



**CITY OF YPSILANTI
CITY COUNCIL MEETING
JULY 25, 2023 @ 7:00 PM
COUNCIL CHAMBERS - CITY HALL
One South Huron, Ypsilanti, MI 48197
[VIRTUAL MEETING](#)
REVISED JULY 25, 2023**

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. PRESENTATIONS

- A. Eagle Scout Presentation on Cady Cane Park - Xander Barr

VI. PUBLIC COMMENT (3 MINUTES)

VII. ORDINANCES FIRST READING

4 - 17

- A. Ordinance 1408, an Ordinance Entitled "Amending Chapter 7 of the Ypsilanti City Code".
1. Resolution No. 2023-129, determination
 2. Public Hearing
 3. Resolution No. 2023-130, closing the public hearing
- [Supporting Documentation - Pdf](#)

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- B. Ordinance 1417, an Ordinance Entitled "An Ordinance to repeal Chapter 78 Parks and Public Property, sections 78-46 to sections 78-51; and Chapter 79 Public Art, sections 79-1 to 79-8 of the Ypsilanti City Code and add Chapter 80 Parks and Art to the Ypsilanti City Code".
1. Resolution No. 2023-131, determination
 2. Public Hearing
 3. Resolution No. 2023-132, closing the public hearing
- [Supporting Documents - Pdf](#)

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- C. Ordinance 1418, an Ordinance Entitled "an ordinance to combine the Human Relations Commission and the Police Advisory Commission by amending City Code sections 58-31 to 58-39 and repealing the Police Advisory Commission City Code sections 2-180-2-184".
1. Resolution No. 2023-133, determination

2. Public Hearing
3. Resolution No. 2023-134, closing the public hearing

[Supporting Documents - Pdf](#)

VIII. RESOLUTIONS/MOTIONS/DISCUSSIONS

- | | |
|------------------|--|
| 42 - 51 | A. Resolution No. 2023-135, approving the minutes of the July 11, 2023 City Council Meeting.
2023-135 - Pdf |
| 52 - 55 | B. Resolution No. 2023-136, approving Ordinance 1414 - an ordinance entitled , "An ordinance to repeal City Code Section 58-123". (Second Reading)
2023-136 - Pdf |
| 56 - 58 | C. Resolution No 2023-137, approving 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". (Second Reading)
2023-137 - Pdf |
| 59 - 61 | D. Resolution No 2023-138, approving 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". (Second Reading)
2023-138 - Pdf |
| 62 - 86 | E. Resolution No. 2023-139, approving the Fee Schedule for Fiscal Year 2023-2024.
2023-139 - Pdf |
| 87 - 94 | F. Resolution No. 2023-140, approving the purchase of an environmental refuse truck for the use off the Department of Public Services.
2023-140 - Pdf |
| 95 - 101 | G. Resolution No. 2023-141, approving the retaining wall and concrete pavement repairs at the Fire Department.
2023-141 - Pdf |
| 102 - 107 | H. Resolution No. 2023-142, approving the basement wall repairs at the Police Department.
2023-142 - Pdf |
| 108 - 124 | I. <u>Resolution No. 2023-143, approving a proposal with Carlisle Wortman for Planning Services.</u> (added)
2023-143 - Pdf |
| 125 - 132 | J. <u>Discussion regarding the evaluations of the City Manager and City Clerk</u> (added)
Evaluation Tool |

IX. 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

X. 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

XI. COUNCIL PROPOSED BUSINESS

XII. COMMUNICATIONS FROM THE MAYOR

XIII. COMMUNICATIONS FROM THE CITY MANAGER

XIV. COMMUNICATIONS

- 133 - 136** A. [Michigan Municipal League 2023 Annual Convention](#) **(added)**
[Flier](#)

XV. PUBLIC COMMENT (3 MINUTES)

XVI. REMARKS FROM THE MAYOR

XVII. ADJOURNMENT

- 137** A. Resolution No. 2023-144, adjourning the City Council Meeting.
[2023-144 - 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.



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Andrew Hellenga
DATE: July 25, 2023
SUBJECT: Chapter 7 Amendments

DESCRIPTION:
Chapter 7 Amendments

SUMMARY:

Per discussion of City Council during the June 20, 2023 staff adjusted the proposed Chapter 7 amendments for zoning to control location of facilities.

Modifications have been made to create a process if a facility is found non-compliant during renewal with bringing the facility to compliance as the goal.

Language has been adjusted to make the ordinance clearer and provide for legal remedies if renewal applications are late and if reasonable progress is not being made in the opening of a new facility.

Planning Department has provided maps indicating buffers for microbusinesses and designated consumption sites.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Resolution, Ordinance

CITY MANAGER APPROVAL: _____ **COUNCIL AGENDA DATE:** _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2023-129
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

The certain ordinance entitled: "An Ordinance to amend Chapter 7 – MARIJUANA" 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
25 day of July 2023

#Resolution No. 2023-129



**CITY OF YPSILANTI
NOTICE OF ADOPTED ORDINANCE
Ordinance No. 1408**

1. **THE CITY OF YPSILANTI HEREBY ORDAINS** That the Ypsilanti City Code is Chapter 7 -MARIJUANA, is hereby amended Which Chapter reads as follows:

Sec. 7-4.1. - Permit requirements

(a) No person shall own or operate a marihuana establishment in the City without first applying for and receiving a state license issued by the State of Michigan and permit issued by the City of Ypsilanti. ~~a permit from the city clerk's office, and a state license issued by the State of Michigan.~~

(b) Licenses The location of permits is transferrable upon state approval, city approval, and payment of the transfer fee. Transfers may only be granted upon the following:

1. All building improvements, as described in the application, will be completed, and approved at the originally applied location.
2. The facility has been awarded a state license at the originally stated location.

(c) Permit shall be valid from January 1 to December 31

(d) A Permit ~~shall~~ must be issued or renewed upon payment of the required fee, submission of a completed application in compliance with the provisions of this article, and compliance with all provisions and requirements of this article. Application to renew a permit shall be filed not later than November 15th, if November 15th falls on a weekend, applications are due not later than the following Monday. For each business day following the deadline a \$50 late fine will be assessed to the application cost. Such renewal shall be annual and shall be accompanied by the annual fee.

(e) Every applicant shall pay a fee at the time of the application for an initial or renewal permit, or location transfer of permit, which fee shall be set by council resolution. Said fee is non-refundable if the application is reviewed.

(f) The permit requirements set forth in this chapter shall be in addition to, and not in lieu of, any other licensing and permitting requirements imposed by any other federal, state or local law.

(g) The issuance of any permit pursuant to this chapter does not create an exception, defense or immunity to any person in regard to any potential civil or criminal liability under federal law.

Pursuant to the MRTMA, MMFLA, MMMA and MTA, the City of Ypsilanti authorizes the operation in the city of the following types and number of both medical and recreational ~~marijuana~~ marihuana facilities, provided they possess a state operating license issued under

the MRTMA and they comply with the additional requirements of this chapter, chapter 122 of this Code, and all other applicable laws and ordinances:

The ~~amounts of the~~ location of the following facility types will be regulated by zoning as stipulated in Chapter 122 in the City Code:

- Medical marihuana provisioning centers.
- Adult-use recreational retail.
- Marihuana microbusiness.
- Marihuana safety compliance facility.
- Marihuana secure transporter.
- Marihuana processor.
- Class A marihuana grower authorizing cultivation of not more than 100 marihuana plants.
- Class B marihuana grower authorizing cultivation of not more than 500 marihuana plants.
- Class C marihuana grower authorizing cultivation of not more than 2,000 marihuana plants.
- Excess marihuana grower ~~designated consumption establishment~~.
- Designated consumption establishment

Sec. 7-4.2 ~~5~~ - Application.

Every applicant for a ~~marijuana~~ marihuana establishment must file an application under oath with the city clerk's office upon a form provided by the city, which shall fulfill all ~~of the~~ requirements indicated on the form, including but not limited to:

- (a) The name, age, and address of applicant and operator
 - i. Name, age and address of the applicant and all partners of the applicant, including proof that the applicant and/or proposed employees are at least 21 years of age.
 - ii. Name, age and address of the operator of the facility in cases where this differs from the applicant.
 - iii. In the case of corporations, partnerships, non-profit organizations, or other business types, the applicant shall be the highest level official or employee of the entity such as, Board President, Chief Executive Officer, Executive Director, or comparable position.

- iv. If the applicant is a corporation, a copy of the articles of incorporation and Current Corporation records disclosing the identity and residential addresses of all directors, officers, and shareholders. Include the address of the corporation itself, if different from the address of the ~~marijuana~~ marihuana establishment and the name and address of the resident agent for the corporation.
 - v. If the applicant is a partnership, the names and residence address of each of the partners and the partnership itself, if different from the address of the ~~marihuana dispensary or Marijuana growing/manufacturing~~ marihuana facility, and the name and address of the resident agent.
 - vi. Photo identification of the applicant and operator and/or driver's license
- (b) State or federally issued photo identification. Expired identification will not be accepted, and if provided the application will be considered incomplete ~~denied~~.
 - (c) Provide proof of ownership, copy of lease or letter of intent to lease. If a lease or letter of intent is provided and not current the application will be considered incomplete ~~and denied~~.
 - (d) If premises are leased, attached written permission from owner of the premises for the use specified in this application. If the letter is not current the application will be considered incomplete ~~and denied~~. If leased the operator of the facility must ensure the building owner is current with all real property taxes.
 - (e) Proof of insurance for fire damage in the amount of the value of the premises and liability insurance with minimum limits of \$1,000,000.
 - (f) Proof that all employees are over the age of 21.
 - (g) Describe storage facilities of all marihuana on site, including lotions, baked goods, usable, and all other forms.
 - (h) Describe storage facilities of all marihuana on site, including lotions, baked goods, usable, and all other forms (if applicable).
 - (i) Provide proof of compliance with statewide monitoring system (if in operation)
 - (j) An area map, drawn to scale, indicating within a radius of one thousand feet (1,000) from the boundaries of the proposed ~~marihuana facility dispensary or growing/manufacturing facility site~~ marihuana facility, the proximity of the site to any school, existing dispensary, or existing growing facility zoning permit or similar clearance from the

zoning administrator verifying the proposed use of the location at which the license will be utilized is in compliance with the zoning ordinance.

- (k) A copy of state license or prequalification letter.
- (l) Retailer/Microbusinesses/Designated Consumption Establishments only: Provide a description of the products and services to be provided by the establishment, including retail sales of food and/or beverages, if any, and any related accommodations or facilities.
- (m) Growing/Processing/Safety Compliance Facility applications only: Provide a description of the growing and processing procedures, including volatile chemicals stored or used on the premises.
- ~~(n) Provide copy of facility social equity plan as required by the State of Michigan.~~
- ~~(o) Volunteerism plan—provide a plan of community projects to be completed through the permit year. Plans could either be in the form of financial contribution or time given to specific community projects. All contributions must be undertaken in the City of Ypsilanti. Documentation of completion will be required upon renewal. If documentation is not provided the application will be considered incomplete and denied.~~

If the application includes errors or omissions the city will notify the applicant and provide five business days to satisfy the requirement. If issues are not rectified, the applicant will either need to request an extension with cause, or the application will be denied.

Sec. 7-6. Approval of application.

The city manager or designee shall issue a permit for a marihuana establishment if inspections for safety, zoning compliance, state approval, and all other information available to the city verify that the applicant has submitted a full and complete application, paid the appropriate fee, and has made improvements to the business location consistent with the application and is prepared to operate the business with in compliance with this Code and any other applicable law, rule or regulation. The city manager or designee will deny any application that does not meet the requirements of this chapter or any other applicable law, rule or regulation or that contains any false or incomplete information.

Upon approval of the application a permit that is contingent on zoning and building department approval, will be provided. ~~The applicant will receive no more than 60 days to complete all work as listed in the application and be awarded all necessary permits/approvals for existing structures. Or the~~ The applicant will be provided no more than six months to complete all work as listed in the application and be awarded all necessary permits/approvals

for new construction. ~~Once the 60 days, or six months~~ Once six months has expired the applicant will either be awarded a full permit, or have their permit revoked.

If multiple complete permit applications are submitted within the same zoning buffer, the first facility to receive site plan and special use permit (if applicable) approval will be granted the permit. The planning department will time stamp complete site plan and special use permit applications when submitted to their office.

Sec. 7-4.5 8. - Non-renewal or revocation.

The city manager shall choose to not renew or revoke a permit based on any of the following:

- (1) A failure to meet the conditions or maintain compliance with the standards established by this chapter in reference to applications for a new permit or the renewal of an existing permit;
- (2) One or more violations of any city ordinance on the premises that exceeds 90 days;
- (3) Maintenance of a nuisance on the premises that exceeds 90 days;
- (4) A demonstrated history of excessive calls for public safety (police, fire, and EMS) originating from the premises, being three or more calls in any 30-day period; or
- (5) Nonpayment of real and/or personal property taxes, fines, fees, or liens owed to the city.
- (6) Failure to be provided a state license.
- (7) Failure to be provided a Special Use Permit if one is required at that applied to location.
- (8) Failure to be provided site plan approval or the expiration of an approved site plan.
- (9) Failure to be provided building plan approval and certificate of occupancy within 6 months of permit issuance
- (910) If the facility ceases operations for 120 days. "Operations" refers to the regular running of the business type applied for and does not refer to the construction prior to opening.

~~If Applicants fail to apply for renewal by November 15th of each year their application will not be accepted, and they will not receive a permit. Said applicant may apply using the New Applicant Portal as described in Section 7.4 3 of this Ordinance.~~ **The city will not provide notice of renewal.**

Sec. 7-4.6 9.- Appeal process.

If an applicant is denied a permit, they may request a meeting with relevant staff and the City Manager to remedy deficiencies in an application. At that time the applicant and City Manager will sign a notarized affidavit, which will provide a timeline to complete all necessary items to

cure deficiencies. If the applicant is unable to meet the timeline, the application will be denied, and a formal denial letter will be provided via first class mail.

~~If an applicant or permitted marihuana facility chooses. At that time the applicant may to~~ appeal the denial of a permit or revocation of a permit, they can enter by entering in a written appeal to the clerk's office. The appeal should include the following: the appellant's signature, the requirement or decision from which the appeal is made and shall state the specific grounds on which the appeal is based item listed in the affidavit they were unable to complete and why they were unable to meet the deadline. The applicable fee shall be submitted with the notice of the appeal; such fee shall be nonrefundable. Appeals shall be filed within 30 days of the decision in question. City council shall consider the appeal within 30 days of receipt of the appeal. An appeal shall be considered an adjudication and outside the function of normal permit administration and enforcement.

Sec. 7-5 10. Social-Equity Community Advocacy and Law Enforcement.

- ~~1) The City Council and city staff will work to create a permit process to allow state social equity qualifiers to participate in businesses within the city limits. Permit numbers for these applicants are listed in Sec. 7.4.1.~~
- 2) \$1,000 from each permit fee will be used to promote social equity to negatively impacted communities by promoting advocacy around criminal justice issues related to marihuana prohibition, supporting youth who have been negatively impacted by the war on drugs as it relates to the prohibition of marihuana, and community education and outreach on adult-use marihuana in general.
- ~~3) Good faith effort in employment: any person or entity receiving more than \$10,000 in contract value or benefit from the city must use good faith efforts in hiring employees who have been negatively impacted by marihuana prohibition. Adult use recreational marihuana businesses should use good faith efforts in hiring 25% employees who are low income or live in the area codes 48197 or 48198.~~
- 4) The City of Ypsilanti will not drug-test workers who are not in safety-sensitive jobs, without reasonable documented cause; random drug-testing is prohibited.
- 5) ~~Lowest law enforcement: This ordinance instructs and authorizes local law enforcement to de-prioritize marihuana investigations (except as conducted in conjunction with licensing authorities) and arrests. The possession or smell of marihuana will no longer constitute probable cause for investigation or arrest. The investigation, citation, and arrest for marihuana law violations in the City of Ypsilanti shall have the lowest law enforcement priority. This does not apply to distribution to minors.~~

- 6) For the purpose of law enforcement in the City of Ypsilanti, the following shall not constitute reasonable articulable suspicion of a crime in the absence of other factors:
 - a) The odor of burnt or unburnt marihuana
 - b) The possession of or suspicion of possession of marihuana that does not exceed the legal limit in Michigan.
 - c) The possession of multiple containers of marihuana without evidence of excess of the legal limit in Michigan.
- 7) ~~The City of Ypsilanti shall make all reasonable efforts to create spaces for on-site consumption as allowed under state law.~~
- 8) ~~The City of Ypsilanti may add requirements that applicants enter Community Benefits Agreements, which may or may not apply to social equity applicants as well.~~

Sec. 7-6 11. 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 affect, 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 been included in this Ordinance.

Sec. 7-7 12 Repeal

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

Sec. 7-8 13. 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.

Sec. 7-9 14. Copies to be available.

Copies to be available. Copies of the Ordinance are available at the office of the city clerk for inspection by, and distribution to the public during normal office hours. A complete copy of the ordinance is also available for inspection on the City's website, www.cityofypsilanti.com.

Sec 7-10 15. Publication and Effective Date

The City Clerk shall cause this Ordinance, or a summary of this Ordinance, to be published by printing the same in the publication of record. This Ordinance shall become effective after publication at the expiration of 30 days after adoption.

MADE, PASSED, AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS 1st DAY OF August, 2023.

Andrew Hellenga, City Clerk

Attest

I do hereby confirm that the above Ordinance No. 1408 was published in the Washtenaw Legal News on the 1st day of August, 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 1st day of August, 2023.

Andrew Hellenga, City Clerk

Notice Published:

First Reading:

Second Reading:

Published:

Effective Date:



Resolution No. 2023-130
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for an ordinance entitled "An Ordinance to amend Chapter 7 – MARIJUANA" 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 25 day of July 2023

#Resolution No. 2023-130

Marijuana Buffers and Available Parcels Map | City of Ypsilanti 2023

Potential Eligible Parcels | Retail and Designated Consumption

Legend

- Eligible Designated Consumption or Retail
- Available Eligible MJ Retail
- Existing Retailers
- Microbusiness Planet Jane

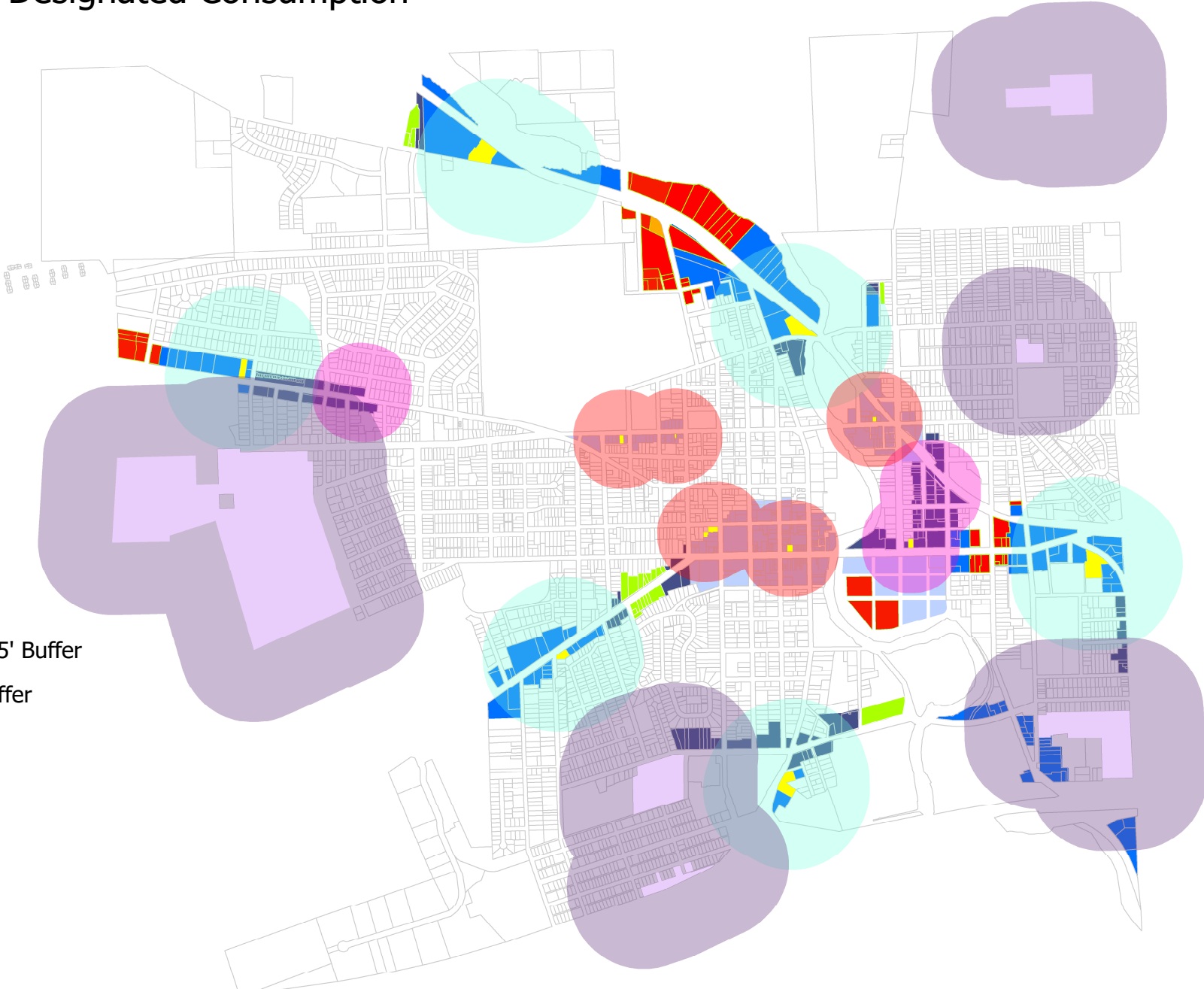
Eligible Districts

- Center
- General Corridor
- Neighborhood Corridor

Existing with Buffers

- Center (C) Existing Retail with 600' Buffer
- Neighborhood Corridor (NC) Existing Retail with 625' Buffer
- General Corridor (GC) Existing Retail with 1300' Buffer
- Schools
- Schools Buffer

Coordinate System: NAD 1983 StatePlane Michigan South FIPS 2113 Feet Intl
Projection: Lambert Conformal Conic
Datum: North American 1983
False Easting: 13,123,359.5801
False Northing: 0.0000
Central Meridian: -84.3667
Standard Parallel 1: 42.1000
Standard Parallel 2: 43.6667
Latitude Of Origin: 41.5000
Units: Foot





REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: John Barr
DATE: July 25, 2023
SUBJECT: Combine Parks and Art Commission

DESCRIPTION:

Combine Parks and Art Commission

SUMMARY:

The City Clerk, working with a committee of boards and commissions recommended that the Parks and Arts Commissions be combined. We have prepared a draft ordinance to amend the City Code and repeal the existing sections for separate Parks and Arts Commissions and combine the Parks and Arts Commissions into one new Commission.

