



**CITY OF YPSILANTI
COUNCIL STUDY SESSION
Wednesday, March 12, 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. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Master Boards and Commissions Membership List
- B. Board and Commission Vacancies
- C. Boards and Commissions Booklet - March 2025, provided by Lorrie Thomas, Deputy Clerk
 - 1. Number of Members, Terms & Member Requirements/
Demographics
 - 1. AAATA Transportation Authority
 - 2. Economic Development Corp.
 - 3. Board of Ethics
 - 4. Board of Review
 - 5. Fire and Police Pension Retirement Board
 - 6. Fire Civil Service Commission
 - 7. Historic District Commission
 - 8. Human Relations Commission
 - 9. Huron River Watershed
 - 10. Non-Motorized Vehicle Commission
 - 11. Parks & Arts Commission
 - 12. Planning Commission
 - 13. Police Advisory Commission (YPAC)
 - 14. SmartZone
 - 15. Sustainability
 - 16. WRRMA
 - 17. Ypsilanti Community Utilities Authority (YCUA)
 - 18. Ypsilanti Downtown Development Authority
 - 19. Ypsilanti Housing Commission

20. Zoning Board of Appeals

2. Monthly Report
3. NOTICE - Vacancy in Office
4. Filing Vacancies
5. Nomination Qualifications
 1. City Residency Required
 2. How Residency Requirement is met
 3. Age Requirement for Office
 4. Ward Balance
6. Term of Office
 1. Term Ending Notification
 2. Vacancy or Pending Vacancy
 3. Term Uniformity
7. Mayor and City Council Approve Appointments and/or Reappointments
8. Commissioner – Change of Residency
9. City Council Liaison Appointment to Board and Commissions
10. Staff Liaison
11. Commissioner Training
12. Commissioner Processes and Procedures
13. Commissioner's Annual Report
14. Open Meeting Act (OMA) Required by Ordinance
15. Ethics - Ethical Standards of Conduct

- D. Special Acknowledgment of Boards & Commissions Members, Council Liaisons & Staff Liaisons

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

VIII. REMARKS FROM THE MAYOR

IX. 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.

City of Ypsilanti BOARDS AND COMMISSIONS (https://library.municode.com/mi/ypsilanti/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIVBOCO)																		
	Membership Type	Last Name	First Name	Street Address	City	Postal Code	Phone	Email	Ward	Regsitered to Vote in the City?	First Appointment	Most Recent Appointment	Next Expiration	Notes	Member Requirements	Michigan Legislature/ Home Rule Statute/ Ordinances	Bylaws/ Resolutions links	Website links
ANN ARBOR AREA TRANSPORTATION AUTHORITY - AAATA 1 Member - appointed by the municipal governments of member jurisdictions (5-year term)															**Meetings not city managed	** Not City Managed	Application Information - AAATA Webpage	Ypsialnti website Ann Arbor Website
AAATA	Contact person	Holt	Deborah				734-973-6500	dholt@theride.org							Board members are appointed by the municipal governments of member jurisdictions .			
AAATA	Ypsi Representative	Miller	Jesse	93 Oakwood	Ypsilanti	48197			2	Y	9/11/2018	4/21/2023	5/1/2028		1. Meets on the 3rd Thursday of each month in on the fourth floor of the Downtown Ann Arbor District Library at 6:30pm. 2. Member Requirements: Must be a registered voter, reside in the City of Ypsilanti, be 18 years of age or older, and a U.S. citizen. 3. Term: 5 year term			
ADMINISTRATIVE HEARINGS BUREAU No set number of Officers - appointed by the city manager, subject to approval by the city council (2-year term)																Home Rule City Act Act 279 of 1909	AHB Ordinance	AHB City Website
AHB	Hearings Officer	Nelson	Mark		Ypsilanti	48197			N/A	N/A	9/12/2024	9/12/2024	9/11/2026		1. Administered by one or more AHB officer(s), who will be appointed by the city manager, subject to approval by the city council , and staffed by other employees as may be provided for in the annual appropriation ordinance.			
AHB	Hearings Officer	Gilbreath Jr.	John		Ann Arbor	48150			N/A	N/A	8/18/2011	9/5/2023	9/1/2025		2. Term: 2 year term and is removable only upon reasonable cause. 3. One AHB officer will be designated as the chief administrative hearings officer by the city manager, subject to approval by the city council.			
DANGEROUS BUILDINGS HEARING OFFICER 1 Member - appointed by the Mayor and approved by City Council (no term in Ordinance 975)																Dangerous Buildings Ordinance	Hearing Officer for Dangerous Buildings Ordinance 975	Dangerous Buildings Hearing Officer Website
Dangerous Bldgs	Staff Liaison	Meyers	Joe												1. Appointed by the Mayor and be approved by City Council .			
Dangerous Bldgs	DB Officer	Bultman	Charles	220 S Huron	Ypsilanti	48197			1	Y	7/2/2024	7/2/2024	11/9/2027		2. Member Requirments: The Hearing Officer shall be a person who has expertise in housing matters including, but not limited to, an engineer, architect, building contractor, building inspector, member of a community housing organization, or any person with similar qualifications. An employee of the City shall not be appointed as Hearing Officer. 3. Term: No term in ordinance			
ECONOMIC DEVELOPMENT CORP. 9 Members/ not more than 3 can be an officer or employee of the municipality - appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality (terms of 6 years, except of the directors first appointed, 4 shall be appointed for 6 years, 1 for 5 years, 1 for 4 years, 1 for 3 years, 1 for 2 years, and 1 for 1 year.)																Act 338 of 1974	Economic Development Ordinance	EDC City Website Meets as needed
Economic Develp.	Staff Liaison														Last meeting held: April 21, 2015			
Economic Develp.	Treasurer	Basabica	Rheagan												1. The chief executive officer of the city, with the advice and consent of the governing body, shall appoint the members of the board of directors. Subsequent directors shall be appointed in the same manner as original appointments at the expiration of each director's term of office.			
Economic Develp.	Chairman/ CEO	VACANT													2. Member Requirements: Shall consist of not less than 9 persons, not more than 3 of whom shall be an officer or employee of the municipality. The chief executive officer and any member of the governing body of the municipality may serve on the board of directors. Directors shall be public officers. The rules of procedure or the by-laws of the corporation may permit a person to be appointed to the board in his or her capacity as a public official, whether appointed or elected.			
Economic Develp.	Secretary	VACANT													3. Term: Directors shall be appointed for terms of 6 years, except of the directors first appointed, 4 shall be appointed for 6 years, 1 for 5 years, 1 for 4 years, 1 for 3 years, 1 for 2 years, and 1 for 1 year. A member's term on the board shall expire upon expiration of the member's service as a public official. The expiration of service as a public official shall be defined to also include the public official's resignation or removal from the position as a public official.			
Economic Develp.	Board Member	VACANT													4. The corporation shall notify the chief executive officer of the municipality in writing upon the corporation's designation of the project area as provided in section 8(1), and there shall be appointed promptly after that notice 2 additional directors of the corporation who shall serve only in respect to that project and shall be representative of neighborhood residents and business interests likely to be affected by the project proposed by the corporation and who shall cease to serve when the project for which they are appointed is either abandoned or, if undertaken, is completed in accordance with the project plan.			
Economic Develp.	Board Member	VACANT													5. Directors shall serve without salary, but may be reimbursed their actual expenses incurred in the performance of their official duties, and may receive a per diem of not more than \$50.00.			
Economic Develp.	Board Member	VACANT													6. OMA Required: The meetings of the board of directors shall be public.			
Economic Develp.	Board Member	VACANT													7. A director who has a direct interest in any matter before the corporation shall disclose the director's interest before the corporation takes any action with respect to the matter, which disclosure shall become a part of the record of the corporation's official proceedings and the interested director shall further refrain from participation in the corporation's proceedings relating to the matter.			
Economic Develp.	Board Member	VACANT																
BOARD OF ETHICS 5 Members - appointed by the Mayor with the majority approval of the City Council (Annual Report Required) (terms of 5 years, except first five persons shall be appointed to the board of ethics for terms of one year, two years, three years, four years and five years so that one member's term shall expire each year.)															No state legislature requirement found	Ethics Ordinance	Ordinance No. 1317	Board of Ethics website Meets as needed
Ethics	Board Member	VACANT													1. The board of ethics shall consist of five members appointed by the Mayor with the majority approval of the City Council .			
Ethics	Board Member	VACANT													2. Member Requirements: No official, whether elected or appointed, or employee of the city shall be a member of the board ethics. An employee of a governmental unit other than the city may be a member of the board of ethics, so long as he or she does not hold an elected or appointed office with a governmental unit. No more than three members of the board of ethics shall be members of the same political party. Each member of the board of ethics shall file an affidavit of party affiliation prior to taking office. The board member need not be a member of any political party and may serve as an independent with no political party affiliation.			
Ethics	Board Member	VACANT													Members of the board of ethics shall be city residents. Members of the board of ethics shall not be elected or appointed officers or employees of the city nor be nominees or candidates for any elective city office for two years prior to their appointment or two years after their term.			
Ethics	Board Member	VACANT													3. Term: The first five persons shall be appointed to the board of ethics for terms of one year, two years, three years, four years and five years so that one member's term shall expire each year. Thereafter all terms shall be five years. No person shall serve more than one full five-year term , provided that a person serving an initial term of two years or less, and a person appointed to fill a vacancy of a remaining term of two years or less shall be eligible for appointment to one additional five-year term.			
Ethics	Board Member	VACANT													4. Chair: One initial board member shall be selected by the mayor to serve as board chair until a new chair is elected by a majority of the board of ethics. The term of board chair shall be one year .			
															5. If any issue before the board of ethics involves any member of the board of ethics, the mayor with majority consent of the city council shall appoint an additional member or members to sit for the purpose of that determination in place of the member or members involved.			
															6. The board of ethics shall adopt its own rules of procedure not inconsistent with this article, other city ordinances, and other laws of the state and federal government.			
															7. Meetings: The board of ethics shall meet no less than once a year to consider and discuss its processes and needs as well as to issue its annual report as required by section 9.01(c) of the City Charter. (Ord. No. 819, § 2, 5-31-1995; Ord. No. 1317, § 1, 8-14-2018) See Ordinance 1317			
															8. OMA Required: Sec. 46-37. All meetings of the board of ethics shall be public			

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	Membership Type	Last Name	First Name	Street Address	City	Postal Code	Phone	Email	Ward	Regisitered to Vote in the City?	First Appointment	Most Recent Appointment	Next Expiration	Notes	Member Requirements	Michigan Legislature/ Home Rule Statute/ Ordinances	Bylaws/ Resolutions links	Website links	
BOARD OF REVIEW- TAXATION 3 Members <i>- appointed by the Mayor with the majority approval of the City Council (2-year term (two-year terms beginning at noon on January 1 of each odd-numbered year.)</i>																MCL 117.3 defers to charter	Review and Tax Assessment Ordinance	Review Tax Assessment WEBSITE	
Review/ Tax	Staff liaison	Borden	Courtney												1. Three Members of the board of review shall be appointed by the mayor subject to the confirmation of a majority of city council . 2. Member Requirements: At least two members of the board of review shall be freeholders and at the time of their appointment electors of the city. Each member of the board of review shall qualify by taking the constitutional oath of office which shall be filed with the city clerk within ten days after appointment. Members of the board of review shall not be elected or appointed officers or employees of the city nor be nominees or candidates for any elective city office for two years prior to the date of appointment, and for two years after the end of their term. The mayor, city councilmembers and the spouse, mother, father, sister, brother, or child of the assessor are not eligible to sit on the board of review. 3. Term: Members of the board of review shall be appointed for two-year terms beginning at noon on January 1 of each odd-numbered year .Vacancies shall be filled in the same manner. 4. The board of review shall elect one of its members chair and one of its members secretary. 5. Notice of the date, time and place of meeting of the board of review shall be given at least ten days prior to the meeting by publication in a generally circulated newspaper serving the city. Such notice shall appear in three successive issues of the newspaper.(Ord. No. 817, § 1.304, 5-15-1995)				
Review/ Tax	Board Member	Hupy	Craig	1124 N. Congress	Ypsilanti	48197			2	Y	3/8/11	1/1/25	12/31/2026						
Review/ Tax	Board Member	Fanta	Andy	1221 Westmoorland	Ypsilanti	48197			2	Y	1/8/13	1/1/25	12/31/2026						
Review/ Tax	Board Member	Wocjik-Andrews	Roberta	7 N Normal	Ypsilanti	48197			1	Y	42710	45658	46387						
ELECTION COMMISSION 0 Members of the Public <i>(term indefinite)</i>																MCL 168.25	Election Commission Ordinance	Election Commission WEBSITE	
Election	City Attorney	Barker	Randy								11/12/2024	11/12/2024	01/01/2028		1. Member Requirements: Consisting of the City Clerk, the Assessor, and the City Attorney. The City Clerk shall chair the Election Commission. The Election Commission shall have charge of all activities and duties required of it by State law and this Charter relating to the conduct of elections in the City. Where the election procedure is in doubt, the Election Commission shall prescribe the procedure to be followed.				
Election	City Assessor	Borden	Courtney											N/A					
Election	City Clerk/ Chair	Boudreau	Tracey								04/29/2024	04/29/2024	indefinite						
FIRE AND POLICE PENSION/RETIREMENT BOARD 5 Members <i>(Term & appointment: Each such member shall serve for a term of 4 years, except that in the first instance, the member elected by the police department shall serve for a term of 2 years. If in the first instance only the fire department or only the police department is included in the retirement plan, the 2 additional members shall be elected from that department and the candidate receiving the highest number of votes shall be elected for the 4-year term and the candidate receiving the second highest number of votes shall be elected for the 2-year term.)</i>																Act 345 used as BYLAWS	Fire and Police Pension and Retirement Board Ordinance	Fire and Police Retirement Board Website	
F&P Pension	Administrative Assistant	Osborne	Jannelle				734-926-9282	fireandpensionboard@gmail.com							1. Consisting of 5 members, which shall consist of: The treasurer of the city. Two additional members, 1 of whom shall be an active member of and elected by a majority vote of the members of the fire department, and 1 of whom shall be an active member of and elected by a majority vote of the members of the police department under such rules and regulations as the retirement board shall adopt to govern such election. Two additional members shall be appointed by the legislative body or another person or body authorized by the city charter to appoint administrative officials in the city affected by the provisions of this act. 2. Term: Each such member shall serve for a term of 4 years , except that in the first instance, the member elected by the police department shall serve for a term of 2 years . If in the first instance only the fire department or only the police department is included in the retirement plan, the 2 additional members shall be elected from that department and the candidate receiving the highest number of votes shall be elected for the 4-year term and the candidate receiving the second highest number of votes shall be elected for the 2-year term .				
F&P Pension	staff Liaison /City Treasurer	(1) Basabica	Rheagan											needed					
F&P Pension	Secretary /Fire Dept. Trustee	(2) Pope	Clifton											needed					
F&P Pension	Police Trustee	(3) Peter	Wist																
F&P Pension	President	Hopper	Andrew	1302 Whittier	Ypsilanti	48197			2	Y	11/5/19	12/16/19	11/01/2023						
F&P Pension	Vice-President	Scott	Blomquist	1305 Roosevelt	Ypsilanti	48197			2	Y		8/12/24	08/11/2028	4 year term					
FIRE CIVIL SERVICE COMMISSION 3 Members <i>(Term & appointment: Consist of 3 members, 1 appointed by the principal elected officer of the city with the approval of the legislative body; and serve for a period of 6 years from the date of his appointment. The second member of the commission shall be selected by the paid members of the fire and/or police department and he shall serve for a period of 4 years from the date of his appointment; a majority vote of the members of the fire and/or police department shall be necessary to select such member. The third member of the commission shall be selected by the aforesaid members of the commission and he shall serve for a period of 2 years from the date of his appointment. Thereafter all appointments shall be made for a period of 6 years each)</i>																MCL - Act 78 of 1935	Fire Civil Service Commission WEBSITE	Meets as needed	
FCS Commission	Staff Liaison	Hobb	Ken					Process and Procedure done by K. Hobbs						Last meeting held: July 21, 2023	1. Consist of 3 members, 1 of whom shall be appointed by the principal elected officer of the city with the approval of the legislative body ; and he shall serve for a period of 6 years from the date of his appointment . The second member of the commission shall be selected by the paid members of the fire and/or police department and he shall serve for a period of 4 years from the date of his appointment ; a majority vote of the members of the fire and/or police department shall be necessary to select such member. The third member of the commission shall be selected by the aforesaid members of the commission and he shall serve for a period of 2 years from the date of his appointment . Thereafter all appointments shall be made for a period of 6 years each ; each commissioner to serve until his successor is appointed and qualified by the appointing power hereinbefore designated. 2. Member Requirement: A citizen of the United States, resident of city of Ypsi for a period of 1 year and an elector of said county for a period of at least 3 years immediately preceding such appointment. No commissioner shall hold any other elective office, place or position under the United States, state of Michigan, or any city, county or other political subdivision thereof; nor shall any commissioner serve on any political committee or take any active part in the management of any political campaign. Not more than 2 of the said commissioners, at any 1 time, shall be adherents of the same political party.				
FCS Commission	Staff Liaison/ Clerk	Boudreau	Tracey																
FCS Commission	Commissioner/ agreed to by both parties Rep.	Vincent	Michael	1923 Collegewood	Ypsilanti	48197			2	Y	6/21/2016	6/20/2023	6/1/2025	2 year term position- Amanda is his contact person					
FCS Commission	Commissioner/ Fire Rep.	Buckson	Mathias	1632 W Cross	Ypsilanti	48197			2	Y	estimate 12/2020	2/7/2025	2/6/2029	4 year term position					
FCS Commission	Commissioner/ City Rep.	Fink	Jim	206 S Washington	Ypsilanti	48197			1	Y	9/7/23	9/7/23	06/01/2029	6 year term position					
HISTORIC DISTRICT COMMISSION 7 Members <i>- appointed by the Mayor with the majority approval of the City Council (Annual Report Required) (3-year term)</i>																Historic District Ordinance	Historic District Bylaws	Historic District Website	
Historic District	Council liaison	McLean	Patrick												1. Consist of seven members appointed by the mayor, with the approval of the majority vote of city council . 2. Member Requirement: The composition of the commission shall include at least one architect, who has two years of architectural experience or is an architect registered in the state if one is available, or a builder with a known interest in historic preservation. At least one member shall be chosen from a list of citizens submitted by one or more duly organized local historic preservation organizations. A majority of the members of the commission shall have a clearly demonstrated interest in or knowledge of historic preservation. All members of the historic district commission shall reside within the city . At least two members shall reside within designated historic districts. In addition, the building inspector or that person's designee shall serve on the commission as a nonvoting member and shall not be counted toward the total of seven members. 3. Term: Members of the historic district commission shall be appointed for terms of three years . Members of the commission may be appointed to succeeding terms.Vacancies on the commission shall be filled by the city council within 60 days of the vacancy occurring.				
Historic District	Staff Liaison	Thackery	Ellen																
Historic District	Chair	Pettit	Alex	945 Sheridan	Ypsilanti	48197			2	Y	6/16/2009	2/19/2022	12/31/2025	resident of HD & YHF Member					
Historic District	Commissioner	Szumko	Stefan	232 N River #1	Ypsilanti	48198			3	Y	6/1/2021	1/21/2025	12/31/2027	resident of HD					
Historic District	Commissioner	McCready	Hannah	411 N Huron	Ypsilanti	48197			3	Y	7/11/2023	7/11/2023	12/31/2026	resident of HD					
Historic District	Commissioner	Vanbolt	John	516 N River	Ypsilanti	48198			3	Y	7/11/2023	12/19/2023	12/31/2026	resident of HD					
Historic District	Commissioner	Byrge	Delrhea	101 Washtenaw Ste A	Ypsilanti	48197			3	Y	4/19/2022	4/19/2022	12/31/2025	resident of HD & YHF Member					
Historic District	Vice Chair	Chesnutt	James	1223 Sherman St	Ypsilanti	48197			2	Y	12/17/19	12/17/22	12/31/2025	registered architect					
Historic District	Commissioner	Bultman	Chuck	220 South Huron St	Ypsilanti	48197			1	Y	7/2/24	7/2/24	12/31/2027	registered architect/ resident of HD					

