



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, July 11, 2023 @ 6:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197
[VIRTUAL MEETING](#)**

Page

I. CALL TO ORDER

II. ROLL CALL

III. 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.

IV. AGENDA APPROVAL

V. CLOSED SESSION - 6:00PM TO 7:00PM

- A. Closed Session - *MCL 15.268 (e) to discuss pending litigation City of Ypsilanti v Greenlee*

VI. PUBLIC COMMENT (3 MINUTES)

VII. PRESENTATIONS

- 4 - 26** A. Say Yes to Seniors - Monica Prince and Bruce
[Presentation](#)

VIII. ORDINANCES FIRST READING

- 27 - 31** A. Ordinance No. 1414 - An Ordinance entitled, "An ordinance to Repeal City Code Section 58-123 of the Ypsilanti City Code".
1. Resolution No. 2023-116, determination.
2. Open Public Hearing
3. Resolution No. 2023-117, close the public hearing
[Supporting Documents - Pdf](#)
- 32 - 40** B. Ordinance No. 1415 - An Ordinance entitled, "An ordinance to amend Chapter 106, Article V, Section 106-454(a) of the Code of Ordinances to adjust sewage disposal rates.
1. Resolution No. 2023-118, determination.
2. Open Public Hearing
3. Resolution No. 2023-119, close the public hearing
[Supporting Documents - Pdf](#)

- 41 - 44** C. Ordinance No. 1416 - An Ordinance entitled, "An ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances to adjust water service rates.
1. Resolution No. 2023-120, determination.
 2. Open Public Hearing
 3. Resolution No. 2023-121, close the public hearing
- [Supporting Documents - Pdf](#)

IX. RESOLUTIONS/MOTIONS/DISCUSSIONS

- 45 - 52** A. Resolution No. 2023-122, approving the minutes of the June 20, 2023 City Council Meeting.
[2023-122 - Pdf](#)
- 53 - 65** B. Resolution No. 2023-123, approving appointments to boards and commissions.
[2023-123 - Pdf](#)
- 66 - 72** C. Resolution No. 2023-124, awarding the bid for the Parkridge Park Softball Field Renovations.
[2023-124 - Pdf](#)
- 73 - 78** D. Resolution No. 2023-125, approving construction engineering proposal with OHM for the Frog Island Lot.
[2023-125 - Pdf](#)
- 79 - 93** E. Resolution No. 2023-126, approving a contract to install an elevator at City Hall.
[2023-126 - Pdf](#)
- 94 - 113** F. Resolution No. 2023-127, approving the 2023-2024 Property and Liability Insurance Renewal.
[2023-127 - Pdf](#)
- 114 - 121** G. Discussion regarding boards and commissions.
[Presentation](#)
- 122 - 129** H. Discussion regarding employee evaluations.
[Evaluation Tool](#)

X. BOARD AND COMMISSION - COMMUNICATIONS

XI. BOARD AND COMMISSION - LIAISON REPORTS

1. Police Advisory Commission.
2. Human Relations Commission.
3. Arts Commission.
4. Parks and Recreation Commission.
5. Sustainability Commission.

6. Historic District Commission.
7. Planning Commission.
8. Zoning Board of Appeals

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. Bicentennial Committee

XIII. COUNCIL PROPOSED BUSINESS

XIV. COMMUNICATIONS FROM THE MAYOR

XV. COMMUNICATIONS FROM THE CITY MANAGER

XVI. COMMUNICATIONS

XVII. PUBLIC COMMENT (3 MINUTES)

XVIII. REMARKS FROM THE MAYOR

XIX. ADJOURNMENT

130

- A. Resolution No. 2023-128, adjourning the City Council Meeting.
[2023-128 - Pdf](#)
- B. Please click [here](#) to access the City Council Contact Form. This form can be used to submit any comments/concerns you might have about this agenda.

Y SAY *Yes* TO SENIORS

Ypsilanti Township
May 16, 2023

Contents of this Presentation

1. Introduction
 - a. Vision
 - b. Mission and intro to the Millage
 - c. Say Yes to Seniors Coalition Members
2. Senior Services in Washtenaw County
 - a. Demographics of seniors
 - b. Funding realities
3. Millage possibilities
 - a. Details of the millage
 - b. Uses for millage funding
4. Time for Questions

The Say Yes to Seniors Coalition seeks to enhance the quality of life for older Washtenaw County residents and their family caregivers by strengthening the network of community programs and resources that support our ability to age in place with independence and dignity.

We believe that a vital part of fulfilling this vision is the **passage of a senior service millage in Washtenaw County.**

Who is in the Say Yes to Seniors Coalition?

The Coalition is a voluntary group made up of community members.

We are:

Senior service leaders, nonprofit aging service providers, older adults, advocates, and other interested individuals who all believe we need a senior service millage in Washtenaw County.

Our coalition is open to all to participate in or receive coalition emails and updates.



SAY
Yes
TO
SENIORS



Together, the members of the coalition have an average tenure of 15 years of experience working in the older adult services sector.

The Current Status of Seniors and Services in Washtenaw County

Quick Facts about Seniors in Washtenaw County

Currently:

- ❑ Of Washtenaw County's estimated 371,000 residents, more than 72,000 (20%) are 60+ and this is fastest growing age group. By 2030 that number will be over 100,000.
- ❑ 32% of households in Washtenaw County currently have a senior in the household

Looking Ahead:

- ❑ Over the next 25 years the oldest subgroup of seniors (80+), and the group that utilizes the most services, will more than double
- ❑ By 2040, the number of seniors living in poverty in Washtenaw County will more than double
- ❑ The senior refugee population increases annually by 3%

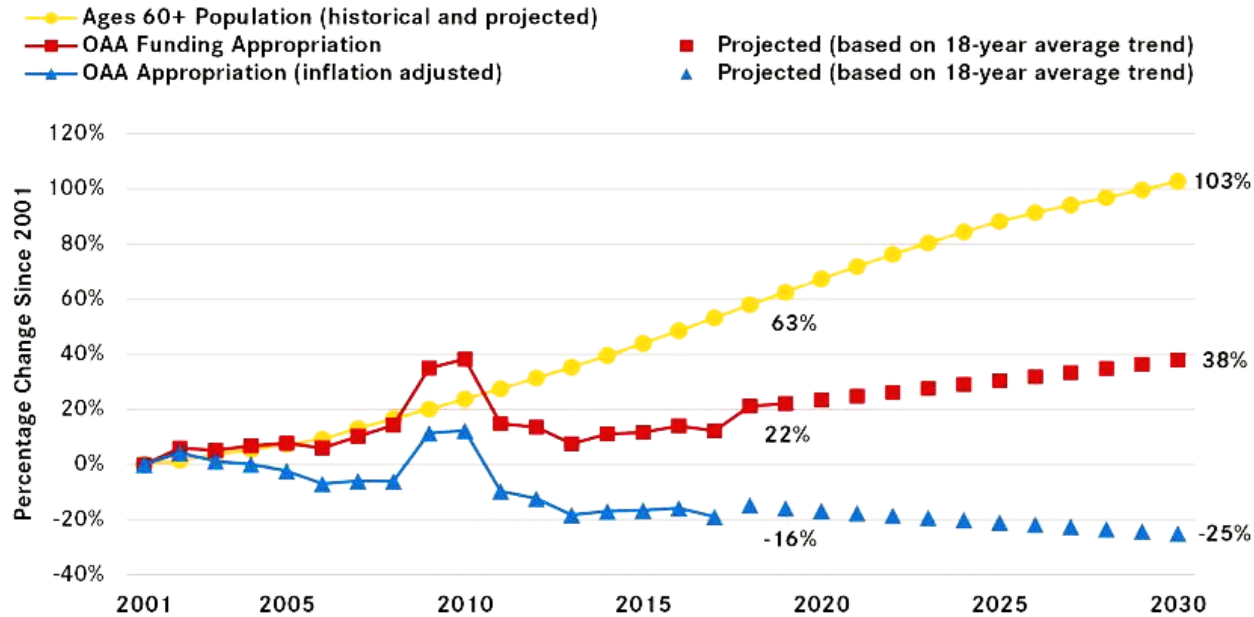
Service Providers are currently doing their best with what they have

Currently the service providers within the Say Yes to Seniors Coalition provide and are experts in:

- ☐ Food assistance
- ☐ Meals for homebound seniors
- ☐ Case management services
- ☐ Health and wellness services
- ☐ Eviction and foreclosure prevention
- ☐ Transportation assistance
- ☐ Counseling
- ☐ Home modification support services
- ☐ Caregiving support

Because of the wide range of services needed and increasing need, providers are faced with a consistent lack of sustained funding

The funding is not going to meet projected growth



73 of 83

Counties in MI have a senior
millage

County Aging Network Service Unit Comparison - 2016

	Total Service Units	Service Units per 1,000 Seniors
Washtenaw County (No millage)	262,040	4,547
Kent County (Millage that raises 11 million annually)	912,853	8,799

Kent County's Aging Sector delivers almost twice as many service units per 1,000 seniors than Washtenaw County's Aging Services Sector

So Why Do we need a Senior Millage

- As the 60+ segment of our population grows, we will fall further behind in our ability to meet present and future needs for services unless additional support is garnered. As such, it is vital that we, as Washtenaw County community members, take the steps necessary to ensure that the resources and services available are sufficient for meeting the growing needs we too will have as we age.
- The resources and services currently available to support Seniors are provided by a network of agencies who are limited in their capacity and are struggling to sustain current services.
- Washtenaw County is well behind the majority of other counties in Michigan in providing senior services Compared to other counties, Washtenaw is often providing only half as many units of service for critical needs such as Meals on Wheels, congregate or dine-in meals, adult day care, outreach & advocacy programs, and elder abuse prevention.

Senior Millage: A Potential Solution to a Dearth of Resources

.5 mill

1/2 mill = 0.5/1000 of a dollar, or \$.0005 cents

\$9,300,000 would be raised annually by a .5 mill

A home with a property value of \$201,500 would pay \$100.75 per year/or ~\$8.40 per month.



Five Proposed Areas of Funding:

1. Case Management
2. Senior Nutrition
3. Maintaining and Expanding Senior Centers
4. Supporting Caregivers
5. Housing - Preservation and Security

Case Management

To support healthy aging and to connect service providers we will need an infrastructure to coordinate care for older adults referred for multi-services.

When an infrastructure is established, this will provide:

- A centralized hub for intake and referral services
- Connectivity to in-home and community-based support
- Management of back-office functions
- Closed-loop referral system supported by technology

For example: \$150,000 enables Jewish Family Services to hire two Case Managers, providing oversight and life preserving services to 100 seniors in crisis and another 200+ seniors who require ongoing help navigating specific needs



Senior Nutrition



Address areas where Meals on Wheels are not delivered and offer county wide access to:

- Special diet Meals on Wheels (vegetarian, gluten free, Kosher, DASH, etc)
- Offer second meals and weekend meal delivery

Maintaining and Expanding Senior Centers



Every senior center in Washtenaw County will:

- Be led by a full-time professional director
- Maintain evenings and weekend hours
- Meet National Institute for Senior Centers standards
- Reduce loneliness among seniors

Supporting Family Caregivers



County wide access to:

- Education and training
- Caregiver support hotline
- Subsidized respite services (in home and community)
- Supports for grandparents raising grandchildren

Housing Preservation and Housing Security



- Expand Minor home maintenance and repair assistance
- Create Aging in Place Home modifications and services
- Create Shared Housing Program
- Create Senior Affordable Housing Trust fund
- Expand Housing counseling services

References

Root Cause. (2021). Ann Arbor Area Community Foundation Washtenaw County Healthy & Fulfilling Aging Systems Research Report.
<https://www.aaacf.org/About/News-Updates/All-News/healthy-fulfilling-aging-systems-research-report>

Sarah Walsh. (2022, May). PhD, CHES is an Associate Professor of Health Administration in the School of Health Sciences at Eastern Michigan University| *“Service needs of Older Adults in Washtenaw County. In Say Yes to Seniors”*

Federal Office of Rural Health Policy

Area Agency on Aging 1-B

US Census

Mich.gov

Members of the Coalition

<https://chelseaseniors.org/>

Bill O'Reilly – Executive Director

<https://csswashtenaw.org/>

Kasey Kerr – Director of Senior Services & Quality

<https://ypsiseniorcenter.org/>

Monica Prince – Director

<https://jfsannarbor.org/>

Sarah Hong – Chief Program Officer

Jill Kind – Director of WISE Aging Services

<https://aaa1b.org/>

Amanda Sears – Senior Grants Manager

<https://ymow.org/>

Alison Foreman – President & CEO

Nonprofit sector committee members: Janet Hunko, Yvonne Cudney, & Courtney Vanderlaan

Community committee members: Phyllis Herzig, Gary Munce, Chris Lemon, & Jason Fair

Commissioner member: Jason Maciejewski & **Community Member:** Ann Arbor Area Community Foundation

Thank you for listening.

For more information please go to our website or Facebook page.

www.sayyestoseniors.com





REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: John Barr
DATE: July 11, 2023
SUBJECT: Revoke city code Ordinance 58-123

DESCRIPTION:

Revoke city code Ordinance 58-123

SUMMARY:

Ordinance 58-123 requires landlords to provide voter information to tenants. Council suspended the ordinance. Several landlords are suing the City claiming violation of civil rights. I recommend the ordinance now be repealed.

RECOMMENDED ACTION: Repeal ordinance 58-123.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2023-116
July 11, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

The certain ordinance entitled " An ordinance to Repeal City Code Section 58-123" be adopted on first 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 11 day of July 2023

#Resolution No. 2023-116



**CITY OF YPSILANTI
NOTICE OF ADOPTED ORDINANCE
Ordinance No. 1414**

An ordinance to Repeal City Code Section 58-123

1. THE CITY OF YPSILANTI HEREBY ORDAINS that City Code Section 58-123 is hereby repealed.

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

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

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

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

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

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____ DAY OF July 2023.

Andrew Hellenga, City Clerk

Attest

I do hereby confirm that the above Ordinance No. 1414 was published according to Section 11.13 of the City Charter on the _____ day of _____, 2023.

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 _____, 2023.

Andrew Hellenga, City Clerk

Notice Published: _____

First Reading: _____

Second Reading: _____

Published: _____

Effective Date: _____



Resolution No. 2023-117
July 11, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for an ordinance entitled " An ordinance to Repeal City Code Section 58-123" be officially closed.

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
11 day of July 2023

#Resolution No. 2023-117



Resolution No. 2023-118

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT an Ordinance to amend Chapter 106, Article V, Section 106-454(a) of the Code of Ordinances, City of Ypsilanti, to adjust sewage disposal rates approved on First 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 day of

#Resolution No. 2023-118

ORDINANCE NO. 2023 –1415

An ordinance to amend Chapter 106, Article V, Section 106-455(a) of the Code of Ordinances to adjust sewage disposal rates.

BE IT ORDAINED BY THE CITY OF YPSILANTI, that:

Chapter 106, Article V, Section 106-455(a) of the Code of Ordinances shall be amended as follows:

(b) For all billings rendered prior to September 1, 2023, existing sewage disposal rates shall prevail. For all billings rendered on or after September 1, 2023, sewage disposal rates shall be as follows for each bimonthly (two-month) period:

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

Meter Size (inch)	Sewage Rate
5/8-3/4	\$ 19.02
1	\$ 47.54
1-1/2	\$ 95.08
2	\$ 152.13
3	\$ 475.41
4	\$ 950.81
6	\$ 1,901.63
8	\$ 3,327.85
10	\$ 5,229.46
12	\$ 6,180.28

(2) Commodity rate: \$3.40 per 100 cubic feet

* * * * *

This Ordinance shall take effect and be in full force upon publication in the Washtenaw Legal News.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____
DAY OF _____, 2023.