The new ordinance provides a mechanism for the Commission to clearly define the purpose and scope of the Commission with by-laws subject to Council approval. Quorum is reduced to three members to help insure active meetings. Since it is clear that the Commission is only advisory, provision is made for voting youth members.

RECOMMENDED ACTION: Review and adoption of ordinance to combine Parks and Arts.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2023-131
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

the ordinance named "An ordinance to Repeal Chapter 78 Parks and Public Property and Chapter 79 Public Art and replace with New Chapter 80 Parks and Art" 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 25 day of July 2023

#Resolution No. 2023-131



**CITY OF YPSILANTI
NOTICE OF ADOPTED ORDINANCE
Ordinance No. 1417**

An ordinance to Repeal Chapter 78 Parks and Public Property and Chapter 79 Public Art and replace with New Chapter 80 Parks and Art

- 1. THE CITY OF YPSILANTI HEREBY ORDAINS** that
a. City Code Chapter 78 Parks and Public Property, sections 78-46 to sections 78-51; and Chapter 79 Public Art, sections 79-1 to 79-8 of the Ypsilanti City Code are hereby repealed.

~~Sec. 78-46. Composition; appointment.~~

~~The parks and recreation commission shall consist of at least nine but not more than 11 members appointed by the mayor, subject to confirmation by a majority of city council.~~

~~(Code 1983, § 1.200; Ord. No. 825, § 1.200, 8-28-1995; Ord. No. 1061, § 1, 6-5-2007; Ord. No. 1202, § 1, 12-3-2013)~~

~~Sec. 78-46.01. Youth members.~~

~~Three members may be youth members, under the age of 18 years of age. Youth members shall have all powers of a member, including the power to vote and hold office in the parks and recreation commission.~~

~~(Ord. No. 1061, § 1, 6-5-2007; Ord. No. 1202, § 1, 12-3-2013)~~

~~Sec. 78-47. Term.~~

~~The term of the members of the parks and recreation commission shall be three years, except that of the members first appointed. Terms shall be staggered so that as far as practicable at least three member's terms expire each year.~~

~~(Code 1983, § 1.201; Ord. No. 825, § 1.201, 8-28-1995; Ord. No. 1061, § 1, 6-5-2007; Ord. No. 1202, § 1, 12-3-2013)~~

~~Sec. 78-48. Residency.~~

~~Members of the parks and recreation commission shall be residents of the city. At least three members shall be appointed from each of the three wards of the city.~~

~~(Code 1983, § 1.202; Ord. No. 825, § 1.202, 8-28-1995; Ord. No. 1061, § 1, 6-5-2007; Ord. No. 1202, § 1, 12-3-2013)~~

~~Sec. 78-49. Powers and duties.~~

~~The parks and recreation commission shall be an advisory board and shall have the following powers:~~

~~(1) — Make recommendations to the city manager, recreation director, and city council concerning the recreation and city parks needs of the city, including how park improvement funds are used.~~

~~(2) — Update the City of Ypsilanti parks and recreation master plan.~~

~~(3) — Review and approve "Adopt-A-Park" applications.~~

~~(4) — Expand park and recreational opportunities through commission sponsored events when appropriate.~~

~~(5) — Set its own rules and regulations.~~

~~(6) — Report, at least annually, to city council.~~

~~(Code 1983, § 1.203; Ord. No. 825, § 1.203, 8-28-1995; Ord. No. 1061, § 1, 6-5-2007; Ord. No. 1202, § 1, 12-3-2013; Ord. No. 1383, 10-5-2021)~~

~~Sec. 78-50. Secretary and administrative help.~~

~~The city manager shall, within budgetary appropriations, provide for secretarial and administrative help for the commission.~~

~~(Code 1983, § 1.204; Ord. No. 825, § 1.204, 8-28-1995; Ord. No. 1061, § 1, 6-5-2007; Ord. No. 1202, § 1, 12-3-2013; Ord. No. 1383, 10-5-2021)~~

~~Sec. 78-51. Vacancy in office.~~

~~Vacancies shall be filled in the same manner that members are appointed. The office of any member shall be shall be requested vacated by resolution to city council, if that member has three or more unexcused absences from meetings of the commission. Absences may be excused by simple majority of a quorum.~~

~~(Code 1983, § 1.205; Ord. No. 825, § 1.205, 8-28-1995; Ord. No. 1061, § 1, 6-5-2007; Ord. No. 1202, § 1, 12-3-2013; Ord. No. 1383, 10-5-2021)~~

Sec. 79-1 Intent.

~~The state of Michigan has recognized, through the enactment of The Faxon-McNamee Art in Public Places Act (MCL 18.71 et seq.), the importance of promoting art in government spaces and facilities. City council has determined that the creation and presence of public art will advance the interests of the city, aid in enhancement of property values, improve the aesthetic quality of public spaces and structures, provide cultural and recreational opportunities, contribute to the local heritage, stimulate economic activity and promote the general welfare of the community.~~

~~City council recognizes the responsibility of government to foster the development of culture and the arts. It is therefore declared to be municipal policy to promote public art.~~

~~(1) — *Public art definition.* Public art means works of art created, purchased, produced or otherwise acquired for display in public spaces or facilities. Public art may include artistic design features incorporated into the architecture, layout, design or structural elements of the space or facility. Public art may be any creation, production, conception or design with an aesthetic purpose, including freestanding objects d'art, sculptures, murals, mosaics, ornamentation, painting, paint or decoration schemes, use of particular structural materials for aesthetic effect, spatial arrangement of structures, architectural design features, mixed media, digital art, photography, and performance art and music.~~

(2) — *Diversity.* The City of Ypsilanti is a diverse community as reflected in the city logo, pride, diversity, heritage. The policy of the City of Ypsilanti is to celebrate pride, diversity and heritage and the Ypsilanti Art Commission is charged to recognize this policy and promote the policy in the work and selections of the commission.
(Ord. No. 1342, § 1, 10-1-2019)

~~Sec. 79-2 Creation, composition, appointment.~~

The Ypsilanti Art Commission is created and shall consist of not less than five and not more than nine members, and two non-voting youth members appointed by the mayor, subject to the confirmation of city council.
(Ord. No. 1342, § 1, 10-1-2019)

~~Sec. 79-3 Purpose, objectives, powers and duties.~~

(a) — *Purpose.* The purpose of the Ypsilanti Art Commission (YAC) is to act as an advisory body to the mayor, city council and city manager for all things art in the City of Ypsilanti.

(b) — *Objectives.* The YAC shall promote art in the city and promote the city policy of pride, diversity and heritage. To educate the public why the arts, culture and creative industries are important to the city and to cultivate a community culture and environment that embraces and nurtures artistic and creative assets. To promote and further diversity, equity and inclusion of all of Ypsilanti in the arts.

(c) — *Powers.* The YAC shall have the following powers:

(1) — Promulgate guidelines, subject to the approval of city council, to support art in the city and provide procedures for soliciting and selecting public art and artistic events and for determining suitable locations for events and the display of art within the city.

(2) — By April 1 of each year, submit to city council a plan detailing potential projects and desirable goals to be pursued in the next fiscal year.

(3) — Make determinations, subject to the approval of the city manager, for each proposed project as to whether it is eligible for public art funding and, if so, calculate the total costs of the project and the total amount of city art funding required.

(4) — Make recommendations, subject to the approval of the city manager, regarding disbursement of public art funds to promote, show, acquire, produce, install, maintain, alter, relocate or remove art.

(5) — Make recommendations to the city manager and city council regarding proposed art for urban art, billboards, parks, DDA area, alleyways, bridges, overpasses, Border to Border Trail, undeveloped and underdeveloped property or foreclosed properties.

(6) — Raise funds for public, identify grant opportunities, interact with donors of funds or art works on behalf of the city, and foster public/private partnerships to support public art.

(7) — Investigate and promote cooperative ventures, collaboration, joint ventures and partnerships for art, art projects and art installations with the State of Michigan, County of Washtenaw, Eastern Michigan University, Ypsilanti Community Schools, Washtenaw Intermediate School District, Ann Arbor Area Transportation Authority, Huron River Water Council, Ozone House and other entities, subject to final approval of the city council.

(8) — Promote awareness of art through all available methods including education, marketing, events, social media, and other tools as appropriate.

-
- (9) — Promote economic development in art by encouraging and promoting opportunities and business that engage and/or employ artists, performers and other people in the arts.
- (10) — Identify public functions and services and non profit and profit business and cultural opportunities to support local artists and artistic services.
- (11) — Create an arts plan for the city with goals and vision for the work of the commission and city related to supporting and fostering arts in Ypsilanti.
- (12) — Present an annual report to city council within 60 days after the end of each fiscal year containing:
- a. — A report on the status of all art incorporated into or funded by city projects in progress or completed during the preceding fiscal year;
 - b. — A maintenance report on each work of public art presently under city management detailing maintenance costs for the preceding fiscal year, anticipated maintenance costs for the next fiscal year, and any significant future maintenance concerns, including prioritized recommendations for the maintenance, repair or renovation of particular works;
 - c. — A review of the city's public art;
 - d. — A report on YAC's efforts to promote awareness of public art;
 - e. — A report on donations of art and where such art was placed;
 - f. — A report on additional funds raised and how such funds were used; and
 - g. — Any other matter of substantial financial or public importance relating to the art in the city.
- (13) — Perform any related duty delegated by city council; and
- (14) — Provide advice to and assist both potential donors of art and other governmental entities regarding possible public locations for placement of art when such art cannot be placed on any city property or incorporated into a capital project of the city.
- (15) — Act as city liaison with the general public for city public art projects.
- (- Ord. No. 1342 , § 1, 10-1-2019)

Sec. 79-4. Limitations on powers.

YAC does not have authority to enter into contracts or otherwise create a contractual obligation for the city. The selection of public works of art, artists and contractors to design, create, maintain or perform work otherwise related to public works of art, and all contracts for such works of art and work, shall be done and awarded in accordance with City Charter, City Code and city policies and procedures governing the award of contracts.

(- Ord. No. 1342 , § 1, 10-1-2019)

Sec. 79-5. Membership.

(a) — The YAC shall consist of not less than five nor more than nine voting members, and two non-voting youth members nominated by the mayor and approved by city council. The city manager or her designee shall be a nonvoting ex-officio member of YAC. Appointments of the voting members shall be made from candidates who have the following expertise or affiliation:

- (1) — Persons who, insofar as possible, have experience and/or an interest in the placement, creation, or design of public art.
- (b) — All members of YAC, including members of its subcommittees, shall serve without compensation.

(c) — All voting members of YAC shall be appointed for a three-year term. In order to ensure that approximately one-third of the voting members' appointments expire each year, initial appointments shall be one-third of members for a one-year term, one-third of members for a two-year term, and one-third of members for a three-year term.

(d) — Recognizing that art has no geographical boundaries, one member of the YAC shall be a non-resident of the city. Consistent with City Code section 2-111, all other members of YAC shall be residents of the City of Ypsilanti, unless an exception is granted by a resolution of city council with an affirmative vote of at least five members.

(e) — Any vacancy on YAC occurring in the middle of a term shall be filled for the remainder of the term in the same manner as for full-term appointments.

(f) — Members are expected to attend regularly scheduled meetings and to notify the chair and the city clerk in advance if they expect to be tardy or absent. If a member misses more than three regularly scheduled meetings in a 12-month period, the chair shall notify the mayor and may recommend removal of the member.

(g) — A member of YAC may be removed by city council for cause following notice and a hearing.

(- Ord. No. 1342, § 1, 10-1-2019)

Sec. 79-6. Ethics and conflicts of interest.

(a) — A member of YAC shall abstain from discussion or voting on any matter where that member is involved in a real or apparent conflict of interest.

(b) — A member of YAC shall neither solicit nor accept gratuities, favors, or anything of monetary value from persons or entities in a position to benefit from a decision of YAC.

(c) — A member of YAC shall not obtain, for himself/herself or for any person with whom he/she has business or family ties, any financial or beneficial interest in a matter which may be affected by a decision of YAC. This restriction shall apply during the member's tenure on YAC and for one year thereafter.

(d) — A member of YAC shall abstain from discussion or voting on any matter from which that member, any member of his/her immediate family, his/her partner, or a person with whom the member has family or business ties may obtain a financial interest or other benefit.

(e) — Except where it violates a confidence, a member of YAC shall disclose all pertinent facts regarding any possible conflict, real or apparent, and those facts shall be recorded in the minutes of the proceedings. The member may then abstain from discussion and voting on the matter.

(f) — Members of YAC shall complete an annual disclosure of organization affiliations and shall update this disclosure in writing at any time during the year when such affiliations change.

(g) — Members of YAC shall comply with the above ethical requirements and the City of Ypsilanti Ethics Ordinance, Ypsilanti City Code section 46-71 et seq., and all applicable laws governing conflicts of interest.

(h) — Employment by or membership in an educational organization, art association, art museum, library, art gallery, or any art-associated business shall not be a conflict of interest per se that would prohibit being a member of YAC.

(i) ~~A member of YAC shall not use his/her position on YAC to advance his/her own personal gain or advantage.~~

~~(Ord. No. 1342, § 1, 10-1-2019)~~

~~Sec. 79-7. Meetings.~~

~~The YAC shall hold meetings not less than every 30 days. All meetings of YAC and its subcommittees shall be open to the public and conducted in accordance with the Michigan Open Meetings Act (PA 267 of 1976), as amended. Closed sessions may be called for purposes listed in the Open Meetings Act.~~

~~(Ord. No. 1342, § 1, 10-1-2019)~~

~~Sec. 79-8. Bylaws.~~

~~The YAC shall adopt bylaws subject to the approval of the city attorney and city council on or before the YAC third meeting.~~

~~(Ord. No. 1342, § 1, 10-1-2019)~~

b. A new Chapter 80 Parks and Art is hereby added to the Ypsilanti City Code to read as follows:

Sec. 80-1 Intent

The intent of this section is to combine the functions of the Ypsilanti Parks Commission and the Art Commission into one Commission named the Ypsilanti Parks and Art Commission.

Sec. 80-2 Ypsilanti Parks and Art Commission.

The Ypsilanti Parks and Art Commission is hereby established.

Sec. 80-3 Advisory.

The Ypsilanti Parks and Art Commission is strictly advisory. The Commission does not have the power to exercise governmental or proprietary authority or perform a governmental or proprietary function and is not subject to the Michigan Open Meetings Act.

Sec. 80-4 Composition'

The Ypsilanti Parks and Art Commission shall consist of not less than three (3) nor more than eleven (11) members, with no more than three non-residents nominated by the mayor or two council members and approved by at least 5 members of city council.

Sec. 80-5 Term of office.

Members shall serve terms of three (3) years. Terms shall be staggered so at least three (3) member terms are rotated each year.

Sec. 80-5 By-laws.

The Commission shall set its own by-laws, subject to the approval of city council. By-laws shall include as a minimum of at least three members present to make decisions, officers, meetings, minutes, posting of minutes, procedure and an annual in-person report to city council. Commission by-laws shall be posted on the city web site.

Sec 80-6 Purpose and Powers.

The Commission shall investigate, review, study, examine and explore and debate all areas concerning the parks in the city and art in the city and provide recommendations to City Council on parks and art in the city.

The Commission shall have all the customary powers of an Ypsilanti Board or Commission to carry out its purpose, but no power to contract, hire or fire or direct any city employee or bind the city without city council approval.

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 _____, 2023.

Andrew Hellenga, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____ was published according to
Section 11.13 of the City Charter on the _____ day of _____, 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. 17-_____

, 2017

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That an ordinance entitled "" be approved on first reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Resolution No. 2023-132
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for an ordinance named "An ordinance to Repeal Chapter 78 Parks and Public Property and Chapter 79 Public Art and replace with New Chapter 80 Parks and Art" 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
25 day of July 2023

#Resolution No. 2023-132



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: John Barr
DATE: July 25, 2023
Combine Human Relations Commission and Police Advisory
SUBJECT: Commission

DESCRIPTION:

Combine Human Relations Commission and Police Advisory Commission

SUMMARY:

The City Clerk and a boards and commissions sub-committee reviewed the city boards and commissions and recommended that the Human Rights Commission and the Police Advisory Commission be combined. The attached legislation will merge the Police Advisory Commission with the Human Rights Commission and repeal the old Police Advisory Commission ordinance.

RECOMMENDED ACTION: Review and adoption ordinance

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2023-133
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

An ordinance entitled An ordinance to combine the Human Rights Commission and the Police Advisory Commission by amending City Code sections 58-31 to 58-39 and repealing the Police Advisory Commission City Code sections 2-180-2-184 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 25 day of July 2023

#Resolution No. 2023-133



**CITY OF YPSILANTI
NOTICE OF ADOPTED ORDINANCE
Ordinance No. 1418**

An ordinance to combine the Human Rights Commission and the Police Advisory Commission by amending City Code sections 58-31 to 58-39 and repealing the Police Advisory Commission City Code sections 2-180-2-184

1. THE CITY OF YPSILANTI HEREBY ORDAINS that City Code section 58-31 to 58-39 are amended to read as follows:

- **ARTICLE II. - HUMAN RELATIONS POLICE ADVISORY COMMISSION^[2]**

- **Sec. 58-31. - Findings.**

The city council finds that prejudice and the practice of discrimination because of race, color, religion, national origin, immigration status, sex, sexual orientation, gender identity, gender expression, age, marital status, disability status, familial status, educational association, source of income, height or weight, felony or misdemeanor conviction (unless there is a direct relationship between the conviction offense and the housing, the job, the opportunity or unless hiring or accepting the person would create an unreasonable risk to property or safety) menaces peace and public welfare; that to eliminate such prejudice and discrimination an instrumentality of the city should be established to help the citizens of this city ameliorate practices of discrimination to keep peace and good order, and to encourage citizens to promote tolerance and goodwill toward all people.

Further that there is a need To strengthen the relationship between the community of the City of Ypsilanti and the Ypsilanti police department.

- **Sec. 58-32. - Creation; composition; term; voting.**

(a) There is hereby created a "human relations police advisory commission" to be appointed by the mayor or two councilmembers with the approval of the city council. The human relations police advisory commission shall be composed of nine members, all city residents, one of whom shall be designated as chair to be selected by the mayor to serve until a new chair is elected by a majority of the human relations police advisory commission. Term of chair shall be one year. The term of members shall be three years. The first members shall be appointed in groups of three for terms of one, two and three years, and thereafter the terms of three members shall expire each year. Two additional,

youth voting-members may also be appointed, in addition to the nine regular voting members. The terms of the youth voting-members shall be one year.

(b) A quorum for conduct of the lawful business of the human relations police advisory commission shall be three of the current members.

(c) Except as otherwise stated in this article, all actions and decisions of the human relations police advisory commission shall be by simple majority vote of those members present at a lawful meeting of the human relations police advisory commission.