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HUMAN RELATIONS COMMISSION 9 Members <i>- appointed by the Mayor with the approval of the City Council (Annual Report Required) (3-year term) and 2 youth non-voting Members (1-year term)</i>																Human Relations Commission Ordinance No. 1368 HRC Bylaws Human Relations Website				
Human Relations	Council liaison	King	McChelle												1. appointed by the mayor with the approval of the city council. 2. Member Requirements: The human relations commission shall be composed of nine members, all city residents , one of whom shall be designated as chair to be selected by the mayor to serve until a new chair is elected by a majority of the human relations commission. Two additional, youth non-voting-members may also be appointed, in addition to the nine regular voting members. The human relations commission shall insofar as possible reflect the diversity of the community. 3. Term: Term of chair shall be one year . The term of members shall be three years. The first members shall be appointed in groups of three for terms of one, two and three years, and thereafter the terms of three members shall expire each year. The terms of the youth non-voting-members shall be one year 4. OMA Required: Not by ordinance, but as requested by City Manager and City Council as a best practice. (Can not have a complaint filed for OMA, due to no ordinance requirement.)					
Human Relations	Staff liaison	Thomas	Lorrie																	
Human Relations	Commissioner	Jackson	Daniel	145 Campbell	Ypsilanti	48197			NR	No	05/14/2024	05/14/2024	07/01/2027							
Human Relations	Commissioner	House	Juanita	1064 Monroe	Ypsilanti	48197			1	Y	9/5/2023	9/5/2023	7/1/2026							
Human Relations	Commissioner	Myers	John Paul	701 East Forest Ave	Ypsilanti	48198			3	Y	9/3/2024	9/3/2024	7/1/2027							
Human Relations	Commissioner	St. John	Jennifer	417 W Cross Apt 2	Ypsilanti	48197			3	Y	5/14/2024	5/14/2024	3/25/2025	Moved. Last meeting 3/25.						
Human Relations	Chair	Layton	Katherine	313 Olive	Ypsilanti	48197			3	Y	1/23/2024	1/23/2024	7/1/2027							
Human Relations	Vice-Chair	Harper	Justin	1730 Washtenaw	Ypsilanti	48197			2	Y	1/11/2022	1/11/2022	7/1/2025							
Human Relations	Commissioner	Munroe	Jane	48 N Huron St Apt. #1	Ypsilanti	48197			3	Y	9/3/2024	9/3/2024	7/1/2027							
Human Relations	Commissioner	VACANT							*					*Ward 2 or 1						
Human Relations	Commissioner	VACANT							*					*Ward 2 or 1						
Human Relations	Youth Member	VACANT																		
Human Relations	Youth Member	VACANT																		
HURON RIVER WATERSHED COUNCIL 1 Representative for the City (Act 451 of 1994) and 1 Alternate (Watershed Bylaws) (2-year term)															**Meetings not city managed - Meets quarterly	Act 451 of 1994	Huron River Watershed Bylaws	HRWC City Website	Huron River Watershed Council City Website	
HR Watershed	Contact/Executive Director	Esselman	Rebecca				734-769-5123	resselman@hrwc.org							1. Member Requirement: Local governments are eligible for membership as determined by the Act at MCL 324.31103. Each member government shall file with the Executive Director of the Council a written designation of its official representative or representatives, and official alternate or alternates, giving the address of each 2. Term: shall remain in effect for a term of 2 years unless other such designation is filed with the Executive Director by the same member government.					
HR Watershed	City of Ypsilanti Representative/ Board of Director	Sweet	Evan	731 Charles St	Ypsilanti	48198			3	Y	02/18/2025	02/18/2025	2/17/2027							
HR Watershed	City of Ypsilanti Representative/ Board of Director Alternate	VACANT																		
NON-MOTORIZED VEHICLE COMMISSION (Subcommittee) No Set Number of Members (3 minimum) <i>- Committee members selected and approved by Ypsilanti Planning Commission, since the Non-Motorized Advisory Committee is a committee of the Commission, then sent to the Mayor and City Council for approval (2-year term)</i>																No Michigan law or ordinance	Non-Motorized Bylaws	Non-Motorized Advisry Committee Website	Facebook Page	
Non-Motorized	Council liaison	Wilcoxen	Steve												1. From Bylaws: Officers – During January of every odd-numbered year, the Planning Commission shall appoint a Committee Chair , taking in account the recommendation of the Committee members, to serve a two-year term of office . In turn the newly appointed Committee Chair will select Committee Vice-Chair and Secretary to serve two-year terms of office. 2. Member Requirement: The Committee Chairman shall select Committee members from City residents interested in serving on the Committee. with Committee member appointments approved by the City of Ypsilanti Planning Commission. 3. Term: Committee members will serve a two-year term of office. A Committee member's term starts on the date they are approved by the Planning Commission and expires on the last day of the month two years later. 4. The Non-Motorized Advisory Committee, as a Committee of the Planning Commission, is also governed by the Planning Commission bylaws, specifically... • Article 8, Section 3 - All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee. And... • Article 8, Section 4 - 5 OMA REQUIRED: The same principles of these Bylaws for the Commission also apply to all committees of the Commission, including, but not limited to, making all meetings open to the public and keeping a record of all proceedings.					
Non-Motorized	Staff liaison																			
Non-Motorized	Planning Commissioner/ Non-Motorized PC Rep.	Davis	Michael	905 Grant	Ypsilanti	48197			2	Y	8/27/2019	2/19/2025	2/28/2027	revised terms per T&J emailed 3/6/2023						
Non-Motorized	Chair	Goings	Dylan	703 Collegewood St.	Ypsilanti	48197			2	Y	12/23/2016	2/19/2025	2/28/2027							
Non-Motorized	Commissioner	Rentschler	Philip	2105 Lakeview Ave	Ypsilanti	48198			NR	N	11/2024	2/19/2025	2/28/2027							
Non-Motorized	Vice Chair	Montgomery	Joe	1315 Kingwood St	Ypsilanti	48197			2	Y	2/2023	2/2023	4/30/2025							
Non-Motorized	Commissioner	Melmoth	Kyler	2621 Pittsfiled Blvd	Ann Arbor	48198			NR	N	07/16/2024	07/16/2024	5/15/2026	moved per QVF - see note						
Non-Motorized	Commissioner	Krzewinski	Bob	706 Dwight	Ypsilanti	48198			3	Y	unknown	2/19/25	02/28/2027							
PARKS & ARTS COMMISSION No less than 3 Members, No more than 11 Members <i>- nominated by the Mayor or two council members and approved by at least five members of City Council (Annual Report Required) (3-year term)</i>																				
Parks & Arts	Council liaison	McLean	Patrick												1. Member Requirement: The Ypsilanti Parks and Art Commission shall consist of not less than three nor more than 11 members, with no more than three nonresidents nominated by the mayor or two council members and approved by at least five members of city council. 2. Term: Members shall serve terms of three years . Terms shall be staggered so at least three member terms are rotated each year. 3. OMA NOT Required: The commission does not have the power to exercise governmental or proprietary authority or perform a governmental or proprietary function and is not subject to the Michigan Open Meetings Act. (Ord. No. 1417, § 1, 8-1-2023)					
Parks & Arts	Staff liaison	Wessler	Bonnie																	
Parks & Arts	Chair	McAtee	Michael	703 Virginia	Ypsilanti	48198			3	Y	1/21/2020	2/16/2021	7/1/27							
Parks & Arts	Secretary	Thorburn	Cathy	1212 Sherman	Ypsilanti	48197			2	Y	7/2/2013	5/16/23	7/1/2026							
Parks & Arts	Commissioner	Seagreaves	Aaron	913 N Congress	Ypsilanti	48197			1	Y	1/21/2020	2/1/2023	2/1/26							
Parks & Arts	Commissioner	Moore	Amanda May	7 S Summit St. Apt 2	Ypsilanti	48197			NR	N	9/3/2024	9/3/2024	7/1/2027	1 of 3 allowed nonresidents						
Parks & Arts	Commissioner	Beu	Abra	1503 W Cross Street	Ypsilanti	48197			2	Y	9/3/2024	9/3/24	7/1/2025							
Parks & Arts	Commissioner	Connor-Barrie	Ben	1111 Westmoorland	Ypsilanti	48197			2	Y	3/21/2017	7/11/2023	7/1/26							
Parks & Arts	Commissioner	Sweet	Evan	731 Charles St	Ypsilanti	48198			3	Y	12/17/2024	12/17/24	7/1/2027							
Parks & Arts	Commissioner	Merlos	Brian	1014 N Congress	Ypsilanti	48197			2	Y	10/19/2021	1/21/2025	7/1/27							
Parks & Arts	Commissioner	Parker	Anna	25 N. Washington Apt. 1	Ypsilanti	48197			3	Y	3/4/2025	3/4/2025	7/1/2028							
Parks & Arts	Commissioner	VACANT																		
Parks & Arts	Commissioner	VACANT																		

City of Ypsilanti BOARDS AND COMMISSIONS (https://library.municode.com/mi/ypsilanti/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIVBOCO)																			
	Membership Type	Last Name	First Name	Street Address	City	Postal Code	Phone	Email	Ward	Regsitered to Vote in the City?	First Appointment	Most Recent Appointment	Next Expiration	Notes	Member Requirements	Michigan Legislature/ Home Rule Statute/ Ordinances	Bylaws/ Resolutions links	Website links	
PLANNING COMMISSION 9 Members <i>- the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving (3-year term)</i>																MCL-ACT-33-OF-2008	Planning Commission Ordinance	Planning Commission Bylaws	Planning Commission Website
Planning	Council liaison	Wilcoxen	Steve												1. Under the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801 et seq., of the city planning commission, formerly established under the Municipal Planning Act, MCL 125.31 et seq., (1) In a municipality, the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving, ... shall consist of 9 members. 3. Term: Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms . <u>However</u> , of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. If a vacancy occurs on a planning commission, the vacancy must be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until a successor is appointed. 4. Member Requirement: The membership of a planning commission must be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests of the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, housing, and commerce. The membership must also be representative of the entire territory of the local unit of government to the extent practicable. Members of a planning commission must be qualified electors of the local unit of government . The chief administrative official or an individual designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission as ex officio members, unless prohibited by charter. However, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local unit of government is not eligible to be a member of the planning commission. 5. Ex officio term: The term of an ex officio member of a planning commission is as follows: (a) The term of a chief elected official must correspond to the individual's term as chief elected official. (b) The term of a chief administrative official expires with the term of the chief elected official that appointed the chief administrative official (c) The term of a member of the legislative body expires with the member's term on the legislative body. 6. OMA Required. Sec. 122-390				
Planning	Staff liaison	Burns	Josh																
Planning	Chair/ Zoning Board of Appeal Delegate	Dunwoodie	Matt	201 Oakwood	Ypsilanti	48197			2	Y	4/5/2016	5/1/2025	5/1/2028						
Planning	Vice-Chair	Simmons	Michael	432 Jefferson	Ypsilanti	48197			1	Y	5/15/2018	6/4/2024	5/1/2027						
Planning	Commissioner/ Non-Motorized PC Rep.	Davis	Michael	905 Grant	Ypsilanti	48197			2	Y	8/27/2019	2/19/2025	2/28/2027						
Planning	Commissioner	Hollifield	Phil	125 Hawkins	Ypsilanti	48197			1	N	5/1/2013	5/10/2022	5/1/2025	reapplied 3/1, waiting for CC					
Planning	Commissioner	Smith	Amanda	523 Fairview Cir	Ypsilanti	48197			2	Y	6/7/2022	6/7/2022	5/1/2025						
Planning	Commissioner	Schier	Carl	212 N Mansfield	Ypsilanti	48197			2	Y	9/14/21	6/4/24	5/1/2027						
Planning	Commissioner	Jones-Chance	Brian	504 Maus	Ypsilanti	48198			1	Y	12/6/2022	12/6/2022	5/1/2027						
Planning	Commissioner	Marin	Michelle	417 Maple ST	Ypsilanti	48198			3	Y	5/28/2024	5/28/2024	5/1/2027						
Planning	Commissioner	Greg	Woodring	1012 W Cross	Ypsilanti	48197			2	Y	3/4/25	3/4/25	05/01/2028						
POLICE ADVISORY COMMISSION 7 Members <i>- appointed by the Mayor, with the approval and confirmation of a majority of City Council (Annual Report Required) (3-year term) and 2 non-voting Youth Members (1-year term)</i>																(Ord. No. 1295, § 1, 11-14-2017; Ord. No. 1362, § 1.1, 8-18-2020)	Police Advisory Commission Ordinance	YPAC Bylaws	YPAC City Website
Police Advisory	Council liaison	Tooson													1. The Ypsilanti police advisory commission shall consist of seven members and two non-voting youth members. All members to the Ypsilanti police advisory commission shall be appointed by the mayor, with the approval and confirmation of a majority of city council . 2. Member Requirement: There shall be at least one member from each ward. 3. Term: The term of members of the Ypsilanti police advisory commission shall be three years, except that of the members first appointed. Terms shall be staggered as far as practicable. Members shall be appointed for a maximum of two full terms . 4. OMA Required: Sec. 2-184. All meetings of the Ypsilanti police advisory commission shall be subject to the Open Meetings Act, Act No. 267 of the Public Acts of Michigan of 1967 (MCL 15.261 et seq.), as amended. (Ord. No. 1295, § 1, 11-14-2017; Ord. No. 1362, § 1.1, 8-18-2020) Note: Ordinance No. 1362: ordinance amendment to provide for two youth members. https://library.municode.com/mi/ypsilanti/ordinances/code_of_ordinances?nodeId=1037152				
Police Advisory	Staff liaison/ YPD Captain	Anderson	Timothy																
Police Advisory	Staff liaison	Thomas	Lorrie																
Police Advisory	Vice-Chair	McCormick	Kathleen	407 Alnsworth Cir	Ypsilanti	48197			1	Y	02/01/2018	02/01/2018	02/01/2027	Last term allowed 2027					
Police Advisory	Commissioner	Humes	Herman	1105 Grant	Ypsilanti	48197			2	Y	8/28/2018	8/28/2018	02/01/2027	Last term allowed 2027					
Police Advisory	Commissioner	Wolkoff	Gail	1728 Whittier Rd	Ypsilanti	48197			2	Y	02/01/2018	02/21/2023	02/01/2026	Last term allowed 2026					
Police Advisory	Chair	Mohamed	Eric	1470 Kingwood	Ypsilanti	48197			2	Y	07/12/2022	07/12/2022	02/01/2028	Last term allowed 2028					
Police Advisory	Commissioner	Cifor	Jeff	33 E Cross Street Apt B	Ypsilanti	48197			3	Y	08/27/2024	08/27/2024	07/01/2027						
Police Advisory	Commissioner	Munro	Alexander	46 N Huron St	Ypsilanti	48197			3	Y	10/15/2024	10/15/2024	07/01/2027	(date from oath of office)					
Police Advisory	Commissioner	VACANT							1										
Police Advisory	Youth Member	VACANT													Ward 1 vacancy				
Police Advisory	Youth Member	VACANT																	
ANN ARBOR/ YPSILANTI SMARTZONE 9 Members Total <i>- 2 appointed by Ypsilanti and 7 appointed by Ann Arbor (4-year term)</i>															** Meetings not managed by the city.	Smartzone Bylaws	Department Details	SmartZone WEBSITE	
SmartZone LDFA	Staff liaison/ Ex-Officio Board	Jones	Katie												1. Council resolution approved June 27, 2002, in conjunction with the City of Ypsilanti. Purpose: A financing mechanism that allows the 'capture' of the incremental taxes for reinvestment within the boundaries of the authority. The funds will be used to support business services provided by the Ann Arbor IT Zone to emerging businesses, and to assist in providing high-speed data communications to the SmartZone area and businesses in that area. 2. Member Requirements: The Board of the LDFA shall consist of nine voting members appointed in the following manner: The City of Ann Arbor shall appoint five (5) members. One of such appointments shall be a City Council member. The City of Ypsilanti shall appoint two (2) members. Washtenaw County shall appoint one (1) member. Washtenaw County Community College shall appoint one (1) member. 3. Term: Excepting the initial terms, which shall be staggered, all appointments shall be four years. 4. Oath of office: Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office Contact information: Marti Praschan CFO 734-794-6500 x45100 mpraschan@a2gov.org 5. Resolution No. 2017- 143: https://cityofypsilanti.com/AgendaCenter/ViewFile/Minutes/_06202017-883 6. No City Website				
SmartZone LDFA	Chair - Ann Arbor	Rapundalo	Stephen		Ann Arbor								5/31/2027						
SmartZone LDFA	Vice Chair - Ann Arbor	Leahy	Carrie		Ann Arbor								6/30/2028						
SmartZone LDFA	Treasurer - Ann Arbor	Grisham	Heather		Ann Arbor								6/30/2025						
SmartZone LDFA	Board Member - Ann Arbor	Cornell	Jennifer		Ann Arbor								6/30/2028						
SmartZone LDFA	Board Member - Ann Arbor	Sommerville	Annie		Washtenaw County								12/31/2024						
SmartZone LDFA	Board Member - Ann Arbor	Psarouthakis	Michael		Ann Arbor								6/30/2028						
SmartZone LDFA	Board Member - Ann Arbor	Merusi	Michele		Washtenaw County								6/30/2025						
SmartZone LDFA	Board Member - Ypsilanti	VACANT			Ypsilanti									term expires 6/30/2024					
SmartZone LDFA	Board Member - Ypsilanti	VACANT			Ypsilanti									term expires 6/30/2025					

