



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, February 18, 2025 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197
[Launch Meeting - Zoom](#)**

I. CALL TO ORDER

II. ROLL CALL

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

V. PUBLIC COMMENT - 45 MINUTES TOTAL (3 MINUTES/EACH SPEAKER)

VI. PRESENTATIONS

- A. Ypsi Solar 4 All Program
- B. Peacenic Community Transformation Coalition
- C. DPW Facilities Update

VII. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Resolution No. 2025-028 Approving the minutes of the meeting of February 4, 2025.
- B. Resolution No. 2025-029 Reappointing Residents to Boards and Commissions.
- C. Resolution No. 2025-030 Appointing resident Evan Sweet to the Huron River Watershed Council with a term expiring February 18, 2027.
- D. Resolution No. 2025-031 Approving a YCUA Contract and Authorizing Notice for Water Meters, Water Mains, and Lead Service Line Project.
- E. Resolution No. 2025-032 Accepting the proposal from OHM in the amount of \$39,860 for design and bid services for Parks Structural Repairs.
- F. Resolution No. 2025-033 Urging Michigan State Representatives to Reintroduce Michigan House Bill 4893 for Single-Payer Healthcare in Michigan.
- G. Resolution No. 2025-034 Urging the Repeal of the 1988 Statewide Ban on Rent Control, MCL 123.411 to Advance Housing Justice.

- H. Resolution No. 2025-035 Urging the Adoption of Area Median Income Reform to Advance Housing Justice.
- I. Resolution No. 2025-036 Speaking out against tariffs.

VIII. BOARD AND COMMISSION - LIAISON REPORTS

- A. Police Advisory Commission
- B. Human Relations Commission
- C. Parks and Arts Commission
- D. Sustainability Commission
- E. Historic District Commission
- F. Planning Commission
- G. Zoning Board of Appeals

IX. LIAISON REPORTS

- A. SEMCOG Update
- B. Washtenaw Area Transportation Study
- C. Urban County
- D. Ypsilanti Downtown Development Authority
- E. Friends of Rutherford Pool

X. COUNCIL PROPOSED BUSINESS

XI. COMMUNICATIONS FROM THE MAYOR

XII. COMMUNICATIONS FROM THE CITY MANAGER

- A. 2025 Marketing & Communications Strategic Plan

XIII. COMMUNICATIONS

- A. Historic District Commission and Historic Preservation Program Annual Report

XIV. PUBLIC COMMENT - CONTINUED (3 MINUTES/EACH SPEAKER)

XV. REMARKS FROM THE MAYOR

XVI. ADJOURNMENT

- A. Resolution No. 2023-, adjourning the City Council Meeting.

- 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.

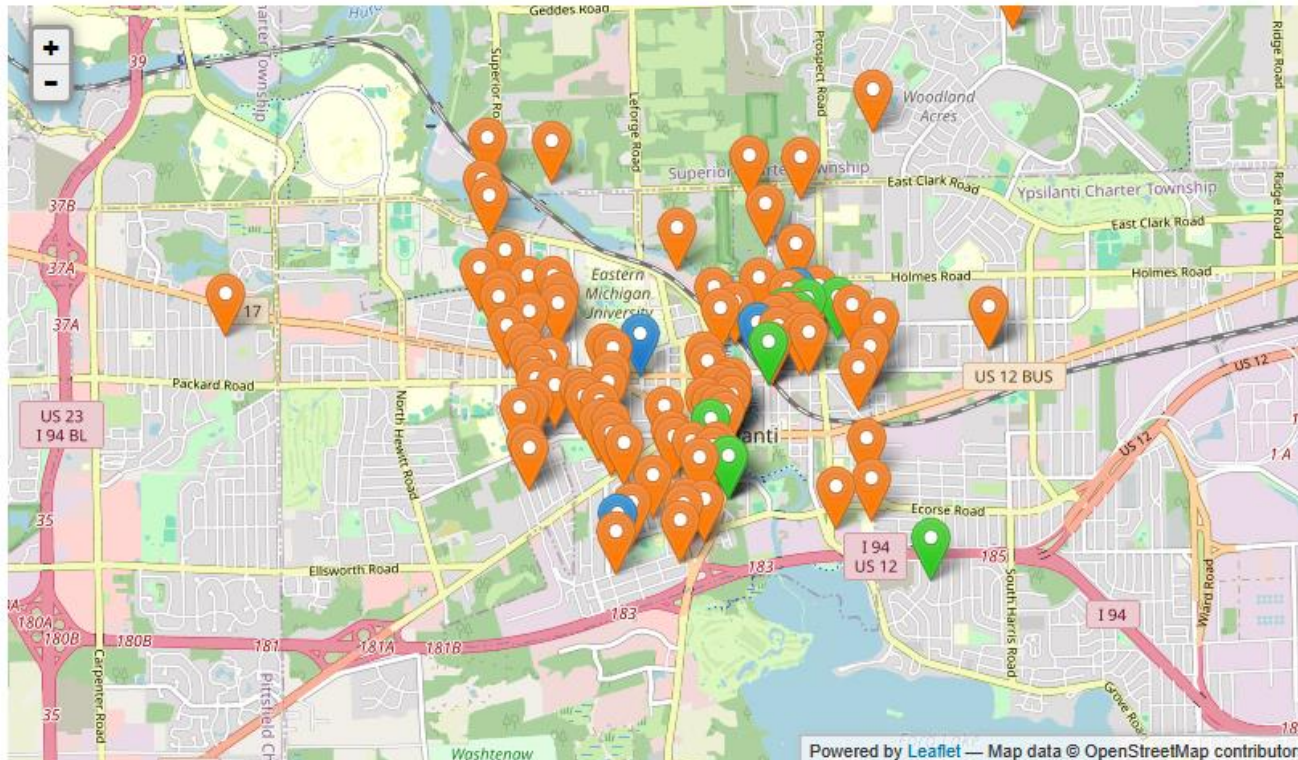
Solar For All in Ypsilanti



Ypsilanti's Solar Successes



SolarYpsi is a grass-roots effort in Ypsilanti, MI dedicated to the use of renewable energy sources and this website demonstrates our efforts in real time reporting of electrical production from solar panels. The panels are located in and around Ypsilanti and have been funded through a variety of sources. Selecting a site on the right will take you to the detail page for that site. On the map, a green marker indicates a site that has panels installed and is being monitored from this website while an orange marker is for sites that have panels installed but no monitoring. Blue markers are proposed or otherwise inactive sites.



°F - Ypsilanti, MI

154 Sites



2.16 MW Potential



The City of Ypsilanti has 102 solar installations with a total installed solar capacity of 1.7MW. With our population of 18,989 people we have an average of 90 watts/capita. This puts the city in the top 25 in the nation according to Environment America's report¹.

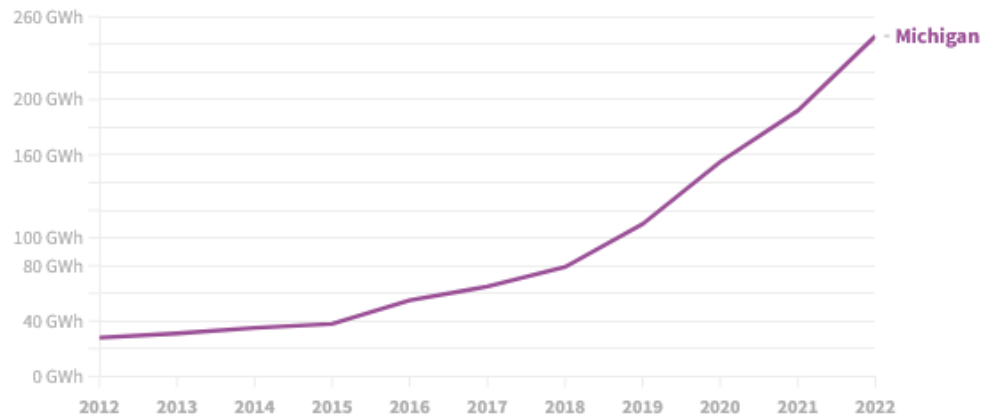
We have 844kW of solar installed in Highland Cemetery. Our Fire Station has 65.7kW of solar and 100% solar powered. Budget Towing on Railroad street has 52kW. Superior Library has 43kW. Thompson Block has 36kW. The Ypsi Performance Space has 31kW. Ypsi DPS 25kW. Rutherford Pool has 22kW.

The Solar Problem Being Solved

Rank for growth of small-scale solar generation 2012-2022: 48

Rank for 2022 small-scale solar generation: 47 (tie)

Michigan X Type more state names to compare



Small-scale solar generation by source, 2022 (GWh)

Residential solar Commercial solar Industrial solar



The majority of solar power is being installed in large commercial solar arrays and on middle to upper income household roof tops. More solar needs to be added to low-income homes, the community that needs it the most.

Income Trends among U.S. Residential Rooftop Solar Adopters

Solar adopters span all income ranges, including low-to-moderate (LMI) households. Among 2018 residential solar adopters in the dataset, **15% have household incomes <\$50k**, 33% are between \$50-100k, 24% are between \$100-150k, and the remaining 28% are $\geq$ \$150k.

(<https://emp.lbl.gov/publications/income-trends-among-us-residential>)

Median household income in Ypsilanti, MI is \$41,914

(<https://datausa.io/profile/geo/ypsilanti-mi>)

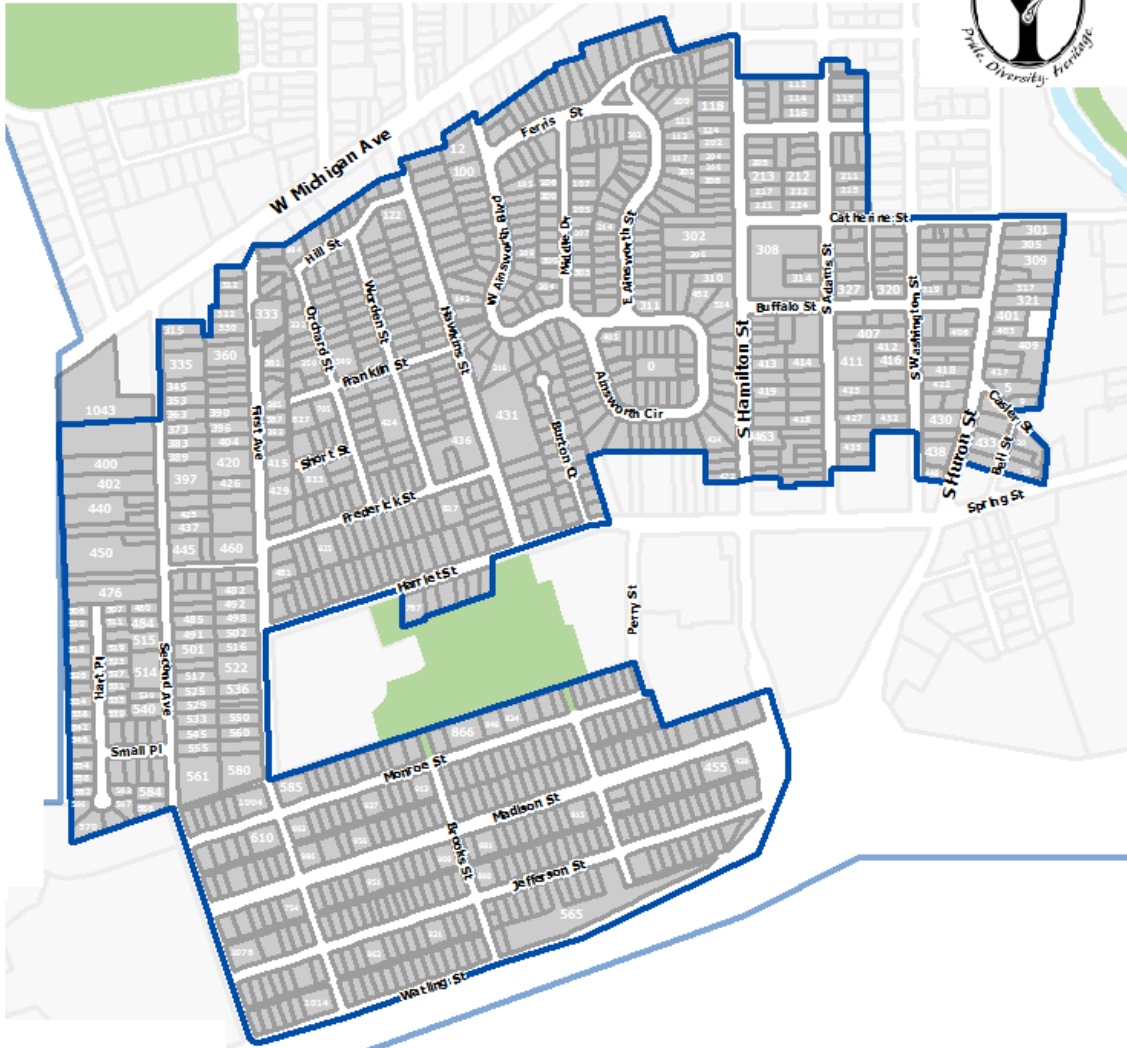
Putting solar on a home is like putting \$50 in that household's pocket every month for the next 30 years. This helps keep them in their home by lowering their utility costs,

The Plan

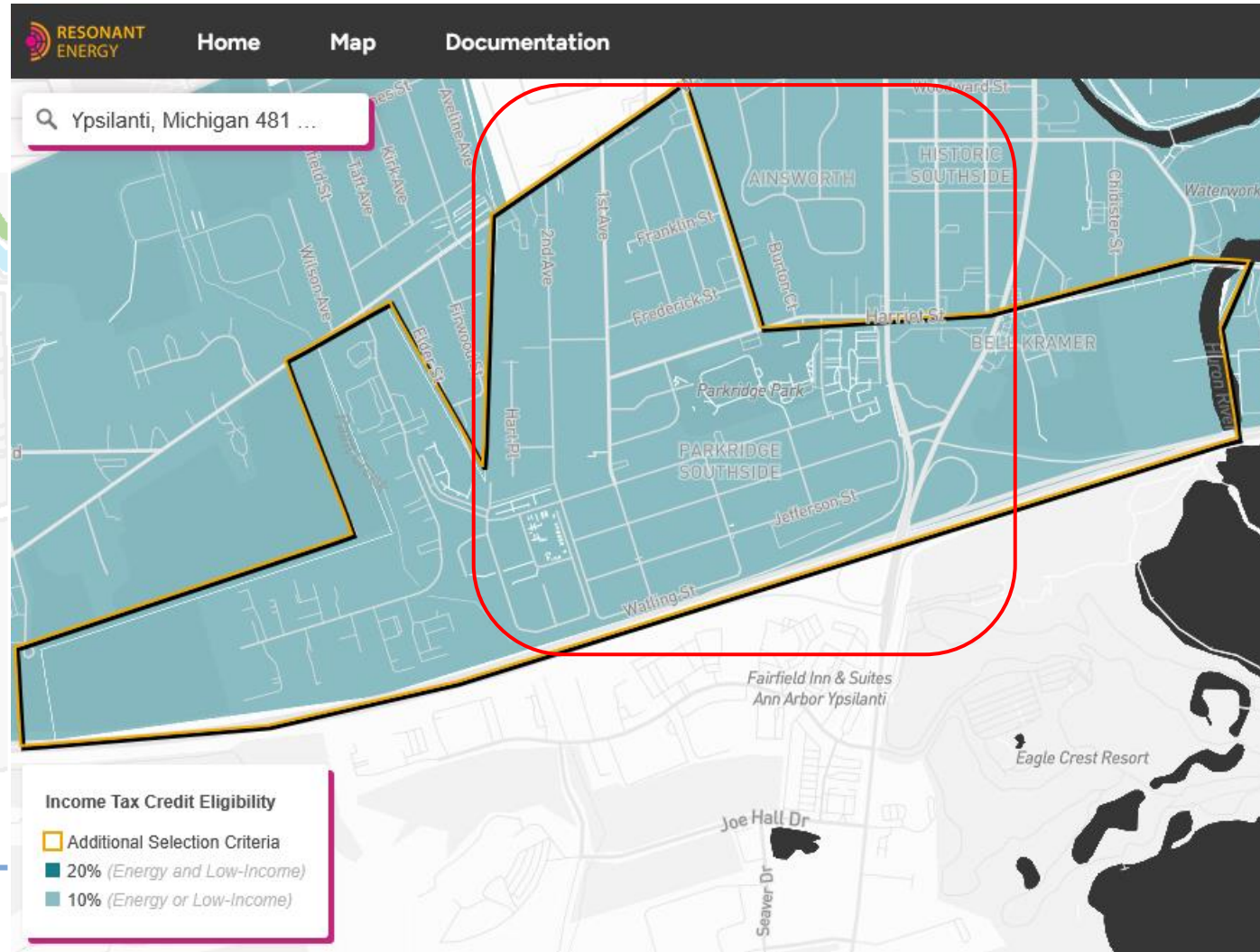
- 1) Work on securing the funding from public, private, and foundations.
- 2) The funding is funneled through a solar contractor, so that can monetize the federal renewable energy tax credit and finance the systems.
- 3) Refine the list of available addresses in the NEZ and Opportunity Zone. Re-rank the address by solar exposure and create the target list.
- 4) See if others outside the targeted area are interested in getting solar with their own funds.
- 5) The solar contractor and volunteers start knocking on doors to verify and home is willing to accept the solar power and gather information about their roof and electrical usage.
- 6) Contractor agrees to train and hire a couple of local residents to help with the installations.
- 7) Contractor purchases material, pulls permits, and starts solar installations.
- 8) After every 20 installations, the contractor get paid by the funding sources.
- 9) Installations continue until all the solar funds are exhausted.
- 10) Celebrate our accomplishments!!

The Targeted Neighborhood

Neighborhood Enterprise Zone



Federal Clean Energy Tax Credit Map



Michigan Public Service Commission (MPSC)

Renewable Energy and Electrification Infrastructure Enhancement and Development Grant

Up to \$4,875,000 may be available

Issue Date	January 21, 2025
Inquiries Due (round one)	February 10, 2025
Reponses to Inquiries Posted	February 18, 2025
Inquiries Due (round two)	February 24, 2025
Responses to Inquiries Posted	March 3, 2025
Proposals Due	March 20, 2025
Proposals Posted Publicly	March 25, 2025
Public Comment Period End Date	May 9, 2025
Modified Proposals Due	May 27, 2025
Modified Proposals Posted Publicly	May 30, 2025
Announcement of Grant Awards	October 2025
Anticipated Grant Start Date	January 1, 2026

An aerial photograph of a suburban neighborhood. Numerous houses with red-tiled roofs have large arrays of dark solar panels installed on them. The houses are mostly two-story, with white and orange-brown siding. There are green lawns, small trees, and a paved road visible. In the background, a taller apartment building is partially visible. A white text box is overlaid in the upper center of the image.

Thank you.

Any Questions?

Ypsilanti's Solar for All Project (01.20.25 version)

Vision

Harnessing the “power of community” to develop a large-scale increase in solar energy for homeowners in [Ypsilanti's](#) low income neighborhoods, while also providing solar technology job training to the underemployed of that community. This initiative would not only significantly reduce carbon emissions but would save participating residents approximately \$50 monthly in electric bills, for the next 30 years, allowing them to inject their savings into the local economy.

Target community

Solar power is the fastest growing form of [energy](#), but investments tend to favor very large utility scale solar arrays, or installations favoring middle to higher income homes where residents can afford to pay the upfront costs and take advantage of tax credits. With high upfront costs or limited access to credit, low-income households often lack the capital to invest in solar installations. Nationally, as of 2025, [only 31%](#) of residential solar adopters are households earning less than the area median income of \$37,585. Ypsilanti's median income is \$28,774.

The proposed initiative would allow for solar installations on up to 200 low income homes without charging residents or requiring them to sign up for financing. The project would target the [Neighborhood Enterprise Zone](#) (NEZ) established by the City in 2016. The NEZ is located South of Michigan Avenue and was created to spur neighborhood reinvestment and increase owner-occupied housing in these neighborhoods.

An analysis of the nearly 1000 addresses in the NEZ identifies nearly 500 that are owner occupied. Filtering this list further for homes in the [Federal Opportunity Zone](#), narrows the list to about 250 homes. Running these addresses through Google Sunroof, to rank the homes by solar energy generation potential, provides about 200 homes that would be appropriate target homes for solar power.

Cost

A typical Michigan home needs about 5kW of South facing solar panels to be 100% solar powered. A contractor today could do that job for about \$3.00/watt which, after the 30% Federal renewable energy tax credit, would cost approximately \$10,500. With the economies of scale on a project of this size, the price is expected to drop to about \$2.00/watt or \$7,000 after a tax credit. Budgeting \$10,000 per home, however, is a reasonable estimate and accounts for those instances where a roof needs repairs or replacement before solar installation. Therefore total project costs, for +200 homes, is \$2M.