(d) The human relations police advisory commission shall insofar as possible reflect the diversity of the community.

- **Sec. 58-33. - Regulations; meetings; reports.**

The human relations police advisory commission shall have the authority to promulgate its own rules and regulations when not inconsistent with this article, other city ordinances, and other laws of the state and federal government. Provided, however, that such rules of the human relations police advisory commission shall be subject to review and repeal by and in the discretion of the city council. The human relations police advisory commission shall meet at least once each quarter and make an in-person report of its activities with the city council annually, on or before December 31.

Sec. 58-34. - Support function.

(a) The city manager shall be responsible for providing administrative and clerical assistance to the human relations police advisory commission in discharging its duties and responsibilities, and shall appoint one staff person to assist the human relations police advisory commission.

(b) The city clerk shall act as secretary of the human relations police advisory commission and keep commission records.

(c) Human relations police advisory commission members shall serve without compensation.

(d) The city attorney shall act as legal advisor to the human relations police advisory commission.

- **Sec. 58-35. - General purposes and functions.**

The general purposes and functions of the human relations police advisory commission shall be:

(1) To serve as an advisory body to the city council and the city manager.

(2) To study problems in the city relating to prejudice and discrimination and to make recommendations to the city council and city manager for the elimination of prejudice and discrimination within the community.

(3) To invite and enlist the cooperation of all racial, religious, national origin, sexual, sexual orientation and ethnic groups as well as all persons representing various economic, educational, and social groups including groups concerned with age and/or disability in all areas of the city and to act as a coordinating agency among these and other groups in the

community in the establishment and maintenance of educational programs in the community designed to bring about better human relations.

(4) To cooperate with interested citizens and all state, federal and local agencies whenever such cooperation is appropriate in furtherance with the purpose of this article.

(5) To promote mutual understanding and foster equality and respect among all racial, religious, sexual, national and ethnic groups, among persons of all economic and educational status, and generally throughout the entire city so as to prevent discrimination and discriminatory practices.

(6) To issue publications, studies, or reports to effectuate the purposes of this article and to promote good will in the community as a whole. Such reports shall not include names of parties or other facts which might clearly identify parties without their consent.

(7) To conduct public forums, town meetings, educational and other programs to promote the equal rights and opportunities of all persons.

(8) To accept grants and donations on behalf of the city from foundations and others for the purpose of carrying out the purposes of this article, subject to the approval of the city council.

(9) To study problems which may result in patterns of tension, discrimination or prejudice within the city, and offer assistance and attempt conciliation or mediation.

(10) To strengthen the relationship between the community of the City of Ypsilanti and the Ypsilanti police department.

(11) To serve as a liaison to enhance community and police relations and serve as an advocate for programs, ideas, and methods to improve the relations between the police and the community.

(12) To review police complaint investigatory findings, and report to council on the commission's analysis of these findings.

(13) To collect, review, and audit summary data and compile aggregate statistics relating to individual or community police complaints and other issues of importance.

(14) To educate the public about complaint process, and ensure and recommend ways to make the process accessible to all.

(15) To make recommendations to the city manager with regard to organizational matters and procedures.

(16) To participate in annual review of the Ypsilanti police department's citizen police academy.

(17) To consult and advise the city manager on the Ypsilanti police department's strategic plan.

(18) Any citizen of the city may propose a matter for inquiry and study by the human relations police advisory commission concerning matters that result in patterns of tensions, discrimination or prejudice. The human relations police advisory commission shall not

receive or deal with complaints between individuals, but may refer persons with complaints concerning individuals to appropriate agencies.

(Ord. No. 820, § 4, 5-31-1995; [Ord. No. 1368](#), 10-20-2020)

- **Sec. 58-36. - Advisory responsibilities and powers.**

- The human relations police advisory commission is strictly advisory. The Commission does not have the power to exercise governmental or proprietary authority or perform a governmental or proprietary function and is not subject to the Michigan Open Meetings Act.

In addition to the general purposes and functions specified above, the human relations police advisory commission is charged with the responsibility of advising the city council and the city manager on all matters relating to anti-discrimination. The human relations police advisory commission is specifically charged with the responsibility of attempting to resolve problems caused by patterns of action or nonaction causing tensions, discrimination or prejudice by means of conciliation and mediation. The human relations police advisory commission shall make recommendations to the city manager and to the city council for amendments, either in substance or procedure, as may be found necessary in connection with city ordinances.

(Ord. No. 820, § 5, 5-31-1995; [Ord. No. 1368](#), 10-20-2020)

- **Sec. 58-37. - Cooperation with governmental agencies.**

The human relations police advisory commission shall cooperate with any governmental agency and its agents.

(Ord. No. 820, § 6, 5-31-1995; [Ord. No. 1368](#), 10-20-2020)

- **Sec. 58-38. - Provisions not mandatory; liability.**

(a) The services of the human relations police advisory commission are provided as a means of securing, without formal court action, compliance with the letter and spirit of the law. The resort to such processes and procedures is not mandatory nor shall it be deemed necessary as a condition precedent to the taking of any court action or any other legal proceeding.

(b) Nothing in this article shall be deemed to exempt or relieve any person, governmental agency, or institution from any liability, duty, penalty, or punishment provided by any applicable law or ordinance.

(Ord. No. 820, § 7, 5-31-1995; [Ord. No. 1368](#), 10-20-2020)

- **Sec. 58-39. - Other action.**

The human relations police advisory commission shall hold any proceeding in abeyance in the event that any person involved in a matter before the human relations police advisory commission is a complainant, party or respondent in or to any proceeding involving the same facts in any complaint, suit, grievance or case brought before any other commission, board, association, court, agency, or city department, including any grievance proceeding; under labor or other contract provisions, until the other proceeding is finally determined including any appeals.

2. Repeal Police **Advisory Commission City Code sections 2-180-2-184**

Ypsilanti City Code Police Advisory Commission sections 2-180 to 2-184 are hereby repealed.

~~Sec. 2-180. Created.~~

~~Pursuant to Ypsilanti City Charter section 9.03, there is hereby created a commission known as the "Ypsilanti Police Advisory Commission."~~

~~(Ord. No. 1295, § 1, 11-14-2017; Ord. No. 1362, § 1.1, 8-18-2020)~~

~~Sec. 2-181. Purpose.~~

~~The purpose of the Ypsilanti police advisory commission is:~~

~~(1) To strengthen the relationship between the community of the City of Ypsilanti and the Ypsilanti police department.~~

~~(2) To serve as a liaison to enhance community and police relations and serve as an advocate for programs, ideas, and methods to improve the relations between the police and the community.~~

~~(3) To review police complaint investigatory findings, and report to council on the commission's analysis of these findings.~~

~~(4) To collect, review, and audit summary data and compile aggregate statistics relating to individual or community police complaints and other issues of importance.~~

~~(5) To educate the public about complaint process, and ensure and recommend ways to make the process accessible to all.~~

~~(6) To make recommendations to the city manager with regard to organizational matters and procedures.~~

~~(7) To participate in annual review of the Ypsilanti police department's citizen police academy.~~

~~(8) To consult and advise the city manager on the Ypsilanti police department's strategic plan.~~

~~(Ord. No. 1295, § 1, 11-14-2017; Ord. No. 1362, § 1.1, 8-18-2020)~~

~~Sec. 2-182. Appointment and terms.~~

~~The Ypsilanti police advisory commission shall consist of seven members and two non-voting youth members. All members to the Ypsilanti police advisory commission shall be appointed by the mayor, with the approval and confirmation of a majority of city council. There shall be at least one member from each ward.~~

~~The term of members of the Ypsilanti police advisory commission shall be three years, except that of the members first appointed. Terms shall be staggered as far as practicable. Members shall be appointed for a maximum of two full terms.~~

~~(Ord. No. 1295, § 1, 11-14-2017; Ord. No. 1362, § 1.1, 8-18-2020)~~

~~Sec. 2-183. Duties.~~

~~The duties of the Ypsilanti police advisory commission shall be to:~~

~~(1) Establish and update rules by laws for the transaction of its business, subject to the approval of the city council. Such rules and by laws shall be in a manner not inconsistent with this article, other city ordinances, the city charter, or laws of the state and federal government.~~

~~(2) Elect officers, including a chair.~~

~~(3) Establish and maintain a meeting schedule and meet at least quarterly.~~

~~(4) Take all necessary action to fulfill the purpose for the Ypsilanti police advisory commission as stated in this division.~~

~~(5) To file a written report of its activities, findings, and recommendations, if any, to city council at least annually.~~

~~(Ord. No. 1295, § 1, 11-14-2017; Ord. No. 1362, § 1.1, 8-18-2020)~~

~~Sec. 2-184. Procedure.~~

~~Procedure for the operation of the Ypsilanti police advisory commission shall be as follows:~~

~~(1) A majority of the Ypsilanti police advisory commission members appointed shall constitute a quorum.~~

~~(2) No meeting of the Ypsilanti police advisory commission shall commence or continue in the absence of a quorum.~~

~~(3) A majority vote of those forming a quorum shall be required for any action by the Ypsilanti police advisory commission, except where otherwise specified in this article, other city ordinances, or the city charter.~~

~~(4) Regular meetings of Ypsilanti police advisory commission shall be held no less than quarterly. Any scheduled meeting may be rescheduled at the preceding regular meeting.~~

~~(5) The records of the Ypsilanti police advisory commission shall be subject to the Freedom of Information Act, Act No. 442 of the Public Acts of Michigan of 1976 (MCL 15.231 et seq.), as amended.~~

~~(6) All meetings of the Ypsilanti police advisory commission shall be subject to the Open Meetings Act, Act No. 267 of the Public Acts of Michigan of 1967 (MCL 15.261 et seq.), as amended.~~

~~(7) The Ypsilanti police advisory commission shall provide an opportunity for public comment as to the business being conducted by the Ypsilanti police advisory commission, pursuant to its established rules and by laws.~~

~~(Ord. No. 1295, § 1, 11-14-2017; Ord. No. 1362, § 1.1, 8-18-2020)~~

3. 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 _____, 2023.

Andrew Hellenga, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____ was published according to Section 11.13 of the City Charter on the _____ day of _____, 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. 17-_____

, 2017

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That an ordinance entitled "" be approved on first reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Resolution No. 2023-134
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for an ordinance entitled An ordinance to combine the Human Rights Commission and the Police Advisory Commission by amending City Code sections 58-31 to 58-39 and repealing the Police Advisory Commission City Code sections 2-180-2-184 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
25 day of July 2023

#Resolution No. 2023-134



Resolution No. 2023-135
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of July 11, 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
25 day of July 2023

#Resolution No. 2023-135



MINUTES REGULAR COUNCIL Meeting

6:00 PM - Tuesday, July 11, 2023
Council Chambers

The REGULAR COUNCIL of the City of Ypsilanti was called to order on Tuesday, July 11, 2023, at 6:07 PM, in the Council Chambers, with the following members present:

PRESENT: Council Member Jennifer Symanns, Mayor Nicole Brown, Council Member Desirae Simmons, Council Member Evan Sweet, Council Member Roland Tooson, and Council Member Michelle King

ABSENT: Mayor Pro-Tem Steven Wilcoxon

I CALL TO ORDER

The meeting was called to order at 6:07 pm

II ROLL CALL

Council Member Symanns moved, seconded by Council Member Tooson to excuse the absence of Mayor Pro-Tem Wilcoxon.

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

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 submitted.

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

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

Council Member Jennifer Symanns moved, seconded by Council Member Roland Tooson, to adjourn to closed session at 6:09 pm

Council Member Simmons moved, seconded by Council Member Tooson to reconvene the meeting at 6:37 pm

On a voice vote, the motion carried.

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

VI PUBLIC COMMENT (3 MINUTES)

Two members of the public spoke

VII PRESENTATIONS

- a) Say Yes to Seniors - Monica Prince and Bruce

VIII ORDINANCES FIRST READING

- 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 **None**
 3. Resolution No. 2023-117, close the public hearing

Council Member Jennifer Symanns moved, seconded by Council Member Roland Tooson, to approve Resolution No. 2023-117

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

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

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

Council Member Jennifer Symanns moved, seconded by Council Member Roland Tooson, to approve Resolution No 2023-116

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

The certain ordinance entitled " An ordinance to Repeal City Code Section 58-123" be adopted on first reading.

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

- 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 **None**
 3. Resolution No. 2023-119, close the public hearing

Council Member Roland Tooson moved, seconded by Council Member Jennifer Symanns, to approve Resolution No. 2023-119

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.

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

Council Member Roland Tooson moved, seconded by Council Member Jennifer Symanns, to approve 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.

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

- 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 **None**
 3. Resolution No. 2023-121, close the public hearing

Council Member Evan Sweet moved, seconded by Council Member Roland Tooson, to approve Resolution No. 2023-121
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.

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

Council Member Evan Sweet moved, seconded by Council Member Roland Tooson, to approve Resolution No. 2023-120
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.

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

IX RESOLUTIONS/MOTIONS/DISCUSSIONS

- a) Resolution No. 2023-122, approving the minutes of the June 20, 2023 City Council Meeting.

Council Member Michelle King moved, seconded by Council Member Evan Sweet, to approve Resolution No. 2023-122

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of June 20, 2023 City Council Meeting be approved.

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

- b) Resolution No. 2023-123, approving appointments to boards and commissions.

Council Member Michelle King moved, seconded by Council Member Jennifer Symanns, to approve Resolution No. 2023-123

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

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

- c) Resolution No. 2023-124, awarding the bid for the Parkridge Park Softball Field Renovations.

**Council Member Roland Tooson moved, seconded by Council Member Jennifer Symanns, to approve Resolution No. 2023-124
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.

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

- d) Resolution No. 2023-125, approving construction engineering proposal with OHM for the Frog Island Lot.

**Council Member Evan Sweet moved, seconded by Council Member Roland Tooson, to approve Resolution No. 2023-125
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.

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

- e) Resolution No. 2023-126, approving a contract to install an elevator at City Hall.

Council Member Desirae Simmons moved, seconded by Council Member Michelle King, to approve Resolution No. 2023-126

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.

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

- f) Resolution No. 2023-127, approving the 2023-2024 Property and Liability Insurance Renewal.

Council Member Jennifer Symanns moved, seconded by Council Member Roland Tooson, to approve Resolution No. 2023-127

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.

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

- g) Discussion regarding boards and commissions.

The consensus of Council was to move forward with the stated plan

- h) Discussion regarding employee evaluations.

The consensus of Council was to bring forward suggestions for the tool to the July 25th meeting.

X BOARD AND COMMISSION - COMMUNICATIONS

XI BOARD AND COMMISSION - LIAISON REPORTS

1. Police Advisory Commission. - None
2. Human Relations Commission. - None
3. Arts Commission. - None
4. Parks and Recreation Commission. Council Member Sweet stated the commission is continuing to work on Fall River Day's and review the potential to further prohibit the use of tobacco in tot lots.
5. Sustainability Commission. - None
6. Historic District Commission. - None
7. Planning Commission. - None
8. Zoning Board of Appeals - None

XII 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 - Council Member Sweet stated the pool has secured funding from the state for the resurfacing of the pool.
6. Bicentennial Committee - Mayor Brown stated the opening of the time capsule on the 4th was a great event, and the Bicentennial Book will be available at the Whittaker Library.

XIII COUNCIL PROPOSED BUSINESS

a) Tooson

1. Sent condolences to the families that have lost loved ones as a result of the recent violence.
2. He and Mike Tubbs will be holding a field day at Ford Lake Park, he hopes to hold a similar event in the City.

King

1. Enjoyed the 4th of July Parade, but asked that when City Council is participating in a public event that everyone is on the same page.
2. She asked about traffic calming strategies and noise issues in the park.
3. Provided condolences for those lives lost during the recent violence occurring in and around the city.

Symanns

1. Stressed that when providing non-motorized paths include a buffer to separate them from vehicles for greater safety.
2. In reference to the recent noise complaints, there seem to be a tendency for events to surpass the timeframe of the permit.

Simmons

1. She asked about the status of the thirty minute parking signage on Collegewood.
2. Asked for clarification regarding renters not receiving recycling carts from the landlords who are blaming the city.
3. Downtown businesses have been complaining about issues occurring in the district and mentioned that these scenarios would be assisted if the city had a non-armed response team.

Sweet

1. Stated there have been issues with Depot Town businesses and recycling. he mentioned that recycling will be picked up once a week in the business districts.
2. Thanks DPS, the Fire Department, and Police Department for their presence during the festivities held on the Fourth of July.

XIV COMMUNICATIONS FROM THE MAYOR

1. Thanked staff for their assistance on the Fourth and looks forward to burying the new time capsule.

XV COMMUNICATIONS FROM THE CITY MANAGER

XVI COMMUNICATIONS

XVII PUBLIC COMMENT (3 MINUTES)

None

XVIII REMARKS FROM THE MAYOR

XIX ADJOURNMENT

- a) Resolution No. 2023-128, adjourning the City Council Meeting.

The meeting adjourned at 9:34 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. 2023-136
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

The certain ordinance entitled "An ordinance to Repeal City Code Section 58-123" amended for clarity to "An ordinance to Repeal duties of landlord to provide voter information in City Code Section 58-123" be adopted on second and final reading.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
25 day of July 2023

#Resolution No. 2023-136



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

An ordinance to Repeal duties of landlord to provide voter information in City Code Section 58-123

1. THE CITY OF YPSILANTI HEREBY ORDAINS that voter and election information in City Code Section 58-123 is hereby repealed. The section will now read as follows:

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

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

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

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 25th DAY OF July 2023.

Andrew Hellenga, City Clerk

Attest

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

S:\Clerk's Office\CITY COUNCIL MEETINGS\CITY COUNCIL MEETINGS\2023 City Council Meetings\07-25-2023\Chapter 58 2nd\Ordinance to repeal Code 58-123.doc

Second Reading: _____

Published: _____

Effective Date: _____

S:\Clerk's Office\CITY COUNCIL MEETINGS\CITY COUNCIL MEETINGS\2023 City Council Meetings\07-25-
2023\Chapter 58 2nd\Ordinance to repeal Code 58-123.doc



Resolution No. 2023-137
July 25, 2023

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 Second and Final Reading.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this 25 day of July 2023

#Resolution No. 2023-137

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.



Resolution No. 2023-138
July 25, 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 Second and Final Reading.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this 25 day of July 2023

#Resolution No. 2023-138

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. 2023-139
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the attached fee schedule is adopted pursuant to the Ypsilanti City Code, and the following fees relating to various sections of the City Code and activities of the City are hereby established, and the various City Departments are authorized to charge and collect such fees effective immediately.

