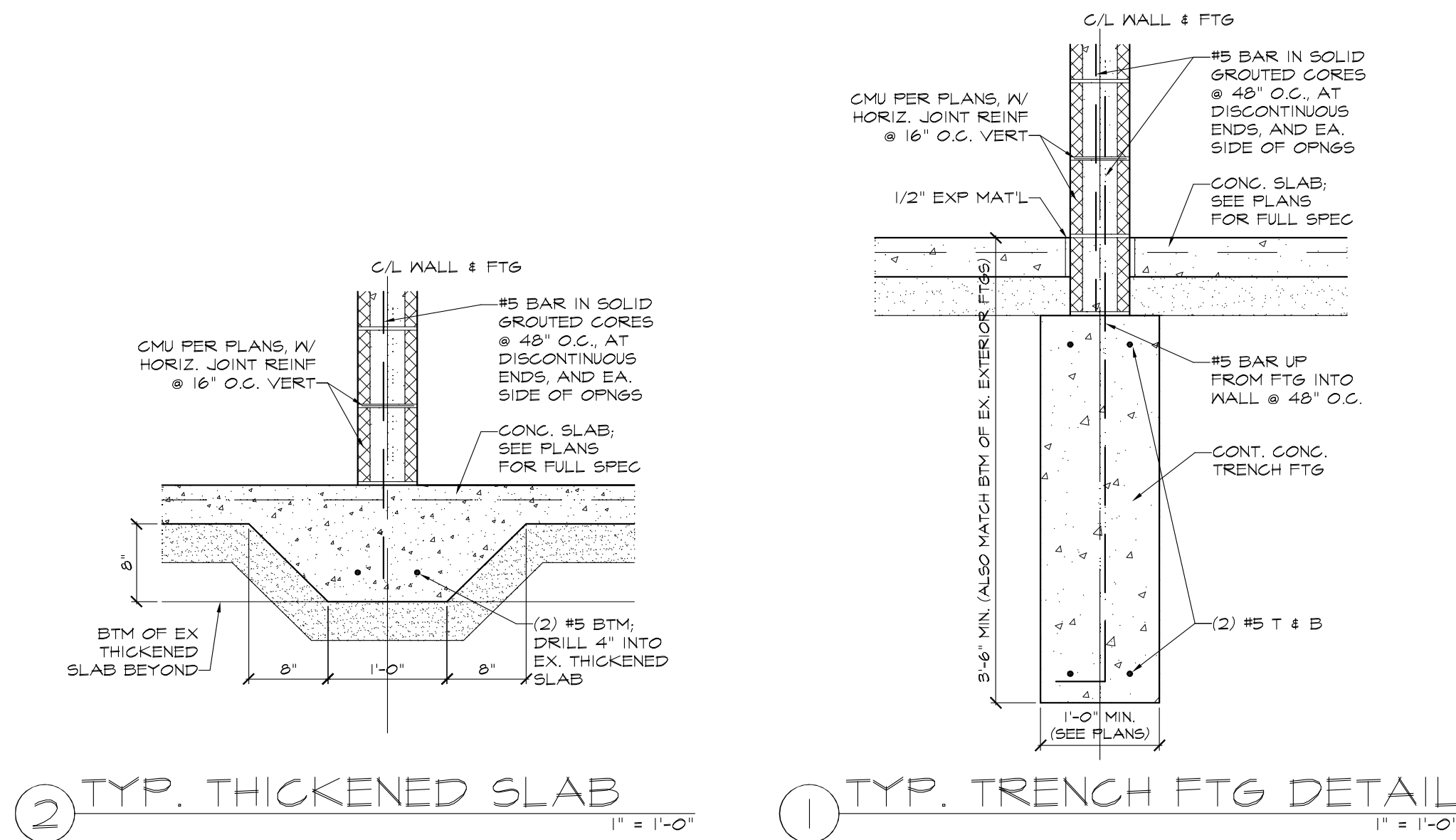
Date: 6/20/19
Drawn: DJE
Project No.: 201912
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Drawing Title:

Foundation
& Slab Plans

Sheet No.:

A-1



Client:

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Pool

975 Congress
Ypsilanti, MI 48197
ph: 734.649.1266

Project:

Poolhouse
Renovation

975 Congress
Ypsilanti, MI 48197

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Project No.: 201912
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Drawing Title:

Floor Plan

Sheet No.:
A-2

ARCHITECTURAL LEGEND

NOTE: SEE PLANS FOR WALL THICKNESSES

EXISTING WALL TO BE DEMOLISHED
EXISTING WALL TO REMAIN

NEW WALL: CMU W/ HORIZ.
JOINT REINF. @ 16" O.C. VERT.

DOOR NUMBER: SEE SCHEDULE

3066 WINDOW DOOR OR CASED OPENINGS
(CO) SIZE (3066 = 3'-0" W x 6'-8" H)

DS DOWNSPOUT

FD FLOOR DRAIN

DUPLEX OUTLET

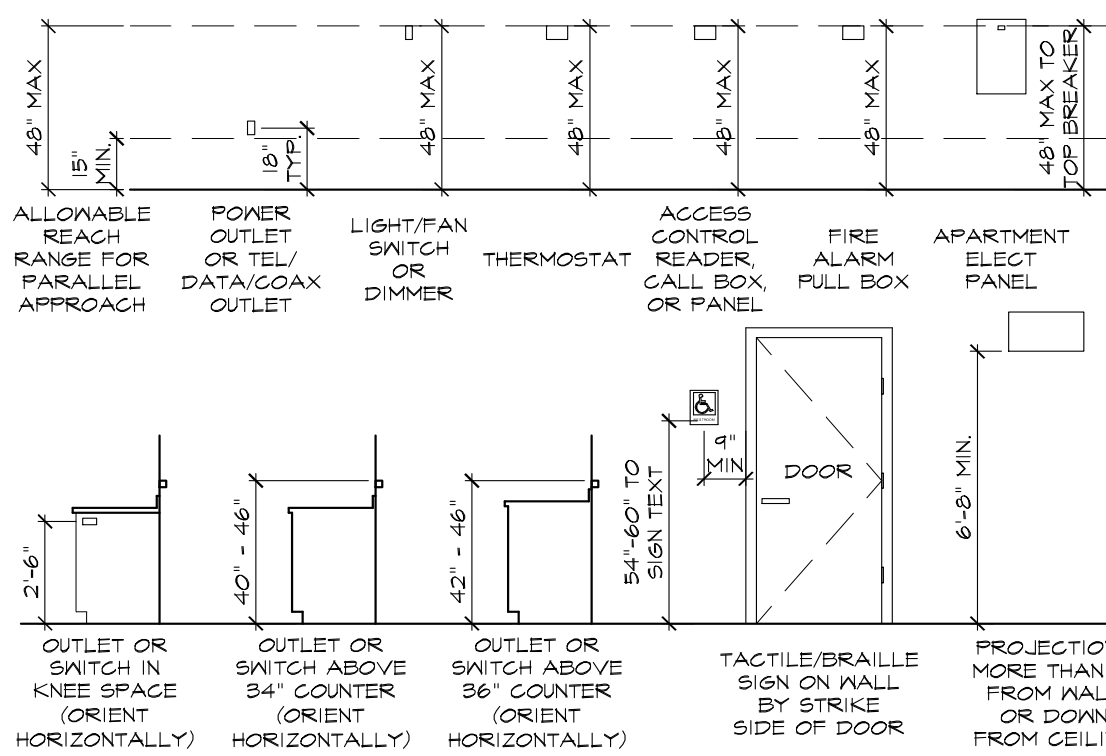
WEATHERPROOF OUTLET

GROUND FAULT INTERRUPT OUTLET

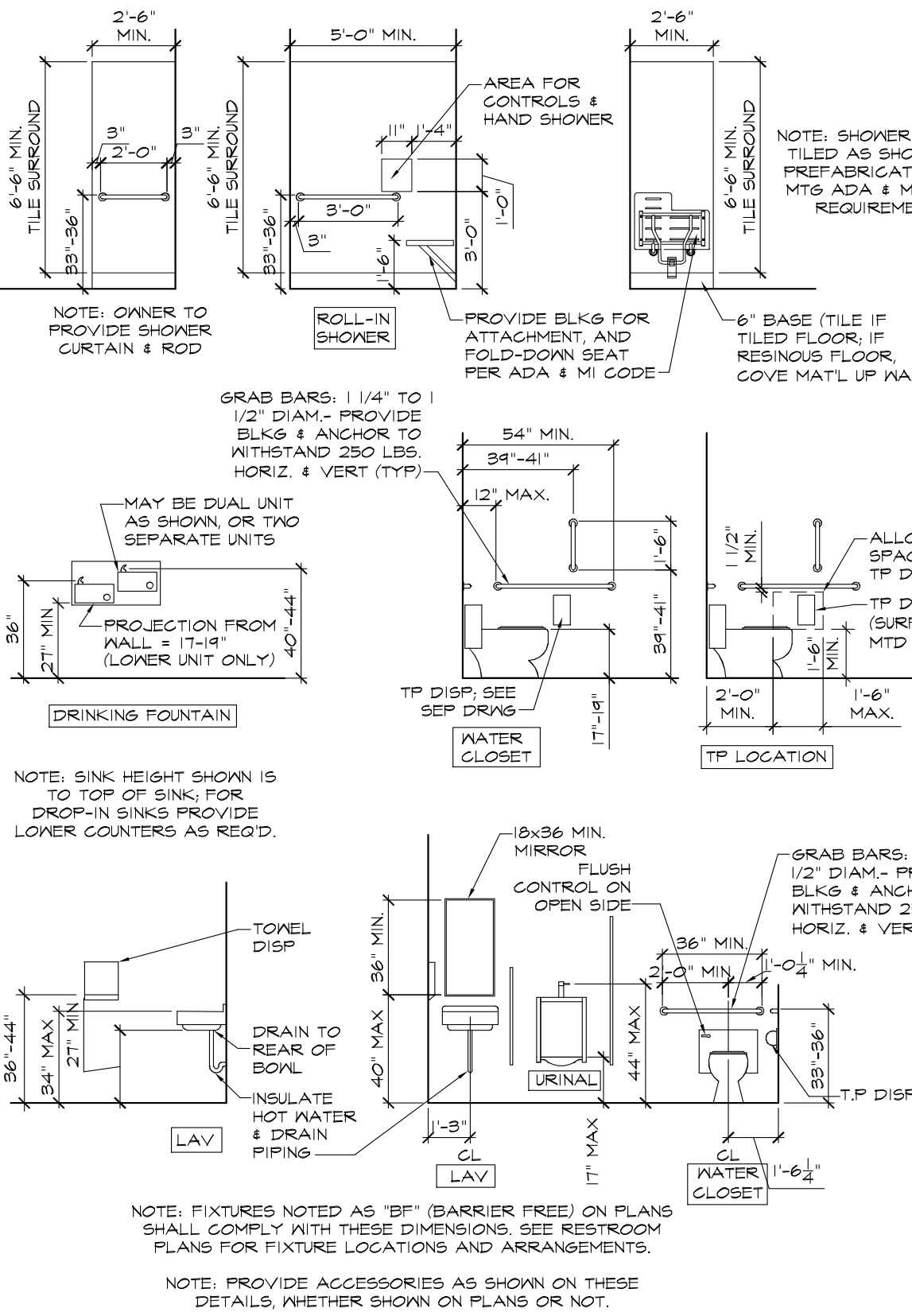
TEL NETWORK/DATA BOX W/ CONDUIT TO
ABOVE CEILING (WIRING & JACK BY OWNER)

FROST-PROOF HOSE BIB

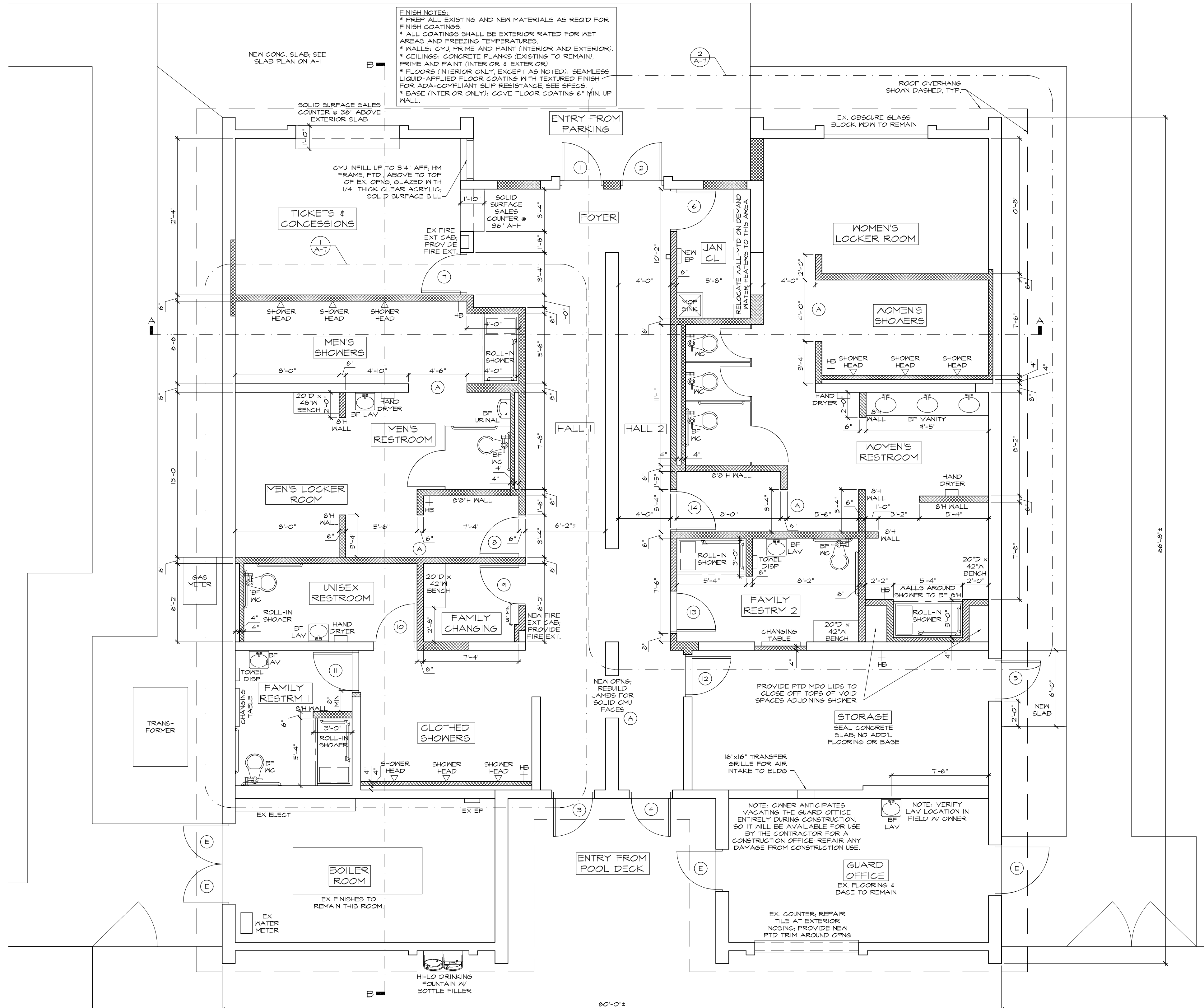
NOTE: INSTALL ALL OUTLETS & JACKS CENTERED AT 16" AFF
UNLESS A DIFFERENT HEIGHT IS NOTED WITH THE OUTLET



ACCESSIBLE MTG HEIGHTS 1/4" = 1'-0"



RESTROOM FIXTURE ELEVATIONS 1/4" = 1'-0"



FLOOR PLAN

1/4" = 1'-0"

Friends Of
Rutherford
Pool

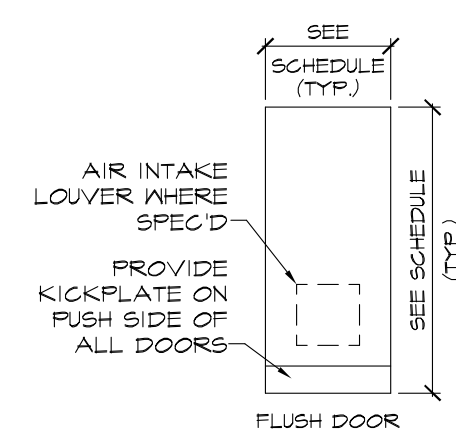
Project:

975 Congress
Ypsilanti, MI 48197

Date: 6/20/19
 Drawn: DJE
 Project No.: 201912
 Scale: AS SHOWN

Drawing Title:

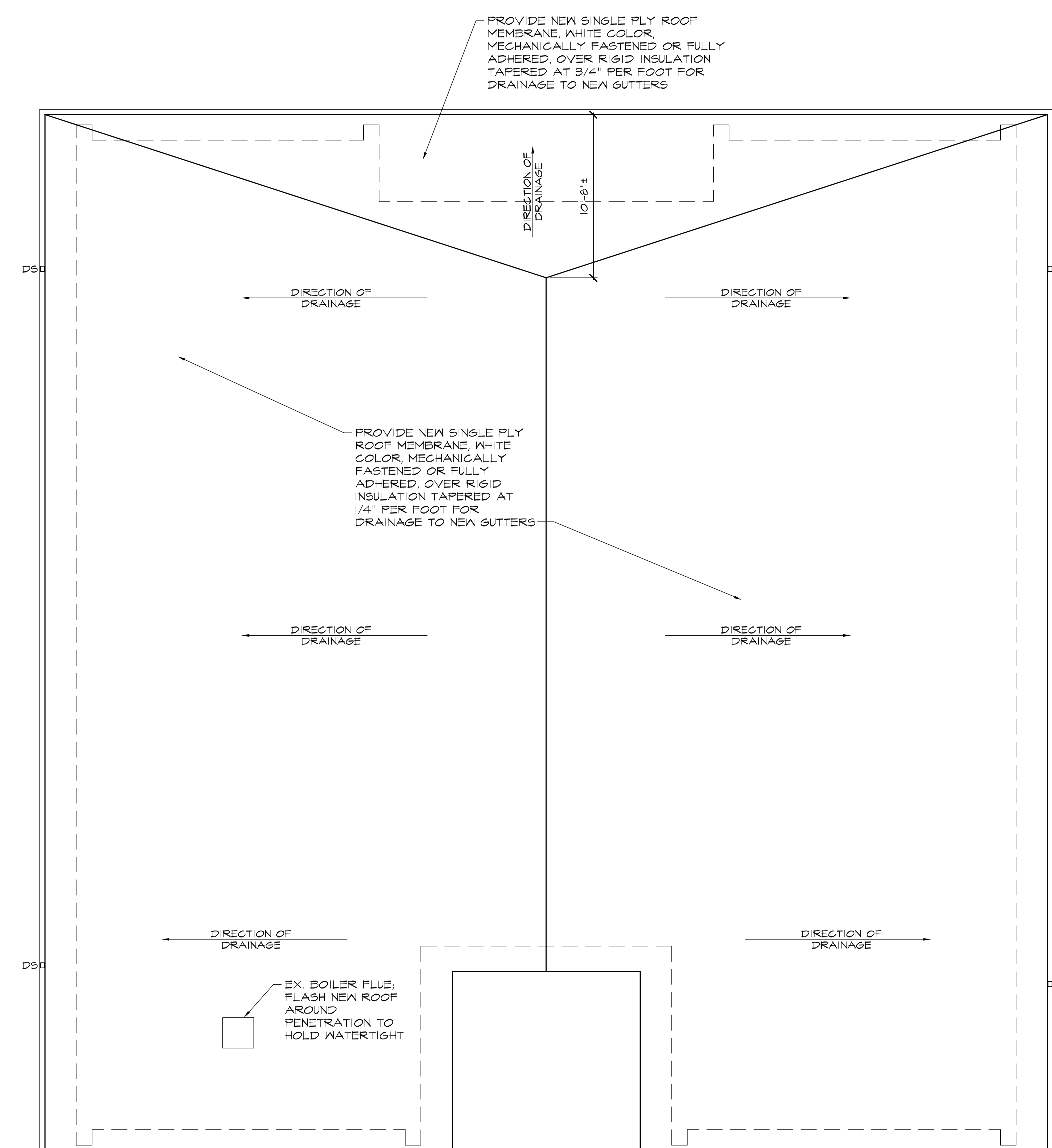
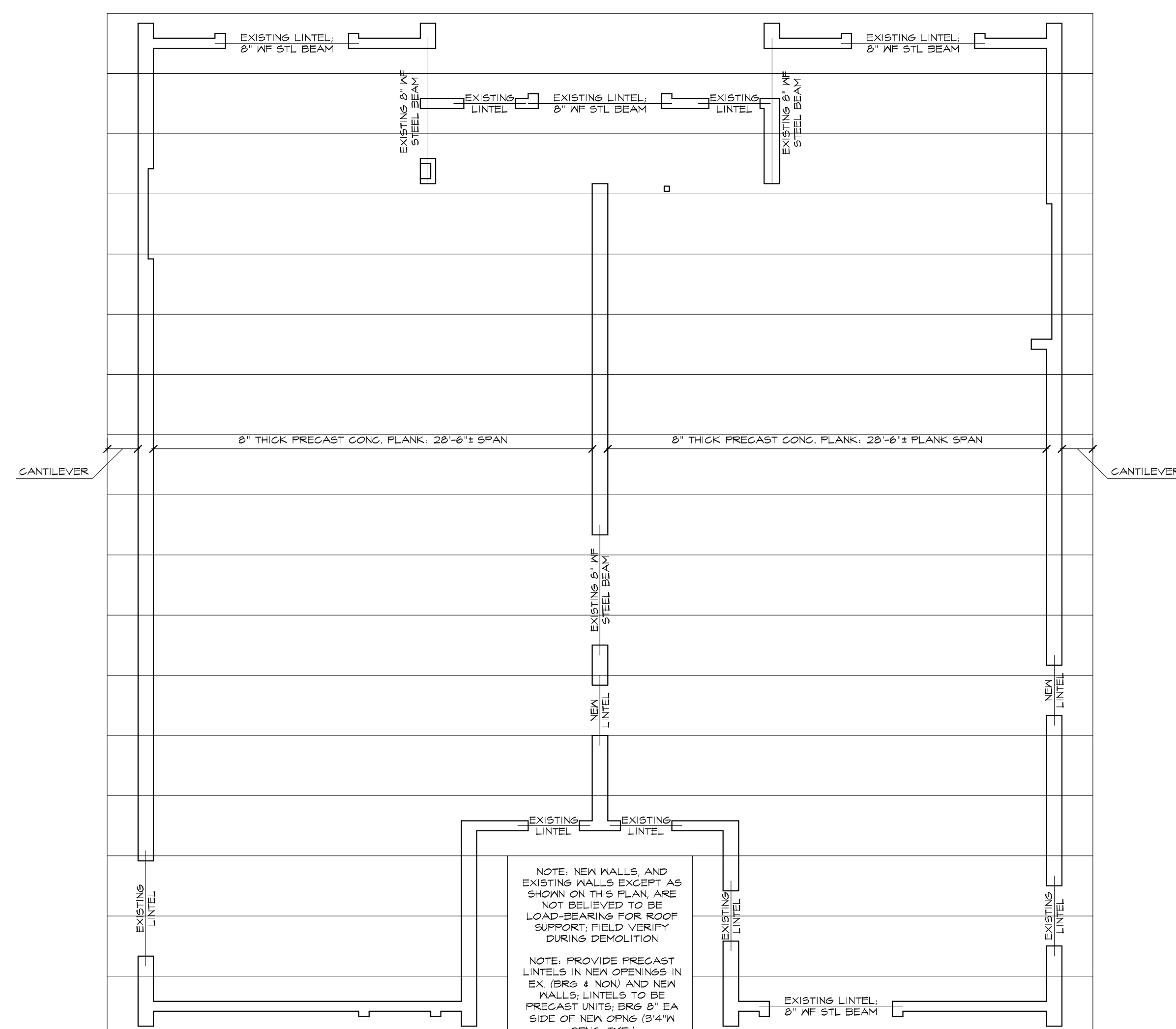
Sheet No.: A-3



ABBREVIATIONS:

F: FLUSH DOOR
HMI: HOLLOW METAL,
INSULATED &
GALVANIZED
HM: HOLLOW METAL,
GALVANIZED

NOTE: PROVIDE ALL
DOORS WITH
HINGES OR PIVOTS
PER SPECS

[illegible]

Client:

Friends Of
Rutherford
Pool

975 Congress
Ypsilanti, MI 48197
ph: 734.649.1266

Project:

Poolhouse
Renovation

975 Congress
Ypsilanti, MI 48197

Revisions:
Bidding: 6/24/19

Date: 6/20/19
Drawn: DJE
Project No.: 201912
Scale: AS SHOWN

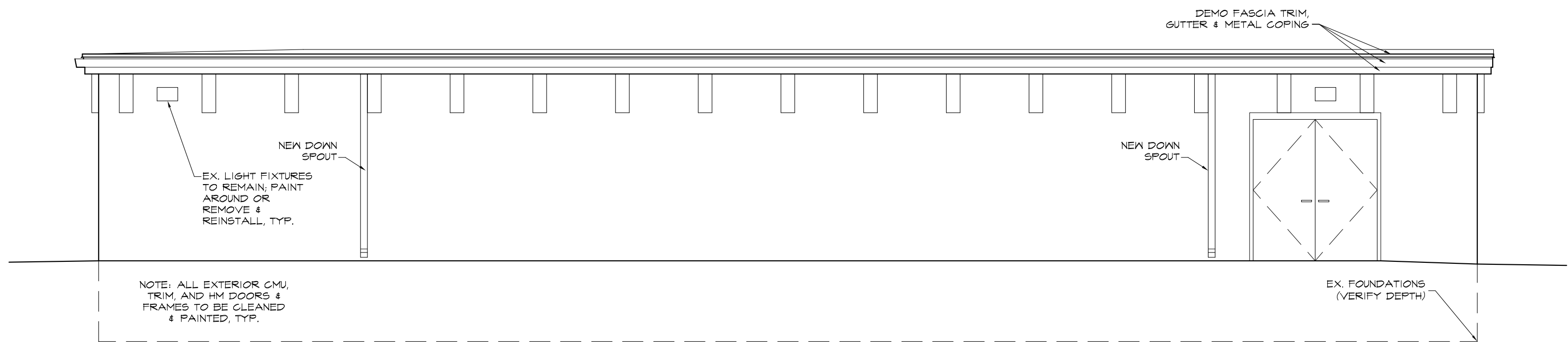
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Drawing Title:

Exterior
Elevations

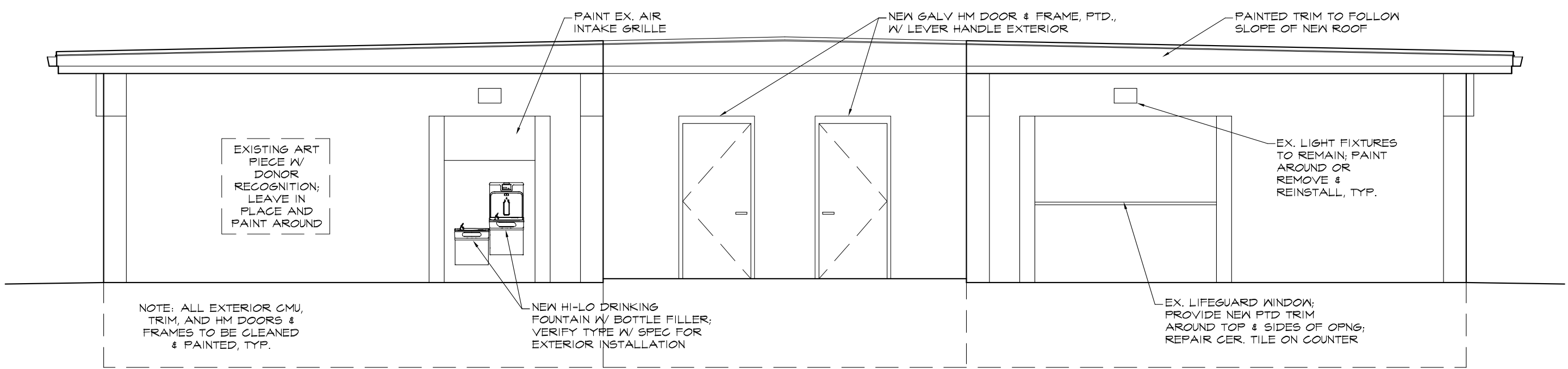
Sheet No.:

A-4



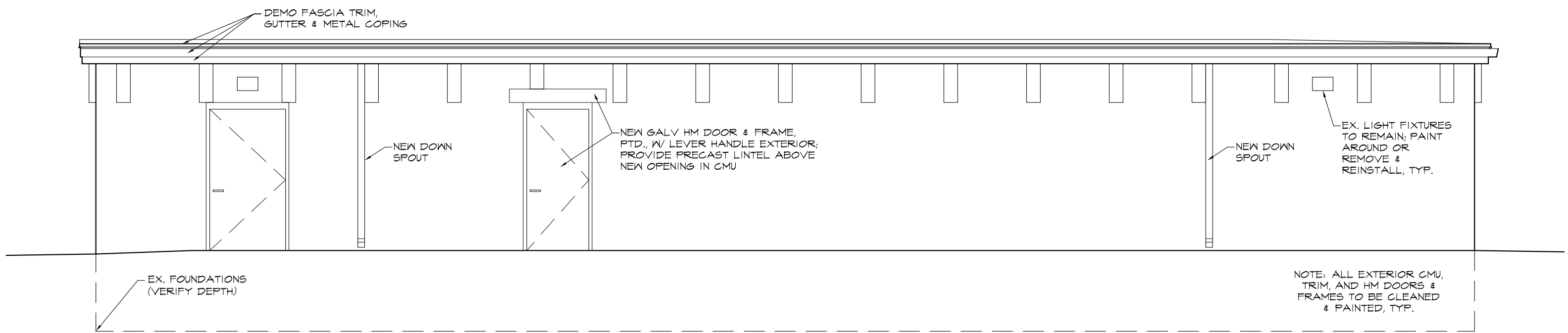
WEST ELEVATION

1/4" = 1'-0"



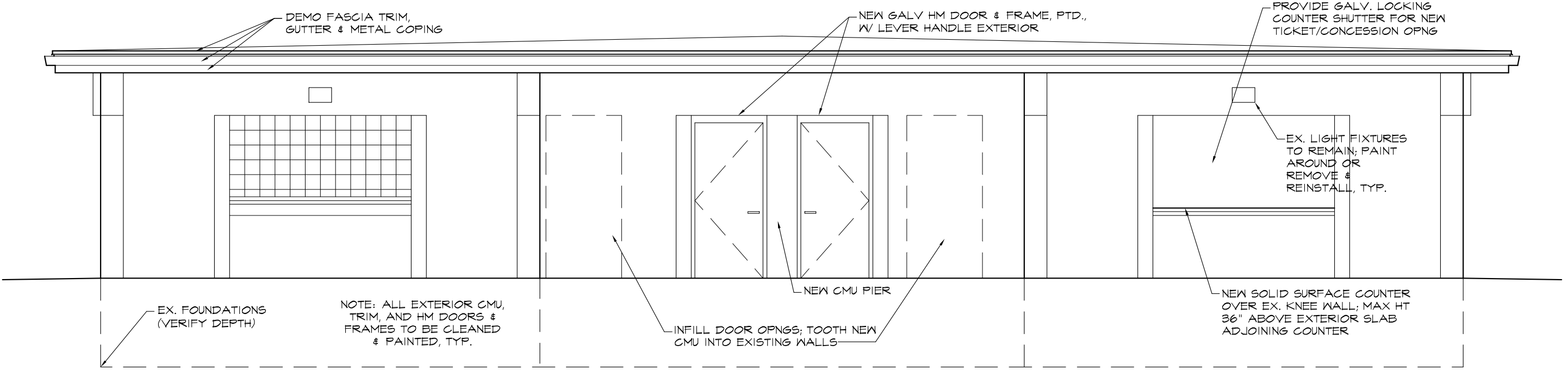
SOUTH ELEVATION

1/4" = 1'-0"



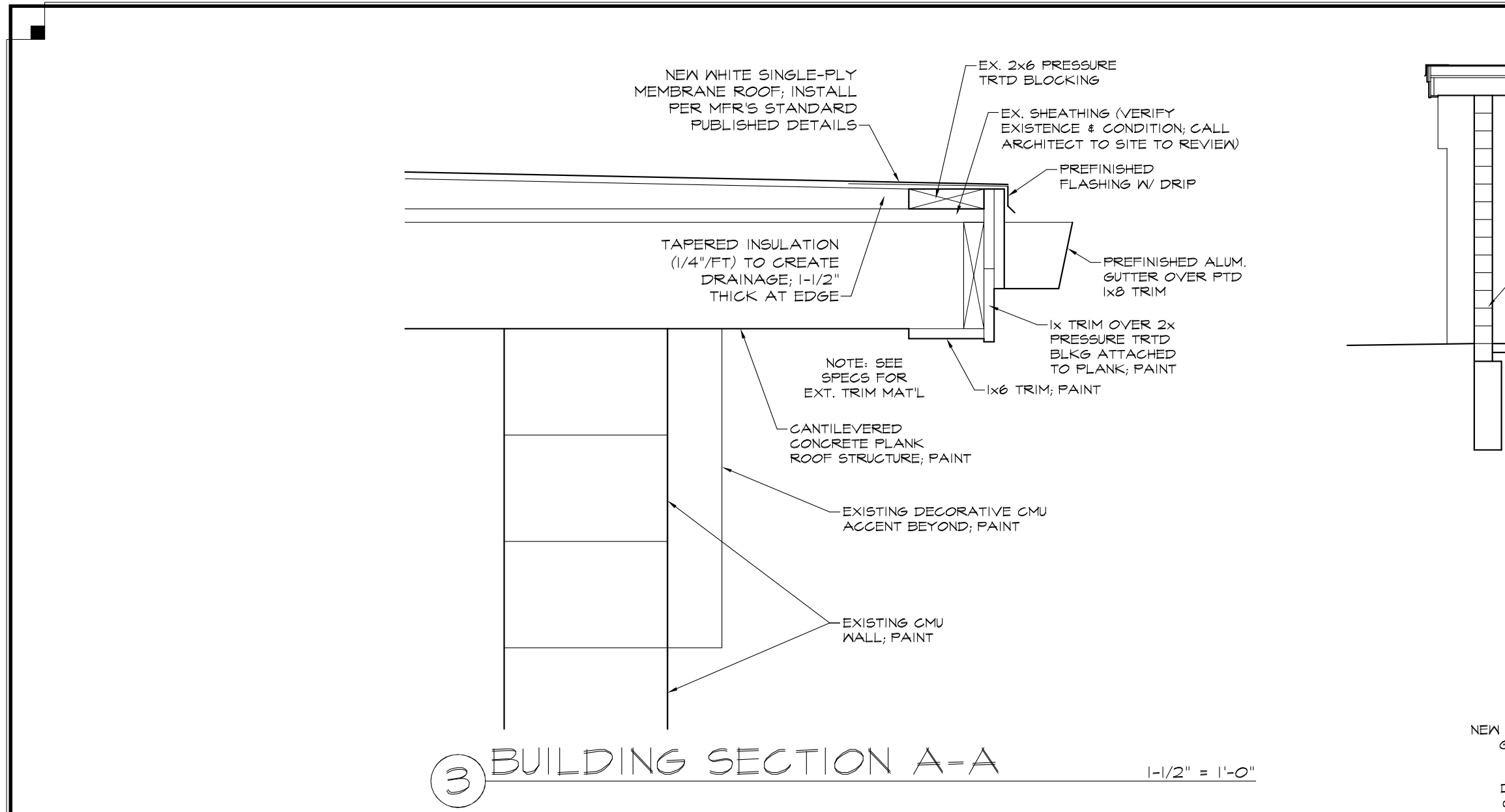
EAST ELEVATION

1/4" = 1'-0"