City of Ypsilanti BOARDS AND COMMISSIONS (https://library.municode.com/mi/ypsilanti/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIVBOCO)																				
		Last Name	First Name	Street Address	City	Postal Code	Phone	Email	Ward	Regsitered to Vote in the City?	First Appointment	Most Recent Appointment	Next Expiration	Notes	Member Requirements	Michigan Legislature/ Home Rule Statute/ Ordinances	Bylaws/ Resolutions links	Website links		
	Membership Type																			
SUSTAINABILITY COMMISSION 9 Members - appointed by the Mayor with the approval and confirmation of a majority of City Council (Annual Report Required) Non-resident commissioners shall require a finding of the best interest of the city and approval and confirmation of not less than five affirmative votes of City Council members (3-year term) and 2 non-voting Youth Members (1-year term)																Sustainability Ordinance Sustainability Commission Sustainability Commission WEBSITE				
Sustainability	Council liaison	Simmons	Desirae												1. Pursuant to Ypsilanti City Charter section 9.03, a commission is hereby created known as the Ypsilanti sustainability commission, to consist of nine regular members and two non-voting youth members. 2. Term: serving for staggered three year terms , and the two non-voting youth members serving one year terms . 3. There shall be a staff person assigned to the commission and there shall be a council liaison appointed to the commission by city council. 4. Member Requirement: Commissioners shall be city residents, except that not more than three commissioners may be non-residents of the city of Ypsilanti. Commissioners shall be appointed by the mayor with the approval and confirmation of a majority of city council. Non-resident commissioners shall require a finding of the best interest of the city and approval and confirmation of not less than five affirmative votes of city council members. (Ord. No. 1280, § 1, 1-24-2017) Ordinance No. 1280: https://cityofypsilanti.com/DocumentCenter/View/2486/Sustainability-Commission-Enabling-Ordinance Ordinance No. 2017-238: https://cityofypsilanti.com/DocumentCenter/View/3242/Council-Resolution-2017-238					
Sustainability	Staff liaison	Wessler	Bonnie																	
Sustainability	Commissioner	Gibbons	Beth	183 N Mansfield	Ypsilanti	48197			NR	N	5/7/2019	5/7/2019	5/1/2025							
Sustainability	Commissioner	Bayha	Julia	401 W Michigan #614	Ypsilanti	48197			1	N	3/21/2017	5/4/2021	5/1/2027							
Sustainability	Commissioner	Foley	Bryan	425 Alnsworth Cir	Ypsilanti	48197			1	Y	3/6/2018	6/4/2024	5/1/2027							
Sustainability	Vice Chair	Heine	Nancy	214 S Washington	Ypsilanti	48197			1	Y	3/21/2017	4/18/2023	5/1/2026							
Sustainability	Commissioner	Collins	Takunia	1411 Ridge Road	Ypsilanti	48198			NR	N	6/4/2019	6/4/2019	5/1/2025	applied, pending CC support & approval						
Sustainability	Commissioner	Babladelis	Colton	1321 Collegewood St	Ypsilanti	48197			2	Y	12/17/2024	12/17/2024	5/1/2027							
Sustainability	Commissioner	Baer	Shannon	1212 N Congress	Ypsilanti	48197			2	Y	7/12/2022	7/12/2022	5/1/2025							
Sustainability	Chair	Sizemore	Paula	1753 Knollbend	Ypsi TWP	48198			NR	N	3/1/2024	3/1/2024	5/1/2027							
Sustainability	Commissioner	McCleary	Erik	610 W Michigan Ave.	Ypsilanti	48197			1	Y	4/23/2024	5/1/2027	5/1/2027							
Sustainability	Youth Member (1 year)	VACANT																		
Sustainability	Youth Member (1 year)	VACANT																		
WASTENAW REGIONAL RESOURCE MANAGEMENT AUTHORITY (WRRMA) 1 Representative for the City and 1 Alternate - appointed by the applicable governing body of such Constituent Member on or before the fifteenth day of December of each year (Add to November City Council agenda, each year) (1-year term/January through December - selected and reported to WRRMA on or before the fifteenth day of December of each year.)																				**Meetings not city managed - Meets on the 3rd Monday of each month
WRRMA	Contact			705 N Zeeb Road	Ann Arbor	48103	734-222-3920	recyclewrrma@gmail.com							WRRMA is a waste authority formed by eight municipalities in Washtenaw County. Ann Arbor Charter Twp, Pittsfield Charter Twp, Scio Twp, and Ypsilanti Twp, in addition to the cities of Ann Arbor, Dexter, Saline, and Ypsilanti are all members of WRRMA. WRRMA officially formed in September 2019. 1. Shall be comprised of one designated representative from each Constituent Member, who shall be appointed by the applicable governing body of such Constituent Member on or before the fifteenth day of December of each year. The governing body of each Constituent Member shall, at the time of appointing its regular representative on the Board, also appoint an alternate representative who shall have the right to act in the place of the regular representative in event of the latter's absence from any meeting of the Board. For any other purpose, the alternate shall not be considered a member of the Board. 2. Term: shall serve during the next fiscal year (January through December) and until his/her successor is appointed by the Constituent Member. 1-year term 3. OMA Required: meets at Washtenaw County Learning Resource Center: Michigan room 4135 Washtenaw Ave. 11:00 am.					
WRRMA	City of Ypsilanti Representative/ Delegate/ Board Member	Wessler	Bonnie					wesslerb@cityofypsilanti.com						12/31/2025						
WRRMA	City of Ypsilanti Alternate	Dillon	Ryan					rdillon@cityofypsilanti.com						12/31/2025						
YPSILANTI COMMUNITY UTILITIES AUTHORITY 5 Members Total (Currently 2 City of Ypsilanti Members) - 2 appinted by the City of Ypsilanti (3-year term)															**Meetings not city managed - Meets monthly	YCUA Ordinance YCUA City Website Ypsilanti Community Utilities Authority WEBSITE				
YCUA	YCUA Director	Groulx	Karen					kgroulx@ycua.org							The Ypsilanti Community Utilities Authority (YCUA)- created by the twpp and the city- shall appoint representatives to the utilities board as follows: 1. Member Requirement: The township shall appoint three persons to the utilities board and the such three persons from the township shall serve on the utilities board for a period of three years, but shall be replaceable at any time during the three years at the will of a majority of the township board, without notice to the city, the YCUA, or any other person or organization. The persons so appointed to the YCUA board may be or may not be elected officials of the township board. In either instance they must be residents of the township governmental unit. The city shall appoint two persons to the utilities board and the two persons from the city shall serve on the utilities board for a period of three years, but shall be replaceable at any time during the three years at the will of a majority of the city council members, without notice to the township, the YCUA, or any other person or organization. The persons so appointed to the YCUA board may be or may not be elected officials of the city. In either instance they must be residents of the city governmental unit. (Code 1983, § 2.80(2)) 2. Term: 3-years					
YCUA	Staff Liaison	Wessler	Bonnie																	
YCUA	City of Ypsi Rep/ Secretary/Treasurer	Ichesco	Jon	1218 Pearl St.	Ypsilanti	48197			2	Y	2/17/2015	2/15/2022	2/15/2026							
YCUA	City of Ypsi Rep/ Chair	Bodary	Michael	1206 Westmoorland	Ypsilanti	48197			2	Y	8/21/2012	03/05/2024	2/16/2027							
YCUA	Ypsi TWP Rep/ Vice Chair	Peterson	Gloria											12/31/2026						
YCUA	Ypsi TWP Rep	Doe	Larry											12/31/2025						
YCUA	Ypsi TWP Rep	Ostrowski	David											12/31/2027						
YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY YDDA 12 Members - appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality) (4-year term)															Act 57 of 2018	Ypsilanti Downtown Development Authority Ordinance YDDA Bylaws YDDA City website Ypsilanti Downtown Development Authority WEBSITE				
YDDA	Executive Director/ Staff Liaison	Jekabson	Elize												1. An authority shall be under the supervision and control of a board consisting of the chief executive officer of the municipality and not less than 8 or more than 12 members as determined by the governing body of the municipality. Members shall be appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality. 2. Member Requirement: Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district. The rules of procedure or the bylaws of the authority may provide that a person be appointed to the board in his or her capacity as a public official, whether appointed or elected. The rules of procedure or bylaws may also provide that the public official's term shall expire upon expiration of his or her of service as a public official. In addition, the public official's membership on the board expires on his or her resignation from office as a public official. 3. Term: Of the members first appointed, an equal number of the members, as near as is practicable, shall be appointed for 1 year, 2 years, 3 years, and 4 years. A member shall hold office until the member's successor is appointed. Thereafter, each member shall serve for a term of 4 years. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only. 4. Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses. 5. The chairperson of the board shall be elected by the board. 6. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office. 7. OMA Required: 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by OMA. 8. Pursuant to notice and after having been given an opportunity to be heard, a member of the board may be removed for cause by the governing body. Removal of a member is subject to review by the circuit court.					
YDDA	Ex-officio Mayor	Brown	Nicole					nbrown@citvofypsilanti.com	1	Y				N/A						
YDDA	EMU Representative	Otto	Dieter	200 Boone Hall	Ypsilanti	48197			N/A	N/A	3/21/2017	3/21/17	7/1/2026							
YDDA	Chair	Portis	Yolanda	8763 Trillium	Ypsilanti	48197			NR	N	8/14/2018	7/14/05	7/1/2026							
YDDA	Board Member	Jones-Chance	Brian	504 MAUS AVE	Ypsilanti	48198			1	Y	2/11/2020	6/18/24	5/1/2027							
YDDA	Board Member	French	Andrew	6238 Vineyard Ave	Ann Arbor	48108			NR	N	8/28/2018	4/5/22	7/1/2026							
YDDA	Board Member	Foley	Bryan	425 Ainsworth	Ypsilanti	48197			1	Y	6/1/2021	9/5/23	7/1/2027							
YDDA	Board Member	Kreiner	Gerald	117 E Cross	Ypsilanti	48198			3	Y	9/5/2023	9/5/23	7/1/2027							
YDDA	Board Member	Ajlouny	Paul	2196 Vail Ct	Ann Arbor	48108			NR	N	12/17/2019	4/5/22	7/1/2026							
YDDA	Board Member	Patton	Doyle	16 1/2 N Washington	Ypsilanti	48197			NR	N	4/7/2020	7/15/05	7/1/2027							
YDDA	Board Member	Brown	Valory	453 Ainswoth Cir	Ypsilanti	48197			1	Y	8/23/2022	8/23/22	7/1/2026							
YDDA	Board Member	Maurer	Emmanuelle	213 West Michigan Avenue, L	Ypsilanti	48197			1	Y	6/18/2024	6/18/24	7/1/2028							
YDDA	Board Member	Kennedy	Colleen	805 Charles St	Ypsilanti	48198			3	Y	10/15/2024	10/15/24	7/1/2028							
YDDA	Board Member	Nash-Wong	Kristine	2732 Glenbridge Court	Ann Arbor	48104			NR	N	11/26/24	11/26/24	7/1/2028							

City of Ypsilanti BOARDS AND COMMISSIONS (https://library.municode.com/mi/ypsilanti/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIVBOCO)																			
	Membership Type	Last Name	First Name	Street Address	City	Postal Code	Phone	Email	Ward	Regsitered to Vote in the City?	First Appointment	Most Recent Appointment	Next Expiration	Notes	Member Requirements	Michigan Legislature/ Home Rule Statute/ Ordinances	Bylaws/ Resolutions links	Website links	
YPSILANTI HOUSING COMMISSION 5 Members / 1 Member of the commission shall be a tenant of public or subsidized housing (Annual Report requested to be submitted by YHC) - appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality (5-year term)															MCL - Act 18 of 1933 (Ex. Sess.)	YHC Bylaws	Ordinance	Ypsilanti Housing Commission City Website	YHC Website
Ypsilanti Housing	YHC liaison	Fosler	Zac				734-277-9709	zfosler@ypsilantiHC.org			See Note to the right regarding written notice of a commission vacancy to the president of each resident organization and the notice be included in the rent notice to each tenant for tenant member				1. 5 members to be appointed by the chief administrative officer of the city. "Chief administrative officer" means: The city manager of a city or, if a city does not employ a city manager, the mayor of the city. Note: Bylaws require the selection of 1 member by the Mayor, who shall be a resident of subsidized housing appointed by the Mayor from lists supplied by the residents. 2. Term: shall be 5 years. A vacancy in office shall be filled by the appointing authority for the remainder of the unexpired term. 3. Member Requirement: Four members who shall be residents of the City or the contiguous townships to the City. One Member who shall be a resident of subsidized housing appointed by the Mayor from lists supplied by the residents. Beginning on the effective date of this amendatory act that added section 11a, the chief executive officer of the housing commission shall send written notice of a commission vacancy to the president of each resident organization. The notice shall be included in the rent notice to each tenant. For a commission with authority for less than 250 units, if no tenant applies for membership on the commission within 60 days after notice is sent to tenants, the appointing official may appoint a person otherwise qualified under this act to serve as a member of the commission, if the chief executive officer of the commission has proof of the written notice required under this section. 4. Upon recommendation of the appointing authority to the governing body, the governing body of the incorporating unit may remove a member of the commission from office before the expiration of his or her term. Note: Per Zac Fosler Director of YHC regarding written notice of commission vacancy sent to the president of each resident organization and included in the rent notice to each tenant: "The YHC has not fulfilled this requirement in accordance with state statute, but will commit to doing so in the future - we can announce the next resident commissioner vacancy in our monthly newsletter to residents." NOTE: YHC would like to start providing an annual report. Notify in November for submittal by 12/31 deadline- like other B&C)				
Ypsilanti Housing	YHC liaison	Williamson	Anthony				734-635-5246	awilliamson@ypsilantihc.org											
Ypsilanti Housing	Chair	Smith	E. Renee	1112 Congress	Ypsilanti	48197				2	Y	10/20/2015	10/06/2020	10/20/2025		Term shortened, upon recommendation of YHC Executive Director, to ensure staggered terms			
Ypsilanti Housing	Vice Chair	Brown	Loviesa	1235 Ruth Ave	Ypsi Twp	48197				NR	N	10/16/2018	09/19/2023	10/1/2028					
Ypsilanti Housing	Commissioner	Gillotti	Teresa	407 E Forest	Ypsilanti	48198				3	Y	11/21/2023	11/21/2023	12/1/2028					
Ypsilanti Housing	Commissioner	Williams	Lakesha	803 Armstrong Dr.	Ypsilanti	48197				1	Y	4/11/2022	01/07/2025	11/19/2029					
Ypsilanti Housing	Commissioner	Palmer	Tasha	733 Maus ave	Ypsilanti	48198				1	Y	12/31/16	1/7/25	12/31/2026					
ZONING BOARD OF APPEALS 5 Regular Members and 2 Alternate Members (alternate sits as regular members in absence of regular member) - appointed by the Mayor with the City Council's consent (3-year term)																Ordinance	Zoning Board of Appeals	ZBA Job Description from Zoning Board of Appeals Website website	
Zoning Board of Appeals	Staff Liaison/ Secretary	Burns	Josh												1. The zoning board of appeals shall consist of five members appointed by the Mayor with the city council's consent. 2. Alternate members. The mayor, with the city council's consent, shall appoint two alternate members for the zoning board of appeals to sit as regular members of the zoning board of appeals in the absence of a regular member. If a regular member is absent from or unable to attend one or more consecutive meetings of the zoning board of appeals or for a period of more than 30 consecutive days, then alternate members may be called on a rotating basis to serve in the place of a regular member. For the purpose of reaching a decision on a case in which the regular member has abstained for reasons of conflict of interest, an alternate member may also be called. The alternate member having been appointed shall serve in the case until a final decision has been made. The alternate member shall have the same voting rights as a regular member of the zoning board of appeals. 3. Member Requirement: The members of the zoning board of appeals shall be residents of the City. No employee or contractor of the city council may sit on the zoning board of appeals. 4. One member of the zoning board of appeals shall also sit on the city planning commission. 5. Term: Each member of the zoning board of appeals shall hold office for a term of three years. Terms shall be staggered to provide for as nearly as possible the appointment of an equal number of members each year. Those persons now serving as members of the zoning board of appeals shall serve the balance of the terms for which they were appointed. All vacancies for unexpired terms shall be filled for the remainder of the term. 6. The zoning board of appeals shall annually elect its own chairperson and vice-chairperson. The terms of the chairperson and vice-chairperson shall be for a period of one year.				
Zoning Board of Appeals	Planning Commision Delegate	Dunwoodie	Matt	1219 Westmoorland	Ypsilanti	48197				2	Y	12/18/2018	5/1/2025	5/1/2028					
Zoning Board of Appeals	Chair	Albers	Jake	1533 Collegewood	Ypsilanti	48197				2	Y	8/7/2014	7/11/23	5/1/2026					
Zoning Board of Appeals	Commissioner	Auerbach	Mike	503 Charles	Ypsilanti	48198				3	Y	8/23/2022	5/1/25	5/1/2028					
Zoning Board of Appeals	Vice Chair	Hickey	Georgina	1001 Pearl St	Ypsilanti	48197				2	Y	8/28/2018	6/4/24	7/1/2027					
Zoning Board of Appeals	Commissioner	Roach	Tom	912 Pearl	Ypsilanti	48197				2	Y	12/18/2018	6/18/24	5/1/2027					
Zoning Board of Appeals	Alternate	White	Shawn	118 Bell	Ypsilanti	48197				1	Y	12/6/2022	12/6/22	5/1/2025					
Zoning Board of Appeals	Alternate	VACANT																	

Boards & Commissions Vacancies and/or Terms Expiring as of May 31, 2025
(As of March 6, 2025)

Boards & Commissions	Membership Type	Term	Vacancies	Meeting Day
AAATA Transportation Authority	Representative	5-year term	0	**
Economic Development Corp	Board Member	6-year term	9	Meets as needed
Board of Ethics	Board Member	5-year term	5	Meets as needed
Board of Review	Board Member	2-year term	0	Meets as needed
Fire and Police Pension Retirement Board	Citizen Trustee	4-year term	0	Meets Bi-monthly
Fire Civil Service Commission	Commissioner	6-year term	0	Meets as needed
Historic District Commission	Commissioner	3-year term	0	2nd Tuesday of month, 7pm
Human Relations	Commissioner	3-year term	3	3rd Thursday of month, 6pm
			(Ward 2 or 1)	
Human Relations	Youth Member (age 16-17)	1 year term	2	3rd Thursday of month, 6pm
Huron River Watershed	City of Ypsilanti Representative	2-year term	0	** Meets quarterly
Huron River Watershed	City of Ypsilanti Alternate	2-year term	1	** Meets quarterly
Non-Motorized Vehicle	Sub-Commissioner	2-year term	1	2nd Thursday of month, 7pm
Parks & Arts	Commissioner	3-year term	2	3rd Monday of month, 6:30pm
Planning	Commissioner	3-year term	2	3rd Wednesday of month, 7pm
Police Advisory (YPAC)	Commissioner	3-year term	1 (ward 1)	4th Thursday of month, 7pm
Police Advisory (YPAC)	Youth Member (age 16-17)	1 year term	2	4th Thursday of month, 7pm
SmartZone LDFA	Board Member	4-year term	2	**
Sustainability	Commissioner	3-year term	3	2nd Monday of month, 7pm
Sustainability	Youth Member (age 16-17)	1- year term	2	2nd Monday of month, 7pm
WRRMA	City of Ypsilanti Representative	1- year term	0	**
WRRMA	City of Ypsilanti Alternate	1- year term	0	**
Ypsi Community Utilities Authority	City of Ypsi Representative	4-year term	0	**
Ypsilanti Downtown Development Authority	Board Member	4-year term	0	**
Ypsi Housing Commission	Commissioner	5-year term	0	2nd Tuesday of month, 6pm
Zoning Board of Appeals	Commissioner	5-year term	0	2nd Tuesday of month, 6pm
Zoning Board of Appeals	Alternate Commissioner	5-year term	2	2nd Tuesday of month, 6pm

Please See City Website for Boards and Commissions Descriptions - <https://cityofypsilanti.com/148/Boards-Commissions> -

Note: Meeting days may change if a holiday falls on that date.

**Not city managed



CITY OF YPSILANTI

Boards and Commissions

March 2025

Provided by: Lorrie Thomas, Deputy City Clerk

CITY OF YPSILANTI
Boards and Commissions

Current Boards and Commissions

1. AAATA Transportation Authority
2. Economic Development Corp.
3. Board of Ethics
4. Board of Review
5. Fire and Police Pension Retirement Board
6. Fire Civil Service Commission
7. Historic District Commission
8. Human Relations Commission
9. Huron River Watershed
10. Non-Motorized Vehicle Commission
11. Parks & Arts Commission
12. Planning Commission
13. Police Advisory Commission (YPAC)
14. SmartZone LDFA
15. Sustainability
16. WRRMA
17. Ypsilanti Community Utilities Authority
18. Ypsilanti Downtown Development Authority
19. Ypsilanti Housing Commission
20. Zoning Board of Appeals

1. Number of Members, Terms & Member Requirements/ Demographics

a. AAATA Transportation Authority

- i. **1 member / 5-year term**
- ii. **Appointed by the municipal governments of member jurisdiction**
- iii. **Member Requirements:** Must be a registered voter, reside in the City of Ypsilanti, be 18 years of age or older, and a U.S. citizen.

b. Economic Development Corp.