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 25 day of July 2023

#Resolution No. 2023-139

[illegible]

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
	18-153								
		Single Family* – Initial Inspection	\$150 per unit	\$150 per unit					
		Single Family* – Recertification (2-year)	\$100 per unit	\$100 per unit					
		Reinspection's	\$55 per inspection	\$55 per inspection					
		Multi-Family Building – Recertification (2-year)							
		20 or less units	\$75 per unit	\$75 per unit					
		21 or more units	\$65 per unit	\$65 per unit					
		Reinspection	\$55 per inspection	\$55 per inspection					
		Multi-Family Complex – Recertification (2-year)	\$250 per building inspected plus \$35	\$250 per building inspected plus \$35 per unit					
		Reinspection	\$55 per inspection	\$55 per inspection					
		Townhouse/Condo – recertification (2-year)	\$70 per unit	\$70 per unit					
		Reinspection	\$55 per unit	\$55 per unit					
		Rooming House – recertification	\$120 per structure	\$120 per structure					
		Reinspection	\$55 per inspection	\$55 per inspection					
		No Show Fee - Multi family (per unit)	\$55 per inspection	\$55 per inspection					
		No Show Fee - 1 & 2 family (per unit)	\$85 per unit	\$85 per unit					
		Late Payment Fees	Original fee plus 20% the original fee	Original fee plus 20% the original fee					
		Lien Collection Fee	100	100					
		Administrative Review Fee	\$50 per unit	\$50 per unit					
		Search Warrants obtained for inspection	\$100 per unit	\$100 per unit					
	18-153								
		Retail - Small (Under 2,500 SQ FT)	75	75					
		Retail - Large (Over 2,500 SQ FT)	150	150					
		Restaurant - Small (Under 2,500 SQ FT)	75	75					
		Restaurant - Large (Over 2,500 SQ FT)	150	150					
		Personal Service (barber, salon, tattoo, etc.)	100	100					
		Medical - Small (Under 2,500 SQ FT)	75	75					
		Medical - Large (Over 2,500 SQ FT)	150	150					
		Medical - Large (per additional floor)	75	75					
		Automotive (sales/repair/gas station)	175	175					
		Assembly (hall, church, etc.)	150	150					
		Industrial/Manufacturing/Warehousing - Small (Under 5,000 SQ FT)	250	250					
		Industrial/Manufacturing/Warehousing - Large (Over 5,000 SQ FT)	350	350					
		Business Occupancy Permit Application Fee (with and without change of use)	90	90					
		Business (General - Large)	150	150					
		Business (General - Small)	75	75					
		Chapel/Funeral Home	150	150					
		Educational	100	100					
		Late Payment Fees	Original fee plus 20% the original fee	Original fee plus 20% the original fee					
		Lien Collection Fee	100	100					
		Inspection (2 or more)	55	55					
		Inspection No Show/Late Cancellation (per unit)	55	55					
	18-190	Vacant Building Inspection Fee	150	150					
		Escrow Account (Monthly)	300	300					
		Vacant building - not "regularly occupied"	75	75					
		New building/structure	50	50					
		All other vacant buildings - including dangerous buildings	300	300					
	42-69	Maintenance of exterior premises - City cleanup	50+*	50+*					
		General & Administrative							
		Zoning Map or Text copies; Copies of adopted plans	Actual cost; See FOIA Policy	Actual cost; See FOIA Policy					
		Marihuana Location Letter	200	200					
		Code Compliance Letter	100	100					
		Zoning							
	122-303	Zoning Map amendment	1500	1500					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
Planning and Development		Zoning Text amendment	1000	1000					
		Appeal of staff interpretation	500	500					
		Specific interpretation	500	500					
		Area Variance - SF Residential	500	500					
		Area Variance - other use	1000	1000					
		All variance types: each variance requested beyond first on same site/application.	250	250					
		Pre-development meeting (related to site plan)	75	75					
		Administrative fee for site work started without issuance of applicable permit	50	50					
		Site Plan Review	500+*	500+*					
			*plus engineering review fees as applicable	*plus engineering review fees as applicable					
		Site Plan review (additional revision review)	200	200					
		Sketch Plan Review	100	100					
		Site inspections by P&D Dept. staff after first compliance inspection	35	35					
		Special Exception permit for fee in-lieu of providing off street parking (per space)	345/Per Space Annually	345/Per Space Annually					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Address Assignment	100/Per address or 500/per development	100/Per address or 500/per development					
		Special Use permit	400	400					
		Designation of Special Nonconforming Status	400	400					
		Temporary Use-Concession Sale Review	50	50					
		Garden on vacant residential lot	25	25					
		Use of a public commercial area parking space during construction, see Special Events							
		Sidewalk Signs	See sign permit fee	See sign permit fee					
	122-704	PUD Application *	1500+*	1500+*					
			*plus \$5/1,000 sf of new or redeveloped non-residential or \$5/unit of new or redeveloped residential construction and engineering review fees	*plus \$5/1,000 sf of new or redeveloped non-residential or \$5/unit of new or redeveloped residential construction and engineering review fees					
		PUD Application (Adaptive Re-Use)	550	550					
	94-271	Alley/Street Closure (Application fee plus construction escrow)	750 fee + 1000 escrow	750 fee + 1000 escrow					
	94-291	Alley/Street Vacation	1500	1500					
	122-625	Lot split application	50	50					
		Creation of a District (public notice, preparation for City Council)	1000	1000					
		Application Review and Recommendation	500	500					
	54-81	Historic District work permit application fee	45+*	45+*					
			*plus \$5 per \$3000 of labor and material	*plus \$5 per \$3000 of labor and material					
		Administrative Fee for HDC work started without issuance of applicable permit	50	50					
		Historic District work permit application fee, flat fee for paint-only application	10	10					
	122-309								
		Site Plan Review	500	500					
		Site Plan Review-Beyond Initial Two	250	250					
		Site Plan Review-Planned Unit Development-Adaptive Reuse PUD	500	500					
		Site Plan Review-Planned Unit Development-Less Than 5 Acres	1000	1000					
		Site Plan Review-Planned Unit Development-More Than 5 Acres	1800	1800					
		Planned Unit Development Review-Beyond Initial Two	500	500					
		Preapplication Meeting	200	200					
	122-309								
		Construction Estimate Less Than \$50,000	6% - Minimum 500	6% - Minimum 500					
		Construction Estimate Between \$50,000 - \$100,000	5% + Minimum 3,500	5% + Minimum 3,500					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Construction Estimate Between \$100,000 - \$500,000	3% - Minimum 6,000	3% - Minimum 6,000					
		Construction Estimate More Than \$500,000	2.5% - Minimum 12,000	2.5% - Minimum 12,000					
	122-309								
		Construction Estimate Less Than \$50,000	9.0% - Minimum 1,000 Construction	9.0% - Minimum 1,000 Construction Escrow					
		Construction Estimate Between \$50,000 - \$100,000	6,000 + 8.0% of amount over 50,000	6,000 + 8.0% of amount over 50,000					
		Construction Estimate Between \$100,000 - \$500,000	11,500 + 6.0% of amount over	11,500 + 6.0% of amount over 100,000					
		Construction Estimate More Than \$500,000	35,000 + 5.0% of amount over	35,000 + 5.0% of amount over 500,000					
		Notes: Engineering Site Plan and Engineering Plan Review fees are nonrefundable. Initial Engineering Site Plan Review Fee covers two reviews. Initial Engineering Plan Review Fee covers three reviews. Construction Escrow collected in excess of incurred costs will be refunded upon final acceptance of project. These fees are for the City Engineer only. Additional fees from other City Departments may apply.							
Clerk		City Charter	Actual cost; See FOIA Policy	Actual cost; See FOIA Policy					
	6-31								
		"A" Hotel	500	500					
		"B" Hotel	500	500					
		"C" Hotel	500	500					
		"Tavern" beer and by the glass	500	500					
		"SDD" package liquor	500	500					
		"SDM" package beer and wine	500	500					
		If more than one class of license held							
		(Fee per class held)	25	25					
		Transfer of ownership, including partner	500	500					
		Transfer of location	300	300					
		Addition of space	300	300					
		Deletion of partner	300	300					
		Addition of special permit, i.e. entertainment, dancing or Sunday sales	315	315					
		Wine Maker License	500	500					
		Micro Brewer License	500	500					
	6-43	Application for license to sell	500	500					
	10-45	Additional fee for DDA location	110	110					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)			2023/24 Fees (\$)							
	22-76	Bed and breakfast application fee			80			80					
	22-80	Annual bed and breakfast, inn license fee			175			175					
	22-117	Health club license application fee			80			80					
	22-121	Annual health club fee			175			175					
	22-178	Peddlers license application fee, investigation fee			100			100					
	82-47	Secondhand dealer license application fee			100			100					
	82-49	Issuance of annual 2nd hand dealer license			100			100					
	22-182	House to house soliciting by established business, various fee (monthly rate)			80			80					
		Mavor Officiating Wedding Ceremony			25			25					
		Qualified Voter File (disks), Printed Voter Listing, Polling location maps			Actual cost; See FOIA Policy			Actual cost; See FOIA Policy					
		Return check for NSF											
		first check			50			50					
		second and subsequent NSF check from same person or entity within one year (per			60			60					
		Online payment fees											
		Amount of payment due is between: \$2.00-\$66.00			2.00/payment			2.00/payment					
		Payment amount that exceed \$67.00			3% of payment			3% of payment					
			1st	2nd	3rd	1st violation	2nd violation	3rd violation					
	18-52	State construction code	\$50,	\$100,	\$200,	\$50,	\$100,	\$200,					
	18-92	Property maintenance code	\$50,	\$100,	\$200, \$225	\$50,	\$100,	\$200, \$225					
	18-115	Violations generally	\$50,	\$100,	\$200,	\$50,	\$100,	\$200,					
	18-134 A&B	Allow occupancy without certificate of compliance	\$100,	\$300,	\$500,	\$100,	\$300,	\$500,					
			1st	2nd	3rd	1st violation	2nd violation	3rd violation					
	42-55	Property maintenance nuisance	\$50,	\$100,	\$200,	\$50,	\$100,	\$200,					
	42-68	Litter (see 70-38)	\$50,	\$150,	\$300,	\$50,	\$150,	\$300,					
	71-72	Specific Violations (raw building materials, junk waste, abandoned refrigerators)	\$50,	\$150,	\$200,	\$50,	\$150,	\$200,					
	50-34	Fire Prevention Code (when designated as blight violation)	\$100,	\$300,	\$500,	\$100,	\$300,	\$500,					
			1st	2nd	3rd	1st violation	2nd violation	3rd violation					
	86-32	Disposal arrangements	\$50,	\$100,	\$200, \$225	\$50,	\$100,	\$200, \$225					
	86-33	Commercial properties	\$50,	\$100,	\$200, \$225	\$50,	\$100,	\$200, \$225					
			\$75 after 10 business days	\$125 after 10 business days	\$75 after 10 business days	\$75 after 10 business days	\$125 after 10 business days	\$125 after 10 after 10 business days					
	86-34	Residential properties	\$50,	\$100,	\$200, \$225	\$50,	\$100,	\$200, \$225					
	86-35	Multiple Dwellings	\$50,	\$100,	\$200, \$225	\$50,	\$100,	\$200, \$225					
	86-54	Peak Times	\$50,	\$100,	\$200, \$225	\$50,	\$100,	\$200, \$225					
			1st	2nd	3rd	1st violation	2nd violation	3rd violation					
	94-136	Snow removal from sidewalk adjacent to residential and commercial premises	\$15,	\$50,	\$200, \$225	\$15,	\$50,	\$200, \$225					
	94-136	Snow removal from parking lot serving less than 10 dwelling units	\$15,	\$50,	\$200, \$225	\$15,	\$50,	\$200, \$225					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)			2023/24 Fees (\$)							
Administrative Hearings Bureau	94-136	Snow removal from parking lot serving 10 or more dwelling units	\$15, \$40 after 10 business days	\$50, \$75 after 10 business days	\$200, \$225 after 10 business days	\$15, \$40 after 10 business days	\$50, \$75 after 10 business days	\$200, \$225 after 10 business days					
			1st violation	2nd violation	3rd violation	1st violation	2nd violation	3rd violation					
	110-34	Trees and shrubs	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days					
	110-81	Grass and weed control	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days					
	110-85	Lien collection charge for cost of cutting weeds											
			1st violation	2nd violation	3rd violation	1st violation	2nd violation	3rd violation					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)			2023/24 Fees (\$)							
			\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days					
	122-375	Zoning											
		Abatement costs	Actual cost plus fee			Actual cost plus fee							
		Prosecution Costs			75			75					
		Building Costs			75			75					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Administrative Hearings Bureau (AHB) Costs	250	250					
		Administrative Hearings Bureau Costs - Waiver	Waive \$50 in AHB Costs if paid within 30 days	Waive \$50 in AHB Costs if paid within 30 days					
		State JSA (set by state statute)	10	10					
		Continuance/Adjournment	50	50					
		Default	50	0					
		Show Cause	50	0					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Motion to Set Aside Default	50	50					
		Street cut or curb cut – per opening	60	REMOVED					
		Right of Way permit (storage of materials/pods)		25/week residential; commercial see parking rental					
		Right of Way permit (sidewalk repair/replacement)	60	50					
		Right of Way permit (not in roadway, includes; driveway approach repair replacement, new sidewalk installation, curbcut repair, boring/trenching)		100					
		Right of Way permit (Aerial)		200					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
Department of Public Services		Right of Way permit (roadway, including NEW curbcuts)	130	250.00					
		Right of Way permit (street closure major streets)		\$2,500/day per lane					
		Right of Way permit (street closure local streets)		\$1,000/day per lane					
		Stump removal		25.00					
		Penalty fee for failing to apply for Right of Way permit before work begins. Fee is in addition to permit fee.	60	TRIPLE INITIAL PERMIT FEE or 150, whichever is greater					
		Bond amount: Contractor shall furnish either a cash bond or a performance bond							
		property line to back of curb, other than sidewalk (includes new driveway approach or expansion)	3000						
		property line to 1/2 pavement width	5000	\$ 3,000					
		property line to full pavement width	10,000	\$ 5,000					
		Existing utility repair/modification		\$ 10,000					
		New utility installation		\$ 3,000					
				\$ 5,000					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)		2023/24 Fees (\$)						
		each boring pit		250	\$	1,000					
	94-112	Moving building, license application fee (*Owner also responsible for materials used)		320+*		320+*					
		Recycle bins - each		12	REMOVED						
		Recycle carts - each		75	\$	75					
		Trash Stickers		2.50		2.50					
		Bulk Item stickers		20.00		20.00					
		Freon Removal stickers		35.00		35.00					
	110-77	Manufactured Fertilizer Commercial Applicator		25		25					
		Small Cell Wireless Facilities Deployment									
		When such deployment will require a new or replacement pole in right of way		300		300					
		When such deployment will not require a new or replacement pole in right of way		200		200					
		For zoning applications to install or modify a wireless support structure in right of way		1000		1000					
		To install or modify a small wireless facility outside the right of way		500		500					
		Annual rent: per small cell wireless facility per year		20		20					
		Annual rent: For utility pole or support structure erected by or on behalf of a wireless provider after March 12, 2019		125		125					
		Code Enforcement-ABATEMENT									
	86-87	Mowing per 50-x-100 Lot									
		— Under 12 inches		40							
		— Over 12 inches		80							
	86-87	Brush Removal		100							
	42-74	Trash Removal		100+							
	42-74	Furniture Removal		225							
	86-87	Weed/Brush hog		300+							
	94-133	Snow/Ice Removal per 50-x-100 Lot		50+							
		Mowing; 10-12"				\$80 per 50x100 lot; charged in whole unit increments (ex, a 50x115 lot would be charged two increments)					
		Mowing; 12-18"				\$120 per 50x100 lot; charged in whole unit					
		Weed/brush hog				\$300 per hour					
		Cut brush removal				\$100 per cubic yard					
		Furniture removal				\$225 per cubic yard					
		Trash removal				\$100 per cubic yard of bagged trash; additional charges may apply for hazardous or noxious waste (ex, dead animals, automotive fluids, tires, etc); additional hourly rate of \$75 for gathering unbagged trash					
		Snow/Ice removal				\$125 per visit per 50' frontage, charged in whole					
		Administration fee (monthly billings & special service invoices)		10% for annual amounts less than		10% for annual amounts less than \$25,000					
		Administration fee (monthly billings & special service invoices)		5% for annual amounts over \$25,000		5% for annual amounts over \$25,000					
		Late fee for invoices									
		Over 30 days		2%		2%					
		Over 60 days		Additional 2%		Additional 2%					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Removal of abandoned materials in City Right-of-Way (Barricades, Construction Signs, etc.)	50	75					
		Daily Storage Fee per item for abandoned materials removed from City Right-of-Way	5	10					
Facilities	78-124	Fees for rental of Senior Citizens center, Parkridge Community Center and Rutherford Pool are hereby established, but set by operations management at each facility. <i>Contact each facility directly for reservations, terms and conditions.</i>							
		Senior Center (2 hr min.)	55/hr	75/hr + 200 Deposit					
		Parkridge Community Center (3 hr. min.)	30/hr	150/3hr 50 for each additional hr					
		Rutherford Pool							
		SINGLE ENTRY							
		Youth (ages 3-17)	3	4.00					
		Adults (ages 18-54)	4	5.00					
		Youth during Family Swim	2.25	3.00					
		Seniors (ages 55 and above)	2.75	4.00					
		SEASON PASSES							
		Individuals (12yrs and above)	110	125.00					
		Seniors (ages 55 and above)	75	90.00					
		Family (includes tot splash)	265	285.00					
		PUNCH CARD PASSES (5 ENTRIES)							
		Youth (ages 3-7)	12	16.00					
		Adult (ages 18-54)	16	20.00					
		Seniors (ages 55 and above)	11	16.00					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		TOT SPLASH	1.75/child	2.50/child					
		(Free with family season pass)							
		Freighthouse Plaza							
		Damage deposit (refundable, due 14 days in advance)	200	200.00					
		Fees for Rutherford Pool shall be determined by the Friends of Rutherford Pool based on cost of service, projected attendance and other cost factors. Fees shall be approved by the City Manager and posted on the City's website.							
		Senior Center, Parkview and Pool renters shall reimburse the City for actual costs of cleanup (including but not limited to Public Works employees) required if applicant fails to comply with cleanup agreement (employee costs shall be reimbursed at hourly rate +10% (non-profit events) or +15% (for-profit events)).							
		Fees for the Freighthouse shall be determined by the Friends of the Ypsilanti Freighthouse based on the terms of the Operation and Management agreement.							
		Default: Any person in default for 30 days or more shall be ineligible for a park reservation, special event permit, noise permit, street closing permit or city facility rental for eighteen months.							
Parks	78-125								
		Gazebo Rental (Riverside Park)	150/first 2 hours	200/first 2 hours					
		Amphitheater Rental (Frog Island Park)	150/first 2 hours	200/first 2 hours					
		Pavilion Rental (resident)	75/first 2 hours	100/first 2 hours					
		Pavilion Rental (nonresident)	90/first 2 hours	150/first 2 hours					
		Each Additional Hour of Pavilion Rental	35 per hour	50 per hour					
		Riverside Park Key (refundable deposit)	25	50					
		Water Utility Fee (refundable deposit)	25	50					
		Security deposit for the Gazebo and Pavilions are merged into Class 1 and 2 application fees							
		Rental fees for Riverside and Frog Island park are merged into Class 3 and 4 permit application fees, and are subject to additional Capital Park Improvement and/or Administrative Fees for coordinating public park use per day.							
		Special Event Applicant shall reimburse the City for actual costs of cleanup (including but not limited to Public Works employees) required if applicant fails to comply with cleanup agreement. (employee and equipment costs shall be reimbursed at hourly rate +25%.)							
Fiscal Services		Reprint of W-2/1099-R, Copy of Payroll check stub (non-public)	Actual cost; See FOIA Policy	Actual cost; See FOIA Policy					
Film Permit	10-312	Permit for Film on Public Property	250	250					
		Permit for Film on Private Property	100	100					
		Deposit (if City Services are required)	3000	3000					
		Daily Public Property Use-per day	107	107					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
	10-312 /10-268	Parking Space Rental/per day	25 (meter and non-meter)	25 (commercial non-metered) / 50 (commercial metered)					
		Parking Officer	40	50/hour					
		Special Events Parking Permit	12/day	REMOVED					
		Parking Lot Rental (Class 1 and 2 Events)	350/day & up	350/day & up					
		Parking Lot Rental (Class 3 and 4 Events)	500/day & up	1500/day and up					
Special Events		Notes: The City reserves the right to approve public parking lot rentals on a case by case basis as well as charge for parking during special events.							
		Police Officer	59/hr	59/hr					
		Police Sergeant	74/hr	74/hr					
		Police Lieutenant	76/hr	76/hr					
		Dispatcher	76/hr	76/hr					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Dispatch Supervisor	96/hr	96/hr					
		Dispatch	39/hr	39/hr					
		Firefighter	40/hr	40/hr					
		Firefighter Officer	48/hr	48/hr					
		DPS Operator ST	38/hr						
		DPS Operator OT	57/hr						
		DPS Operator BT	75/hr	100/hr					
		DPS Supervisor ST	44/hr						
		DPS Supervisor OT	66/hr						
		DPS Supervisor BT	88/hr	150/hr					
		Parade Route	90/hr	90/hr					
		Traffic Control Plan	90/hr	90/hr					
		Walk/Run Route	90/hr	90/hr					
		Special Event Applicant shall reimburse the City for all actual costs incurred by the Ypsilanti Department of Public Works and Police Department related to the event as determined no later than 14 days prior to the event during pre-event meeting. (employee and equipment costs shall be reimbursed at hourly rate +15%.)							
		Mobile Command	13	13					
		Police Cruiser	9	9					
		Class 1 Engine	495	495					
		Aerial Truck	715	715					
		Support Vehicle	165	165					
		Custom Temp No Parking Signs Includes Date & Time (per bundle of 10)	35.00 per 10						
		Temp No Parking Signs Includes Date & Time (per event)		50					
		Barricades—small	5:00/day						
		Barricades—large (for street closures)	17:00/day						
		Traffic Cones 18" or 25"	3:00/day						
		Traffic Cones 42"	4:00/day						
		Road Signs	9:00/day						
		Traffic control devices		\$25 per item per day					
		Car—Crown Vic	11:00/hr						
		Arrowboard (V-#2)	6:00/hr						
		Snow Blower (V-#3)	4:00/hr						
		Stake Truck (V-#131)	10:00/hr						
		Pickup Truck (V-#101)	10:00/hr						
		Small Dump truck (V-#104)	10:00/hr						