Nicole Brown, Mayor

Andrew Hellenga, City Clerk

ATTEST

I do hereby confirm that the above Ordinance No. 2023-1415 was published in the
_____ on the _____ day of _____, 2023.



Dedicated to Providing Top Quality, Cost Effective, and
Environmentally Safe Water and Wastewater Services to Our Customers

YPSILANTI COMMUNITY UTILITIES AUTHORITY

2777 STATE ROAD
YPSILANTI, MICHIGAN 48198-9112
TELEPHONE: 734-484-4600
WEBSITE: www.ycua.org

June 29, 2023

VIA EMAIL

CITY OF YPSILANTI
City Council
One South Huron Street
Ypsilanti, Michigan 48197-5400

Re: Water and Sewer Rate Changes

Dear Council Members:

Please be advised the Board of Commissioners for the Ypsilanti Community Utilities Authority (YCUA) recommended approval to the City Council for a 4% water and readiness-to-serve rate increase at their regular meeting on June 28, 2023. The Great Lakes Water Authority's increase to YCUA was 4% which will become effective on July 1, 2023. At the same meeting, the Authority's Board also approved a recommendation to the City Council to increase the sewer and readiness to serve rate by 4%. The ordinances needed to approve these increases are attached as well as the supporting documentation. The combined effect of these rate adjustments will be a 4% increase in a City Division customer's bimonthly bill.

The ordinances needed for approving these rate adjustments are included in this correspondence for your consideration. Please also find enclosed a document summarizing YCUA's budget related to the Fiscal Year 2023-24 which was also approved by the YCUA's Board of Commissioners on June 28, 2023.

Please contact me with any questions or concerns regarding this information by email at lblackburn@ycua.org or by phone at 734-484-4600 ext. 116.

Sincerely,

LUTHER BLACKBURN, Executive Director
Ypsilanti Community Utilities Authority

Enclosures
cc w/encl.:

YCUA Board of Commissioners
Mr. Andrew Hellenga
Ms. Frances McMullan
Mr. Matthew T. Jane
Mr. Dwayne Harrigan
Ms. Gail M. Thomas

YCUA City Division

	water	sewer	Total
Current			
Ready to Service	\$20.80	\$18.29	\$39.09
Commodity rate (per unit)	\$5.95	\$3.27	\$9.21

Average User residential

	10 units(7,480 gallons) per 2 month billing cycle		
	water	sewer	Total
Ready to Service	\$20.80	\$18.29	\$39.09
10 units	\$59.47	\$32.65	\$92.12
Total	\$80.27	\$50.94	\$131.21

Effect on average city customers with a proposed 4.00% water rate increase, a sewer rate increase of 4.0%. Combined effect 4.00%

	water	sewer	Total
PROPOSED: September 1, 2023			
Ready to Service	\$ 21.63	\$ 19.02	\$40.65
Commodity rate (per unit)	\$ 6.18	\$ 3.40	\$9.58

Average User residential (proposed)

	10 units(7,480 gallons) per 2 month billing cycle		
	water	sewer	Total
Ready to Service	\$21.63	\$19.02	\$40.65
10 units	\$61.85	\$33.96	\$95.81
Total	\$83.48	\$52.98	\$136.46
Increase in bill			\$5.25
Percent Change	4.00%	4.00%	4.00%



Dedicated to Providing Top Quality, Cost Effective, and
Environmentally Safe Water and Wastewater Services to Our Customers

YPSILANTI COMMUNITY UTILITIES AUTHORITY

2777 STATE ROAD
YPSILANTI, MICHIGAN 48198-9112
TELEPHONE: 734-484-4600
WEBSITE: www.ycua.org

City Water Rates -

YCUA City Division Water Rate

Effective September 1, 2023

Water rate increase	4.00%		
RTS increase	4.00%	RTS	RTS
		Bi-Monthly	Monthly
Meter Size/Inch		Water Rate	Water Rate
5/8-3/4		\$21.63	\$10.82
1		\$54.08	\$27.04
1 1/2		\$108.15	\$54.08
2		\$173.03	\$86.52
3		\$540.73	\$270.37
4		\$1,081.46	\$540.73
6		\$2,162.92	\$1,081.46
8		\$3,785.10	\$1,892.56
10		\$5,948.02	\$2,974.02
12		\$7,029.48	\$3,514.75

Commodity rate (per 100 cf.) \$6.18

City Sewer Rates -

YCUA City Division Sewer Rate

Effective September 1, 2023

Sewer rate increase	4.00%		
RTS increase	4.00%	RTS	RTS
		Bi-Monthly	Monthly
Meter Size/Inch		Sewer Rate	Sewer Rate
5/8-3/4		\$ 19.02	\$9.510
1		\$ 47.54	\$23.770
1 1/2		\$ 95.08	\$47.540
2		\$ 152.13	\$76.065
3		\$ 475.41	\$237.705
4		\$ 950.81	\$475.405
6		\$ 1,901.63	\$950.815
8		\$ 3,327.85	\$1,663.925
10		\$ 5,229.46	\$2,614.730
12		\$ 6,180.28	\$3,090.140

Commodity rate (per 100 cf.) \$ 3.40

YCUA bills in units, 1 unit = 100 cubic ft = 748 gallons.

Township Water Rates -

YCUA Township Division Water Rate

Effective September 1, 2023

Water rate increase	4.00%		
RTS increase	4.00%	RTS	RTS
		Bi-Monthly	Monthly
Meter Size/Inch		Water Rate	Water Rate
5/8-3/4		\$17.40	\$8.700
1		\$43.50	\$21.750
1 1/2		\$87.01	\$43.505
2		\$139.21	\$69.605
3		\$435.03	\$217.515
4		\$870.06	\$435.030
6		\$1,740.12	\$870.060
8		\$3,045.21	\$1,522.605
10		\$4,785.32	\$2,392.660
12		\$5,655.38	\$2,827.690

Commodity rate (per 100 cf.) \$ 3.76

Township Sewer Rates -

YCUA Township Division Sewer Rate

Effective September 1, 2023

Sewer rate increase	4.00%		
RTS increase	4.00%	RTS	RTS
		Bi-Monthly	Monthly
Meter Size/Inch		Sewer Rate	Sewer Rate
5/8-3/4		\$ 18.17	\$9.085
1		\$ 45.43	\$22.715
1 1/2		\$ 90.86	\$45.430
2		\$ 145.38	\$72.690
3		\$ 454.30	\$227.150
4		\$ 908.61	\$454.305
6		\$ 1,817.20	\$908.600
8		\$ 3,180.11	\$1,590.055
10		\$ 4,997.31	\$2,498.655
12		\$ 5,905.92	\$2,952.960

Commodity rate (per 100 cf.) \$ 2.99

YCUA bills in units, 1 unit = 100 cubic ft = 748 gallons.



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2023-24 Budget Highlights

The Authority's 2023/2024 annual budget reflects the management of record-high inflation and a continued commitment to invest in our system's infrastructure. The last fiscal year was a positive year for the Authority, but the start of this year indicates consumption is trending below 2022. Please find below various highlights and factors which were considered by the Authority in developing the budget.

- The last 5 years of water usage demonstrates the unpredictability of consumption (usage in MCF or thousand cubic feet):

Year	Usage (MCF)	% Difference in Usage
2018	492,666	
2019	458,417	-6.95%
2020	468,635	+2.23%
2021	461,623	-1.50%
2022	478,329	+3.62%

- Based upon the above data, we are budgeting for a usage of 474,000 MCF in 2023.
- Revenue is forecasted in the 2023/2024 budget to be \$48.4 million while expenses come in at \$49 million.
- Inflation has dramatically affected the 2022/2023 fiscal year and continues to put pressure on the 2023/2024 budget. The 2023/24 budget increases by approximately 1 million over the 2022/2023 budget (2.09%) with the following areas contributing to the increase:

Professional Services	\$400,000
Utilities	\$235,000
Parts/equipment/supplies	\$200,000
Chemicals	\$50,000

- Planned capital acquisitions include the following:

Road Repairs	\$750,000
Backhoes	\$150,000
Vehicles (6)	\$500,000

- The following planned Capital Improvement Projects (DWSRF/CWSRF) are at different stages of progress and currently include the following:

Water Meter Upgrades (~ 10.5M)
Sugarbook Area Water Main Replacement (~ 8.3M)
Gault Village East Water Main Replacement (~6.4M)
Bridge Road Pump Station Improvements (~0.7M)
Textile Road Pump Station Improvements (~1.45M)
Clark Road Pump Station Improvements (~1.2M)
Harriet Street Water Main Replacement (~0.85M)
WWTP UV Disinfection Improvements (~ 2M)
WWTP Headworks Odor Control (~ 6M)

Total estimated costs of 37.4M which are incurred over various fiscal years and typically span the design and construction phases of the project.

For the 2023/2024 Budget, we propose a 4.0% increase in both water and sewer rates for the City and Township.

City Customers - (Comprised of a 4.0% increase in water rate and 4.0% increase in sewer rate)

For an average bill (10 units of usage), the bi-monthly cost would be \$136.46. This is an increase of \$5.25 per bill or \$2.63 per month.

Twp Customers- (Comprised of a 4.0% increase in water rate and 4.0% increase in sewer rate)

For an average bill (10 units of usage), the bi-monthly cost would be \$103.10. This is an increase of \$3.97 per bill or \$1.99 per month.

2023 Rate Comparison of other communities with 10 units of usage:

City of Saline - \$181.42
City of Westland \$153.10
City of Saginaw \$149.60
City of Ypsilanti \$136.46
City of Ann Arbor \$124.25
Pittsfield Township 115.77
Ypsilanti Township \$103.10
City of Lansing \$72.42
City of Troy \$70.78



Resolution No. 2023-119
July 11, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT a public hearing on an Ordinance to amend Chapter 106, Article V, Section 106-454(a) of the Code of Ordinances, City of Ypsilanti, to adjust sewage disposal rates be officially closed.

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 11 day of July 2023

#Resolution No. 2023-119



Resolution No. 2023-120
July 11, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That an Ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances to increase water rates within the City of Ypsilanti be approved on First 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 11 day of July 2023

#Resolution No. 2023-120

ORDINANCE NO. 2023 –1416

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

BE IT ORDAINED BY THE CITY OF YPSILANTI, that:

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

(b) For all billings rendered prior to September 1, 2023, existing water service rates shall prevail. For all billings rendered on or after September 1, 2023, water service rates shall be as follows, for each bimonthly (two-month) period:

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

Meter Size (inch)	Water Rate
5/8-3/4	\$ 21.63
1	\$ 54.08
1-1/2	\$ 108.15
2	\$ 173.03
3	\$ 540.73
4	\$ 1,081.46
6	\$ 2,162.92
8	\$ 3,785.10
10	\$ 5,948.02
12	\$ 7,029.48

(2) Commodity rate: \$6.18 per 100 cubic feet

* * * * *

This Ordinance shall take effect and be in full force upon publication in the Washtenaw Legal News.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____ DAY OF _____, 2023.

Nicole Brown, Mayor

Andrew Hellenga, City Clerk

ATTEST

I do hereby confirm that the above Ordinance No. 2023-1416 was published in the _____ on the _____ day of _____, 2023.



Resolution No. 2023-121
July 11, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That a public hearing on an Ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances to increase water rates within the City of Ypsilanti be officially closed.

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 11 day of July 2023

#Resolution No. 2023-121



Resolution No. 2023-122
July 11, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of June 20, 2023 City Council Meeting 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
11 day of July 2023

#Resolution No. 2023-122



MINUTES REGULAR COUNCIL Meeting

6:00 PM - Tuesday, June 20, 2023
Council Chambers

The REGULAR COUNCIL of the City of Ypsilanti was called to order on Tuesday, June 20, 2023, at 6:00 PM, in the Council Chambers, with the following members present:

PRESENT: Council Member Jennifer Symanns, Mayor Pro-Tem Steven Wilcoxon, Mayor Nicole Brown, Council Member Desirae Simmons, Council Member Roland Tooson, and Council Member Michelle King

ABSENT: Council Member Evan Sweet

I CALL TO ORDER

The meeting was called to order at 6:00 pm

II ROLL CALL

III 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.

IV AGENDA APPROVAL

The agenda was approved as amended.

Change:

Move Resolution No. 2023-111 from the Consent Agenda to the top of Section VIII.

V WORK SESSION - 6:00 PM TO 7:00 PM

- a) Discussion of potential changes to Chapter 7 and associated zoning code in Chapter 122

VI PUBLIC COMMENT (3 MINUTES)

Two members of the public spoke

VII CONSENT AGENDA

- a) Resolution No. 2023-108, approving the Consent Agenda.

Council Member Roland Tooson moved, seconded by Council Member Jennifer Symanns, to approve Resolution No. 2023-108
That the following items be approved:

1. **Resolution No. 2023-109, approving the City Council minutes of June 6, 2023.**
2. **Resolution No. 2023-110, approving the contract for the Fire and Police Pension Administrative Services for FY 2023-2024.**
3. **~~Resolution No. 2023-111, authorizing the Treasurer to levy special assessments for the 2023 Summer Tax Bill. (Moved to Section VIII)~~**

RESULT:	CARRIED.
MOVER:	Council Member Roland Tooson
SECONDER:	Council Member Jennifer Symanns
AYES:	Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Desirae Simmons, Roland Tooson, and Michelle King
ABSENT:	Evan Sweet

- b) Resolution No. 2023-109, approving the City Council minutes of June 6, 2023.

THAT the minutes of June 6, 2023 City Council Meeting be approved.

- c) Resolution No. 2023-110, approving the contract for the Fire and Police Pension Administrative Services for FY 2023-2024.

Whereas, The Finance Department of the City of Ypsilanti serves as an independent contractor of the Ypsilanti Fire and Police Pension Board who performs administrative services on behalf of the board; and

Whereas, The services shall be performed at 1 South Huron, Ypsilanti, Michigan or as otherwise determined by mutual agreement of the parties; and

Whereas, The Contract is effective for a term commencing on July 1, 2023, and shall continue until terminated as provided herein

Whereas, The Board agrees to pay the City \$\$34,606.27 for services performed

Now therefore be it resolved that the Ypsilanti City Council approve the contract for the Fire and Police Pension Administrative Services for FY 2023-2024

- d) ~~Resolution No. 2023-111, authorizing the Treasurer to levy special assessments for the 2023 Summer Tax Bill. (Moved to Section VIII)~~

VIII RESOLUTIONS/MOTIONS/DISCUSSIONS

- a) Resolution No. 2023-111, authorizing the Treasurer to levy special assessments for the 2023 Summer Tax Bill.

The meeting recessed from 7:50 pm until 8:02 pm

Council Member Jennifer Symanns moved, seconded by Council Member Roland Tooson, to approve Resolution No. 2023-111

That, the City Treasurer be authorized to levy and assess on the July 2023 tax roll the attached listing of unpaid bills totaling \$265,895.62.