- i. **9 members / 6-year term**
- ii. **Appointed by chief executive officer of the city (City Manager), with the advice and consent of the governing body**
- iii. **Member Requirements:** Shall consist of not less than 9 persons, not more than 3 of whom shall be an officer or employee of the municipality. The chief executive officer and any member of the governing body of the municipality may serve on the board of directors. Directors shall be public officers. The rules of procedure or the by-laws of the corporation may permit a person to be appointed to the board in his or her capacity as a public official, whether appointed or elected.
- iv. **Term:** Directors shall be appointed for terms of 6 years, except of the directors first appointed, 4 shall be appointed for 6 years, 1 for 5 years, 1 for 4 years, 1 for 3 years, 1 for 2 years, and 1 for 1 year. A member's term on the board shall expire upon expiration of the member's service as a public official. The expiration of service as a public official shall be defined to also include the public official's resignation or removal from the position as a public official.
- v. The corporation shall notify the chief executive officer of the municipality in writing upon the corporation's designation of the project area as provided in section 8(1), and there shall be appointed promptly after that notice 2 additional directors of the corporation who shall serve only in respect to that project and shall be representative of neighborhood residents and business interests likely to be affected by the project proposed by the corporation and who shall cease to serve when the project for which they are appointed is either abandoned or, if undertaken, is completed in accordance with the project plan.
- vi. Directors shall serve without salary but may be reimbursed for their actual expenses incurred in the performance of their official duties, and may receive a per diem of not more than \$50.00.
- vii. **OMA Required:** The meetings of the board of directors shall be public.
- viii. A director who has a direct interest in any matter before the corporation shall disclose the director's interest before the corporation takes any action with respect to the matter, which disclosure shall become a part of the record of the corporation's official proceedings and the interested director

shall further refrain from participation in the corporation's proceedings relating to the matter

c. **Board of Ethics**

- i. **5 members / 5-year term**
- ii. **Appointed by the Mayor with the majority approval of the City Council**
- iii. **Member Requirements:** No official, whether elected or appointed, or employee of the city shall be a member of the board of ethics. An employee of a governmental unit other than the city may be a member of the board of ethics, so long as he or she does not hold an elected or appointed office with a governmental unit. No more than three members of the board of ethics shall be members of the same political party. Each member of the board of ethics shall file an affidavit of party affiliation prior to taking office. The board member need not be a member of any political party and may serve as an independent with no political party affiliation. Members of the board of ethics shall be city residents. Members of the board of ethics shall not be elected or appointed officers or employees of the city nor be nominees or candidates for any elective city office for two years prior to their appointment or two years after their term.
- iv. **Term:** The first five persons shall be appointed to the board of ethics for terms of one year, two years, three years, four years and five years so that one member's term shall expire each year. Thereafter all terms shall be five years. No person shall serve more than one full five-year term, provided that a person serving an initial term of two years or less, and a person appointed to fill a vacancy of a remaining term of two years or less shall be eligible for appointment to one additional five-year term.
- v. If any issue before the board of ethics involves any member of the board of ethics, the mayor with majority consent of the city council shall appoint an additional member or members to sit for the purpose of that determination in place of the member or members involved.
- vi. The board of ethics shall adopt its own rules of procedure not inconsistent with this article, other city ordinances, and other laws of the state and federal government.
- vii. **Meetings:** The board of ethics shall meet no less than once a year to consider and discuss its processes and needs as well as to issue its annual report as required by section 9.01(c) of the City Charter. (Ord. No. 819, § 2, 5-31-1995; Ord. No. 1317, § 1, 8-14-2018) See Ordinance 1317
- viii. **OMA Required:** Sec. 46-37. All meetings of the board of ethics shall be public

d. **Board of Review**

- i. **3 members / 2-year term**
- ii. **Appointed by the mayor subject to the confirmation of a majority of city council**
- iii. **Member Requirements:** At least two members of the board of review shall be freeholders and at the time of their appointment electors of the city. Each member of the board of review shall qualify by taking the constitutional oath of office which shall be filed with the city clerk within ten days after appointment. Members of the board of review shall not be elected or appointed officers or employees of the city nor be nominees or candidates for any elective city office for two years prior to the date of appointment, and for two years after the end of their term. The mayor, city council members and the spouse, mother, father, sister, brother, or child of the assessor are not eligible to sit on the board of review.
- iv. ***Freeholder defined:** A freeholder is someone who owns property outright, meaning they have complete ownership without any restrictions or conditions. [Cite](#)
- v. **Term:** Members of the board of review shall be appointed for two-year terms beginning at noon on January 1 of each odd-numbered year. Vacancies shall be filled in the same manner.
- vi. **Notice** of the date, time and place of meeting of the board of review shall be given at least ten days prior to the meeting by publication in a generally circulated newspaper serving the city. Such notice shall appear in three successive issues of the newspaper. (Ord. No. 817, § 1.304, 5-15-1995)

e. **Fire and Police Pension Retirement Board**

- i. **5 members / 4-year term**
- ii. **Member Requirements:** shall consist of: The treasurer of the city, two additional members, 1 of whom shall be an active member of and elected by a majority vote of the members of the fire department, and 1 of whom shall be an active member of and elected by a majority vote of the members of the police department under such rules and regulations as the retirement board shall adopt to govern such an election. Two additional members shall be appointed by the legislative body or another person or body authorized by the city charter to appoint administrative officials in the city affected by the provisions of this act.
- iii. **Term:** Each such member shall serve for a term of 4 years, except that in the first instance, the member elected by the police department shall serve for a term of 2 years. If in the first instance only the fire department or only the police department is included in the retirement plan, the 2 additional members shall be elected from that department and the candidate receiving the highest number of votes shall be elected for the 4-

year term and the candidate receiving the second highest number of votes shall be elected for the 2-year term.

f. **Fire Civil Service Commission**

- i. **3 members / 2-, 4-, and 6-year terms**
- ii. **Member Requirements and Terms:** 1 appointed by the principal elected officer of the city with the approval of the legislative body; and he shall serve for a period of 6 years. A second member of the commission shall be selected by the paid members of the fire and/or police department, and he shall serve for a period of 4 years from the date of his appointment; a majority vote of the members of the fire and/or police department shall be necessary to select such members. The third member of the commission shall be selected by the aforesaid members of the commission, and he shall serve for a period of 2 years from the date of his appointment.

g. **Historic District Commission**

- i. **7 members / 3-year term**
- ii. **Appointed by the mayor, with the approval of the majority vote of city council**
- iii. **Member Requirement:** The composition of the commission shall include at least one architect, who has two years of architectural experience or is an architect registered in the state if one is available, or a builder with a known interest in historic preservation. At least one member shall be chosen from a list of citizens submitted by one or more duly organized local historic preservation organizations. A majority of the members of the commission shall have a clearly demonstrated interest in or knowledge of historic preservation. All members of the historic district commission shall reside within the city. At least two members shall reside within designated historic districts. In addition, the building inspector or that person's designee shall serve on the commission as a nonvoting member and shall not be counted toward the total of seven members.
- iv. **Term:** Members of the historic district commission shall be appointed for terms of three years. Members of the commission may be appointed to succeeding terms. Vacancies on the commission shall be filled by the city council within 60 days of the vacancy occurring.

h. **Human Relations Commission**

- i. **9 members / 3-year term**
- ii. **2 youth non-voting members (age 16-17) / 1-year term**
- iii. **Appointed by the mayor with the approval of the city council**
- iv. **Member Requirements:** The human relations commission shall be composed of nine members, all city residents, one of whom shall be designated as chair to be selected by the mayor to serve until a new chair

is elected by a majority of the human relations commission. Two additional, youth non-voting-members may also be appointed, in addition to the nine regular voting members. The human relations commission shall insofar as possible reflect the diversity of the community.

- v. **Term:** Term of chair shall be one year. The term of members shall be three years. The first members shall be appointed in groups of three for terms of one, two and three years, and thereafter the terms of three members shall expire each year. The terms of the youth non-voting-members shall be one year
- vi. **OMA Required:** Not by ordinance, but as requested by the City Manager and City Council as a best practice. (Can not have a complaint filed for OMA, due to no ordinance requirement.)

i. **Huron River Watershed**

- i. **1 member / 2-year term**
- ii. **1 alternate / 2-year term**
- iii. **Appointed by the mayor with the approval of the city council**
- iv. **Member Requirement:** Local governments are eligible for membership as determined by the Act at MCL 324.31103. Each member government shall file with the Executive Director of the Council a written designation of its official representative or representatives, and official alternate or alternates, giving the address of each.
- v. **Term:** shall remain in effect for a term of 2 years unless other such designation is filed with the Executive Director by the same member government.

j. **Non-Motorized Vehicle Commission**

- i. **No set number of members, 3 members minimum / 2-year term**
- ii. **Member Requirement:** The Planning Commission shall appoint a Committee Chair, taking into account the recommendation of the Committee members, to serve a one-year term of office. In turn the newly appointed Committee Chair will select Committee Vice Chair and Secretary to serve one-year term of office. The Committee Chairman shall select Committee members from City residents interested in serving on the Committee. with Committee member appointments approved by the City of Ypsilanti Planning Commission.
- iii. **Term:** Committee members will serve a two-year term of office. A Committee member's term starts on the date they are approved by the Planning Commission and expires on the last day of the month two years later.
- iv. The Non-Motorized Advisory Committee, as a Committee of the Planning Commission, is also governed by the Planning Commission bylaws, specifically... • Article 8, Section 3 - All committees are subservient to the

Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee. And... • Article 8. Section 4 -

- v. **OMA REQUIRED:** The same principles of these Bylaws for the Commission also apply to all committees of the Commission, including, but not limited to, making all meetings open to the public and keeping a record of all proceedings.

k. **Parks & Arts Commission**

- i. **No less than 3 Members, No more than 11 Members / 3-year term**
- ii. **Member Requirement:** The Ypsilanti Parks and Art Commission shall consist of not less than three nor more than 11 members, with no more than three nonresidents nominated by the mayor or two council members and approved by at least five members of city council. (Ordinance Sec. 80-4, [Ord. No. 1417](#), § 1, 8-1-2023)
- iii. **Term:** Members shall serve terms of three years. Terms shall be staggered so at least three member terms are rotated each year.
- iv. **OMA NOT REQUIRED:** The commission does not have the power to exercise governmental or proprietary authority or perform a governmental or proprietary function and is not subject to the Michigan Open Meetings Act. (Ord. No. 1417, § 1, 8-1-2023)

l. **Planning Commission**

- i. **9 members / 3-year term**
- ii. **Appointed by the chief elected official, subject to approval by a majority vote of the members of the legislative body elected and serving**
- iii. **Member Requirement:** The membership of a planning commission must be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests of the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, housing, and commerce. The membership must also be representative of the entire territory of the local unit of government to the extent practicable. Members of a planning commission must be qualified electors of the local unit of government. The chief administrative official or an individual designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission as ex officio members, unless prohibited by charter. However, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local

unit of government is not eligible to be a member of the planning commission.

- iv. **Term:** Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms. However, of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. If a vacancy occurs on a planning commission, the vacancy must be filled for the unexpired term in the same manner as provided for an original appointment. By ordinance, a member shall hold office until a successor is appointed.
- v. **Ex officio term:** The term of an ex officio member of a planning commission is as follows: (a) The term of a chief elected official must correspond to the individual's term as chief elected official. (b) The term of a chief administrative official expires with the term of the chief elected official that appointed the chief administrative official (c) The term of a member of the legislative body expires with the member's term on the legislative body.

m. **Police Advisory Commission (YPAC)**

- i. **7 members / 3-year term**
- ii. **2 youth non-voting members (age 16-17) / 1-year term**
- iii. Appointed by the mayor, with the approval and confirmation of a majority of city council
- iv. **Member Requirement:** There shall be at least one member from each ward.
- v. **Term:** The term of members of the Ypsilanti police advisory commission shall be three years, except that of the first appointed members. Terms shall be staggered as far as practicable. Members shall be appointed for a maximum of two full terms.
- vi. **OMA Required:** Sec. 2-184. All meetings of the Ypsilanti police advisory commission shall be subject to the Open Meetings Act, Act No. 267 of the Public Acts of Michigan of 1967 (MCL 15.261 et seq.), as amended.
 - 1. (Ord. No. 1295, § 1, 11-14-2017; Ord. No. 1362, § 1.1, 8-18-2020)

n. **SmartZone**

- i. **9 members**
 - 1. **2 appointed by City of Ypsilanti / 4-year term**
 - 2. 7 appointed by Ann Arbor / 4-year term
- ii. **Member Requirements:** The Board of the SMARTZONE shall consist of nine voting members appointed in the following manner: The City of Ann Arbor shall appoint five (5) members. One of such appointments shall be a City Council member. The City of Ypsilanti shall appoint two (2)

members. Washtenaw County shall appoint one (1) member. Washtenaw County Community College shall appoint one (1) member.

- iii. **Term:** Excepting the initial terms, which shall be staggered, all appointments shall be four years.
- iv. **Oath of office:** Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office

o. **Sustainability**

- i. **9 members / 3-year term**
- ii. **2 youth non-voting members (age 16-17) / 1-year term**
- iii. **Appointed by the mayor with the approval and confirmation of a majority of city council.**
- iv. **Member Requirement:** Commissioners shall be city residents, except that not more than three commissioners may be non-residents of the city of Ypsilanti. Non-resident commissioners shall require a finding of the best interest of the city and approval and confirmation of not less than five affirmative votes of city council members. (Ord. No. 1280, § 1, 1-24-2017)
- v. **Term:** serving for staggered three-year terms, and the two non-voting youth members serving one-year terms.
- vi. There shall be a staff member assigned to the commission and there shall be a council liaison appointed to the commission by the city council.

p. **WRRMA**

- i. **1 member / 1-year term – January 1 – December 31**
- ii. **1 alternate / 1-year term – January 1 – December 31**
- iii. **Appointed by the applicable governing body of such Constituent Member on or before the fifteenth day of December of each year**
- iv. **Member Requirements:** Shall be comprised of one designated representative from each Constituent Member, who shall be appointed by the applicable governing body of such Constituent Member on or before the fifteenth day of December of each year. The governing body of each Constituent Member shall, at the time of appointing its regular representative on the Board, also appoint an alternate representative who shall have the right to act in the place of the regular representative in event of the latter's absence from any meeting of the Board. For any other purpose, the alternate shall not be considered a member of the Board.
- v. **Term:** shall serve during the next fiscal year (January through December) and until his/her successor is appointed by the Constituent Member. 1-year term
- vi. **OMA Required:** Meets at Washtenaw County Learning Resource Center: Michigan room 4135 Washtenaw Ave. 11:00 am.

q. **Ypsilanti Community Utilities Authority (YCUA)**

- i. **5 members**
 - 1. **2 appointed by City of Ypsilanti / 3-year term**
 - 2. **3 appointed by Ypsilanti Township / 3-year term**
- ii. **Appointed at the will of a majority of the city council members**
- iii. **Member Requirement:** The township shall appoint three persons to the utilities board and the such three persons from the township shall serve on the utilities board for a period of three years, but shall be replaceable at any time during the three years at the will of a majority of the township board, without notice to the city, the YCUA, or any other person or organization. The persons so appointed to the YCUA board may be or may not be elected officials of the township board. In either instance they must be residents of the township governmental unit. The city shall appoint two persons to the utilities board and the two persons from the city shall serve on the utilities board for a period of three years but shall be replaceable at any time during the three years at the will of a majority of the city council members, without notice to the township, the YCUA, or any other person or organization. The persons so appointed to the YCUA board may be or may not be elected officials of the city. In either instance they must be residents of the city governmental unit. (Code 1983, § 2.80(2))

r. **Ypsilanti Downtown Development Authority**

- i. **12 members / 4-year term**
- ii. **Appointed by the chief executive officer of the municipality (City Manager), subject to approval by the governing body of the municipality.**
- iii. **Member Requirement:** Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district. The rules of procedure or the bylaws of the authority may provide that a person be appointed to the board in his or her capacity as a public official, whether appointed or elected. The rules of procedure or bylaws may also provide that the public official's term shall expire upon expiration of his or her of service as a public official. In addition, the public official's membership on the board expires on his or her resignation from office as a public official.
- iv. ***Interest in property defined:** Interest in property means any estate, interest, right or power whatever, whether at law or in equity, in, under or over property. [Cite](#)
- v. **Term:** Of the members first appointed, an equal number of the members, as near as is practicable, shall be appointed for 1 year, 2 years, 3 years,

and 4 years. A member shall hold office until the member's successor is appointed. Thereafter, each member shall serve for a term of 4 years. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only.

- vi. Members of the board shall serve without compensation but shall be reimbursed for actual and necessary expenses.
- vii. **Oath of Office:** Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.
- viii. **OMA Required:** 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by OMA.
- ix. Pursuant to notice and after having been given an opportunity to be heard, a member of the board may be removed for cause by the governing body. Removal of a member is subject to review by the circuit court.

s. **Ypsilanti Housing Commission**

- i. **5 members / 1 member must be a tenant of public or subsidized housing / 5-year term**
- ii. **Appointed by the chief administrative officer of the city.**
- iii. ***Chief administrative officer defined:** Chief administrative officer means: The city manager of a city or, if a city does not employ a city manager, the mayor of the city.
- iv. **Member Requirement:** Four members who shall be residents of the City or the contiguous townships to the City. One Member who shall be a resident of subsidized housing appointed by the mayor from lists supplied by the residents. Beginning on the effective date of this amendatory act that added section 11a, the chief executive officer of the housing commission shall send written notice of a commission vacancy to the president of each resident organization. The notice shall be included in the rent notice to each tenant. For a commission with authority for less than 250 units, if no tenant applies for membership on the commission within 60 days after notice is sent to tenants, the appointing official may appoint a person otherwise qualified under this act to serve as a member of the commission, if the chief executive officer of the commission has proof of the written notice required under this section.
- v. **Term:** shall be 5 years. A vacancy in office shall be filled by the appointing authority for the remainder of the unexpired term.
- vi. **OMA Required:** per MCL Section 125.655

t. **Zoning Board of Appeals**

- i. **5 members / 3-year term**
- ii. **2 alternates / 3-year term**
- iii. **Appointed by the Mayor with the city council's consent**

- iv. **Member Requirement:** The members of the zoning board of appeals shall be residents of the City. No employee or contractor of the city council may sit on the zoning board of appeals.
- v. One member of the zoning board of appeals shall also sit on the city planning commission.
- vi. **Term:** Each member of the zoning board of appeals shall hold office for a term of three years. Terms shall be staggered to provide for as nearly as possible the appointment of an equal number of members each year. Those persons now serving as members of the zoning board of appeals shall serve the balance of the terms for which they were appointed. All vacancies for unexpired terms shall be filled for the remainder of the term.

2. Monthly Report

The City Clerk shall provide the City Council with a monthly report consisting of all council appointees, their address and contact information, the committee or commission appointed to, and the date of the expiration of their term for all appointees whose terms expire within the next sixty (60) days. (Res. No. 2024-263)

3. NOTICE- Vacancy in Office

A vacancy in office shall occur when the current appointee discontinues membership by death, resignation, or removal from office; by not seeking reappointment in writing prior to the expiration of his or her term; or by not being reappointed by the appointing authority. (Res. No. 2024-263)

That the Mayor or any City Staff person shall notify the City Council and City Clerk of any vacancy or pending vacancy occurring in any committee or commission as soon as it becomes known. (Res. No. 2024-263)

Notice shall be posted to the City Web sites soliciting nominations for those positions mentioned above at the time of the report or notice to City Council. (Res. No. 2024-263)

4. Filing Vacancies

- a. Applicant Applies on the City website
 - i. [Form Center- City Website](#)
 - ii. Two forms:
 - a. New application
 - i. [Application for Appointment](#)
 - b. Application for reappointment
 - i. [Application for Reappointment](#)
- b. Applications automatically emailed to designated staff and council when submitted
 - i. Once received, Clerk's office verifies in the Qualified Voting Filed (QVF), that the applicant is a City of Ypsilanti resident, and informs City council, including the ward that is lived in and whether there are any vacancies in the board applied for in the application.
- c. Update Boards and Commissions Submitted Applications excel spreadsheet (Publicly Viewable) on City Website
 - i. Found here:
 - a. [Boards and Commissions City Website](#)
 - b. Excel Spreadsheet found here:
 - i. [Submitted Applications](#)

- ii. Applications should be available on the city website for one year, with the contact and address information redacted. (Res. No. 2019-238)

5. Nomination Qualifications

- a. **Appointees to City Boards and Commissions shall meet the affiliation qualification requirements of the city code, Section 2-111, below, as well as any specific qualifications required by City Ordinance or State Statute.** (Res. No. 2024-263)
 - i. **Sec. 2-111. City Residency Required**
 - a. (a) Members of boards and commissions shall be residents of the City of Ypsilanti. Residency is a condition for appointments and continuing in office.
 - b. (b) Exceptions to this section shall only be permitted if it is determined by city council to be in the best interest of the city to appoint or continue a non-resident individual in office and such an appointment requires a vote of five affirmative votes of city council. (Ord. No. 1139, § 1, 12-21-2010)
 - ii. **How Residency Requirement is met - Res. No. 2022-260, 11/14/22**
 - a. (a) Except as otherwise specifically provided, members of boards and commissions shall be affiliated with the city. This requirement shall be fulfilled in the following ways:
 - i. (1) an individual shall have been a resident of the city for a minimum of two years; or
 - ii. (2) An individual shall demonstrate ownership/interest for a minimum of two years in a business established in the city for a minimum of two years.
 - 1. (b) Exceptions to subsections (a)(1) and (2) of this section shall only be permitted if it is determined by the city council that a board or commission requires the membership of an individual with a specific position, knowledge, experience or expertise not available in another individual who may otherwise comply with the terms of subsection (a)(1) and (2) of this section.
 - iii. **Sec. 2-66 defines Residence.**
 - a. Residence means a place where one resides. A factual place of abode. Living in a particular locality including maintaining a home and sleeping there a majority of the time.
 - iv. **Commissions that require Only City Residents by Ordinance and/or Bylaws**
 - a. Historic District Commission

- i. (Additional requirements listed under Number 2. G. iii.)
 - b. Human Relations Commission
 - c. Non-Motorized Advisory Committee
 - d. Planning Commission
 - e. Ypsilanti Community Utilities Authority (YCUA)
 - f. Downtown Development Authority (YDDA)
 - i. May include downtown business owners
 - 1. (2 years minimum)
 - g. Ypsilanti Housing Commission
 - h. Zoning Board of Appeals
- v. **Commissions that allow Non-Residents by Ordinance**
 - a. Sustainability
 - i. Shall be city residents, except that not more than three commissioners may be non-residents of the City of Ypsilanti (Ordinance Sec. 2-172., Ord. No. 1280, § 1, 1-24-2017)
 - b. Parks & Arts
 - i. The Ypsilanti Parks and Art Commission shall consist of not less than three nor more than 11 members, with no more than three nonresidents nominated by the mayor or two council members and approved by at least five members of city council. (Ordinance Sec. 80-4, [Ord. No. 1417](#), § 1, 8-1-2023)
 - c. Non-resident commissioners shall require a finding of the best interest of the city and approval and confirmation of not less than five affirmative votes of city council members. (Ord. No. 1280, § 1, 1-24-2017)
- b. **Age Requirement for Office**
 - i. **City of Ypsilanti's has historically used the age of 16 or 17 years old for non-voting youth members**
 - ii. The Ypsilanti City Charter sets out the requirements to hold elective office of Mayor or Council member in section 202 (c) as a "qualified elector" and resident of the ward of the office for 30 days. The Charter is silent on the age qualifications of members of boards and commissions.
 - iii. The City Charter in section 3.02 requires an elector to be a resident of the city and meet the requirements of state law.
 - iv. State law as determined in the case of [Attorney General v Abbot](#) 121 Mich 540 (1899) provides that the minimum qualification for holding any office in the State of Michigan is being an elector.
 - v. The Michigan Constitution in Article II, Section defines elector as being a citizen, 21 years of age, residing in the state for 6 months and meeting the requirements of local law. The 26th amendment to the U.S.

constitution lowered the voting age to 18 years of age, and thus an Ypsilanti elector must be age 18 or older, a U.S. citizen and city resident.