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
Special Events		Large Dump truck no plow (V-#109-no plow)	48.00/hr						
		Pickup Truck with Aerial Lift (V-#122)	15.00/hr						
		Trailer (V-117)	7.00/hr						
		Weed Whip (V-#423)	4.00/hr						
		Mower (V-448)	26.00/hr						
		Sweeper (V-#142)	105.00/hr						
		Loader (V-#129)	70.00/hr						
		Rear Packet Truck (V#603)	29.00/hr						
		Bobcat (V#128)	51.00/hr						
		Bobcat with Pallet Fork (V#-128A)	57.00/hr						
		Bobcat with Jackhammer (V#-128B)	62.00/hr						
		Bobcat with Backhoe (V#-128C)	54.00/hr						
		Bobcat with Stump Grinder (V#128D)	99.00/hr						
		Bobcat with Snow Pusher Blade & One way Blade (V#-128E)	194.00/hr						
		Bobcat with Auger bit 24" (V#-128F)	57.00/hr						
		Bobcat with Tree Auger (V#-128G)	57.00/hr						
		Bobcat with Grader (V#-128H)	64.00/hr						
		Bobcat with Soil Conditioner (V#-128I)	66.00/hr						
		Bobcat with Brush Hog (V#-128J)	64.00/hr						
	10-268								
		Special Events Application Fee (nonrefundable)	35	35					
		Class 4a events (alcohol or marihuana, more than 10,000 participants)	750/day	2500/day					
		Class 4 events (more than 10,000 participants)	600/day	2000/day					
		Class 3a events (alcohol)	600/day	1500/day					
		Class 3 events	400/day	1000/day					
		Class 2 events	200	\$ 500					
		Class 1 events	100	\$ 250					
		Local Street Closure Permit (per street) (per day)	200	\$ 500					
		Major Street Closure Permit (per street) (per day)	1000	\$ 1,500					
		Recurring Event Permit	See Special Events Policy						
		Wedding Permit	See Special Events Policy						
		Noise Permit	100	\$ 500					
		Sign/Banner Permit Application	35	\$ 50					
		Banner installation & removal fees (non-refundable, due 30 days in advance)	Actual Cost (2 hours min.)	\$50/banner, \$500 min					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Class 4a events (alcohol or marihuana, more than 10,000 participants)	6000	\$ 10,000					
		Class 4 events	5000	\$ 5,000					
		Class 3a events (alcohol or marihuana, less than 10,000 participants)	2000	\$ 7,500					
		Class 3 events	1000	\$ 2,000					
		Class 2 events	500	\$ 500					
		Class 1 events	100	\$ 500					
		Surety bond in lieu of damage deposit (subject to City Attorney approval)	10,000	\$ 25,000					
		Capital Park Improvement Fee							
		Class 1 events	0						
		Class 2 events	0						
		Class 3 Events	750/day	750/day					
		Class 3a events	1500/day	1500/day					
		Class 4 events	1500/day	1500/day					
		Class 4a events	1500/day	1500/day					
		Utility Fee-Electric							
		Class 4 events	100/Day	500/Day					
		Class 3 events	100/Day	250/Day					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Class 2 events	35/day	50/day					
		Class 1 events	35/day	50/day					
		Utility Fee-Water							
		Class 4 events	55/day	250/day					
		Class 3 events	55/day	250/day					
		Class 2 events	20/day	20/day					
		Class 1 events	20/day	20/day					
	10-271	Vendors requiring hard wiring electricity- (licensed electrician required to complete permit application. Work must be inspected by City Bldg. Dept.)	No Hard Wiring	(include in policy documents)					
		Applicant(s) shall reimburse the City for actual costs of cleanup (including but not limited to Public Works employees) required if applicant fails to comply with cleanup agreement.		\$250, plus actual cost + 15%					
		Trash per cubic yard	45.00/cy	\$100 per cubic yard of bagged trash; additional					
		Failure to restore site by 1:00 p.m. day following event	200/day	200/day					
		City site restoration	200, plus labor and fringes	\$500, plus actual cost + 15%					
Marijuana Facilities									
	22-205	Marijuana Facility Application	5000	5000					
	22-205	License Revocation Appeal	1100						
				1100					
	22-205	Relocation Application	5000	5000					
	22-205	Application Renewal	5000	5000					
Fire	50-34	Fire Prevention							
		Initial Certificate of Occupancy for Fire Safety Inspection							
		This fee is included is certificate of occupancy application and is paid to the building department.	75	75					
		First re-inspection	0	0					
		Additional re-inspections or no-show.	50 per re-inspection	50 per re-inspection					
		Annual Fire Safety Inspection							

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Annual inspection (no fee if compliance is maintained since last year)	0	0					
		Additional necessary annual re-inspection or no show	50	50					
		Inspection in large facilities or requiring more than one hour	50/hr	50/hr					
		Acceptance Tests							
		Sprinklers systems, fire alarms, fire pump...	50/hr	50/hr					
		Plan Review							
		Occupancy calculation, fireworks, special venues, concerts...	50/hr	50/hr					
		Fire Investigation							
		Origin and cause	50/hr	50/hr					
	38-135								
		CLASS 1 ENGINE	450 with crew	450 with crew					
		AERIAL TRUCK	650 with crew	650 with crew					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)			2023/24 Fees (\$)							
		SUPPORT VEHICLE	150 with crew			150 with crew							
		FIRE FIGHTER	36			36							
		FIRE OFFICER	43			43							
		FIRE INSPECTOR	43			43							
		EMS Standby (2 EMTs)	80 / Hour			80 / Hour							
		Fire Standby Pyrotechnic (includes inspection)	250			250							
		Fire Display (includes inspection)	250			250							
		Fire inspection	75			75							
		* Fire re-inspection	50			50							
		Fire Investigation (Additional Fee if over 10 hours)	500			500							
		Fire permits	50			50							
	38-40												
		First occurrence in a calendar year			Warning			Warning					
		Second occurrence in a calendar year			\$200			\$200					
		Third occurrence in a calendar year			\$400			\$400					
		Fourth occurrence in a calendar year			\$600			\$600					
		Each additional occurrence in calendar year	Add \$200 to		Add \$200 to	Add \$200 to		Add \$200 to					
Police	38-40												
		Police											
		First occurrence in calendar year	Warning			Warning							
		Second occurrence in calendar year	100			100							
		Third occurrence in calendar year	200			200							
		Fourth occurrence in calendar year	300			300							
		Each additional occurrence in calendar year	Add \$100 to previous fine			Add \$100 to previous fine							
	38-78	Incidents Involving Persons Driving Under The Influence											
		OWI	155			155							
		OWI with accident	205			205							
		OWI with blood draw	230			230							
		All reports	Actual cost; See FOIA Policy			Actual cost; See FOIA Policy							
		Bicycle Registration Fees											
	102-34	Bicycle registration fee	5			5							
	102-34	Bicycle registration fee - change of ownership	5			5							
	102-34	Bicycle registration fee - loss of license plate	5			5							
		Bike license	n/a			n/a							
		Transfer of bike license	n/a			n/a							
Police		Audio/Visual											
		Photographs, Audio, Video	Actual cost; See FOIA Policy			Actual cost; See FOIA Policy							
		Misc. Police Fees											
		Public vehicle license	30			30							
		Replacement of valid public vehicle license	30			30							
		Gold and silver registration (approval)	55			55							
		Gold and silver registration (if denied)	35			35							
		Preliminary Blood Testing (court ordered)	20			20							
		Fingerprinting (court ordered and liquor control only)	No Charge			No Charge							
		Fingerprinting (Live scan)	65			65							
		Fingerprinting (Ink prints)	20/card			20/card							
		Gun purchase (first card)	0 (State law)			0 (State law)							
		Processing bond money for other departments	\$10 for notarizing			\$10 for notarizing							
		24 hour Liquor License	10			10							
			n/a			n/a							

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
City Manager	102-255	Truck Route Special or Emergency Exception Permit	150	150					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)			2023/24 Fees (\$)									
		Parking Fees													
	102-61 (a)	Parking rates: per hour			1										
	101-104 (a) (3)	Service/Landlord Vehicle Pass			100					100					
	101-104 (a) (3)	Contractor Service Pass			25					25					
	102-132	Downtown Employee Parking (prorated monthly)													
		4 months			115					115					
		1 Year			300					300					
		West Cross Employee Parking (prorated monthly)													
		4 months								40					
		1 Year								100					
		Permits for Residents in C District (prorated monthly)													
		4 months			57.5	65*									
		1 Year			150	175*									
		Annual Renewal			150	175*									
	102-105 (d)	Residential parking permit fees													
		Each permit			40	45*									
		Renewal			25	30*									
		First Visitor Pass			0					0					
		Second visitor pass			25	30*									
		Discount Downtown Permit (employee or resident, prorated monthly)													
		4 months			60	85*									
		1 Year			150	175*									
		Annual Renewal			135					135					
		replace lost physical passes			25					25					
		Online payments fees and credit card fees are set by the contract with the vendor								*To take effect for 24/25 permit cycle					
	102-62	Impound Vehicles:													
		Impound - private property			30					30					
		Impound - police -tow-admin. fee			40					40					
		Impound Release Fee			40					40					
		Parking Violation Fees	Base Fee	Next Day	After 21 days	After 21 days	After 21 days								
	102-81 (a)	Parking: blocking fire hydrant	100.00		120.00	120.00	120.00			100.00			120.00	120.00	120.00
		Parking on street during maintenance hours (2 am to 6 am, where signed)	50.00		70.00	70.00	70.00			50.00			70.00	70.00	70.00
	102-82	Parking on margin	35.00		55.00	55.00	55.00			35.00			55.00	55.00	55.00
		Parking on front or side lawn	35.00		55.00	55.00	55.00			35.00			55.00	55.00	55.00
		Parking over legal limit	25.00	15.00	40.00	40.00	40.00			25.00	15.00		40.00	40.00	40.00
		Parking w/ expired meter	25.00	15.00	40.00	40.00	40.00			25.00	15.00		40.00	40.00	40.00
		Unauthorized parking on private property	50.00		70.00	70.00	70.00			50.00			70.00	70.00	70.00
		Unauthorized parking on city property	50.00		70.00	70.00	70.00			50.00			70.00	70.00	70.00
		Truck gvw >10,000 or length >22' on residential street more than 3 hours	25.00		45.00	45.00	45.00			50.00			70.00	70.00	70.00
		Use of a visitor permit by a resident	50.00		70.00	70.00	70.00			50.00			70.00	70.00	70.00
		Parking w/o permit / residential permit required	50.00		70.00	70.00	70.00			50.00			70.00	70.00	70.00
		Parking w/o permit / downtown permit required	50.00		70.00	70.00	70.00			100.00			120.00	120.00	120.00
		Counterfeit permit	100.00		120.00	120.00	120.00			150.00			170.00	170.00	170.00
		Parking in emergency snow route	150.00		170.00	170.00	170.00			25.00			45.00	45.00	45.00
		Parking in an alley (not loading/unloading)	25.00		45.00	45.00	45.00			50.00			70.00	70.00	70.00
		Display advertising	50.00		70.00	70.00	70.00			50.00			70.00	70.00	70.00
		Displaying cars "for sale" on City property or ROW	50.00		70.00	70.00	70.00			75.00			95.00	95.00	95.00
Parking		Selling merchandise from vehicle unless authorized by a Special Events or Peddler's Permit	75.00		95.00	95.00	95.00			25.00			45.00	45.00	45.00

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)		2023/24 Fees (\$)							
		Parking for over 48 hours	25.00		45.00	45.00	45.00	75.00		95.00	95.00	95.00
		Parking in prohibited zone, including bus stop, taxi stand and loading zone	75.00		95.00	95.00	95.00	25.00	15.00	45.00	45.00	45.00
		Parking not fully within metered space	25.00	15.00	45.00	45.00	45.00	25.00		45.00	45.00	45.00
		Parking to wash/polish/grease/repair vehicle	25.00		45.00	45.00	45.00	50.00		70.00	70.00	70.00
		Parking of inoperative vehicle	50.00		70.00	70.00	70.00	50.00		70.00	70.00	70.00
		Parking on a sidewalk	50.00		70.00	70.00	70.00	75.00		95.00	95.00	95.00
		Parking in front of a public or private driveway	75.00		95.00	95.00	95.00	100.00		95.00	95.00	95.00
		Within an intersection.	100.00		95.00	95.00	95.00	75.00		95.00	95.00	95.00
		Parking within 15 ft. of a fire hydrant	75.00		95.00	95.00	95.00	75.00		95.00	95.00	95.00
		On a crosswalk.	75.00		95.00	95.00	95.00	50.00		70.00	70.00	70.00
		Parking within 20 ft of a crosswalk, or if there is not a crosswalk, then within 15 feet of the intersection of property lines at an intersection of highways.	50.00		70.00	70.00	70.00	25.00		45.00	45.00	45.00
		Parking within 30 ft of a flashing beacon, stop sign, or traffic-control signal	25.00		45.00	45.00	45.00	50.00		70.00	70.00	70.00
		Between a safety zone and the adjacent curb or within 30 feet of a point on the curb immediately opposite the end of a safety zone	50.00		70.00	70.00	70.00	100.00		120.00	120.00	120.00
		Parking within 50 ft of nearest rail of a R/R crossing	100.00		120.00	120.00	120.00	50.00		70.00	70.00	70.00
		Parking opposite a fire station curb / Within 20 feet of the driveway entrance to a fire station and on the side of a street opposite the entrance to a fire station within 75 feet of the entrance if properly marked by an official sign.	50.00		70.00	70.00	70.00	100.00		120.00	120.00	120.00
		Parking alongside/opposite street excavation, if the stopping, standing, or parking would obstruct traffic.	100.00		120.00	120.00	120.00	50.00		70.00	70.00	70.00
		Parking: double parking	50.00		70.00	70.00	70.00	50.00		70.00	70.00	70.00
		Upon a bridge or other elevated highway structure or within a highway tunnel.	50.00		70.00	70.00	70.00	50.00		70.00	70.00	70.00
		At a place where an official sign prohibits stopping or parking.	50.00		70.00	70.00	70.00	50.00		70.00	70.00	70.00
		In front of a theater.	50.00		70.00	70.00	70.00	100.00		120.00	120.00	120.00
		Blocking an emergency exit of a building	100.00		120.00	120.00	120.00	100.00		120.00	120.00	120.00
		Blocking a fire escape	100.00		120.00	120.00	120.00	150.00		170.00	170.00	170.00
		Parking in handicap space or zone (public or private property)	150.00		170.00	170.00	170.00	150.00		170.00	170.00	170.00
		Parking in or blocking a marked access for parking by persons with disabilities.	150.00		170.00	170.00	170.00	100.00		120.00	120.00	120.00
		Blocking or interfering with the use of a curb-cut or ramp by persons with disabilities.	100.00		120.00	120.00	120.00	50.00		70.00	70.00	70.00
		In violation of an official sign restricting the period of time for or manner of parking.	50.00		70.00	70.00	70.00	50.00		70.00	70.00	70.00
		Parking: night parking in prohibited zone	50.00		70.00	70.00	70.00	50.00		70.00	70.00	70.00
		Blocking the delivery of mail to a rural mailbox by a carrier of the United States postal service.	50.00		70.00	70.00	70.00	50.00		70.00	70.00	70.00
		Blocking an alley	50.00		70.00	70.00	70.00	100.00		120.00	120.00	120.00
		Parking in or blocking a fire lane	100.00		120.00	120.00	120.00	25.00		45.00	45.00	45.00
		Parking over 12" from curb	25.00		45.00	45.00	45.00	25.00		45.00	45.00	45.00
		Parking left side to curb (except on one-way streets)	25.00		45.00	45.00	45.00	25.00		45.00	45.00	45.00
		Parking motor running, car unattended	25.00		45.00	45.00	45.00	33.00		53.00	53.00	53.00



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Bonnie Wessler
DATE: July 25, 2023
SUBJECT: 2023-140

DESCRIPTION:
2023-140

SUMMARY:

The Department of Public Service (DPS) has scheduled vehicle replacements in the budget to replace some of the aging vehicles in our fleet. One of those vehicles is an environmental dump truck which is used for our curbside recycling and yard waste operations. The oldest environmental dump truck was acquired by the City in November of 2006 and has been in continuous operation since then; the remaining two are model years 2011 and 2015. The standard service life for these vehicles is 8-10 years; they are considered fully depreciated at five years. The main purpose and use of this truck is to collect recycling and yard waste to transport it to the material recovery facility or the City's compost yard; replacement of this vehicle is critical to DPS continuing in this role.

The City of Ypsilanti is a member of the Rochester Hills Municipal Cooperative group which has utilized the purchasing power of 60 communities in southeast Michigan to competitively seek bids for large municipal trucks and chassis. Due to our membership in this cooperative group this bid complies with the City's purchasing ordinance. The price is broken down into two components: the chassis cost and the body cost. The chassis cost includes the actual cab and chassis; the body cost includes the additional equipment which needs to be built onto the chassis for the truck to perform its function. The truck & chassis vendor is Freightliner (the Econic model) and the dump body vendor is Heil; identical to the truck ordered in February. The cost breakdown for the truck is as follows:

Chassis:	\$186,420
Body:	\$169,410
Transfer/title:	\$15
Total:	\$355,845

This truck was budgeted for this fiscal year at \$360,000.

RECOMMENDED ACTION:

Staff recommends City Council authorizes the purchase of an Environmental Truck from Wolverine Freightliner Eastside for a purchase price of \$355,845.00 with any change orders to be approved by the City Manager.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2023-140
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the collection of curbside recycling and yard waste is an ongoing and important service offered to residents in the City of Ypsilanti; and,

WHEREAS, an environmental dump truck is vital to the necessary to collect recycling and yard waste; and,

WHEREAS, the City Council of the City of Ypsilanti has allocated funds in the FY23-24 budget for this purchase; and,

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti approves the purchase from Wolverine Freightliner Eastside, Inc. in the amount totaling \$355,845.00 to be expended from the appropriate environmental motorpool capital accounts, with any change orders to be approved by the City Manager.

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 25 day of July 2023

#Resolution No. 2023-140

Wolverine Freightliner Eastside, Inc.**NEW TRUCK DEPARTMENT SALES AGREEMENT**

107 S. Groesbeck Hwy
Mt. Clemens, MI 48043
586 783 2444



CUSTOMER:					DATE:	
City of Ypsilanti					1/30/2023	
PLEASE ENTER MY ORDER FOR ONE:			SALE TYPE:		MILEAGE:	STOCK:
						E270167
YEAR:	MAKE:	MODEL:	TYPE:	COLOR:	V.I.N.:	
2023	Freightliner	Econic	Refuse	White	1HKASL14PV270167	
					TOTAL CASH PRICE OF VEHICLE:	\$355,830.00
					TOTAL NUMBER OF VEHICLES:	1
					COMPLETE ORDER VEHICLE PRICE:	\$355,830.00
Heil 20yd Rear Ldr 2 cart tipper						
					TOTAL:	\$355,830.00
					FET:	
					SALES TAX:	
WARRANTY:		TRANSFER/TITLE PROCESS:		LICENSE:	FACTORY REBATES:	
		\$15.00			TOTAL FEES:	
					\$15.00	
DESCRIPTION OF TRADE-IN:				TOTAL CASH DELIVERED PRICE:		
				\$355,845.00		
				CASH SUBMITTED WITH ORDER:		
V.I.N.:				ALLOWANCE FOR TRADE-IN AS APPRAISED:		
				LESS BALANCE OWING:		
LIC PLATE # IF TRANSFER:		CUSTOMER PO NUMBER:			TOTAL DUE/FINANCED:	
					\$355,845.00	
WARRANTY DISCLAIMERS: ANY WARRANTIES ON THIS PRODUCT ARE THOSE FURNISHED BY THE MANUFACTURER. THE DEALER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.						
"AS IS" SALE: UNLESS A SEPARATE WRITTEN DOCUMENT INDICATING THE TERMS OF ANY DEALER WARRANTY OR SERVICE CONTRACT IS SIGNED BY THE DEALER AND THE PURCHASER, THIS VEHICLE/CHASSIS IS SOLD "AS IS". THE PURCHASER WILL BEAR THE ENTIRE EXPENSE OR ANY REPAIR(S) OR TO CORRECT ANY DEFECT(S) THAT PRESENTLY EXIST OR THAT MAY OCCUR IN THE VEHICLE/CHASSIS BEYOND ANY WARRANTY WHICH MAY EXIST FROM THE MANUFACTURER.						
SIGNED:						
THIS ORDER IS NOT VALID UNLESS				STREET ADDRESS:		
SIGNED AND ACCEPTED BY DEALER				1 South Hurin St		
OR HIS AUTHORIZED REPRESENTATIVE				CITY, STATE, & ZIP:		
				Ypsilanti, MI 48197		
				BUS. PHONE:		
APPROVED:				SALESPERSON: Steve Sexton		
DEALER OR AUTHORIZED REPRESENTATIVE						



ADDITIONAL TERMS AND CONDITIONS

DEFINITIONS: As used in this agreement, the terms: (A) "Dealer" shall mean Wolverine Truck Sales, Inc., Wolverine Freightliner Westside, Inc., Wolverine Freightliner Eastside, Inc. to whom this agreement is addressed and which is a party to this agreement upon the countersignature of its president, general manager, branch manager, or controller. (B) "Purchaser" shall mean the party initiating this agreement as identified on the face of this agreement. (C) "Manufacturer" shall mean the manufacturer of the vehicle or chassis. The Purchaser understands and agrees that the Dealer is in no respect an agent of any Manufacturer and that the Dealer and Purchaser are the sole parties to this agreement.