RESULT:	CARRIED.
MOVER:	Council Member Jennifer Symanns
SECONDER:	Council Member Roland Tooson
AYES:	Jennifer Symanns, Steven Wilcoxon, Nicole Brown, and Roland Tooson
NAYS:	Desirae Simmons and Michelle King
ABSENT:	Evan Sweet

- b) Appointment of the Community Benefits Agreement Committee for 206 N Washington

Applicants:
Erin Bultema
Kat Layton
Yvonne Cudney
Jason Cloutier
Andrew Fanta
Jenny Rose Ryan
Charlene Weir
Hayden Pendergrass
Marie St. Peter

Council Member Desirae Simmons moved, seconded by Mayor Pro-Tem Steven Wilcoxon, to appoint the following members to sit on the CBA Committee for 206 N Washington: Erin Bultema, Kat Layton, Yvonne Cudney, Jason Cloutier, Jenny Rose Ryan, Charlene Weir, Hayden Pendergrass, and Marie St. Peter.

RESULT:	CARRIED.
MOVER:	Council Member Desirae Simmons
SECONDER:	Mayor Pro-Tem Steven Wilcoxon
AYES:	Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Desirae Simmons, Roland Tooson, and Michelle King
ABSENT:	Evan Sweet

- c) Resolution No. 2023-112, approving appointments to boards and commissions.

Council Member Desirae Simmons moved, seconded by Mayor Pro-Tem Steven Wilcoxon, to approve Resolution No. 2023-112

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

<u>Name</u>	<u>Board</u>	<u>Expiration</u>
Michael Vincent 1923 Collegewood Ypsilanti, MI 48197	Civil Service Commission	6/1/2025

Alexandra Anisimova 212 N Hamilton Ypsilanti, MI 48197	Police Advisory Commission	2/1/2026
--	----------------------------	----------

RESULT:	CARRIED.
MOVER:	Council Member Desirae Simmons
SECONDER:	Mayor Pro-Tem Steven Wilcoxon
AYES:	Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Desirae Simmons, Roland Tooson, and Michelle King
ABSENT:	Evan Sweet

- d) Resolution No. 2023-113, approving a lease for various parking spots to participate in the GM Dealer Charging Program.

Council Member Michelle King moved, seconded by Mayor Pro-Tem Steven Wilcoxon, to approve Resolution No. 2023-113

WHEREAS, the City strongly supports zero tailpipe emissions vehicles within the City; and

WHEREAS, the need to support a variety of low-carbon transportation options has been a long-term goal of the City supported in the Master Plan, Sustainability Plan, Climate Action Plan, and more; and

NOW THEREFORE BE IT RESOLVED, THAT the City Council hereby authorizes the City Manager to enter into the attached Lease Agreement with Charge EV, LLC, to install and operate Level 2 chargers.

RESULT:	CARRIED.
MOVER:	Council Member Michelle King
SECONDER:	Mayor Pro-Tem Steven Wilcoxon
AYES:	Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Desirae Simmons, Roland Tooson, and Michelle King
ABSENT:	Evan Sweet

- e) Resolution No. 2023-114, approving the lease of a parking space in the N. Adams Lot to the Bellfolwer.

Council Member Roland Tooson moved, seconded by Council Member Jennifer Symanns, to amend Resolution No. 2023-114 by providing a rate of \$0 for the lease of the space.

RESULT:	CARRIED.
MOVER:	Council Member Roland Tooson
SECONDER:	Council Member Jennifer Symanns
AYES:	Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Desirae Simmons, Roland Tooson, and Michelle King
ABSENT:	Evan Sweet

Mayor Pro-Tem Steven Wilcoxon moved, seconded by Council Member Jennifer Symanns, to approve Resolution No. 2023-114 as amended

Whereas, Bellflower is a locally-owned and operated business seeking to expand its market locally; and

Whereas, space constraints at 209 Pearl St, make expansion and outdoor usage challenging; and

Whereas, the City of Ypsilanti has adopted as one of its goals that "Ypsilanti is a great place to do business, especially the green and creative kind," with special emphasis on local entrepreneurship and creative ventures; and

Whereas, the City of Ypsilanti owns the existing parking area and seeks to activate spaces within the Downtown; and

Whereas, all construction will meet building codes, historic district preservation requirements, and ADA accessibility requirements, and will not impede through pedestrian traffic.

Now therefore be it resolved that the Mayor and City Clerk are authorized to enter into the attached license agreement on behalf of the City of Ypsilanti, subject to the approval of the City Attorney.

RESULT:	CARRIED.
MOVER:	Mayor Pro-Tem Steven Wilcoxon
SECONDER:	Council Member Jennifer Symanns
AYES:	Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Desirae Simmons, Roland Tooson, and Michelle King
ABSENT:	Evan Sweet

IX BOARD AND COMMISSION - LIAISON REPORTS

1. Police Advisory Commission. - Council Member Tooson stated the meeting will be this Thursday, June 22nd.
2. Human Relations Commission. - None
3. Arts Commission. - None
4. Parks and Recreation Commission. - None
5. Sustainability Commission. - Council Member Simmons stated the commission elected officers and discussed the commission's role in outreach and education. Also discussed was the creation of a calendar of events for the commission.
6. Historic District Commission. - None
7. Planning Commission. - None
8. Zoning Board of Appeals - None

X LIAISON REPORTS

1. SEMCOG Update - None
2. Washtenaw Area Transportation Study - None
3. Urban County - None
4. Ypsilanti Downtown Development Authority - None

5. Friends of Rutherford Pool - Mayor Pro-Tem Wilcoxon stated the pool is open and the board is considering a Spark Grant, but they have questions regarding limitations on how many applications a community can submit. The Department of Natural Resources has informed the board there may be other avenues for funding.
6. Bicentennial Committee - None

XI COUNCIL PROPOSED BUSINESS

a) Tooson

1. Two big trees are dying on the city's easement on Ainsworth.
2. There is concern about an overgrown plot on Ainsworth, neighbors have complained about nefarious activities.
3. Stated there is a light pole that has a branch resting on it, that could be an issue.

b) Wilcoxon

1. The Director of the Senior Center would like to present on the July 11th meeting in support of the Say Yes to Seniors mileage.
2. The Juneteenth Celebration was a very positive event of the city, however, there were issues with people living near the event accessing their driveways.

c) Simmons

1. The Michigan Tenants Assembly has provided a frequently asked questions on why Michigan should repeal the preemption on rent stabilization in Michigan. She would like to bring this to the table for discussion.
2. There are ongoing road safety challenges on Huron and Adams. She suggested more clear signage.
3. Stated appreciation for community members in Ward 3 for creating a communications plan.

d) King

1. A resident asked about the potential for speedbumps on Monroe.
2. She has received complaints about shoes on electrical wires.
3. Stated properties at Jefferson and Watling are not being maintained and becoming a nuisance.
4. Stated that the Juneteenth Celebration was a great event for the community.

XII COMMUNICATIONS FROM THE MAYOR

1. Stated the Juneteenth Celebration was very positive.
2. Stated that first responders were onsite and engaging with the public.
3. She attended an event held at EMU for elected officials, and she is happy to see greater communication between the university and the city.
4. Asked that Council began to think about employee evaluations.

XIII COMMUNICATIONS FROM THE CITY MANAGER

XIV COMMUNICATIONS

Jul 11, 2023 - Discussion regarding Boards and Commissions

XV PUBLIC COMMENT (3 MINUTES)

One member of the public spoke

XVI REMARKS FROM THE MAYOR

XVII ADJOURNMENT

- a) Resolution No. 2023-115, adjourning the City Council Meeting.

The meeting adjourned at 9:00 pm

- b) Please click [here](#) to access the City Council Contact Form. This form can be used to submit any comments/concerns you might have about this agenda.



Resolution No. 2023-123
July 11, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

<u>Name</u>	<u>Board</u>	<u>Expiration</u>
Ben Conner Barrie 1111 Westmoorland Ypsilanti, MI 48197	Parks and Recreation	7/1/2026
Lola Malmer Youth Member	Parks and Recreation	7/1/2024
Jake Albers 1533 Collegewood Ypsilanti, MI 48197	ZBA	5/1/2026
Hannah McCready 411 N Huron St Ypsilanti, MI 48197	HDC	12/31/2026
John Vanbolt 516 N River Ypsilanti, MI 48198	HDC	12/31/2023

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 11 day of July 2023

#Resolution No. 2023-123

Board and Commission Application for Reappointment

First Name	Benjamin
Last Name	Connor Barrie
Address	1111 Westmoorland
City	Ypsilanti
State	MI
Zip Code	48197
Phone Number	[REDACTED]
Email Address	[REDACTED]
Board or Commission of Reappointment	Parks and Recreation Commission
Number of Terms Served	2
Did you hold a Position of Leadership?	Yes
Are you reapplying to continue as a youth member?	No
During your time, how did you assist your Board or Commission to achieve its purpose as stated in the enabling legislation?	I've served on the Park's and Recreation for the past 6 years. I have served as Vice Chair and substitute secretary. On commission we have worked to equitably distribute our resources and improve recreations for all members of the Ypsilanti Community.
How will you continue to assist your Board or Commission to achieve its purpose if reappointed?	I want to continue making improvements to our park system. I'd love to do more habitat restoration.
Number of absences	3
If you had over 3 absences in a calendar year please explain? (this information	I might have had more honestly. We had a baby this last summer and that impacted my attendance.

will not be made available
to the public)

Electronic Signature
Agreement

I agree.

Electronic Signature

Benjamin Connor Barrie

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

Board and Commission Application for Reappointment

First Name	Lola
Last Name	Malmer
Address	
City	Ypsilanti
State	MI
Zip Code	48197
Phone Number	
Email Address	
Board or Commission of Reappointment	Parks and Recreation Commission
Number of Terms Served	1
Did you hold a Position of Leadership?	No
During your time, how did you assist your Board or Commission to achieve its purpose as stated in the enabling legislation?	During my time, I consistently attended meetings, wrote an MParks award nomination with commissioner Harrity which was selected as a winner, and volunteered at Fall River Day.
How will you continue to assist your Board or Commission to achieve its purpose if reappointed?	I will continue to attend meetings, contribute more to discussions, and introduce ideas for events.
Number of absences	2
If you had over 3 absences in a calendar year please explain? (this information will not be made available to the public)	n/a
Electronic Signature Agreement	I agree.

Electronic Signature

Lola V. Malmer

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

Board and Commission Application for Reappointment

First Name	Jake
Last Name	Albers
Address	1533 Collegewood Street
City	Ypsilanti
State	MI
Zip Code	48197
Phone Number	
Email Address	
Board or Commission of Reappointment	Zoning Board of Appeals
Number of Terms Served	3
Did you hold a Position of Leadership?	Yes
Are you reapplying to continue as a youth member?	No
During your time, how did you assist your Board or Commission to achieve its purpose as stated in the enabling legislation?	For many years, I've served as chairperson of the ZBA. In that role, I have assisted in ensuring our meetings run smoothly from a procedural perspective, which benefits both the public and our board. It's always been important to me that ZBA members have a clear understanding of our work on our city, and what we are permitted to take into consideration when interpreting a variance request. Which I feel has been beneficial to the success of the ZBA.
How will you continue to assist your Board or Commission to achieve its purpose if reappointed?	When interpreting requests for variances, I will continue to heed the provisions of the zoning enabling act and how those provisions inform the work of the ZBA. I will also be mindful of and vocal with my fellow ZBA members about the impact our interpretations can have on future development/redevelopment across our city. I will continue to approach every request for variance fairly.

Number of absences	1
If you had over 3 absences in a calendar year please explain? (this information will not be made available to the public)	N/A
Electronic Signature Agreement	<i>Field not completed.</i>
Electronic Signature	Jacob Albers

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

Citizen Advisory Boards and Commissions Participation Resume

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

Qualifications

Must be a resident/business owner in the city for at least two years. Or Council must determine your expertise is essential and not available in an applicant that meets the qualifications above. Must be eligible to vote in the state if not applying for youth membership.

Name	Hannah McCready
Email Address	
Address	411 N Huron St
City	Ypsilanti
State	MI
Zip Code	48197
Phone Number	48197
Number of Years in the Community	1.5
Ward You Live In	3
Education	Bachelor of Art - Art History, Studio Art
Occupation	Project Manager - Decorative Arts
Employer	Fair Lane: Home of Clara and Henry Ford
Are you applying for youth membership?	No

Are you registered to vote in the City of Ypsilanti?

Yes

I would like to be considered and could devote sufficient time to serve on the following board or commission:

Historic District Commission

Party Affiliation

Field not completed.

Field not completed.

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

I am a long-time Ypsilanti-area resident with a strong interest in the Historic District and the benefits that it provides to the community. I own a historic structure in the city. I work professionally in the Historic Preservation field and am a member of the Michigan Historic Preservation Network. I am interested in aiding public perception in the city about Historic Preservation and the benefits of Historic Districts, and helping property owners gain knowledge, information, interest, and the resources for best practice in the care of historic structures in the city.

Work/volunteer experience related to the board or commission:

The Henry Ford Museum of American Innovation - Conservation Specialist / Preservation Management Coordinator: conservation, storage, and maintenance of various artifacts on and off display throughout the Henry Ford Museum and Greenfield Buildings ; working with contractors on the preservation of artifacts and structures under the direction of the Chief Conservator. Assisted in maintenance and continued functionality of 2 Tower Clocks on the campus.

Fair Lane: Home of Clara and Henry Ford - Conservation Technician, Collections Project Specialist, Project Manager - Decorative Arts: conservation of original architectural elements and assurance of continued functionality or restoration of functionality including hardware and lighting fixtures throughout the Estate; storage and management of collections items and collections care including emergency response, display, tracking, and research; working with external partners and artisan on best practice reproduction of historic furnishings and elements throughout the Estate; research using primary source documentation, National Parks Service best practice and preservation briefs, for interior restoration initiatives at the

direction of the Director of Historic Preservation and Head of Conservation and Collections.

Volunteer Experience: Assisted in preservation and restoration of function to Nels Johnson Tower Clock including cleaning of clock mechanism parts, and removal and replacement of broken dial glass.

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



**CITY OF YPSILANTI
BOARDS AND COMMISSIONS
CITIZEN PARTICIPATION RESUME**

You must be a resident to be eligible to serve on a
City of Ypsilanti Board or Commission.

NAME: JOHN F. VANBOLT

ADDRESS: 516 N. RIVER ST

YPSILANTI, MI 48198

Number of years in the community: 14 (1974-1987) Ward you live in: 3rd
(2022 - PRESENT)

HOME PHONE: NA Call: (A.M.) or (P.M.) (please circle)

CELL PHONE: [REDACTED] WORK PHONE: [REDACTED]

EMAIL ADDRESS: [REDACTED]

EDUCATION: B.A. COLLEGE OF WOOSTER

J.D. UNIV. OF MICHIGAN LAW SCHOOL

CURRENT OCCUPATION: RETIRED

LAST
CURRENT EMPLOYER: MICHIGAN ATTORNEY DISCIPLINE BOARD

1. I would like to be considered and could devote sufficient time to serve on the following Board(s) or Commission(s) in order of preference:

a) HISTORIC DIST. COMM. b) [REDACTED]

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

AS A FORMER HDC MEMBER (9 YRS) AND A FORMER +

CURRENT HOMEOWNER IN THE DISTRICT, I WOULD LIKE TO VOLUNTEER MY TIME & EXPERIENCE TO THE HDC.