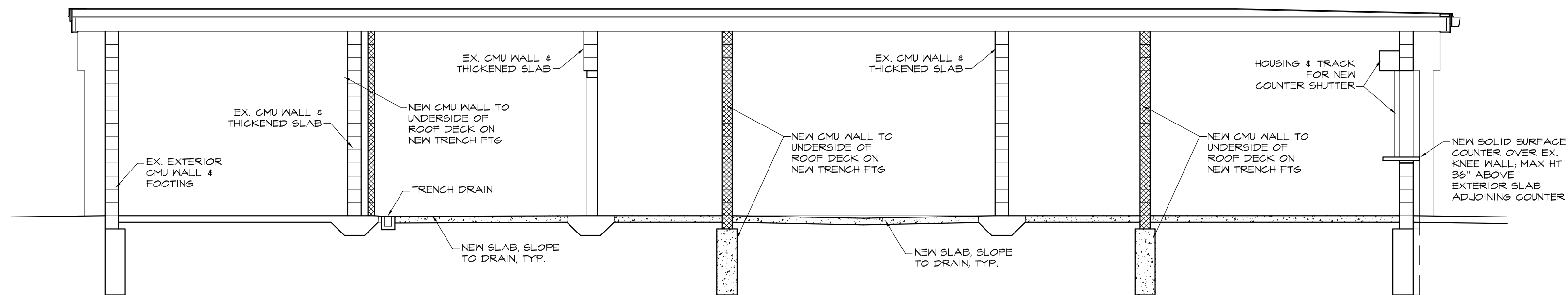


NORTH ELEVATION

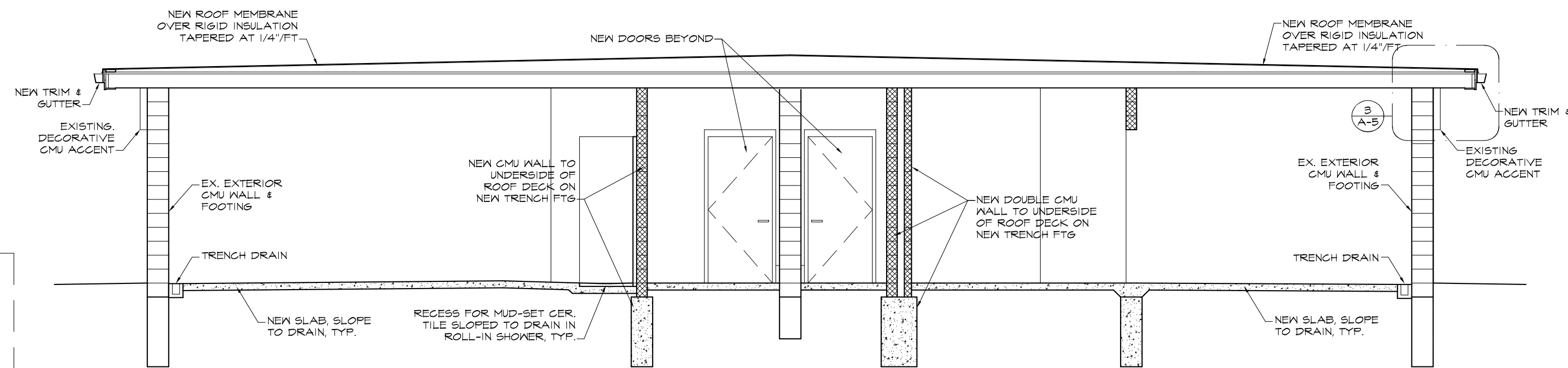
1/4" = 1'-0"



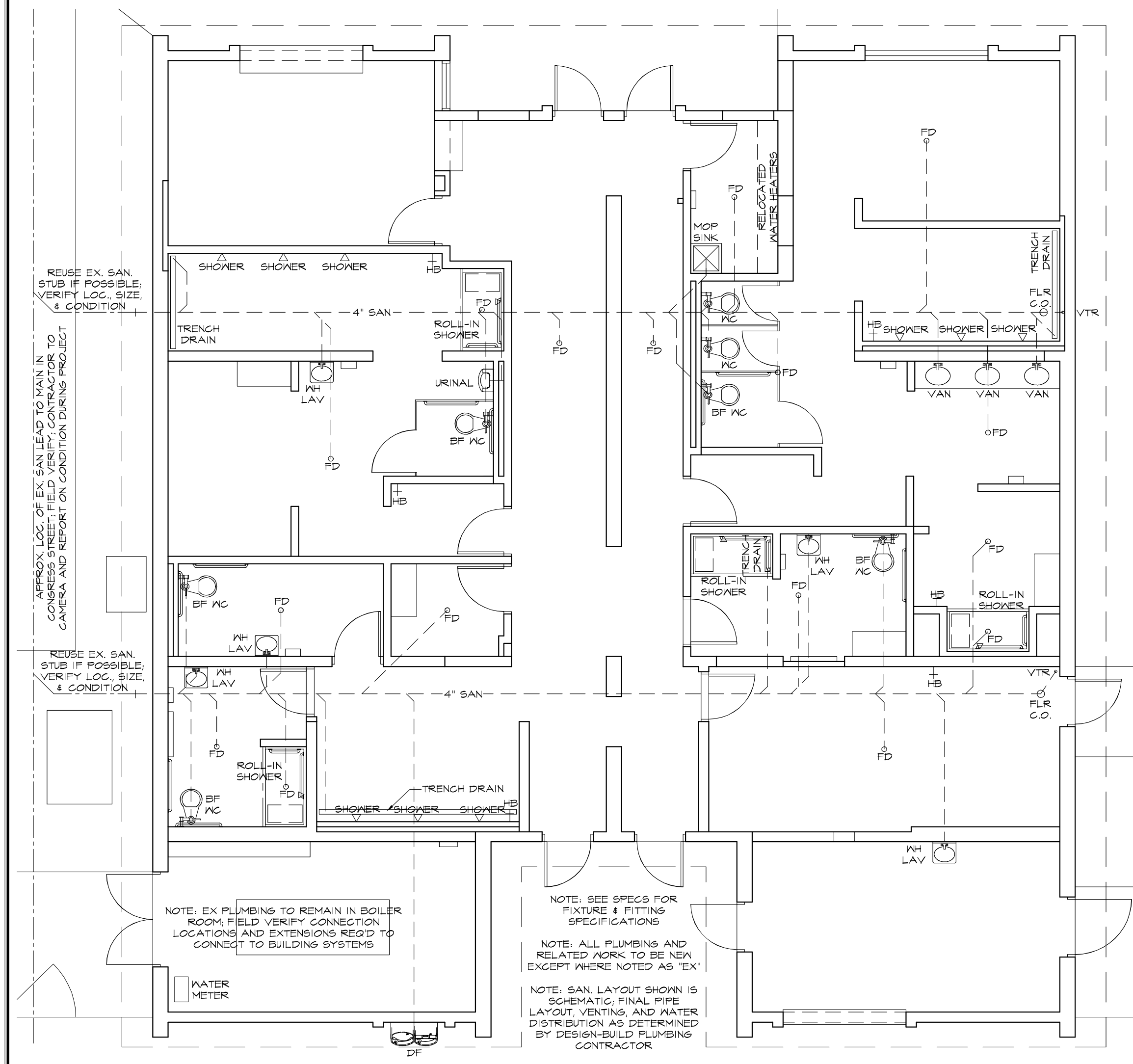
3 BUILDING SECTION A-A 1-1/2" = 1'-0"



2 BUILDING SECTION B-B 1/4" = 1'-0"



1 BUILDING SECTION A-A 1/4" = 1'-0"



PLUMBING PLAN 3/16" = 1'-0"

Cornerstone
Design
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734.653.7580
210 Collingwood, Ste. 108
Ann Arbor, MI 48103
info@cdiarchitects.com

Client:

Friends Of
Rutherford
Pool

975 Congress
Ypsilanti, MI 48197
ph: 734.649.1266

Project:

Poolhouse
Renovation

975 Congress
Ypsilanti, MI 48197

Revisions:
Bidding: 6/24/19

Date: 6/20/19
Drawn: DJE
Project No.: 201912
Scale: AS SHOWN

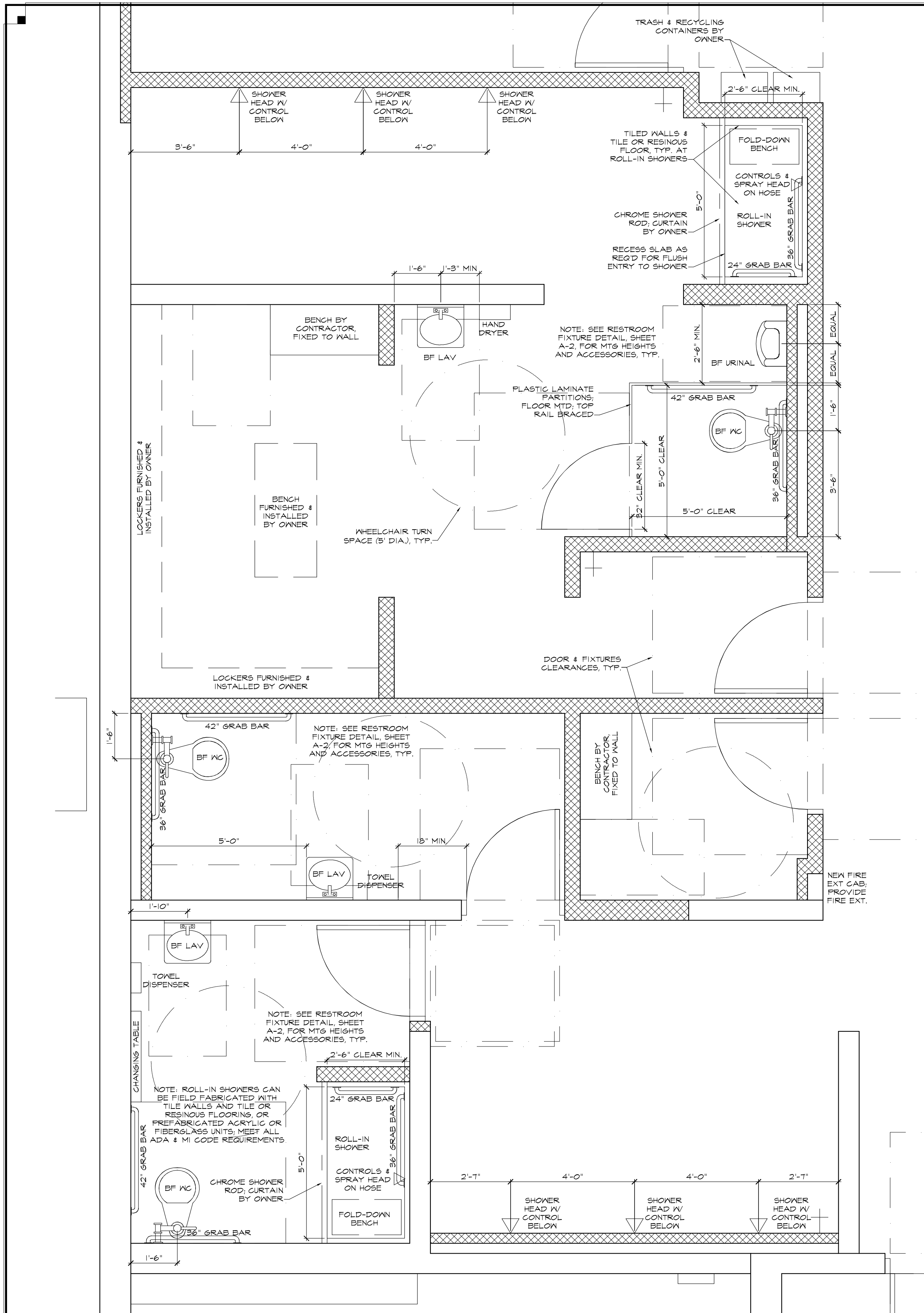
Approved:
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Drawing Title:

Building
Sections &
Plumbing
Plan

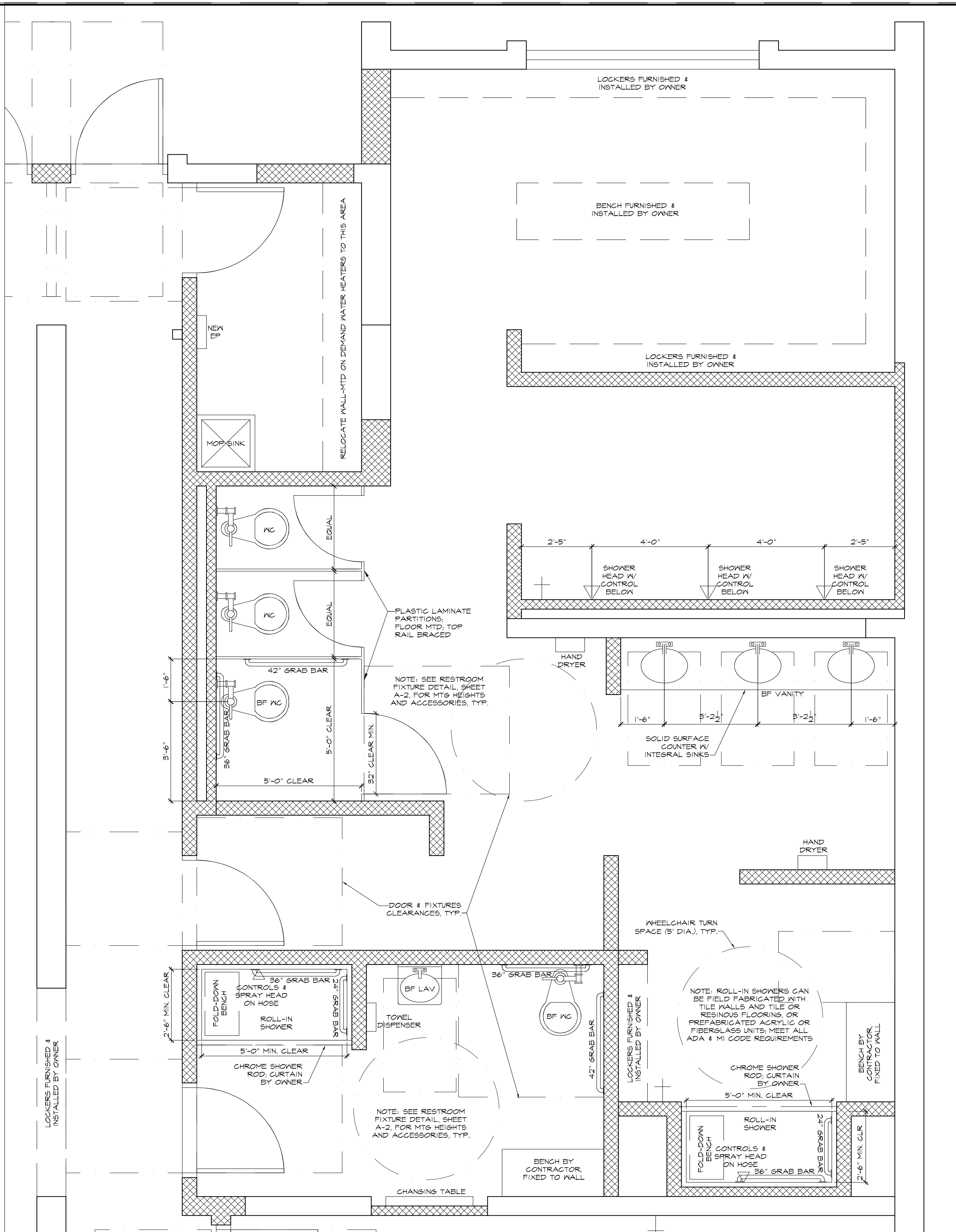
Sheet No.:

A-5



WEST SIDE ENLARGED PLAN
SEE FLOOR PLAN ON A-2 FOR WALL LOCATIONS AND THICKNESSES

3/8" = 1'-0"



EAST SIDE ENLARGED PLAN
SEE FLOOR PLAN ON A-2 FOR WALL LOCATIONS AND THICKNESSES

3/8" = 1'-0"

Cornerstone
Design
Inc

734.653.7580
210 Collingwood, Ste. 108
Ann Arbor, MI 48103
info@cdiarchitects.com

Client:

Friends Of
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975 Congress
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Project:

Poolhouse
Renovation

975 Congress
Ypsilanti, MI 48197

Revisions:

Bidding: 6/24/19

Date: 6/20/19

Drawn: DJE

Project No.: 201912

Scale: AS SHOWN

Approved:

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Drawing Title:

Enlarged
Plans

Sheet No.:

A-7



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Joe Meyers
DATE: July 16, 2019
SUBJECT: Right of First Refusal – July 16, 2019

DESCRIPTION:

Right of First Refusal – July 16, 2019

SUMMARY:

Annually the County Treasurer forecloses on properties that are three years delinquent in taxes. When the County Treasurer forecloses and chooses to list properties for foreclosure auction sale, the local unit of government can request to use the right of first refusal to obtain property within the jurisdiction. If the local unit of government requests this action the Treasurer must determine if the local unit will utilize the property for a public purpose. If it is determined that the property will be used for a public purpose the local unit of government must pay the lowest bid, which is the taxes due for the property.

This year there was only one parcel that interested City staff. The property located at 206-210 N. Washington has been identified as a dangerous building since a fire damaged the building in January 2017. After fire it came to the city's attention that the former building owner did not have insurance on the property. Over the next two years the former building owner tried and was approved for special use permits to reconstruct the building's interior. Once it became apparent that the property owner would not be able redeem the property for taxes, the city met with the County Treasurers office to see what could be done. The property was a 16 unit apartment complex on a half an acre. The city is eligible to purchase the property under the first rights of refusal for \$101,977.

The building has been on our dangerous buildings list with the building department and under the process of Demolition by Neglect by the Historic District Commission since the work stopped progressing after fire. Properties in similar condition have posed challenges for the city when they are bought at the tax foreclosure auction. Most recently the building at 2 W. Forest, also known as the Farm Bureau, was bought at auction in 2015. The property is vacant to this day and little work has been done to bring it out from the dangerous buildings list.

In my expertise, I believe that, due to the substantial damage to the building, the only incentives that can work to get this redeveloped are a combination federal program that deal with historic resources and low income individuals. Additionally, in speaking with a few potential developers, the property does not make financial sense without substantial financial incentives.

With this I propose a plan to acquire the building from the county utilizing our funding from the Affordable Housing Fund and the Dangerous Building Escrow fund. Currently we have \$75,000 in the affordable housing fund and \$43,800 in the dangerous buildings escrow fund. This would be the first use of the affordable housing fund and the first use of the dangerous building escrow fund. The purpose of the dangerous building escrow fund is to collect a monthly fee from dangerous buildings to demolish as necessary. In 2016 the city demolished 8 houses and the fees have sat in the fund for a special project.

If acquired the property, the city will put out an RFQ for affordable housing on the site with a preference for senior housing. Once the property is purchased the entire amount of \$101,977 will be put back into the Affordable housing fund.

RECOMMENDED ACTION: Staff recommends the purchase of 206-210 N. Washington by Right of First Refusal from Washtenaw County Treasurer by taking \$75,000 (Fund 102) out of the Affordable Housing Fund and \$26,977 (Fund 101-255-01) out of the dangerous buildings escrow fund.