The Plan

Lower income households typically can't make use of the tax credit or the tax incentives available to renewable energy projects. Under this plan all funds could be brokered through the City of Ypsilanti or a local solar contractor which would coordinate the solar installation on the selected homes, and monetize the tax credits for the homeowners. Since these homes are in

the [inflation Reduction Act Clean Energy Tax Credit](#) area, the tax credit is actually 40% which nearly doubles the value of the funds.

Several steps would be necessary to complete the project, including the following:

1. Secure funding: Apply for grants, seek state dollars and supplement the project with private investments. The full project runs approximately \$2M, however, could be initiated with 50 homes and an investment of \$500,000.
2. Define eligibility criteria: Establish guidelines for participation, drawing on the information above around *Target Community*.
3. Identify a contractor: Create an RFP process to identify a contractor who has the capacity and interest to undertake the project installation. Part of the RFP and selection would require contractors to employ and train local community residents on the installation team, building their capacity to work in this growing sector of the economy.
4. Conduct outreach to potential homeowners: Partner with community-based and faith-based organizations, as well as social service providers, to build awareness of the program. Additionally, solar ambassadors (trusted members of the neighborhood) would help to engage in door-to-door campaigns and run community meetings to connect with potential participants.
5. Install solar systems: Selected contractors assess rooftop potential, undertake system design, secure permits, and install solar assets for participating households.
6. Title transfer: Once an installation is complete, the title of solar installation would then transfer the homeowner.

Conclusion

This project has numerous benefits. It helps to address the climate crisis, by reducing carbon emissions and greenhouse gases. Each home would generate approximately (5kW x 4hr x 365 days) 7,300 kWh/year meaning that 200 homes, cumulatively, generates 1,460 MWh per year. Two hundred homes with 5kW solar installations each would reduce carbon dioxide emissions by approximately 1,365 metric tons per year. Over a typical 28-year lifespan of solar panels, this amounts to a reduction of about 38,220 metric tons of CO₂.

Moreover this project helps create jobs and provide underemployed residents an opportunity to develop valuable skills in the growing renewable energy industry. Michigan's Clean Energy & Jobs Act, passed in November 2023, requires 50% of Michigan's energy to come from renewable sources by 2030 and 60% by 2035. The legislation raises the cap on rooftop solar in Michigan from 1% to 10%, which will significantly increase the demand for solar installations.

Finally, this project is about equity. Offering no cost solar installation eliminates the high upfront costs that typically prevent low-income households from adopting solar energy. Low-income households often spend a disproportionate amount of their income on energy bills. By reducing energy costs, it allows households to redirect savings to other essential needs, keeping them in their homes. This project is a win for the climate, the community, local economic development and for equity justice.

Peacenic Overview for Ypsilanti City Council - Presented by Rev. Joseph O. Jackson

Introduction

Peacenic is a community initiative dedicated to reducing violence, fostering unity, and providing resources for youth, families, and underserved communities in Ypsilanti and Ypsilanti Township. Through strategic partnerships, outreach programs, and engaging events, Peacenic serves as a catalyst for positive change by promoting peace, equity, and opportunity.

Mission & Vision

- **Mission:** Peacenic seeks to create safer neighborhoods, engage youth in meaningful activities, and provide direct resources to those in need, all while strengthening relationships between community members, law enforcement, and local organizations.
- **Vision:** To build a sustainable model of community engagement where residents, businesses, and institutions collaborate to create lasting social change.

Key Focus Areas

1. Youth Engagement & Development

- Organizing **3-on-3 basketball, flag football, and fine arts activities** for youth.
- Encouraging **poetry, music, and creative expression** to amplify youth voices.
- Partnering with schools, churches, and community leaders to provide mentorship and leadership opportunities.

2. Violence Prevention & Community Safety

- Collaborating with law enforcement agencies to strengthen community-police relations.
- Implementing **neighborhood surveillance initiatives** with resident participation.
- **Exploring partnerships** for home **security alarm installations for seniors and low-income** residents.

3. Economic Empowerment & Resource Accessibility

- Hosting **community roundtables** focused on workforce development and social services.
- Providing financial literacy education in partnership with local credit unions.
- Connecting residents to housing assistance and employment opportunities.

4. Health & Wellness

- Engaging mental health organizations, including Washtenaw County Mental Health, to offer resources for emotional and psychological well-being.
- Addressing social determinants of health, particularly for women ages 20-30 on government assistance and parolees reintegrating into society.
- Encouraging community involvement in **self-care, stress management, and wellness initiatives**.

Peacenic 2025 Event Details

- **Date:** Saturday, June 7, 2025
- **Location:** Parkridge Park, Ypsilanti, MI
- **Time:** 3:00 PM – 7:00 PM
- **Expected Attendance:** 500+ residents, youth, and community partners
- Event Highlights:
 - Community Peace Walk
 - Youth Sports Tournaments & Arts Performances
 - Resource Fair with Local Organizations & Vendors
 - Live Entertainment, Food, and Family-Friendly Activities

Strategic Partnerships & Collaborations - Peacenic partners with organizations such as:

- Washtenaw Community College (education and workforce development)
- Michigan Works (job training and employment support)
- Michigan Department of Corrections (services for parolees)
- Black Girls Crowned (mental health and empowerment initiatives)
- Local Law Enforcement Agencies (community policing and violence prevention)
- Eastern Michigan University's DEI Department (diversity and inclusion efforts)
- Local Schools, Churches, and Businesses (expanding outreach and engagement)

Request for Ypsilanti City Council Support

- 1. Official Endorsement** – Recognizing Peacenic as a city-supported initiative.
- 2. Financial or In-Kind Sponsorship** – Assisting with event logistics, security, or promotional efforts.
- 3. City Engagement** – Encouraging elected officials and city staff to participate in Peacenic activities.
- 4. Resource Connection** – Partnering on grants, community development programs, and youth services.

Conclusion

Peacenic represents a transformative movement in Ypsilanti, bridging gaps between residents, institutions, and law enforcement. We welcome the City Council's support in expanding its impact and ensuring a safer, more unified Ypsilanti for all.

Contact Information: Rev. Joseph O. Jackson, Chairman of Peacenic

Phone: 313.489.2175 | **Email:** genreman09@gmail.com

memorandum

Date: February 10, 2025

To: Bonnie Wessler, AICP, DPS Director
City of Ypsilanti

cc: Kent Early, Kirk Loveall, Rachel Jackson
OHM Advisors

From: Harvey Schwager, OHM Advisors

Re: City of Ypsilanti DPS Programming Study

OHM Advisors met with members of the City's team to develop a list of spaces and square footages that loosely define the program for the building. These were then expressed as blocks of space and placed on the site to-scale to demonstrate the approximate footprint of a facility that would meet the needs expressed. The blocks of space that are shown do not represent an actual floor plan or actual footprint but are intended to give a rough idea of the size of the proposed facility.

Additionally, equipment may not be fully accounted for such as tools, fluids distribution, emergency generator, parts storage, tire storage, lifts, cranes etc. and these will impact the layout.

It is apparent that the proposed facility occupies a significant portion of the site, if all spaces are on a single level. Moreover, additional space will likely be required than is currently shown due layout inefficiencies, circulation, mechanical spaces, functional relationships, workflow from area to area, etc.

On this basis, a few things are apparent as follows:

1. The proposed facility occupies space currently taken by the historic DPS building which the City desires to retain.
 - a. If a new building is somehow connected to this building, it will require updating. If not, there does not appear to be enough space on-site to leave this building and accommodate the required new spaces.
 - b. If the historic building is updated, it will need to be vacated to allow for the updates and repairs required, and then re-occupied.
2. The existing building in the center of the site needs to be completely removed to allow for the new facility.
 - a. This will require relocating DPS services and equipment to another site while demolition and new construction takes place.
 - b. A phased construction approach will extend the construction schedule and lengthen the time DPS is operating at a temporary location.
3. We have been told that hazardous materials and contamination are present on site. This will need to be remediated to allow for new construction to occur.
4. The new facility will require utility relocations and potential size increases to services.
5. The shotgun layout shown is inefficient and requires long walks from administrative areas to vehicle and shop areas.
 - a. It might be possible to rework portions of the plan to make a partial second floor and reduce the footprint, but it will also add cost and require additional accessibility accommodations such as an elevator.
6. Clearance to the adjacent existing vehicle shelter (Building I) is tight and will impact constructability.



- a. We've been told that the current shelter is not deep enough to provide the cover required for the vehicles parked there.
- 7. Required maneuvering clearances into and out of the vehicle portions of the proposed building are not being met. Ideally, vehicle storage and maintenance spaces such as these are flow-through rather than "head-in and back out" access due to safety.
- 8. Gravel and salt trains (large double-trailer vehicles bringing in new material) require large maneuvering space which will be impacted by the new building's size.
- 9. The existing fuel pumps (shown at the entry drive) would block access for other vehicles if a truck was refueling. Additionally, if flammable materials (other than small containers in quantities permitted by building code) are to be stored on-site, there is no good location with enough clearance.

In summary, the exercise has demonstrated that adding the requested space on this site with new construction is difficult and may not achieve the goal of a new, efficient and improved facility.

/hs



PUBLIC WORKS YARD & CITY FACILITIES

18 February 2025



AGENDA

- Goals & Status
- DPW Existing Facilities & Challenges
- DPW Programming - OHM
- Options
- Next steps

2/11/2025

2

FY2024/2025 COUNCIL GOALS

- Capital Improvements and revitalization of City owned facilities and spaces.
- Staff retention and creating greater efficiencies.
- Community Engagement
- Community Development
- Infrastructure and investment
- Financial Planning

2/11/2025



FACILITIES PROGRESS

- DPW Yard
 - Completed Phase I, title search
 - Completed building assessments (salt barn, maintenance garage)
 - Significant rearrangement of the yard & use of offsite storage
 - Completed limited Phase II ESA/Indoor Air Quality
 - Proposal received for ventilation updates, approved
 - Contract with Summit signed, preconstruction meeting scheduled
 - Programming study in progress; guidance needed from Council.
 - OHM presentation.
- Other Facilities
 - City Hall, Fire, Parkridge: Energy Audit in progress
 - City Hall: Asbestos assessment complete, basement cleanout in progress
 - Fire: full emergency boiler replacement complete
 - Selection for Facilities Condition Assessment contractor underway
 - DPW, City Hall, Fire: Worker Safety/OSHA compliance audit underway
 - Completed titles searches on several City-owned properties
 - Phase I in progress on another City-owned property

2/11/2025





AGENDA

- Goals & Status
- DPW Existing Facilities & Challenges
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DPW RESPONSIBILITIES

Solid Waste Management

- Trash contract
- Recycling
- Yard waste & composting
- Downtown & parks public trash can trash/recycling pickup
- Litter pickup

Parks

- Capital improvements
- Maintenance (routine & capital)
- Adopt-a-Park
- Special Events
- Dam safety & maintenance

Administration

- Capital Improvement Plan
- Transportation planning
- Sustainability Commission
- Parks & Arts Commission
- Grants
- Project Management

Right-of-Way Management

- Permits
- Urban forest
- Roads
- Traffic
- Storm sewer
- Streetlighting contract
- Parking system administration

Emergency Planning & Response

- Snow emergencies
- Disaster response
- Dam EAP

Facilities

- Routine maintenance
- Capital improvement
- Utilities
- Operations

Fleet (DPW & City Hall)

- Acquisition
- Maintenance
- Disposition

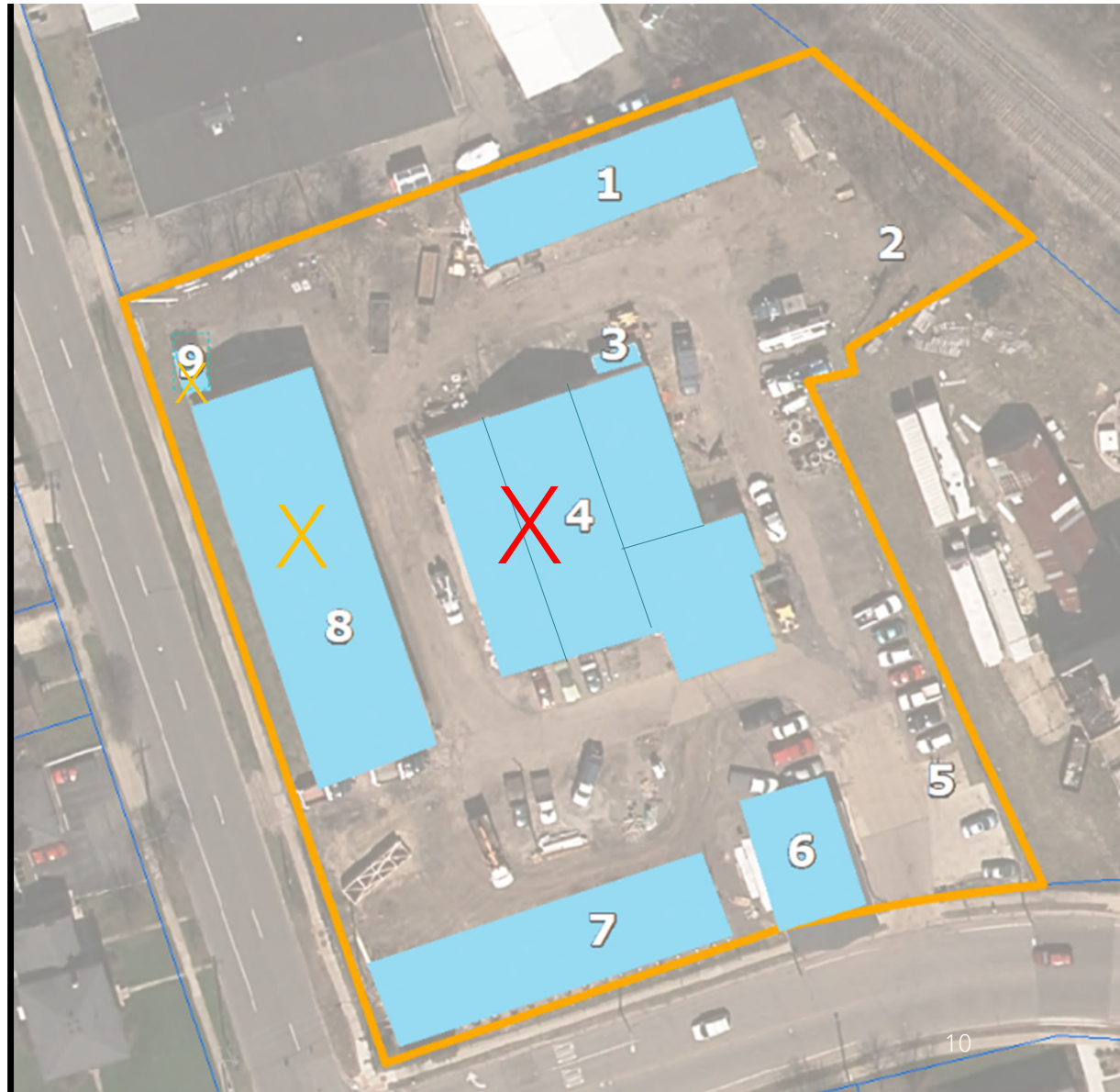


FACILITIES

14 West Forest Ave, 2.4 ac

1. Pole Barn
2. Vactor pad
3. Shipping container
4. Main building
 - A. Garage (main bay)
 - B. Cold patch
 - C. Traffic control
 - D. Garage (center bay; closed)
 - E. Welding bay
 - F. Wash bay
 - G. Sign shop (closed)
 - H. Parks department (closed)
5. Fuel pumps
6. Office
7. Truckport
8. Salt Barn
9. Shed

2/11/2025



FACILITIES

Pros

- Good to have entrances from two streets
- Good location for access to the City overall, especially snow removal and mowing
- On a separate DTE circuit & water main from other emergency facilities (PD & FD)

Cons (current capacity)

- High risk of structural failure; leads to effectively unlimited risk in terms of worker safety (in progress)
- Fuel pumps intermittently fail in summer & fuel measurement hand-written (quote obtained to upgrade)
- No standby generator for emergencies/power outages; necessary for fuel pumps, gate, hoists, etc
- History of use as an industrial site since the 1800s makes significant redevelopment challenging and current use problematic
- Humidity & water issues in storage buildings (pole barn, storage cont, etc)
- Hydrant and utility pole placed in the center of the main maneuvering area for trucks; salt storage located immediately by a storm drain
- No safe and convenient storage for storm drain repair material & other misc material

Cons (future capacity)

- No place to locate propane fueling tanks or electric chargers; service garage cannot safely accommodate service needs of either
- Cannot serve as emergency response center in most common emergencies
- Unable to add staff due to space limitations
- Unable to add equipment (ex, sweeper for permeable pavement) due to space limitation



2/11/2025



AGENDA

- Goals & Status
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PROGRAMMING

- Asked OHM to review existing services DPW provides and space DPW uses and provide high-level estimates of how much space each use would take in a new building, with modern codes and equipment
- OHM to take those space estimates and overlay them on existing site to see what could work

2/11/2025



PROGRAMMING

Overlaid on existing site

A: Administration & Support: 1950.75 sf

B: Building Support: 367.2 sf

C: Employee Facilities: 961.2 sf

D: Workshops (storm sewer, signs, carpentry, buildings & grounds), vehicle maintenance: 7745.25 sf

E: Wash Bay: 1085 sf

F: Vehicle and Equipment Storage: 19107.2 sf

Removed: storage barn, brick building

Unchanged: salt barn, truck port, vector/dumpster pad, fuel pumps

2/11/2025

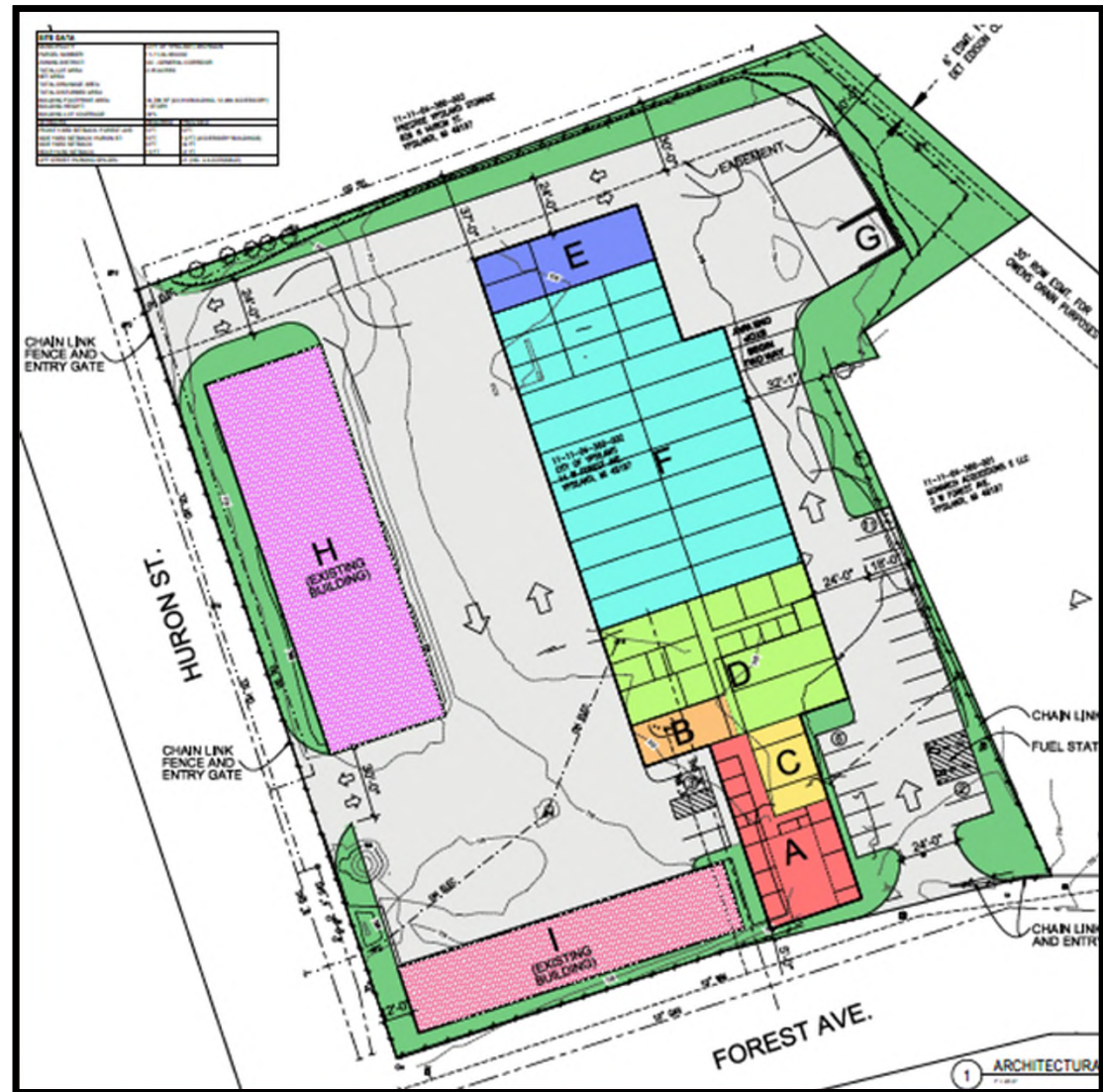


PROGRAMMING

Scale draft

- Shows quantities of space/scale needed; does not represent an actual footprint or floor plan
- As shown, keeps the salt storage building and truckport
 - Salt storage building in the process of being stabilized
 - Truckport facility requires updates to meet code
- As shown, removes existing brick administration building
- Equipment may not be fully accounted for such as tools, fluids distribution, emergency generator, parts storage, tire storage, lifts, cranes etc.; these will impact the layout.