- vi. The city gets all power from the state and lacks power to change the age of an elector to less than 18.
- vii. Therefore, persons under the age of 18 may not hold “legal” city office in the city of Ypsilanti. Persons under the age of 18 may not be elected to city officer or voting members of boards and commissions but may be appointed to be “honorary” members of boards and commissions with the right to attend meetings and debate, but not to make motions or vote.

c. Ward Balance

- i. The Clerk’s Office determines Voting Ward for each applicant from the Qualified Voter File (QVF) and adds to the initial application sent to City Council.
- ii. Some Boards and Commissions have statutory requirements to balance by Ward.
- iii. The City Council could pass a resolution requiring Ward Balance whenever possible.
- iv. Once appointed, the Ward is added to the Clerk’s Office Master List of Commissioners.

6. Term of Office

- a. Members of Boards and Commissions of the City shall serve for the terms specifically stated in the charter or in the law or ordinance creating the office. (Res. No. 2024-263)
- b. With the consent of two-thirds of the Council, an appointee may continue provisionally in office after the expiration of their term, until a successor has been elected or appointed and has qualified for and assumed the duties of office. (Res. No. 2024-263)
- c. No member of any board or commission shall be allowed to hold over for more than 60 days beyond the term of office fixed by ordinance whether a successor has been appointed. (Res. No. 2024-263)
 - vii. Exception: Planning Commission: by ordinance, a member shall hold office until a successor is appointed.
- d. **Term Ending Notification**
 - i. Members are reminded of their expiring term by email
 - ii. If the commission allows for multiple terms, and if they meet all other qualifications, they are also informed of the process of reapplying for an additional term. See #7.a. for reappointment process.
- e. **Vacancy or Pending Vacancy**

- i. The Mayor or City Staff person shall notify the City Council and City Clerk of any vacancy or pending vacancy occurring in any committee or commission as soon as it becomes known. (Res. No. 2024-263)
 - ii. Post notice on the city website soliciting nominations for those positions mentioned in the notice to the City Council and City Clerk. (Res. No. 2024-263)
 - iii. Update the email group – adding and/or deleting members as needed
- f. **Term Uniformity**
 - i. Some terms expiration dates are governed by law.
 - ii. The City Clerk recommends the council legislate all other term expiration dates to be a specific date.
 - 1. This will spread appointments out over the year and potentially make it easier to track.

7. Mayor and City Council Approves Appointments or Reappointments

- a. **Reappointment Process**
 - i. If an expiring commissioner would like to still serve, and if the commission allows for multiple terms, they will need to reapply and be approved by the Council.
 - ii. The application to reapply can be found on the city website
 - 1. [Application for Reappointment](#)
 - iii. Past service vetting
 - 1. Recommendations provided by staff liaison, chair, and council liaison
- b. Clerk will inform Clerk's Office staff of appointments/reappointments after City Council Meetings
- c. **Welcoming the Newly Appointed**
 - i. Clerk's Office staff sends Welcome Email and request to the newly appointed to come to the Clerk's office within 10 days of appointment for Oath of Office
 - ii. Copy the staff liaison on the email
 - 1. The staff liaison will then be responsible for reaching out to the newly appointed with their own information, like meeting schedules, bylaws, etc.
- d. **Welcome Email includes:**
 - i. Link to ordinance: Article IV. – Boards and Commissions
 - 1. [Boards and Commissions Ordinance](#)
 - ii. City of Ypsilanti Board and Commission Orientation Booklet, which contains:
 - 1. Commission's Purpose
 - 2. Ethical Standards of Conduct

3. Parliamentary Procedures: The City Council of the City of Ypsilanti currently employs the use of Robert's Rules of Order 10th Edition. (Res. No. 2024-257)
 - a. Robert's Rules of Order cheat sheet included
 - b. Main Motions to Introduce New Business cheat sheet included
4. Motion's generally cheat sheet included
5. Michigan Open Meeting Act (OMA) booklet included
- iii. Basic Parliamentary Information cheat sheet
- iv. Information regarding many videos on Robert's Rules of order on YouTube, with a recommendation to watch the one provided by Eastern CT State University, which appears well made and accurate in understanding the process for commission meetings.
 1. The link for the video can be found here: [Robert's Rules of Order](#), it starts at time stamp 3:12
- v. Commissioners are always encouraged to attend or watch on YouTube, City of Ypsilanti City Council meetings and/or other boards and commission meetings to learn more about the parliamentary process.
 1. Link here: [City of Ypsilanti youtube videos](#)
- vi. Includes the staff liaison's contact information
- e. **Oath of Office**
 - i. **Prepare the Oath of Office and schedule a date for the newly appointed to come to City Hall (must be within 10 days of appointment)**
 - ii. Printing instructions document:
 1. S:\Clerk's Office\Boards & Commissions\Oaths of Office
 2. Oath of Office printing instructions new printers May 2024
 3. Store in file folder on desk with upcoming AHB files for the Clerk or Deputy Clerk and Informing them that the Oath of Office is ready
 - iii. Once the Oath of Office has been signed by the new appointee
 1. Scan oath of office into shared drive by Commissions Appointed and index by year
 - a. S:\Clerk's Office\Boards & Commissions\Oaths of Office
 2. Give original back to the newly appointed
- f. **Update the Clerk's Office Master List, located here:**
 - i. "S:\Clerk's Office\Boards & Commissions\Clerk's Office MASTER Board and Commission Membership List (working copy).xlsx"
 1. 1st spreadsheet
 2. Add a note of when the newly appointed was contacted and/or when they are coming into sign
 1. Emphasis with yellow shading tool
- g. **Update the Vacancies Listing**

- i. "S:\Clerk's Office\Boards & Commissions\Clerk's Office MASTER Board and Commission Membership List (working copy).xlsx"
 - 1. 2nd spreadsheet
 - h. **Update Vacancy listing on City Website**
 - i. Located here:
 - 1. Boards-and-Commissions-Vacancies-and-Expiring-Terms-as-of-53125
 - i. **Post updated vacancies list on city bulletin board**
 - j. **Email updated vacancy list to communication manager for city council monthly newsletter** (Res. No. 2022-260, 11/14/22)
 - k. **Update the City Website for the Board and Commission assigned:**
 - i. Go to City Website
 - 1. Boards and Commissions
 - 2. Pick applicable board and Commission,
 - 3. Update Membership list with new appointee
 - l. **The assigned staff liaison will update the email group – adding and/or deleting members as needed**

8. Commissioner – Change of Residency

- a. Commissioners are required to inform the Clerk’s office of change in residency as soon as the change in residency takes place, and the Clerk’s office updates its records on an ongoing basis.
- b. **Moving outside the City of Ypsilanti**
 - i. If the commissioner was approved as a resident, when they move outside the city, they no longer qualify under that approval and are no longer on the commission effective the date of the move. If they would like to still serve, they would need to reapply as a Non-Resident and be approved by a super majority of Council to be reinstated. The application to reapply can be found on the city website:
 - ii. [Form Center • Citizen Advisory Boards and Commissions Partic](#)

9. City Council Liaison Appointment to Board and Commissions

- a. Required by Ordinance
 - i. Sustainability (Ordinance Sec. 2-172., Ord. No. 1280, § 1, 1-24-2017)
 - ii. The Charter and Code of Ordinances are mostly silent on this matter, so consideration of the resolution is a policy matter for City Council.
- Resolution No. 2016-268, 11-14-2016
- b. Current Council Liaisons to the advisory commissions, as of November 26, 2024, Resolution No. 2024-264:

i. Human Relations Commission	Council Member King
ii. Parks and Arts Commission	Council Member McLean

- | | | |
|------|------------------------------|-------------------------|
| iii. | Police Advisory Commission | Council Member Tooson |
| iv. | Sustainability Commission | Council Member Simmons |
| v. | Historic District Commission | Council Member McLean |
| vi. | Planning Commission | Council Member Wilcoxon |
| vii. | Zoning Board of Appeals | Council Member Wilcoxon |

- c. **Policy regarding Council liaisons, representatives, and subcommittees is established as follows:** This policy relates to Councilmembers representing the city on boards and committees of organizations and groups to which the city belongs (hereinafter “Representatives”); facilitating communication and information on boards and commissions within the city (hereinafter “Liaisons”); and serving on special or ad-hoc subcommittees of City Council (hereinafter “Subcommittee Members”).
- i. **Representative.** A Councilmember appointed by the City Council to serve as a Council Representative on a non-city organization. A Representative is authorized to vote for the City in that organization on procedural matters but must bring substantive matters to the City Council for decision.
 - ii. **Liaison.** A Councilmember appointed by the City Council to facilitate information to and from the city board or commission. A Council Liaison may not vote on the city board or commission.
 - iii. **Committee Member.** A Council member appointed to an ad-hoc or special sub-committee of City Council established for one purpose.
- d. **Term and Appointment.** The term of an appointed Representative, Liaison, and Committee Member shall be one calendar year beginning on the date of appointment but not extending past the two-year term of the appointing Council. Unless a provision of state law, the City Charter, or City Code of Ordinances requires otherwise, the mayor and any member of City Council may serve as a Representative, Liaison, or Committee Member and shall be appointed by nomination, second, and not less than four affirmative votes of City Council. If a provision of state law, the City Charter, or City Code of Ordinances does require otherwise, that provision shall apply and supersede this section.
- i. **City Boards, Commissions, and Committees.** Unless a Liaison is an appointed member of a city board or commission, pursuant to Article IX of the City Charter, a Liaison is not to participate in the board, commission, or committee meetings. However, as a method of facilitating information between the City Council and boards, commissions and committees, a Liaison may attend the meetings as a member of the public and report information back to City Council.
 - ii. **Subcommittees.** Special or ad-hoc subcommittees of City Council may be created or established by resolution of City Council but may only be advisory in nature and shall have no authority aside from making reports and recommendations for the consideration of City Council as a whole. When establishing a special or ad-hoc subcommittee, the City Council shall provide for the specific purpose and duration of said subcommittee.

Once this purpose has been fulfilled or the duration is completed, said special or ad-hoc subcommittee shall finish its business and disband.

10. Staff Liaison

- a. Required by Ordinance
 - i. Sustainability (Ordinance Sec. 2-172., Ord. No. 1280, § 1, 1-24-2017)
 - 1. City staff member
 - ii. Fire and Police Pension/Retirement Board
 - 1. Treasurer of the City
 - iii. Fire Civil Service Commission
 - 1. City Clerk
 - iv. Human Relations Commission
 - 1. City attorney as legal advisor (Ord. No. 820, § 3, 5-31-1995)
- b. Current Staff Liaisons to all commissions, as of March 10, 2025:
 - i. Dangerous Buildings Hearing Officer Joe Meyers
 - ii. Economic Development Corp. Rheagan Basabica
 - iii. Board of Ethics unassigned
 - iv. Board of Review Courtney Borden
 - v. Fire and Police Pension/Retirement Board Rheagan Basabica
 - vi. Fire Civil Service Commission Ken Hobbs
 - vii. Historic District Commission Ellen Thackery
 - viii. Human Relations Commission Lorrie Thomas
 - ix. Huron River Watershed Commission Rebecca Esselman
 - x. Non-Motorized Vehicle Commission Unassigned
 - xi. Parks and Arts Commission Bonnie Wessler
 - xii. Planning Commission Josh Burns
 - xiii. Police Advisory Commission Lorrie Thomas
 - xiv. Ann Arbor/ Ypsilanti SMARTZONE Katie Jones
 - xv. Sustainability Commission Bonnie Wessler
 - xvi. Ypsilanti Community Utilities Authority Bonnie Wessler
 - xvii. Downtown Development Authority (YDDA) Elize Jekabson
 - xviii. Ypsilanti Housing Commission Zac Fosler
 - xix. Zoning Board of Appeals Josh Burns

11. Commissioner Training

- a. **Sent “Welcome Email” once appointed by City Council, which includes:**
 - i. Link to ordinance: Article IV. – Boards and Commissions
 - 1. [Boards and Commissions Ordinance](#)
 - ii. City of Ypsilanti Board and Commission Orientation Booklet, which contains:
 - 1. Commission’s Purpose
 - 2. Ethical Standards of Conduct
 - 3. Parliamentary Procedures: The City Council of the City of Ypsilanti currently employs the use of Robert’s Rules of Order 10th Edition.
 - a. Robert’s Rules of Order cheat sheet included
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 - iii. Basic Parliamentary Information cheat sheet
 - iv. Information regarding many videos on Robert’s Rules of order on YouTube, with a recommendation to watch the one provided by Eastern CT State University, which appears well made and accurate in understanding the process for commission meetings.
 - 1. The link for the video can be found here: [Robert’s Rules of Order](#), it starts at time stamp 3:12
 - v. Commissioners are always encouraged to attend or watch on YouTube, City of Ypsilanti City Council meetings and/or other boards and commission meetings to learn more about the parliamentary process.
 - 1. Link here: [City of Ypsilanti youtube videos](#)
- b. **Workshop** hosted by retired City Attorney Barr in city council chambers on September 11, 2024
- c. **Ongoing instructions provided** by the Clerk’s office when requested on proper parliament procedure for Boards and Commissions
- d. **Attorney opinions provided** when requested by boards by motion
- e. **Engagement**
 - i. Clerk’s office would like to hold an annual boards and commissions appreciation event, dependent on available funds

12. Commissioner Processes and Procedures

a. Meeting Schedules

- i. Published on City Website and city hall bulletin board

b. Bylaws

- i. Universal bylaws proposed

c. Advisory Bodies Regulations - Scope

- ii. Advisory bodies are defined (as of November 7, 2023) as the Human Relations Commission, Parks and Arts Commission, Police Advisory Commission, and Sustainability Commission.
- iii. Advisory body meetings will have time on their agendas for public comments.
- iv. Each advisory body will determine a schedule of meetings for the year that will be posted publicly at city hall no later than the third week of December in the preceding year. An annual schedule of meetings will be posted on the city website.
- v. The default in-person meeting location is Council Chambers of City Hall. Any other physical location must have prior approval by the clerk's office no later than three business days prior to the meeting.
- vi. Changing a meeting's location, time, or date must have a notice posted no later than two business days before the meeting. Cancellation has no time limit, but a cancellation notice should be posted as soon as possible once a decision has been made to cancel a meeting.
- vii. Commissioners may attend meetings in person or via Zoom, but they are heavily encouraged to attend non-virtual meetings in person. Commissioners cannot vote if attending via Zoom. (HRC monthly meeting, July 18, 2024- per City Manager)
- viii. Meetings have a quorum requirement of the majority of seated members. If an advisory body has an even number of seated members, one more than half of the seated members need to be in attendance to be considered a majority. When all voting seats are not filled, quorum is determined by the bylaws for that commission. E.g.
 - 1. Human Relations Commission Bylaws
 - a. A quorum shall consist of a majority of the current voting Human Relations Commissioners.
 - b. When all 9 voting Commission seats are not filled, a quorum will be no less than four (4) voting Commissioners.
 - 2. Ypsilanti Police Advisory Commission Bylaws
 - a. A quorum shall consist of a majority of the current YPAC Commissioners, but no less than three (3) voting Commissioners
- ix. Commissioners may discuss commission business outside of meetings, but the results of those discussions should be presented at public meetings. Decisions requiring a vote can only be made in public meetings.

d. **Adding to the commission agenda**

- i. **Any Commissioner** can bring forth an item to be added to the following meeting agenda.
- ii. **All Commissioners**, including chairs and vice-chairs, have the same power and authority. Commissioners work as a body, not as individuals.
- iii. **How Commissioners add to the agenda**
 1. The commissioner would send an email with the agenda item they would like to add to the staff liaison that makes the agenda, and they will add it
 - a. This does not guarantee it will be discussed.
Commissioners may not approve the agenda item during the meeting's agenda approval.
 2. City Clerk Boudreau advised that Commissions can bring forth agenda items for the next meeting, at the end of a meeting, when the next meeting agenda is discussed.
 - a. This gives an opportunity for all Commissioners to be able to add and vote on the future agenda.
- iv. **When to submit agenda items**
 1. We ask that boards and commissions follow the city council's previous guidelines for agenda submittal when the agenda is not determined in the previous meeting
 - a. To add or significantly change item to an agenda, the deadline will be 1:00 PM on the Friday before a regular meeting.
 - b. New items can still be added to the meeting's agenda at the table during the agenda approval process for each meeting
- v. **What agenda items are allowed**
 1. Commissioners can bring forth agenda items for discussion if the item falls within the scope of their commission
 - a. If unsure if what they would like to bring to the commission is within the scope of the commission in which they serve, they are encouraged to reach out the Clerk's office or the staff liaison for assistance.
 2. Additionally, Commissioners can share whatever they like during Commissioner Comments/ Announcements, such as community events, information sharing, etc.
- vi. **Does that mean any item or another commissioner's item that is within the scope of the commission is guaranteed to be discussed?**
 1. Not necessarily. During agenda approval, a vote by all members would determine if an agenda item would be discussed. Any commissioner can make a motion for a change to the agenda, which includes calling a motion to remove (not discuss) an item added to the agenda by themselves or another Commissioner.

2. Either:
 - a. Vote to approve as submitted, OR
 - b. Vote to make a change, which includes removing and adding agenda items.
 - c. The majority vote would determine if the proposed agenda item would be discussed.
- e. **To Request a Resolution be included on the City Council Agenda**
 - i. If a commission/commissioner would like to bring forth a resolution to be sent to City council, they would submit the topic or resolution as an agenda item for discussion at their regular commission meeting.
 - ii. The agenda items for discussion must fall within the scope of the commission. If unsure if what they would like to bring to the body of their commission is within the scope of the commission in which they serve, they are encouraged to contact the Clerk's office or the staff liaison for assistance.
 - iii. Once the motion passes to discuss the item, the commissioner that brought forth the topic will construct the resolution and submit the proposed resolution to the staff liaison to be added to the next commission meeting agenda for changes and final motion for approval.
 1. **Templates are available and provided to commissioners:**
 - a. "S:\Clerk's Office\Boards & Commissions\HOW TO\YPAC Resolution Template.doc"
 - iv. At the next commissioner meeting, the proposed resolution will be offered by the commissioner that brought it forth and would need to be supported to be discussed. If supported, the resolution can be discussed. (If not supported, it cannot be discussed.)
 - v. Amendments could be made by a motion to amend (or a friendly amendment) for each change to the proposed resolution.
 - vi. After discussion and any possible amendments (with motions), there would be a motion and vote by the commissioners to determine if it goes on to City Council as the original resolution, amended resolution or fails.
 - vii. If the resolution carries, the staff liaison would send it to the City Clerk for inclusion in the next agenda for the Mayor and City Council after certifying.
- f. **Meeting Minutes and Recordings**
 - i. Each advisory body can elect a secretary or similar position to take notes and prepare meeting minutes. If they choose not to do so, action minutes will be prepared by the staff liaison. Minutes should be posted within three business days of the meeting's adjournment on the City Website Agenda Center.
 - ii. Meetings will be recorded, recordings will be maintained for a minimum of one year, and recordings are available upon request.