ATTACHMENTS:

Resolution, Photos, & Map

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2019-162
July 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, 206-210 N Washington Street was foreclosed on by the Washtenaw County Treasurer for nonpayment of property taxes; and

WHEREAS, The City of Ypsilanti has the Right of First Refusal for properties being sold at tax auction by the Country Treasurer; and

WHEREAS, it is in the best interest of the public for the City to acquire the parcel containing a dangerous building for the price of \$101,977; and

WHEREAS, the City intends on using the property for affordable housing with a preference on senior housing.

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approves the use of It's Right of First Refusal to acquire the property located at 206-210 N. Washington and authorizes the City Manager to pay \$101,977 to the County Treasurer with \$75,000 (Fund 102) to come out of the Affordable Housing Fund and \$26,977 (Fund 101-255-01) to come out of the Dangerous Buildings Escrow fund.

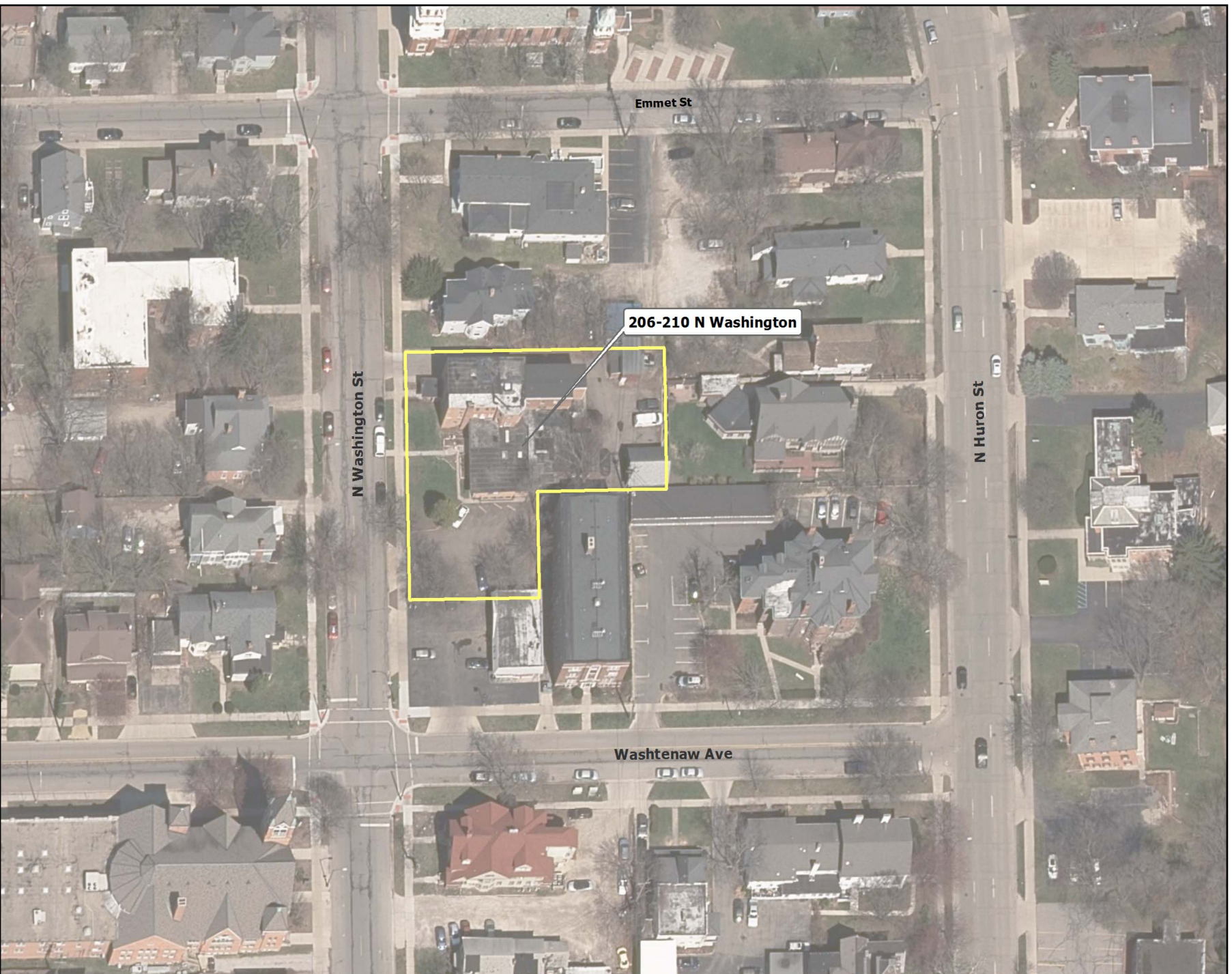
OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this 16 day of July 2019

#Resolution No. 2019-162















REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Brad Holman, Frances McMullan, Joe Meyers
DATE: July 16, 2019
SUBJECT: Solid Waste Collection & Disposal Contract

DESCRIPTION:

Solid Waste Collection & Disposal Contract

SUMMARY:

The City has contracted with Republic Services for solid waste collection services since 2014 and the contract expires on September 23, 2019.

Pre-Bid Process

Prior to the bidding process staff conducted a meeting with Republic Services to explore the possibility of renewing the current contract. After the discussion, it was decided to rebid the service to see if any savings could be achieved.

RFP Process

The RFP document was drafted to mirror the 2014 RFP, with the following exceptions:

- **Contract Term:** the current contract term with Republic Services is five (5) years. The RFP requested bids for a five (5) year contract and three (3) year contract.
- **Alternative Bids:** the City requested bids for two alternatives
 - **Brown Waste w/ roll offs (per pull)** - the City has one 20-cubic yard roll off certified for brown waste; currently the City pays Advanced Disposal at \$300 per pull.

- **On Call Pick Ups (per hour)** - currently this service is included in the City's contract with Advanced Disposal for \$100 per hour. On call pickups include waste materials cleaned from various sites (e.g. litter, abatement enforcement, storm related damage, etc...).

RFP Timeline

RFP is released – May 20, 2019

Clarifying questions are due to the City – June 10, 2019

City releases answers to questions/Pre-proposal Conference – June 17, 2019

Proposals are due – July 1, 2019-by 2:00 p.m.

City recommends hauler for City Council consideration – July 16, 2019

Bid Highlights

3 YEAR BID TOTALS Year 1	Stevens Disposal	Republic Services	GFL	Advanced	CURRENT TOTALS
Collection & Disposal	\$448,308.00	\$480,330.00	\$637,237.80	\$522,599.00	\$458,087.88
Price per Household based on 5337 Household s	\$7.00	\$7.50	\$9.95	\$8.16	\$7.15
Alternative 1: Brown Waste w/ Roll Off (per pull)	\$500.00	\$545.00	\$325.00	\$340 - \$400	\$420 per pull
Alternative 2: On Call Pick Ups (hourly)	\$250.00	\$175.00	\$200	\$175 - \$173	182.39 per pull
Additional Bag Tag	\$2.00	\$3.25	\$2.50	\$3.00	\$3.00
Other Highlights	Escalation Variable – 4% Riverview Land Preserve Corporate Headquarter	Escalation Variable – 3.5% Disposal Site – Canton MI Corporate Headquarter	Escalation Variable – 3% Disposal Site- Woodland Meadows Corporate	Escalation Variable – 3% Disposal Site – Arbor Hills Corporate Headquarter	Escalation Variable – 3.5% Disposal Site – Canton MI Corporate Headquarter

3 YEAR BID TOTALS Year 1	Stevens Disposal	Republic Services	GFL	Advanced	CURRENT TOTALS
	s – Peterburg MI Operating Center – Peterberg MI	s – Delaware Operating Center – Wayne MI	Headquarter s – Southfield Operating Center – Wayne MI	s – Pont Vendra, FL Operating Center – Whitmore Lake MI	s – Delaware Operating Center – Wayne MI

5 YEAR BID TOTALS Year 1	Stevens Disposal	Republic Services	GFL	Advanced	CURRENT TOTALS
Collection & Disposal	\$432,297.00	\$ 464,319.00	\$637,237.80	\$522,599.00	\$458,087.88
Price per Household based on 5337 Household s	\$6.75	\$7.25	\$9.95	\$8.16	\$7.15
Alternative 1: Brown Waste w/ Roll Off (per pull)	\$500.00	\$545.00	\$325.00	\$340 - \$400	\$300 per pull
Alternative 2: On Call Pick Ups (hourly)	\$250.00	\$175.00	\$200	\$175 - \$173	100 per pull
Additional Bag Tag	\$2.00	\$3.25	\$2.50	\$3.00	\$3.00
Other Highlights	Escalation Variable – 4% Riverview Land Preserve Corporate Headquarter s – Peterburg MI	Escalation Variable – 3.5% Disposal Site – Canton MI Corporate Headquarter s – Delaware	Escalation Variable – 3% Disposal Site- Woodland Meadows Corporate Headquarter s –	Escalation Variable – 3% Disposal Site – Arbor Hills Corporate Headquarter s – Pont Vendra, FL	Escalation Variable – 3.5% Disposal Site – Canton MI Corporate Headquarter s – Delaware

5 YEAR BID TOTALS Year 1	Stevens Disposal	Republic Services	GFL	Advanced	CURRENT TOTALS
	Operating Center – Peterberg MI	Operating Center – Wayne MI	Southfield Operating Center – Wayne MI	Operating Center – Whitmore Lake MI	Operating Center – Wayne MI

Selection Criteria & Evaluation Process

The RFP included four sets of criteria for staff to evaluate bidders on their cost and technical proposal:

- Experience/Strength of Operations & Customer Service
- Strength of Technical Proposal
- Cost Effectiveness of Financial Proposal
- Promotes Clean Environment & Energy Efficiency

The City also reserved the right to accept or reject any part or combination of the proposals.

When evaluating the bids, staff weighed Experience/Strength of Operations & Customer Service and Cost Effectiveness of Financial Proposal with greater weight than the other two criteria. The Department of Public Services (DPS) and citizens have been had concerns regarding the level of service provided by Republic Services, so it was important to select a contractor capable of maintaining a more elevated level of customer service.

Staff Recommendations

Collection & Disposal: based on the above-mentioned items, staff recommends that the City enter a three or five-year contract with Stevens Disposal for solid waste collection and disposal, based on the RFP specifications, and to begin on or about September 23, 2019.

- ***Analysis:***

The City has annually paid the current contractor, Republic Services, with a starting fee approximately \$414,927.36 which gradually increased 2.5% between the first and fourth year, with a final annual cost of \$458,002.15 for collection & disposal services, totaling \$2,180,994.47. Stevens Disposal & Recycling Stevens Disposal & Recycling Service, INC is offering a five-year contract with annual costs of \$432,297.00 which is scheduled to gradually increase 4% each year of

the contract. The final year cost of \$505,670.93 with 5-year expenditure of \$2,341,300.06. Stevens Disposal & Recycling Service, INC would offer a total savings of \$138,983.38.

Staff requested a quote for a 3 year contract which offer the benefit of a shorter commitment. The three year quote was 0.25 per household more equaling \$16,000 per year more than a five year quote. After running the numbers and having conversations with the newly formed regional waste authority, we find it best to go with a five year contract at it would at stability to the service and lock in the price for 5 years.

Alternatives 1 and 2: Staff recommend the City enter an agreement with GFL to provide brown waster Roll Off services, as indicated in Alternative 1. Staff recommends that the City accepts Stevens Disposal & Recycling, INC bids respectively for Alternative 2.

- **Alternative 1 Analysis (Brown Waste Roll Offs):** the City currently averages 45-60 pulls per year at \$300 per pull through Advanced Disposal. At current rates the costs projected for FY 2019-2020 are \$18,000. GFL offers a entry price of \$325, for a first year total of up to approximately \$19,500. GFL is offering a 5-year contract with an average annual increase 3% through the duration of the contract with a final annual cost of \$355.14, or up to approximately \$21,308.40.
- **Alternative 2 Analysis (On Call Pick Ups):** Given the rarity of DPS using this service, it was in the City's best interests to enter agreement with Stevens Disposal Recycling Service, INC. in the event this service is needed.

ATTACHMENTS:

Resolution & RFP

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2019-163
July 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City has been under contract with Republic Services for solid waste collection since September 9, 2014; and

WHEREAS, this contract expires on September 23, 2019; and

WHEREAS, staff submitted a Request for Proposals for solid waste collection within the City on May 20, 2019; and

WHEREAS, four (4) bids were received July 1, 2019 for 5 years of such service: Republic Services, \$2,480,322.44; Advanced Disposal, \$2,764,549.00; GFL, \$3,322,602.60; and Stevens Disposal & Recycling, INC., \$2,341,300.06

WHEREAS, this Request for Proposals included two alternative proposals: Alternative 1 – Roll-off with brown waste, Alternative 2 – On-call pickups; and

WHEREAS, the four bidders submitted 5-year escalating-rate contracts (as indicated in the range below). The following bids for these alternatives: Alternative 1 – Republic \$32,700-\$36,840.00, Advanced \$24,000.00-\$22,920.00, GFL \$19,500.00-21,947.00, and Stevens Disposal & Recycling INC. \$30,000.00-\$32,400.00 bid; Alternative 2 (per pull over five years) – Republic \$175-\$199, Advanced \$175-\$197, Stevens Disposal & Recycling, INC.\$250-\$290, GFL \$200-\$225.10; and

WHEREAS, the 5-year bid submitted by Stevens Disposal & Recycling, INC. for collection services and alternative 2 best meets the project specifications and is in the best interest of the City; and

WHEREAS, the bid submitted by GFL and Stevens Disposal & Recycling, INC. for Alternatives 1 best meets the project specifications and is in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council awards the 5-year bid for solid waste collection services and alternative 2 to Stevens Disposal & Recycling, PO BOX 500, Temperance, Michigan 48182; and

THAT the City Council awards the bid for Alternative 1 to GFL, 26999 Central Park BLVD., Suite 200, Southfield, Michigan 48076, for 5 years;

#Resolution No. 2019-163

AND authorize the City Attorney to negotiate contract terms with Stevens Disposal and GFL to be fully authorized by City Council at their August Meeting.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this 16 day of July 2019

#Resolution No. 2019-163

STEVENS DISPOSAL & RECYCLING SERVICE, INC
STEVENS *STOP & GO* PORTABLE TOILETS

P.O. BOX 500

TEMPERANCE, MI 48182

Phone: 800-779-0344

Fax: 734-279-2383

City of Ypsilanti
1 South Huron Street
Ypsilanti, MI 49189

July 1, 2019

RE: Sections 2, 3, 4, 5, 6 on the checklist

Stevens employs an experienced team of professionals to manage the services provided to the residents of Ypsilanti. We currently employee over 150 people, please see more in our enclosed company profile.

Jim May – Residential Sales Mgr.	jim@stevensdisposal.com	Since 2005
Carl Stevens IV – Residential Ops Mgr.	c4@stevensdisposal.com	Since 2006
Tracy Clark – General Mgr.	tracy@stevensdisposal.com	Since 1995
Lewis Heldt – Residential Supervisor		Since 2007
Lindsay Horak – City Billing	lindsay@stevensdisposal.com	Since 2008

Stevens plans to run the routes as they are currently done. We provide the City of Adrian with service to 5,814 homes in one day. Stevens has the equipment and employees on hand currently to be able to provide the City of Ypsilanti with our services 5 days a week (Monday through Friday). We could start next week if need be.

The waste industry is considered the 6th most dangerous profession in the United States, hence the reason that employee and public safety is of utmost concern to Stevens Disposal. Monthly safety meetings are held with all employees and covers all aspects of the job, especially how to act and be safe when servicing our communities streets.

Stevens will be using late model rear load style vehicles to service the City of Ypsilanti. See attached picture of one of our trucks. A complete list of vehicles that will be used will be provided upon request.

Stevens would deliver any equipment associated with this contract during the week prior to start up. NO major changes would be required by your residents. Residents will enjoy the same pick-up day, same service limits, as well as courteous and safe employees.

Stevens has an 800 toll free telephone line for any complaints, issues, or even compliments. We have approximately 12 office employees who will be familiar with the terms of our agreement. The management team is listed above with Lewis Heldt being the first in line to get an issue resolved.

“A LOCAL COMPANY”

Stevens Disposal & Recycling Service is a locally owned and operated company in business since 1988. We are a strong competitor in SE Michigan and NW Ohio. We will provide our financial statement upon request should the City of Ypsilanti have interest in awarding the contract to Stevens Disposal.

Stevens is in receipt of the RFP revisions, bid question responses, and trash bid worksheet (enclosed).

Stevens Disposal has no current litigation or threatened legal actions. We have never had a litigation arising out of our providing waste, recycling, or yard waste service to a municipality or other community.

Again, thank you for the opportunity to compete for the City of Ypsilanti's waste services.