3. Please indicate experience and/or qualifications that would help make you an effective member of each board for which you have applied. I WAS THE FIRST ATTORNEY MEMBER OF THE HDC IN 1978 AND SERVED FOR NINE YEARS.

WORK/VOLUNTEER EXPERIENCE: YPSILANTI HIST DIST COMMISSION, 1978-1987;

YPSILANTI CITY COUNCIL, 1984-1987; YPSILANTI PUBLIC HOUSING COMM.

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

SIGNATURE: [REDACTED] DATE: JUNE 7, 2023

(Return completed form to: City Clerk's Office, 1 S. Huron Street, Ypsilanti, MI 48197)

516 N River St
Ypsilanti, MI 48198
June 15, 2023

To: Office of the Clerk, City of Ypsilanti
From: John VanBolt

Please accept my Citizen Participation Resume for service on the Historic District Commission.

I have taken an active interest in historic preservation since 1974 when my wife Jane and I moved to Ypsilanti and bought a Gothic Revival house at 410 N. Huron, Ypsilanti. The house had been a student rental property and we put a good deal of time and study into returning it a single-family residence in an historically appropriate way. At about that time we joined the newly formed Ypsilanti Heritage Foundation and I was involved in the effort spearheaded by Nathalie Edmunds and Jane Schmiedeke (then Jane Bird) to persuade City Council to adopt Ypsilanti's Historic District Ordinance. When the HDC was formed in 1978, I was appointed as a member and served until 1987.

In 1984, I was urged by neighbors in what was then Ypsilanti's 4th Ward to run for the seat on City Council held by the City's most notorious slumlord. I won that election and was re-elected to Council in 1986. During my terms, I served on a Council-appointed committee to study the value of the City's Historic District in light of an effort by several downtown business owners to exempt downtown businesses from the Ordinance and I voted with the majority to keep the district's boundaries intact.

In 1987, Jane and I moved out of the city because we had fallen in love with an 1840 federal style house on Plymouth Rd in Superior Twp., although we remained active in the Heritage Foundation and other local activities. That house (the Esek Pray homestead) was then listed as a state historic site and we subsequently petitioned the Washtenaw County Historic District Commission to have the house designated as an historic district subject to the County's Historic District Ordinance.

I retired from my position as Executive Director of the Michigan Attorney Discipline Board in 2013 and around 2020 we decided that it was time to think about moving back to Ypsilanti, specifically to the Depot Town neighborhood where we continued to have many old friends. We purchased our 1926 house at the corner of River and Oak in late 2020 and moved in in September 2022 when we sold the house on Plymouth Road.

Our house on N. River St. is the first house we have lived in that is less than 100 years old (this house will reach that milestone in 3 years) and I am familiar with the challenges presented by maintaining an historic property subject to an historic district ordinance. I am an enthusiastic supporter of Ypsilanti's ordinance and I believe that my previous service on the HDC will allow me to make a contribution to its continued operation.

Thank you for your consideration,


John VanBolt

cc Ellen Thackery

Supplement to Citizen Participation Resume

John F. VanBolt

516 N. River St., Ypsilanti, MI



EDUCATION: B.A. College of Wooster (OH), 1968;
J.D. University of Michigan Law School 1973

MILITARY: United States Marine Corps, 1968-1970

EMPLOMENT STATUS: Retired

EMPLOYMENT HISTORY:

Associate, Stripp, Roberts & Manchester P.C, Ypsilanti, 1973-1978
Associate, Dietrich & Cassavaugh P.C., Detroit, 1978-1980
Associate Counsel, Michigan Attorney Grievance Commission, 1980-1986
Executive Director, Michigan Attorney Discipline Board, 1986-2013

MEMBERSHIPS AND AWARDS:

State Bar of Michigan (Emeritus)
National Organization of Bar Counsel
National Council of Lawyer Disciplinary Boards (Past Pres.)
State Bar of Michigan Michael Franck Award
Ypsilanti Heritage Foundation Home Tour Committee

CIVIC INVOLVEMENT:

Ypsilanti Historic District Commission, 1978-1987
Ypsilanti City Council, 1984-1987
Ypsilanti Public Housing Commission, 1984-1985



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Bonnie Wessler
DATE: July 11, 2023
SUBJECT: Parkridge Park Softball Field

DESCRIPTION:

Parkridge Park Softball Field

SUMMARY:

Parkridge Park is home to a softball field that is in need of some repair. In 2022, grant funding was secured from the MEDC in the amount of \$50,000 to perform these repairs. The City went out to bid twice for a complete rehabilitation of the field, including fencing and dugouts; in each case, the bids came back in excess of \$100k. We revised the scope of the project to include only a rehabilitation of the playing field, as the fencing is in serviceable condition and the benches lightly used. This reduction in scope brought the project into alignment with the City's budget, at approximately \$60,000. Staff is recommending that we move forward with the softball field playing field renovation.

RECOMMENDED ACTION: Approval Parkridge Park Softball Field

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2023-124
July 11, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, funding has been for the renovation of the softball field in Parkridge Park in the City of Ypsilanti; and,

WHEREAS, the City of Ypsilanti has solicited sealed bids for the project; and,

WHEREAS, Premier Group Associates is the lowest qualified bidder and is being recommended by the City's engineering consultant for the anticipated scope of this project.

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti awards the Parkridge Park Softball Field Renovation contract to Premier Group Associates.

THAT the City Manager is authorized to sign this contract, subject to review by the City Attorney and any change orders are subject to review and approval by the City Manager to facilitate the completion of this work.

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 11 day of July 2023

#Resolution No. 2023-124



ARCHITECTS. ENGINEERS. PLANNERS.

June 30, 2022

City of Ypsilanti
14 W Forest Ave
Ypsilanti, MI 48197

Attention: Bonnie Wessler, AICP
Director of Public Services
City of Ypsilanti

Regarding: Recommendation of Award
Parkridge Park Softball Field Renovations

Dear Ms. Wessler:

Two sealed bids for the Parkridge Park Softball Field Renovations were received and publicly read aloud at 2:00 pm on Tuesday, April 25, 2023, in the City of Ypsilanti Council Chambers. The two base bids ranged from \$113,234.20 to \$131,904.50. The detailed bid tabulation is attached.

Premier Group Associates is the lowest responsive bidder on the project. All required information, including bond surety, statement of qualifications, and subcontractors listing, has been provided.

The bids came in higher than the City's budgeted amount for the project. After discussions with the City, it was decided to eliminate the fencing and backstop from the work to bring the costs closer to the City's budget. OHM discussed this change in scope with Premier Group Associates and they are still in favor of performing the work. The email accepting this change is attached to this letter. Following the contract execution, OHM will issue a Change Order to Premier Group Associates to reflect this change in pricing and scope.

It appears Premier Group Associates is capable of performing the work based on referenced projects and information provided with the statement of qualifications in the bid package. Based on the submitted information, it is recommended that the City of Ypsilanti, Parkridge Park Softball Field Renovations contract be awarded to Premier Group Associates for the bid amount of \$113,234.20.

Should there be any questions, please contact this office at (734) 522-6711.

Sincerely,
OHM Advisors

A black rectangular redaction box covering the signature of Rachel Jackson.

Rachel Jackson, P.E.

Encl.: Bid Tab
Contractor Correspondance

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150

T 734.522.6711
F 734.522.6427

OHM-Advisors.com

Ms. Wessler
June 30, 2023
Page 2 of 2



CC: Frances McMullan, City Manager
Andrew Hellenga, City Clerk
Kent Early, OHM Advisors

P:\0000_0100\0094220040_Parkridge_Softball_Field\PM\Correspondence\Parkridge Park Softball Field Renovation Bid Award Letter.docx\

Tabulation for Bids Received on April 25, 2023 at 2:00 pm
 Parkridge Park Softball Field Renovations
 City of Ypsilanti, Washtenaw County, State of Michigan
 OHM Job No.: 0094-22-0040

Premier Group Associates, LC
 2221 Bellvue St.
 Detroit, MI 48207
 Phone: (313) 963-1700

Water Mgmt Specialists, Inc.
 1596 S. College Rd.
 Mason, MI 48854
 Phone: (517) 628-8001

Item No.	Description	Estimated Quantity	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
CATEGORY 1 - BASE BID								
1)	Mobilization, Max. 10%	1 LS	\$13,292.20	\$13,292.20	\$13,292.20	\$13,292.20	\$6,634.00	\$6,634.00
2)	Field Grading	1 LS	\$16,500.00	\$16,500.00	\$16,500.00	\$16,500.00	\$6,438.00	\$6,438.00
3)	Fence, Remove	1 LS	\$28,000.00	\$28,000.00	\$28,000.00	\$28,000.00	\$8,640.00	\$8,640.00
4)	Infield Gravel	75 CY	\$200.00	\$15,000.00	\$200.00	\$15,000.00	\$175.50	\$13,162.50
5)	Infield Marking	1 LS	\$500.00	\$500.00	\$500.00	\$500.00	\$885.00	\$885.00
6)	Lawn Restoration	1 LS	\$12,100.00	\$12,100.00	\$12,100.00	\$12,100.00	\$5,632.00	\$5,632.00
7)	Backstop	1 EA	\$26,042.00	\$26,042.00	\$26,042.00	\$26,042.00	\$86,954.00	\$86,954.00
8)	Home Plate	1 EA	\$200.00	\$200.00	\$200.00	\$200.00	\$1,451.00	\$1,451.00
9)	Infield Bases, Set of 3	1 EA	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,450.00	\$1,450.00
10)	Pitching Rubber	1 EA	\$200.00	\$200.00	\$200.00	\$200.00	\$658.00	\$658.00
CATEGORY 1 - BASE BID - SUBTOTAL:				\$113,234.20		\$113,234.20	\$131,904.50	
CATEGORY 2 - WOODEN DUGOUT								
11)	Wooden Dugout Shade Structure	2 EA	\$12,000.00	\$24,000.00	\$12,000.00	\$24,000.00	\$31,165.00	\$62,330.00
CATEGORY 2 - WOODEN DUGOUT - TOTAL:				\$24,000.00		\$24,000.00	\$62,330.00	
TOTAL BID WITH WOODEN DUGOUT:				\$137,234.20		\$137,234.20	\$194,234.50	
CATEGORY 3 - ALTERNATE DUGOUT								
12)	Prefabricated Dugout Shade Structure	2 EA	\$15,000.00	\$30,000.00	\$15,000.00	\$30,000.00	\$45,168.00	\$90,336.00
CATEGORY 1 - ALTERNATE DUGOUT - TOTAL:				\$30,000.00		\$30,000.00	\$90,336.00	
TOTAL BID WITH ALTERNATE DUGOUT:				\$143,234.20		\$143,234.20	\$222,240.50	

P:\0000_0100\0094220040_Parkridge_Softball_Field\Civil\Bidding_2023.04.25[Bid Tab 0094-22-0040 Parkridge Park Softball Field Renovations_2023.04.25.xls]Summer 2023

Rachel Jackson

From: Brad Byarski <brad@pgalc.com>
Sent: Thursday, June 29, 2023 12:08 PM
To: Rachel Jackson
Cc: Kelee Teodecki
Subject: RE: Parkridge Park Softball Field Renovations - Updated Scope

This Message originated outside your organization.

We accept these modifications.

Brad Byarski
2221 Bellevue
Detroit, MI 48207
313-963-1700 Office
313-925-3673 Direct
313-363-1886 cell
www.pgalc.com
Brad@pgalc.com



From: Rachel Jackson <Rachel.Jackson@ohm-advisors.com>
Sent: Thursday, June 29, 2023 11:48 AM
To: Brad Byarski <brad@pgalc.com>
Subject: Parkridge Park Softball Field Renovations - Updated Scope

You don't often get email from rachel.jackson@ohm-advisors.com. [Learn why this is important](#)

Hey Brad,

As we've previously discussed, the City of Ypsilanti desires to eliminate "fence, remove" and "backstop" from the base bid of the Parkridge Park Softball Field Renovations project where Premier Group Associates was the low bidder. Please email me back with confirmation that Premier Group Associates agrees with this update scope of work for the project and the updated base bid price shown below. Thanks in advance!

Tabulation for Bids Received on April 25, 2023 at 2:00 pm		Premier Group Associates, LC			
Parkridge Park Softball Field Renovations		2221 Bellvue St.			
City of Ypsilanti, Washtenaw County, State of Michigan		Detroit, MI 48207			
OHM Job No.: 0094-22-0040		Phone: (313) 963-1700			
		SUMMER 2023		FALL 2023	
Item	Estimated	Unit		Unit	
No. Description	Quantity	Price	Amount	Price	Amount
CATEGORY 1 - BASE BID					
1) Mobilization, Max. 10%	1 LS	\$13,292.20	\$13,292.20	\$13,292.20	\$13,292.20
2) Field Grading	1 LS	\$16,500.00	\$16,500.00	\$16,500.00	\$16,500.00
3) Fence, Remove	1 LS	\$28,000.00		\$28,000.00	
4) Infield Gravel	75 CY	\$200.00	\$15,000.00	\$200.00	\$15,000.00
5) Infield Marking	1 LS	\$500.00	\$500.00	\$500.00	\$500.00
6) Lawn Restoration	1 LS	\$12,100.00	\$12,100.00	\$12,100.00	\$12,100.00
7) Backstop	1 EA	\$26,042.00		\$26,042.00	
8) Home Plate	1 EA	\$200.00	\$200.00	\$200.00	\$200.00
9) Infield Bases, Set of 3	1 EA	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00
10) Pitching Rubber	1 EA	\$200.00	\$200.00	\$200.00	\$200.00
CATEGORY 1 - BASE BID - SUBTOTAL:		\$59,192.20		\$59,192.20	

RACHEL JACKSON, PE
PROJECT MANAGER

OHM Advisors®
D (734) 466-4561 C (586) 295-1244 O (734) 522-6711

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Award Winning By Design: Engineering News-Record (ENR)'s Top 500 Design Firms, 2023 | Gallup Exceptional Workplace Award, 2022 | Michigan ASLA Firm of the Year Award, 2022

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REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Bonnie Wessler
DATE: July 11, 2023
SUBJECT: Frog Island Park: north end accessibility improvements design

DESCRIPTION:

Frog Island Park: north end accessibility improvements design

SUMMARY:

The City was awarded a Natural Resources Trust Fund grant to pursue accessibility improvements in the north end of Frog Island Park, including paving the north end parking lot. OHM has provided us with a proposal for design engineering and bid document preparation for this project in the amount of \$49,850 (not to exceed). This proposal was submitted to us while the roles in DPS were in flux; thus, the timeline provided in that proposal will be updated.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Proposal

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2023-125
July 11, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, funding has been programmed for accessibility improvements in the north end of Frog Island Park in the City of Ypsilanti; and,

WHEREAS, the City engineer OHM has prepared a proposal to provide design engineering services for the project; and,

WHEREAS, design engineering is necessary prior to bidding;

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti approves the proposal from OHM for design engineering services for an amount of \$49,850

AND FURTHER THAT any change orders may be approved by the City Manager, to facilitate the completion of this work.

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 11 day of July 2023

#Resolution No. 2023-125

ARCHITECTS. ENGINEERS. PLANNERS.