2/11/2025



PROGRAMMING

Scale draft

- Truck turning template shown for DPW's largest wheelbase truck
- Not shown: salt delivery trucks
- Not shown: one-way conflict at fuel pumps



2/11/2025



AGENDA

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OPTIONS

Site Requirements

- All core functions on one site; some storage possible offsite
- Safe, code-compliant buildings
- Within the City or immediately adjacent
- Service garage & wash bay (heavy trucks, passenger vehicles, equipment; 7.5k sf ±)
- Workspace (signs/signals, parks/carpentry, welding/mechanical; 5k sf ±)
- Storage spaces for vehicles & equipment
- Storage space for material – enclosed (salt, cold patch, poss brine, etc; 8k sf+)
- Storage & disposal space for material – open (aggregate, vactor pad, etc; 2.5k sf±)
- Admin & staff space (restrooms, locker rooms, parking, office, breakroom, meeting/training, etc; 2.5k sf±)
- Fueling (diesel, gas, electric)

Timelines

- To construct new, 2-5 years depending on location
- To move, less than a year; timeline varies depending on how many alterations to site & building; if move in can be phased, etc



OPTIONS

1- Continue with programming on existing DPW site; keep all current/future operations of existing yard

2- Continue with programming on existing DPW site; keep all current operations out of existing yard and plan for some operations/storage elsewhere

3- Explore options for permanent relocation

4- Do nothing; divest DPW operations.

With options 1-2 and possibly 3, depending on timeline, must also choose whether to search out a temporary/alternate location for operations during disruption or accept higher cost/level of service disruption



QUESTIONS?

2/11/2025

33



REQUEST FOR LEGISLATION
February 18, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-028 Approving the minutes of the meeting of February 4, 2025.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No 2025-028 Minutes
2. February 4, 2025 Council Meeting Minutes

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: February 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-028
February 18, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of the February 4, 2025 City Council Meeting be approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**MINUTES
REGULAR COUNCIL MEETING
7:00 PM - Tuesday, February 4, 2025
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. CALL TO ORDER

Mayor Brown called the meeting to order at 7p.m.

II. ROLL CALL

PRESENT at roll call were Mayor Brown, Mayor Pro-Tem Wilcoxon, Council Member King, Council Member McLean, Council Member Simmon, Council Member Fellows, and Council Member Tooson. ABSENT: None.

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

Council Member McLean moved to approve the Agenda. Council Member Tooson seconded the motion.

Council Member Simmons moved to Amend the AGENDA by adding a resolution to Stop Government Takeover by Private Individuals. Council Member King seconded the motion.

Yes: (6) Michelle King, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 1 Roland Tooson

Absent: (0)

Council Member King moved to Amend the AGENDA by adding a resolution for a \$2,500 sponsorship of the Juneteenth event. Council Member Simmons seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

The motion to approve the amended agenda passed unanimously upon a voice vote.

V. PUBLIC COMMENT - 45 MINUTES TOTAL (3 MINUTES/EACH SPEAKER)

8 Members of the public spoke.

VI. PRESENTATIONS

A. Proclaiming the month of February as Black History Month.

B. Human Relations Commission 2024 Annual Report, presented by Kat Layton, Chairperson.

Presentation by Chair Layton and Commissioner Harper.

C. Police Advisory Commision 2024 Annual Report, presented by Gail Wolkoff, member and past Chairperson.

Report was submitted, but no presentation given.

VII. RESOLUTIONS/MOTIONS/DISCUSSIONS

A. Resolution No. 2025-016 Approving the minutes of the meeting of January 21, 2025.

Council Member King moved to Approve Resolution No. 2025-016 Approving the minutes of the meeting of January 21, 2025. Council Member McLean seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

- B. Resolution No. 2025-017 Adopting the Ypsilanti City Council 2024-2025 Goal-Setting Report as the city council's budget priorities for FY 2025-2026 and directing the City Manager to consider these adopted priorities during the preparation of the FY 2025-2026 budget, in accordance with Section 5.02 of the Ypsilanti city charter.**

Council Member Tooson moved to Approve Resolution No. 2025-017 Adopting the Ypsilanti City Council 2024-2025 Goal-Setting Report as the city council's budget priorities for FY 2025-2026 and directing the City Manager to consider these adopted priorities during the preparation of the FY 2025-2026 budget, in accordance with Section 5.02 of the Ypsilanti city charter. Council Member King seconded the motion.

Yes: (6) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Amber Fellows

No: 1 Patrick McLean

Absent: (0)

- C. Resolution No. 2025-018 Authorizing to dissolve the lease agreement between DTE, the City, and the Highland Cemetery and to allow all revenue produced by the lease to be allocated to the Highland Cemetery.**

Council Member McLean moved to Approve Resolution No. 2025-018 Authorizing to dissolve the lease agreement between DTE, the City, and the Highland Cemetery and to allow all revenue produced by the lease to be allocated to the Highland Cemetery. Mayor Pro-Tem Wilcoxon seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

- D. Resolution No. 2025-019 Adopting a new schedule for Agenda Item Due Dates and Deadlines.**

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2025-019 Adopting a new schedule for Agenda Item Due Dates and Deadlines. Council Member Tooson seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

- E. Resolution No. 2025-020 acknowledging the City Manager's Authority to sign the Pen Dam Removal grant agreement for the City of Ypsilanti with the National Fish and Wildlife Foundation.**

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2025-020 acknowledging the City Manager's Authority to sign the Pen Dam Removal grant agreement for the City of Ypsilanti with the National Fish and Wildlife Foundation. Council Member Simmons seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

- F. Resolution No. 2025-021 Approving a mini grant to Trades Program for Youth and Adults in the amount of \$5,000 to support programs assisting community youth through their efforts.**

Council Member Simmons moved to Approve Resolution No. 2025-021 Approving a mini grant to Trades Program for Youth and Adults in the amount of \$5,000 to support programs assisting community youth through their efforts. Council Member King seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

- G. Resolution No. 2025-022 Approving a mini grant to All About Speed Track Club in the amount of \$5,000 to support programs assisting community youth through their efforts.**

Council Member King moved to Approve Resolution No. 2025-022 Approving a mini grant to All About Speed Track Club in the amount of \$4,000 to support programs assisting community youth through their efforts. Council Member Simmons seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

H. Resolution No. 2025-023, supporting the City of Ypsilanti joining the DTE City Smart pilot program.

Council Member Tooson moved to Approve Resolution No. 2025-023, supporting the City of Ypsilanti joining the DTE City Smart pilot program. Mayor Pro-Tem Wilcoxon seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

I. Discussion regarding Water Street Fence Repair and Tree Removal.

Council Member Fellows moved to direct the Planning Commission to look at the Zoning Code with regard to safe tenting and safe parking and explore the possibilities (can it work? If so, what will it look like?) and submit recommendations to Council. Council Member Simmons seconded the motion. (Resolution No. 2025-024)

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

Council Member McLean moved to Approve \$7,500 for purposes of supporting relocation assistance services for persons currently housed on lands requiring hazardous materials site preparation and removal. The source of funds shall be identified by the City Manager and the Finance Director from currently unrestricted funds. Council Member Fellows seconded the motion. After discussion, Mayor Pro Tem Wilcoxon moved, supported by Council Member Tooson, to call the question and the motion passed unanimously. Then, Council voted on the original motion which passed upon a roll call vote as follows: (Resolution No. 2025-025)

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

Council Member Tooson moved, supported by Council Member Simmons, to extend the meeting until 11p.m. The motion passed unanimously upon a voice vote.

J. Discussion regarding Boards & Commissions Policy & Procedure

Council Member Simmons moved to Approve Resolution No. 2025-026 to Stop Government Takeover by Private Individual. Mayor Pro Tem Wilcoxon seconded the motion. A friendly amendment was offered and accepted to direct that this resolution be sent to our US Senators, Congressional Delegates, and the Governor.

Council Member McLean moved to Amend Resolution No. 2025-026 by adding a second resolved clause to read as follows:

Resolved, That all elected officials:

1. Use procedural motions to delay
2. Reject unqualified nominees for executive branch positions
3. Respect security clearance procedures
4. Acknowledge and enforce the National Labor Relations Act and Collective Bargaining

Mayor Pro-Tem Wilcoxon seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

Council Member Simmons moved to Approve Resolution No. 2025-026 to Stop Government Takeover by Private Individual, as amended. Mayor Pro-Tem Wilcoxon seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

Full text of adopted Resolution No. 2025-026, added at the table, as amended:

Resolution to Stop Government Takeover by Private Individual

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, Ypsilanti is a community with a large population of people with disabilities, senior citizens, low-income, and others who rely on governmental payments to support their housing, food, healthcare, and other costs; and

WHEREAS, federal elected officials take an oath to protect the people of the United States of America and to uphold the Constitution; and

WHEREAS, Elon Musk is not an elected official, has not been appointed by Congress, nor is he an official full-time employee of an official department within the Federal government; and

WHEREAS, Mr. Musk has provided access of sensitive data to people working for him who don't have the security credentials necessary to promote confidentiality and discernment; and

WHEREAS, Mr. Musk has a number of business contracts with the government and has been granted access to information that could be a conflict of interest as well as a danger to your constituents here in the City of Ypsilanti and elsewhere; and

WHEREAS, the Treasury has been sued by union groups over Mr. Musk's access to its systems; and

WHEREAS, Congress has a responsibility to the people of this Country, and to those around the Globe, to act against efforts to create harm to the people; Now Therefore Be It

RESOLVED, That this resolution is directed to our US Senators, Congressional Delegate and the Governor of the State of Michigan; be it further

RESOLVED That you use all tools at your disposal to stop this government takeover attempt and to slow the efforts of an anti-civil-rights administration; be it further

RESOLVED, That all elected officials:

1. Use procedural motions to delay

2. Reject unqualified nominees for executive branch positions

3. Respect security clearance procedures

4. Acknowledge and enforce the National Labor Relations Act and Collective Bargaining

Council Member Tooson moved, supported by Council Member Simmons, to extend the meeting until 11:30p.m. The motion passed unanimously upon a voice vote.

Council Member King moved to Approve Resolution No. 2025-027 supporting the Juneteenth event with a \$2,500 sponsorship and waiving all permit fees. Council Member McLean seconded the motion. A friendly amendment was offered and accepted to include using the remaining \$1,000 from the youth mini grants to fund this sponsorship. The amended motion passed upon a roll call vote as follows:

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

VIII. BOARD AND COMMISSION - LIAISON REPORTS

A. Police Advisory Commission

Council Member Tooson reported the next meeting is February 27th.

B. Human Relations Commission

Council Member King Reported the next meeting is February 20th at 6pm and they're still looking for a youth member.

C. Parks and Arts Commission

Council Member McLean reported the next meeting is February 17th.

D. Sustainability Commission

Council Member Simmons reported the next meeting is February 10th.

E. Historic District Commission

Council Member McLean reported the next meeting is February 11th.

F. Planning Commission

Mayor Pro Tem Wilcoxon reported the meeting is next week.

G. Zoning Board of Appeals

Mayor Pro Tem Wilcoxon reported the meeting is next week.

IX. LIAISON REPORTS

A. SEMCOG Update

No update.

B. Washtenaw Area Transportation Study

No report.

C. Urban County

The Mayor reported they are doing web orientation training.

D. Ypsilanti Downtown Development Authority

Mayor Brown reported the next meeting is February 20th.

E. Friends of Rutherford Pool

No update.

X. COUNCIL PROPOSED BUSINESS

Council Member King -

- Would like to bring back up a request for team building events.
- Reminding of a request to tour Dorsey Estates.
- Looking for an update on Huron St. Marijuana facility
- Thank you to everyone who has been hosting warming centers, but a special shout out to Resource Church

Council Member Simmons -

- Cost for Police Chief search? City Manager responded \$21,000.
- Asked questions regarding Police Chief search and MML's candidate profile and community profile. City Manager explained that Council will have a chance to review the brochure, the position should be posted February 24, for 4 weeks. The selection process was discussed.
- Questioned when the Master Plan will be reviewed.

Mayor Pro Tem Wilcoxon - no report.

Council Member McLean -

- Many ways to define neighbors. Our neighbors to the north - Canada - and the threats of tariffs are a particularly bad idea for our ally and will bring resolution strongly opposing.

Council Member Fellows -

- Requesting to schedule another agenda working group meeting in the future.
- Would like to be part of the short-term rental committee, or at least part of discussions and to coordinate efforts.
- Would like to schedule a Community Benefits Ordinance work session for the beginning of summer.
- Will be bringing forth item regarding state efforts and the repeal to the rent control ban.

Council Member Tooson - no report.

XI. COMMUNICATIONS FROM THE MAYOR

Attended Michigan Black Summit in Benton Harbor.

XII. COMMUNICATIONS FROM THE CITY MANAGER

- BS&A almost fully implemented

- Asks Council to return Community Profiles for MML Police Chief search by February 10th.

A. Information regarding nationwide search for Police Chief.

XIII. COMMUNICATIONS

A. Planning Commission 2024 Annual Report

XIV. PUBLIC COMMENT - CONTINUED (3 MINUTES/EACH SPEAKER)

XV. REMARKS FROM THE MAYOR

XVI. ADJOURNMENT

A. Resolution No. 2023-, adjourning the City Council Meeting.

Mayor Brown adjourned the meeting at 11:13p.m.

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
February 18, 2025

For: Mayor and City Council

From: Nicole Brown, Mayor, Amber Fellows, Council Member

Subject: Resolution No. 2025-029 Reappointing Residents to Boards and Commissions.

SUMMARY & BACKGROUND: Council Member Fellows specifically supported reappointments of Auerbach and Dunwoodie

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2025-029 Reappointments
2. Auerbach Re-App_Redacted
3. Dunwoodie Re-App_Redacted
4. Fanta Re-App_Redacted
5. Hupy Re-App_Redacted
6. Mohamed Re-App_Redacted
7. Wojcik-Andrews Re-App_Redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: February 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-029
February 18, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

<u>Name</u>	<u>Board</u>	<u>Expiration</u>
Mike Auerbach 503 Charles St. Ypsilanti, MI 48198	Zoning Board of Appeals	05/01/2030
Matt Dunwoodie 201 Oakwood St. Ypsilanti, MI 48197	Planning Commission	05/01/2028
Andrew Fanta 1221 Westmoorland Blvd Ypsilanti, MI 48197	Board of Review	12/31/2026
Craig Hupy 1124 N Congress St. Ypsilanti, MI 48197	Board of Review	12/31/2026
Eric Mohamed 1470 Kingwood St Ypsilanti, MI 48197	Ypsi Police Advisory Commission	02/01/2028
Roberta Wojcik-Andrews 7 North Normal St Ypsilanti, MI 48197	Board of Review	12/31/2026

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Print

Board and Commission Application for Reappointment - Submission #6838

Date Submitted: 2/6/2025

First Name*

Mike

Last Name*

Auerbach

Address*

503 Charles Street

City*

Ypsilanti

State*

MI

Zip Code*

48198-3810

Phone Number*

[REDACTED]

Email Address*

[REDACTED]

Board or Commission of Reappointment*

Zoning Board of Appeals reappointment

Number of Terms Served*

1

Did you hold a Position of Leadership?*

No

Are you reapplying to continue as a youth member?*

☐ Yes

☒ No

During your time, how did you assist your Board or Commission to achieve its purpose as stated in the enabling legislation?*

I thoroughly research each case that comes before the ZBA to make sure that we evaluate them according to material facts and the appropriate zoning standards.

How will you continue to assist your Board or Commission to achieve its purpose if reappointed?*

I enjoy serving on the ZBA and take the position seriously. I think my professional background as an urban planner will be an asset to the Board and I hope to have the opportunity to continue.

Number of absences*

I forget, but not many!

If you had over 3 absences in a calendar year please explain? (this information will not be made available to the public)*

Not applicable.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Michael Auerbach

Print

Board and Commission Application for Reappointment - Submission #6841

Date Submitted: 2/6/2025

First Name*

Matt

Last Name*

Dunwoodie

Address*

201 Oakwood St

City*

Ypsilanti

State*

Michigan

Zip Code*

48197

Phone Number*

Email Address*

Board or Commission of Reappointment*

Planning Commission

Number of Terms Served*

3

Did you hold a Position of Leadership?*

Yes

Are you reapplying to continue as a youth member?*

☐ Yes

☒ No

During your time, how did you assist your Board or Commission to achieve its purpose as stated in the enabling legislation?*

As the chairperson of the planning commission, I have applied the principles of the master plan and zoning ordinance to ensure that projects and plans proposed in Ypsilanti advance the form and function of the city and promote a livable environment for all residents.

How will you continue to assist your Board or Commission to achieve its purpose if reappointed?*

I will continue to administer the master plan and zoning ordinance, and oversee the upcoming master plan review and update with a focus on equity and affordability.

Number of absences*

few

If you had over 3 absences in a calendar year please explain? (this information will not be made available to the public)*

N/A

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Matt R Dunwoodie

Board and Commission Application for Reappointment - Submission #6833

Date Submitted: 2/4/2025

First Name*

Andrew

Last Name*

Fanta

Address*

1221 Westmoorland Blvd

City*

Ypsilanti

State*

MI

Zip Code*

48197-4651

Phone Number*

[REDACTED]

Email Address*

[REDACTED]

Board or Commission of Reappointment*

Board of Review

Number of Terms Served*

4 or Over

Did you hold a Position of Leadership?*

Yes

Are you reapplying to continue as a youth member?*

☐ Yes

☒ No

During your time, how did you assist your Board or Commission to achieve its purpose as stated in the enabling legislation?*

During my time on the Board of Review I have tried to bring out the best in my colleagues Mr Craig Huby and Ms Roberta Andrews and to set a welcoming tone for citizens who appear before the Board. Specifically, I welcome them and underscore the fact that we here to LISTEN to them.

How will you continue to assist your Board or Commission to achieve its purpose if reappointed?*

I will continue to assist the Board, work with our Assessor, and provide leadership skills that welcome and serve our citizens who appear before us. Comfort, respect and a gentle manner are the tone that I aim for in our hearings.

Number of absences*

none

If you had over 3 absences in a calendar year please explain? (this information will not be made available to the public)*

N/A

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Andrew Fanta

Board and Commission Application for Reappointment - Submission #6836

Date Submitted: 2/6/2025

First Name*

Craig

Last Name*

Hupy

Address*

1124 N Congress St

City*

Ypsilanti

State*

MI

Zip Code*

48197

Phone Number*

[Redacted]

Email Address*

[Redacted]

Board or Commission of Reappointment*

Board of Review

Number of Terms Served*

4 or Over

Did you hold a Position of Leadership?*

No

Are you reapplying to continue as a youth member?*

☐ Yes

☒ No

During your time, how did you assist your Board or Commission to achieve its purpose as stated in the enabling legislation?*

I bring balance and understanding to the decisions that the board makes. I seek a collaboration between board members

How will you continue to assist your Board or Commission to achieve its purpose if reappointed?*

As stated above seek collaboration in reaching decisions

Number of absences*

0

If you had over 3 absences in a calendar year please explain? (this information will not be made available to the public)*

Zero absences in 2024

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Craig A Hupy

Print

Board and Commission Application for Reappointment - Submission #6840

Date Submitted: 2/6/2025

First Name*

Eric

Last Name*

Mohamed

Address*

1470 Kingwood St

City*

Ypsilanti, MI 48197-2008

State*

MI

Zip Code*

48197

Phone Number*

[REDACTED]

Email Address*

[REDACTED]

Board or Commission of Reappointment*

YPAC

Number of Terms Served*

1

Did you hold a Position of Leadership?*

Yes

Are you reapplying to continue as a youth member?*

☐ Yes

☒ No

During your time, how did you assist your Board or Commission to achieve its purpose as stated in the enabling legislation?*

Attended meetings and discussed police and community interaction issues with members of the commission, the public, and YPD.

How will you continue to assist your Board or Commission to achieve its purpose if reappointed?*

I plan to maintain my role as Chair of the commission in addition to the above.