13. Commissioner Annual Report

- a. Required for the following boards and commissions:
 - i. Board of Ethics
 - ii. Historic District Commission
 - iii. Human Relations Commission
 - iv. Parks & Arts Commission
 - v. Police Advisory Commission
 - vi. Sustainability Commission
- b. While not required, Ypsilanti Housing Commission is voluntarily going to begin submitting an annual report starting in 12/2025. Per the Director, Zac Fosler

14. Open Meeting Act (OMA) Required by Ordinance:

1. Economic Development Corp.
2. Board of Ethics
3. Non-Motorized Vehicle Commission
4. Planning Commission
5. Police Advisory Commission
6. Washtenaw Regional Resource Management Authority (WRRMA)
7. Ypsilanti Downtown Development Authority (YDDA)

NOTE: The Michigan Open Meetings Act (OMA) only applies to “public bodies.” (a) "Public body" means any state or local legislative or governing body, including a board, commission, committee, subcommittee, authority, or council, that is empowered by state constitution, statute, charter, ordinance, resolution, or rule to exercise governmental or proprietary authority or perform a governmental or proprietary function;” The OMA does not apply to merely advisory boards or committees. The Ypsilanti City Charter in §9.03 limits the authority of city boards and commissions and provides: The boards and commissions shall not administer any activity, department, or agency of the City government unless specifically required to do so by State statute but shall serve solely in an advisory capacity or in the capacity of a quasi-judicial appeal board.

However, as a best practice, the City of Ypsilanti requires all Boards and Commissions to adhere to the OMA requirements, to promote transparency with the public.

15. Ethics – Ethical Standards of Conduct

1. All City Council Members, City Officers, and City Staff are subject to Article III of the City Code. This Ordinance can be found here: [Ethical Standards of Conduct Ordinance](#)
2. **Conduct Towards Staff and other Commissioners**
 - i. Requesting legislation

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CITY OF YPSIALNTI

BOARDS AND COMMISSIONS

Orientation Booklet

WELCOME! On behalf of the mayor and City Council, we would like to congratulate you on your appointment to a board or commission of the City of Ypsilanti. We encourage and promote community involvement by residents and your willingness to give your time to help our community is sincerely appreciated. These bodies play a valuable role in the governance process and in assisting City Council in providing the best quality of life for our residents.

This handbook is designed to provide information regarding the functions of board and commissions as allowed by city ordinance and state law.

Again, thank you for your dedication to this community, and offering your time and talents for the betterment of Ypsilanti for those that live, work, and play in this amazing city.

CITY OF YPSILANTI, CLERK'S OFFICE

City Boards and Commissions

All city boards and commission operate as advisory bodies to City Council except when otherwise provided by State Statute. Board and commissioners are to be considered experts on the topics outlined in the ordinance establishing each body.

Arts Commission

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

Board of Ethics

The Board of Ethics administers and enforces the ordinances governing the standards of conduct. The term limit for board members is five years.

Fire and Police Retirement Board

The Fire and Police Retirement Board administers the Police and Fire Pension Fund and approves pensions for police and fire personnel.

Fire Civil Service Commission

Pursuant to Civil Service Act 78, the Fire Civil Service Commission runs a civil service system based upon examination and investigation to determine merit, efficiency, and fitness for appointment, employment, and promotion of all full-time paid members appointed in the fire and police department. The Commission regulates the transfer, reinstatement, suspension, and discharge of officers, fire fighters, and police officers while prescribing penalties and providing remedies. The term length for Commissioners is 6 years.

Historic District Commission

The Historic District Commission (HDC) guides development and renovation in the Historic District in order to safeguard Ypsilanti's built resources. Any proposed work done on the exterior of a structure within the District must be reviewed by the HDC. This includes new construction, reconstruction, renovation, restoration, or painting of any property or historic landmark within the Historic District, as well as work on site features such as driveways, retaining walls, and fences.

Human Relations Commission

The Human Relations Commission supports efforts to enhance mutual understanding among the City's culturally diverse residents. The term length for Regular Commissioners is 3 years and 1 year for Youth Members.

Huron River Watershed Council

The Huron River Watershed Council is a council of the local governmental units that have jurisdiction over property in the watershed. HRWC provides water resource information and research services to member governments. Term length for members of HRWC is 2 years.

Parks and Recreation Commission

The Parks and Recreation Commission is appointed by City Council to ensure recreational programs and opportunities are afforded all citizens, by encouraging public-private partnerships between the City, local businesses, organizations, neighborhoods, Washtenaw County, and neighboring townships and by encouraging volunteerism. The goal of the Recreation Commission is to seek sustainable alternatives and methods for making recreational programming available to the citizens of the City of Ypsilanti.

Planning Commission

The Ypsilanti Planning Commission administers compliance with the City Zoning Ordinance and reviews requests for rezoning, special use permits, street or alley vacations, capital improvements, planned unit developments, and site plans. The Planning Commission is also responsible for amendments to the Master Plan and Zoning Ordinance.

Police Advisory Commission

The Police Advisory Commission works to strengthen the relationship between the community of the City of Ypsilanti and the Ypsilanti Police Department and to serve as a liaison to enhance community and police relations and serve as an advocate for programs, ideas, and methods to improve the relations between the police and the community.

Review & Tax Assessment Board

The Board of Review is tasked with hearing and deciding property assessment appeals and hardship requests. The term length for Board Members is 2 years.

SmartZone Local Development Finance Authority

The LDFA provides local financing for the Ann Arbor/Ypsilanti SmartZone through a tax capture mechanism within a specific district. The geographic boundaries for the Ann Arbor/Ypsilanti SmartZone LDFA was defined as the combined DDAs of the two respective cities, and under the tax capture formula, tax levies eligible for capture include only those for which a prior claim had not been established by either DDA.

Sustainability Commission

The Sustainability Commission will seek to create a model of sustainability through efforts to advocate, educate and promote the social, economic and environmental health of the community now and into the future.

Ypsilanti Community Utilities Authority

The Ypsilanti Community Utilities Authority (YCUA) Board oversees the activities of YCUA in providing top quality, cost effective, and environmentally safe water and wastewater to customers. Term length for Board Members is 3 years.

Ypsilanti Downtown Development Authority

The mission of the Ypsilanti Downtown Development Authority (YDDA) is to undertake district-wide improvements that have the greatest impact in strengthening the downtown areas and attracting new business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts. The term length for Board Members is 4 years.

Ypsilanti Housing Commission

The Ypsilanti Housing Commission provides affordable housing opportunities to moderate and low-income families and individuals in the City of Ypsilanti. The YHC owns 342 units of affordable housing within the City. It is the project sponsor of Hamilton Crossing, a nationally recognized, award-winning 144-unit affordable housing development.

Zoning Board of Appeals

The Zoning Board of Appeals interprets the City Zoning Ordinance and the official zoning map; decides upon requests for nonuse variances from the zoning code; hears appeals regarding determinations made by an administrative official; and other activities as authorized under the zoning ordinance and the Michigan Zoning Enabling Act. The term length for Board Members is 3 years.

Purpose

This handbook is designed to serve as a guide to assist a new board and commissioner acclimate to their new role, general policies, and procedures that apply to all city advisory bodies. As a new member it is recommended that you schedule time to meet with the staff liaison of your specific board or commission. Also, refer to past meeting agendas and minutes to bring yourself up to speed on what is currently under consideration.

Boards and Commissions – 9.03 City Charter

- > Council may create or discontinue, by ordinance, boards and commissions as the Council deems necessary or of benefit to the City of Ypsilanti. Council will provide for the duties and functions of boards and commissions, subject to law. **The boards and commissions shall not administer any activity, or agency of the City government unless specifically required to do so by State statute, but shall serve solely in an advisory capacity of in the capacity of a quasi-judicial appeal board.**
- > All members of the City boards and commissions established under this Charter, by statute or otherwise, shall be appointed by the mayor, subject to the approval and confirmation by a majority vote of the City Council. Council Members may be appointed by the Council to serve on a board or commission only when the service is required by State law. Whenever any statute or law requires that the appointment of members of a board or a commission established under this Charter, by statute or otherwise, be by the chief executive or administrative officer of the City, such chief executive or administrative officer, for the purposes of such appointment, shall be deemed to be the Mayor, and an appointment in such cases shall be subject to the approval and confirmation by a majority vote of the City Council.
- > In addition to those reasons and limitations set forth in the ordinances creating the board or commission, members of City boards and commissions appointed under this Section may be removed from office upon a 2/3 affirmative vote of City Council for misfeasance, malfeasance, or nonfeasance in office, or as otherwise authorized by statute.

Attendance Requirement

Boards and commission benefit through the participation of all of its seated members. A quorum (majority) is required by the Michigan Open Meetings Act for a board to take any action. Members are expected to attend all meetings as attendance is necessary for a board and commission to function and be effective. If a member must miss a meeting, either as a result of illness, vacation, or long term leave the member should make the chair and staff liaison aware prior to the meeting. If a member is unable to meet this requirement a resignation is recommended. If the member has three unexcused absences, they can be removed by Council through five affirmative votes.

Ethical Standards of Conduct

All City Council Members, City Officers, and City Staff are subject to Article III of the City Code. That section of the Code is included below and any questions regarding this section should be directed to the City Attorney, or staff liaison.

All Board and Commission members are required to complete and sign a conflict-of-interest form upon appointment. That form is included in this packet and should be submitted to the City Clerk prior to the first meeting as a member.

ARTICLE III. ETHICAL STANDARDS OF CONDUCT¹

DIVISION 1. GENERALLY

Sec. 46-71. Definitions.

The following words, terms and phrases when used in this article shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agreement means an understanding between two or more persons or entities; a contract.

Appointed means selected and installed in an office or position.

Associated means the condition of being an owner, partner, member, part owner, employee, limited partner, stockholder, director, lender, borrower, or having a financial interest in.

Beneficiary means a person or entity receiving a benefit.

Benefit means an advantage; any improvement in position, finances, power, or influence.

Bona fide union means a labor organization recognized as legally capable of representing members in employment matters with the city.

Business means a commercial or industrial enterprise or establishment, enterprise, store, etc.; work, employment, profession of an individual or group; commerce.

Candidate means someone who seeks or has been proposed for an office, position, or award.

City employee means an employee of the city.

City funds means any funds, money, or monetary rights owned by the city, or under the control of the city in a fiduciary or representative capacity.

City officer means an officer of the city; someone holding an official position of authority with the city; e.g., the clerk of the city, the mayor, the assessor, etc. The term city officer does not include a volunteer not appointed or elected to a city office.

City personnel means individuals working for the city as employees for wages, salary or other agreed benefits.

City property means anything tangible or intangible, including rights, owned by the city or under the control of the city in a fiduciary or representative capacity.

City resources means city property, working hours and the labor of persons performing work for the city.

Class of stock means a separate and distinct set of the shares of corporate capital or the certificates representing such shares, carrying rights distinguishable from other classes.

¹Charter reference(s)—Ethical standards of conduct required, § 9.01.

State law reference(s)—Standards of conduct and ethics, MCL 15.341 et seq.

Collective bargaining means negotiation between organized workers and their employer concerning wages, hours and working conditions.

Conflict of interest means an interest that competes with or is adverse to a legitimate interest of the city.

Consideration means something given or promised in exchange for something else, tangible or intangible, including promises.

Contracts means agreements or mutual understandings supported by present or future consideration.

Contribution means money or aid given to another.

Corporation means a formal legal entity chartered by a state or the federal government, formed by an individual or group of people or entities and having distinct legal existence, rights, and liabilities.

Directly means straight, uninterrupted, immediately causing or leading to.

Director means one who supervises and directs the actions of others or an entity, department, division, or group.

Disposition means management of affairs; orderly arrangement of something.

During the course of city business means while planning, working on, reporting on, or carrying out the affairs of the city.

Elected means chosen by vote of the eligible electors.

Election fraud means a crime consisting of an intentional act which violates the election laws of the state and which act is either designated as fraud by the relevant statute; or involves dishonesty, moral turpitude, the intentional misleading of a person or persons including the general public of a significant and material fact or facts, or is an intentional misuse or subversion of the election process.

Employee means a person working for the city for wages, salary, or other benefits and under the control and supervision of the city as to hours, work standards, and rules of work, etc.

Employment means the condition of being employed; work.

Exchange (as in stock exchange) means an officially recognized and regulated place with a mechanism and set of rules administered for the buying and selling of commodities or rights.

Exchange means to give in return.

Expectation means a looking forward to something; a looking for as due; a thing looked forward to; a reason for looking forward to something; a prospect.

Favor means unfair partiality; an obliging act.

Financial gain means increase in monetary or material wealth or earnings.

Forbearance means the act of forbearing.

Gain means an increase in power, advantage, wealth, possessions, earnings.

Gift means something given without recompense.

Immediate family means mother, father, brother, sister, spouse, child, child's spouse, brother-in-law and sister-in-law.

Incidental means secondary or minor, of little value.

Independent contractor means a person or entity doing work under agreement without the controls over the work and work progress by someone in the position of an employer; the independent contractor determines how

and when the work is to be accomplished within the limits of the contract; someone who exercises a great deal of discretion in prosecuting the work; contrast an employee who is directed by the employer.

Indirectly means not straight forward; not immediate; secondary.

Influence means the power of persons or things to affect others.

Interfere means to come between for some purpose; to meddle; or to attempt to determine course or outcome without authority or legitimate purpose.

Legal entity means a person or organization with legal standing, rights and duties apart from anyone else or any other entity.

Limited liability company means a form of corporation created by state statutes; has certain aspects of partnership and different tax attributes from a regular corporation.

Loan means a transfer of money or an item with the expectation and agreement that the thing transferred will be returned, often with the agreement to pay for the use as well as return the original amount or thing.

Lowest qualified bidder means the person or entity submitting the lowest bid price to accomplish a job, while meeting the bid requirements for qualifying to submit bid proposals.

Member means any of the persons constituting an organization or group.

Minor means lesser in size, importance or amount.

Moral turpitude means an act of baseness, vileness or depravity; conduct contrary to honesty, justice or good morals.

Officer means a person holding an office or position of authority in the city government.

Official conduct means action or inaction by an officer or employee acting on behalf of the city.

Ordinary course of law enforcement means includes investigation of suspected wrongdoing.

Owner means the person with the right to dispose of something.

Part owner means an owner of a portion of something.

Partner means a person or entity in the same business enterprise with others that share benefits and risks.

Partnership means an organization of partners for the purpose of conducting an enterprise.

Party means a person or entity that is involved in an agreement, enterprise or endeavor.

Person means a legal entity; a human being.

Person sharing the same living quarters means a human being living with another under the same roof and using common living areas.

Personal gain means advantage or increase in wealth, possessions, power or other benefits for an individual.

Political parties means formal organizations supporting candidates for public office.

Potential conflict of interest means a situation whereby the interests of the city and the interests of someone else will, may, or might become in conflict in the ordinary course of events.

Promise means an agreement to do or not to do something.

Promise of future employment means an agreement concerning the future hiring or the abstention from firing someone.

Public entities means organizations sanctioned or created by government to serve the interests of the public.

Renegotiation means negotiation of new terms for an already agreed to deal.

Renewal means the extension, under (usually) similar terms and conditions of an agreement for another time period.

Represent means to speak and act for someone or some entity by conferred authority; to state as true.

Reward means something given for something done.

Rules of ethical conduct means the provisions of this article.

Significant other means a person living with the subject person under the same roof and using common living areas.

Solicit means to ask or seek; often earnestly; to entice another to do wrong.

Special means out of the ordinary.

Stock means ownership of a corporation; the certificates representing the ownership.

Stockholder means one who owns stock.

To favor means to be partial to; to support; advocate; to help; make easier.

To forbear means to refrain from; abstain; avoid doing.

To transact means something carried out, done, accomplished.

Transaction means a transacting or being transacted.

Trust means a relationship established by giving a trustee nominal ownership of something with the understanding the trustee will administer that received for the benefit of another.

Trustee means a person or entity holding something in trust for another.

Unauthorized person means a person that is not empowered by law, or authorized by law to do a certain act or receive certain information.

Unincorporated association means an organization of persons or entities not operating as a corporation.

Volunteer means someone who enters into any service of his own free will.

(Ord. No. 818, 5-22-1995)

Cross reference(s)—Definitions generally, § 1-2.

Sec. 46-72. Penalty.

- (a) Any person who shall be convicted, by a court of competent jurisdiction, of violating any of the provisions of this article shall be guilty of a misdemeanor and shall be punished as provided in section 1-15.
- (b) In addition, any person so convicted by a court of competent jurisdiction shall forfeit any city employment or office held. The office shall be vacant upon conviction.
- (c) Any person convicted by a court of competent jurisdiction of a misdemeanor involving election fraud, or any felony, or a misdemeanor involving moral turpitude committed in the course of employment with the city, shall forfeit any city employment or office held. The office shall be vacant upon conviction.

(Ord. No. 818, § 21, 5-22-1995)

Sec. 46-73. Financial/conflict disclosure.

- (a) All city councilmembers, the city manager, city treasurer, city finance officer, and all city department heads, shall file an annual disclosure statement with the city clerk on or before April 15 of each year. The statement shall disclose and detail any interest of the filer in any company, business, trust or entity of any kind doing business with the city for the past year and state the type of interest, cost, income and benefits received and present value. The statement shall also include any interest of the filer's immediate family in any such company, business, trust or entity. The disclosure statement shall be a public document.
- (b) Disclosure need not be made of benefits received from any entity when an ownership interest is the only connection, and:
 - (1) The company has stock traded on a national exchange and the filer owns \$25,000.00 or less of stock of the entity; or
 - (2) The stockholder owns one percent or less of the total stock by value; whichever is greater.
- (c) Disclosure need not be made of wages or salary received from a public community college, junior college or state college or university.

(Ord. No. 818, § 18, 5-22-1995)

Sec. 46-74. Legal process.

- (a) No city councilmember, city officer or employee of the city shall interfere with the ordinary course of law enforcement within the city, and no special favors, consideration or disposition shall be suggested to or requested of any law enforcement person of the city including city manager, police chief, police officers, ordinance officers, city attorney and/or administrative staff concerning any city law enforcement matter, including, but not limited to, parking tickets, traffic tickets, ordinance tickets or enforcement of city codes.
- (b) This section shall not prohibit the city manager, city attorney, and all law enforcement officials from exercising the usual power, control and discretion which are part of their duties. This section shall not prohibit the mayor and city council from making policy decisions, enacting legislation, and directing the affairs of the city in accordance with their legal powers and responsibility.

(Ord. No. 818, § 19, 5-22-1995)

Sec. 46-75. Offering gifts, loans, contributions, etc., for influence.

No person shall offer or give to any of the following persons a gift, loan, contribution, forbearance, reward or promise of future employment based on an agreement, promise, or expectation that the vote or official action or decision of an officer, employee or candidate for elected office in the city would be influenced thereby:

- (1) A city officer, an employee of the city or a candidate for elected office in the city;
- (2) A member of the immediate family of an individual referred to in subsection (1) of this section; or
- (3) A business or other entity with which an individual referred to in subsection (1) or (2) of this section is associated.

(Ord. No. 818, § 8, 5-22-1995)

Sec. 46-76. Accepting gifts, loans, contributions, etc., for influence.

- (a) No person referred to in section 46-75 shall accept a gift, loan, contribution, reward or promise of future employment based on an agreement that the vote or the official action or decision of an officer, employee or candidate for elected office in the city would be influenced thereby.
- (b) Section 46-75 and subsection (a) of this section shall not prohibit a city officer, employee or candidate for elected office in the city from accepting minor gifts such as meals, awards, pens, pencils, and other token items valued at \$25.00 or less when the gift is extended during the course of city business and no return promise is made by the recipient.

(Ord. No. 818, § 9, 5-22-1995)

Sec. 46-77. Exceptions.

This article does not prohibit the expression of views and opinions or communications of plans for future action, nor does it prohibit contributions to political parties or candidates as permitted by law.

(Ord. No. 818, § 10, 5-22-1995)

Sec. 46-78. Disclosure of confidential information.

No city officer, employee, contractor or agent shall divulge to any unauthorized person confidential information acquired in the course of holding city office, employment or position (including but not limited to information provided, obtained or discussed in closed or executive sessions of the city council) in advance of the time authorized by the appropriate governmental body, department head, city manager or law, except as otherwise provided by law.

(Ord. No. 818, § 11, 5-22-1995)

Sec. 46-79. Prohibited use of position or confidential information.

- (a) No city officer or employee shall make use of his public position, or any confidential information received through holding such public position, to obtain financial gain for himself, a member of his immediate family or an associated business or organization or entity.
- (b) This section shall not prevent any officer or employee from accepting their regular compensation.