MANUFACTURER'S PRICE CHANGE: If the Manufacturer notifies the Dealer of a price increase for the vehicle or chassis of the same style and type as ordered by this agreement before delivery of the vehicle or chassis to the Purchaser, the Dealer has the right to adjust the cash delivered price of this agreement. If the price increase is greater than ten percent (10%) of the original purchase price of this agreement, the Purchaser has the right to cancel this agreement. Should the Purchaser choose to cancel this agreement, the Dealer will refund to the Purchaser all amounts previously paid. If the Purchaser had delivered to the Dealer a used vehicle as all or part of the payment required, the Dealer shall redeliver the used vehicle to the Purchaser subject to customary and reasonable charges for any repairs or improvements performed to the used vehicle. If the Dealer has sold Purchaser's trade-in-vehicle, the Dealer shall pay to the Purchaser the lesser of the agreed-upon value of the used vehicle in this agreement or the proceeds of the sale of the used vehicle.

MANUFACTURER'S DESIGN CHANGES: If the Manufacturer changes or modifies the design of or any part of accessory of the vehicle or chassis after the Purchaser's order has been entered by the Dealer, the Purchaser shall have no claim or right against the Dealer should the Purchaser's new vehicle or chassis not contain such changes or modifications, nor shall the Dealer be required to effect such changes or modifications to the Purchaser's new vehicle or chassis not contain such changes or modifications, nor shall the Dealer be required to effect such changes or modifications to the Purchaser's new vehicle or chassis.

DAMAGES LIMITATIONS: The Purchaser understands and agrees that the Dealer shall not be responsible for any damages (including incidental or consequential damages) resulting from any failure acts or omissions caused by the Manufacturer or by the Dealer (including but not limited to any inability to procure the unit(s) purchased/ordered or delivered).

CHANGES OTHER THAN MANUFACTURER'S DESIGN CHANGES: If the ordered vehicle arrives at the Dealer's place of business not equipped in accordance with this agreement (and such changes are not attributable to a Manufacturer's change in design), the Dealer has the right to cure such non-conformity within (10) business days from the date of delivery. If Dealer chooses not to cure said non-conformity within (10) business days, the Purchaser has the right to refuse delivery with no loss of deposit or to negotiate a new purchase agreement.

USED VEHICLE APPRAISAL: If the Purchaser is delivering a used vehicle or chassis to Dealer as part of the purchase price and delivery will not be made until Purchaser's new vehicle or chassis is delivered, the Dealer shall have the right to reappraise the Purchaser's used vehicle at the time the new vehicle or chassis is delivered. The reappraised amount shall be the amount allowed for the used vehicle of chassis in this agreement. If the Purchaser does not accept the reappraisal, the Purchaser may cancel this agreement provided that such cancellation occurs before delivery of the new vehicle or chassis to Purchaser and provided further that Purchaser agrees to forfeit any amounts previously paid by Purchaser to the Dealer.

TITLE TO THE USED VEHICLE: Any used vehicle delivered by the Purchaser to the Dealer in connection with this agreement must be accompanied by titled documents sufficient to enable the Dealer to obtain a title to the vehicle in accordance with applicable state law. The Purchaser warrants that any used vehicle delivered to the Dealer is properly titled to the Purchaser and that the Purchaser has the right to sell or otherwise convey such vehicle and that such vehicle is free and clear of liens or encumbrances except as may be noted on the first page of this agreement.

PURCHASER'S REFUSAL TO PURCHASE: In the event of failure by the Purchaser to perform the Purchaser's obligations including but not limited to cancellation, failure to take delivery or failure to pay the agreed purchase price for the ordered vehicle or chassis, Purchaser agrees to pay the Dealer as liquidated damages, eleven percent (11%) of the total delivered price of this agreement. Purchaser acknowledges that this liquidated damages provision is not Dealer's sole or exclusive remedy and Dealer may retain any down payment, recover curtailments and all other damages and expenses, including loss of sale, loss of profit and accrual attorney fees arising from Purchaser's breach in lieu of this liquidated damages provision. If the Purchaser has delivered a used vehicle or chassis to the Dealer as part or all of the purchase price, the Dealer may sell the used vehicle or chassis and retain the proceeds as partial satisfaction for damages arising from the Purchaser's default, as set forth above.

TAX LIABILITY: The Purchaser shall be liable for all sales, use or other taxes of a similar nature applicable to the transaction unless such payment otherwise is prohibited by law, provided that the Purchaser in no event be liable for any taxes calculated on the Dealer's income.

INSURANCE UNAVAILABILITY: In the event this agreement includes a charge for credit life disability insurance and for any reason such insurance cannot be provided, the Purchaser shall receive a credit for the amount charged for such insurance, but neither the inability of the Dealer nor any assignee of the Dealer to secure such insurance for the Purchase shall relieve the Purchaser from any obligation under this agreement. Credit life or credit disability insurance are not mandatory.

ATTORNEY FEES: Purchaser hereby agrees to pay all attorney fees incurred by Dealer in defending itself against all claims where Dealer prevails or collection fees associated with collecting amounts to which it is entitled under this agreement.

VENUE: Purchaser agrees that all disputes will be filed and determined in Wayne County, Michigan.

INSPECTION OF UNIT: Purchaser affirms that they have been afforded the opportunity to inspect the Unit as extensively as desired.

MANUFACTURER'S WARRANTY (IF APPLICABLE): The only warranty that may exist for this Unit (unless specified in a separate written document signed by a Wolverine Truck Sales, Inc., Wolverine Freightliner Eastside, Inc. or Wolverine Freightliner Westside, Inc. manager indicating dealer warranty terms or service contract) is a Manufacturer's warranty. Only the Manufacturer shall be liable for performance under such a warranty.

WINDOW FORM OVERRIDE: If this agreement is for a used vehicle, the information you see on the (Federal Trade Commission) Window Form is part of this agreement. Information on the window form overrides any contrary provisions in the contract sale.

PURCHASER CERTIFICATION: I certify that I am of legal age and hereby acknowledge receipt of a copy of this order.

ENTIRE AGREEMENT: This agreement constitutes the entire agreement between the parties and supersedes any other agreement between the parties. This agreement may be amended or terminated only by written instrument signed by Purchaser and by Dealer's president, general manager, branch manager or controller. There are no agreements, promises, warranties, covenants or other undertakings other than those expressly set forth in this agreement, unless drafted in accordance with the conditions set forth in this agreement.



Michigan Office:
 78 Northpointe Drive
 Lake Orion, Michigan 48359
 Phone: (248) 370-0000
 Fax: (248) 370-0011

Ohio Office:
 1045 Taylor Road
 Gahanna, Ohio 43231
 Phone: (614) 655-0022
 Fax: (614) 655-0023

Date: January 30, 2023

Quote prepared for: Mr. Steve Sexton

Wolverine Freightliner
 3550 Wyoming
 Dearborn, MI 48120



Qty	Description	Your Price (each)	Total
1	Heil (20) Cubic Yard Capacity High Compaction Rear Loader		
	Mounting, clutch shift PTO, remote gear pump, fast cycle time 16-18 seconds		
	Dual hopper work lights, switch on tailgate, LED side backing assist lights		
	Multi-function strobe package, 3rd Eye rear camera system		
	Heavy Duty contractor's package, side door interlock, 20 LB. fire ext.		
	Broom & Shovel rack mounted on tailgate, mud flaps, front and rear		
	(2) Bayne cart tippers, Model BTL208-12		
	Delivery and Training		
	15,000# reeving cylinder with lip and latch kit		
	Your Price as Equipped		\$169,410.00

Delivery:
 F.O.B.

If you wish to proceed with the quote provided, please sign and return.

Authorized Signature: _____

*Thank you for considering **Bell Equipment Company** for your equipment needs.*

Clark R. Bushman, Vice President/Sales
 Cell: 248-705-1353

Prices are as of this date. Buyer should confirm pricing after 30 days.



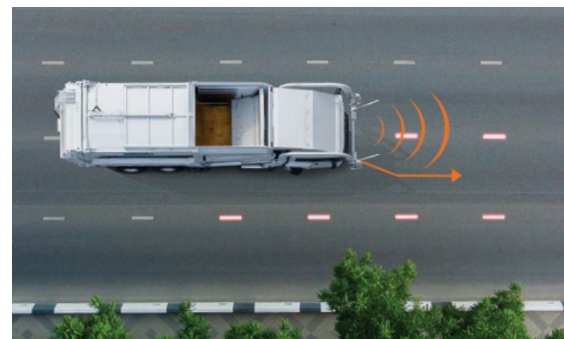
WE REINVENTED THE REFUSE TRUCK.

The EconicSD offers the most advanced safety and connectivity tools on the market. The Detroit Assurance® suite of safety systems uses radar and camera technologies to deliver exceptional on-road control and to help decrease the risk of collisions and the costs associated with them. The EconicSD comes standard with:



ACTIVE BRAKE ASSIST TO HELP MITIGATE POTENTIAL COLLISIONS

Active Brake Assist automatically detects distances from the front of the truck to other vehicles through a radar system. Based on the speed and position of the truck in relation to other vehicles, the system warns the driver and can engage in full or partial braking to mitigate potential collisions that might otherwise be unavoidable.



LANE DEPARTURE WARNING TO ALERT DRIVERS OF UNINTENTIONAL LANE CHANGES

Lane Departure Warning is a feature that tracks the truck's position and sounds a warning when an unintentional lane change is initiated. A windshield-mounted, forward-facing camera detects the road's reflective paint and its lane markers.



ADAPTIVE CRUISE CONTROL TO MAINTAIN SAFE FOLLOWING DISTANCES

Adaptive Cruise Control (ACC) automatically adjusts cruising speed to maintain a safe, continuous following distance from vehicles in the lane ahead. ACC decelerates the truck to its preset distance using torque reduction, engine braking and service braking, maintaining a reduced cruising speed and reaccelerating to the set cruising speed when the slower vehicle clears or accelerates.



SIDE GUARD ASSIST TO ALERT DRIVERS TO OBJECTS IN THE TRUCK'S BLIND SPOTS

Side Guard Assist uses two radar sensors to monitor the proximity of the truck's passenger side for objects such as bicyclists, vehicles, etc. If the truck veers into an already populated lane or attempts a right turn in city traffic with objects in its blind spot, an audible and visual warning will alert the driver.

SPECS & OPTIONS

STANDARD FEATURES

- 81" BBC (98" effective BBC)
- Steel-reinforced aluminum cab
- Detroit® DD8™ engine with 350 HP and 1050 lb-ft torque
- Allison automatic 3000 Series 6-speed RDS transmission
- Set-back axle configuration with up to 46-degree wheel cut
- 18,000-lb. front axle
- 46,000-lb. tandem rear axles
- Wheelbases: 192"/4875MM
- All-wheel disc brakes
- Steel disc front and rear wheels
- Front and rear air suspension
- 2 million RBM frame rail and pre-drilled frame rails
- LED headlights
- Electronic Stability Control (ESC)
- Cab design facilitates through-cab access
- Suspended driver's seat with multi-axis adjustment
- Infinitely adjustable air steering column
- Modern digital instrument cluster with steering wheel controls
- Detroit Connect Virtual Technician® remote diagnostic service (3 years included)
- Detroit Assurance® suite of safety systems includes Active Brake Assist, Adaptive Cruise Control, Lane Departure Warning and Side Guard Assist
- Enhanced mirror system to expand field of vision
- Tinted panoramic windshield
- Automatic windshield wiper and light sensors
- High performance, two-position engine brake
- Electronic braking system with ABS for more efficient operation and maintenance
- 50-gallon aluminum fuel tank
- Two-battery 24V system with 12V TEM interface connectors

OPTIONAL FEATURES

- Built-in camera system with 4-way views displayed on a flat-screen dash monitor
- Pneumatic bi-fold door with full-length tinted glass located on passenger's side
- Automated frame lowering and lifting by front and rear air suspension
- Right-hand or left-hand steer configuration
- 80-gallon aluminum fuel tank
- 20,000-lb. front axle (low roof cab)
- 6.82 rear axle ratio
- Allison automatic 3300 RDS transmission with PTO provision (low roof cab only)
- Allison transmission retarder
- Aluminum disc wheels (only available with 18k front axle)
- 204" wheelbase
- Yellow interior grab handles

THE FIVE CONTRIBUTING FACTORS THAT MAXIMIZE RCO.



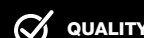
Freightliner Trucks works closely with truck equipment manufacturers (TEMs) to create vehicles with various refuse options that TEMs can efficiently upfit, reducing time and costs.



Our support keeps you on the road with a 24/7 toll-free hotline, hundreds of service locations and Detroit Connect Virtual Technician services to keep you informed of fault events and how best to fix them. The EconicSD is also equipped with the ultra-efficient 350 HP Detroit DD8 engine offering the longest maintenance intervals in its class.



We understand the importance of operator visibility, entry and egress. Comfort in the truck during a long workday can help reduce fatigue and improve safety. Freightliner's EconicSD offers numerous innovative safety features and an ergonomically designed, spacious cab to help keep drivers safe and productive.



Freightliner trucks are designed to maximize reliability and longevity. We rigorously test our products to ensure each model meets or exceeds customer business needs. Quality construction and durable materials help Freightliner trucks stay on the job and drive business results.



Productivity starts with efficiency and dependability that maximize uptime. A truck has to be in-service and getting the job done. We're focused on designing and testing severe duty trucks for real-world conditions.



WORK SMART™



AVAILABLE CAB CONFIGURATIONS



AVAILABLE AXLE CONFIGURATION

6x4 Axle

DESIGNED FOR REFUSE. BUILT FOR SAFETY.

The design is innovative, the build is uncompromising and the technology leaves everything else behind. The Freightliner EconicSD™ is a truck built for one purpose—to redefine the refuse category. The driver experience was designed to maximize productivity by ensuring safety and comfort. The low-entry design makes entry easy, and the panoramic view and low seating position enhance navigation. A digital instrument cluster and steering wheel controls create an intuitive interior.

The EconicSD is the first and only refuse truck in North America to offer Detroit Assurance® suite of safety systems. This groundbreaking collision mitigation system comes standard with Active Brake Assist, Adaptive Cruise Control, Lane Departure Warning and Side Guard Assist.

The Detroit® DD8™ engine delivers best-in-class maintenance intervals and includes Detroit Connect Virtual Technician® a remote diagnostic service that helps fleets make fast, informed service decisions.

With its unique combination of ergonomics, versatility and technology, the EconicSD™ performs like no other commercial vehicle, delivering exceptional productivity day in and day out.

Learn more at Freightliner.com

Competitive financing available through Daimler Truck Financial. For the Freightliner Trucks dealer nearest you, call 1-800-FTL-HELP 9421. FTL/MC-B-1548. Specifications are subject to change without notice. Freightliner Trucks is registered to ISO 9001:2015 and ISO 14001:2015. Copyright © 2021 Daimler Trucks North America LLC. All rights reserved. Freightliner Trucks is a division of Daimler Trucks North America LLC, a Daimler company.

DAIMLER | Freightliner - A Daimler Group Brand





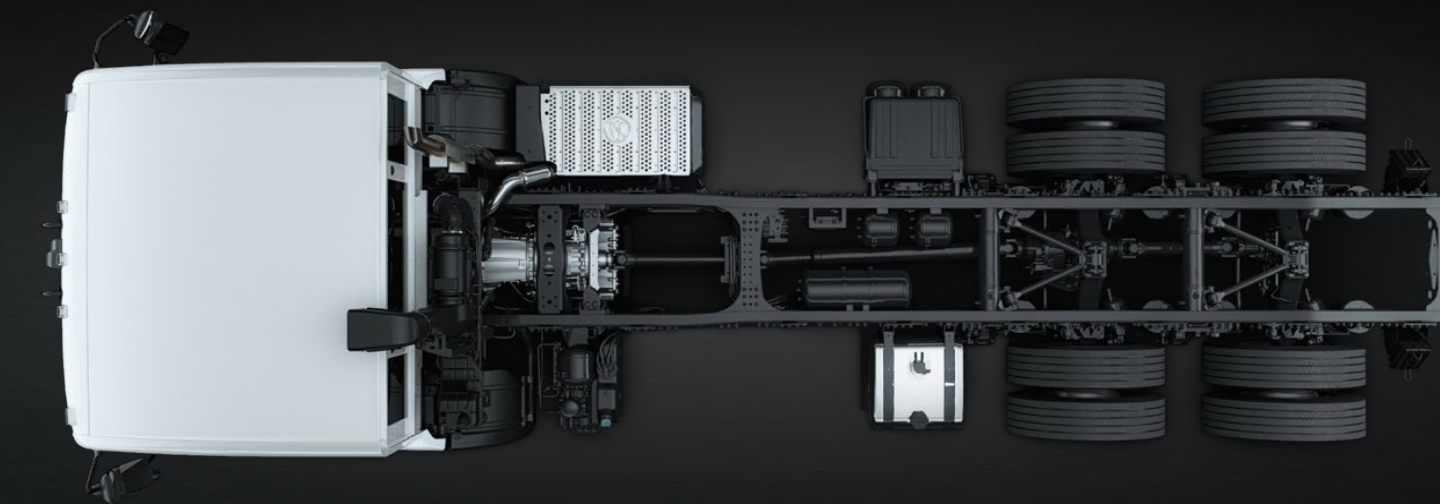
ULTRA-SAFE. ULTRA-SMART. DESIGNED FOR REFUSE.

- High roof and low roof cab configurations available
- 6x4 axle configuration available
- Up to 46-degree wheel cut
- Spacious and modern cab enabling through-cab access
- All-wheel disc brakes
- Corrosion-resistant severe duty aluminum cab reinforced with e-coated steel
- Panoramic windshield for superior visibility
- Front axle and suspension up to 20k capacity
- LED headlights
- Short wheelbase to ensure superior maneuverability
- Powerful premium engine brake to reduce mechanical brake wear
- Air front and air rear suspensions



ENGINE

- Detroit® DD8™ 350HP/1050 lb-ft torque
 - Variable cam phasing technology leads to fewer regens and improved uptime
 - Best-in-class fuel efficiency
 - Best-in-class maintenance intervals



DETROIT CONNECT VIRTUAL TECHNICIAN®

Detroit Connect Virtual Technician is a remote diagnostic service that empowers fleets to make fast, informed service decisions by transmitting data to the experts at the Detroit Customer Support Center. Within minutes, fleet managers know the severity of an issue and the smartest way to solve it.

FUEL & AFTERTREATMENT SYSTEMS

- Vertical and horizontal aftertreatment system mountings
- 6.6-gallon DEF tanks
- 50-gallon (standard) or 80-gallon (optional) aluminum fuel tank

TRANSMISSION

- Allison automatic with PTO and optional transmission retarder

AXLES (UP TO)

- Steer 18,000-lb. / 20,000-lb. (low roof cab only)
- Drive 46,000-lb. tandem hub reduction

FRAME RAILS

- Standard single-channel frame rails
- 11/32" (9mm) reinforced frame rails
- 2 million RBM frame rails
- Pre-drilled frame rails for easy body and accessory upfit
- Weight optimized hardware

TECHNOLOGY

- Detroit Connect Virtual Technician remote diagnostic service
- Detroit Assurance® suite of safety systems



VISIBILITY

- Oversized tinted panoramic windshield for high visibility and low seating position for unimpeded cross-cab vision
- Enhanced mirror system enabling an expanded field of vision
- Automatic windshield wiper and light sensors
- Optional built-in camera system for 4-way visibility



ENTRY/EGRESS

- Innovative low-entry cab design offering easier entry and egress than competing commercial vehicles
- 19" step-in height, half the height of conventional trucks
- 88-degree door opening for ease of entry and egress
- Optional kneeling function on front axles to further reduce the ergonomically low step-in height by several inches



WALK-THROUGH CAB

- Through-cab access for drivers and passengers
- Optional pneumatic bi-fold doors
- Spacious and modern cab designed with driver comfort in mind
- Suspended driver's seat with multi-axis adjustment



ENGINE ACCESS

- Tilting cab for convenient access to engine and components
- Detroit DD8 engine
- Allison automatic transmission
- Detroit Connect Virtual Technician remote diagnostic service



MANEUVERABILITY

- Set-back axle with up to 46-degree wheel cut enabling superior performance in tight spaces
- Short wheelbase to enable enhanced maneuverability



DASH

- Intuitive digital instrument cluster that displays key information on LCD screen
- Ergonomic steering wheel controls allowing drivers to cycle through key information



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Bonnie Wessler
DATE: July 25, 2023
SUBJECT: 2023-141

DESCRIPTION:
2023-141

SUMMARY:

The Fire Department and Police Department buildings are surrounded by a significant amount of concrete parking area & hardscaping along the backs and sides of the buildings; along the rear of the property line there is also a significant retaining wall with a grade change of about ten feet. The concrete has cracked extensively, potentially due to the heavy vehicles often stationed upon it, and the retaining wall appears to have settled.