Number of absences*

3

If you had over 3 absences in a calendar year please explain? (this information will not be made available to the public)*

3 absences

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Eric D Mohamed

Print

Board and Commission Application for Reappointment - Submission #6825

Date Submitted: 1/31/2025

First Name*

Roberta

Last Name*

Wojcik-Andrews

Address*

7 North Normal Street

City*

Ypsilanti

State*

MI

Zip Code*

48197

Phone Number*

[REDACTED]

Email Address*

[REDACTED]

Board or Commission of Reappointment*

Board of Review - Tax tribunal

Number of Terms Served*

4 or Over

Did you hold a Position of Leadership?*

No

Are you reapplying to continue as a youth member?*

☐ Yes

☒ No

During your time, how did you assist your Board or Commission to achieve its purpose as stated in the enabling legislation?*

I have provided fair and balanced review and consideration of our citizen's applications and petitions. I have had a good working relationship with the assessor, and have worked respectfully with the other board members in our deliberations & decisions.

How will you continue to asisst your Board or Commission to achieve its purpose if reappointed?*

I will continue the work I have done.

Number of absences*

1

If you had over 3 absences in a calendar year please explain? (this information will not be made available to the public)*

N/A

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Roberta Wojcik-Andrews



REQUEST FOR LEGISLATION
February 18, 2025

For: Mayor and City Council

From: Steve Wilcoxon, Mayor Pro-Tem, Patrick McLean, Council Member

Subject: Resolution No. 2025-030 Appointing resident Evan Sweet to the Huron River Watershed Council with a term expiring February 18, 2027.

SUMMARY & BACKGROUND: Approval

RECOMMENDED ACTION:

ATTACHMENTS:

1. Resolution 2025-030 Appointment
2. Sweet, Evan App_Redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: February 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-030
February 18, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

<u>Name</u>	<u>Board</u>	<u>Expiration</u>
Evan Sweet 731 Charles Ypsilanti, MI 48198	Huron River Watershed Council	02/18/2025

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Citizen Advisory Boards and Commissions Participation Resume - Submission #6845

Date Submitted: 2/10/2025

The people of Ypsilanti are involved in their City government and are an important part of the community's achievements. Individuals interested in receiving more information in regards to serving on an advisory board or commission are invited to contact the City Clerk's Office at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below. After you apply, nomination to a board or a commission under the City Charter either by the Mayor or by two Council Members, and is subject to the approval and confirmation by a majority vote of the City Council.

Qualifications

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

Name*

Evan Sweet

Email Address*

[REDACTED]

Address*

731 Charles St

City*

Ypsilanti

State*

MI

Zip Code*

48198

Phone Number*

[REDACTED]

Number of Years in the Community*

10

Ward You Live In

Ward 3

Education

Bachelors of Science - Public Administration and Recreation & Park Management - Eastern Michigan University

Occupation

Community Enrichment Specialist (Parks and Recreation Professional)

Employer

Charter Township of Canton

Are you applying for youth membership?

Three Commission Allow Youth Membership (Sustainability, Arts and Parks, Police Advisory & Human Relations)

☐ Yes

☒ No

Are you registered to vote in the City of Ypsilanti?

☒ Yes

☐ No

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

☐ Review and Tax Assessment Board

☐ Board of Ethics

☐ Fire Civil Service Commission

☐ YCUA

☐ Ypsilanti Downtown Development Authority

☐ Economic Development Corporation/Brownfield Redevelopment Authority

☐ Historic District Commission

☐ Ypsilanti Housing Commission

☐ Human Relations Commission

☐ Planning Commission

☐ Non-motorized Advisory Committee

☐ Zoning Board of Appeals

☐ Dangerous Buildings Officer

☐ Arts and Parks Commission

☐ Ann Arbor Area Transit Authority

☐ Police and Fire Pension Board

☒ Huron River Watershed Council

☐ Sustainability Commission

☐ Police Advisory Commission

Party Affiliation

If you are applying to serve on the Ethics Board or the Fire Civil Service Commission please provide your political affiliation

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

I have a deep appreciation and passion for the Huron River, and specially the water quality and river recreation opportunities on the Huron River.

During my previous time on the Parks and Recreation Commission and as a member of City Council, I have accomplished the following to support the Huron River, focused on safe river recreation.

- Directly secured over \$25,000 in grant funding from mParks and the mParks Foundation for park improvements in Riverside Park and recreation programming, including Fall River Day along the Huron River.
- Planed and coordinated the Ypsilanti Fall River Day event since 2018 along the Huron River, having continued to grow the event footprint and event attendance (with recent years securing funding to offer FREE river trips)
- Proposed a successful addition to the city park system, to officially add "Huron Landing Park" as the City of Ypsilanti's newest park along the Huron River, to ensure maintained public access to the Huron River near the south end of the city.

I want to continue to do great work to support the Huron River for all Ypsilantians and all those that visit Ypsilanti to enjoy the Huron River.

Work/volunteer experience related to the board or commission:

I previously served on the Parks and Recreation Commission from 2015 - 2022.

I have been working hand in hand with staff from the Huron River Watershed Council since 2018 to plan and implement the annual Ypsilanti Fall River Day event, focused on engaging residents and those that might not be comfortable around the river, the experience of safely enjoying a kayak trip down the river through Ypsilanti.

I have actively pursued grant and funding opportunities alongside HRWC staff to offer free and low cost kayak trip options, to ensure that there are no financial barriers to getting Ypsilanti residents to enjoy our shared collective asset, the Huron River.

I have been employed by Canton Township for the past eleven years in a few roles within the Leisure Services & Community Development Department.

In my current role with Canton Township, I am leading and implementing a dozen special events, that are all outdoors in the Canton park system. In addition to that, leading a supervised playground program in the summer, and management of a new community center, that was once a Henry Ford factory.

I have a great deal of experience in event planning and logistics, including evaluation of community events and programs. Also experience in recreation administration, municipal budgeting, and managing tax payer resources efficiently.

I currently hold a Certified Parks and Recreation Professional (CPRP) certification from the National Recreation and Park Association. The Certified Park and Recreation Professional (CPRP) certification is the national standard for all parks and recreation professionals.

In addition to my current role with Canton Township, I have worked in Parks and Recreation agencies, including: the City of Ann Arbor, Oakland County Parks, and the City of Taylor.

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

☒ Yes

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

☒ Yes



REQUEST FOR LEGISLATION
February 18, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-031 Approving a YCUA Contract and Authorizing Notice for Water Meters, Water Mains, and Lead Service Line Project.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. 2025 - City Resolution Approving YCUA Contract for Bonds
2. 2025 - YCUA Res Approving Contract for Bonds
3. 2025 DWSRF Contract (2025_City_Water Meters and LSL)

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: February 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

RESOLUTION 2025-031 APPROVING CONTRACT
AND AUTHORIZING NOTICE
(Water Meters, Water Mains, and Lead Service Line Project)

City of Ypsilanti
County of Washtenaw, State of Michigan

Minutes of a regular meeting of the City Council (the “Governing Body”) of the City of Ypsilanti, County of Washtenaw, State of Michigan (the “Local Unit”), held on the 18th day of February, 2025, at 7:00 o’clock p.m., prevailing Eastern Time.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolutions were offered by Member _____
and supported by Member _____:

WHEREAS, it is necessary to acquire and construct certain improvements to the water supply system, consisting of the acquisition, construction and installation of lead service line replacements; water meter upgrades, improvements, and replacement; and looping and installation of new water mains; together with all necessary appurtenances and attachments thereto, to serve the Local Unit (the “Improvements”); and

WHEREAS, a DWSRF Contract (the “Contract”) has been prepared between the Local Unit and the Ypsilanti Community Utilities Authority (the “Authority”) whereby the Authority will issue its bonds (the “Bonds”) on behalf of the Local Unit to provide for the financing of the Local Unit’s share of the cost of the acquisition, construction and installation of the Improvements; and

WHEREAS, this Governing Body has carefully reviewed the Contract and finds that it provides the best means for accomplishing the acquisition and construction of the Improvements and for providing the needed services.

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. Approval of Contract; Effectiveness. The Contract is hereby approved and the Mayor and the Clerk of the Local Unit are hereby authorized and directed to execute and deliver the Contract for and on behalf of the Local Unit; provided, however, that the Contract shall not become effective until the expiration of forty-five (45) days after the publication of the attached notice as a display advertisement of at least ¼ page in size in the *Washtenaw Legal News*, a newspaper of general circulation within the Local Unit, which manner of publication is deemed by the Governing Body to be the most effective manner of informing the taxpayers and electors

of the Local Unit of the details of the proposed Contract and the rights of referendum thereunder.

2. Publication of Notice. The Clerk is directed to publish the attached notice in the newspaper above designated as soon as possible after the adoption hereof.

3. Rescission. All resolutions and parts of resolutions in conflict with this resolution are hereby repealed.

AYES: Members: _____

NAYS: Members: _____

RESOLUTION DECLARED ADOPTED.

Tracey Boudreau, City Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Ypsilanti, County of Washtenaw, State of Michigan, at a regular meeting held on February 18, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Tracey Boudreau, City Clerk

NOTICE OF INTENT TO EXECUTE
TAX-SUPPORTED CONTRACT AND OF RIGHT TO
PETITION FOR REFERENDUM THEREON

TO THE TAXPAYERS AND ELECTORS OF
THE CITY OF YPSILANTI,
WASHTENAW COUNTY, MICHIGAN:

PLEASE TAKE NOTICE, the City of Ypsilanti (the “Local Unit”) has approved by resolution the execution of a contract (the “Contract”) with the Ypsilanti Community Utilities Authority (the “Authority”) pursuant to Act No. 233, Public Acts of Michigan, 1955, as amended, which Contract provides, among other things, that the Authority will acquire and construct certain water supply system improvements, consisting of the acquisition, construction and installation of lead service line replacements; water meter upgrades, improvements, and replacement; and looping and installation of new water mains; together with all necessary appurtenances and attachments thereto, to serve the Local Unit (the “Improvements”), and will issue its bonds in the principal amount not to exceed \$3,500,000 to finance the cost of the acquisition and construction of such Improvements for the Local Unit AND THE LOCAL UNIT WILL PAY TO THE AUTHORITY PURSUANT TO THE CONTRACT THE SUMS NECESSARY TO RETIRE THE PRINCIPAL OF AND INTEREST ON SAID BONDS.

LOCAL UNIT’S CONTRACT OBLIGATIONS

It is presently contemplated that the bonds will be issued in the principal amount of not to exceed \$3,500,000, will be payable in not more than thirty (30) annual installments, and will bear interest at the rate or rates to be determined at the time of sale to the Michigan Finance Authority but in no event to exceed two percent (2.0%) per annum on the balance of the bonds from time to time remaining unpaid. The Contract includes the Local Unit’s pledge of its limited tax full faith and credit for the prompt and timely payment of the Local Unit’s obligations as expressed in the Contract. THE LOCAL UNIT WILL BE REQUIRED TO LEVY AD VALOREM TAXES WITHIN APPLICABLE CONSTITUTIONAL, STATUTORY AND CHARTER TAX LIMITATIONS ON ALL TAXABLE PROPERTY WITHIN THE LOCAL UNIT TO THE EXTENT NECESSARY TO MAKE THE PAYMENTS REQUIRED TO PAY PRINCIPAL OF AND INTEREST ON THE BONDS IF OTHER FUNDS FOR THAT PURPOSE ARE NOT AVAILABLE. IT IS THE PRESENT INTENT OF THE LOCAL UNIT TO USE THE REVENUES FROM THE CITY DIVISION OF THE AUTHORITY’S SYSTEM TO MAKE THE PAYMENTS REQUIRED TO PAY PRINCIPAL OF AND INTEREST ON THE BONDS.

RIGHT OF REFERENDUM

The Contract will become effective and binding upon the Local Unit without vote of the electors as permitted by law unless a petition requesting an election on the question of the Local Unit entering into the Contract, signed by not less than 10% of the registered electors of the Local Unit, is filed with the City Clerk within forty-five (45) days after publication of this notice. If such petition is filed, the Contract cannot become effective without an approving vote of a majority of electors of the Local Unit qualified to vote and voting on the question. The Contract is on file at the office of the City Clerk.

This notice is given pursuant to the requirements of Section 8 of Act No. 233, Public Acts of Michigan, 1955, as amended. Further information concerning the details of the Contract and the matters set out in this notice may be secured from the City Clerk’s office.

Tracey Boudreau
Clerk
City of Ypsilanti

43306701.2/099369.00052

RESOLUTION APPROVING CONTRACT
(City/Water Meter, Water Mains, and Lead Service Line Replacements)

Ypsilanti Community Utilities Authority
County of Washtenaw, Michigan

Minutes of a regular meeting of the Board of Commissioners of the Ypsilanti Community Utilities Authority, County of Washtenaw, State of Michigan (the “Authority”), on the 26th day of February, 2025, at 3:00 p.m., prevailing Eastern Time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____:

WHEREAS, the Board of Commissioners of the Ypsilanti Community Utilities Authority, County of Washtenaw, State of Michigan, intends to authorize the issuance and sale of its Water Supply System Bonds, Series 2025 (City of Ypsilanti) (the “Bonds”) pursuant to Act 233, Public Acts of Michigan, 1955, as amended, in an amount of not to exceed Three Million Five Hundred Thousand Dollars (\$3,500,000), for the purpose of defraying the cost of the acquisition, construction and installation of lead service line replacements; water meter upgrades, improvements, and replacement; and looping and installation of new water mains; together with all necessary appurtenances and attachments thereto (the “Improvements”), to service the City of Ypsilanti (the “City”);

WHEREAS, a DWSRF Contract has been prepared between the Authority and the City to provide for the financing of the cost of acquiring and constructing said improvements, which Contract has been reviewed by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The DWSRF Contract dated as of February 26, 2025, between the Authority and the City is hereby approved and the Chair and Secretary are each authorized to sign the same on behalf of the Authority.

2. The Authority may incur expenses for the Improvements prior to receipt of proceeds of the Bonds and may advance moneys for that purpose from funds available to the Authority, to be reimbursed from proceeds of the Bonds when available. The Authority makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

Miller, Canfield, Paddock and Stone, P.L.C.

- (a) The Authority reasonably expects to reimburse itself with proceeds of the Bonds for certain costs of the Improvements which were paid or will be paid from available funds of the Authority subsequent to sixty (60) days prior to today.
- (b) The maximum principal amount of debt expected to be issued for the Improvements, including issuance costs, is \$3,500,000.
- (c) A reimbursement allocation of the capital expenditures described above with the proceeds of the Bonds will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Improvements are placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the Authority's use of the proceeds of the Bonds to reimburse the Authority for a capital expenditure made pursuant to this resolution.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Commissioners _____

NAYS: Commissioners _____

RESOLUTION DECLARED ADOPTED.

Secretary

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Commissioners of the Ypsilanti Community Utilities Authority, County of Washtenaw, State of Michigan, at a regular meeting held on the 26th day of February, 2025 and that public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

43306725.2/099369.00053

DWSRF CONTRACT

THIS DWSRF CONTRACT, dated as of February 26, 2025, by and between the YPSILANTI COMMUNITY UTILITIES AUTHORITY, a municipal authority and public body corporate of the State of Michigan (hereinafter referred to as the “Authority”), and the CITY OF YPSILANTI (hereinafter referred to as the “Local Unit”) located in the County of Washtenaw, Michigan,

WITNESSETH:

WHEREAS, the Authority has been incorporated under the provisions of Act No. 233, Public Acts of Michigan, 1955, as amended (hereinafter referred to as “Act 233”), for the purposes set forth in Act 233 and the Local Unit being a constituent member of the Authority; and

WHEREAS, it is immediately necessary and imperative for the public health and welfare of the present and future residents of the Local Unit to acquire and construct certain water supply system improvements in the Local Unit, consisting of the acquisition, construction and installation of lead service line replacements; water meter upgrades, improvements, and replacement; and looping and installation of new water mains; together with all necessary appurtenances and attachments thereto, to serve the Local Unit; and

WHEREAS, plans and an estimate of cost of said improvements have been prepared by the Authority’s consulting engineers (the “Consulting Engineers”), which said estimate of cost totals not to exceed \$3,500,000; and

WHEREAS, the Local Unit is desirous of having the Authority arrange for the acquisition of said improvements, in order to furnish the residents of the Local Unit with improved water supply system services and facilities; and

WHEREAS, the parties hereto have determined that said improvements are essential to the general health, safety and welfare of the Local Unit; and

WHEREAS, the Authority and the Local Unit are each agreeable to the execution of this Contract by and between themselves, the Contract to provide, among other things, for the financing of the cost of said improvements; and

WHEREAS, the Local Unit has approved and authorized the execution of this Contract by resolution of its governing body; and

WHEREAS, this Contract will become effective for the Local Unit upon expiration of a period of forty-five days following publication by the Local Unit of its notice of intention without filing of a petition for referendum on the question of its entering into this Contract, or if such referendum election be required, then upon approval by the qualified electors of the Local Unit;

NOW, THEREFORE, in consideration of the premises and the covenants made herein, THE PARTIES HERETO AGREE AS FOLLOWS:

SECTION 1. Approval of Improvements. The Authority and the Local Unit again approve the establishment of water supply system improvements in the Local Unit under the provisions of Act 233, consisting of the acquisition, construction and installation of lead service line replacements; water meter upgrades, improvements, and replacement; and looping and installation of new water mains; together with all necessary appurtenances and attachments thereto, to serve the Local Unit, as set forth in the plans prepared by the Consulting Engineers.

SECTION 2. Designation of System. The system referred to in Section 1 above is hereby designated as YPSILANTI COMMUNITY UTILITIES AUTHORITY WATER SUPPLY SYSTEM (City of Ypsilanti) (hereinafter sometimes referred to in this Contract as the "System").

SECTION 3. Local Unit Consent to Use of Public Rights of Way. The Local Unit hereby consents to the use by the Authority and any parties contracting with the Authority of the public streets, alleys, lands and rights-of-way in such Local Unit for the purpose of constructing, operating and maintaining the System and any improvements, enlargements and extensions thereto.

SECTION 4. Local Unit Consent to Service. The System is designed to serve areas in the Local Unit as described in the plans prepared by the Consulting Engineers and is immediately necessary to protect and preserve the public health; and the Local Unit does, by these presents, consent to the furnishing of such service through the System pursuant to Section 8 hereof, to the individual users in the Local Unit.

SECTION 5. Approval of Plans and Cost Estimate. The Authority and the Local Unit hereby approve and confirm the plans for the improvements to the System prepared by the Consulting Engineers and the total estimated cost thereof of not to exceed the sum of \$3,500,000 and the Local Unit's share thereof of not to exceed \$3,500,000. Said cost estimate includes all surveys, plans, specifications, acquisition of property for rights-of-way, physical construction necessary to acquire and construct the System, the acquisition of all materials, machinery and necessary equipment, and all engineering, engineering supervision, administrative, legal and financing expenses necessary in connection with the acquisition and construction of the System and the financing thereof.

SECTION 6. Contracts for System Improvements; Cost Increases. The Authority will take bids for the acquisition and construction of improvements to the System and the Authority shall in no event agree to any contract price or prices as will cause the actual cost thereof to exceed the estimated cost as approved in Section 5 of this Contract unless the Local Unit, by resolution of its legislative body, (a) approves said increased total cost and the Local Unit's share thereof, and (b) agrees to pay such prorated excess over the estimated cost, either in cash or by specifically authorizing the maximum principal amount of bonds to be issued, as provided in Sections 10 and 16 of this Contract, to be increased to an amount which will provide sufficient funds to meet said increased cost, and approves a similar increase in the installment obligations of the Local Unit, if any, pledged under the terms of this Contract to the payment of such bonds.

SECTION 7. Acquisition and Construction of Improvements to System by Authority; Local Unit Payment. The improvements to the System shall be acquired and constructed by the Authority substantially in accordance with the plans and specifications therefor approved by this

Contract. All matters relating to engineering plans and specifications, together with the making and letting of final construction contracts, the approval of work and materials thereunder, and construction supervision, shall be in the control of the Authority. All acquisition of sites and rights-of-way shall be done by the Authority. The Local Unit's share of the costs of such acquisition shall be paid from bond proceeds and, in addition any costs incurred by the Local Unit in connection with the acquisition or construction of improvements to the System, including engineering expenses, shall be promptly reimbursed to the Local Unit by the Authority from the proceeds of Authority bonds as described in Section 9 hereof.

SECTION 8. System Operation by Authority; Local Unit Benefit. The System shall be retained, maintained and operated by the Authority. The parties hereto agree that the System shall be acquired, constructed, operated, administered and maintained for the sole use and benefit of the Local Unit and its users.

SECTION 9. Issuance of Bonds by Authority. To provide for the construction and financing of the System in accordance with the provisions of Act 233, the Authority shall take the following steps:

(a) Immediately after execution hereof, the Authority will promptly take steps to adopt a resolution providing for the issuance of its bonds, in one or more series, in the aggregate principal amount of not to exceed \$3,500,000 (except as otherwise authorized pursuant to Section 16 of this Contract) to finance the cost of improvements to the System. Said bonds shall mature serially, as authorized by law, and shall be secured by the contractual obligations of the Local Unit in this Contract. After due adoption of the resolution, the Authority will take all necessary legal procedures and steps necessary to effectuate the sale and delivery of said bonds to the Michigan Finance Authority.