(Ord. No. 818, § 12, 5-22-1995)

Sec. 46-80. Prohibited use of city personnel, resources, property, etc.

- (a) No officer or employee shall make use of city personnel, resources, property or funds to obtain financial gain for himself, a member of his immediate family or an associated business.
- (b) This section shall not prevent any city officer or employee from benefiting a nonprofit charitable organization when authorized by proper city council, manager or other legal authority action.

(Ord. No. 818, § 13, 5-22-1995)

Sec. 46-81. Authority to make contracts.

No officer or employee shall act on behalf of the city in the making of contracts when such officer or employee has, in fact, no authority to so do.

(Ord. No. 818, § 14, 5-22-1995)

Secs. 46-82—46-95. Reserved.

Parliamentary Procedures

The City Council of the City of Ypsilanti currently employs the use of Robert's Rules of Order 10th Edition. While it is not required that all boards and commissions follow this format most city boards and commissions do. There is a Robert's Rules of Order cheat sheet included in this packet. Please contact your chair or staff liaison regarding current practices of your specific board or commission.

Michigan Open Meetings Act (OMA)

The Open Meetings Act took effect on January 1, 1977 to promote a new era of government accountability and foster openness in government to enhance responsible decision making. Open Meeting Act (OMA) is required by Ordinance for the following: Economic Development Corp., Board of Ethics, Non-Motorized Vehicle Commission, Planning Commission, Police Advisory Commission, Washtenaw Regional Resource Management Authority (WRRMA), and Ypsilanti Downtown Development Authority (YDDA).

The Michigan Open Meetings Act (OMA) only applies to "public bodies." (a) "Public body" means any state or local legislative or governing body, including a board, commission, committee, subcommittee, authority, or council, that is empowered by state constitution, statute, charter, ordinance, resolution, or rule to exercise governmental or proprietary authority or perform a governmental or proprietary function;" The OMA does not apply to merely advisory boards or committees. The Ypsilanti City Charter in §9.03 limits the authority of city boards and commissions and provides: The boards and commissions shall not administer any activity, department, or agency of the City government unless specifically required to do so by State statute but shall serve solely in an advisory capacity or in the capacity of a quasi-judicial appeal board.

However, as a best practice, the City of Ypsilanti requires all boards and commissions to adhere to the OMA requirements, to promote transparency with the public. Included in this packet is an overview of the act, please direct all questions to the City Attorney, or staff liaison.

Form of Government

The City of Ypsilanti is a Council-Manager form of government. All powers of the City shall be vested in the City Council, except as otherwise provided by law or this Charter, and Council shall provide for the exercise and for the performance of duties and obligations imposed by law (City Charter 2.01). The City Manager is the chief administrative officer of the city, responsible to Council for the administration of all City affairs placed in the Manager's charge by or under this Charter (City Charter 4.03(a)).

Roles and Responsibilities – Chairperson

Each board and commission should elect a chairperson at their first meeting of the calendar year. Please ensure the person elected is aware of the responsibilities that are associated with the position.

The Chairperson will preside at all official meetings and generally ensures that the group reviews and acts upon the items on the agenda. The Chairperson shall ensure that decisions are made in a timely manner while being careful not to limit discussion.

Responsibilities of the Chair

- > Preside at all official meetings of the board or commission
- > Consult with the staff liaison in drafting the meeting agenda
- > Attend City Council meetings as needed to represent the board or commission
- > Serve as a model of leadership and inspire public confidence in Ypsilanti's Government
- > Should speak last when the board or commission is deliberating

The Chair is also the person vested with authority to:

- > Call a meeting to order and propose adjournment
- > Recognize and call upon speakers
- > Call for debate and vote on motions
- > Clarify or request clarifications of motions made by members
- > Rule motions out of order
- > Interpret and enforce any meeting management bylaws or rules of procedure
 - Including, calling members to order if they disregard rules of procedure or decorum for the meeting

An effective Chair also:

- > Solicits discussion and opinions from all members
- > Does not allow personal attacks
- > Keeps the discussion focused on the issue
- > Remains impartial, fair, kind and honest

Role of Board/Commission Members

Serving on a board/commission is a privilege that implies a responsibility to act in the best interest of the City of Ypsilanti. Members serve as ambassadors of the city and represent the interests of Ypsilanti at official meetings as well as outside City Hall. As an ambassador of the city, it is important to understand that your words and actions reflect that role at all times.

A member shall:

- > Attend scheduled meetings or let the staff liaison and chair know if you are absent.
 - > Prepare in advance of meetings. Read the agenda packet prior to the meeting and be familiar with the issues on the agenda.
 - > Fully participate in meetings and carry out assignments.
- Contact staff liaisons if there are questions or if additional information on an agenda item is required prior to the meeting.
- > Use community members to obtain feedback on topics under consideration.
 - > Be considerate of fellow members and staff.
 - > Demonstrate respect, kindness, consideration, and courtesy to others.
 - > Be respectful of other people's time. Stay focused and act efficiently during meetings.
 - > Act and speak with honesty and integrity.
 - > Do not speak for the board/commission unless authorized by the action of the board/commission.

Relationship with City Council

Members serve an important role in extending the reach of the democratic process into the community. However, members should be aware of, and sensitive to, Council's need to balance priorities and goals for the entire city.

Board and Commissioners should:

- > Think of themselves as advisors to the City Council and ambassadors of the city.
- > Resolutions to City Council are only requests or suggestions, and need to be within the scope of the commission.

Relationship with other Boards and Commissions

It is reasonable for boards and commission to work together on topics of overlap between said bodies. However, this should be done through formal action of the body. Boards and Commissions speak through resolutions, and no member may approach another board or commission as representative of the body, or which they are a member, without formal direction.

ANNUAL FINANCIAL/CONFLICT OF INTEREST
BOARD AND COMMISSIONER DISCLOSURE REPORT

I, _____, commissioner, City of Ypsilanti, make the following
annual report:

_____ I have no interest in any company, business, trust or entity of any kind which has done
business with the city of Ypsilanti during the past calendar year.

_____ No member of my immediate family has any interest in any company, business, trust or
entity of any kind which has done business with the city of Ypsilanti during the past
calendar year.

_____ I have an interest in the following company, business, trust or entity, which has done
business with the City of Ypsilanti during the past calendar year:

Name: _____

The nature of my interest is as follows:

Type of Interest: _____

Cost of such interest: _____

Income and benefits received from such interest in the past year: \$ _____

Present value of such interest: \$ _____

_____ A member of my immediate family (my _____, whose name is _____)
has an interest in the following company, business, trust or entity, which has done
business with the City of Ypsilanti during the past calendar year:

Name: _____

The nature of this interest is as follows:

Type of Interest: _____

Cost of such interest: _____

Income and benefits received from such interest in the past year: \$ _____

Present value of such interest: \$ _____

Signature

Dated: _____, 20____

Robert's Rules Cheat Sheet

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Adjourn	"I move to adjourn."	No	Yes	No	No	Majority vote
Recess	"I move to recess for/until..."	No	Yes	No	Yes	Majority vote
Complain about hearing, comfort, etc.	"Point of privilege..."	Yes	No	No	No	Chair
End debate and vote on question	"I move the previous question."	No	Yes	No	No	Majority vote
Suspend further consideration of something	"I move to table this matter."	No	Yes	No	No	2/3 vote
Postpone deciding the question	"I move to postpone this matter until..."	No	Yes	Yes	Yes	Majority vote
Amend a motion	"I move to amend this motion by..."	No	Yes	Yes	Yes	Majority vote
Introduce business (a main motion)	"I move that..."	No	Yes	Yes	Yes	Majority vote

The motions and points listed above are in order of preference. When a motion or point of inquiry is pending, only those listed *above* the pending point may be raised.

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Redress any violation of the body's Rules	"Point of order..."	Yes	No	No	No	Chair
Request information	"Point of inquiry..."	Yes	No	No	No	N/A
Verify a recent voice vote by actual count (before next motion only)	"I call for division."	Yes	No	No	No	Majority vote
Prevent body from considering a matter	"I object to considering this question."	Yes	No	No	No	2/3
Consider a suspended matter	"I move to take from the table..."	Yes	Yes	No	No	Majority
Reconsider a previous motion	"I move to reconsider..."	Yes	Yes	No	No	2/3
Consider something out of schedule	"I move to suspend the rules to consider..."	No	Yes	No	No	2/3
Vote on the Chair's decision	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority

The motions and points above have no precedence. Any of them may be raised in response to any motion or question, with the exception of the three items in gray (motion to adjourn, motion to recess, and point of privilege)

MAIN MOTIONS

To Introduce New Business

Obtaining and assigning the floor

- A member raises their hand (or rises, depending on your rules) and waits to be acknowledged
- The chair recognizes the member by name

Note. It is never proper to raise your hand or rise to be acknowledged while another is speaking. If your point or motion is one of the kind that can interrupt the speaker, make your point or motion without waiting for recognition.

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

- Members can debate main motions before the question is voted on or otherwise decided.
- Before speaking in debate, members must obtain the floor.
- The maker of the motion has first right to the floor.
- Debate must be confined to the merits of the motion.
- Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

- The chair asks: *Are you ready for the question?*
- If no one rises to claim the floor, the chair proceeds to take the vote.
- The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*
- Depending on your rules, some kinds of business may call for a vote by show of hands. **The chair announces the result of the vote.**
- *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
- *The nays have it and the motion fails*

If the count may be incorrect, a member calls for division

- If any member feels that the tally of voice votes is incorrect, they may call for division.
- Any call for division, unless the result of the previous vote was obvious (e.g. a unanimous or nearly-unanimous vote) must be honored.
- The chair will instruct the body on how to vote (e.g. by show of hands or by standing), and the body will vote accordingly.

WHEN DEBATING YOUR MOTIONS

- Listen to the other side
- Be polite
- Focus on issues, not personalities
- Avoid questioning motives

MOTIONS, GENERALLY

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Mister Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Mister Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam Chairman, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question. After recognition, "Mister President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Mister Chairman, I move to postpone the question indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Mister Chairman, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

MOTIONS, GENERALLY

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Mister Chairman, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing, or the temperature in the room is uncomfortable, or some other concern.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Mister Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules. E.g. a motion is passed without the right kind of vote, or a member is breaking the rules of debate.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INQUIRY

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "point of inquiry."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

MOTIONS, GENERALLY

APPEAL FROM THE DECISION OF THE CHAIR

The Chair has made a decision that you wish the body to vote on.

- Without recognition, "I appeal from the decision of the Chair."

OPEN MEETINGS ACT HANDBOOK



Attorney General Dana Nessel

Additional copies available at mi.gov/foia-oma

The Handbook is intended to be a quick reference guide. It is not intended to be encyclopedic on every subject or resolve every situation that may be encountered.

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OPEN MEETINGS ACT

THE BASICS

The Act – the Open Meetings Act (OMA) is 1976 PA 267, MCL 15.261 through 15.275. The OMA took effect January 1, 1977. In enacting the OMA, the Legislature promoted a new era in governmental accountability and fostered openness in government to enhance responsible decision making.¹

Nothing in the OMA prohibits a public body from adopting an ordinance, resolution, rule, or charter provision that requires a greater degree of openness relative to public body meetings than the standards provided for in the OMA.²

What bodies are covered? – the OMA applies to all meetings of a public body.³ A "public body" is broadly defined as:

[A]ny state or local legislative or governing body, including a board, commission, committee, subcommittee, authority, or council, that is empowered by state constitution, statute, charter, ordinance, resolution, or rule to *exercise governmental or proprietary authority or perform a governmental or proprietary function*; a lessee of such a body performing an essential public purpose and function pursuant to the lease agreement.⁴ [Emphasis added.]

As used in the OMA, the term "public body" connotes a collective entity and does not include an individual government official.⁵ The OMA does not apply to private, nonprofit corporations.⁶

Public notice requirements – a meeting of a public body cannot be held unless public notice is given consistent with the OMA.⁷ A public notice must contain the public body's name, telephone number, and address, and must be posted at its principal office and any other locations

¹ *Booth Newspapers, Inc v Univ of Michigan Bd of Regents*, 444 Mich 211, 222-223; 507 NW2d 422 (1993).

² MCL 15.261.

³ MCL 15.263. When the Handbook refers to a "board," the term encompasses all boards, commissions, councils, authorities, committees, subcommittees, panels, and any other public body.

⁴ MCL 15.262(a). The provision in the OMA that includes a lessee of a public body performing an essential public purpose is unconstitutional because the title of the act does not refer to organizations other than "public bodies." OAG, 1977-1978, No 5207, p 157 (June 24, 1977). Certain boards are excluded "when deliberating the merits of a case." MCL 15.263(7). See also MCL 15.263(8) and (10).

⁵ *Herald Co v Bay City*, 463 Mich 111, 129-133; 614 NW2d 873 (2000) – a city manager is not subject to the OMA. *Craig v Detroit Public Schools Chief Executive Officer*, 265 Mich App 572, 579; 697 NW2d 529 (2005). OAG, 1977-1978, No 5183A, p 97 (April 18, 1977).

⁶ OAG, 1985-1986, No 6352, p 252 (April 8, 1986) – the Michigan High School Athletic Association is not subject to the OMA. See also *Perlongo v Iron River Cooperative TV Antenna Corp*, 122 Mich App 433; 332 NW2d 502 (1983).

⁷ MCL 15.265(1). *Nicholas v Meridian Charter Twp*, 239 Mich App 525, 531; 609 NW2d 574 (2000).

the public body considers appropriate.⁸ If a public body is a part of a state department, a public notice must also be posted in the principal office of the state department.⁹

Public notice requirements are specific to the type of meeting:

- (1) For regular meetings of a public body, there shall be posted within 10 days after the first meeting of the public body in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings.
- (2) For a change in schedule of regular meetings of a public body, there shall be posted within three days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.
- (3) For a rescheduled regular or a special meeting of a public body, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting.
- (4) A meeting of a public body which is recessed for more than 36 hours shall be reconvened only after public notice has been posted at least 18 hours before the reconvened meeting.¹⁰

At their first meeting of the calendar or fiscal year, each board must set the dates, times, and places of the board's regular meetings for the coming year. The OMA does not require any particular number of meetings. The board's schedule of regular meetings is not, of course, set in stone. The board is free to cancel or reschedule its meetings.

The minimum 18-hour notice requirement is not fulfilled if the public is denied access to the notice of the meeting for any part of the 18 hours.¹¹ The requirement may be met by posting at least 18 hours in advance of the meeting using a method designed to assure access to the notice. For example, the public body can post the notice at the main entrance visible on the outside of the building that houses the principal office of the public body.¹²

A public body must send copies of the public notices by first class mail to a requesting party, upon the party's payment of a yearly fee of not more than the reasonable estimated cost of printing and postage. Upon written request, a public body, at the same time a public notice of a meeting is posted, must provide a copy of the public notice to any newspaper published in the state or any radio or television station located in the state, free of charge.¹³

⁸ MCL 15.264(a)-(c).

⁹ MCL 15.264(c).

¹⁰ MCL 15.265(2)-(5).

¹¹ OAG, 1979-1980, No 5724, p 840 (June 20, 1980).

¹² OAG No 5724.

¹³ MCL 15.266.

Welcome!
To the City of Ypsilanti as a valuable Commissioner
on Ypsilanti's Boards and Commissions. Please find general guidelines below:

FREQUENTLY ASKED QUESTIONS

**FUNCTION: To Support City Council and
Submit suggestions regarding current ordinances to City Council
(HRC, July 18, 2024- per City Manager and City Attorney)**

1. Ordinances (LAW) and Bylaws

a. City of Ypsilanti Ordinances can be found, here:

- i. [Code of Ordinances | Ypsilanti, MI | Municode Library](#)

b. Each Board and Commission has its own bylaws and ordinances (laws).

i. **HRC Ordinances** can be found, here:

1. https://library.municode.com/mi/ypsilanti/codes/code_of_ordinances?nodeId=PTIICOOR_CH58HURE_ARTIIHURECO_S58-31FI

ii. **YPAC Ordinances** can be found, here

1. https://library.municode.com/mi/ypsilanti/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIVBOCO_DIV6POADCO

iii. **Bylaws** will be provided in hardcopy (emailed)

1. **HRC BYLAWS:**

- a. Bylaw Rules and Regulations may be amended or altered during a regular meeting by the affirmative vote of at least two thirds of the current voting roster of the Commission, provided notice of the proposed bylaw change is given to all members by announcement at a preceding meeting, and the notice be included in the minutes of the meeting, said meeting to occur not less than 15 days prior.
- b. The provisions of these Rules and Regulations shall be discussed and/or adopted or readopted by the Commission annually at their regular January meeting

2. **YPAC BYLAWS:**

- a. Bylaw Rules and Regulations may be amended or altered during a regular meeting by the affirmative vote of at least six (6) members, or a majority of those on the current roster of the Commission, provided notice of the proposed change is given to the Commission at a preceding regular meeting, and the notice be included in the minutes of the meeting, said meeting to occur not less than 15 days prior.
- b. The provisions of these Rules and Regulations shall be discussed and/or adopted or readopted by the Commission annually at their regular June meeting

2. Open meetings Act (OMA) MLCA 15.261 et seq.

a. Per City council Resolution No. 2023-213, November 21, 2023, Tabled November 7, 2023, Council approved removing the OMA requirements from the ordinance for HRC and YPAC.

b. OMA is still part of the bylaws for HRC and YPAC.

- i. As a best practice, City Council and the City Manager have instructed boards and commissions to follow the OMA Guidelines. (HRC, July 18, 2024- per City Manager)

c. You can find the OMA, here: [Open Meetings Act Handbook October 2022 \(michigan.gov\)](#)

d. **Subcommittees:**

- i. Subcommittees can be formed by motion, during meetings. The subcommittee would bring back to the body for discussion and action.

Drafted 09/04/2024 3:10 PM

1. There should be no discussion of city business outside the meetings, unless subcommittees have been formed by motion, in a public meeting. The subcommittee would then bring back all private discuss to the public meeting for discussion. (HRC, July 18, 2024- per City Manager)

3. Board and Commission Purpose and Power:

a. Follow the charter/statute

- i. **Boards and Commissions shall not administer any activity of the city government without being allowed by statute.**
- ii. **Can not take any action in the name of the city, unless allowable by statue and approved by City Council.**

b. HRC - General purpose and function of the human relations commission shall be:

- i. **To serve as an advisory body to the city council and the city manager.**

c. BY:

1. Studying problems in the city relating to prejudice and discrimination and to make recommendations to the city council and city manager for the elimination of prejudice and discrimination within the community.
 - a. Per city attorney, can study anything under the preview of this body under Chapter 58
 - b. To then give to City Council
2. Inviting and enlisting the cooperation of all racial, religious, national origin, sexual, sexual orientation and ethnic groups as well as all persons representing various economic, educational, and social groups including groups concerned with age and/or disability in all areas of the city and to act as a coordinating agency among these and other groups in the community in the establishment and maintenance of educational programs in the community designed to bring about better human relations
3. Cooperating with interested citizens and all state, federal and local agencies whenever such cooperation is appropriate in furtherance with the purpose of HRC.
4. Promoting mutual understanding and fostering equality and respect among all racial, religious, sexual, national and ethnic groups, among persons of all economic and educational status, and generally throughout the entire city so as to prevent discrimination and discriminatory practices.
5. Issuing publications, studies, or reports to effectuate the purposes of advising council and to promoting goodwill in the community as a whole. Such reports shall not include names of parties or other facts which might clearly identify parties without their consent.
6. Conducting public forums, town meetings, educational and other programs to promote the equal rights and opportunities of all persons.
7. Accepting grants and donations on behalf of the city from foundations and others for the purpose of carrying out the purposes of HRC, subject to the approval of the city council.
8. Studying problems which may result in patterns of tension, discrimination or prejudice within the city, and offer assistance and attempt conciliation or mediation.
9. Any citizen of the city may propose a matter for inquiry and study by the human relations commission concerning matters that result in patterns of tensions, discrimination or prejudice. The human relations commission shall not receive or deal with complaints between individuals but may refer persons with complaints concerning individuals to appropriate agencies. (Ord. No. 820, § 4, 5-31-1995; Ord. No. 1368, 10-20-2020)

- i. The Human Relations Commission has no power or authority to do anything in the name of the city, without city council approval. (HRC, July 18, 2024- per City Attorney)
- ii. HRC was created by charter. (HRC, July 18, 2024- per City Attorney)

d. YPAC – General purpose of the Ypsilanti police advisory commission is:

- i. **To strengthen the relationship between the community of the City of Ypsilanti and the Ypsilanti police department.**

e. BY:

1. Serving as a liaison to enhance community and police relations and serve as an advocate for programs, ideas, and methods to improve the relations between the police and the community.
2. Reviewing police complaint investigatory findings, and report to council on the commission's analysis of these findings.