Printed name: Jim May

Signature

Residential Sales Manager
Stevens Disposal & Recycling Service, Inc
16929 Ida West Road
Petersburg, MI 49270
734-279-2611 or 800-779-0344
Fax 734-279-2383
Email: jim@stevensdisposal.com

"A LOCAL COMPANY"

3 Year Cost Proposal Worksheet - 2 (Section 5.3)

Contract Item	YEAR 1 2019-2020	YEAR 2 2020-2021	YEAR 3 2021-2022
Collection & Disposal	\$7.00	\$7.28	\$7.57
[A1]: Rolloff w/ Brown Waste (per pull)	\$500.00	\$520.00	\$540.00
[A2]: On-Call Pick Ups (hourly rate)	\$250.00	\$270.00	\$290.00
Total (Collection and Disposal)	\$7.00	\$7.28	\$7.57
Total (Including Alternative Proposals, if applicable)	\$757.00	\$797.28	\$837.57

Escalation Variable (if used)		4%	4%
Units Serviced	5,337	5,337	5,337
Additional Bag Tag	\$2.00	\$2.00	\$2.00

PLEASE NOTE: Additional Bulk Item Tags: \$10.00 Each

Disposal Site	Riverview Land Preserve
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Service Requirements/Descriptions	
Collection & Disposal	Pick up for all residential properties (up to 3 units), commercial storefronts, and all other larger residential properties that abide by the bag and bulky item limits 3-32 gallon bags/1 bulky item per week (single unit) 6-32 gallon bags/2 bulky items per week (double unit) 9-32 gallon bags/3 bulky items per week (triple unit and larger, within this limit) <i>Municipal Buildings:</i> Provide and service two 3-cubic yard, wheeled, movable dumpsters that fit the enclosure for municipal buildings <i>Municipal Buildings:</i> Provide and service one 6-cubic yard dumpster for municipal buildings <i>Disposal:</i> Actions taken by contractor to dispose of refuse <i>Disposal Site:</i> Please indicate the designated solid waste disposal site <i>Double-limit Weeks:</i> Two one-week long periods per year with double trash limits during Eastern Michigan University student move-in and move-out
Alternative Proposals	[A1] Rolloff w/ Brown Waste, per pull: One 20-cubic yard roll-off dumpster which is certified for brown waste (contaminated material, such as street sweepings) [A2] On-Call Pickups (hourly rate): Price per hour of work to pick up materials municipalities have cleaned up (e.g. litter, abatement enforcement, storm related damage)
Escalation Variable	Percentage collection and disposal costs increase annually
Units Serviced	Number of units expected to be serviced
Additional Bag Tag	Price per additional bag tag for bags above the collection limit

5 Year Cost Proposal Worksheet - 1

(Reference Section 5.3)

Contract Item	YEAR 1 2019-2020	YEAR 2 2020-2021	YEAR 3 2021-2022	YEAR 4 2022-2023	YEAR 5 2023-2024
Collection & Disposal	\$6.75	\$7.02	\$7.30	\$7.59	\$7.90
[A1]: Rolloff w/ Brown Waste (per pull)	\$500.00	\$510.00	\$520.00	\$530.00	\$540.00
[A2]: On-Call Pick Ups (hourly rate)	\$250.00	\$260.00	\$270.00	\$280.00	\$290.00
Total (Collection and Disposal)	\$6.75	\$7.02	\$7.30	\$7.59	\$7.90
Total (Including Alternative Proposals, if applicable)	\$756.75	\$777.02	\$797.30	\$817.59	\$837.90

Escalation Variable (if used)		4%	4%	4%	4%
Units Served	5,337	5,337	5,337	5,337	5,337
Additional Bag Tag	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00

PLEASE NOTE: Additional Bulk Item Tags: \$10.00 Each

Disposal Site	
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Service Requirements/Descriptions	
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Units Served	Number of units expected to be serviced
Additional Bag Tag	Price per additional bag tag for bags above the collection limit

STEVENS DISPOSAL & RECYCLING SERVICE, INC.

Established in 1988, Stevens Disposal & Recycling Service, Inc. has developed a fine-tuned and successful team in the waste industry for the Southeast Michigan and Northwest Ohio region. Stevens is proud of its strong client focus and long-term relationships. Attention to detail and quality of work, paired with 40 plus years of industry experience and a family owned local company makes Stevens the perfect choice for any company or individual looking for outstanding service while investing their money right back into their community.

Stevens has offered fast, reliable, friendly and courteous service to the community. We use only the best equipment and maintain a skilled staff to answer your questions. We have built our reputation on our commitment to providing quality service, which has earned us many valuable customers while ensuring a safe and rewarding career for our employees. We strive to be innovative and professional, demonstrating the highest degree of integrity and service for our customers, employees, and the environment

Stevens provides many types of services for your disposal needs. These services include commercial, industrial, residential and municipal levels for trash removal, construction debris, recycling and portable toilet services.

Residential Services

Currently, Stevens provides service to over 60,000 residential customers. Our residential collection operations involve the curbside collection of refuse, recycling and yard waste from small containers into collection vehicles for transport to our transfer station or directly to landfills and recycling centers. Residential collection services are performed on a subscription basis, in which individual households' contract directly with our company. The fees received for subscription residential collection are based primarily on market factors, frequency and type of service and cost of disposal. In general, subscription residential collection fees are paid quarterly in advance by the residential customers receiving the service. We also provide residential services contracted under municipalities which we generally secure by competitive bid and give our company exclusive rights to service all or a portion of the homes in their respective jurisdictions. City of Adrian, City of City of Riverview, City of Tecumseh, Village of Clinton, Village of Dundee and York Township are some of the municipalities that we currently service. These contracts usually range in duration from three to five years.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/11/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Capital Insurance Group 1263 West Square Lake Road Bloomfield Hills MI 48302		CONTACT NAME: PHONE (A/C, No, Ext): 248-333-2500 E-MAIL ADDRESS: certificates@cap-ins.com FAX (A/C, No): 248-333-2504	
INSURED Stevens Disposal & Recycling P.O. Box 500 Temperance MI 48182		INSURER(S) AFFORDING COVERAGE INSURER A: Michigan Millers Insurance Co INSURER B: Accident Fund Company INSURER C: INSURER D: INSURER E: INSURER F:	
STEVDIS-02		NAIC # 14508 10166	

COVERAGES**CERTIFICATE NUMBER:** 978026234**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO. ☐ JECT ☐ LOC OTHER:		C0530828	3/13/2019	3/13/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/POP AGG \$ 3,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS		V0104979 V0104980	3/13/2019 3/13/2019	3/13/2020 3/13/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000		L0106133	3/13/2019	3/13/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	C0530828 WCV6131191	3/13/2019 7/27/2018	3/13/2020 7/27/2019	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES. (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

For Information	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/11/2019

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PRODUCER Capital Insurance Group 1263 West Square Lake Road Bloomfield Hills MI 48302		CONTACT NAME: PHONE (A/C, No, Ext): 248-333-2500 FAX (A/C, No): 248-333-2504 E-MAIL ADDRESS: certificates@cap-ins.com	
INSURED Stevens Disposal & Recycling P.O. Box 500 Temperance MI 48182		INSURER(S) AFFORDING COVERAGE INSURER A: Michigan Millers Insurance Co INSURER B: Accident Fund Company INSURER C: INSURER D: INSURER E: INSURER F:	
STEVDIS-02		NAIC # 14508 10166	

COVERAGES

CERTIFICATE NUMBER: 978026234

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:		C0530828	3/13/2019	3/13/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS		V0104979 V0104980	3/13/2019 3/13/2019	3/13/2020 3/13/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000		L0106133	3/13/2019	3/13/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	C0530828 WCV6131191	3/13/2019 7/27/2016	3/13/2020 7/27/2019	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES. (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

For Information

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

STEVENS DISPOSAL & RECYCLING SERVICE, INC
STEVENS STOP & GO PORTABLE TOILETS

P.O. BOX 500

TEMPERANCE, MI 48182

Phone: 800-779-0344

Fax: 734-279-2383

CITY OF YPSILANTI
PROPOSAL FOR SOLID WASTE COLLECTION SERVICES

REFERENCES

CHARTER TOWNSHIP OF YORK
HELEN NEILL
11560 STONY CREEK ROAD
MILAN, MI 48160

734439-8842 EXT 204

hneill@twp-york.org

Stevens Disposal service since November 2007

CITY OF ADRIAN
MATT TOMASZEWSKI
135 E. MAUMEE STREET
ADRIAN, MI 48229

517-264-4894

mtomaszewski@adrianmi.gov

Stevens Disposal service since January 2011

CITY OF TECUMSEH
DAN SWALLOW
309 E. CHICAGO BLVD
TECUMSEH, MI 49286

517-424-6555

dswallow@tecumseh.mi.us

Stevens Disposal service since April 1, 2019

Other references are available upon request. City of Waterville, OH, Waterville Township, OH, City of Flat Rock, MI.

Thank you
Jim May





Request for Proposals – Solid Waste Collection

PART 1: GENERAL INFORMATION AND PURPOSE

1.1 Scope of Services Being Solicited

The City of Ypsilanti (City) is issuing this Request for Proposals (RFP) in efforts to seek a qualified municipal solid waste hauler. The City will choose one hauler to provide for the collection of solid waste from all residential properties up to three units, municipally utilized dumpsters, a few small commercial pick-ups, and all other residential properties larger than three units that abide by the bag limits and terms delineated in this RFP (see Section 2.3 and Cost Proposal Worksheet).

The selected hauler will be responsible for the following items:

- (1) Having a solid waste disposal location
- (2) Providing and maintaining all labor, equipment, materials, tools, insurance, permits, supervision, and all items necessary to collect, deliver, and dispose/process the designated solid waste in accordance with all applicable local, state, and federal requirements

The initial collection contract is anticipated to begin on September 23, 2019. Prospective haulers must bid for a three year contract (through September 24, 2022) and a five year contract (through September 22, 2024).

The City may hold proposals for a period of 60 days from opening for the purpose of reviewing results and investigating qualifications of prospective haulers prior to making an award. The City also reserves the right to waive irregularities and accept or reject any or all proposals submitted.

1.2 Alternative Proposals

Prospective haulers may submit alternative proposals that include one or more of the following:

Alternative 1: Roll-off with Brown Waste (per pull)

The selected hauler shall collect and deliver to the designated disposal and processing sites all materials collected from one 20-cubic yard roll-off dumpster that is certified for brown



Request for Proposals – Solid Waste Collection

waste (contaminated material, such as street sweepings). The selected hauler shall itemize those services in the next regularly scheduled invoice and shall bill those services per pull.

Alternative 23: On-Call Pick Ups (hourly rate)

The selected hauler shall collect and deliver to the designated disposal and processing sites all materials collected from "on-call" sites that the City must have cleaned up, which shall include collection of refuse from litter abatement enforcement (illegal dumping and evictions), storm related damage, and similar circumstances. Such "on-call" pickups shall be completed within 48 hours of written notice from the City, which may be provided by the City via mail, fax, or email. The selected hauler shall itemize those services in the next regularly scheduled invoice and shall bill those services in 15-minute increments based on the hourly rates proposed by the selected hauler.

On-call abatements requested by the City's Building Department must be billed separately and mailed directly to the Building Department (City of Ypsilanti Building Department, 1 S. Huron Street, Ypsilanti, MI 48197).

1.3 Profile of Service Area

The City is a small, dense, urbanized community comprising 4.5 square miles, boasting a population of 19,435 persons and 9,271 housing units as of the 2010 U.S. Census. The City also has one of the highest density rates in Washtenaw County, averaging approximately 6.4 people per acre. Eastern Michigan University is the largest land owner in the City; as a result, a large proportion of the City's residents are comprised of university students.



Request for Proposals – Solid Waste Collection

PART II: NON-NEGOTIABLE SERVICE ITEMS

2.1 Service Standards

The selected hauler shall provide complete service for all routes each day as scheduled. The selected hauler shall not commence collection in residential areas prior to 7:00 a.m. All collections shall be made as quietly as possible. Unnecessarily noisy trucks or equipment are prohibited.

The selected hauler shall pick-up all blown, littered and broken materials occurring at the point of collection resulting for its collection and hauling operations. Each vehicle shall be equipped with a broom and shovel for use in cleaning up any spilled debris or material from city streets, sidewalks, or residential property when said spillage is caused by the selected hauler. The selected hauler shall exercise care in the handling of containers, making certain that containers are emptied completely, turned upside down, and placed in the margin. Care shall be taken to prevent damage to property, including lawns, shrubs, and other plants.

Adverse weather shall not be considered reason for not providing services unless approved by the City Manager or the designee.

The selected hauler shall assign a qualified person or persons to be in charge of its performance of this Contract and shall advise the City of such persons in advance and when changes occur.

All persons employed by the selected hauler shall be competent, skilled, and qualified in the performance of the work to which they are assigned. All personnel shall maintain a courteous and respectful attitude towards the public at all times. The selected hauler shall inform the City of all employee training programs related to customer relations, services, and safety issues.

At no time shall the selected hauler's employees solicit, request, or receive gratuities of any kind. The selected hauler shall direct its employees to avoid loud or profane language at all times during the performance of their duties. Any employee of the selected hauler who engages in misconduct, is incompetent or negligent in the proper performance of their duties, is dishonest, is disorderly, is intoxicated, or is discourteous shall be subject to discharge by the selected hauler.

The City may request the dismissal or removal of any employee of the selected hauler who violates the provisions hereto.

2.2 Customer Communications and Complaint Handling Procedure

The City will provide a phone listing for their administrative offices and that phone number will be published on all outreach materials to be sent to all residents regarding the program. All information requests and complaints and related inquiries will be recorded on a log.



Request for Proposals – Solid Waste Collection

The selected hauler's route supervisor will be required to contact the City on each collection day once at approximately 2:00 p.m., Monday through Friday, so that all complaints recorded by the City on their log can be transmitted to the selected hauler's route supervisor onto a pre-approved complaint form and the Selected hauler's route supervisor can transmit any complaints or route status changes the Selected hauler is aware of to the City.

The route supervisor will have until the end of the day to resolve complaints, with a maximum time limit of 24 hours. The complaint form will be returned to the Public Services Director or designee the next day or before, with the "status" details filled in. Any complaint not closed out during the required period will be noted and reviewed by the City's Contract Administrator to determine if liquidated damages are appropriate.

The selected hauler's route supervisor will be required to visit the City at least once each week to check on the status of the customer communications and complaint handling procedure with each City.

2.3 Residential and Commercial Units

The selected hauler will be responsible for servicing all residential homes, up to three units (single family, two unit and three unit homes). The selected hauler shall also be responsible for serving commercial storefronts and residential properties larger than 3 units that abide by the bag limits and terms specified in the Agreement between the selected hauler and the City (see Section 2.23 and Cost Proposal Worksheet).

Prospective haulers will be responsible for determining the total number of serviceable units in the RFP.

The selected hauler will be required to submit reports to the City at least twice per year that include daily tonnage, types of materials collected, back door stops, etc... (see Section 2.25 for detailed Reporting Requirements).

2.4 Collection and Disposal of Solid Waste on Sunday

The collection and disposal of solid waste on Sundays shall not be allowed unless otherwise approved by the Director of the Department of Public Services or the designee. The selected hauler shall not utilize Sundays as a designated collection day in the Schedule of Operations.

2.5 Holidays

The selected hauler shall honor the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. The City shall be responsible for publicizing any changes in collection schedules due to observance of the above holidays.



Request for Proposals – Solid Waste Collection

2.6 Vehicles and Equipment

The selected hauler shall provide adequate and sufficient garages, shops, and yards to provide all-weather, year-round operation and to adequately clean and maintain vehicles and equipment. All vehicles, equipment, and facilities used by the selected hauler shall be kept and maintained in sanitary condition and in good repair. Vehicles, equipment, and facilities shall be subject to inspection for safety, sanitation, repair, and appearance and subject to approval or rejection by the City at any time. Employees driving the selected hauler's vehicles shall have a valid operator's license of the State of Michigan and shall meet state and federal requirements concerning commercial licensing.

The selected hauler shall not use the City's name or other words or imply municipal ownership on stationary, vehicles, or equipment, except for a sign on vehicles designating that the selected hauler is an official City Contractor.

The selected hauler shall not use or permit any vehicle assigned to the performance of this contract to make any non-contract related collections unless approved by the Public Services Director or designee.

All vehicles and equipment used in collection and transportation of solid waste within the City shall be of sufficient size, capacity, and number to adequately and efficiently collect solid waste in accordance with the terms of this contract.

2.7 Basis and Method of Payment

The City shall pay the selected hauler for services rendered under the terms of the Contract. After completion of the work at month end, the City agrees to pay after receipt and approval of an itemized billing statement.

2.8 Mailings

The selected hauler will agree to help the City communicate any significant changes to solid waste collection that affects the residents of Ypsilanti by reimbursing the City for half of mailing costs and other outreach campaign materials, not to exceed \$1,500 per contract term.

2.9 Access

The selected hauler will not be required to pick up waste if a road becomes impassable and prohibits access to a residential unit from any direction on a roadway. The selected hauler, however, will be required to notify the City of this occurrence and will be required to pick up waste at the nearest public roadway or at a point of closure.



Request for Proposals – Solid Waste Collection

2.10 Private Driveways

The selected hauler shall not be required to enter private driveways. However, the owner of a residential unit may arrange for such service directly with the selected hauler (e.g., see Section 2.21). Any cost associated with providing such service is excluded from the contract and is a private matter between the owner of the residential unit and the selected hauler.

2.11 Service Area/Schedule

The City shall make available, via its website, a schedule for each service area, updated at least once per year, showing areas picked up on various days.

2.12 Hauling

All solid waste hauled by the selected hauler shall be contained, tied, or enclosed so that leaking, spilling, or blowing are prevented.

2.13 Storms and Other Disasters

In case of a storm or other disaster, the City may grant the selected hauler reasonable variance from regular schedules and routes. As soon as practicable after such a storm or disaster, the selected hauler shall advise the City of the estimated time required before regular schedules and routes can be resumed.

2.14 Additional Service

The City shall not be responsible to the selected hauler or customers for any additional services provided at the request of the customer by the selected hauler. The selected hauler shall not charge any customer for services provided the City under the terms of the contract.

2.15 Infrastructure Renovation/Streets Blocked by Construction

Periodically, major renovation is necessary to maintain the infrastructure of the City. This encompasses activities including replacing gas, water, and sewer lines; surfacing or resurfacing streets; and replacing wiring for telephone, electricity, or cable television.

If the City is notified in advance of these activities, the selected hauler will be notified. However, it is not uncommon for work to be initiated without prior notification. Alternate sanitation service must be provided during this period of disruption. No additional fees shall be payable for services provided under these conditions.

2.16 Residential Collection Services

The selected hauler shall be required to maintain a high level of solid waste collection services. Refuse shall be collected from all containers presently in use and in all forms presently used.



Request for Proposals – Solid Waste Collection

The selected hauler must collect and transport all refuse, rubbish, and debris which the resident may desire to have removed which the City has authorized the selected hauler to collect and transport for the price that is stipulated in the contract.

The current applicable ordinances of the City establish guidelines for transporting and disposing of solid waste, as well as vehicle operating requirements for waste haulers to adhere to. The selected hauler is responsible for understanding and maintaining compliance with the applicable ordinances. The City reserves the right to amend the applicable ordinances without affecting the rates to be paid to the selected hauler, providing the selected hauler's obligations are not materially altered.

2.17 Residential Refuse Collection

The selected hauler shall operate a community-wide curbside refuse collection and transportation system which shall result in the removal of all solid waste from all residential units located within the corporate limits of the City.

The selected hauler must collect all garbage and rubbish as defined in Section 86-1 of the Municipal Code Ordinances, excluding yard waste, and weighing no more than 50 lbs.

Residents will place refuse in refuse bags or watertight containers of substantial construction with tight fitting lids and lifting handles. Refuse placed in cardboard containers and paper bags shall be considered part of the refuse and shall be collected as part of residential solid waste collection.

The selected hauler shall exercise reasonable care and diligence in handling containers. The City will cooperate in requiring residents, apartments, and housing complexes to provide and maintain suitable containers and the selected hauler must exercise due care in preventing damage to containers, thereto, and shall return all containers to an upright position with the lids replaced thereon or adjacent thereto. In the event the selected hauler damages a container(s), the selected hauler shall be responsible for replacing said container(s) with one of equivalent value at the selected hauler's expense within 24 hours (excluding Saturdays and Sundays).