(b) The Authority shall take all steps necessary to take bids for and enter into and execute final acquisition and construction contracts for the acquisition and construction of the improvements to the System as specified and approved hereinbefore in this Contract, in accordance with the plans and specifications therefor based on the plans as approved by this Contract. Said contracts shall specify a completion date agreeable to the Local Unit and the Authority.

(c) The Authority will require and procure from the contractor or contractors undertaking the actual construction and acquisition of the improvements to the System necessary and proper bonds to guarantee the performance of the contract or contracts and such labor and material bonds as may be required by law.

(d) The Authority, upon receipt of the proceeds of sale of the bonds, will comply with all provisions and requirements provided for in the resolution authorizing the issuance of the bonds and this Contract relative to the disposition and use of the proceeds of sale of the bonds.

(e) The Authority may temporarily invest any bond proceeds or other funds held by it for the benefit of the Local Unit as permitted by law and investment income shall accrue to and follow the fund producing such income. The Authority shall not, however, invest, reinvest or accumulate any moneys deemed to be proceeds of the bonds pursuant to §148 of the Internal Revenue Code of 1986, as amended, and the applicable

regulations thereunder (the “Code”), in such a manner as to cause the bonds to be “arbitrage bonds” within the meaning of Code § 103(b)(2) and §148.

SECTION 10. Local Unit Payments. That cost of the improvements to the System shall be charged to and paid by the Local Unit to the Authority in the manner and at the times herein set forth.

The cost of the improvements to the System to be financed with the issuance of one or more series of bonds of the Authority (\$3,500,000) shall be paid by the Local Unit to the Authority in annual installments (corresponding to principal payments on each series of the bonds on the next April 1st of each year) on March 15 of each year, as follows:

2027	\$145,000
2028	145,000
2029	150,000
2030	155,000
2031	155,000
2032	160,000
2033	165,000
2034	165,000
2035	170,000
2036	175,000
2037	175,000
2038	180,000
2039	180,000
2040	185,000
2041	190,000
2042	195,000
2043	195,000
2044	200,000
2045	205,000
2046	210,000

It is understood and agreed that the bonds of the Authority hereinbefore referred to will be issued in anticipation of the above contractual obligation, with principal installments on April 1 of each year, commencing with the year 2027, or such other year as determined at the time the bonds are sold to the Michigan Finance Authority, corresponding to the principal amount of the above installments, and the Local Unit shall also pay to the Authority in addition to said principal installments, on March 15 and September 15 of each year, commencing on March 15, 2026, as accrued interest on the principal amount remaining unpaid, an amount sufficient to pay all interest, not to exceed two percent (2.0%) per annum, due on the next succeeding interest payment date (April 1 and October 1, respectively), on the installment portions of said bonds of the Authority from time to time outstanding. From time to time as other costs and expenses accrue to the Authority from handling of the payments made by the Local Unit, or from other actions taken in connection with the System, the Authority shall notify the Local Unit of the amount of such fees and other costs and expenses, and the Local Unit shall, within thirty (30) days from such notification, remit to the Authority sufficient funds to meet such fees and other

costs and expenses. The principal payment date may be adjusted to October 1 at the time the bonds are sold to the Michigan Finance Authority but shall be payable in not more than thirty annual installments.

Should cash payment be required from the Local Unit in addition to the amounts specified in the preceding paragraph to meet additional costs of constructing the System, the Local Unit shall, upon written request by the Authority, furnish to the Authority written evidence of its agreement and ability to make such additional cash payments, and the Authority may elect not to proceed with the acquisition or financing of the System until such written evidence, satisfactory to the Authority, has been received by it. The Local Unit shall pay to the Authority such additional cash payments within thirty (30) days after written request for such payment has been delivered by the Authority to such Local Unit.

The Authority shall, within thirty (30) days after the delivery of the bonds of the Authority hereinbefore referred to, furnish the Local Unit with a complete schedule of installments of principal and interest thereon, and the Authority shall also (a) at least sixty (60) days prior to January 1 of each year, commencing in 2026, advise the Local Unit, in writing, of the exact amount of principal and interest installments due on the Authority bonds on the next succeeding April 1, and payable by the Local Unit on March 15, as hereinbefore provided, and the exact amount of interest installment due on the bonds of the Authority on the next succeeding October 1, and payable by the Local Unit on September 15, as hereinbefore provided.

If any principal installment or interest installment is not paid when due, the amount not so paid shall be subject to a penalty, in addition to interest, of one percent (1%) thereof for each month or fraction thereof that the same remains unpaid after the due date.

SECTION 11. Local Unit Limited Tax Full Faith and Credit Pledge. The Local Unit, pursuant to the authorization contained in Act 233, hereby irrevocably pledges its limited tax full faith and credit for the prompt and timely payment of its obligations pledged for bond payments as expressed in this Contract, and shall each year, commencing with the fiscal year commencing September 1, 2025, set aside sufficient general fund moneys to make the payments, and, if necessary, levy an ad valorem tax on all the taxable property in the Local Unit, subject to applicable constitutional, statutory and charter tax rate limitations, in an amount which, taking into consideration estimated delinquencies in tax collections, will be sufficient to pay such obligations under this Contract becoming due before the time of the following year's tax collections. Nothing herein contained shall be construed to prevent the Local Unit from using any, or any combination of, means and methods provided in Section 7 of Act 233, as now or hereafter amended, including revenues derived from user charges or special assessments, for the purpose of providing funds to meet its obligations under this Contract, and if at the time of making the annual tax levy there shall be other funds on hand earmarked and set aside for the payment of the contractual obligations due prior to the next tax collection period, then such annual tax levy may be reduced by such amount.

SECTION 12. Advance Payment by Local Unit. The Local Unit may pay in advance any of the payments required to be made by this Contract, in which event the Authority shall credit the Local Unit with such advance payment on future due payments to the extent of such advance payment.

SECTION 13. Additional Payments by Local Unit. The Local Unit may pay additional moneys over and above any of the payments specified in this Contract, with the written request that such additional funds be used to prepay installments, in which event the Authority shall be obligated to apply and use said moneys for such purpose to the fullest extent possible. Such moneys shall not then be credited as advance payments under the provisions of Section 12 of this Contract.

SECTION 14. Payment Default by Local Unit; Withholding of State Payments. In the event the Local Unit shall fail for any reason to pay to the Authority at the times specified the amounts required to be paid by the provisions of this Contract, the Authority shall immediately give notice of such default and the amount thereof, in writing, to the Treasurer of such Local Unit, the Treasurer of the County of Washtenaw, the Treasurer of the State of Michigan, and such other officials charged with disbursement to the Local Unit of funds returned by the State and now or hereafter under Act 233 available for pledge, as provided in this paragraph and in Section 12a of Act 233, and if such default is not corrected within ten (10) days after such notification, the State Treasurer, or other appropriate official charged with disbursement to such Local Unit of the aforesaid funds, is, by these presents, specifically authorized by the Local Unit, to the extent permitted by law, to withhold from the aforesaid funds the maximum amount necessary to cure said deficit and to pay said sums so withheld to the Authority, to apply on the obligations of the Local Unit as herein set forth. Any such moneys so withheld and paid shall be considered to have been paid to the Local Unit within the meaning of the Michigan Constitution and statutes, the purpose of this provision being voluntarily to pledge and authorize the use of said funds owing to the Local Unit to meet any past-due obligations of such Local Unit due under the provisions of this Contract. In addition to the foregoing, the Authority shall have all other rights and remedies provided by law to enforce the obligations of the Local Unit to make its payments in the manner and at the times required by this Contract, including the right of the Authority to direct the Local Unit to make a tax levy to reimburse the Authority for any funds advanced.

SECTION 15. Local Unit Payment Obligation. It is specifically recognized by the Local Unit that the debt service payments required to be made by it pursuant to the terms of Section 10 of this Contract are to be pledged for and used to pay the principal installments of and interest on with respect to the bonds to be issued by the Authority as provided by this Contract and authorized by law, and the Local Unit covenants and agrees that it will make all required payments to the Authority promptly and at the times herein specified without regard to whether the System is actually completed or placed in operation.

SECTION 16. Additional Bonds. If the proceeds of the sale of the bonds to be issued by the Authority are for any reason insufficient to complete the Local Unit's share of the cost of the System, the Authority shall automatically be authorized to issue additional bonds in an aggregate principal amount sufficient to pay the Local Unit's share of completing the System and to increase the annual payments required to be made by the Local Unit in an amount so that the total payments required to be made as increased will be sufficient to meet the annual principal and interest requirements on the bonds herein authorized plus the additional bonds to be issued. It is expressly agreed between the parties hereto that the Authority shall issue bonds pursuant to this Contract and the Local Unit shall be committed to retire such amount of bonds as may be necessary to pay the Local Unit's share of the costs of the System whether or not in excess of those presently estimated herein. Any such additional bonds shall comply with the requirements

of Act 233 and any increase in the annual payments shall be made in the manner and at the times specified in this Contract. In lieu of such additional bonds, the Local Unit may pay over to the Authority, in cash, sufficient moneys to complete the Local Unit's share of the System.

SECTION 17. Surplus Bond Proceeds. After completion of the System and payment of all costs thereof, any surplus remaining from the proceeds of sale of bonds shall be used by the Authority for either of the following purposes, at the sole option of and upon request made by resolution of the Local Unit, to wit: (a) for additional improvements to the System or for other projects of the Authority undertaken on behalf of the Local Unit; subject to approval of the Authority; or (b) credited by the Authority toward the next payments due the Authority by the Local Unit hereunder.

SECTION 18. Voidability. The obligations and undertakings of each of the parties to this Contract shall be conditioned on the successful issuance and sale of the bonds pursuant to Act 233, and if for any reason whatsoever said bonds are not issued and sold within two (2) years from the date of this Contract, this Contract, except for payment of preliminary expenses and ownership of engineering data, shall be considered void and of no force and effect.

SECTION 19. Bondholders' Rights. The Authority and the Local Unit each recognize that the owners from time to time of the bonds issued by the Authority under the provisions of Act 233 to finance the cost of the System will have contractual rights in this Contract, and it is, therefore, covenanted and agreed by the Authority and the Local Unit that so long as any of said bonds shall remain outstanding and unpaid, the provisions of this Contract shall not be subject to any alteration or revision which would in any manner materially affect either the security of the bonds or the prompt payment of principal or interest thereon. The Local Unit and the Authority each further covenant and agree that each will comply with its respective duties and obligations under the terms of this Contract promptly at the times and in the manner herein set forth, and will not suffer to be done any act which would in any way impair the said bonds, the security therefor, or the prompt payment of principal and interest thereon. It is hereby declared that the terms of this Contract insofar as they pertain to the security of any such bonds shall be deemed to be for the benefit of the owners of said bonds.

SECTION 20. Contract Term. This Contract shall remain in full force and effect from the effective date hereof (as provided in Section 23) until the bonds issued by the Authority are paid in full, but in any event not to exceed a period of thirty (30) annual installments. At such time within said 30-year term as all of said bonds are paid, this Contract shall be terminated. In any event, the obligation of the Local Unit to make payments required by this Contract shall be terminated at such time as all of said bonds are paid in full, together with any deficiency or penalty thereon.

SECTION 21. Indemnification. The parties hereto hereby expressly agree that the Authority shall not be liable for and the Local Unit shall pay, indemnify and save the Authority harmless of, from and against all liability of any nature whatever regardless of the nature in which such liability may arise, for any and all claims, actions, demands, expenses, damages and losses of every conceivable kind whatsoever (including, but not limited to, liability for injuries to or death of persons and damages to or loss of property) asserted by or on behalf of any person, firm, corporation or governmental authority arising out of, resulting from, or in any way connected with the ownership, acquisition, construction, operation, maintenance and repair of the

System, this Contract, or the issuance, sale and delivery of the bonds herein described. It is the intent of the parties that the Authority be held harmless by the Local Unit from liability for such claims, actions, demands, expenses, damages and losses, however caused or however arising, including, but not limited to, to the extent not prohibited by law, such claims, actions, demands, expenses, damages and losses even though caused, occasioned or contributed to by the negligence, sole or concurrent, of the Authority or by negligence for which the Authority may be held liable. In any action or proceeding brought about by reason of any such claim or demand, the Local Unit will also pay, indemnify and save the Authority harmless from and against all costs, reasonable attorneys' fees and disbursements of any kind or nature incidental to or incurred in said defense, and will likewise pay all sums required to be paid by reason of said claims, demands, or any of them, in the event it is determined that there is any liability on the part of the Authority. Upon the entry of any final judgment by a court of competent jurisdiction or a final award by an arbitration panel against the Authority on any claim, action, demand, expense, damage or loss contemplated by this Section and notwithstanding that the Authority has not paid the same, the Local Unit shall be obligated to pay to the Authority, upon written demand therefor, the amount thereof not more than sixty (60) days after such demand is made. In the event that any action or proceeding is brought against the Authority by reason of any such claims or demands, whether said claims or demands are groundless or not, the Local Unit shall, upon written notice and demand from the Authority, but will not, without written consent of the Authority, settle any such action in the proceeding. Notwithstanding the foregoing, nothing contained in this Section shall be construed to indemnify or release the Authority against or from any liability which it would otherwise have arising from the wrongful or negligent actions or failure to act on the part of the Authority's employees, agents or representatives with respect to matters not related to the ownership, acquisition, construction, operation, maintenance or repair of the System, this Contract or the issuance, sale or delivery of the bonds herein described.

SECTION 22. Successors and Assigns. This Contract shall inure to the benefit of and be binding upon the respective parties hereto, their successors and assigns.

SECTION 23. Effectiveness of Contract. This Contract shall become effective upon (i) approval by the legislative body of the Local Unit, (ii) approval by the Board of the Authority, (iii) expiration of the forty-five day period following publication by the Local Unit of its notice of intention without filing of a petition for referendum on the question of its entering into this Contract, or if such referendum election be required, then upon approval by the qualified electors of the Local Unit, and (iv) due execution by the Mayor and City Clerk of the Local Unit and by the Chair and Secretary of the Authority.

SECTION 24. Downward Adjustment of Bond Amount. In the event construction bids are received by the Authority pursuant to Section 9 hereof and such bids are below the Consulting Engineers' estimates thus necessitating a smaller amount of bonds for the Local Unit's share to be issued than \$3,500,000, the Director of the Authority and the Treasurer of the Local Unit are each authorized on behalf of the Authority and the Local Unit, respectively, to agree to a revised principal amount of the Bonds and a revised maturity schedule and to approve the same as an addendum to this Contract. If a lower amount of bonds is required and if such lower amount and revised maturity schedule is agreed to and approved by the Director of the Authority and the Treasurer, respectively, this Contract shall be construed as referring to the reduced principal amount of said bonds and the revised maturity schedule therefor.

SECTION 25. Counterparts. This Contract may be executed in several counterparts.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the day and year first above written.

In the presence of:

YPSILANTI COMMUNITY UTILITIES
AUTHORITY

By: _____
Chair

By: _____
Secretary

In the presence of:

CITY OF YPSILANTI

By: _____
Mayor

By: _____
City Clerk

43306515.3/099369.00053



REQUEST FOR LEGISLATION
February 18, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2025-032 Accepting the proposal from OHM in the amount of \$39,860 for design and bid services for Parks Structural Repairs.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. structural repairs- Council- RFL_Resolution
2. Inspection Report_2024.12.12_Reduced
3. Parks Structure Repairs Proposal

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: February 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



From: Bonnie Wessler, Director of Public Works

Subject: Parks Structural Repairs: Stairs

OHM was directed to inspect the stairs and similar structures in the City parks after routine inspections by staff revealed potential issues. They were asked to prepare a proposal to prepare the repair/replacement designs as needed as well as prepare bid documents for the work due to the magnitude of the repairs needed. The cost, proposed at \$39,860, would come from the parks capital fund in 414.

Attached is their report with recommendations. In Riverside Park, the gazebo and landing need miscellaneous small repairs; the south stairs and landing platform adjacent to the former Materials Unlimited needs miscellaneous small repairs; the Tridge requires miscellaneous small repairs but the stairs adjacent to Schultz Outfitters require significant repairs. In Frog Island, the stairs to the parking area require replacement; the steps at the north landing require minor work; and the concrete bridge requires repairs. In Peninsular Park, the concrete and wood steps east of the powerhouse require a partial replacement.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Inspection reports; OHM proposal

FY2024/2025 Goal Alignment

- **Strategic Goal 1: Capital Improvements and revitalization of City owned facilities and spaces.**
 - Strategic Goal 2: Staff retention and creating greater efficiencies.
 - Strategic Goal 3: Community Engagement
 - Strategic Goal 4: Community Development
 - **Strategic Goal 5: Infrastructure and investment**
 - Strategic Goal 6: Financial Planning
-



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, routine inspections have revealed a number of routine and capital needs in the stairs and pedestrian bridges of the City parks; and

Whereas, the City tasked OHM with a structural inspection of said stairs and pedestrian bridges; and

Whereas, the City's engineer of record, OHM has submitted a proposal to design said repairs and replacements as well as provide bid assistance;

Now therefore be it resolved that the Ypsilanti City Council accepts the proposal from OHM in the amount of \$39,860 for design and bid services for Parks Structural Repairs.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



To: Bonnie Wessler, AICP
Director of Public Services

Regarding: Miscellaneous Public Parks Structures Inspections
City of Ypsilanti

Inspection Date: November 12, 2024

Location: Riverside Park, Frog Island Park, and Connecting Tridge Walkway
2 East Cross Street
Ypsilanti, Michigan 48198

In Attendance: Michael Spurbeck – OHM Advisors
James Hegel – OHM Advisors

General:

The City of Ypsilanti Department of Public Works requested the inspection and recommendation for possible repair of various stairs, walkways, and outdoor structures at two parks bordering the Huron River (Riverside and Frog Island) and the Tridge connecting walkway that crosses the river between the two parks. The inspection was made on November 12, 2024, with observations noted below and representative pictures appended to this report.

Observations

- 1) North Octagon Pavilion, Riverside park. This pavilion is a wood structure with metal standing seam roof with a connecting river dock and canoe landing. The pavilion is supported by wood piles over the Huron River. Overall the structure is sound with only minor flaws. Photo 1.
 - a) Canoe Landing lacks support at riverside deck plank. Recommendation: add wood continuous support. Photo 2.
 - b) Pavilion stair railings are untreated wood. The rails are badly checked, weathered, and broken at the south stair top. Recommendation: replace the wood rails with galvanized steel pipe rail. Photo 3.
 - c) Wood piles supporting the Octagon Pavilion are checked but intact and structurally sound. One pile top has been cobbled with a short filler section for its top connection. Recommendation: No action is required for most of the piles. Replace the filler top piece with a fabricated steel bracket. Photo 4.
 - d) Platform rim joists are checked and weathered, with broken ends. No action required at this time.

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MIDLAND MICHIGAN 48640

T 989.956.2020 OHM-Advisors.com



- e) Canopy 6x6 posts are checked, but sound. No action required.
 - f) Pavilion floor framing and connections are intact and without major flaw. No action required.
 - g) Roof framing is intact and without major flaw. No action required.
 - h) SW Entry support concrete pier has excessive voids. Recommendation: Grout seal exposed exterior of pier. Photo 5
 - i) Two 2x8 supports at west pavilion entry are rotted to failure, no pressure treatment. Recommendation: Replace the two members in kind with treated lumber. Photo 6
 - j) One hex nut missing from end connection of landing. Recommendation: add hex nut. Photo 7.
 - k) Electrical service outlet box at south side of pavilion lacks weather cover and GFI. Recommendation: add items or remove outlet box. Photo 8.
 - l) Two sections of pavilion top rail have been replaced. Those sections are badly warped. Recommendation: Recommendation: Replace the two sections with proper fasteners and pressure - treated lumber. Photo 9.
- 2) South Octagon platform and walkway, Riverside park. This is a wood and steel structure on concrete sonotube piers. A lower structural steel frame supports wood joists and decking above, with steel guardrails. Overall the structure is in good condition with only minor flaws as noted below. A steel framed walkway with two landings and two stairs connects the lower hexagonal platform to an adjacent road bridge. Photo 10.
- a) Upper Landing steel channel supports do not have the paint of the lower portions. The landing channel frame is corroded, with two channels supporting the wood deck severely corroded. Recommendation: Replace the two deck support channels and connections in kind. Inspect the landing steel frame in detail for any severe corrosion. Photo 11.
 - b) Stair treads are serrated expanded metal spanning 5 feet with open risers. The bottom tread of the upper stair has buckled from a point load and excessive span. Recommendation: Replace the damaged tread at a minimum. Consider replacing the thin expanded metal treads with galvanized bar grate treads that can adequately span the stair width. Add closed risers to both stairs. Photo 12.
 - c) Wood deck plank for both the octagon platform and the upper landing are still functional but will require replacement due to weathering. Recommendation: Consider replacement of the wood plank with galvanized bar grate matching the existing deck of the lower landing. Photo 13.
- 3) Tridge Walkway. This is a wood-framed structure on concrete sonotube piers. Decking, rails, and sides are wood. Engineered wood laminated beams span to the piers on both sides, with laminated lateral



beams and wood decking for the walkway. Steel guardrails with short pipe posts drop to the laminated side beams. The structure has three branches over the Huron River connecting Riverside Park, Frog Island Park, and the adjacent Cross Street bridge. Wood stairs on a partial structural steel frame provide access up from the Tridge east leg to the street. Overall the structure is in good condition with only minor flaws as noted below. Photo 14.