October 11, 2022

Bonnie Wessler, AICP
Director of Public Services
City of Ypsilanti
14 W. Forest Ave.
Ypsilanti, MI 48197

Subject: **Proposal for Professional Services
Frog Island Park Improvements**

Dear Ms. Wessler:

Orchard, Hiltz & McCliment, Inc. (OHM Advisors) is pleased to submit this proposal for Bid Document preparation for accessibility improvements at the north end of Frog Island Park, as well as the north Frog Island parking lot reconstruction.

PROJECT UNDERSTANDING

The City of Ypsilanti has been awarded a Michigan Department of Natural Resources (MDNR) grant to improve accessibility to the north end of Frog Island Park, as well as reconstruct the north end parking lot. The conceptual plan used for grant submittal is attached to this proposal. The project also includes drainage improvements, construction of a bioretention area, installation of a kayak launch, and picnic tables with concrete pads. The City has asked OHM Advisors to provide design engineering proposal for the proposed improvements. At time of this proposal, it is unclear if a retaining wall will be necessary and design engineering of a retaining wall has not been included as part of this scope of services.

It is understood the City is gathering multiple proposals for this work and will make a determination after reviewing.

SCOPE OF SERVICES

OHM will prepare documents for bidding for the Frog Island Park Improvements. Below is our proposed scope of services for completing the specifications necessary to proceed through project bidding, along with data collection. The following represents the individual tasks to complete the bidding documents:

Task 1: Base Plan Development (Topographic Survey)

Under this phase of work, OHM Advisors will prepare a topographic survey to develop the base plan for existing conditions. Specific work tasks include:

- ▶ Provide a field reconnaissance and ground control to establish survey horizontal and vertical control for the project necessary for topographic survey.
- ▶ Establish the existing road right-of-way (ROW) based on available information.
- ▶ Review available background information including record drawings from City of Ypsilanti and previous project files.

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



- ▼ Topographic Survey will be completed using ground crews to generate existing conditions plans. Right-of-way will be established based on the Public Land Survey System corners, boundary markers, and parcel descriptions. Topographic survey will consist of the following:
 - a. Collect existing features visible without excavation and ground elevations at 25 ft. intervals along the limits of the survey (i.e., pavement edge, utility poles, etc.).
 - b. Public underground utilities will be shown based on record drawings.
 - c. All utility structures within the project extents will be inventoried. Rim elevations, pipe sizes, and invert elevations will be provided for sanitary and storm structures.
- ▼ Contact and coordinate with private utility companies to obtain background mapping information relative to gas, electric, phone, and cable within the project limits. Obtain additional utility locations as possible through Miss Dig.
- ▼ A digital base plan will be prepared using the topographic survey, record information, and franchised utility facility locations maps.

Task 2: Design Engineering

OHM will prepare construction plans and specifications for the proposed improvements at Frog Island Park. The design will be in accordance with the City of Ypsilanti, Michigan Department of Environment, Great Lakes, and Energy (EGLE), and the Americans with Disabilities Act (ADA). The design phase will also include permitting and the development of bid documents. Specific details on Design Engineering tasks include the following:

- ▼ OHM will find a supplier for a prefabricated kayak launch and work with them to provide a design to be included in the bid package.
- ▼ Review geotechnical data as provided by the City and determine appropriate pavement section for the Frog Island parking lot.
- ▼ Prepare a 50% layout plan based on the conceptual drawing and the topographic survey from the base plan. This will include proposed locations for kayak launch, walks, picnic tables/concrete pads, bioretention, parking layout, and drainage improvements. At this time, it will be better understood if a retaining wall will be necessary. The layout plan will be shared with the City and OHM will attend a meeting with the City to review the layout and go over feedback.
- ▼ OHM will coordinate the work with EGLE and prepare a Joint Permit application for proposed kayak launch within the Huron River. It is anticipated there will be a preapplication meeting and at least two (2) follow up meetings with EGLE to secure a permit.
- ▼ Prepare and submit a soil erosion plan with application to Washtenaw County to secure a soil erosion permit.
- ▼ Based on the City's comments from the 50% plans, OHM will prepare a final construction plan of the improvements, prepare details (where necessary), technical specifications, and method of payment detailing materials and labor necessary to perform the work.
- ▼ Prepare a bid book to include contract documents and technical specifications for soliciting bids.
- ▼ Prepare an opinion of probable construction costs.
- ▼ Attend one (1) meeting with the City to review the final plans and technical specifications and make sure it is acceptable to the City prior to bid advertisement.

Task 3: Bidding Assistance

OHM will assist the City throughout the bidding process by resolving contractor questions and/or any RFI's received by the bidding contractors during the bid phase. OHM will attend the bid opening and review the three lowest bids for completeness and provide recommendation for award.

- ▼ Assist the City in posting the bid to BidNet (formerly MITN). During bidding, OHM will answer Contractor questions and prepare addenda to post on BidNet.
- ▼ Attend bid opening and evaluate the submissions. This includes the following responsibilities:



1. Prepare and review bid tab. The tab shall include all Contractors' total project bid and a unit price breakdown.
 2. Check references for the three lowest bidding Contractors (if necessary).
 3. Provide the bid results and discuss recommendation for award to the City.
- ▼ Execute the Contract books:
 1. After approval by the City, OHM will prepare a Notice of Award letter for the awarded Contractor,
 2. Coordinate the execution of four copies of the Contract book,
 3. Supply two executed copies of Contract documents for the City. Both copies will be delivered to the Department of Public Works.
 - ▼ Attend one (1) public meeting for contract award (if necessary).

PROJECT SCHEDULE

OHM will begin work outlined in this proposal within two (2) weeks of authorization. OHM understands the City must meet the MDNR grant schedule requirements and desires to be under construction in summer 2023.

FEE SCHEDULE

OHM Advisors proposes to provide the above outlined professional services on an hourly – not to exceed basis, in accordance with the continuing services agreement between the City and OHM. Invoices will be sent monthly as work is performed:

Frog Island Park Improvements Design Phase \$ 49,850 (Hourly – Not to Exceed)

ASSUMPTIONS/CLARIFICATIONS

OHM has assumed the following points in preparing this scope of services and fees.

- ▼ Geotechnical investigation and soil borings are not included in this scope of services. It is understood there are recent soil borings in the area of the project that can be referenced. The City will share the soil boring logs collected under the Depot Town parking structure feasibility study for use in design phase engineering. OHM also has boring logs and geotechnical report from the Border-to-Border Trail improvements in Frog Island Park for use in design.
- ▼ Construction phase services are not included and will be provided following contract award.
- ▼ The City will handle the communications and meetings with MDNR to meet grant requirements.
- ▼ Retaining wall design services will be provided under a separate proposal should it be determined it is necessary for the proposed improvements.
- ▼ The City will be responsible for posting the bidding documents on BidNet.
- ▼ It is not anticipated that permanent or temporary easements will be required. No easement preparation is included in this scope of work.

ADDITIONAL SERVICES

OHM will be pleased to provide any additional services not outlined in this proposal for this project on a time and material basis. A separate proposal will be provided for any such activities.



AUTHORIZATION

If you find this proposal acceptable, please provide us authorization to proceed by signing the proposal below and returning it to us. We appreciate the opportunity to provide you with this proposal. Please feel free to contact us if you have any questions or need any additional information at (734) 522-6711.

Sincerely,

OHM Advisors



Rachel Jackson, P.E.

Encl.: Conceptual Layout

cc: Frances McMullan, City Manager
Nina Kelly, AICP, CPRP, OHM Advisors
Kent Early, PE, OHM Advisors

Accepted for City of Ypsilanti

(Signature)

(Printed Name)

(Title)

(Date)



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Bonnie Wessler
DATE: July 11, 2023
SUBJECT: City Hall Elevator Modernization Bid Acceptance

DESCRIPTION:

City Hall Elevator Modernization Bid Acceptance

SUMMARY:

The City Hall elevator is in poor condition and requires significant capital maintenance and modernization, including a traction motor replacement and cab refresh. The City retained Lerch Bates to develop the scope of work and bid documents, and put the project out to bid in February. One bid was received from Schindler Elevator Corporation in the amount of \$435,927. Lerch Bates have indicated that the bid is acceptable. Staff recommends that we accept the bid.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Proposal

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2023-126
July 11, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, funding has been programmed in the capital improvement fund for elevator modernization in City Hall in the City of Ypsilanti; and,

WHEREAS, the City of Ypsilanti has solicited sealed bids for the project; and,

WHEREAS, Schindler Elevator Corporation is the lowest qualified bidder and is being recommended by the City's engineering consultant, Lerch Bates, for this project.

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti awards the Elevator Modernization contract to Schindler Elevator Corporation for the bid amount of \$435,927.

THAT the City Manager authorized to sign this contract, subject to review by the City Attorney, and any change orders are subject to review and approval by the City Manager to facilitate the completion of this work.

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 11 day of July 2023

#Resolution No. 2023-126

7.7.2023

Bonnie Wessler, AICP
Director, Department of Public Services
1 South Huron Street
Ypsilanti, MI 48197

RE: ELEVATOR MODERNIZATION

Dear Bonnie:

Lerch Bates has reviewed the bid package received from Schindler Elevator Corporation on March 28, 2023, for the modernization of the traction passenger elevator located at Ypsilanti City Hall.

Lerch Bates recommends proceeding with Schindler Elevator Corporation for the elevator modernization per the Lerch Bates' specifications dated February 3, 2023.

Lerch Bates also recommends that the related building work be included in Schindler Elevator Corporation's contract for a turnkey project.

The City of Ypsilanti and Schindler Elevator Corporation to further discuss terms and conditions as well as the project schedule.

Please do not hesitate to contact me with any questions you may have regarding this modernization project.

Best Regards,
Lerch Bates Inc.

Michael Hanson
Area Practice Lead - Infrastructure

950 Boston Street SE
Grand Rapids, MI 49507

lerchbates.com

SECTION 003100

TABLE OF CONTENTS

PART 1 - GENERAL.....	2
1.1 CONTRACTOR'S BASE QUOTATION.....	2
1.2 ADDENDA.....	2
1.3 CONTRACTOR'S OTHER SUPPORTING ENCLOSURES	2
1.4 PROPOSED MODERNIZATION INSTALLATION SCHEDULE	3
1.5 CONTRACTOR PROPOSED MODERNIZATION COMPONENTS AND TECHNOLOGY	3
1.6 CONTRACTOR'S LIST OF SUBCONTRACTORS.....	4
1.7 SUBMISSION AND ACCEPTANCE OF QUOTATIONS	4
1.8 ALTERNATES	4
1.9 CONTRACTOR SIGNATURE	5

LERCH BATES INC.
Elevator Consulting Group

TRACTION MODERNIZATION
QUOTATION FORM

SECTION 003100 –
QUOTATION FORM

DATE: 3/28/2023

PROJECT: YPSILANTI CITY HALL

SUBMITTED BY: Schindler Elevator Corporation
Name of CONTRACTOR

Alan Pawlowski 517-719-5518
CONTRACTOR'S Representative Telephone Number

3135 Pine Tree Rd, Suite B
Street Address

Lansing MI 48911
City State Zip Code

Send or Deliver
Quotation To: Attn: Bonnie Wessler
Director, Department of Public Services
1 South Huron St.
Ypsilanti, MI 48197

PART 1 - GENERAL

1.1 CONTRACTOR'S BASE QUOTATION

- A. Having examined documents prepared by Lerch Bates Inc. dated February 3, 2023, and having reviewed site conditions, applicable codes and all conditions affecting and governing the work, the Undersigned Contractor hereby offers to provide all engineering, labor, materials, transportation, services and equipment necessary and incidental to properly execute required work of the Contract Documents for the sum of:

ITEM 1: Modernize Passenger Elevator #1, Section 142200:

Three Hundred Forty-Six Thousand Nine Hundred & Thirty Seven dollars \$346,937.00

ITEM 2: Related Work, Section 019000:

Eight-Eight Thousand Nine Hundred and Ninety dollars \$88,990.00

ITEM 3: Total of Items 1-2:

Four Hundred Thirty-Five Thousand Nine Hundred & Twenty Seven dollars \$435,927.00

B. Maintenance:

1. Twelve-Month Warranty Preventive Maintenance: Amount included in base quotation Item A. above.

Total Included in Item A. \$5,592.00

Passenger Elevator #1: \$466.00/Month

NOTE: Purchaser reserves the right to pay warranty maintenance cost in a lump sum or on a monthly basis during period maintenance is actually performed.

- C. Enter a cost figure for all pricing requested. Failure to comply, subjects quotation to disqualification.
- D. Undersigned affirms that quotations provided represent entire cost including site conditions, code requirements, drawings, specifications, addenda, and any other Contract Documents, and no claim will be made due to any increase in wage scales, material prices, taxes, insurance, cost indexes or any other factors affecting the construction industry or this project except as expressly allowed in Owner's maintenance contract.

1.2 ADDENDA

- A. Undersigned acknowledges receipt of Addendum No. 1 .

1.3 BREAKOUT PRICES

A. Labor and Material Adjustment:

Mechanic Labor Rate, Including Fringe	Total Rate: \$234.88	Date: 2023
Benefits Applicable, Consisting of:	Base Rate: \$136.40	Fringe: \$98.48

U.S. Metal Products Index: Index: \$NA Date: NA

1. "Fringe benefits" means employee benefits granted in lieu of or in addition to hourly base rate increases, and include but are not limited to, accruals for pensions, vacations, paid holidays, group life, sickness, and hospitalization insurance. Fringe benefits shall not include any direct or indirect costs based on labor.
2. Price escalations shall be limited to a maximum of 5% over the current price in any one-year period.
3. Contractor shall provide written notification of pending price adjustment as described above within thirty days of each Anniversary Date. If Contractor fails to give such written notice, the Agreement Price for the ensuing year shall be deemed to be the prior year's Agreement price. The below rates may be adjusted by written notice to Owner proportionally to the increase or decrease in the straight time hourly rates as set forth in Lerch Bates Maintenance Specification. Such adjustments shall not exceed 5% in any one-year period.

BILLING RATE	MECHANIC	HELPER	TEAM
Regular Time	\$234.88	\$209.24	\$444.12
Overtime Premium at 1.7	\$NA	\$NA	\$NA
Overtime Premium at 2.0	\$409.96	\$354.64	\$764.60

1.4 CONTRACTOR'S OTHER SUPPORTING ENCLOSURES

- A. Undersigned has enclosed the following (Check YES or NO):
1. Separate letter containing any "Qualification" related to its Quotation. XX YES ☐ NO

1.5 PROPOSED MODERNIZATION INSTALLATION SCHEDULE

- A. Undersigned contractor submits the following completion schedule for project. Bidders are instructed to add additional rows to the following schedule grid to accommodate job specific phasing.

PHASE	DESCRIPTION	DURATION
1	Engineering Surveys	4 weeks
2	Submittal Preparation	4-6 weeks
3	Client Approval Period	4 weeks
4	Engineering, Procurement and Fabrication	20-24 weeks****
5	Mod Installation: Cars #1	12 weeks
6	Total Project Duration	50 weeks

1.6 CONTRACTOR PROPOSED MODERNIZATION COMPONENTS AND TECHNOLOGY

- A. Undersigned Contractor will utilize the following modernization technology for the projects and submits these systems for approval. Upon acceptance of these systems by Purchaser/Consultant, no substitutions shall be made without written approval of Consultant.