Generally, the selected hauler shall not be required to collect the contents of any container if the container and its contents weigh over 50 lbs. No single piece of refuse must be collected if it weighs over 50 lbs, except bulky items as hereinafter set forth.

Pick up for all residential properties (up to 3 units) and all other larger residential properties that abide by the bag and bulky item limits

3-32 gallon bags/1 bulky item per week (single unit)

6-32 gallon bags/2 bulky items per week (double unit)

9-32 gallon bags/3 bulky items per week (three unit)

Twice per year, during the Eastern Michigan University Move in/move out times the city will have a double trash day allowing for all units to double their trash allotment. The department will be



Request for Proposals – Solid Waste Collection

responsible for notifying the contractor in advance.

2.18 Residential Set-Out Limits, Bag/Tag Options, Bulky Waste, Hauler Billing

The selected hauler must offer a tag system in addition for additional bagged refuse or additional bulky items. The City reserves the right to modify the can/bag limit on the housing units to be serviced and implement a bag/tag system for additional refuse and bulky items beyond the limits. The selected hauler agrees to only pick up bags, containers, or other household items that are within the can/bag limit or are properly tagged. The City agrees to purchase bag/tags supplied by the selected hauler and make them available to residents at the Department of Public Services. The City will give the selected hauler 90 days notice before implementing changes to a new system.

As part of the proposed solid waste unit price and not as a separate pay items, the selected hauler shall pick up the allowed number of bulk items as provided for above as part of the refuse pick-up and shall deposit in the same truck or separate trucks if necessary, all bulky items up to allowed limits including but not limited to fixtures and furniture such as a couch, chair, mattress, box spring, dresser, storm door, window, toilet, sink, carpet or pad bundled to four foot in length and 1 foot in diameter, railroad ties and fence post or fence not exceeding 3' x 8' in dimension, and small quantities of building debris resulting from repair or remodeling personally done by the home occupant which is placed at the curb properly tied or bundled in length of not more than four feet.

Additionally, once a week per residential unit, the selected hauler shall collect recyclable metal bulky items up the allowed limit including, but not limited to, household appliances such as stoves, washers, dryers, water heaters, water softeners, and water tanks in a separate truck to be recycled and not, under any circumstances, to be landfilled. Generally, these household metal bulky items may also include small metal sheds, swimming pools, garage doors, fenders, hoods of cars, etc. This separate collection is required to be made on the same day as scheduled refuse collection.

The selected hauler shall not be required to collect engines, transmissions, rear axles, or bulky items resulting from the home occupant's personal repair or remodeling that exceed four feet in length. The selected hauler will not be required to pick up junk cars, large parts of cars, demolition materials or other material resulting from the repair or construction of buildings except as otherwise provided herein.

2.19 Bulky Items Containing Freon/CFC Removal

Once a month, the selected hauler shall collect freon-containing appliances, which may include refrigerators, freezers, air conditioners, and dehumidifiers. The selected hauler shall be responsible for complying with all applicable laws concerning the disposal or recycling of air conditioning and refrigeration equipment, including but not limited to the provisions of the Clean Air Act which prohibits the venting of refrigerants into the atmosphere. It shall be the

Request for Proposals – Solid Waste Collection



selected hauler's responsibility to haul material and to ensure that freon-containing material that are not tagged are delivered to a designated facility for proper removal.



Request for Proposals – Solid Waste Collection

2.20 Christmas Trees

Discarded Christmas trees devoid of any ropes, lights, metal, plastic, or other hangers shall be collected separately or chipped as part of the regularly scheduled collection required by this RFP for all Christmas trees placed out for collection during Christmas week and the following three (3) weeks will be picked up by City staff. After the city collection service has ended, the selected hauler will treat these items as refuse and will collect them in their vehicles at no additional compensation. The selected hauler will provide one 40 cubic yard container to the city on an annual basis for trees that are contaminated for collection by city staff and disposal by the selected hauler at no additional cost.

2.21 Handicap/Back-Door Pickup

There may be residential units on the collection routes that are occupied by individuals who have been determined by the City to be unable to move refuse to the curb. These locations will require back-door service by the selected hauler as part of the regularly scheduled refuse collection and as part of the proposed solid waste unit price and not as a separate pay item.

2.22 Single-Family Attached Condominiums

The City may elect to include in its residential curbside stop count various single family and single family-like attached condominiums and apartments in residential and residential like areas. Should the City elect to do so, such stops shall be treated as residential stops described above and not as a separate pay item, with all the associated services and service limitations.

2.23 Small Commercial Properties and Residential Properties Larger than Three Units

The City may elect to include in its residential curbside stop count various small commercial locations in residential and residential like areas, and residential properties larger than three units. Should the City elect to do so, such stops shall be treated as residential stops described above and not as a separate pay item, with all the associated services and service limitations, except the selected hauler shall not be required to collect more than two cubic yards, or the equivalent thereof, at any single location.

2.24 Municipal Building Waste and Recycling Services

A list of additional waste services required for municipal buildings is included in the Cost Proposal worksheet. The selected hauler shall be responsible for the collection of all these containers; the rental and transportation of the contents of the dumpsters and/or curb-carts shall be included in the collection costs and not as a separate pay item. The City reserves the right, as it may deem necessary, to change the arrangements it has for the use of and locations for these containers and to request different containers and/or completely eliminate the need for these containers.



Request for Proposals – Solid Waste Collection

2.25 Reporting Requirements

A report must be supplied to the City at least twice a year, including but not limited to, daily tonnage landfilled, tonnage of the types of materials that is collected, bulky items containing freon, time and truck number of each delivery made to the disposal facility, number of units serviced, and the addresses of back door stops.

Reports must also include the scrap metal recycling facility to which it was delivered and the total amount received in payment for the material. The selected hauler will meet this requirement by submitting a record of weights delivered to the scrap metal recycling facility, by date, along with the revenues paid, provided by the scrap metal recycling facility. Any revenues associated with the recycling of the aforementioned bulky metal items shall remain the selected hauler's.



Request for Proposals – Solid Waste Collection

PART III: SUBMISSION

3.1 Issuing Office

This RFP is issued by the City. To maintain the integrity of this procurement, all correspondence or questions concerning this RFP must be submitted in writing (letter or email) to the Department of Public Services. Failure to do so may result in the disqualification of your proposal. Please address your questions to the following City representative:

Chris Simmons and
Wendy Cline
Department of Public Services
14 W. Forest Avenue
Ypsilanti, MI 48197
wcline@cityofypsilanti.com
csimmons@cityofypsilanti.com

and

Joe Meyers
Economic Development Director
1 S. Huron St
Ypsilanti MI 48197
jmeyers@cityofypsilanti.com

Replies will be issued by addenda if there is a material change to the specification, posted on the City's website. Oral interpretations or clarifications will be without legal effect.

3.2 Proposals

To be considered, prospective haulers must attend the pre-proposal conference (see Section 3.6) and submit a complete response to this RFP in accordance with the submission requirements and forms. The Proposal Summary and Cost Proposal must be signed by an official authorized to bind the Vendor to their provisions. The RFP response must include a statement from the Vendor as to the period during which its proposal will remain in effect. This period must be at least 180 days from the due date of submission of the proposal.

No proposal will be permitted to be withdrawn after it has been submitted and opened, except as provided by law.

Vendors must respond to this RFP using the format and forms provided in the RFP. Failure to conform to the specifications will be considered non-responsive and may result in disqualification. Any deviation from the scope of work must be noted in this proposal.

3.3 Proposal Response Date



Request for Proposals – Solid Waste Collection

Sealed technical and cost proposals need to be received by Monday July 1, 2019 2:00 p.m., Eastern Standard Time. Prospective haulers must submit three paper copies to the City Clerk's office at the following location:

City of Ypsilanti
City Clerk's Office, 1st Floor
1 South Huron Street
Ypsilanti, MI 48197



Request for Proposals – Solid Waste Collection

All proposals shall be clearly marked **"REQUEST FOR PROPOSALS TO PROVIDE SOLID WASTE"** along with the name and address of the prospective hauler. The proposal shall be accompanied by a proposal bond or certified check of \$5,000 (see Section 3.4) and any other required documents.

If the proposal is sent through the mail or by other delivery system, the sealed envelope shall be enclosed in a separate mail envelope marked **"PROPOSAL DOCUMENTS ENCLOSED"** on the face. Each prospective hauler assumes all risk in using the mail or any other delivery system, including, but not limited to, the risk that its proposal will not be delivered before the submission deadline.

Proposals may be modified or withdrawn by an appropriate document duly executed and delivered prior to the opening of the proposals. After the proposal opening, all proposals shall remain open for 180 days.

Late submittals will not be accepted. Failure to provide a proposal bond will result in disqualification. The City reserves the right to reject any and all proposals received or waive any informality.

3.4 Bond Requirements

Proposal Bond

All proposals must be accompanied by a proposal bond or certified check of \$5,000, satisfactory to the City. Such bond must be executed by a surety company authorized to do business in the State of Michigan, by certified check, or otherwise secured in a manner satisfactory to the City.

Performance Bond

The selected hauler must provide a performance bond equal to the price of the first contract year, satisfactory to the City. Such bond must be provided at the time the contract is executed.

3.5 Proposal Addenda

Prior to the submission date, the City reserves the right to revise or amend the RFP. Any changes made to the RFP will be numbered consecutively and be emailed out to all prospective haulers that received the original RFP. Each prospective hauler shall acknowledge the receipt of all addenda by executing the acknowledgement section included in the proposal form and submitting it with the proposal.

3.6 Pre-Proposal Conference

A mandatory pre-proposal conference to explain the project and answer any questions will be held at Ypsilanti City Hall (1 S. Huron Street, Ypsilanti, MI 48197) in the Council Chambers on



Request for Proposals – Solid Waste Collection

June 17th, 2019 at 10:00am. Prospective haulers should submit clarifying questions to the City a week beforehand to guarantee a response during the pre-proposal conference. Prospective haulers may ask questions during the conference; however, the City will not be held responsible if they are unable to provide an answer within the limited timeframe.

Failure to have an agent or representative attend the pre-conference meeting will result in disqualification.

3.7 Incurring Costs

The City is not liable for any costs incurred by prospective haulers prior to the signing of a contract.

3.8 Contract Award

Contract negotiations will be undertaken with the prospective hauler whose proposal show them, in the subject opinion of the City, to the most qualified, responsible, and capable of implementing the project at a reasonable cost. The contract agreements entered into will be that which are most advantageous to City.

3.9 Vendor's Liability and Non-Discrimination

The selected hauler will provide and maintain public liability, property damage, motor vehicle liability and workers' compensation insurance insuring, as they may appear, the interest of all parties to any agreement that results from this RFP. The selected hauler is responsible for insuring that all precautions are exercised at all times for the protection of all persons and property. The selected hauler shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances and regulations as may be required.

It is the policy of the City to provide fair and reasonable opportunities for participation. During the performance of the agreement, the selected hauler will not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, height, weight, marital status or because a handicap that is unrelated to the person's ability to perform the duties of the nondiscrimination provision identical to this provision and binding upon any and all contractors and subcontractors. The selected hauler also agrees to comply with all applicable federal, state and local laws in the conduct of work. A breach of this covenant shall be regarded as a material breach of this contract.

The selected hauler will be responsible for full compliance with the Living Wage Ordinance of the City and Section 2.298(8) of the City of Ypsilanti Code of Ordinances.



Request for Proposals – Solid Waste Collection

3.10 Disclaimer

The issuance of this RFP, selection of a hauler, approval of contractual agreements, or completion of the project does not in any way assure or imply any kind of legal preference in contested cases before a legislative, judicial, or regulatory body.

3.11 Disclosure

All supporting documentation shall become the property of the City unless requested otherwise at the time of submission. The Michigan Freedom of Information Act requires the disclosure, upon request, of all public records that are not exempt from disclosure under Section 13 of the Act. Therefore, confidentiality of information submitted in response to this RFP is not assured.

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

3.12 Rejection Rights

The City reserves the right to reject any or all proposals. Proposals may be rejected in the case of omission, alteration of forms, additions or conditions not call for, unauthorized alternate proposals, incomplete proposals, erasures, or irregularities of any kind.

3.13 Acceptance and Rejection of Proposals

The City reserves the right to reject any or all proposals, to waive any informality in the proposal received and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City.

3.14 Interpretation, Corrections and Changes

All questions and/or requests for clarification shall be in writing. Furthermore, no oral interpretation, instruction, or information concerning the RFP given by any employee or agent of the City shall be binding. The City will not be responsible for any explanation or interpretation of the RFP unless it is in accordance with the written procedure.

3.15 Compliance

All prospective haulers shall inform themselves and comply with all pertinent City regulations and ordinances, State and Federal laws, licenses and tax liability which may in any manner affect their proposals and execution of the work.



Request for Proposals – Solid Waste Collection

3.16 Local Conditions

While a brief description of the City is provided, prospective haulers will be responsible for informing themselves of the local conditions of the City. In other words, prospective haulers should visit the contract area and completely inform themselves of relative traffic congestion, types of housing, population density, collection procedures, required labor, and other conditions and factors, local and otherwise, which would affect execution and completion of the work at the prices proposed. Such considerations shall include the arrangement and condition of existing structures and facilities, the availability and cost of labor and fuel, facilities for transportation, and handling and storage of materials and equipment. Normal development and/or redevelopment including all types of road construction must also be considered. Since there shall be no subsequent financial adjustment in any proposal, it is advisable that all such factors be properly investigated and considered in the preparation of the proposal.

3.17 News Releases

News releases pertaining to this RFP or the service to which it relates will not be made without prior approval from the City and then only in coordination with the Department of Public Services and the City Manager's Office.

3.18 Hold Harmless

To the fullest extent permitted by law, the selected hauler agrees to defend, pay in behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees and volunteers, and others working in behalf of the City against any and all claims, demands, suits, or loss, including all costs connected therewith and for any damages which may be asserted, claimed, or recovered against or from the City, its elected and appointed officials, employees, volunteers, or others working in behalf of the City by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

3.19 Commercial Drivers Licenses

All drivers and operators of collection vehicles shall be licensed appropriately by the State of Michigan for operating those vehicles.

3.20 Dispute Resolution

The successful contractor must recognize that it is in the benefit of the parties that the contractual relationship exists harmoniously. To the extent it is possible, disputes arising out of the agreement are to be resolved through discussions and negotiations by the parties.



Request for Proposals – Solid Waste Collection

3.21 Arbitration

The successful hauler must agree to submit to arbitration for all claims, counterclaims, disputes, and other matters in question arising out of or relating to this agreement or the breach thereof. The selected hauler's agreement to arbitrate shall be specifically enforceable under the prevailing law of any court having jurisdiction to hear such matters. The selected hauler's obligation to submit to such arbitration shall be subject to the following provisions:

- Notice of demand for arbitration must be submitted to the City in writing within a reasonable time after the claim, dispute or other matter in question has arisen. A reasonable time is hereby determined to be 14 days from the date the party demanding the arbitration knows or should have known the facts giving rise to the claim, dispute, or question. In no event may the demand for arbitration be made after the time when institution of legal or equitable proceedings based on such claim dispute or other matters in question would be barred by the applicable statute of limitation.
- Within 14 days from the date demand for arbitration is received by the City, each party shall submit to the other the name of one person to serve as an arbitrator. The two arbitrators together shall then select a third person and the three together shall then serve as a panel in all proceedings. Any decision concurred in by a majority of the three shall be a final binding decision.
- The final decision rendered by said arbitrators shall be binding and conclusive and shall be subject to specific enforcement by a court of competent jurisdiction.
- The costs of the arbitration shall be split and borne equally between the parties and such costs are not subject to shifting by the arbitrator.

3.22 Insurance Requirements

The selected hauler shall not commence work under this contract until evidence of the required insurance has been procured and provided as detailed under this section. All coverages shall be placed with companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to the City. A new certificate of insurance shall be provided to the City each year at the time of policy renewal.

The selected hauler shall not allow for any lapse of insurance coverage in the amounts shown below. Failure of the selected hauler to maintain the required insurance shall be grounds for contract cancellation.

The selected hauler shall maintain the following insurance coverages for the duration of the contract:

- **Workers' Compensation Insurance:** The selected hauler shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan. Workers' Compensation Insurance must be accompanied by an endorsement stating that



Request for Proposals – Solid Waste Collection

the selected hauler understands and agrees that 60 days advance written notice of cancellation, non-renewable, reduction or material change in the insurance shall be sent to the address on file for the City of Ypsilanti.

- **Commercial General Liability Insurance:** The selected hauler shall procure and maintain during the life of the blanket purchase order, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$5,000,000 per occurrence for personal injury, bodily injury and property damage. Coverage shall include the following extensions: Contractual liability, products and completed operations liability, independent contractors coverage, broad form general liability extensions or equivalent, deletion of all explosion, collapse and underground exclusions, if applicable. The Commercial General Liability Insurance shall include an endorsement stating that all elected and appointed officials, including employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof, of the City of Ypsilanti will be additional insureds. The coverage shall be primary to the additional insureds, and not contributing with any other insurance or similar protection available to the additional insureds, whether other available coverage be primary, contributing or excess. Commercial General Liability Insurance must be accompanied by an endorsement stating that the selected hauler understands and agrees that 60 days advance written notice of cancellation, non-renewable, reduction or material change in the insurance shall be sent to the address on file for the City of Ypsilanti.
- **Motor Vehicle Liability:** The selected hauler shall procure and maintain, during the life of this contract, Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$5,000,000 per occurrence combined with single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. The Motor Vehicle Liability Insurance shall include an endorsement stating that all elected and appointed officials, including employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof, of the City of Ypsilanti will be additional insureds. The coverage shall be primary to the additional insureds, and not contributing with any other insurance or similar protection available to the additional insureds, whether other available coverage be primary, contributing or excess. Motor Vehicle Liability Insurance must be accompanied by an endorsement stating that the selected hauler understands and agrees that 60 days advance written notice of cancellation, non-renewable, reduction or material change in the insurance shall be sent to the address on file for the City of Ypsilanti.

3.22 Miscellaneous Terms and Conditions

By submitting a bid under this Request for Proposals, the prospective contractor acknowledges and certifies that:

1. This Request for Proposals and all related documents, and all matter arising out of or relating to this Request for Proposals, are governed by, and construed in accordance with, the laws of the State of Michigan without regard to its conflict of laws



Request for Proposals – Solid Waste Collection

provisions to the extent that those principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Michigan.