- a) Concrete sonotube-formed piers support the structure over the river and visible portions of the piers are in good condition. Of note, pier tops around bearing plates were grouted to top of forms and this grout has broken. This is not a structural concern and does not require action. See Photo 14.
 - b) Wood framing and deck are intact and in good condition. Locally flawed deck plank appears to be replaced as needed. One small section of interior rail fascia is missing. Recommendation: Replace the fascia in kind. Photo 15.
 - c) Wood and composite guardrail is supported by small steel tube sections with bolted baseplates. The tube sections and bases have corroded. Recommendation: Wire brush clean the bases and prime/paint with a weather-resistant paint system. Photo 16.
 - d) Tridge east end stairs accessing the street level are wood frame supported partially on old steel sections. The stairs are comprised of three stairs and two wood intermediate landings. The top and mid-level stairs and landing are intact and without flaw. The lower landing wood 2x deck is not supported and deflects on load. Recommendation: Remove the deck and support frame and replace. Photo 17.
 - e) The connecting lower wood stair lacks support at the north base and deflects on load. Stair risers are unequal heights resulting in a tripping hazard. Recommendation: remove the stair and construct a wood replacement with closed and equal height risers. Photos 18 and 19.
- 4) Frog Island Park on the east side of the Huron River includes three structures that were inspected as part of this site visit – a north concrete stair, an east wood stair, and a concrete pedestrian bridge to street level.
- a) The north stair consists of reinforced concrete risers and treads cast at grade and is overall in fair condition with minor surface spalling. A single steel pipe guardrail on the west side of the stair is in good condition but lacks support at the base and intermediate posts due to cracked concrete edge. The bottom concrete landing shows minor spalling and has a large drop to grade on one side without rail. No guardrail exists on the east side of the stair. Recommendations: Repair minor concrete spalling. Relocate the steel guardrail inboard of the stair edge and provide new anchorage. Provide a second guardrail on the east side of the stair and at the exposed drop of the lower landing for fall protection and code. Photos 20 and 21.



- b) The east wood stair consists of dimensional lumber 2x12 treads, 2x8 risers, and single 2x12 stringers with a steel pipe guardrail on both sides. There are two stairs with middle and top landings. The stairs are supported by wood posts on concrete piers. Treads and risers span approximately 8 feet between stringers. Photos 22 and 23.
- i) The original stair framing does not appear to provide adequate fasteners between risers and treads, leaving treads spanning on weak axis across the 8 foot span without support from risers. This has resulted in damaged/cracked treads and excessive displacement on load. Recommendation: Remove and replace the treads and risers throughout. Provide continuous connection of the risers to the tread, or alternatively, provide a center stringer to reduce span. Photo 24.
 - ii) Stringers on both sides and at both levels are severely cracked in flexure, presumably from poor tread support described above. Recommendation: Remove and replace the stringers with adequately sized members and connections. Photo 25.
 - iii) Pipe guardrails are in good condition, but random fasteners are missing or damaged. Recommendation: Add or replace lag fasteners as required. Photo 26
- c) The concrete pedestrian bridge, though not part of this inspection work scope, is included here for observations made during other work at the Frog Island site. The bridge consists of reinforced concrete piers, abutments, deck, and side beams/rails; and accesses two concrete stairs and a middle landing to the street above. The upper stairs have steel pipe guardrail on both sides. Photo 27.
- i) The bridge deck is thin (approximately 3") and the top shows some surface spalling and minor cracks. Below, the deck has major delamination and spalling to reinforcement. Exposed reinforcement has failed due to corrosion at those locations. Recommendation: Consider bridge replacement. Alternatively, remove and replace the bridge deck, including reinforcement. Photo 28.
 - ii) Bridge side beams/rails appear to be in fair condition with one large void/crack at mid-span. Recommendation: Provide temporary support to the beam and expose reinforcement at the void to determine steel condition. Design repair to the beam at that time. Photo 29.
 - iii) Upper stairs to street appear to be in good condition with minor cracks and spalling of decks. Two cracks were noted in the south side concrete stringer. Recommendation: repair the observed cracks by injection. Photo 30.



Please feel free to contact me by phone (989-488-9767) or by email at Michael.spurbeck@ohm-advisors.com if you should have questions about the inspection or the recommended actions.

Sincerely,

Michael P. Spurbeck, P.E.
Structural Engineer

Appended Items: photos



No. 1



No. 2



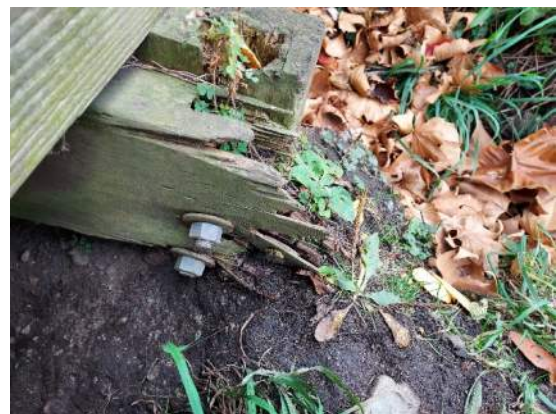
No. 3



No. 4



No.5



No. 6



No. 7



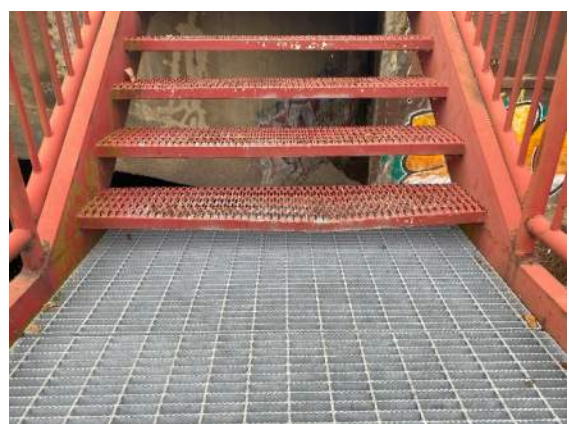
No. 8



No. 9



No. 10



No. 12



No. 13



No. 14



No. 15



No. 16



No. 17



No. 18



No. 19



No. 20



No. 21



No. 22



No. 23



No. 24



No. 25



No. 26



No. 27



No. 28



No. 29



No. 30

February 5, 2025

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

RE: **Proposal for Professional Engineering Services**
City of Ypsilanti Parks Structural Repairs

Dear Ms. Wessler:

Thank you for the opportunity to submit this proposal to provide professional services for the preparation of bidding documents for repairs to various structures at Riverside Park, Frog Island Park, the Tridge, and Peninsular Park bordering the Huron River in the City of Ypsilanti. This proposal provides key personnel, project understanding, scope of work, deliverables, schedule, and enclosed report of inspections from November 12, 2024.

PROJECT UNDERSTANDING

Inspections were made by OHM Advisors personnel on September 3 and November 12, 2024, of the following public structures to determine current condition and provide recommendations of repairs to extend their useful life and to provide safe structures for use by the public. The inspection report is appended to this proposal

- ▶ Riverside Park north octagon pavilion.
- ▶ Riverside Park south octagon platform, walkway, and stairs.
- ▶ Tridge walkway.
- ▶ Frog Island Park north stair.
- ▶ Frog Island Park east stair.
- ▶ Peninsular Park access stairs and canoe landing

OHM Advisors will prepare design and bidding documents to advertise the project for bidding. We offer the following scope of services for the completion of the design and bidding of this project.

SCOPE

Task 1 – Design

OHM will design the repairs to each of the structures noted above as described in our appended report. The design will include drawings, technical specifications and a probable construction cost estimate. The following specific tasks will be performed.

- ▶ Site inspection for field measure and documentation of the various structures.
- ▶ Topographic survey at Peninsular Park.
- ▶ Virtual client Kickoff Meeting.
- ▶ Structural design and drafting of the repairs.
- ▶ Prepare drawings and specifications. Submit design (drawings in PDF format) to the City for review and comment at approximately 50% design completion and have a virtual meeting with the Owner to discuss any questions or comment on the preliminary design.
- ▶ Create bidding front end documents using OHM standard format.



- Update the estimated opinion of probable construction cost for the listed repairs.
- Submit the design (drawings and specifications in PDF format) to the City for a final review and comment at approximately 95% design and drawing completion and have a virtual meeting with the Owner to discuss any questions or comment on the final design and the submittal.
- Provide sealed design documents for bidding and construction.

OHM will work with G2 Consulting Group for the geotechnical investigation and provide recommended foundation types for the Peninsular Park stair foundations.

Task 2 – Bidding Assistance

OHM will assist the City throughout the bidding process. Including the following tasks:

- Assist the City in posting the bid to BidNet (formerly MITN).
- Host and attend an onsite pre-bid meeting.
- 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. Check references for the three lowest bidding Contractors (if necessary).
 2. Provide the bid results and discuss construction contract award with 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 (2) executed copies of Contract documents for the City.
- Attend one (1) public meeting for contract award (if necessary).

DELIVERABLES

OHM Advisors will provide meeting minutes, and bidding documents, including the drawings and specifications to the City of Ypsilanti. Following bid opening, OHM will provide a bid tabulation and letter of bid results.

KEY PERSONNEL

This project team has been specifically selected to best meet the technical aspects of the design and facilitate coordination with the City. Below is a list of key OHM personnel and their role on this project.

OHM Project Team Members	Role on Project	Specific Duties
Rachel Jackson, P.E.	Client Representative	City Liaison and Point of Contact
Michael Spurbeck, P.E.	Structural Engineer	Structural Design
Amanda Porath, P.E.	Project Manager	Project Manager

ASSUMPTIONS/CLARIFICATIONS

- No as-built drawings of the park structures are available for this work.
- No construction phase services are included in this proposed work scope.
- No permits are required for this work, thus permitting fees are not included.
- Geotechnical services are only included for replacement of the Peninsular Park stairway and landings. The other listed structure foundations are assumed to remain and be adequate for the repairs.
- Any additional tasks outside of the above scope of services can be conducted at an hourly rate or as negotiated between the City and OHM Advisors. Additional work will not be conducted prior to City written authorization.
- Any meetings in addition to the meetings outlined in the above scope are not included in the scope of services but can be attended upon request. Time spent for these meetings will be charged on an hourly basis.



SCHEDULE

OHM Advisors intends to start work within three (3) weeks of authorization. Final bidding documents will be completed within (12) twelve weeks from start of work. OHM Advisors should be notified immediately of any deadline changes to satisfy the City's needs, as significant changes in the final project schedule could affect total cost.

FEE

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.

Tasks	Fee
Task 1 – Design Engineering	\$ 32,200.00
Subconsultant - G2 Consulting Group	\$ 4,660.00
Task 2 – Bidding Assistance	\$ 3,000.00
Total	\$ 39,860.00

The total fee is estimated to be \$39,860. Additional services can be provided on an hourly basis, as requested.

ACCEPTANCE

If this proposal is acceptable to you, a signature on the enclosed copy of this letter will serve as our authorization to proceed.

Thank you for giving us the opportunity to present this proposal to you. We look forward to working with you throughout this project.

Sincerely,

OHM Advisors

Rachel Jackson, P.E.

Accepted for City of Ypsilanti

(Signature)

(Printed Name)

(Title)

(Date)

cc: Andrew Hellenga, City Manager
Kent Early, PE, OHM Advisors
Amanda Porath, PE, OHM Advisors

Appended: Park Structures Inspection Report



REQUEST FOR LEGISLATION
February 18, 2025

For: Mayor and City Council

From: Amber Fellows, Council Member, Desirae Simmons, Council Member

Subject: Resolution No. 2025-033 Urging Michigan State Representatives to Reintroduce Michigan House Bill 4893 for Single-Payer Healthcare in Michigan.

SUMMARY & BACKGROUND: Provided by Council Member Fellows:

Talking points for the benefits of single-payer healthcare over private healthcare:

1. **Universal Coverage:** A single-payer system guarantees healthcare coverage for all residents, regardless of income, employment status, or pre-existing conditions. This eliminates the risk of uninsured or underinsured individuals and ensures everyone receives necessary care.
2. **Cost Efficiency:** A single-payer system reduces administrative costs associated with private insurance plans, which spend a significant portion of premiums on overhead costs such as marketing and executive salaries. Single-payer systems streamline administration, focusing resources on patient care.
3. **Eliminating Private Insurance Profits:** Private insurers often deny claims and raise premiums to maximize profits, leading to financial hardship for patients and families. A single-payer system removes the profit motive, ensuring that care is provided based on need, not on how much an insurer can charge.
4. **Comprehensive Coverage:** Single-payer healthcare covers a broad range of services, including preventive care, mental health, dental, and prescription medications. This eliminates the need for multiple plans and ensures full access to necessary care.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Res No 2025-033 Reintroduce HB 4893 Single Payer Healthcare

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: February 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025 - 033
February 18, 2025

**Resolution from the City of Ypsilanti Urging Michigan State
Representatives to Reintroduce Michigan House Bill 4893 for Single-
Payer Healthcare in Michigan**

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, healthcare is a fundamental right, and access to affordable, high-quality care is essential for the well-being of individuals, families, and communities, including those in the City of Ypsilanti; and

WHEREAS, Michigan's current healthcare system, which relies on private insurance providers, has left many residents without adequate coverage, contributing to significant health disparities. Ypsilanti faces particular challenges, with a median household income of \$41,914 and a poverty rate of 25.5%. These economic barriers contribute to higher rates of chronic illness and lower life expectancy, especially among communities of color; and

WHEREAS, private insurers often deny claims and raise premiums to maximize profits, leading to financial hardship for patients and families. A single-payer system removes the profit motive, ensuring care is provided based on need, not insurer profits; and

WHEREAS, a single-payer system guarantees universal coverage, ensuring healthcare access for all residents regardless of income, employment status, or pre-existing conditions; and

WHEREAS, countries with single-payer systems report better health outcomes, including higher life expectancy and lower infant mortality, due to comprehensive, equitable care that addresses systemic inequities, particularly for poor, disabled, LGBTQIA+, and communities of color, including those in Ypsilanti; and

WHEREAS, advocates and policymakers could look to efforts like the Massachusetts campaign for single-payer healthcare for inspiration, which offers a potential blueprint for Michigan to implement a similar system to ensure comprehensive healthcare access for every Michigander; and

WHEREAS, in the 2018 Democratic gubernatorial primary, Ypsilanti voters strongly supported Abdul El-Sayed, who ran on a Medicare-for-All platform, receiving 60% of the vote in the city, reflecting widespread local support for systemic healthcare reform; and

WHEREAS, due to the federal government's failure to deliver nationwide single-payer healthcare, despite broad public support, millions of Americans continue to suffer under a system that treats healthcare as a commodity rather than a basic human right; and

WHEREAS, Washtenaw County, home to Ypsilanti, previously implemented the Washtenaw Health Plan, a public healthcare program that successfully provided services to uninsured and low-income residents before the Affordable Care Act, demonstrating the feasibility of local public healthcare and the potential for such a model to be expanded statewide; and

WHEREAS, Michigan House Bill 4893 proposes a single-payer healthcare system that would guarantee all Michigan residents access to comprehensive services, eliminate insurance premiums, and reduce administrative costs; and

WHEREAS, a single-payer system would streamline care, focusing resources on patient needs rather than profits; now therefore be it

RESOLVED, that the City of Ypsilanti urges the Michigan State Legislature to reintroduce and prioritize Michigan House Bill 4893, establishing a single-payer healthcare system that ensures equitable healthcare access for all residents, including those in Ypsilanti, be it further

RESOLVED, that the Ypsilanti City Clerk sends a copy of this resolution to representatives Carrie Rheingans, Jimmie Wilson Jr., Jeff Irwin, Morgan Foreman, and Jason Morgan for their consideration, the members relevant committees in both legislative chambers, and to Governor Gretchen Whitmer, to advocate for single-payer healthcare in Michigan, be it further

RESOLVED, that the City of Ypsilanti continues to advocate for policies that prioritize the health and well-being of all Michigan residents and supports the movement for Medicare-for-All at both the state and national levels, recognizing that systemic change is needed to ensure healthcare is a right, not a privilege.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
February 18, 2025

For: Mayor and City Council

From: Amber Fellows, Council Member, Desirae Simmons, Council Member

Subject: Resolution No. 2025-034 Urging the Repeal of the 1988 Statewide Ban on Rent Control, MCL 123.411 to Advance Housing Justice.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Res No 2025-034 Repeal on Rent Control Ban

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: February 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



**Resolution from the City of Ypsilanti Urging the Repeal of the 1988
Statewide Ban on Rent Control, MCL 123.411 to Advance Housing
Justice**

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the Ypsilanti City Council is committed to promoting the economic, cultural, and physical well-being of its residents, as granted by the City Charter; and

WHEREAS, the Michigan Home Rule City Act grants municipalities the authority to pass laws and ordinances addressing local concerns, including housing justice; and

WHEREAS, housing justice is the principle that everyone should have access to safe, affordable housing, grounded in the belief that housing is a human right, with a focus on racial equity, upward mobility, health and well-being, stability, and housing justice is achieved through policy change, community engagement, and systemic reform; and

WHEREAS, 66% of Ypsilanti's population are renters, many of whom are severely affected by the current housing crisis, with rising rents and increasing displacement; and

WHEREAS, renters across Michigan are increasingly cost-burdened, spending more than 30% of their income on housing, while eviction rates and homelessness continue to rise, disproportionately affecting low-income and marginalized communities; and

WHEREAS, 60% of Ypsilanti households are Asset-Limited, Income-Constrained, and Employed (ALICE) or living in poverty, with over half (54.6%) of Ypsilanti renters being cost-burdened; and

WHEREAS, municipalities like Ypsilanti, with a significant percentage of low-income renters, face unique challenges that require local control to address housing justice effectively; and

WHEREAS, municipalities like Ypsilanti must have the tools to create local solutions to housing challenges, including the ability to regulate rent and protect tenants; and

WHEREAS, the private housing market and local landlords currently control rent increases without any regulation or oversight, and there are no laws limiting how much landlords can raise rents; and

WHEREAS, MCL 123.411 currently prevents local governments from regulating rent levels, limiting their ability to protect tenants and meet local housing needs; and

WHEREAS, Washtenaw County State Representative Carrie Rheingans reintroduced HB 4947 in January 2025 to repeal MCL 123.411, and the City Council of Ypsilanti strongly supports this legislative effort; and

WHEREAS, municipalities such as Detroit and Pontiac, also facing housing challenges, have passed similar resolutions urging the repeal of MCL 123.411 to restore local control over housing policy; and

WHEREAS, rent control and rent stabilization are important tools for housing justice when combined with other protections and affordable housing initiatives to prevent displacement and ensure the well-being of tenants; now therefore be it

RESOLVED, that the City of Ypsilanti urges the Michigan State Legislature to repeal MCL 123.411 and supports House Bill 4947 to restore local authority to regulate rent, be it further

RESOLVED, that the Michigan Democratic Party should add the repeal of MCL 123.411 to the state party platform and encourage legislators to prioritize its repeal to ensure housing justice for all Michigan residents, be it further

RESOLVED, that the Ypsilanti City Clerk sends a copy of this resolution to representatives Carrie Rheingans, Jimmie Wilson Jr., Jeff Irwin, Morgan Foreman, and Jason Morgan for their consideration, the members of the Housing Committees and other relevant committees in both legislative chambers, and to Governor Gretchen Whitmer, to advocate for the repeal of MCL 123.411 to promote housing justice in Michigan.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
February 18, 2025

For: Mayor and City Council

From: Amber Fellows, Council Member, Desirae Simmons, Council Member

Subject: Resolution No. 2025-035 Urging the Adoption of Area Median Income Reform to Advance Housing Justice.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Res No 2025-035 Supporting Adoption of Area Median Income Reform

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: February 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025 - 035
February 18, 2025

Resolution from the City of Ypsilanti Urging the Adoption of Area Median Income Reform to Advance Housing Justice

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, Washtenaw County has been identified as the eighth most economically segregated metropolitan area in the United States, with significant disparities between its western and eastern regions, which directly affect residents in the City of Ypsilanti, and that these divisions have resulted in pronounced socioeconomic inequalities within the county and the city, contributing to disparities in access to housing, education, healthcare, and employment; and

WHEREAS, municipalities with high percentages of low-income renter households, like Ypsilanti, benefit greatly from accurate tenancy data in order to effectively create housing policies that promote equity and justice; and

WHEREAS, House Bill No. 5336, introduced by Ypsilanti State Representative Jimmie Wilson Jr. in November 2023, addresses the issue of economic segregation by allowing municipalities to use their local Area Median Income (AMI) to determine affordable housing eligibility, thus ensuring that housing policies reflect the specific income levels of the area, particularly in municipalities, like Ypsilanti, which have a poverty rate of 20% or greater; now therefore be it

RESOLVED, that the City of Ypsilanti supports the reintroduction of House Bill No. 5336, and urges the Michigan State Legislature to pass this reform to help municipalities create more equitable housing policies, be it further

RESOLVED, that the Michigan Democratic Party should support these AMI reforms and encourage legislators to adopt measures that advance housing justice throughout Michigan, be it further

RESOLVED, that the Ypsilanti City Clerk sends a copy of this resolution to representatives Carrie Rheingans, Jimmie Wilson Jr., Jeff Irwin, Morgan Foreman, and Jason Morgan for their consideration, the members of the Housing Committees and other relevant committees in both legislative chambers, and to Governor Gretchen Whitmer, to advocate for the adoption of Area Median Income reform to promote housing justice in Michigan.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



REQUEST FOR LEGISLATION
February 18, 2025

For: Mayor and City Council

From: Patrick McLean, Council Member, Roland Tooson, Council Member

Subject: Resolution No. 2025-036 Speaking out against tariffs.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Res No 2025-036 Anti Tarrif

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: February 18, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Anti Tariff Resolution

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the regional integration of the economy in Michigan and the Great Lakes region brings economic benefits, including manufacturing jobs and lower prices for consumer goods, to Michigan, Ontario and all of the US and Canada; and

WHEREAS, the system of free trade which has been developed between the US and Canada, particularly in the last 30 years, has fostered the development of this regional economy, particularly in the area of auto and auto parts manufacturing; and

WHEREAS, this regionally integrated economy has developed over time based on trust between the governments on both sides of the US Canada border that both sides will adhere to the treaty obligations to which they are a party; and

WHEREAS, mainstream economists all agree that tariffs add costs to the manufacturing process that make it harder to deal in cross border trade and result in higher costs that are ultimately borne by consumers; and

WHEREAS, more than one million Michigan jobs, including the jobs of Ypsilantians, are at risk if tariffs are imposed on Canada, with millions of other jobs in other American states and Canadian provinces also at risk; and

WHEREAS, the threat of tariffs alone has already resulted in Canadians buying fewer American products and canceling travel to the United States; and

WHEREAS, the US threat to renege on its US-Mexico-Canada (USMCA) treaty obligations as negotiated and signed just six years ago by this same American president breeds mistrust from a country that has been a friend and strong ally for more than a century; now, therefore be it

RESOLVED, that the Council of the City of Ypsilanti renounces both the specific tariffs as proposed by the current regime in Washington, as well as the use of tariffs as a threat directed at Canada, be it further

RESOLVED, that this Council reaffirms the friendship between the American and Canadian peoples based on our shared economic, historic and cultural connections, and reminds our Canadian brethren that the position of the current regime in Washington does not reflect the position of the City of Ypsilanti nor does it necessarily reflect the position of countless cities and states across the US, be it further

RESOLVED, by the City of Ypsilanti that local governments in southeast Michigan and beyond are encouraged to make their position on tariffs known to governments in Washington and Ottawa.