3. Collecting, reviewing and auditing summary data and compiling aggregate statistics relating to individual or community police complaints and other issues of importance.
4. Educating the public about the complaint process and ensuring and recommending ways to make the process accessible to all.
5. Making recommendations to the city manager regarding organizational matters and procedures.
6. Participating in annual review of the Ypsilanti police department's citizen police academy.
7. Consulting and advising the city manager on the Ypsilanti police department's strategic plan. (Ord. No. 1295, § 1, 11-14-2017; Ord. No. 1362, § 1.1, 8-18-2020)
- i. Ypsilanti Police Advisory Commission has no power or authority to do anything in the name of the city, without city council approval. (HRC, July 18, 2024- per City Attorney)

4. Commissioners – Members

a. HRC has nine (9) voting members and two (2) non-voting youth members

- i. A quorum shall consist of a majority of the current voting Human Relations Commissioners.
- ii. When all 9 voting Commission seats are not filled, a quorum will be no less than four (4) voting Commissioners.
- iii. There will be a limit of (3) three consecutive "excused absences" or (2) consecutive "unexcused absences" for any member of the Human Relations Commission.
- iv. Can attend via ZOOM (HRC, July 18, 2024- per City Manager)

b. YPAC has seven (7) voting members and two (2) non-voting youth members

- i. A quorum shall consist of a majority of the current YPAC Commissioners, but no less than three (3) voting Commissioners.
- ii. If a member misses more than three (3) regularly scheduled meetings in a twelve (12) month period, the Chair shall notify the Mayor and City Council, and by resolution may recommend removal of the member.
- iii. Can attend via ZOOM (HRC, July 18, 2024- per City Manager)

c. Eligibility to hold office

- i. The Ypsilanti City Charter sets out the requirements to hold elective office of Mayor or Council member in section 202 (c) as a “qualified elector” and resident of the ward of the office for 30 days. The Charter is silent on the qualifications of members of boards and commissions.
- ii. The City Charter in section 3.02 requires an elector to be a resident of the city and meet the requirements of state law.
 1. State law as determined in the case of Attorney General v Abbot 121 Mich 540 (1899) provides that the minimum qualification for holding any office in the State of Michigan is being an elector.
 2. The Michigan Constitution in Article II, Section defines elector as being a citizen, 21 years of age, residing in the state for 6 months and meeting the requirements of local law.
 3. The 26th amendment to the U.S. constitution lowered the voting age to 18 years of age, and thus an Ypsilanti elector must be age 18 or older, a U.S. citizen and city resident.
 4. The city gets all power from the state and lacks power to change the age of an elector to less than 18.
 5. Therefore, a person under the age of 18 may not hold “legal” city office in the city of Ypsilanti. Persons under the age of 18 may not be elected to city officer or voting members of boards and commissions but may be appointed to be “honorary” members of boards and commissions with the right to attend meetings and debate, but not to make motions or vote.
- iii. **Age Requirement for non-voting Youth Members**
 1. 16-17 years of age, a citizen, residing in the state for 6 months and a city of Ypsilanti resident
 2. 1 year term

5. Meetings

a. HRC

- i. The Commission shall hold a minimum of one meeting each quarter.
- ii. The current remainder 2024 Calendar:
 1. September 26, 7 PM
 2. October 24, 7 PM
 3. November 21, 7 PM

4. December 19, 2024, 7 PM
- iii. HRC current bylaws require regular meetings to be held on the second Wednesday of each month. This can be discussed during the next annual organizational meeting in January.
- iv. All meetings must end at 8:00 PM, unless extended by motion.
- v. Any scheduled meeting may be rescheduled at the preceding regular meeting
- vi. Special meeting of the Commission may be called by the Chairperson, or the Vice Chairperson in the event the Chairperson is unavailable, or any three (3) members of the Commission. Each member of the Commission must receive at least two days' notice as to the time, place and purpose of the meeting.
- b. YPAC**
 - i. The Commission shall hold a minimum of four (4) regular meetings per year.
 - ii. The current remainder 2024 Calendar:
 1. September 19, 6 PM
 2. October 17, 6 PM
 3. November 14, 6 PM
 - iii. Currently, regular meetings are held on the fourth Thursday of each month, at 7:00 PM.
 1. YPAC bylaws are for 6:00 PM, and this can be changed at the annual organizational meeting
 - iv. All meetings must end at 9:00 PM, unless extended by motion.
 - v. Any scheduled meeting may be rescheduled at the preceding regular meeting
- 6. Annual Organizational Meeting — January (HRC) and June (YPAC)**
 - a. HRC**
 - i. The annual organizational meeting shall be held in January (HRC).
 1. Chair/ Co-Chair Nomination
 - a. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be meeting in January each year, and the election shall be immediately thereafter.
 - b. Members may self-nominate or be nominated prior to the meeting where elections will occur and will be asked to provide a statement of service before a vote shall be taken.
 - c. The term is one year.
 - b. YPAC**
 - i. The Annual organizational meeting shall be held in June (YPAC)
 1. Chair/ Co-Chair Nomination
 - a. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be the regular meeting in June each year, and the election shall be immediately thereafter.
 - b. The term is one year.
 - c. Emergency Nomination**
 - i. An emergency nomination can be made mid-year
 - ii. The body can move by **motion to suspend** the bylaws till the next annual organization meeting
 1. Need Super Majority
 2. Bylaws would then restart at next regular term
- 7. Parliamentary Procedure – Roberts’ Rules of Order**
 - a. All proceedings, decisions and resolutions of the Commission shall be initiated by motion.
 - b. An affirmative vote of a majority of those present shall be necessary to pass any motion involving the adoption or amendment of policy statements or recommendations to the Council.
 - c. Voting shall be by voice vote and shall not be recorded as individual ayes or nays unless requested by a member of the Commission, in which case the Chairperson shall order the vote to be so recorded except that any member may abstain by so declaring prior to vote.
 - d. An abstention may only be made in the case of a conflict of interest; it is otherwise the duty of all Commissioners present to participate in the vote.
 - e. Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order, as amended, per City Ordinance.
 - i. A copy of Roberts' Rules of Order will be available at Commission meetings.

- f. City Attorney Barr is the City of Ypsilanti Parliamentarian
 - i. Workshop offered September 11, 2024, 7:00 PM
 - 1. Available after recording, upon request

8. Agenda

- a. Agenda items submittal:
 - a. Following Resolution No. 2023-250, December 19, 2023, City Council guidelines for agenda submittal.
 - b. Submit agenda items to the staff liaison by the deadline.
 - c. To add or significantly change items to an agenda, **the deadline will be 1:00 PM on the Friday before a regular meeting.**
 - d. New items can still be added to a meeting's agenda at the table during the agenda approval process for each meeting.
- b. HRC normal order of business at meetings shall be as follows:
 - 1. Call to order
 - 2. Roll call
 - 3. Approval of minutes
 - 4. Public Comment
 - 5. Old business
 - 6. New business
 - 7. Public Comment
 - 8. Proposed business for next meeting
 - 9. Commissioner comments
 - 10. Adjournment
- c. YPAC normal order of business at meetings shall be as follows:
 - 1. Call to order
 - 2. Roll call
 - 3. Approval of minutes
 - 4. Audience participation
 - 5. Discussion Items
 - 6. Audience Participation
 - 7. Announcements
 - 8. Adjournment

9. Ordinance or Resolution Adoption or Amendment

- a. Commission deliberates and approves an item by motion.
- b. Commissioners inform city staff of intention to make resolution or ordinance change
- c. Commissioners will work with staff liaison and city attorney to draft ordinance.
 - a. City staff or chair can draft resolution, but still requires city attorney review.
- d. Body approves by motion
- e. Approved drafted resolution or ordinance is sent to City Council for review.

10. Steps for getting an item on a Council Agenda

- a. Commission deliberates and approves an item for council review.
- b. The item is placed on the next council agenda under commission communications
- c. Council determines by consensus if they wish to add that as an item for approval at the next meeting.
- d. If the item is an ordinance amendment it will require 7-day notice for a public hearing
 - a. (all ordinance amendments require a public hearing)
- e. An ordinance requires two readings and will take effect 30 days following adoption.
- f. If the item is a resolution, it will does not require a public hearing and will appear on the next agenda if there is consensus from Council.
- g. ****One caveat is that either the mayor or two council members can add an item to any Council agenda.**
However, the item would still need to follow the same process for either ordinance or resolution.

11. Notice Requirements

- h. Notice is required under OMA bylaws.
- b. A copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, will be retained by the Clerk's Office.
- a. Yearly Calendar
 - a. Must publish list of annual meetings within 10 days of first meeting in fiscal year
- b. 18 hours' notice for special meeting
- c. Emergency meeting w/o notice if 2/3 agree

12. Commission Annual Report for City Council

- a. This is an oral report and a written report.
- b. This report shall be prepared and submitted to the City Council on or before December 31".
 - a. **HRC**
 - i. HRC shall during the November regular meeting construct proposed Commission priorities for the next calendar year and provide City Council with an annual report.
 - ii. The report shall include:
 - I. discussion of the Commission's activities,
 - 2. the status of any on-going investigations,
 - 3. the status of any concluded investigations,
 - 4. the proposed Commission priorities and
 - 5. any recommendations to Council for the coming year,
 - 6. along with any fiscal needs anticipated.
 - iii. Notice will need to be posted
 - b. **YPAC**
 - i. YPAC shall during the November regular meeting construct proposed Commission priorities for the next calendar year and provide City Council with an annual report.
 - ii. This report shall include:
 - 1. discussion of the Commission's activities,
 - 2. the status of any planning processes,
 - 3. priorities and
 - 4. recommendations to Council for the coming year,
 - 5. and any fiscal needs anticipated.
 - i. Notice will need to be posted

13. Annual Calendar/Schedule

- a. Notice — must publish list of annual meetings within 10 days of first meeting in fiscal year

14. Website:

- a. HRC
 - a. Human Relations Commission I Ypsilanti, MI (cityofypsilanti.com)
- b. YPAC
 - a. Police Advisory Commission Ypsilanti, MI (cityofypsilanti.com)
- c. Recordings
 - a. Not required, due to no OMA Ordinance requirement.
 - b. As a best practice, maintained for 1 year – when minutes approved (HRC, July 18, 2024- per City Manager)

15. Requesting Funding from City Council

- a. Motion to Request funding
 - a. Fund request form (with the Clerk's Office)
 - b. Fund Request Policy (with the Clerk's Office)

16. Requesting Legal Opinion

- a. Any question for legal counsel- City Attorney Barr
 - a. Pass a motion, asking the question
 - b. Staff Liaison will forward motion to legal counsel
 - c. City attorney will prepare and forward a memo to the staff liaison, Clerk's Office, which will be provided to the commission. (HRC Meeting, July 18, 2024)

17. Steps for Press Release

- a. Determine what the press release is regarding
- b. Generically:
 - i. The Commission would need to prepare and vote on the release
 - ii. Any communication coming from the city must remain policy neutral
 - iii. City Council Approval
 - 1. City Manager recommends:
 - a. Create and approve an information sheet to include in the packet when the ordinance will be brought before Council.

18. Ethics and Complaints

- a. **Ethics**
 - i. Professional conduct
 - ii. Misconduct in office
 - 1. Consequences
 - a. Criminal sanctions
 - b. Criminal penalties
 - i. Misdemeanor
 - ii. Felony
 - c. Loss of office
 - d. Civil sanctions
 - e. Monetary damages
 - f. Punitive damages
- b. **Complaints Against City Attorney or Human Relations Members**
 - i. In the event of a complaint against the City Attorney, Assistant City Attorneys, or Human Relations Commission Members in other than the official capacity, the matter shall be referred to the City Manager for review. The City Manager shall make a determination as to whether or not probable cause exists. If probable cause does exist, the City Manager shall refer the matter to the Human Relations Commission for action. If probable cause does not exist, the City Manager shall so determine and notify the Human Relations Commission and the parties. If the complaint is against a Human Relations Commission member, the Member shall not serve on the Commission until determination of such complaint by the city attorney. (adopted by Ypsilanti City Council September 18, 2001)

19. Staff Liaison

- a. Lorrie Thomas, Deputy Clerk
 - i. LThomas@cityofypsilati.cotn
 - ii. 734-483-7282
- a. Please send all correspondence to the staff liaison. The staff liaison is responsible for ensuring compliance with the OMA, bylaws and ordinances, and will share information and questions with the Commissioners, or city staff, as needed.
- b. re information and questions with the Commissioners, or city staff, as needed.
- c. If you do not receive a reply in a timely manner, or it is an emergency, please feel free to contact the clerk's office so that it can be brought to my attention. 1-734-483-1100.

Lorrie L. Thomas – Deputy Clerk
Human Relations and Ypsilanti Police Advisory Committee - Staff Liaison

INDEX:

1. Ordinance (LAW) and Bylaws
2. Open Meeting Act (OMA)
3. Board and Commission Purpose and Power
4. Commissioners – members
5. Meetings
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9. Ordinance or Resolution Adoption or Amendment Process
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CITY OF YPSILANTI
WORKSHOP FOR BOARDS AND COMMISSIONS

Presented by City Attorney Barr

September 11, 2024

WORKSHOP FOR BOARDS AND COMMISSIONS

I. Introduction – “All singing on same sheet of music.”

I. Sources of Authority

- A. Federal Constitution
- B. State Constitution
- C. Home Rule Act
- D. City Charter 1994
- E. Comparison of Old-New Charter
 - 1. Statement of Ethical Principals
 - 2. Require Ethics ordinance
 - 3. Partisan Elections – one of 3 in state

II. Sources of Information – print and website

- A. City Charter
- B. City Code
 - 1. Organization
 - 2. Index -computer search
 - 3. Relationship of Code to Ordinances
 - 4. Adopted codes:
 - a. Michigan Motor Vehicle Code
 - b. Michigan Uniform Traffic Code with revisions
 - c. Michigan Building Code incorporating the State Building Code
 - d. Electric
 - e. Plumbing
 - f. Fire
 - g. BOCA Property Maintenance Code
 - 5. Codification

III. City Council

- A. Legislative - Judicial
- B. City Manager, Mayor- Executive
- C. Legislative power exercised by:
 - 1. Resolution
 - a. one reading
 - b. contracts
 - c. no penalty (except as otherwise provided)
 - 2. Ordinance
 - a. two readings
 - b. force of law
 - c. penalty - \$500 and/or 90/92 days in jail
- D. Relationship to Administration
 - 1. City Manager is city Executive (CEO)

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2. Mayor is member of council with additional powers duties (Chairman of the Board)" first among equals"
3. Council appoints Manager, Clerk
4. Manager appoints department heads
 - a. appoints city attorney with council approval
5. Manager has direct contact with employees
 - a. "End runs" disruptive
- E. City Council sets POLICY
 1. Manager and administrative staff carry out policy

IV. Resources

- A. City Clerk
 1. Has city records
 2. Attends meetings, prepares agendas
 3. Recourse on procedure
- B. Manager - contact other departments
 1. Directs operation of city
- C. Attorney
 - a. Manager appointment with consent of council
 - b. Contract with city – represents city
 - c. Works with Manager, Mayor, Council, Staff
 - d. Does not represent any individual as such
 - e. Monthly report

V. Ethics

- A. Council Ordinance
 1. Gifts
 2. Conflicts of Interest
 3. Interference with law enforcement
- B. Conflict of Interest
- C. Incompatibility of Office

VI. Open Meetings Act

- A. All debate in open meeting – Not by email

VII. Freedom of Information Act

- A. City records open to the public (some exceptions)

VIII. Liability of Board Members

- A. Libel and Slander
- B. Harassment
- C. Contract
- D. Immunity most likely none



Special Acknowledgments

Board Member	Paul	Ajlouny	Chair/ Planning Commission	Matt	Dunwoodie
Chair	Jake	Albers	Delegate		
Staff Liaison/ YPD Captain	Timothy	Anderson	Board Member	Andy	Fanta
I/ Chief			City Representative	Jim	Fink
Commissioner	Mike	Auerbach	Commissioner	Bryan	Foley
Commissioner	Colton	Babladelis	YHC Liaison	Zac	Fosler
Commissioner	Shannon	Baer	Board Member	Andrew	French
City Attorney	Randy	Barker	Commissioner	Beth	Gibbons
Staff Liaison /City Treasurer	Rheagan	Basabica	Commissioner	Teresa	Gillotti
Commissioner	Julia	Bayha	Chair	Dylan	Goings
Commissioner	Abra	Beu	Commissioner	Woodring	Greg
Chair/ City of Ypsilanti	Michael	Bodary	Vice Chair	Justin	Harper
Representative			Vice Chair	Nancy	Heine
City Assessor	Courtney	Borden	Vice Chair	Georgina	Hickey
Staff Liaison/ Clerk	Tracey	Boudreau	Staff Liaison	Ken	Hobb
Ex-officio Mayor	Nicole	Brown	Commissioner	Phil	Hollifield
Board Member	Valory	Brown	President	Andrew	Hopper
Vice Chair	Loviesa	Brown	Commissioner	Juanita	House
Commissioner/ Fire	Mathias	Buckson	Commissioner	Herman	Humes
Representative			Board Member	Craig	Hupy
Commissioner/ DB Officer	Charles	Bultman	City of Ypsi Representative	Jon	Ichesco
Staff Liaison	Josh	Burns	Commissioner	Daniel	Jackson
Commissioner	Delrhea	Byrge	Executive Director/ Staff Liaison	Elize	Jekabson
Vice Chair	James	Chesnut	Staff Liaison	Katie	Jones
Commissioner	Jeff	Cifor	Commissioner	Brian	Jones-Chance
Commissioner	Takunia	Collins			Kennedy
Commissioner	Ben	Connor-Barrie	Board Member	Colleen	
Non-Motorized PC	Michael	Davis	Council Liaison	Me'Chelle	King
Representative			Board Member	Gerald	Kreiner
Commissioner	Michael	Davis	Commissioner	Bob	Krzewinski
City of Ypsilanti Alternate	Ryan	Dillon	Chair	Katherine	Layton
			Commissioner	Michelle	Marin
			Board Member	Emmanuelle	Maurer

Chair	Michael	McAtee	Commissioner	Tom	Roach
Commissioner	Erik	McCleary	Commissioner	Carl	Schier
Vice Chair	Kathleen	McCormick	Vice President	Blomquist	Scott
Commissioner	Hannah	McCreedy	Commissioner	Aaron	Seagreaves
Council Liaison	Patrick	McLean	Vice Chair	Michael	Simmons
Commissioner	Kyler	Melmoth	Council Liaison	Desirae	Simmons
Commissioner	Brian	Merlos	Chair	Paula	Sizemore
Staff Liaison	Joe	Meyers	Commissioner	Amanda	Smith
City of Ypsilanti Representative	Jesse	Miller	Chair	E. Renee	Smith
Chair	Eric	Mohamed	Commissioner	Jennifer	St. John
Vice Chair	Joe	Montgomery	Commissioner/ City of Ypsilanti Representative	Evan	Sweet
Commissioner	Amanda May	Moore	Commissioner	Stefan	Szumko
Commissioner	Alexander	Munro	Staff Liaison	Ellen	Thackery
Commissioner	Jane	Munro	Staff Liaison	Lorrie	Thomas
Commissioner	John Paul	Myers	Secretary	Cathy	Thorburn
Board Member	Kristine	Nash-Wong	Council Liaison	Roland	Tooson
Administrative Assistant	Jannelle	Osborne	Commissioner	John	Van Bolt
EMU Representative	Dieter	Otto	Commissioner	Michael	Vincent
Commissioner	Tasha	Palmer	Staff Liaison	Bonnie	Wessler
Commissioner	Anna	Parker	Alternate	Shawn	White
Board Member	Doyle	Patton	Council Liaison	Steve	Wilcoxon
Police Trustee	Wist	Peter	Commissioner	Lakesha	Williams
Chair	Alex	Pettit	YHC liaison	Anthony	Williamson
Secretary /Fire Dept. Trustee	Clifton	Pope	Board Member	Roberta	Wocjik- Andrews
Chair	Yolanda	Portis	Commissioner	Gail	Wolkoff
Commissioner	Philip	Rentschler			

*Thank You for your service to
the City of Ypsilanti!*