OHM has been solicited to provide a proposal for professional services to prepare documents, including specs and bid documents, for the concrete slab replacement; additionally, they will investigate the conditions of the retaining wall including its drainage and make recommendations.

This proposal is for \$30,370; the overall project is budgeted for \$125,000 in this fiscal year (carried over from prior).

RECOMMENDED ACTION: Approval

Staff recommends City Council authorizes staff to proceed with the proposal submitted by OHM for Fire Station Retaining Wall and Concrete Pavement Repairs, with any change orders to be approved by the City Manager.

ATTACHMENTS: Proposal

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2023-141
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the safe functioning of emergency services is vital to protecting the health, safety, and welfare of the residents of and visitors to the City of Ypsilanti; and,

WHEREAS, the concrete surfacing surrounding the fire station is in poor condition; and,

WHEREAS, the retaining wall at the southern boundary of the property requires inspection; and,

WHEREAS, the City Council of the City of Ypsilanti has allocated funds in the FY23-24 budget for this project; and,

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti approves the proposal for professional services regarding the Fire Station Retaining Wall and Concrete Pavement Repairs from OHM in an amount not to exceed \$30,370 to be expended from the appropriate capital accounts, with any change orders to be approved by the City Manager.

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 25 day of July 2023

#Resolution No. 2023-141

ARCHITECTS. ENGINEERS. PLANNERS.



July 13, 2023

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

Subject: **Proposal for Professional Services
Fire Station Retaining Wall and Concrete Pavement Repairs**

Dear Ms. Wessler:

Orchard, Hiltz & McCliment, Inc. (OHM Advisors) is pleased to submit this proposal for engineering phase services for the retaining wall and concrete pavement repairs at the City of Ypsilanti Fire Station.

PROJECT UNDERSTANDING

The City of Ypsilanti Fire Station concrete parking lot is in poor condition and is in need of concrete slab replacement. Additionally, the retaining wall in the parking lot is showing signs of a rotational failure and needs to be evaluated for repair. There is a trench drain system at the retaining wall that also needs to be televised to ensure it is functioning properly. This proposal includes the geotechnical investigation of the soils (behind) and concrete (in front) of the retaining wall and televising the trench drain; an amendment proposal will be provided once the repair option for the retaining wall is identified, and a scope of work can be determined. The City has asked OHM Advisors to assist with preparing bidding documentation to repair the concrete pavement and retaining wall at the Fire Station under one contract. It is understood the City has budgeted about \$125,000 for the concrete repair and \$30,000 for the retaining wall repair. Since OHM Advisors provided design and construction engineering services for the initial parking lot reconstruction in 2003, OHM will use the data from the project file to assist in base plan preparation for the concrete repairs.

SCOPE OF SERVICES

OHM will investigate the failure at the retaining wall and prepare documents for bidding for the Fire Station retaining wall and concrete pavement repairs. As noted, the retaining wall technical specifications, method of payment, bid form, and construction plan (if necessary) will be provided in an amendment proposal, but the front-end contract documents and bidding assistance is covered under this scope of services as it will be paired with the concrete pavement repairs bid book. 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: Retaining Wall Geotechnical Investigation & Trench Drain Televising

OHM will team up with G2 Consulting Group, LLC to evaluate the general subsurface conditions at the site and develop retaining wall remediation recommendations. The evaluation will include a total of two (2) soil borings and two (2) hand-auger borings as well as a core of the concrete pavement located on the ground surface of the retained side of the wall. OHM will review the remedial recommendation in the geotechnical report with the City and provide an amendment proposal for the retaining wall repair, and if necessary, title work for temporary easement documents.

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150

T 734.522.6711
F 734.522.6427

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Additionally, under this task OHM Advisors will contract with a plumber to clean and televise the trench drain at the retaining wall to ensure there are no blockages and that the drain is functioning properly. Any action that will be needed for the trench drain will be included in the amendment proposal.

Task 2: Concrete Slab Replacement Base Plan Development (Drone Imagery)

Under this phase of work, OHM Advisors will prepare the concrete replacement base plan for existing conditions using drone imagery. OHM will approximate the square yards that are expected be able to be done per the budget, visit the concrete parking lot, and use spray paint to roughly identify the concrete defects and areas for removal and replacement based off the budget. Once the site visit is completed, an OHM unmanned aerial pilot will capture the parking lot area using imagery to document the spray paint mark ups. The image will be converted to a scale-able Auto CAD drawing for use in design iterations, quantity take-offs, and bidding documents.

OHM will review the project file from the parking lot 1970's construction and 2003 reconstruction to incorporate the existing storm sewer information into the base plans. Additionally, OHM will obtain additional utility locations as possible through Miss Dig. A digital base plan will be prepared using the drone imagery, record information, and franchised utility facility locations maps.

Task 3: Bidding Documents and Concrete Slab Replacement Specifications

OHM will prepare a construction plan and specifications for the concrete slab replacement. This phase will also include a staging plan for construction and the development of bid documents. Specific details on this task include the following:

- ▶ Prepare a concrete slab replacement plan with an opinion of probable costs that remains within the City's budget of \$125,000 for concrete repair. The slab replacement plan will be shared with the City Department of Public Services (DPS) and the City of Ypsilanti Fire Department. OHM will attend a meeting with DPS and Fire Department to review the removals, opinion of construction costs, and go over feedback. At this meeting, OHM will discuss the construction sequence and review staging options with the Fire Department to ensure construction staging will work with the Fire Department operations. It is understood the Fire Department and Police Department are 24-hour day operations and construction will be impactful to their daily functions.
- ▶ Based on the City's comments from the meeting, OHM will prepare a construction staging plan, final construction plan of the concrete slab replacements, prepare details (where necessary), technical specifications, and method of payment detailing materials and labor necessary to perform the work.
- ▶ Prepare a bid book in standard OHM format including front-end documents, bidding forms, contract forms, and technical specifications for soliciting bids.
- ▶ Prepare a final opinion of probable construction costs for the concrete slab replacement.
- ▶ 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 4: 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 bidding 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.
 - ▼ 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. G2 Consulting Group, LLC will perform the geotechnical investigation and provide an engineering report detailing the retaining wall recommendations within six (6) weeks from authorization. OHM will work with the City DPS and Fire Department to determine a construction schedule that works with the Fire Department operations.

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:

Fire Station Retaining Wall Geotechnical Investigation & Concrete Pavement Replacement	\$ 30,370.00 (Hourly – Not to Exceed)
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ASSUMPTIONS/CLARIFICATIONS

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

- ▼ The retaining wall repair technical specifications, bid form, method of payment, and construction plan (if necessary) will be provided in an amendment proposal. At this time, it is not known if permanent or temporary easements will be required for the retaining wall work. No easement preparation is included in this scope of work but will be included in an amendment if deemed necessary. Survey and title work will also be provided in an amendment if necessary for the retaining wall.
- ▼ It is understood the City has budgeted \$125,000 for the concrete slab replacement. It is not guaranteed the budget will cover all critical items for the project. OHM will work with the City to determine the final plan and quantities to stay within budget.
- ▼ Construction phase services are not included and will be provided following contract award.
- ▼ The City will be responsible for posting the bidding documents on BidNet.

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.
Project Manager

cc: Frances McMullan, City Manager
Chief Ken Hobbs, City of Ypsilanti Fire Department
Fire Marshal Clifton Pope, City of Ypsilanti Fire Department
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 25, 2023
SUBJECT: 2023-142

DESCRIPTION:
2023-142

SUMMARY:

The Fire Department and Police Department buildings are surrounded by a significant amount of concrete parking area & hardscaping along the backs and sides of the buildings; the overall grade of the site pitches towards the police station on the east side of the site. Over time, this has led to issues with water intrusion in the basement of the police station.

OHM has been solicited to provide a proposal for professional services to prepare documents, including specs and bid documents, for the police department basement wall repairs.

This proposal is for \$19,650; the overall project is budgeted for \$50,000 in this fiscal year (carried over from prior).

RECOMMENDED ACTION: Approval

Staff recommends City Council authorizes staff to proceed with the proposal submitted by OHM for Police Department Basement Wall Repair, with any change orders to be approved by the City Manager.

ATTACHMENTS: Proposal

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2023-142
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the safe functioning of emergency services is vital to protecting the health, safety, and welfare of the residents of and visitors to the City of Ypsilanti; and,

WHEREAS, the police department has recurrent issues with water intrusion in the basement; and,

WHEREAS, the City Council of the City of Ypsilanti has allocated funds in the FY23-24 budget for this project; and,

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti approves the proposal for professional services regarding the Police Department Basement Wall Repairs from OHM in an amount not to exceed \$19,650 to be expended from the appropriate capital accounts, with any change orders to be approved by the City Manager.

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 25 day of July 2023

#Resolution No. 2023-142

ARCHITECTS. ENGINEERS. PLANNERS.



February 9, 2023

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

Subject: Proposal for Professional Services
Police Department Basement Wall Repairs

Dear Ms. Wessler:

Orchard, Hiltz & McCliment, Inc. (OHM Advisors) is pleased to submit this proposal for Bid Document preparation for the Police Station basement wall repairs per the report prepared by OHM Advisors on September 11, 2020, that is attached to this proposal.

PROJECT UNDERSTANDING

On August 26, 2020, OHM Advisors visited the Police Department building located on W Michigan Avenue to investigate and evaluate conditions due to recent and ongoing water leaks. OHM performed a visual walk around the Police Station building as well as review of an interior basement wall and prepared a report of recommendations. The recommendations focused on three areas:

Area 1 included a small section of gravel area along the east side of the building; Area 2 is a small section along the west side of the building; Basement wall area (area 3) included south side of the building with concrete drive partially covering the basement foundation wall.

SCOPE OF SERVICES

OHM will prepare documents for bidding for repairs to building. Below is our proposed scope of services for completing the specifications necessary to proceed through project bidding:

Task 1: Design Documents

- ▼ Attend a kickoff meeting with the City. OHM will perform a site visit and review original memo findings in addition to any changed conditions since the 2020 report was completed. OHM will discuss and confirm final design option for implementation with the city.
- ▼ OHM will create an initial scope package identifying extent of work identified in the memorandum and the kickoff site visit for the city to review and provide comments. Opinion of Probable construction cost will be provided based on scope of work identified and OHM will create necessary revisions per the city feedback. Additionally, OHM will coordinate with the Police Chief on the construction plan/schedule for language into the bid book to ensure the work will not interfere with the police station operations.
- ▼ OHM will finalize construction documents and specifications for city and internal review prior to advertisement. The final bid package will use standard OHM format including front-end documents, bidding forms, contract forms, technical/general specifications, method of payment, and supplemental specifications.

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F 734.522.6427

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Task 2: Bidding Assistance

- ▼ Assist City in the construction bidding/contracting process including the development of advertisement, assisting in pre-bid meeting, issuing pre-construction addenda, and making revisions to the drawings and specifications as necessary.
- ▼ Respond to Request for Information (RFIs) in writing during the bidding process.
- ▼ 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 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 recommendation of letter for the awarded Contractor,
 2. Coordinate the execution of three (3) copies of the Contract book,
 3. Supply two (2) 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).

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:

Design Documents & Bidding Assistance

\$ 19,650 (Hourly – Not to Exceed)

ASSUMPTIONS/CLARIFICATIONS

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

- ▼ The City will be responsible for posting the bidding documents on BidNet.
- ▼ Construction phase services are not provided under this scope of services and will be included in a separate proposal if requested.

SCHEDULE

It is understood the work in this proposal will be budgeted for the City's 2023/2024 Fiscal Year (July 1-June 30) and work would start after July 1, 2023. OHM will begin work outlined in this proposal within three (3) weeks of written authorization.

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.: Police Department Investigation Memo

cc: Frances McMullan, City Manager
Kirk Loveall, PE, OHM Advisors
Kent Early, PE, OHM Advisors
Christopher Ozog, AIA, OHM Advisors

Accepted for City of Ypsilanti

(Signature)

(Printed Name)

(Title)

(Date)



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Frances McMullan
DATE: July 25, 2023
SUBJECT: Carlisle Wortman Planning Services Proposal

DESCRIPTION:

Carlisle Wortman Planning Services Proposal

SUMMARY:

The Ypsilanti Community and Economic Development Department has undergone many iterations over the past decade. From 2015-2023 there has been a singular Director overseeing two managers, one for Planning and one for Building. Each manager had a staff of 3 to 6 FTE at a given time for carrying out their respective roles to support the department. In 2023, there has been several changes to separate the work of Building, Planning, and Economic Development which were previously under one umbrella. Concurrently, the Downtown Development Authority has utilized staffing support provided by the department during this time, which has allowed for more competitive wages and a higher output of productivity to serve both organizations. With the departure of both the Community Development Director and Economic Development Director over the past several months, we are looking to Carlisle Wortman to provide staffing support in both areas. Carlisle Wortman has already been engaged to assist with the redevelopment of Water Street and has provided a proposal to assist the city with planning services.

Carlisle Wortman has the experienced staff necessary to support the planning department while also performing an audit of the City's current Community and Economic Development Department organizational structure, staffing, and workflow processes to make recommendations for improvements, efficiencies, and staffing needs. This audit is a core component of the scope of services offered by Carlisle Wortman and will help us identify and fill the positions most needed to support the department.

Under Option 1, Carlisle Wortman will also provide development review for site plans, special land use requests, rezonings, variances, and planned unit developments in combination with the City Planner, Holli Andrews. These reviews will be billed hourly based on the proposal. Carlisle is

also capable of providing special planning studies, ordinance amendments, GIS Mapping services, or other special projects or duties requested by the City Manager's Office.

Under Option 2, Carlisle Wortman will provide the same scope of services for a retainer rather than hourly billing. The retainer will provide for two days per week of on site services at City Hall to serve as the Planning Director, coordinate with appropriate staff, meet with applicants and developers, and assist residents with zoning and planning questions while on site, among other responsibilities as described in the proposal.

Under Option 1 and other work outside of the retainer would be billed under the hourly rate schedule as follows:

Personnel	2023 Hourly Rate	2024 Hourly Rate	2025 Hourly Rate
Past President / Senior Principal	\$150.00	\$155.00	\$160.00
President	\$140.00	\$145.00	\$150.00
Principal	\$135.00	\$140.00	\$145.00
Senior Associate	\$130.00	\$135.00	\$140.00
Associate	\$120.00	\$125.00	\$130.00
Community Planner/Landscape Architect	\$110.00	\$115.00	\$120.00
Graphics (GIS) Technician	\$93.00	\$98.00	\$103.00
Support Staff	\$78.00	\$83.00	\$88.00

Option 2 office hours would be billed at a monthly retainer while would include the following:

- ❖ Two (2) days per week of in person office hours
- ❖ Unlimited telephone/email consultation with staff.
- ❖ Assistance in preparation of Planning Commission and Zoning Board of Appeals agenda packet.
- ❖ Attendance at all Planning Commission meetings. Other meetings such as City Council and Zoning Board of Appeals attendance will be billed hourly as noted below.
- ❖ Keep City Officials current on changes in State planning and zoning enabling legislation, grant programs, and latest planning issues.
- ❖ Yearly training workshop on topics requested by the City.

	2023 Rates	2024 Rates	2025 Rates
Monthly Retainer	\$10,400	\$11,000	\$11,600

RECOMMENDED ACTION: Staff is seeking Council to approve Option 2 for planning services to be provided by Carlisle Wortman

ATTACHMENTS:

Carlisle Wortman Planning Services Proposal

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2023-143
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approve Planning Services Proposal from Carlisle Wortman.

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 25 day of July 2023

#Resolution No. 2023-143

PLANNING SERVICES AGREEMENT BETWEEN
CITY OF YPSILANTI AND CARLISLE WORTMAN, INC.

THIS AGREEMENT is made this ____ day of July, 2023 between the CITY OF YPSILANTI, a Michigan Home-Rule Corporation, of One South Huron Street, Ypsilanti MI 48197, hereinafter referred to as "CITY" and CARLISLE WORTMAN, INC. a Michigan corporation, of 117 North First Street, Suite 70, Ann Arbor MI 48104, hereinafter referred to as "CARLISLE";

BACKGROUND

The CITY is in need of planning services for the Ypsilanti Community and Economic Development Department, including planning services, building department services and Downtown Development Authority (DDA) services. CITY contracts with DDA to provide staffing services.

CARLISLE responded to a Request for Services from CITY to provide needed planning services, building department and DDA services. CITY desires to contract with CARLISLE for the services. This Agreement is to memorialize the agreement.

AGREEMENT

WITNESSETH:

WHEREAS CARLISLE is able and willing to provide planning, building department and DDA services according to the Request for Services and city policies, and has submitted a certain Planning Services Proposal (copy attached), and CITY accepts The Proposal, Option two,

NOW THEREFORE, in consideration of the promises and covenants set forth, the parties mutually AGREE as follows:

1. PLANNING SERVICES. CARLISLE shall perform planning and staffing services for the CITY pursuant to a Proposal for Services, Option Two (2) Planning Services (The Services) on a retainer basis, copy of which is attached hereto and made a part hereof .

2. PAYMENT. The CITY shall pay CARLISLE a monthly retainer, in arrears, for the services in amount of \$10,400 per month for 2023 and \$11,000 for 2024 and \$11,600 for 2025.

3.

3. TERM OF AGREEMENT. This agreement shall be on a month-to-month basis commencing on ____, 2023.

4. STANDARD OF PERFORMANCE. CARLISLE shall perform the Contract faithfully and diligently and perform the services in a competent, professional, satisfactory and proper manner and during the Contract term or extensions thereof, use every best effort and endeavor to promote the interests of the CITY and devote such time, attention, skill, knowledge and ability as is necessary to most effectively and efficiently carry out and perform the Contract.

5. The parties understand and agree that the CITY may terminate this Contract at any time with or without notice. In such event CARLISLE will be compensated for work already completed.

6. This Contract is to be performed in Washtenaw County, Michigan, and all legal venues shall exclusively lie therein.

7. The parties agree that time is of the essence in the performance of this Contract by CARLISLE.

8. Each provision of this Contract shall be separately enforceable and in the event that a court of competent jurisdiction determines or adjudges that any provision of this Contract is invalid or illegal, such decision shall not affect the rest of the Contract which shall remain in full force and effect.

9. This Agreement shall be governed by and construed in accordance with the laws of Michigan.

10. INDEPENDENT CONTRACTOR. The relationship of CARLISLE to the CITY is and shall continue to be that of an independent CONTRACTOR and no liability or benefits such as worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.

11. WAIVER AND LIABILITY. CARLISLE hereby waives any claim against the CITY and agrees not to hold the CITY liable for any personal injury or damage incurred by it, its employees or associates on this project which is not held by a court of competent jurisdiction to be directly attributable to the sole and/or gross negligence or malicious intentional conduct of any employee of the CITY acting within the scope of their employment. It further agrees to hold the CITY harmless from any such claim by its employees or associates.

12. For the purpose of the hold harmless indemnity and insurance provisions contained in this Contract, the term "CITY" shall be deemed to include the City of Ypsilanti and all other associated, affiliated, allied or subsidiary entities, or commissions, officers, agents, representatives and employees.

13. The following Indemnification Agreement shall be, and is hereby, a provision of the Contract and shall be endorsed on the reverse sides of all certificates of insurance:

"CARLISLE agrees, to the fullest extent permitted by law, to indemnify and hold the CITY harmless from damages and losses arising from the negligent acts, errors or omissions of CARLISLE in the performance of professional services under this Agreement, to the extent that CARLISLE is responsible for such damages and losses on a comparative basis of fault and responsibility between CARLISLE and the CITY. CARLISLE is not obligated to indemnify the CITY for the CITY'S own negligence."

14. INSURANCE. CARLISLE, prior to commencing work shall provide at his own cost and expense the following insurance to the CITY in insurance companies licensed and/or approved in the State of Michigan, which insurance shall be evidenced by certificates and/or policies as determined by the CITY. All policies and certificates of insurance shall be approved by the Department of City Manager of the CITY prior to the inception of any work.

Each certificate or policy shall require that, thirty days prior to cancellation or material change in the policies, notice thereof shall be given to the CITY of registered mail, return receipt requested, for all of the following stated insurance policies. All such notices shall name the CARLISLE and identify the contract number.

All property losses shall be made payable to and adjusted with the CITY.

In order to determine financial strength and reputation of insurance carriers, all companies providing the coverages required shall be licensed or approved by the Insurance Bureau of the State in which the work is performed and shall have a financial rating not lower than XI and a policyholder's service rating no lower than B+ as listed in A.M. Best's Key Rating Guide, current edition. Certificates of insurance shall note A.M. Best's Rating. Companies with ratings lower than B+:XI will be acceptable only upon written consent of the Owner.