OFFERED BY: _____

SUPPORTED BY: _____
YES: NO: ABSENT: VOTE:

2025 Marketing & Communications Strategic Plan

Executive Summary:

In 2021, the City of Ypsilanti hired a Communications Manager to improve its communications efforts, aiming to streamline and enhance how the city engages with its community. The position has moved through various city departments, adapting to different roles and leadership structures. The position is currently under Community, Economic Development, and Equity Manager within the Community Services Division. Recognizing the need for a more comprehensive and cohesive approach, the City seeks to develop a Marketing & Communications Strategic Plan. This plan aligns with the City's broader mission and vision, integrating communications, community engagement, and equity into one department. This approach will foster collaboration across City Hall, the Department of Public Works, the Ypsilanti Police and Fire Departments, and in partnership with the Ypsilanti Downtown Development Authority.

City Vision:

The City's mission is to work creatively and collaboratively to enhance the natural and built environment so that its population grows and thrives.

Plan Purpose:

This Communications Plan aims to clearly define the strategies, priorities, and tools used to communicate with the Ypsilanti community. It ensures the City's story is effectively communicated despite varying levels of engagement, contributing to transparency and fostering understanding. This plan is aligned with the City Council's goals, supports the vision of Ypsilanti, and embodies its core values.

Storytelling:

The services delivered by every department play an essential role in the lives of those in our community. We have a unique story to tell within each project and program the City oversees. The Communications department helps create and sustain productive connections between City services and Ypsilanti community members, businesses, and visitors to tell the City's story and listen to and share our community's stories.

City Values:

The City of Ypsilanti's rich history is shaped by the community's core values, which should be reflected in all communications. These values include:

- **Pride**
- **Diversity**
- **Heritage**

Community and Media Relations - Core Functions:

Role of Community and Media Relations:

The Communications Division aims to build and maintain a high level of trust between the City government and its stakeholders—staff, council, residents, businesses, visitors, and partners. The goal is to ensure the City’s brand reputation is positive and reflects organizational integrity, providing timely, relevant, and meaningful information to the public.

Strategic Communication Planning Process:

The communications team works to implement the City Council’s strategic goals through compelling storytelling, highlighting the human impact of the City’s services. This process demonstrates how the City’s work makes tangible changes in the community, breaking down complex of government work into accessible and relatable stories.

Communications Support for Offices and Departments:

As departments seek communication support for initiatives and projects, the communications team ensures that messaging aligns with the City’s overall brand and strategic goals.

Public Engagement:

The team develops and executes strategies that engage the public in local government through events, digital platforms, and direct communication about City services.

Brand Management:

Communications ensures that the Ypsilanti brand is used consistently across all communications and that brand messages are appropriately shared in all city-wide efforts.

Emergency Communication:

In a crisis, the communications team ensures that accurate, clear messaging is swiftly disseminated to residents and stakeholders, coordinating with emergency responders, department leaders, and the media as necessary. For more details, refer to the Emergency Communication Policy.

Communication Priorities

Priority #1: Provide Communications Support for all City Departments

Departmental Strategies:

- **City Manager:** The Mission of the City Manager is to administrate between the elected city officials and city staff and ensure that city government runs smoothly and efficiently.

Communications Tactics

1. Media Relations
2. Public Engagement
3. Strategic Comms
4. Internal Comms

- **City Attorney:** To provide high-quality, efficient legal services to the City of Ypsilanti.

Communications Tactics

1. Work through corresponding departments accordingly

- **City Clerk:** The mission of the City Clerk's Office is to serve as the Clerk to the City Council, Chief Elections Officer, and custodian of the Corporate Seal; to certify official documents and maintain official City documents; administer oaths and take affidavits; and exercise other powers and duties as provided by law.

Communications Tactics

1. Media Relations
2. Public Engagement
3. Internal Communications
 - a. Council Meeting Information

- **Human Resources:** The Human Resources Department's mission is to provide quality service to employees and retirees, meeting their needs in employment, benefits, training, and safety while maintaining our city's policies and procedures.

Communications Tactics

1. Media Relations
 - a. Job postings
2. Strategic Communications
 - a. Human Impact Stories (Who is City Hall, Black History Month, Women's History Month, Clerk Appreciation Week, Police Appreciation Week, Public Works Appreciation Week, Firefighter Day, October National Planning Month (acknowledge Joe, Josh, Ellen, and Bonnie), July Parks – DPS)

3. Internal Communications
 - a. Newsletters
 - b. Potlucks
 - c. Benefits
 - d. Birthdays, Anniversaries
- **Finance Department:** To provide reliable and timely financial information to our Citizens, Governing Bodies, Employees, and other Customers and to facilitate the prudent use of the City's financial resources by maintaining accurate and complete records of all financial transactions, assets, and liabilities.

Communications Tactics

1. Media Relations
 - a. Budget and Finance updates
 2. Public Engagement
 3. Internal Comms
 - a. Budget
 - b. System Changes, Updates, Outages
- **Police Department:** Working in partnership with the community, the members of the Ypsilanti Police Department are dedicated to improving the quality of life and providing a safe environment within the community and the organization.

Communications Tactics

1. Media Relations
 - a. Open House Event
 2. Emergency Comms
 - a. Press releases timely after incidents (what incidents & when)
 3. Internal Comms
- **Fire Department:** The City of Ypsilanti Fire Department is committed to protecting the lives and property of the citizens of the City from fires, natural disasters, hazardous materials, and incidents; saving lives by providing emergency medical services; preventing fires through prevention and education programs; and providing excellent and compassionate service in a work environment that values cultural diversity and is free of harassment and discrimination.

Communications Tactics

1. Media Relations
 - a. Open House Event
2. Emergency Comms
3. Internal Comms

- **Community Services Department Mission:** The Community Services Department's mission is to uphold compliance and code in the built environment. It establishes requirements to safeguard public health, safety, and general welfare in the built environment, including protecting life and property during emergencies. The department supports businesses, enhances the City's quality of life, and strives to create a sustainable environment conducive to growth while maintaining the community's interest. It will provide excellent planning, zoning, and preservation services and work collaboratively to enhance the natural and built environment of the City of Ypsilanti so that its population grows and its economy thrives.

Communications Tactics

1. Media Relations
 2. Public Engagement
 3. Internal Comms
- **Public Works:** The mission of the Department of Public Works is to maintain all City-owned and operated buildings, facilities, infrastructure, streets, traffic signals, signs, stormwater conveyance facilities and structures, public trees, equipment, parking lots and meters, and parks. The department also provides services, including solid waste, recycling, composting, and capital improvements.

Communications Tactics

1. Media Relations
2. Public Engagement
3. Internal Comms

Priority #2: Lead Strategic Communication Efforts

The communications division ensures that efforts are aligned with the City Council's goals and promote community understanding of Ypsilanti's initiatives.

Strategies:

- Ensure the public understands City Council goals, priorities, and decisions, fostering transparency and trust.
- Work closely with department heads to ensure communication supports the City's strategic plan and priorities.

Tactics:

1. Quarterly meetings with departments to develop key messaging and communication strategies.
2. Post City Council goals and vision clearly on the City's website for easy access.
3. Ensure alignment of communications with the City's strategic vision and goals.
4. Standardize communication processes across all departments to ensure clarity and efficiency.

Priority #3: Ensure a Well-Informed City Workforce

Keep employees informed and engaged to help them effectively share the City's story and reinforce the brand.

Strategies:

- Provide employees with information about key City issues and challenges.
- Empower employees to actively represent the City's brand and messages. Start with an employee storytellers' group and expand as necessary.

Tactics:

1. Regular newsletters and updates from City leadership.
2. Training sessions for employees to become storytellers and represent the City confidently.
3. Hold regular face-to-face meetings with employee groups for transparency and feedback.
4. Celebrate employee accomplishments and milestones to foster pride and connection.

Priority #4: Provide Transparent and Timely Communication

Communicate accurate, non-biased information promptly through multiple channels.

Strategies:

- Ensure timely distribution of information to the public across appropriate platforms.
- Foster relationships with local media to ensure accurate coverage and coverage of important stories.

Tactics:

1. Develop an editorial calendar for strategic content distribution. Ensure communication campaigns are coordinated to reduce conflicts and resource bottlenecks. This may include monthly themes or annual areas of focus like Emergency Preparedness Month or the City's 200th Anniversary.
2. Create annual financial reports and share summaries through accessible channels.
3. Develop regular content for local media outlets, guest columns, and editorials.

Priority #5: Provide Measurements of Progress and Success

Track and evaluate communication metrics to guide future efforts and measure effectiveness.

Strategies:

- Regularly assess communication outcomes through defined metrics to understand the most effective strategies.

Tactics:

1. Measure media coverage, e-newsletter engagement, website traffic, and social media interactions.
2. Use surveys, polls, and feedback to understand community sentiment and engagement.
3. Set specific performance indicators for each major communication initiative.

Priority #6: Reinforce and Define the City's Brand

Create consistent messaging that builds the City of Ypsilanti's brand and tells its story with one unified voice.

Strategies:

- Train employees to use and reinforce the City brand in daily interactions consistently.
- Use marketing and advertising strategies to increase brand awareness across diverse demographics. Reinforce the notion that the City brand is not the logo or values, but it's our story, told in many ways over time.

Tactics:

1. Partner with community organizations to expand the City's brand visibility.
2. Establish core messages that align with Ypsilanti's identity and values.
3. Create an Employee Ambassador Program to encourage staff to spread the City's message.
4. Provide annual brand training for City staff to ensure consistency.

Metrics

MEDIA COVERAGE

1. *News Releases*: The number of releases reacted to by the media.
2. *News Sentiment*: The sentiment of mentions, articles or interviews published by the media.
3. *Reach*: The reach of advertisements and news stories in media outlets
Examples include ads and news stories in print and online and the number of people who saw it based on the number of publications printed or the number of people who visited the webpage where the content is located.

E-BLASTS / E-NEWSLETTERS

1. *Subscribers*: The number of people who have signed up to receive the communication
2. *Open Rate*: The rate of recipients who open the email or notification.
3. *Click-Through Rate*: The rate of recipients who click on an active link within an email or publication.

WEBSITE

1. *Unique Visits*: The number of distinct individuals visiting the site.
2. *Page Views*: The number of times a page on the site has been viewed.
3. *Top Pages*: The pages visited most frequently, 5-10, should be tracked regularly.
4. *Bounce Rate*: The percentage of people that navigate away from the site after only viewing one page or fewer. A lower bounce rate means people are exploring the page and finding the necessary information.
5. *Search Terms*: Frequently searched terms indicate that visitors are not finding what they need, and the information may need to be displayed more prominently.

SOCIAL MEDIA

1. Followers: The number of people who subscribe to and follow the City's pages.
2. Engagement: The number of people interacting with the City's social media pages, including likes, comments, tags, or shares.
3. Reach: The number of people who saw the City's posts.
4. Quantity and Quality of Posts: Number of posts and metrics on content, including photos, videos, events, and polls.

PRINTED MATERIALS AND PAID ADVERTISEMENTS

1. Distribution Rates: The number of places a printed piece can be found – physical and online – and the number of pieces distributed.

OTHER METRICS

- Quantity of survey responses
- Digital or otherwise billboard effectiveness
- Video views
- Poll results that demonstrate community understanding and engagement.
- Consistency in brand use across departments.
- Positive employee response to the storyteller program.
- Quantity of community complaints (Council or Departmental) – Demonstrates that proactive messages effectively deliver a message or story.
- Event attendance

Implementation Plan

High Priority:

- Implement an engaging Employee Storyteller Program.
- Launch brand training for all employees.
- Integrate the City's vision, goals, and values into communications.

Medium Priority:

- Collaborate with community organizations to promote the City and extend brand reach.
- Develop content and marketing materials in coordination with key community partners.
- Attend department meetings to create project-specific communications plans (with internal and external stakeholders)
- Outline the City's Strategic Plan elements on the website.
- Research and establish editorial calendars, along with a process of developing content for columns and editorials.

This 2025 Marketing & Communications Strategic Plan will serve as a roadmap for the City of Ypsilanti to develop greater community engagement, strengthen its brand identity, and improve communication across all levels of government and with residents.



2024 Annual Report Historic District Commission and Historic Preservation Program Ypsilanti, Michigan

INTRODUCTION

The Historic District Commission of the City of Ypsilanti is governed by the Michigan Local Historic Districts Act, State of Michigan Public Act 169 of 1970 as amended, and by Chapter 54 of the City of Ypsilanti Code of Ordinances. The Commission works to safeguard locally designated historic resources through review of exterior changes. City staff works on a broader historic preservation program that aims to recognize significant historic resources across the city.

MEMBERSHIP

Alex Pettit, Chair
James Chesnut, Vice Chair
Stefan Szumko
Delrhea Byrge

Hannah McCready
John Van Bolt
Chuck Bultman

COMMISSION AND STAFF

According to Sec. 54-32 of the City's Historical Preservation Ordinance, Historic preservation is declared to be a public purpose with numerous community benefits. The Historic District Commission (HDC) has several responsibilities, but chiefly, it serves as the quasi-judicial body that ensures exterior alterations of historic properties meet the Secretary of the Interior's Standards for Rehabilitation and local Design Criteria to protect the historic integrity of the district for future generations.

The HDC is comprised of seven members, including at least one architect or building/conservation expert and two residents of the historic district. As of December 2024, five of the seven commissioners are residents of the historic district. Ellen Thackery has served as preservation planner since February 2022.

The turnaround time for most applications was about three weeks from submission to approval. Potential applicants are encouraged to bring projects to the HDC as study items before formal submission of an application. The study item allows the HDC to provide feedback to property owners at a conceptual stage, clarifying expectations and allowing for a more predictable final review.

INITIATIVES

State Historic Rehabilitation Tax Credit

In 2022, the state reinstituted the historic rehab tax credit that allows up to 25% of eligible expenditures to be returned to the property owner in the form of a state income tax credit that can be carried forward up to 10 years. In June 2023, the preservation planner facilitated a webinar about the program, architect Mara Lancaster presented, and we recorded the presentation for later viewing on demand. At the end of 2024, 122 people had viewed the online program. Information about the tax credit is also available on the historic district's webpage (<https://cityofypsilanti.com/263/Historic-District>).

Commissioner Training

One new resident joined the commission in 2024 and was given an orientation to the commission and a training on preservation law and the Secretary of the Interior's Standards for Rehabilitation.

Resurveying the Historic District

In the 2021 update to the City's Master Plan, resurveying the historic district was established as a goal, because the guiding documents for the local historic district from the 1970s and 1980s are no longer sufficient. Updated documents would help property owners and the city make the best decisions for the preservation of Ypsilanti's most historic resources. The preservation planner submitted a grant application for a resurvey grant through the Certified Local Government grant program in February 2023, and the application was successful. As of December 2024, half of the resources in the local historic district were surveyed and photographed and a draft survey report had been submitted to the City and the State Historic Preservation Office. The resurvey work will conclude by the end of August 2025.

Safeguarding the Historic District and Enforcement

A few properties in the historic district have been in varying states of disrepair for a few years.

302 E Cross: In 2021, the HDC authorized the city to take legal action with the owner of 302 E Cross to have the building repaired and secured. In 2022, the property owner was issued citations and entered into the administrative hearings process with monthly fines. The owner sold the house in 2023 and the historic district commission approved repair and rehabilitation work on the house in March 2024. The proposed work included porch rebuilding, window restoration and replacement, and siding work. As of November, some siding had been repaired, new windows had been installed (other windows will be restored), and, according to the contractor, interior work was underway, including work on the house's heating, electrical, and plumbing systems. The preservation planner will continue to monitor the progress on this property closely in 2025.

206-210 N Washington: The property at 206-210 N Washington was acquired by the City through foreclosure, and the City is working on its redevelopment. Avalon Housing plans to close on the property in 2025 to develop affordable housing on the site. In 2024, Avalon Housing received approvals from the historic district commission for their proposed design, and there was a limited archeological investigation on the site. The historic outbuildings will be retained on site. As part of the investigation into the

structural condition of the outbuildings and their foundations, a limited archeological investigation was completed. Some artifacts were uncovered, including some metal rings of various sizes and some workboots.

90 Maple: The passenger depot—the “depot” of Depot Town—received some emergency stabilization work in 2023, specifically on the porte-cochere area where water damage and a car caused some structural damage. In 2024, the preservation planner and the city’s economic development and equity manager Katie Jones served on a team working to stabilize the depot. The team includes the owners, the city, the county, and architects and engineers. Because the City is a Redevelopment-Ready Community, it was able to access Michigan Economic Development Corporation predevelopment funds to assess the depot’s structure and plan for its development. That work got underway in late 2024 and will continue into 2025.

More generally, in December 2024, the City’s Community Services Department migrated to BSA online and the preservation planner took an oath as an enforcement officer. These two events should improve and streamline enforcement efforts in 2025 to help safeguard the district.