2. Both the City and the prospective contractor irrevocably and unconditionally agrees that it will not bring any action, litigation, or proceeding against any party in any way arising from or relating to this Request for Proposals in any forum other than the courts of the State of Michigan sitting in the County of Washtenaw and any applicable Michigan appellate court. Both the City and the prospective contractor irrevocably and unconditionally submits to the exclusive jurisdiction of those courts and agree to bring any such action, litigation, or proceeding only in those courts.
3. Except in amounts less than \$20 million, the prospective contractor, its successor, its parent company, or any of its subsidiaries or subunits does not engage in the practice of committing or contributing funds or property, extending credit, or contract for goods or services to develop petroleum resources, natural gas resources, or nuclear power in Iran.



Request for Proposals – Solid Waste Collection

PART IV: PROPOSAL EVALUATION TIMELINE AND SELECTION PROCESS

4.1 Estimated RFP Timeline

The following is an estimated timeline for reviewing proposals and selecting a hauler:

- RFP is released – May 20, 2019
- Clarifying questions are due to the City – June 10, 2019
- City releases answers to clarifying questions/Pre-proposal Conference – June 17, 2019
- Proposals are due – July 1, 2019-by 2:00 p.m.
- City recommends hauler for City Council consideration – July 16, 2019
- Consideration by City Council – August 6, 2019
- Begin Contracted Operations – September 23, 2019

4.2 Acceptance of Proposal Content

The contents of the proposal of the selected hauler will become contractual obligations with the proposals attached by reference to the final contract documents. Failure of the selected hauler to accept these obligations may result in the cancellation of the award.

4.3 Interviews/Oral Presentation

One or more oral presentations to the City may be required prior to award of this contract. Selected haulers will be notified in writing if oral presentations are to be scheduled.

4.4 Vendor Exceptions to the RFP and Contract Requirements

All aspects of the RFP and the contract terms contained in it are binding to the selected hauler and its proposal. Prospective haulers must call out any desired exceptions to the specific requirements of the RFP and the contract terms in their Proposal at the time of their submittal so that the request can be considered in the selection process. These exceptions are required to be noted in the proposal (see Part 5.3 and Attachment E). The City will not be obligated to consider any requests for exceptions to specific requirements of the RFP and the proposed contracts made by the selected hauler after the due date for the proposals.

4.5 Exclusionary Criteria and Proposal Elimination

Submitted proposals will be subjected to the following listed exclusionary criteria. Those proposals failing to meet any or all of these criteria will be excluded from further consideration.

- Submitted after deadline for proposals
- Did not provide all required information or required number of copies
- No signature on binding cover letter
- Failure to attend pre-proposal conference
- Proposal bond or certified check not provided with proposal



Request for Proposals – Solid Waste Collection

4.6 Evaluation Criteria and Contractor Selection

Proposals not excluded will then receive a separate and more comprehensive evaluation of their complete Technical and Cost proposal. The City has a strong interest in selecting a hauler that not only presents a cost effective proposal, but one that demonstrates high quality. The criteria described below will inform the evaluation and scoring process. The criteria to be considered include:

- Experience/Strength of Operations & Customer Service
- Strength of Technical Proposal
- Cost Effectiveness of Financial Proposal
- Promotes clean environment & energy efficiency

4.7 Experience/Strength of Operations & Customer Service Criteria and Contractor Selection

The City will consider the experience and strength of operation aspects of each prospective hauler's proposed services, with an emphasis on exemplary customer service. The experience and strength of operations of each will be evaluated in terms of demonstrated performance to determine the relative ability of each prospective hauler to implement the program elements described in this RFP. The City is seeking to identify a hauler with demonstrated commitment to high performance and quality management. All proposals will be evaluated by criteria that will include but are not limited to:

- Implementation and administration of solid waste collection systems for single family and multiple family, including equipment selection and route design
- Demonstrated expertise in implementing customer service programs, including the development and use of complaint handling procedures, performance measures, and benchmarking
- Previous experience in successfully designing and implementing transition plans from subscription collection service as required for program startup
- Demonstrated expertise in using data management systems to assure accurate data collection, analysis, and regular reporting to the public agency
- References

Each prospective hauler's experience and strength of operations will be evaluated based on the information provided in each proposal. The City requests that each prospective hauler complete the References form located in the Technical Proposal.

4.8 Technical Criteria and Contractor Selection

The City will consider the technical aspects of each prospective hauler's proposed services to determine if the prospective hauler can meet the proposed performance specifications and



Request for Proposals – Solid Waste Collection

criteria on a long-term basis. All proposals will be evaluated by criteria that will include but are not limited to:

- Capabilities and structure of project management team, relationships between management team and corporate management, and internal controls
- Review of performance of services similar to those proposed by the prospective hauler
- Review of the prospective hauler's detailed technical operations and equipment plans confirm the performance predictions as represented in the proposal
- Ability to meet implementation schedule and the soundness of the plan for transition to operations as described in the proposal
- Commitment to equal employment opportunity
- Commitment to employee and public safety

4.9 Financial Criteria and Contractor Selection

In evaluating cost structures submitted by prospective haulers, the City will compile and analyze the financial and performance inputs provided in each Cost Proposal. The City will consider the prospective hauler's proposed direct cost for providing the services requested along with a balance of system costs and external costs in determining which prospective hauler best meets the financial need of the City. All proposals will be evaluated by criteria that will include but are not limited to:

- The financing capacity and strength of the prospective hauler will be considered, especially the entity's ability to make needed start-up investments in equipment
- Verification that the proposed costs are consistent with the activities described in the proposal and the prospective hauler's operations and maintenance plans
- The unit costs quoted by the prospective hauler for each service type
- Appropriateness of the basis for unit cost escalation
- Financial sensitivity to changes in service

4.10 Energy-Efficiency Criteria and Contractor Selection

The City will give preference to prospective haulers who identify, recommend, and use as many environmentally responsible practices as possible and feasible to the benefit of the City and its residents. These practices should include, but are not limited to:

- Investment in cleaner technologies, materials and equipment to reduce air pollution
- Dual fuel equipment
- Energy use and conservation practices
- Use of renewable resources

4.11 Rejection of Proposals

The City reserves the right to reject any and all proposals and to waive any defect which does not materially alter the specifications or the services to be provided. The City does not intend to



Request for Proposals – Solid Waste Collection

necessarily award a contract solely on the basis of any response made to this request or on the basis of the evaluation and ranking of proposals submitted pursuant to this request.

4.12 Independent Price Determination

By submission of a proposal, the prospective hauler is required to certify and in the case of a joint proposal, each party is required to certify as to its own organization, that in connection with this proposal:

- The costs in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such costs with any prospective hauler or with any competitor
- Unless otherwise required by law, the costs, which have been quoted in the proposal, have not been knowingly disclosed by the prospective hauler and will not knowingly be disclosed by the prospective hauler prior to the award directly or indirectly to any other prospective hauler or to any other competitor



Request for Proposals – Solid Waste Collection

PART V: SUBMISSION REQUIREMENTS

Prospective haulers will submit a proposal package consisting of six sections. The six sections are:

- Section 1: Proposal Summary
- Section 2: Solid Waste Disposal Services Technical Proposal
- Section 3: Solid Waste Disposal Services Cost Proposal
- Section 4: Solid Waste Collection Services Proposal
- Section 5: Financial Qualifications
- Section 6: Litigation History

Prospective haulers are also required to submit a proposal bond of \$5,000 (see Section 3.4).

5.1 Proposal Summary Explanation

The Proposal Summary section is intended to serve as the document which proposal evaluators can use to quickly understand technical, business, and cost aspects of the proposal. The items listed in the following subsections are required elements of the Proposal Summary.

- **Proposal Authorization Signature:** The Transmittal/Certification letter must be signed by an officer of the proposing organization empowered to sign a document that commits the prospective hauler to the obligations in the proposal (Attachment A).
- **Introduction to Proposal:** Proposers should provide an overview of their proposal, including a brief summary of the prospective hauler, their services, corporate ownership, resources, track record, and ability to meet the needs of the City as expressed in this RFP.

5.2 Solid Waste Disposal Services Technical Proposal

The Technical Proposal is intended to serve as the document which proposal evaluators can use to quickly assimilate all technical and business aspects of the proposal. The items listed in the following subsections are required elements of the Technical Proposal. A proposal checklist and required forms are contained in the attachment to this RFP.

- **Prospective Hauler's Statement of Organization:** Complete the Statement of Organization form provided in the attachment to this RFP (Attachment B). It is a required form that must be completed as part of the Proposal. The questions that are not applicable should be included and marked "Not Applicable." The purpose of the form is not intended in any way to limit the type, quality, or quantity of data and information supplied by the prospective hauler. Attach additional sheets if more space is required. If the form is not completed in full, it may result in disqualification.
- **Prospective Hauler's Staffing:** To inform the City's decision, please include in the technical proposal the items listed below with regards to the prospective hauler's staff. These items are required and intended to show the prospective hauler's staffing



Request for Proposals – Solid Waste Collection

structure and management credentials; it must be completed as part of the Proposal. The questions that are not applicable should be included and marked "Not Applicable." The purpose of the form is not intended in any way to limit the type, quality, or quantity of data and information supplied by the prospective hauler. Attach additional sheets if more space is required. If the required information is not provided, it may result in disqualification.

- Organizational Chart: Attach an organizational chart, showing staff by position, making sure to include the number, organizational responsibilities, and qualifications required of each staff person.
- Professional/Management Staff Resumes: For professional or management staff that will be responsible for providing services, provide a resume indicating the individual's areas of expertise and experience.
- **Equipment Plan and Collection Vehicles:** The Equipment Plan shall include completed forms that are provided under the attachments to this RFP (Attachment C). These forms are required, showing the prospective hauler's proposed collection equipment, all of which must be completed as part of the Proposal. The questions that are not applicable should be included but marked "Not Applicable." The purpose of these forms is not intended in any way to limit the type, quality, or quantity of data and information supplied by the prospective hauler. Attach additional sheets if more space is required. An incomplete Equipment Plan may result in disqualification.

5.3 Solid Waste Disposal Services Cost Proposal

Each prospective hauler shall submit a Cost Proposal that includes all cost information as identified and described below. A proposal checklist and required forms are contained in the attachments to this RFP.

- **Cost Proposal Signature Page:** The Collection Cost Proposal Signature Page must be signed by an officer of the proposing organization empowered to sign a document that commits the prospective hauler to the price quotes stated in the collection cost proposals (Attachment D).
- **Cost Proposal:** The Collection Cost Proposal must be filled out in full in order to have the cost proposals in the evaluation process. Price quotes are per year unless specified otherwise in the form (Excel Spreadsheets – 3 Year Cost Proposal Worksheet and 5 Year Cost Proposal Worksheet). All prices quoted are for services as described in this RFP unless the prospective hauler submits specific exceptions using the procedure highlighted in Attachment E. Please note the following:
 - Prospective haulers have the option to include alternative proposals
 - All prospective haulers will be required to indicate in the cost proposal their designated disposal site. Prospective haulers that choose a disposal site located in Washtenaw County will be given additional preference points by the City when evaluating bids. For reference, Resolution 92-48 of March 2, 1992.
- **Exceptions to Agreement (if applicable):** Follow the instructions in Attachment E of this RFP if the prospective hauler intends to take any exceptions to the program specifications set forth in the RFP documents. However, prospective haulers are to



Request for Proposals – Solid Waste Collection

prepare the Cost Proposal based on the program specifications set forth in the RFP documents without considering any exceptions that may be set forth on this form.

- **Acknowledgement of Receipt of Addenda (if applicable):** If the City releases an addenda to this RFP, the prospective hauler will be required to sign Attachment F, acknowledging the receipt of the addenda to this RFP.

5.4 Solid Waste Collection Services Proposal

Prospective haulers should provide a condensed description of the proposed collection services. The description should be complete from the point of central operations and beginning of day vehicle staging (route assignments, preventative maintenance, etc.) through to route operation (e.g. driver route sheets, base to vehicle communication, safety procedures, etc.) and to final end-of-day shut down procedures. The City will place significant emphasis on the proposed work plan during the evaluation process. At a minimum, the prospective hauler should include the following items listed below in the work plan.

- **Transition Plan:** A detailed plan specifying implementation schedules and tasks, including but not limited to: Equipment acquisition plan, how the prospective hauler will begin new collection services, customer service program, distribution of containers. In developing the transition plan, prospective haulers should consider that the City strongly seeks to reduce disruption to customers during the transition period and minimize change in collection days.
- **Customer Service Plan:** A detailed plan that specifies customer service operations, including but not limited to: Customer communications program, customer inquiry/complaint processing systems, ongoing distribution procedures for additional containers.
- **Collection Operations Plan:** A detailed plan that presents the specific collection programs that will be implemented, including but not limited to: Vehicle and container maintenance program, including response/replacement/repair times for vehicles on route, staffing requirements, including physical and substance abuse testing requirements, office and operations yard location, overlap of equipment, staff, offices, cleaning and maintenance facilities, etc., the number of vehicle passes per account, the method of collection, hazardous waste management protocol, health and safety management procedures, additional material that the prospective hauler feels is required to ensure a smooth transition and superior program performance.

5.5 Financial Qualifications

Prospective haulers must provide a description of relevant Financial Qualifications as described below. The City will make the best effort to maintain total confidentiality of the prospective hauler's financial information but cannot make that guarantee. A prospective hauler that submits financial information that asks to have information treated as confidential should submit a statement justifying the request, cross reference it in the proposal and label such confidential information as a separate attachment, clearly identifying it as confidential. At all



Request for Proposals – Solid Waste Collection

times, the City will comply with the provisions of the Michigan Freedom of Information Act as required by state law. The following information listed below must be included.

- **Financial Statements:** The prospective hauler's summary financial statements for the past three years. These statements must include, at a minimum, statements of financial position and changes in financial position.
- **Parent Company Financial Statements (if applicable):** If the entity that will sign the Agreement has a parent company or is proposing a joint venture, the parent company or joint venture company(ies) must also provide financial statements for the most recent three fiscal years. The parent company must provide a statement indicating its intent and means to provide financial assurance of performance.
- **Proof of Financial Capability and Viability (if applicable):** If the entity that will sign the Agreement has been in existence less than three years, the prospective hauler must provide sufficient financial data to substantiate, to the satisfaction of the City, the prospective hauler's financial capability and viability of the entity.
- **No Change in Financial Circumstances:** In addition to the financial statements, the prospective hauler must provide a statement from the Chief Financial Officer indicating that there has been no material change in the financial circumstances of the proposing entity (or its parent company or owners if they are providing financial assurance of performance) since the data of the last audited financial statements.
- **Equipment Financing:** Financing of the services and equipment will be the sole responsibility of the selected hauler. Proposer must demonstrate that it can provide the required financing from either internally generated funds or commitments from external sources.
- **Firm Structure:** Disclose any changes or contemplated changes in the structure of the firm (e.g. mergers, spin-offs and acquisitions) that may impact its financial condition

The City reserves the right to require submission by prospective haulers, at no cost to the City, of certified audited financial statements, and/or an opinion by a Certified Public Accountant with regard to the financial status of the prospective hauler, including ownership of, or interest in, equipment and facilities prior to award of an Agreement.

5.6 Litigation History

- **Litigation Summary:** The prospective hauler must provide a history for the last five years of all claims, settlements, arbitrations, litigation proceedings, and civil actions involving \$100,000 or more and all criminal legal actions in which the company, its parent company, subsidiaries, all partners or principals were involved. For each case, the selection hauler must provide the items listed below.
 - The name of the claim, arbitration, litigation, or action
 - The amount at issue or the criminal charges alleged
 - The status or final disposition of the case
- **Current or Threatened Legal Actions:** The prospective hauler must also provide details of any current or threatened legal actions in Michigan against the prospective hauler or its parent company, subsidiaries, all partners, principals, or joint venture



Request for Proposals – Solid Waste Collection

company(ies) by a governmental entity contracting with the prospective hauler or its parent company for services relating to solid waste management, or against such a government entity by the prospective hauler or its parent company or joint venture company(ies). For each action, the prospective hauler must provide the items listed below.

- The name of the action and the court in which the action is pending
 - The action number and the amount at issue
- **Enforcement Actions:** The prospective hauler shall provide a list of all enforcement actions taken against it during the last five years by any regulatory agency such as, but not limited to, the United States Environmental Protection Agency, the Michigan Department of Environmental Quality or a local enforcement agency. For each action, the prospective hauler must provide the items listed below.
 - Name of the regulatory agency that took the enforcing action
 - Date of the enforcement action

The prospective hauler shall also inform the City if it has had a permit, franchise, license, entitlements, or business licenses that have been revoked or suspended in the last five years.

The prospective hauler must also list any claims against a proposal, bid, or performance bond and the results or any contractual defaults or termination over the last five years.

Request for Proposals – Solid Waste Collection



Submission Forms

5.1 Attachment A: Transmittal/Certification Letter

1. Company Name of Bidding Contractor: *Stevens Disposal & Recycling Service, Inc*
2. Address: *16929 Ida West Rd*
3. City/State/Zip: *Petersburg, MI 49270*
4. Phone: *734 279 2611*
5. Fax: *734 279 2383*
6. Email: *jin@stevensdisposal.com*

As the authorized representative of the bidding contractor named above, I hereby declare familiarity with the location and the proposed scope of services and conditions under which it must be performed, that these specifications have been carefully examined and are understood and accepted as adequate for the purpose, and that I agree to contract with the City of Ypsilanti to perform all specified tasks and agree to furnish all labor, materials, tools, equipment, utilities, transportation and supervision necessary to perform and complete the task in a satisfactory manner unless specified otherwise in the Request for Proposal, if I am chosen as the selected contractor. I understand that the contents of this technical and cost proposal will become contractual obligations if the City of Ypsilanti selects this as the winning bid. I also understand that failure to accept these obligations may result in the cancellation of the award.