******After Fully Executed contract, receipt of down-payment and approved submittals.**

Modernization Systems and Components	Proposed Model Description/Vendor
Machine	H-W 54
Control	SmartRise
Door Operator	GAL--MOVFR
Infrared Door Edge	Janus
Fixtures	MAD
Governor	H-W
Cab Interiors	Fab-a-Cab
Door Panels	Peele

1.7 CONTRACTOR'S LIST OF SUBCONTRACTORS

- A. The undersigned Contractor will utilize the following subcontractors for major components of work and submits these firms for approval. Upon acceptance of these Sub-Contractors by Purchaser/Consultant, no substitutions shall be made without written approval of Consultant.

Subcontractor Name	Type of Work
Lovell Construction	"Building Work" -- See Attachment I
JJ Curran Crane	Crane

1.8 SUBMISSION AND ACCEPTANCE OF QUOTATIONS

- A. Undersigned Contractor agrees to Purchaser's right to reject any and all quotations without explanation.
- B. Undersigned Contractor declares that preparation and submission of quotations herein contained do not obligate Purchaser or Consultant in any way.
- C. Undersigned Contractor agrees and understands that Purchaser assumes no obligation to enter into a Contract.

1.9 ALTERNATES

- A. State net sum to be added to or deducted from Stipulated Sum (Base Quotation) in event any Alternate Quotation is accepted.
- B. Submit Alternate Quotations by filling in blank spaces provided herein.
- C. Purchaser reserves right to accept or reject any or all Alternates.

LERCH BATES INC.
Elevator Consulting Group

TRACTION MODERNIZATION
QUOTATION FORM

D. Provide lump sum price for all alternates as described below and in Section 01030, Alternates.

ALTERNATE 1: Geared to Gearless conversion.

..... dollars \$NA

Schedule Impact: NA

1.10 CONTRACTOR SIGNATURE

DATE: 3/28/2023

SIGNED: 

PRINT NAME: Alan Pawlowski

TITLE: Modernization Specialist

NAME OF FIRM: Schindler Elevator Corporation

STATE LICENSE No: 2100130

LEGAL ADDRESS:

3135 Pine Tree Rd

Suite B

Lansing MI

48911

TELEPHONE: 517-272-1234

ORGANIZED AS A (MARK ONE):

☐ INDIVIDUAL

☐ PARTNERSHIP

XX CORPORATION UNDER STATE LAW OF

Delaware

END OF SECTION

Schindler Elevator Corporation
3135 Pine Tree Road, Suite B
Lansing MI 48911-4242
(517) 272-1234 ext. 7



Schindler

Date: March 28, 2023

Attn: Ms. Bonnie Wessler

Project: Ypsilanti City Hall
Estimate Number: AMPI-CQ4QDG

Schindler Elevator Corporation is pleased to submit our proposal to Modernize One (1) Traction Elevator, located in the Ypsilanti City Hall Bldg, for the sum of **Four Hundred Thirty Five Thousand, Nine Hundred and Twenty-Seven Dollars & 00/100. (\$435,927.00) including tax.**

The above proposal is based on furnishing Elevator equipment as Specified in Section 142200 pages 1-18 This bid includes elevator provisions described on pages of the specifications noted above, except for work noted below.

We offer our proposal with the following clarifications:

- 1) Schindler Elevator Corp. has a locally staffed office that will manage this project.
- 2) Installers/technicians used will be experienced with this type work and will work out of the local office.
- 3) Our Modernization Bid is based on reaching mutually agreeable terms and conditions through the use of a contract supplement. Standard Terms and Conditions are attached for your review.
- 4) Our Bid is based on a 40 hour straight time work week.
- 5) Our Bid is based upon a schedule that is agreed upon by both parties.
- 6) Our Bid takes exception to Liquidated Damages.
- 7) Our Bid takes exception to item # 1.6 B—barricading—due to the extremely small lobby area and doorway close to the elevator—permanent barricading would completely block off the adjacent doorway. This item will need to be discussed in more detail.
- 8) Our Bid is a "turn-key" project. Attachment I details the WBO Scope of Work included in our bid. Any other work would need to be negotiated.

Please note our price is valid for 90 days due to the volatility of carbon steel and specialty steel prices.

Respectfully submitted,

Schindler Elevator Corporation

Alan M. Pawlowski
Modernization Specialist



Schindler

PROJECT: Ypsilanti City Hall

DATE March 28, 2023

TERMS AND CONDITIONS

1. Agreeable terms of payment shall be established in accordance with an agreed upon payment schedule. Payment of at least 95% of the above sum is a condition precedent to equipment turnover. Use of the equipment for its intended purpose will constitute acceptance. If shipments are delayed for any cause beyond Schindler Elevator's control, payments will become due from the date we are prepared to make shipment and the equipment in question will be held at the Purchaser's risk and expense.
2. The price quoted is based upon all the work being performed during regular working hours of regular working days of the trades involved. If overtime is required, the additional price usually charged by Schindler Elevator will be added to the contract price named.
3. The equipment furnished hereunder remains personal property and Schindler Elevator will retain title thereto until final payment is made, with the right to retake possession of the same at the cost of the Purchaser if default is made in any of the payments, irrespective of the manner of attachment to the realty, the acceptance of notes, or the sale, mortgage or lease of the premises.
4. The completion of the work as covered by this proposal or acceptance thereof will constitute a waiver by the Purchaser of all claims for loss or damage due to delay. It is also understood and agreed that Schindler Elevator will not be liable for the condition, design, application or compliance with applicable codes of any equipment not furnished under this proposal or for the omission of any reserve the right to remove and retain all elevator/escalator/moving walk equipment and that has been replaced or new materials not used in construction.
5. Schindler Elevator reserves the right to furnish its most modern of equipment and no statements contained in this proposal make it obligatory for Schindler Elevator to furnish equipment, the design of which has been discontinued or supplanted by new standards.
6. All previous communication between the parties hereto, whether written or verbal, with reference to the subject matter of this proposal, is abrogated, and this proposal, when duly accepted and approved, constitutes the agreement between the parties hereto, and no modification of this proposal agreement will be binding upon the parties hereto, or either of them, unless such modification will be in writing, duly accepted by the Purchaser and approved by Schindler Elevator. The contract date will be the date of approval by Schindler Elevator.
7. The Purchaser will provide suitable connections from the power mains to the controller, together with any cutouts, line switches, phase reversal or lightning arrestors, etc., that may be necessary to meet the Purchaser's or local requirements.
8. Any changes in the building required to meet any local or state building or electrical codes will be made by the Purchaser. Any cutting or patching necessary for the installation of equipment furnished under this proposal will be done by the Purchaser. Schindler Elevator will not, under any circumstances, be liable for any redecorating that may be necessary upon the completion of its work.
9. It is expressly understood, in consideration of the performance of the service enumerated herein at the price stated, that nothing in this agreement will be construed to mean that Schindler Elevator will assume any liability on account of injury or damage to persons or property, except to the extent directly and solely due to the negligent acts or omissions of Schindler Elevator or its employees and that the Purchaser's responsibility for injury or damage to persons or property while riding on or being in or about the elevators, escalators or moving walks referred to is in no way affected by this agreement. Schindler Elevator will not be responsible or liable for any loss, damage, detention or delay caused by labor trouble, strikes, lockouts, fire, explosion, theft, lightning, windstorm, earthquake, floods, storms, riot, civil commotion, malicious mischief, embargoes, shortages of materials or workmen, unavailability of material from usual sources, government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of the Buyer's or Schindler Elevator's suppliers, orders or instructions of any federal, state or municipal government or any department or agency thereof, Act of God, or by any cause whatsoever beyond its reasonable control, and in any event Schindler Elevator will not be liable for indirect, special, liquidated or consequential damages. Dates for the performance or completion of work will be extended to the extent of such delays. No work or service other than that specifically mentioned herein is included or intended.



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10. Schindler Elevator guarantees that the equipment furnished hereunder will comply with the foregoing specifications and if promptly notified in writing will, at our expense, correct any defects in such equipment occurring within one year from the date of completion or acceptance, whichever occurs first, which are not due to ordinary wear and tear or to improper use, care or maintenance. The correction of such defects constitutes the limit of our responsibility. THERE ARE NO OTHER WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, OTHER THAN OF
11. TITLE. The equipment installed under this proposal requires maintenance service, such as periodic examinations, lubrication and adjustment by competent elevator mechanics. Schindler Elevator's guarantee is not intended to supplant this normal servicing of the equipment and it is not to be construed that Schindler Elevator will provide free maintenance service of this type, except as may be provided under other provisions of the proposal, or that Schindler Elevator will correct, without charge, breakage, maladjustment or other troubles occurring as a result of improper or inadequate maintenance.
12. Schindler Elevator will defend any suit or proceeding brought against the Purchaser so far as based on a claim that any equipment, or any part thereof, furnished under this proposal constitutes an infringement of any patent of the United States, provided that such equipment or part is not supplied according to the Purchaser's design, and it is used as sold by Schindler Elevator, notified promptly in writing and given authority, information and assistance (at our expense) for the defense of same, and Schindler Elevator will pay all damages and costs awarded therein against the Purchaser. In case the said equipment or any part thereof is in such suit held to constitute infringement and the use of said equipment or part is enjoined, Schindler Elevator will at our own expense either: procure for Purchaser the right to continue using said equipment or part or replace same with non-infringing equipment; or, modify it so that it becomes non-infringing; or, remove said equipment and refund the purchase price and the transportation and installation costs thereof. The foregoing states Schindler Elevator's entire liability for patent infringement by said equipment or any part thereof.
13. Schindler Elevator will not be liable in contract, in tort (including negligence or strict liability) or otherwise for damage or loss of other property or equipment, loss of profits or revenue, loss of use of equipment or capital, claims of customers or for any special, indirect, consequential or liquidated damages whatsoever. Purchaser's remedies set forth herein are exclusive and Schindler Elevator's total cumulative liability with respect to this contract or anything done in connection therewith such as the performance or breach thereof will not exceed the price of the part upon which such liability is based.
14. The Purchaser warrants that the work site in the building does not contain any asbestos, asbestos-containing materials or airborne asbestos fiber. If Schindler Elevator, prior to or after commencing work at the site, has reasonable cause to believe that asbestos is present, Schindler Elevator may request the Purchaser to obtain bulk sample testing to confirm the presence of the substance. In the event that material-containing asbestos is confirmed, Schindler Elevator may at its sole option terminate the contract without further liability on its part, and the Purchaser will pay Schindler Elevator in full for all work completed up to the date of termination, Schindler Elevator will complete work under this contract if, within 30 days from Schindler Elevator's notification to the Purchaser of the presence of asbestos, the Purchaser has removed or contained the asbestos to the satisfaction of Schindler Elevator. Purchaser agrees to incur all costs connected with any special facilities, air-monitoring, testing or personal protection equipment which may be required under applicable laws to perform the work. Purchaser further agrees to defend, indemnify and hold harmless Schindler Elevator for any and all damages, claims, losses, costs, expenses (including legal and attorneys' fees) arising out of any claim for asbestos-related personal injury (including death, disease or sickness) or property damage.
15. The Purchaser agrees to accept in satisfaction of insurance requirements for this project Schindler Elevator's standard Certificate of Insurance. Schindler Elevator will not name additional insureds.
16. Partial waivers of lien for payments received by Schindler Elevator will be issued on a mutually agreeable form if the Purchaser so requests in writing. Schindler Elevator will issue a full waiver of lien on a mutually agreeable form after receipt of all monies to which it is entitled under this specification if the Purchaser so requests in writing.

ATTACHMENT I



Scope of Work Description
#1 Fire Proofing
a) Penetrations in floors with mortar.
b) Penetrations in walls with mortar.
c) Penetrations in walls and ceilings where fire caulk is applicable.
TOTAL -
#2 Demolition
a) Penetration cores through 1-2ft concrete walls and floors for electrical and alarm.
b) Penetration core at Machine Rm wall for AC lines.
c) Machine Rm door slab.
TOTAL -
#3 Painting
a) Scrape and prep each landing sill.
b) Paint all landing sills with black epoxy paint.
c) Paint Machine Room walls and ceiling white.
d) Paint Machine Room door.
TOTAL -
#4 Cab Flooring
a) Demo existing cab flooring.
b) Install new cab flooring.
c) Includes \$200 material allowance.
TOTAL -
#5 Door / Hardware
a) Install new steel door slab on existing frame, at Machine Room.
b) Install new closure, sweep, seal and locking handle at new Machine Room door.
c) Install "Elevator Machine Room" tactile sign at door to Machine Room ladder.
TOTAL -
#6 Fire Extinguisher
Provide and install (1) wall bracket mounted #20 ABC fire extinguisher in Machine Room.
TOTAL -
#7 Framing / Insulation / Drywall
a) Frame in front of existing Machine Room window at Machine Room side.
b) Install closed cell foam insulation between studs at window.
c) Install (1) layer 3/4" non combustible plywood on new framing over window.
TOTAL -

ATTACHMENT I



Scope of Work Description
#8 Tuckpoint Repair
Tuckpoint mortar repair 8-10 areas in Machine Room interior at perimeter walls.
TOTAL -
#9 HVAC Allowance
a) Install (1) wall mount ductless head unit on Machine Room west wall.
b) Install (1) condenser on a new pad at main roof level, with line set running to Machine Room.
c) Cooling unit rated at One ton.
d) Includes crane services.
TOTAL Allowance -
#10 Fire Alarm
a) Install one Honeywell Vista UL Listed commercial fire control panel with battery backup, for monitoring by Allstar Alarm's 24 hour central station, located in utility rm.
b) Install one UL listed LTE cellular fire alarm communicator (eliminating the need of a dedicated phone line).
c) Install one smoke detector over panel.
d) Install (6) addressable smoke detectors - One at each landing, One in pit and One at Machine Room.
e) Install (3) relay modules for elevator recall connections.
f) Plan review scope of work letter and supporting installation documentation for review by City of Ypsilanti.
g) Application of plan review by the City of Ypsilanti and delivery of fire alarm drawings for review.
h) All conduits provided and installed by electricians.
NOTE: A Schindler Elevator employee will need to be available for the entire time the All Star Alarm technician will need to be in the elevator hoistway, installing the fire alarm wire in provided conduit.
NOTE: All work priced to be installed during normal working hours 8:30am - 4:00pm.
NOTE: Monthly fee for cellular monitoring \$59, to be billed directly to owner. An Annual testing, monthly fee \$25, to be billed directly to owner.
TOTAL -



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ATTACHMENT I

Scope of Work Description
#11 Electrical
a) Provide 120v locked power to fire alarm panel located on 1st floor.
b) Provide raceway from fire alarm panel to elevator shaft and each floor elevator lobby and elevator room.
c) Install new fixed LED fixture and GFCI in elevator pit with existing power.
d) Install (3) new fixed LED fixtures in elevator machine room.
e) Provide power to roof split unit from 4th floor power panel.
f) Roof and wall penetrations excluded from proposal.
g) All taxes, permits and fees included.
h) Work to be completed during normal business hours 7am - 330pm.
TOTAL -
#12 Site Conditions
a) Misc Labor
b) Porta Toilet
c) Dump Fees
d) Bag Meters / Barricade Permit allowance \$1,200 included.
e) Site Safety
f) Building Permit allowance \$800 included.
TOTAL -

Exclusions: Gas lines, Electrical Mains, Tap Fees, Plumbing main, Security Alarm, Data & Phone, Exterior work other than specified, Work not specified, Sidewalk or street closure permits, Overtime rates, Prevailing Wages, Liquidated Damages, Bonding, Architectural/Engineering fees & drawings, Hazardous material handling, Existing building conditions that are not code compliant, Soil testing, Soil compaction testing, Concrete testing.