All policies and certificates of insurance of the CARLISLE shall contain the following clauses:

The clause "other insurance provision" in a policy in which the CITY is named as an insured, shall not apply to the CITY.

The insurance companies issuing the policy or policies shall have no recourse against the CITY (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

Any and all deductibles in the above-described insurance policies shall be assumed by and be for the account of, and at the sole risk of the CARLISLE.

The CITY (at its option) shall be listed as an Additional Named Insured on the following insurance coverages provided by the CARLISLE.

YES <u>_x_</u>	NO _____	1) Comprehensive General Liability
YES <u>_x_</u>	NO _____	2) Automobile Liability
YES _____	NO <u>_x_</u>	3) Malpractice Insurance

CARLISLE shall maintain at its own expense during the term of this Contract the following insurance:

Worker's Compensation insurance with Michigan statutory limits and employers' liability insurance with minimum limits of \$100,000 each accident.

General Liability insurance with a minimum limit of liability per occurrence of \$1,000,000,000 Combined Single Limit (Bodily Injury/Property Damage).

This insurance shall indicate on the Certificate of Insurance the following coverages:

- (a) Premises - Operations
- (b) Independent CARLISLE and Sub-CARLISLEs
- (c) Products and Completed Operations
- (d) Broad Form Contractual
- (e) Broad Form Liability Endorsement

Automobile Liability insurance with minimum limits of liability, per occurrence, of \$500,000 Combined Single Limit (Bodily Injury/Property Damage) unless otherwise indicated in the "Special Conditions" of the Contract specifications. This insurance shall include for bodily injury and property damage the following coverages:

- (a) Owned automobiles
- (b) Hired automobiles
- (c) Non-owned automobiles

If any of the Property and Casualty insurance requirements are not complied with at their renewal dates, payments to CARLISLE will be withheld until those requirements have been met, or at the option of the CITY the CITY may pay the Renewal Premium and withhold such payments from any monies due CARLISLE.

In the event that claims in excess of the insured amounts provided herein, are filed by reason of any operations under the Contract, the amount of excess of such claims, or any portion thereof, may be withheld from payment due or to become due CARLISLE until such time as CARLISLE shall furnish such additional security covering such claims as may be determined by the CITY.

If at any time any of the foregoing policies shall be or become unsatisfactory to the CITY to form or substance, or if a company insuring any such policy shall be or become unsatisfactory to the CITY, CARLISLE shall upon notice to that effect from the CITY promptly obtain a new policy, submit the same to the City Manager for approval and submit a certificate thereof as herein provided. Upon failure of CARLISLE to furnish, deliver and maintain such insurance as above provided, this Contract, at the election of the CITY may be forthwith declared suspended, discontinued or terminated. Failure of CARLISLE to take out and/or maintain or the taking out and/or maintenance of any required insurance, shall not relieve CARLISLE from any liability under the Contract, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of CARLISLE concerning indemnification.

15. **DISABILITY BENEFITS.** CARLISLE shall provide proof of compliance with the Disability Benefits Law. (If applicable).

16. **CONFLICT OF INTEREST.** CARLISLE covenants that neither said corporation nor any officer, agent or employee of the corporation has any interest nor shall they acquire any interest, directly or indirectly, which would conflict in the manner or degree of performance with the Contract.

17. **CONTINGENT FEES.** CARLISLE warrants it has not employed or retained any company or person other than bonafide employees working solely for the CARLISLE, to solicit or secure this Contract, and that it has not paid or agreed to pay any company, or person, other than a bonafide employee working solely for the CARLISLE, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award of making this Contract. For breach or violation of this warranty, the CITY shall have the right to annul the Contract without liability or, at its discretion, to deduct from the fees due CARLISLE, or otherwise, recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

18. **EQUAL OPPORTUNITY.** CARLISLE has knowledge of and agrees to comply with the provisions of the Ypsilanti City Ordinance 538, Affirmative Action.

19. CARLISLE agrees to perform this Contract in accord with all federal, state and local laws and will not discriminate against any person on the basis of race, sex, color, national origin, religion, handicap status, heights, weight, marital status, or other criteria which is not relevant to the particular job.

20. CARLISLE further agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability as set forth in the American's With Disability Act, age, height, weight, or marital status (except insofar as it relates to a bonafide or occupational qualification reasonably necessary to the normal operation of the business). Breach of this provision may be regarded as material breach of the Agreement.

21. LIVING WAGE.

A. (1) Living Wages be paid according to the Ypsilanti Living Wage Ordinance No. 892 (The Ordinance) , and

(2) Suitable notices be posted in the work place; and

(3) Evidence of compliance including payroll records be provided to the Ypsilanti Personnel Department within 10 days of written request from the Ypsilanti Personnel Department.

B. In the event of violation of the provisions of The Ordinance or this contract this contract may be modified or terminated to comply with the provisions of The Ordinance, including withholding of moneys in amount equal to Living Wages not paid in accordance with The Ordinance and the City may also take action to recover the amount of the contract provided to any person found to have violated The ordinance.

C. Any employee shall have a separate cause of action to enforce the provisions of this contract and The Ordinance and any rights conferred under The Ordinance, in law and or equity, and any court of competent jurisdiction upon proper proof and the prevailing of the employee in such action, shall award actual damages, wage restitution, interest and actual attorney fees.

D. The City shall have the right to enforce this contract and The Ordinance in law or equity by court process including specific performance.

22. This Contract and attachments hereto are the sole Contract and Agreement between the parties. Any changes, additions or deletions shall not be effective or actionable unless they are in writing signed by the parties.

23. NOTICES. All notices concerning this Contract shall be deemed served on the party if sent to the party at the address shown at the beginning of this Contract, or such other address as has been endorsed to the Contract copy of the serving party in writing by the party so served and notified.

24. Iran Economic Sanctions Act 517 of 2013. Pursuant to the Iran Economic Sanctions act, MCL 129.211, before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Provider, the Provider must first certify that it is not an "Iran Linked Business" as defined by that law."

25. NOT IN DEFAULT TO CITY. CARLISLE hereby certifies that CARLISLE is not in default to the CITY, and that there are no unpaid taxes, real or personal,

owed to the CITY by CARLISLE, and CARLISLE has no other unfulfilled obligations to the CITY and is in compliance with all Ypsilanti City codes and ordinances. The parties understand that a breach of this provision is a material breach of the contract.

26. In accordance with PA 517 of 2012, CARLISLE must certify CARLISLE is not an Iran linked business, as set forth in the act. Signing this addendum is such certification.

IN WITNESS WHEREOF, the undersigned have set their hands the day and year set out below. The parties signing all certify that they sign this agreement with full power and authority.

Carlisle Wortman, Inc.

By: _____

Dated: _____, 2023.

CITY OF YPSILANTI, a Michigan
Municipal home-rule City

BY: _____
Frances McMullan, City Manager

APPROVED AS TO FORM:

John M. Barr
Ypsilanti City Attorney



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

July 7, 2023

Frances McMullan
City Manager
Via email: FMcmullan@cityofypsilanti.com

Re: Proposal of Services – Planning Services

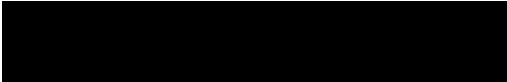
Dear Ms. McMullan,

Thank you for the opportunity to present a proposal for services to assist the City of Ypsilanti in Planning Services. Our multi-disciplinary team of professional planners and landscape architects is among the most experienced in the State. Our core service is to act as an expert for and extension of the client to build strong, attractive, and more livable communities. The firm actively serves over 75 municipal clients, the majority of our work is centered on continuing planning services.

Our team was specifically assembled to provide the precise expertise for the needs and understanding of City of Ypsilanti. Through our continuing planning services to a number of surrounding communities, as well as communities similar to City of Ypsilanti, we have an understanding of the City and southern Michigan.

In order to best serve the City, we have provided three scope of service options to consider. Please do not hesitate to contact us at (734) 662-2200 if you have any questions.

Sincerely,


CARLISLE/WORTMAN ASSOC., INC
Benjamin R. Carlisle, AICP, LEED AP
President

Attachments:

- Firm Background
- Scope of Services Options

Richard K. Carlisle, *President* Douglas J. Lewan, *Executive Vice President* John L. Enos, *Vice President*
David Scurto, *Principal* Benjamin R. Carlisle, *Principal* Sally M. Elmiger, *Principal* Craig Strong, *Principal* R. Donald Wortman, *Principal*
Laura K. Kreps, *Senior Associate* Paul Montagno, *Senior Associate* Megan Masson-Minock, *Senior Associate*

FIRM BACKGROUND

Carlisle | Wortman Associates, Inc. is well prepared and equally enthused to provide the scope of services and service specifications as requested. Since 1988 Carlisle | Wortman Associates Inc. has been providing public sector clients with professional planning services. Our highly experienced professionals are forward thinking, experienced and accomplished at finding sound and creative strategies to fit our clients' needs. Our core service is to act as an expert for and extension of the client to build strong, attractive, and more livable communities. Our continuing success is a direct result of our philosophy: responsiveness, commitment, trust, and success.

We have been exclusively servicing Michigan for over thirty-five years. With a commitment to public service, we only provide services for governmental and non-profit entities ranging from townships, cities, and counties to community development organizations and public transit agencies. We take pride in the fact that Carlisle | Wortman Associates does not represent private developers, as we believe this creates a conflict of interest. The firm currently serves over 75 clients, the majority of which are centered on continuing planning services. Each client is personally represented by a principal of the firm.

Most importantly, we know Ypsilanti and have a long working history with the city. We have assisted the city in drafting multiple Master Plans, numerous zoning ordinances rewrites, and continuing services including providing office hours.

City of Ypsilanti can rely on CWA for:

Responsiveness

We believe in constant contact with our clients via telephone, in person meetings, email, and mobile communication and at hours beyond standards business practice.

Commitment

We have been working with client communities for over 40 years.

Trust

We cherish long-term client-CWA relationships built by listening intently to client needs, maintaining clear and frequent contact, providing timely and responsive service, and exceeding expectations.

Success

We equip our clients for success by sharing our expertise, leadership, and creativity while educating communities to ensure successful solutions.

SCOPE OF SERVICES

Option 1: Hybrid Staffing

Organizational and Staffing Audit

CWA will perform an audit of the City's current Planning and Development and Economic Development Department organizational structure, staffing, and workflow processes and make recommendations for improvements, efficiencies, and staffing needs. This work will be conducted by Richard Carlisle, Past President, Ben Carlisle, President, and Mike Radzik, Operations Manager.

Development Reviews

CWA will provide development review for site plans, special land use requests, rezonings, variances, planned unit developments, etc. Reviews will be transmitted to the Client within two (2) weeks of receipt by the CWA. The CWA will provide this service to the Client on an hourly basis and charge hourly rates for all development reviews with pass-through costs to the applicant.

Special Projects

Special projects as requested may include but are not limited to:

1. Special Planning Studies
2. Ordinance amendments
3. GIS Mapping services
4. Other special projects or duties as requested by the City Manager's Office

Option 2: Office Hours

Organizational and Staffing Audit

Similar to Option 1, the CWA will perform an audit of the City's current Planning and Development and Economic Development Department organizational structure, staffing, and workflow processes and make recommendations for improvements, efficiencies, and staffing needs. This work will be conducted by Richard Carlisle, Past President, Ben Carlisle, President, and Mike Radzik, Operations Manager.

Development Reviews

Similar to Option 1, CWA will provide development review for site plans, special land use requests, rezonings, variances, planned unit developments, etc. Reviews will be transmitted to the Client within two (2) weeks of receipt by the CWA. The CWA will provide this service to the

Client on an hourly basis and charge hourly rates for all development reviews with pass-through costs to the applicant.

Special Projects

Similar to Option 1, special projects as requested may include but are not limited to:

1. Special Planning Studies
2. Ordinance amendments
3. GIS Mapping services
4. Other special projects or duties as requested by the City Manager's Office

City Office Hours

CWA will provide on-site services at the City Offices up to **two days per week** or as mutually agreed upon by the parties. Duties at the City Offices may include but are not limited to the following:

1. Serve as community Planning Director.
2. Coordinate appropriate staff.
3. Meet with applicants including developers.
4. Assist residents and potential applicants with zoning and planning questions while on-site.
5. Assist applicants in completing and filing applications for Zoning Board of Appeals (ZBA), rezoning, site plans, etc.
6. Review permit applications and perform field inspections for zoning compliance in consultation with the city's designated Building Official.
7. Oversee preparation of public hearing and legal notices for rezonings, ordinance amendments, special uses, and variances.
8. Assist staff with Planning Commission, ZBA, and other relevant agendas, notices, and packets.
9. Attend planning/zoning related meetings held during regular business hours at the City Offices or within city jurisdiction.
10. Other duties as requested by the City Manager's Office.

Rate Schedule

Option 1 and other work outside of the retainer would be billed under the hourly rate schedule:

Personnel	2023 Hourly Rate	2024 Hourly Rate	2025 Hourly Rate
Past President / Senior Principal	\$150.00	\$155.00	\$160.00
President	\$140.00	\$145.00	\$150.00
Principal	\$135.00	\$140.00	\$145.00
Senior Associate	\$130.00	\$135.00	\$140.00
Associate	\$120.00	\$125.00	\$130.00
Community Planner/Landscape Architect	\$110.00	\$115.00	\$120.00
Graphics (GIS) Technician	\$93.00	\$98.00	\$103.00
Support Staff	\$78.00	\$83.00	\$88.00

Option 2 office hours would be billed at a monthly retainer, which would include the following:

- ❖ Two (2) days per week of in person office hours
- ❖ Unlimited telephone/email consultation with staff.
- ❖ Assistance in preparation of Planning Commission and Zoning Board of Appeals agenda packet.
- ❖ Attendance at all Planning Commission meetings. Other meetings such as City Council and Zoning Board of Appeals attendance will be billed hourly as noted below.
- ❖ Keep City Officials current on changes in State planning and zoning enabling legislation, grant programs, and latest planning issues.
- ❖ Yearly training workshop on topics requested by the City.

	2023 Rates	2024 Rates	2025 Rates
Monthly Retainer	\$10,400	\$11,000	\$11,600

Personnel

This work will be performed by Ben Carlisle, President, Megan Masson-Minnick, Principal, and other personnel as assigned and agreed upon.

	2024		
	In-House	CW	CW
	Planning Director	OPTION 1	OPTION 2
		Hourly	Retainer
Salary	64,548.64		
DDA Stipend	11,500.06		
Fica and Tax	4,937.97		
WC	968.23		
Healthcare	9,348.00		
Pension	5,323.41		
HSCP	2,400.00		
Contractual Service		103,584.00	132,000.00
Total Cost	99,026.31	103,584.00	132,000.00
Note		\$124.50*16 Hours*52 weeks	



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			
	5	4	3	2

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

July 10, 2023

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Traverse City, October 18-20, 2023. The League's "**Annual Meeting**" is scheduled for 4:30 pm on Wednesday, October 18 in Governors' Hall A at the Grand Traverse Resort & Spa. The meeting will be held for the following purposes:

1. **Election of Trustees.** To elect five members of the Board of Trustees for terms of four years each (see #1 on page 2).
2. **Policy.** A) **To vote on the Core Legislative Principles document.**

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <https://mml.org/resources-research/delegate/>. If you would like to receive a copy of the proposed principles by fax, please call Monica Druks at the League at 800-653-2483.

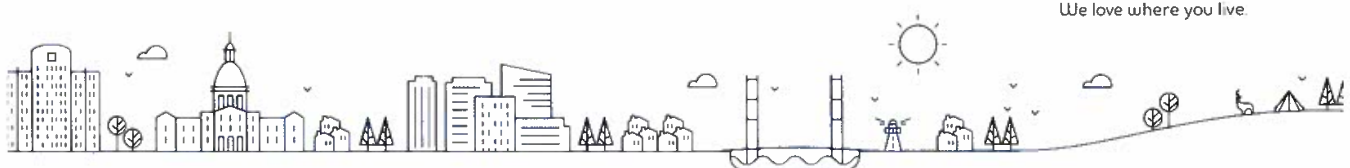
B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **September 18, 2023.**

3. **Other Business.** To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <https://mml.org/resources-research/delegate/> **no later than September 18, 2023.**



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

"Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary Members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative."

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, five members of the Board of Trustees will be elected at the annual meeting for a term of four years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and "no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting." Thus, the deadline this year for the League to receive resolutions is **September 18, 2023**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, "Every proposed resolution submitted to the Board of Trustees by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or a modification thereof.

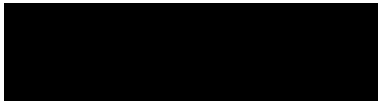


3. Posting of Proposed Resolutions and Core Legislative Principles

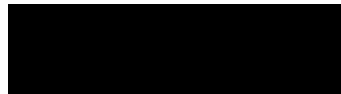
The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, October 17, 2023 at the Grand Traverse Resort & Spa for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,

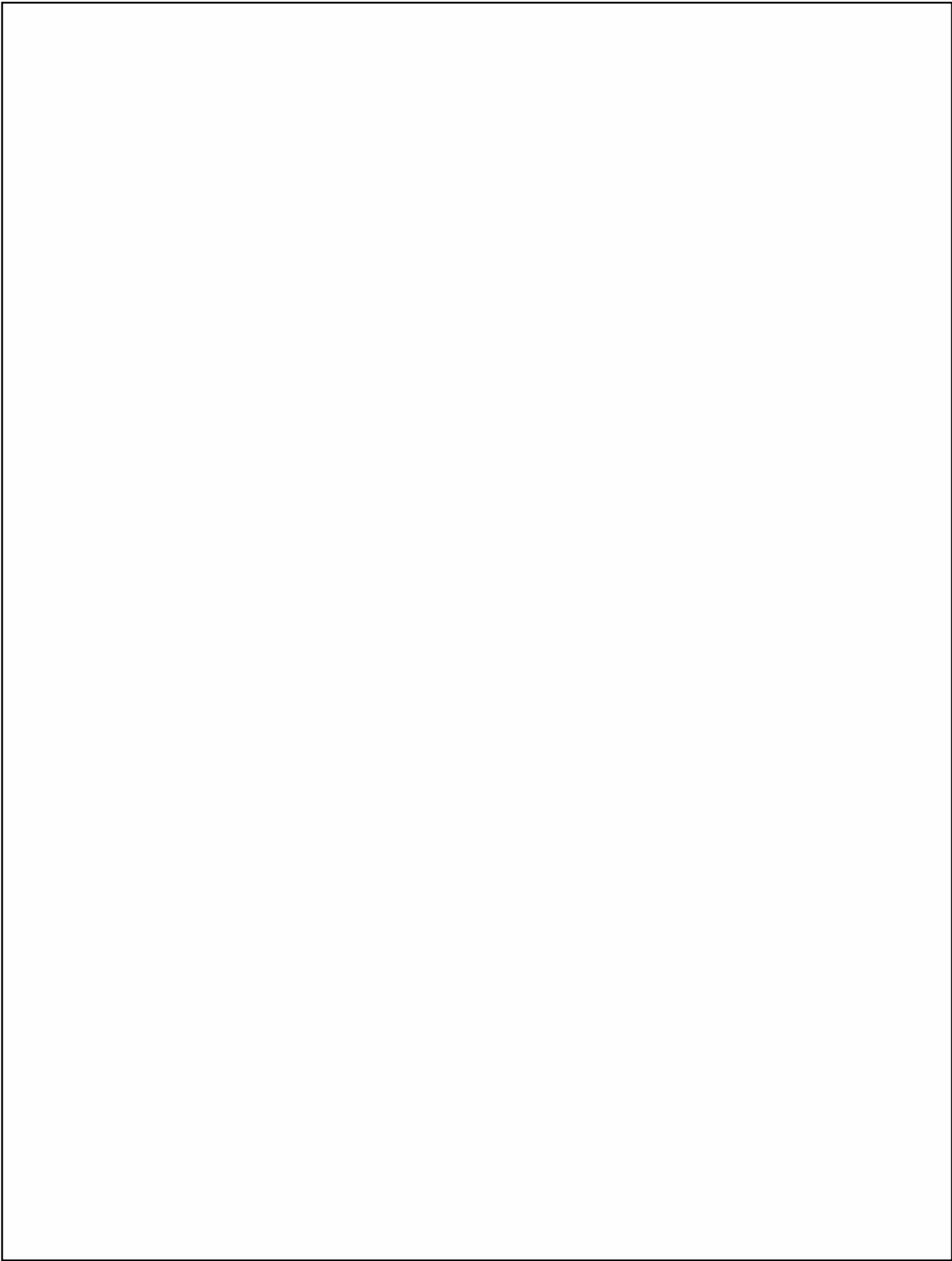


Barbara Ziarko
President
Councilmember, City of Sterling Heights



Daniel P. Gilmartin
Executive Director & CEO







Resolution No. 2023-144
July 25, 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
25 day of July 2023

#Resolution No. 2023-144