Signature: _____

Name (Printed): _____

Date: _____

Request for Proposals – Solid Waste Collection



5.2 Attachment B: Prospective Hauler's Statement of Organization

1. Full Name of Proposer
Stevens Disposal & Recycling Service, Inc
2. Principal Business Address
16929 Ida West Rd.
3. Principal Contact Person(s) *Carl Stevens III - owner*
Carl Stevens IV - Residential operations mgr
Jim May - Residential Int'l mgr.
4. Form of Business Concern (Corporation, Partnership, Joint Venture, etc.)
Corp.
5. If a corporation, state and date of incorporation *Michigan*
6. If a joint venture or partnership, provide date of agreement
7. Provide names of partners or officers as appropriate and indicate if individual has the ability to sign in the name of the prospective hauler. Please provide an address and title along with proof of the ability of the individual to legally bind the prospective hauler
see #3 above
8. Provide a list of all firms participating in this project (including prime contractors, subcontractors, operators, major equipment suppliers, etc.)
Stevens Disposal
9. Outline specific areas of responsibility for each firm listed in Question #8
10. Identify the provisions of any agreement between parties which assigns legal or financial liabilities or responsibilities

Request for Proposals – Solid Waste Collection



11. If responding firm(s) are a partially or fully-owned subsidiary of another firm, or share common ownership with another firm, please identify the parent firms and the relationships



Request for Proposals – Solid Waste Collection

5.3 Attachment C: Equipment Plan and Collection Vehicles

Residential Garbage Collection Vehicles

1. Indicate manufacturer and model of:
 - a. Cab and Chassis
 - i. Does it include a walk-in cab?
 - ii. Does it include dual drive?
 - b. Body
 - i. Specify the rated capacity (cubic yards)
 - ii. Specify the practical or net capacity (cubic yards)
 - iii. Specify the number of bins/compartments and total cubic yards
 - iv. Specify the expected material density fully loaded (lbs per cubic yard)
 - v. Specify the type of body loading (front, rear, side load, etc.)
 - vi. Specify the direction and type of unloading (rear hoist, rear extrusion, side, etc.)
 - vii. Specify the overall height when roof of body is open (inches)
2. Indicate number of vehicles:
 - a. Currently Owned
 - b. Planned for Purchase
3. Will the Vehicles be Owned, Leased or other?
4. Indicate the rate of fuel usage (miles per gallon)
5. Any plans to use alternative fuels in the future? Indicate the details and potential timeline if this applies.

Commercial Garbage Collection Vehicles

1. Indicate manufacturer and model of:
 - a. Cab and Chassis
 - i. Does it include a walk-in cab?
 - ii. Does it include dual drive?
 - b. Body
 - i. Specify the rated capacity (cubic yards)
 - ii. Specify the practical or net capacity (cubic yards)
 - iii. Specify the number of bins/compartments and total cubic yards
 - iv. Specify the expected material density fully loaded (lbs per cubic yard)
 - v. Specify the type of body loading (front, rear, side load, etc.)
 - vi. Specify the direction and type of unloading (rear hoist, rear extrusion, side, etc.)
 - vii. Specify the overall height when roof of body is open (inches)
2. Indicate number of vehicles:



Request for Proposals – Solid Waste Collection

- a. Currently Owned
 - b. Planned for Purchase
3. Will the Vehicles be Owned, Leased or other?
4. Indicate the rate of fuel usage (miles per gallon)
5. Any plans to use alternative fuels in the future? Indicate the details and potential timeline if this applies.

Request for Proposals – Solid Waste Collection



5.3 Attachment D: Collection Cost Proposal Form Signature Page

1. Company Name: *Stevens Disposal & Recycling Service, Inc*
2. Address: *16929 Ida West Rd.*
3. City/State/Zip: *Petersburg, MI 49270*
4. Phone: *734 279 2611*
5. Fax: *734 279 2383*
6. Email: *jim@stevensdisposal.com*

The undersigned has examined the complete Request for Proposal and its requirements contained in this solicitation and is submitting the following Cost Proposal Form in full compliance with those requirements, including the Independent Price Determination requirements defined in this proposal. Furthermore, the undersigned states that this price quote is submitted in full compliance with the provisions of the RFP to which this Cost Proposal is a response.

Signature: _____

Name (Printed): _____

Date: _____



Request for Proposals – Solid Waste Collection

5.5 Attachment E: Exceptions to RFP Specifications and Service Agreement

Proposers are to prepare the Cost Proposal forms based on the program specifications set forth in the RFP documents without considering any exceptions that may be set forth on this form.

In the event the prospective hauler takes exception to the RFP specifications, they may set forth their exceptions in the following manner:

1. The exceptions are to be presented on a paper whose pages are titled, "Exceptions to the Agreement."
2. Each exception must be presented separately by stating the specific exception, the suggested changes to the program related to the exception, the suggested changes in the Agreement language related to the exception, the manner in which the proposed change would benefit the City, the customers or both, and the specific dollar change in each of the various service rates, as proposed by the prospective hauler in this RFP, that would take place if the exception was accepted by the City.
3. The exceptions must be followed with the following language without exception.

"Except as set forth above, the prospective hauler is in complete agreement with the proposed terms, conditions and business arrangements described in the RFP including the attached agreement. The prospective hauler assumes the risk of all conditions foreseen or unforeseen and agrees to provide the services set forth in the agreement under whatever circumstances may develop other than as herein provided."

4. Each exception must be signed by an individual authorized to commit the prospective hauler's firm to the agreement in the manner set forth below. Please include a signature, printed full name, title and date.

Pick up for all residential properties (up to 3 units), commercial storefronts, and all other larger residential properties that abide by the bag and bulky item limits

3-32 gallon bags/1 bulky item per week (single unit)

6-32 gallon bags/2 bulky items per week (double unit)

9-32 gallon bags/3 bulky items per week (three unit)

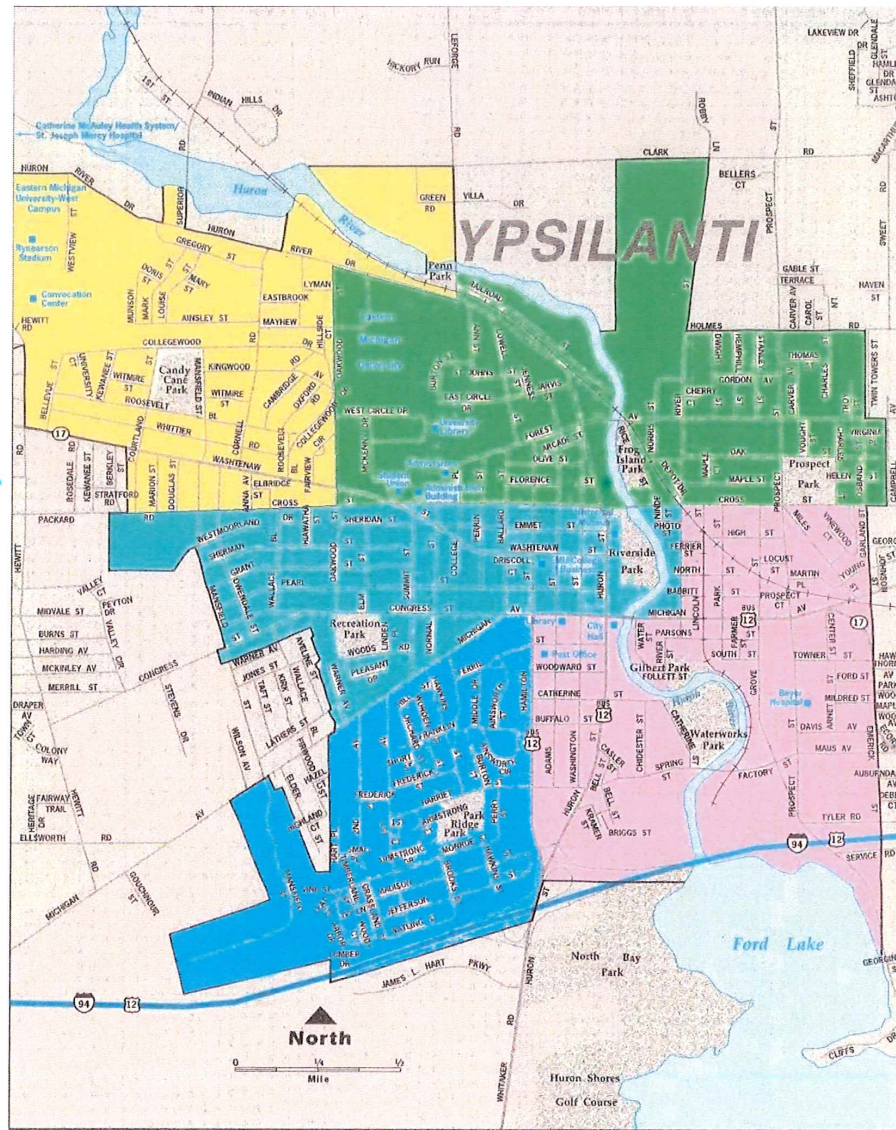
Provide and service four 3-cubic yard, wheeled, movable dumpsters that fit the enclosure for municipal buildings

Provide and service one 6-cubic yard dumpsters for municipal building

Request for Proposals – Solid Waste Collection



5.6 Attachment F: Current Service Map



Monday Tuesday Wednesday Thursday Friday



Request for Proposals – Solid Waste Collection

5.7 Attachment F: Bid Checklist

Section 1: Proposal Summary

- ☐ Proposal Authorization Signature
- ☐ Introduction to Proposal

Section 2: Solid Waste Disposal Services Technical Proposal

- ☐ Prospective Hauler's Statement of Organization
- ☐ Prospective Hauler's Staffing
- ☐ Equipment Plan and Collection Vehicles

Section 3: Solid Waste Disposal Services Cost Proposal

- ☐ Cost Proposal Signature Page
- ☐ Cost Proposal
- ☐ Exceptions to Agreement (if applicable)
- ☐ Acknowledgement of Receipt of Addenda (if applicable)

Section 4: Solid Waste Collection Services Proposal

- ☐ Transition Plan
- ☐ Customer Service Plan
- ☐ Collection Operations Plan

Section 5: Financial Qualifications

- ☐ Financial Statements
- ☐ Parent Company Financial Statements (if applicable)
- ☐ Proof of Financial Capability and Viability (if applicable)
- ☐ No Change in Financial Circumstances
- ☐ Equipment Financing
- ☐ Firm Structure

Section 6: Litigation History

- ☐ Litigation Summary
- ☐ Current or Threatened Legal Actions
- ☐ Enforcement Actions

Bond

- ☐ Prospective haulers are also required to submit a proposal bond of \$5,000 (see Section 3.4).

Ypsilanti Solid Waste RFP questions and answers. Answers are in red.

1. **Prebid Meeting:** the BidNet website states that the prebid meeting will be on 6/17/19 at 12:00 am whereas the bid specification states the prebid meeting will be on 6/10/19 at 10:00 am (page 13 of the specifications). Can the City clarify this conflict of information. The city will be holding a prebid meeting on June 17, 2019. The time is 10:00 AM. The questions will be due on 6/10/2019.
2. **Questions:** the BidNet website states that questions must be submitted by 6/10/19 at 12:00 am whereas the bid specifications state that questions may be asked at the prebid meeting. Can the City clarify this conflict of information. The question period outside of prebid meeting will need to be asked by June 10, 2019. Questions will be allowed at the prebid meeting.
3. **Page 1&2:** the specification states an Alternate #1 & Alternate #3. Can the City clarify if there is an Alternate #2 or is this just a typo? There is no alternative 2. Alternative 3 will be changed to alternative 2.
4. **Page 7 Section 2.17 (paragraph 1):** does this section also include all apartments currently using dumpsters? This does not include Multifamily Residential as stated in Section 2.3 "The selected hauler will be responsible for servicing all residential homes, up to three units (single family, two unit and three unit homes). The selected hauler shall also be responsible for serving commercial storefronts and residential properties larger than 3 units that abide by the bag limits and terms specified in the Agreement between the selected hauler and the City"
5. **Page 9 Section 2.23:** Does the City plan on including these stops and if so, how many are there along with sizes and days of collection? There is no plans at this time to add additional units at this time.
6. **Pricing Page:** Does the City have a specific format for the pricing? If so, can you please provide a pricing page to follow. See attached worksheet.
7. **Would you be willing to extend the bid opening one or two weeks?** We will not be willing to extend the bid opening to best prepare for a change if needed.
8. **Will the City be providing pricing sheets?** See attached worksheet
9. **On page 2 Is there an alternative #2?** You have alternative #1 & #3. There is no alternative #2 the bid will be changed to list two alternatives.
10. **On page 3 under section 2.2 Customer Communications and Complaint Handling Procedure.** Just to clarify, the City will take all service related calls and forward them to selected vendor daily? Yes. Vendor to supply designated contact person with email address and direct phone number.
11. **On page 4 under section 2.3 Residential and Commercial Units** You make reference that the hauler is responsible for determining the total number of serviceable units? Won't the City be providing an updated address for each unit that they will be required to service? There are 5,337 units currently serviceable in the city. Attached is the current service schedule.
12. **On page 6 under section 2.11 Service Area/Schedule.** On page 6, Could you please clarify what is meant in this section?? The city publishes a schedule on our website

- Size of containers? **See above**
 - Frequency of pick up? **Weekly**
 - Trash or recycling? **Trash only**
23. What is the total house count/number of units the City wants the contractor to use to determine price? It is impossible to determine price without a count to base it on. There are 5,337 units currently serviceable in the city. Attached is the current service schedule.
24. The RFP said there was a proposal checklist included in the attachments but there was not. Will the City provided this checklist? **A bid checklist has been added to the packet.**
25. Is a non-collusion affidavit required? **The city does not have a requirement for a non-collusion addidavit**
26. What are the commercial services requested in this RFP? The existing contract with the hauler lists (2) 6yd and (2) 3yd containers. Should we assume this to be the same in this RFP? **No. See above**
27. What is the City currently charging residents for the tags for additional bagged refuse? How much is the City begin charged by the hauler per tag to purchase these and then resell to residents? **Sold to residents for \$3.00 and are currently charged \$3.00 by contractor.**
28. The RFP asks for submission of reports from the metal recycling facility – do you have any current figures as the amount of recyclable metal was taken to these facilities? **We have not received these figures at this time.**
29. The current contract allows for 3 bags of trash per week but it is not stipulated in the RFP – what is the total number of bags per unit before extra tags have to be purchased? **We will add the following language to the bid, “Each single family home may set out 3 trash cans or bags, 32 gallons or smaller, and 1 bulk item each week. Each 2 unit dwelling may set out 6 trash cans or bags, 32 gallons or smaller, and 2 bulk items each week. Each 3 unit dwelling may set out 9 trash cans or bags, 32 gallons or smaller, and 3 bulk items each week.”**
30. The RFP does not mention anything about residential recycling. Are we correct to assume that this RFP does not include recycling and the City does not want to offer that service to residents? **The RFP does not include residential recycling**
31. Page 9, 2.23: How many of these properties are there? **There are 5,337 units currently serviceable in the city. Attached is the current service schedule.**
32. Will the City provide a bid sheet to ensure consistent bids? **Attached is a bid excel sheet.**
33. Does the city require cans to be right-side up or upside down? **Upside down is preferred**



Resolution No. 2019-010
July 10, 2019

**RESOLVED BY THE HUMAN RELATIONS COMMISSION OF THE CITY OF
YPSILANTI:**

THAT the Human Relations Commission recommends that City Council seek specific and significant public input to address economic and racial structural inequalities pertaining to the marijuana facility licensing process.

OFFERED BY: Commissioner Choudhuri

SUPPORTED BY: Commissioner Hicks

YES: 5 NO: 0 ABSENT: 2 (Gaines, Rosser) VOTE: Carried

I do hereby certify that the above resolution is a true and correct copy of Resolution 2019-010 as passed by the Ypsilanti Human Relations Commission, at their meeting held on July 10, 2019.

Sarah Stachnik, Deputy City Clerk



Resolution No. 2019-001
June 27, 2019

RESOLVED BY THE POLICE ADVISORY COMMISSION OF THE CITY OF YPSILANTI:

WHEREAS, Ms. Sue Melke was a long time resident of the City of Ypsilanti; and

WHEREAS, Ms. Melke displayed an unwavering commitment to the City of Ypsilanti, its residents, their concerns, issues, welfare; and

WHEREAS, her commitment to the City of Ypsilanti involved her regular attendance at City Council, City Boards, Commission, and Task Force meetings over the years; and

WHEREAS, Ms. Melke also acted as an advocate for the less fortunate citizens of the City of Ypsilanti, by sharing their issues, concerns and ultimately giving voice to them with local officials; and

WHEREAS, as a member of Y-PAC (Ypsilanti Police Advisory Commission), with her fellow Commissioners, she sought to make the Commission a relevant, timely, and important component of modern local government.

THEREFORE BE IT RESOLVED, that we the undersigned members of the Ypsilanti Police Advisory Commission hereby publicly express our collective admiration for her passion for our city, her volunteer work for the city, and as her valued membership on the Ypsilanti Police Advisory Commission.

AND FURTHER BE IT RESOLVED that an original copy be delivered to the Mayor and City Council after passage by the Commission.

[Redacted Signature]
Andy Yanta, Chair
Police Advisory Commission

[Redacted Signature]
Police Advisory Commission

[Redacted Signature]
Heather Freeling
Police Advisory Commission

[Redacted Signature]
Herman Humes
Police Advisory Commission

[Redacted Signature]
Gail Wolkoff
Police Advisory Commission

I do hereby certify that the above resolution is a true and correct copy of Resolution 2019-001 as passed by the Ypsilanti Police Advisory Commission, at their meeting held on June 27, 2019.

[Redacted Signature]
Andrew Hellenga, City Clerk

Citizen Advisory Boards and Commissions Participation Resume

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

Name	Athena Johnson
Email Address	[REDACTED]
Address	[REDACTED]
City	Ypsilanti
State	MI
Zip Code	48197
Phone Number	[REDACTED]
Fax Number	Field not completed.
Number of Years in the Community	15
Ward You Live In	Field not completed.
Education	Associate in Liberal Arts from Washtenaw Community college/2 years at Western Michigan University(music education)
Occupation	Bookstore Owner/Recording Artist/Music Ed. Instructor
Employer	Self Employed
Are you applying for youth membership?	No
I would like to be considered and could devote sufficient time to serve on the following board or commission:	Ypsilanti Downtown Development Authority

Party Affiliation

Field not completed.

Field not completed.

Why are you interested in serving on these boards/commissions?

I own a business in this downtown community. The DDA will provide an opportunity for me to voice and have say in the various activities that are proposed throughout. In addition, this board will allow for a broader understanding and inner workings of my community.

Work/volunteer experience related to the board or commission:

I am the co-owner of Blackstone Bookstore & Cultural Center located at 214 Michigan Ave. I serve on the board at Riverside Arts Center. I perform locally and have various opportunities to interact with people of the community as well as neighboring businesses.

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

Yes

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

Yes

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



Resolution No. 2019-164
July 16, 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: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
16 day of July 2019

#Resolution No. 2019-164