Proposed price is valid for only 15 days after date quoted. After that a revision might have to be prepared, due to Lovell Contractors, Inc. reserving the right to adjust pricing based on industry wide price increases, due to supply chain shortages and delivery delays that the entire industry is experiencing nationwide.

Payments Terms: 30% at start, draws based on percentage of completion after that.

Note: This proposal can be withdrawn by Lovell Contractors, Inc., if not accepted with authorized signature within 15 days of date prepared. This proposal is based on Lovell Contractors, Inc. completing all phases of work specified, unless otherwise noted. Any unforeseen code compliances not addressed, or Architect/Engineer preferences not specified in this proposal will be extra, and will be subject to additional proposal(s) and change order(s), including items hidden in walls & floors that cannot be seen without demo of walls, floors & claddings.



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Andrew Hellenga
DATE: July 11, 2023
SUBJECT: Resolution to Approve MML Renewal Premium for 2023

DESCRIPTION:

Resolution to Approve MML Renewal Premium for 2023

SUMMARY:

The renewal premium for the Property and Liability insurance renewal for the City of Ypsilanti effective August 1, 2023-2024 with the MML Liability & Property Pool is **\$414,103** compared to the expiring premium of **\$394,860**. This is a premium increase of \$19,243.

Reasons for the change in premium:

- Annual Payroll -- \$7,048,289 (was \$6,876,381 in 2022)
- Property -- \$23,166,112 (Increase of \$3,033,506 based on recent property appraisal from 2022)
- Number of Law Enforcement Officers – 25 (was 27 in 2022)
- Number of Vehicles – 66 (was 68 in 2022)
- Agreed Amount— 15 Vehicles with agreed values totaling \$2,397,089.

The Board of Directors of the MML Liability & Property Pool voted to return another dividend in 2023 to renewing Members. The City's portion of the dividend return is **\$34,342**. The city will receive the dividend after paying your renewal premium.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Resolution
MML Proposal

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2023-127
July 11, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT, the premium for the Property and Liability insurance renewal for the City of Ypsilanti effective August 1, 2023-2024 with the Michigan Municipal League (MML) Liability and Property Pool be approved in the amount of \$414,103.00 be approved.

BE IT FURTHER RESOLVED THAT the City Manager is authorized to sign and approve payment of the invoice.

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 11 day of July 2023

#Resolution No. 2023-127



michigan municipal league

Liability & Property Pool

Proposal

for the

City of Ypsilanti

Presented By:

Brian Steckroth
MML Liability & Property Pool
(248) 204-8283

June 29, 2023

Table of Contents

<u>EXECUTIVE OVERVIEW</u>	<u>3</u>
OUR MISSION	3
<u>INTRODUCTION</u>	<u>4</u>
WHAT YOU CAN EXPECT OF US	4
YOUR POOL INSURES MORE THAN . . .	4
<u>COST AND COVERAGE SUMMARY</u>	<u>5</u>
<u>YOUR TEAM OF EXPERTS</u>	<u>7</u>
BENEFITS OF POOLING WITH THE MML	8
CITY OF YPSILANTI HAS . . .	9
INCREASED LIABILITY LIMITS	9
<u>HIGHLIGHTS OF COVERAGES PROVIDED</u>	<u>10</u>
WHO IS INSURED?	10
GENERAL LIABILITY	10
GENERAL LIABILITY EXCLUSIONS . . .	10
PUBLIC OFFICIALS LIABILITY COVERAGE	11
PUBLIC OFFICIALS LIABILITY EXCLUSIONS	11
PERSONAL INJURY & ADVERTISING / BROADCASTERS LIABILITY COVERAGE	11
POLICE PROFESSIONAL LIABILITY COVERAGE	11
PROPERTY COVERAGE	12
PROPERTY EXCLUSIONS	12
COMPREHENSIVE CRIME COVERAGE	13
AUTOMOBILE COVERAGE HIGHLIGHTS	13
WHAT IS COVERED?	13
AUTO COVERAGES PROVIDED	13
<u>POOL RISK MANAGEMENT SERVICES</u>	<u>14</u>
MEMBER EDUCATION	14
ONLINE SERVICES	14
<u>MEMBERSHIP RESPONSIBILITIES</u>	<u>15</u>

This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.

Executive Overview

The Michigan Municipal League Liability and Property Pool has been a stable source of comprehensive municipal insurance and risk management services since 1982. It is financially secure and positioned for long-term stability.

The **City of Ypsilanti** has been a Pool member since **1983**.

The Pool staff is made up of municipal insurance experts. Municipal risk management is our only business, and we're proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **City of Ypsilanti**. Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **City of Ypsilanti** for an annual premium of **\$414,103**. When compared to last year's cost of \$394,870, it represents a premium increase of \$19,243 or 4.87%. . In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2023. The City of Ypsilanti's portion of the dividend return is \$34,342. The City of Ypsilanti will receive this dividend in the month following payment of your 2023 renewal premium.

We encourage you to compare the Pool with our competition. Compare us based on price, coverage, service, financial security, experience and commitment to municipal risk management. When you do, the advantages of Pool membership become clear.

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

Our Mission

To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.

Introduction

What You Can Expect Of Us

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

Your Pool Insures More Than . . .

- | | |
|--------------------------------|----------------------------------|
| ✓ 437 Public Entity Members | ✓ 182 Water Utilities |
| ✓ 136 Fire Departments | ✓ 214 Sewer Utilities |
| ✓ 147 Law Enforcement Agencies | ✓ 17 Municipal Marinas |
| ✓ 2,111 Police Officers | ✓ \$6 Billion of Property Values |
| ✓ 6,730 Miles of Streets/Roads | ✓ 182 Water Service Operations |
| ✓ 7,258 Vehicles | ✓ 6 Dams |
| ✓ 18 Electric Utilities | |



Coverage and Cost Summary City of Ypsilanti

Effective 08-01-2023 to 08-01-2024

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Municipal General Liability (Coverage A)	\$2,000,000	N/A	\$0
Sewer Back-Up Sublimit	No Coverage	N/A	N/A
Personal Injury Liability (Coverage B)	\$2,000,000	N/A	\$0
Medical Payments (Coverage C)	\$10,000	N/A	N/A
Public Officials Liability (Coverage D)	\$2,000,000	N/A	\$0
Employment Practices Sublimit	\$1,000,000	N/A	\$100,000
Law Enforcement Liability (Coverages A, B, and D)	\$2,000,000	N/A	\$0
Employee Benefit Liability	\$1,000,000	\$1,000,000	\$0
Fire Legal Liability	\$100,000	N/A	N/A
Cyber Liability & Data Breach Response	\$100,000	\$100,000	See Declaration
Dam Liability	No Coverage	N/A	N/A
Marina Operator Liability	No Coverage	N/A	N/A
Uninsured/Underinsured Motorists Coverage	\$100,000	N/A	\$0
Automobile Liability (Coverages A and B)	\$2,000,000	N/A	\$0
# Vehicles	Comp	Coll	
66	\$250	\$500	
Agreed Amount, if applicable 15 Vehicles for a total of \$2,397,089			
Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is \$2,000,000 regardless of the number of coverages involved in the occurrence.			

Property

Property - Blanket Basis	\$23,166,111	N/A	\$250
Boiler and Machinery	Included	N/A	\$250
Building(s)	Included	N/A	\$250
Contents	Included	N/A	\$250
Property in the Open	Included	N/A	\$250
Protection & Preservation	Included	N/A	N/A
Property - Actual Cash Value	N/A	N/A	N/A
Property - Limited Replacement Cost	N/A	N/A	N/A
Property - No Coverage	See Schedule	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	\$0
Accounts Receivable	\$100,000	N/A	\$250
Consequential Damage	\$100,000	N/A	N/A
Contractor's Equipment	\$2,043,451	N/A	\$250



michigan municipal league
Liability & Property Pool

Coverage and Cost Summary City of Ypsilanti

Effective 08-01-2023 to 08-01-2024

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Debris Removal - the lesser of 25% of physical damage loss or	\$5,000,000	\$5,000,000	N/A
Demolition & Increased Costs of Construction Limit	\$100,000	N/A	N/A
Earth Movement	\$2,000,000	\$2,000,000	\$5,000
Electronic Data Processing Equip	\$493,626	N/A	\$250
Expediting Expense	\$100,000	N/A	N/A
Extra Expense	\$100,000	N/A	N/A
Fine Arts	\$175,000	N/A	\$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	\$1,000,000	\$1,000,000	\$5,000
Fungal Pathogens	\$25,000	\$25,000	\$250
Golf Cart Equipment	\$5,238	N/A	\$250
Loss of Income	\$100,000	N/A	N/A
Loss of Rents	\$100,000	N/A	N/A
Ornamental Trees, Shrubs, Plants or Lawn	\$5,000	\$10,000	\$250
Personal Effects & Property of Others	\$500	\$2,500	\$250
Police Equipment	\$17,049	N/A	\$250
Radio Equipment	\$11,712	N/A	\$250
Valuable Papers	\$100,000	N/A	\$250
<u>Comprehensive Crime Coverage</u>			
Employee Dishonesty Blanket/Faithful Performance	\$100,000	N/A	N/A
Computer Fraud	\$100,000	N/A	N/A
Depositors Forgery	\$100,000	N/A	N/A
Funds Transfer Fraud	\$100,000	N/A	N/A
Impersonation Fraud	\$100,000	N/A	N/A
Money and Securities Inside	\$100,000	N/A	N/A
Money and Securities Outside	\$100,000	N/A	N/A
Money Orders and Counterfeit Paper	\$100,000	N/A	N/A
<u>Bonds</u>			
Bond #: A Treasurer	\$100,000	N/A	N/A

Only one deductible applies to claims involving two or more property coverages.



Coverage and Cost Summary City of Ypsilanti

Effective 08-01-2023 to 08-01-2024

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
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The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of \$414,103.

Cyber Coverage

TOWER 1 Limit	POLICY AGGREGATE LIMIT OF LIABILITY	\$100,000	For all Damages, Claims Expenses, Penalties and PCI Fines, Expenses and Costs
	Information Security and Privacy Sublimit	\$100,000	each Claim and in the Aggregate
	Regulatory Defense and Penalties Aggregate Sublimit:	\$20,000	each Claim and in the Aggregate
	Website Media and Content Liability Aggregate Sublimit:	\$100,000	each Claim and in the Aggregate
	PCI Fines, Expenses and Costs Aggregate Sublimit:	\$10,000	each Claim and in the Aggregate
	Cyber Extortion Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Data Protection Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Network Business Interruption Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
Note: The above Sublimits are part of, and not in addition to, the overall Policy Aggregate Limit of Liability			
Liability Retention Per Claim:			
TOWER 1 Retention	All other coverages Retention:	\$0	each Claim
	Cyber Extortion:	\$5,000	each Extortion Threat
	First Party Data Protection:	\$5,000	each Data Protection Loss
	First Party Network Business Interruption:	\$5,000	each Business Interruption Loss
Limits of Coverage - Privacy Breach Response Services			
TOWER 2 Limit	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Aggregate Sublimit:	\$50,000	per Incident and in the Aggregate
TOWER 3 Limit	Notified Individuals:	10,000	Notified Individuals in the Aggregate
	A sublimit of up to 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage		
Note: The Privacy Breach Response Services Limits of Coverage are separate from and in addition to the overall Policy Aggregate Limit of Liability			
Privacy Breach Response Services Threshold/Retention (Each Incident):			
TOWER 2 Retention	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Retention:	\$0	each Incident
TOWER 3 Retention	Notification Services/Call Center Services/Breach Resolution and Mitigation Services Threshold:	0	each Incident

Your Team of Experts



Brian Steckroth
Service & Sales Manager
(248) 204-8283



Michael J. Forster
Pool Administrator
(734) 669-6340



Katelyn Petracca
248-204-6160
Alpha Split: (Le – Z)



Joan Opett
248-204-8579
(A – La)

Customer Service Representatives



Christopher Flechsig
Liability Claims Supervisor
(810) 844-8146



Matt Heins
Loss Control Supervisor
Law Enforcement Action Forum Coordinator
(248) 791-4371

Benefits of Pooling with the MML

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
 - ✓ Safety aspects of emergency vehicle operations
 - ✓ Accident investigation for supervisors
 - ✓ Confined spaces training

The advantages of pooling can be summarized by:

Service + Control + Value

City of Ypsilanti Has . . .

- ✓ \$7,048,289 Annual Payroll
- ✓ \$23,166,133 of total values for real and personal property
- ✓ 25 Law enforcement officers
- ✓ 66 Vehicles
- ✓ 15 Vehicles with agreed values totaling \$2,397,089
- ✓ \$122 Michigan Catastrophic Claims Assessment (MCCA) per vehicle (was \$86/vehicle for 2022) ↓

Increased Liability Limits

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits, please contact your Account Executive.

Highlights of Coverages Provided

Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an **occurrence basis with no aggregate liability limits**:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Fire legal liability for real property
- ✓ Host liquor liability
- ✓ Ambulance and EMT malpractice
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Special events **excluding** -
 - Fireworks (unless endorsed)
 - Liquor Liability
 - Mechanical Amusement Rides

Fireworks Coverage Options: (Fireworks application must be completed before coverage is endorsed)

1. The MML Liability & Property Pool is primary (the Member is not added as an additional insured on a pyrotechnician's coverage):

Annual Aggregate Sublimit
\$500,000
\$1,000,000

Additional Premium
Yes
Yes

2. The MML Liability & Property Pool is excess (the Member is added as an additional insured on a pyrotechnician's coverage):

NO ADDITIONAL PREMIUM

- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Marina Operators coverage available
- ✓ Up to \$10 million in liability limits available
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Cyber Liability and Data Breach Response Coverage – as described on MMLCYD (09/17)

General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Contractual Liability
- ✓ Nuclear energy / nuclear material hazards
- ✓ Failure to supply utilities
- ✓ Expected or intended injury
- ✓ Electromagnetic radiation
- ✓ Breach of contract
- ✓ Medical malpractice for doctors and physicians
- ✓ Failure of dams (unless endorsed)
- ✓ Criminal activity--Intentional acts w/knowledge of wrongdoing
- ✓ Backup of Sewers and Drains
- ✓ Aircraft Liability – (Unless Endorsed -- Limited Coverage for Unmanned Aircraft—MML236)

Cyber Liability and Data Breach Response Coverage

- ✓ Information Security and Privacy Liability
- ✓ Privacy Breach Response Services
- ✓ Regulatory Defense and Penalties
- ✓ Website Media Content Liability
- ✓ PCI Fines, Expenses and Costs
- ✓ Cyber Extortion
- ✓ First Party Data Protection
- ✓ First Party Business Interruption

Public Officials Liability Coverage

"Wrongful Acts", including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

Public Officials Liability Exclusions

The following is a partial list of public officials' liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

Personal Injury & Advertising / Broadcasters Liability Coverage

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual's right of privacy
- ✓ Proactive services for non-monetary damage claims

Police Professional Liability Coverage

Police Professional Liability coverage is contained within the General Liability and Public Official Liability Coverage Parts

- ✓ Discrimination
- ✓ Violation of civil rights
- ✓ Jail operations
- ✓ False arrest, detention or imprisonment, or malicious prosecution
- ✓ Wrongful entry or eviction or other invasion of the right of private occupancy
- ✓ Assault or battery
- ✓ Improper service of suit
- ✓ Coverage assumes officers act with intent

Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a "schedule on file" avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool's Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

Only one deductible applies to claims involving two or more property coverages.