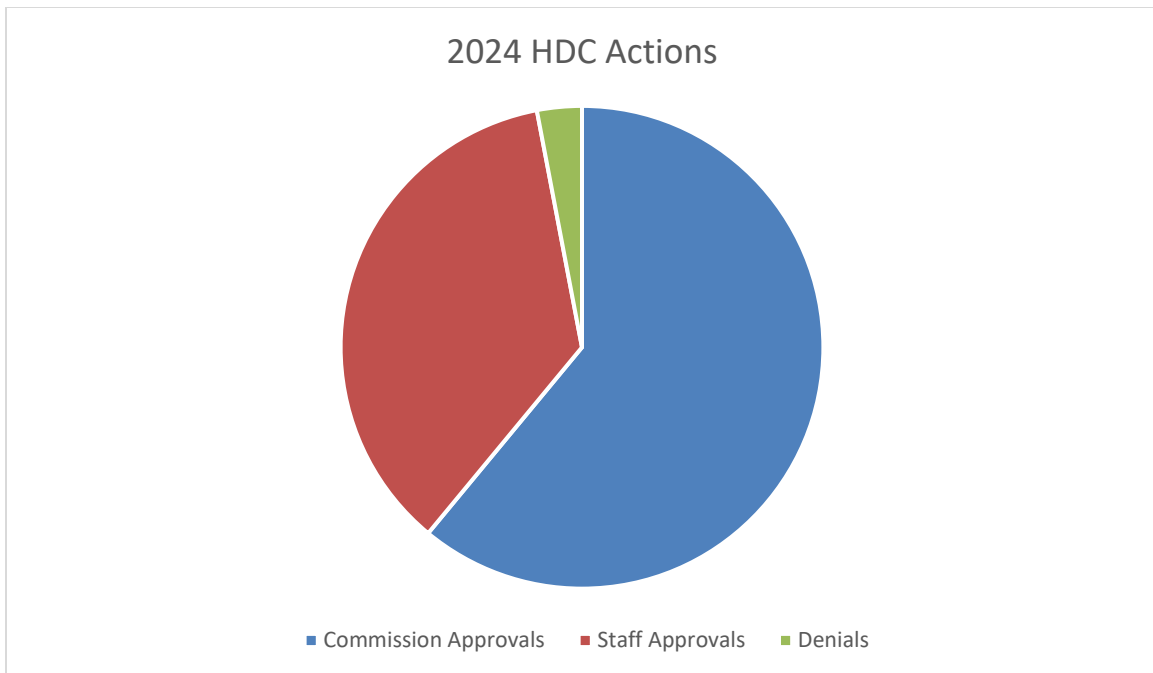
APPLICATIONS

The preservation planner inherited a counting/tracking system in 2022 and staff retained it but has found that system cumbersome and counterintuitive. (For example, staff finds some categories that have been reported on since 2018 unclear and not well defined. Additionally, in the past, study items were counted as applications received, but they are no longer considered applications.) As a result, for 2025, staff is creating a new tracking spreadsheet that will be easier to understand. It will retain the useful data points to track, like categories of work (windows, doors, etc.), actions (approvals, denials, and notices to proceed), and total applications.

In 2024, **100** new historic district work applications were completed.

- 61 of these were approved by the commission,
- 36 of these were approved by staff, and
- 3 of these were denied.

In addition, 9 study items were reviewed and discussed by the commission.



Comparisons with recent years

In 2023, 106 applications were completed with an approximate 96% approval rate.
 In 2022, 108 applications were completed with an approximate 96% approval rate.

The most commonly proposed projects in 2024 were signs (17 of the total applications) and windows (17 of the total applications).

MAJOR PROJECTS in the HISTORIC DISTRICT

New Construction

The design for the proposed housing development to replace the burned building at 206-210 N Washington was approved by the commission.

Demolitions

No major demolitions were completed in 2024. Demolition of a nonhistoric garage and demolition of a nonhistoric rear ramp were approved.

Appeals

None.

GOAL PROGRESS

Goals Identified in the City's Certified Local Government Annual Report from 2023:

Goal 1: Continue to survey, establish new NRHP/local districts, and update existing.

Progress: There are many important survey goals in the City.

One is getting the existing local historic district resurveyed, which is underway thanks to the CLG grant. Progress: 50% complete.

Another is surveying, nominating, and designating historic places that help to tell stories of underrepresented communities.

A third is surveying potential new local historic districts and possibly designating them.

All of these are important survey needs in the City. Staff, with help from the State Historic Preservation Office, needs to determine how to make all of this survey work happen. For 2024 and 2025, however, staff will focus on the grant-funded resurvey work because of capacity constraints.

Goal 2: Implement a system for effectively tracking and resolving enforcement issues.

Progress: The preservation planner has now been sworn in as an enforcement officer and the City will be completing all of its enforcement through BSA online. This software upgrade with consistent use will make it easier to track enforcement issues and to take additional action as needed. In addition, the Community Services department has reinstituted weekly meetings to track enforcement issues.

Goal 3: Effectively manage the 2024 grant-funded resurvey work.

Progress: Half of the properties in the historic district have been photographed and surveyed, and staff is reviewing the first draft of the survey report that was submitted. All invoices to date have been paid, consultants have received what they have needed from staff, and grant reporting has been completed on time. This goal will continue in 2025.

Goal 4: Update/clarify two Historic District Fact Sheets: "Signs and Awnings" and "Historic District General Information."

Progress: This project has not been completed in 2024.

More generally:

- Staff intends to reinstitute the practice of new owner outreach in the district. On a quarterly basis, staff will run a report from the assessment database showing

new owners that quarter, and those new owners will receive a welcome to the historic district information packet and letter. That practice was completed by the former preservation planner but was stopped in 2022, and staff intends to reinstitute that practice.

- The planning department staff has also begun to look at how to inventory and digitize our City's public records. That will be a long-term department goal that started in 2024.

SUMMARY

In 2024, similar to the previous year, we saw the numbers of applications for work in the local historic district inching back toward pre-pandemic levels. In 2024, 36% of the submitted applications received administrative approval, which means that these applications weren't reviewed by the historic district commission but by the staff on behalf of the commission, maximizing efficiency.

In 2025, the preservation planner looks forward to seeing forward momentum on some of our historic properties that have been in need of investment for several years.

The historic district resurvey, funded by a Certified Local Government grant and wrapping up in 2025, will be integral to safeguarding the historic district's continuing operation for decades to come.



Michigan State Historic Preservation Office
Certified Local Government Program
CLG 2024 Annual Report

1. CLG BASIC INFORMATION

CERTIFIED LOCAL GOVERNMENT

City of Ypsilanti

CHIEF ELECTED OFFICIAL

Nicole Brown, Mayor

CLG CONTACT PERSON (official person on file with National Park Service)

Ellen Thackery

TITLE

Preservation Planner

MAILING ADDRESS

Department of Community Services, City of Ypsilanti, 1 S Huron, Ypsilanti, MI 48197

EMAIL

ethackery@cityofypsilanti.com

TELEPHONE

734-482-9709

CLG/HISTORIC DISTRICT COMMISSION WEBSITE (if applicable)

<https://cityofypsilanti.com/263/Historic-District>

2. HISTORIC DISTRICT ORDINANCE AND PRESERVATION PLANNING

A. DID THE CLG KEEP ITS HISTORIC DISTRICT ORDINANCE IN EFFECT FOR THE ENTIRE YEAR? ☒ YES ☐ NO (if no, briefly explain)

B. DID THE CLG ADOPT OR AMEND/REVISE/MODIFY ANY OF THE FOLLOWING DURING THE YEAR?

(Provide a link or attach any documents for which you select yes)

HISTORIC DISTRICT ORDINANCE

☐ YES ☒ NO

PRESERVATION PLAN (including master plan component)

☐ YES ☒ NO

HDC BYLAWS OR RULES OF PROCEDURE

☐ YES ☒ NO

DESIGN GUIDELINES (under PA 169, guidelines must be approved by SHPO)

☐ YES ☒ NO

COA APPLICATION/REQUIREMENTS

☐ YES ☒ NO

SURVEY PLAN

☐ YES ☒ NO

OTHER PRESERVATION-RELATED REGULATIONS/PROCEDURES (e.g., blight ordinances, demolition ordinances, downtown design standards, etc.)

☐ YES ☒ NO

3. HISTORIC DISTRICT COMMISSION

A. PROVIDE THE NAME AND TITLE FOR THE COMMUNITY'S STAFF LIAISON TO THE HDC

Ellen Thackery, Preservation Planner

B. DOES THE HDC USE AN ON-CALL PRESERVATION SPECIALIST (e.g., architect, historian, etc.)? ☐ YES ☒ NO (if yes, provide name/title)

C. IDENTIFY **CURRENT** HISTORIC DISTRICT COMMISSION MEMBERS.

(Submit a resume or Attachment A for each **NEW** commissioner appointed during the year)

NAME	ROLE (e.g., chair, vice-chair, etc.)	TERM STARTED	TERM ENDS
Alex Pettit	Chair	1/1/23	12/31/25
James Chesnut	Vice Chair	1/1/23	12/31/25
Stefan Szumko		1/9/25	12/31/27
Delrhea Byrge		4/19/22	12/31/25
Hannah McCready			12/31/26
John Van Bolt		12/19/23	12/31/26
Chuck Bultman		7/9/24	12/31/27

D. DOES THE HDC INCLUDE AT LEAST ONE MEMBER WHO IS A QUALIFIED PRESERVATION PROFESSIONAL? ☒ YES ☐ NO If you answer no, briefly identify how the CLG sought to identify qualified professionals (architects, historians, architectural historians, archaeologists, etc.) to fill vacancies AND submit a copy of related announcements, advertisements, or other means used to seek qualified members.								
E. ARE THERE CURRENTLY ANY HDC VACANCIES? ☐ YES ☒ NO If yes, how many?								
F. DID NEW COMMISSIONERS RECEIVE TRAINING MATERIALS AND INFORMATION ON THE LOCAL HISTORIC DISTRICT ORDINANCE? ☒ YES ☐ NO ☐ NOT APPLICABLE								
G. DID AT LEAST ONE COMMISSIONER AND/OR STAFF PERSON PARTICIPATE IN TRAINING (e.g., conferences, webinars, and in-person workshops)? ☒ YES ☐ NO If yes, identify the training and participants below. If no, briefly explain why no one participated in training.								
NAME OF TRAINING			PROVIDER			ATTENDEES		
New Historic District Commissioner Orientation			Ellen Thackery			Chuck Bultman		
Statewide Historic Preservation Conference			Michigan Historic Preservation Network			Stefan Szumko, Hannah McCreedy, staff Ellen Thackery		
H. WHEN ARE YOUR HDC'S REGULARLY SCHEDULED MEETINGS? (e.g., first Wednesday of each month) Second Tuesday of Every Month								
I. IDENTIFY THE MONTHS IN WHICH YOUR HDC MET AT LEAST ONCE.								
MONTH	MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?*		MONTH	MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?*
January 2024	☒	☒	☒		July 2024	☒	☒	☒
February 2024	☒	☒	☒		August 2024	☒	☒	☒
March 2024	☒	☒	☒		September 2024	☒	☒	☒
April 2024	☒	☒	☒		October 2024	☒	☒	☒
May 2024	☒	☒	☒		November 2024	☒	☒	☒
June 2024	☒	☒	☒		December 2024	☒	☒	☒
*if not available on your website, <u>submit minutes for at least two meetings</u>								
J. PROVIDE INFORMATION ON DESIGN REVIEW APPLICATIONS RECEIVED FOR REVIEW DURING THE YEAR.								
APPLICATION TOTALS					RESULTS OF REVIEWS			
# OF APPLICATIONS RECEIVED: 100					# OF CERTIFICATES OF APPROPRIATENESS ISSUED: 97			
# OF APPLICATIONS REVIEWED BY STAFF ONLY: 36					# OF DENIALS ISSUED: 3			
# OF APPLICATIONS REVIEWED BY THE HDC: 64					# OF NOTICES TO PROCEED ISSUED: 0			
WERE ANY HDC DECISIONS APPEALED? ☐ YES ☒ NO (if yes, complete the information below)								
# OF HDC DECISIONS APPEALED:								
# OF DECISIONS OVERTURNED:								
# OF DECISIONS AFFIRMED:								

4. INVENTORY AND DESIGNATION

A. IDENTIFY NEW SURVEY PLANS, PROGRESS ON EXISTING PLANS, AND/OR CHANGES TO EXISTING SURVEY PLANS, INCLUDING CHANGES IN PRIORITIES OR PROCESSES.

Thanks to the Certified Local Government grant the City received, the City's resurvey of the local historic district is underway. The first draft of the survey report has been submitted to the City and SHPO for review, and all of the properties have been surveyed. All of the identification forms have been uploaded into the Google Drive and the City and the SHPO have been invited to that folder.

B. DID THE CLG ACTIVELY WORK ON OR COMPLETE HISTORIC RESOURCE SURVEYS? ☒ YES ☐ NO

If yes, identify them below. If the survey was completed but data and reports were not previously provided to SHPO, submit a copy with this report. Use additional sheets if necessary to capture all surveys in progress or completed.

NAME OF SURVEY	HOW MANY RESOURCES?	SURVEY PROVIDED TO SHPO?
Resurvey of Ypsilanti's local historic district--see above		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO

C. DOES THE CLG HAVE SURVEYS TENTATIVELY PLANNED FOR NEXT YEAR? ☐ YES ☒ NO

If yes, briefly identify them, including the reason for the survey (e.g., part of work plan, development pressure, considering designation, etc.). If no, identify future survey goals that may be of interest.

D. WAS ANY MUNICIPAL-SPONSORED ARCHAEOLOGICAL SURVEY COMPLETED DURING THE YEAR? ☐ YES ☒ NO

If yes, identify them below.

NAME OF SURVEY	SHPO CONTACTED PRIOR TO WORK?	FOLLOWED STATE STANDARDS?
	☐ YES ☐ NO	☐ YES ☐ NO
	☐ YES ☐ NO	☐ YES ☐ NO
	☐ YES ☐ NO	☐ YES ☐ NO

E. DID THE CLG ENGAGE IN LOCAL HISTORIC DISTRICT DESIGNATION ACTIVITIES DURING THE YEAR? ☐ YES ☒ NO

If yes, identify them below. If associated reports were not previously provided to SHPO, submit a copy with this report. Use additional sheets if necessary.

DISTRICT NAME	STATUS AND ACTION	REPORT PROVIDED TO SHPO?
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO

	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
F. DO YOU KNOW OF ANY NATIONAL REGISTER OR LOCAL DISTRICT PROPERTIES THAT WERE MOVED OR DEMOLISHED? ☐ YES ☒ NO If yes, briefly identify them below.		
NAME/ADDRESS OF PROPERTY	NAME OF DISTRICT (IF APPLICABLE)	

5. PUBLIC PARTICIPATION		
A. WERE ALL HDC MEETINGS HELD IN ACCORDANCE WITH THE OPEN MEETINGS ACT, P.A. 267 OF 1976? ☒ YES ☐ NO (if no, briefly explain)		
B. WAS INFORMATION ABOUT THE HDC, ITS MEETINGS, AND ITS ACTIVITIES MAINTAINED ON THE LOCAL GOVERNMENT'S WEBSITE? ☒ YES ☐ NO		
C. BEYOND A WEBSITE, HOW DOES THE HDC PROVIDE INFORMATION ABOUT MEETINGS AND ACTIVITIES TO THE PUBLIC? ☐ Mailings ☐ Newspapers ☒ Posting at Municipal Building ☐ On-site Project Signs ☐ Direct Email ☐ Door Fliers ☐ Email List/Listserv ☐ Local Access Channels ☐ Community Events ☒ Other People sign up on the City's website to receive notifications/alerts when an agenda is posted. There is a monthly electronic newsletter that posts upcoming public meetings as well.		
D. DID THE CLG/HDC PROVIDE, SPONSOR, OR PARTICIPATE IN PUBLIC EDUCATIONAL ACTIVITIES (e.g., walking tours, lectures, Preservation Month activities, historical marker programs) OR FORMAL TRAINING ON HISTORIC PRESERVATION? ☐ YES ☒ NO If yes, identify the activities below. SHPO encourages sharing photos so we can highlight your efforts! Use additional sheets if necessary.		
ACTIVITY	SPONSORING ORGANIZATION	DATE

6. CLG/HISTORIC PRESERVATION GOALS		
A. BRIEFLY DESCRIBE IF/HOW YOU MET THE GOALS IDENTIFIED IN YOUR LAST ANNUAL REPORT.		
GOAL	DID YOU MEET THIS GOAL?	IF YES, DESCRIBE HOW IT WAS MET. IF NO, DESCRIBE WHY IT WAS NOT MET.
Continue to survey, establish new NRHP/local districts, and update existing.	☐ YES ☒ NO	This work will be ongoing and was planned to be a multi-year goal.
Implement a system for effectively tracking and resolving enforcement issues.	☐ YES ☒ NO	This goal has not been met yet but we made progress. The preservation planner was sworn in as an enforcement officer and the City upgraded its BSA software to the cloud version. We are now entering, monitoring, and closing all of our enforcement activities through this system, and using this system will keep us more accountable. For example, reinspections are scheduled directly in the system as soon as the initial citation is issued. In addition, the department holds weekly meetings and reviews all enforcement issues, holding all of us accountable. Staff wants to spend 2025 gauging the effectiveness of these new processes and tracking suggested improvements.
Effectively manage the 2024 grant-funded resurvey work	☒ YES ☐ NO	The milestones from the grant are being met and all invoices have been paid.

Update/clarify two Historic District Fact Sheets: "Signs and Awnings" and "Historic District General Information."	☐ YES ☒ NO	
B. BRIEFLY DESCRIBE YOUR TOP GOALS FOR NEXT YEAR (2025). EACH CLG MUST IDENTIFY AT LEAST ONE GOAL.		
GOAL	IS THIS A MULTI-YEAR GOAL?	DO YOU NEED SHPO ASSISTANCE TO MEET THIS GOAL? IF SO, BRIEFLY DESCRIBE.
Continue to survey, establish new NRHP/local districts, and update existing.	☒ YES ☐ NO	There are many important survey goals in the City. One is getting the existing local historic district resurveyed, which will be underway in 2024-2025 thanks to the CLG grant. One is surveying, nominating, and designating historic places that help to tell stories of underrepresented communities. One is surveying and designating new local historic districts. All of these are important survey needs in the City, and staff, hopefully with help from SHPO and others, needs to determine how to make all of this survey work happen. For 2024 and 2025, however, staff will focus on the grant-funded resurvey work because of capacity constraints.
Implement a system for effectively tracking and resolving enforcement issues.	☒ YES ☐ NO	
Effectively manage the 2025 grant-funded resurvey work.	☐ YES ☒ NO	
Update/clarify two Historic District Fact Sheets: "Signs and Awnings" and "Historic District General Information."	☐ YES ☒ NO	
7. MISCELLANEOUS INFORMATION		
A. SHPO HAS A NEW CLG COORDINATOR. WHAT IS ONE THING YOU WOULD LIKE THE NEW COORDINATOR TO UNDERSTAND ABOUT YOUR COMMUNITY AND LOCAL PRESERVATION ACTIVITIES/NEEDS? The city's preservation planner believes that Ypsilanti is underrated. It is a small city at 4.5 square miles, but it has a lot to offer--it's full of historic resources with several historic neighborhoods and two commercial areas. It's friendly and lovely with people passionate about their old homes and buildings. City residents outside of the existing local historic district have expressed some interest in possibly designating additional historic districts, but volunteer and staff capacity would be likely challenges for that process in the immediate future.		
B. WHAT ACCOMPLISHMENT/ACHIEVEMENT/EVENT FROM 2024 IS YOUR CLG/HDC MOST PROUD OF? OR IS THERE A PRESERVATION SUCCESS STORY FROM YOUR COMMUNITY THAT YOU WOULD LIKE TO HIGHLIGHT? SHPO encourages sharing photos! It's not a success yet, but Ypsilanti has a beautiful old brick passenger railroad depot that is the reason we have a commercial district called Depot Town. The depot has suffered neglect for many years. In partnership with the private owner and their team, the City was able to access MSHDA Predevelopment funds (because of our RRC status) to assess structural conditions and explore rehabilitation feasibility. That work just started to get underway in late 2024 and will be ongoing into 2025.		
C. DESCRIBE ANY PROBLEMS, ISSUES, OR CHALLENGES (e.g., economic, political, operational) ENCOUNTERED IN THE LOCAL PRESERVATION PROGRAM IN 2024. Enforcement and violations (often, work without permits) continue to be a challenge in the district.		

D. WHAT ARE THE MOST CRITICAL PRESERVATION ISSUES/NEEDS FACING YOUR COMMUNITY?

From staff's perspective, a critical preservation issue that remains is long-time properties that are "projects" for years or that have been in a state of demolition by neglect for years and that need to be helped across the finish line. Staff is hoping that BSA online can help staff monitor these projects more effectively and help them toward completion.

E. DID YOUR COMMUNITY RECEIVE ANY PRESERVATION GRANTS (other than CLG grants) IN 2024?

☐ YES ☒ NO (If yes, briefly identify them below.)

F. DID YOUR COMMUNITY HAVE ANY LOCAL INCENTIVE/GRANT/LOAN PROGRAMS (e.g., façade grant programs, DDA programs, low-interest loans, abatements, etc.) AVAILABLE FOR HISTORIC PROPERTIES IN 2023? ☒ YES ☐ NO (If yes, briefly identify them below.)

NAME OF PROGRAM	# OF PROPERTIES BENEFITED
DDA Façade Grants	1
Match on Main	1
Solar Incentive	1

G. DO YOU HAVE ANY UPCOMING PROJECTS YOU WOULD LIKE TO DISCUSS FOR A POTENTIAL CLG GRANT APPLICATION? ☐ YES ☒ NO

H. IF REIMBURSEMENT WERE AVAILABLE FOR SOME OF THE COSTS TO ATTEND THE MHPN STATEWIDE PRESERVAION CONFERENCE OR BIENNIAL NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS CONFERENCE, WOULD YOU BE INTERESTED? ☒ YES ☐ NO

I. IS THERE ANYTHING ELSE YOU WOULD LIKE TO SHARE WITH SHPO?