Comprehensive Crime Coverage

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Position Fidelity Bonds
- ✓ Computer Fraud
- ✓ Funds Transfer Fraud

Automobile Coverage Highlights

What Is Covered?

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

Auto Coverages Provided

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Volunteer firefighter auto accident liability coverage
- ✓ Agreed value coverage for emergency vehicles is available
- ✓ Fire or Rescue Vehicle Rental Reimbursement Coverage

Pool Risk Management Services

- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control consultants
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

Online Services

www.mml.org (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim on line. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online:

- ✓ Online Forms (including Sewer Backup Sample Documents)
- ✓ Risk Resources:
 - ✓ Risk Control Solutions
 - ✓ Safety & Health Manual
 - ✓ Risk Management is Good Management Program
 - ✓ Law Enforcement Newsletters
 - ✓ Access to Safetysurance website -- <http://www.safetysurance.com/>
- ✓ MML Pool Audited Financial Statements
- ✓ Intergovernmental Contract
- ✓ Board of Directors, Pool Administrator and Staff Profiles and Contact Information

Membership Responsibilities

Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.
- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.
- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.
- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.
- ✓ A Member will follow loss reduction and prevention measures established by the Pool.
- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.

BOARDS AND COMMISSIONS

July 11, 2023

BOARDS AND COMMISSION SUBCOMMITTEE

- Council Members King, Simmons, and Sweet
- Meetings on Both May and June 9, 2023

ADVISORY BODIES

- Human Relations Commission
- Parks and Recreation Commission
- Police Advisory Commission
- Arts Commission
- Sustainability Commission
- Board of Ethics

STRATEGIES

- Remove Open Meetings Act Requirement
 - Resolution No. 2009-242A – requires all advisory bodies be subject to OMA (passed 4-3)
- Create Boards and Commission Funding
 - Assign tasks during goal sessions
 - Task specific budgeting
- Onboarding
 - Training twice a year (Early Spring and Fall)
 - Create a YouTube Video to Supplement training
 - Commissions assess skills they are lacking

STRATEGIES CONTINUED

- Boards and Commissions Merge
 - Mission Specific
 - Police Advisory and Human Relations
 - Parks and Recreation and Arts
- Empower public bodies through resource allocation and involve them more in legislative process.
 - Each body will present their annual report to Council.
- Field Day
 - Ward against Ward
 - Could be used as recruitment
 - Parks and Recreation Could Design Event
 - Involve Ypsilanti Community Schools and Eastern Michigan University.

RATIONALE

- Police Advisory and Human Relations Commission
 - Both focus on the human condition and areas of inequity.
 - Two staff liaisons
 - Police Chief and HR Director – only attending meetings specific to their job function.
- Parks and Recreation and Arts Commission
 - Both have a similar focus on recreation, and much of what Arts approves are in the parks.

MEMBERSHIP/NEXT STEPS

- Merged commissions will have no more than 11 members, with no more than 3 non-resident members.
- Council will pass legislation merging commissions, the commissions will then draft the amendments to combine the ordinances.
- Commissions will have the ability to meet virtually, and create an environment based on dialog, and less on the hierarchical structure of a board and commission.

TIMELINE

- July 25th - First Reading of ordinance merge
- August 1st – Second Reading and approve resolution removing OMA requirements for Advisory Bodies, except for Board of Ethics.
- August 31st – Ordinances take effect.
- September – New bodies will meet and begin discussion on potential amendments to enabling ordinances.



CITY MANAGER PERFORMANCE EVALUATION 2023

Evaluation Instructions

This evaluation is a critical look at the performance of the City Manager. This is also an introspective look at the relationship between the City Council and the City Manager; a communication and an opportunity on the part of the City Council to align expectations. It is an opportunity to re-establish the goals and objectives for the City of Ypsilanti. **It should be a positive exchange and learning process for both parties.**

Responsibilities

To provide an accurate evaluation, it is recommended that City Council members keep personal notations on a regular basis so as to be able to refresh individual memories at the time the evaluation process begins. These personal notations should not be shared with other members of the City Council. In order to meet the objectives of a fair and unbiased evaluation it is important to have evaluations from all members.

Forms and Process

The following evaluation will consist of several categories for which the City Manager is responsible or has regular involvement. A five-point assessment scale is provided in order to provide a numerical value to each question and/or category. A score of 1 would be unsatisfactory while a score of 5 would be exceptional. If you feel that you do not have enough information in which to rate a particular category, you may leave it blank and it will not be included as part of the tabulations.

Evaluations will be signed and should be completed independently. Comments in the comment area should be used to support numerical point assessments. All evaluations will be submitted to the Mayor for tabulation. After tabulation, a meeting will be set for an oral evaluation based on written evaluations. This meeting may be a closed session at the request of the City Manager. It is hoped that a positive free flowing oral discussion will provide the City Manager with the direction of the City Council for the future.

To aid in the discussion of the evaluation, the City Manager will use the same form for a self-evaluation. The City Manager's self-evaluation will be completed and given to the Mayor prior to the evaluation forms being sent to the City Council. Each member of the City Council will receive the City Manager's self-evaluation and Job Description, along with a blank evaluation form to be completed and returned to the Mayor for tabulation.

The Mayor will provide a Tabulation Summary Page to the City Manager and each member of the City Council. This page will include individual council members (but not identified by name) scoring, as well as a combined score of the board. Also, on this page will be the City Manager's self-evaluation score. Additionally, there will be a summary of notations, listed by question categories, or City Council comments. After the oral evaluation, the Tabulation Summary, subject to changes by the Council at the evaluation, will be kept as a permanent record. The evaluations themselves will be destroyed.

There are no perfect evaluations but this should be a thoughtful, sensitive, positive, and effective attempt to move forward the needs of the City of Ypsilanti.

CITY OF YPSILANTI CITY MANAGER EVALUATION

RATING:

- 5 = Outstanding Performance
- 4 = Good Performance
- 3 = Satisfactory Performance
- 2 = Needs strengthening
- 1 = Unsatisfactory

Fiscal Management	RATING
	54321
1. Plans and prepares the annual budget with the input of the Mayor and the City Council with documentation and full explanation of the annual budget.	
2. Administers the adopted budget within the framework of the approved revenues and expenditures. Prepares and presents to the City Council appropriate budgetary transfers, as necessary.	
3. Plans and provides for a system of reports, as requested, for the City Council to evaluate expenses and revenues.	
4. Analyzes financial condition of the city and proposes to City Council short-term and long-range plans with the necessary information especially as it relates to bonding or borrowing of funds.	
5. Plans for, organizes, and supervises the most economical utilizations of staffing, materials, and equipment for City services.	
6. Plans and provides for future economic growth in relationship to projected revenues and expenditures.	
COMMENTS/SUGGESTIONS: 	
Intergovernmental Relationships	RATING
	54321
1. Maintains awareness of developments and plans in other jurisdictions, which may impact the City.	
2. Effectively communicates with other governmental entities or outside parties, which the City may be involved with or become involved while maintaining a professional image of self and the City.	
3. Attends and relays appropriate information from current intergovernmental agreement meetings to the City Council.	
4. Willingness to participate with other governmental entities in potential resource or equipment sharing as appropriate.	

COMMENTS/SUGGESTIONS:**Relationship with the Public****RATING**

54321

1. Establishes and maintains an image of the City of Ypsilanti to the community that represents service, enthusiasm, and professionalism.

2. Establishes and maintains a liaison with private organizations, service groups or individuals involved in areas of concern that relate to the service or activities of the City.

3. Participates in city-sponsored community activities and affairs in an effort to build strong, positive community relationships.

COMMENTS/SUGGESTIONS:**Management of Employees****RATING**

54321

1. Develops and executes consistent, fair, and fiscally sound personnel procedures and practices.

2. Plans, organizes, and maintains appropriate training and development of staff to maximize performance.

3. Maintains contact and professional interaction with employees at all levels of the organization.

4. Periodically reviews and reorganizes staffing levels, staff duties, and/or staff responsibilities to take full advantage of the staff's competencies.

5. Supervises overall operations of the city and insists on competent and efficient performance from staff.

COMMENTS/SUGGESTIONS:**Relationship with City Council****RATING**

54321

1. Maintains effective communication, both verbal and written, with the City Council and provides information needed for City Council in a timely manner.

2. Maintains a system of regular and timely reporting to the City Council of current City plans and activities.

3. Provides for clear presentations to the City Council in the most concise, clear and comprehensive manner possible.	
4. Provides the City Council with all perspectives of an issue and provides a recommendation and reason to support that recommendation.	
5. Maintains availability to City Council and communicates as a liaison between the City Council and city staff.	
COMMENTS/SUGGESTIONS:	
Leadership & Professionalism	RATING
	54321
1. Administers the city in accordance with Michigan statutes and the ordinances, rules, regulations, and policies adopted by the City Council.	
2. Seeks and supports professional improvement through pertinent seminars and conferences, etc. in order to maintain current knowledge of developments in city management and municipal government.	
3. Demonstrates a willingness to adapt and work cooperatively with others.	
4. Demonstrates the ability to reach timely decisions and initiate action.	
COMMENTS/SUGGESTIONS:	

OTHER COMMENTS THAT MAY BE RELEVANT TO THIS EVALUATION:

_____ Signature

_____ Date



CITY CLERK PERFORMANCE EVALUATION 2023

Evaluation Instructions

This evaluation is a critical look at the performance of the City Clerk. This is also an introspective look at the relationship between the City Council and the City Clerk; a communication and an opportunity on the part of the City Council to align expectations. It is an opportunity to re-establish the goals and objectives for the City of Ypsilanti. **It should be a positive exchange and learning process for both parties.**

Responsibilities

To provide an accurate evaluation, it is recommended that City Council members keep personal notations on a regular basis so as to be able to refresh individual memories at the time the evaluation process begins. These personal notations should not be shared with other members of the City Council. In order to meet the objectives of a fair and unbiased evaluation it is important to have evaluations from all members.

Forms and Process

The following evaluation will consist of several categories for which the City Clerk is responsible or has regular involvement. A five-point assessment scale is provided in order to provide a numerical value to each question and/or category. A score of 1 would be unsatisfactory while a score of 5 would be exceptional. If you feel that you do not have enough information in which to rate a particular category, you may leave it blank and it will not be included as part of the tabulations.

Evaluations will be signed and should be completed independently. Comments in the comment area should be used to support numerical point assessments. All evaluations will be submitted to the Mayor for tabulation. After tabulation, a meeting will be set for an oral evaluation based on written evaluations. This meeting may be a closed session at the request of the City Clerk. It is hoped that a positive free flowing oral discussion will provide the City Clerk with the direction of the City Council for the future.

To aid in the discussion of the evaluation, the City Clerk will use the same form for a self-evaluation. The City Clerk's self-evaluation will be completed and given to the Mayor prior to the evaluation forms being sent to the City Council. Each member of the City Council will receive the City Clerk's self-evaluation and Job Description, along with a blank evaluation form to be completed and returned to the Mayor for tabulation.

The Mayor will provide a Tabulation Summary Page to the City Clerk and each member of the City Council. This page will include individual council members (but not identified by name) scoring, as well as a combined score of the board. Also, on this page will be the City Clerk's self-evaluation score. Additionally, there will be a summary of notations, listed by question categories, or City Council comments. After the oral evaluation, the Tabulation Summary, subject to changes by the Council at the evaluation, will be kept as a permanent record. The evaluations themselves will be destroyed.

There are no perfect evaluations but this should be a thoughtful, sensitive, positive, and effective attempt to move forward the needs of the City of Ypsilanti.

CITY OF YPSILANTI CITY CLERK EVALUATION

RATING:

- 5 = Outstanding Performance
- 4 = Good Performance
- 3 = Satisfactory Performance
- 2 = Needs strengthening
- 1 = Unsatisfactory

CLERK OFFICE DUTIES/RECORDS MANAGEMENT	RATING
1. Attends all regular and special meetings of City Council and successfully provides accurate official minutes of the proceedings.	54321
2. Packets for City Council meetings are timely, complete and contain all necessary materials for meetings.	
3. Ensures for proper staffing/administration of the City's various boards and commissions meetings for minute taking and record keeping as required.	
4. Publishes all City notices and ordinances as required by law.	
5. Properly maintains custody of City documents and records and effectively manages for retrieval, access, and use, as appropriate.	
6. Maintains and handles information and records in a way to convey the message that the affairs of the City of Ypsilanti are open to public scrutiny.	
COMMENTS/SUGGESTIONS: 	
ELECTIONS MANAGEMENT	RATING
1. Effectively oversees administration of all procedures related to elections held in the City of Ypsilanti as required by State law and City Charter.	54321
2. Exhibits knowledge of principles and practices of pertinent election law and executes accordingly.	
COMMENTS/SUGGESTIONS: 	

	RATING
--	---------------

RELATIONSHIP WITH THE PUBLIC				5	4	3	2	1
1. Establishes and maintains an image of the City of Ypsilanti to the community that represents service, integrity, and professionalism by handling affairs of the office in a fair and impartial manner.								
2. Properly delivers service to customers by providing accurate information and maximizing access to municipal government in an efficient, timely, and courteous manner.								
3. Consistently delivers a high level of customer service to the public that is pleasant and positive with a willingness to go above and beyond.								
COMMENTS/SUGGESTIONS:								
MANAGEMENT OF STAFF				RATING				
				5	4	3	2	1
1. Manages staff effectively and ensures a high level of integrity and honesty in performance of work duties.								
2. Plans, organizes, and maintains appropriate training and development of staff to maximize performance and ensure compliance with appropriate laws, ordinances, policies, and procedures, etc.								
3. Periodically reviews and reorganizes staffing levels, staff duties, and/or staff responsibilities to take full advantage of the staff's competencies.								
4. Maintains professional interaction with employees at all levels of the organization.								
COMMENTS/SUGGESTIONS:								
RELATIONSHIP WITH CITY COUNCIL				RATING				
				5	4	3	2	1
1. Maintains effective communication, both verbal and written, with the City Council and provides information needed for City Council in a timely manner.								
2. Supports and executes the actions of the City Council using the City Charter and applicable laws and procedures as a guide.								
3. Maintains availability to City Council and communicates as a liaison between the City Council and the Clerk's Office.								
COMMENTS/SUGGESTIONS:								

LEADERSHIP & PROFESSIONALISM				RATING				
				5	4	3	2	1
1. Seeks and supports professional improvement through pertinent training, seminars, and conferences, etc. in order to maintain current knowledge of developments affecting the practice of local government and elections management.								
2. Explores and utilizes best practices in management and technology to ensure efficient and effective operations in execution of duties.								
3. Demonstrates a willingness to adapt and work cooperatively with others.								
4. Consistently makes service to the City a priority over personal interests.								
COMMENTS/SUGGESTIONS:								

OTHER COMMENTS THAT MAY BE RELEVANT TO THIS EVALUATION:

_____ Signature

_____ Date



Resolution No. 2023-128
July 11, 2023

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
11 day of July 2023

#Resolution No. 2023-128