



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, April 1, 2025 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**
[Launch Meeting - Zoom](#)

I. CALL TO ORDER

II. ROLL CALL

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

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

VI. PRESENTATIONS

- A. Housing Commission Presentation
- B. Presentation regarding the M-17 (Washtenaw Avenue) Planning and Environmental Linkages (PEL) study.

VII. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Resolution No. 2025-054 Approving the minutes of the meeting of March 18, 2025.
- B. Resolution No. 2025-055 Adopting Ordinance No. 1443 Entitled "AN ORDINANCE TO AMEND CHAPTER 71 "ADMINISTRATIVE HEARINGS BUREAU" OF THE YPSILANTI CITY CODE, BY AMENDING ARTICLE II "ADMINISTRATIVE HEARINGS BUREAU", SECTION 71-33 "ADMINISTRATIVE HEARING OFFICER—POWERS AND DUTIES", SECTION 71-34 "ADMINISTRATIVE HEARING OFFICER—TRAINING REQUIREMENTS", AND SECTION 71-43 "VIOLATIONS OF ORDERS AND FAILURE TO PAY CIVIL FINE AND COSTS" TO UPDATE TO BE IN COMPLIANCE WITH STATE LAW" upon second and final reading.
- C. Resolution No. 2025-056 Appointing residents to Boards and Commissions.
- D. Resolution No. 2025-057 Appointing resident Isabella Coughlin to the Sustainability Commission as a youth member with an expiration of May 1, 2026.
- E. Resolution No. 2025-058 Approving the proposal from OHM for Design Engineering Services for the Cross Street Bridge replacement project in the estimated amount of \$295,000 and that Mayor and City Clerk be authorized to sign this contract, subject to approval by the City Attorney, and any change orders may be approved by the City Manager.

- F. Resolution No. 2025-059 Approving the proposal from OHM for Design Engineering Services for the reconstruction of Harriet (Hawkins to Hamilton) project in the estimated amount of \$112,400 and that Mayor and City Clerk be authorized to sign this contract, subject to approval by the City Attorney, and any change orders may be approved by the City Manager.
- G. Discussion regarding Water Street RFP Development and public participation.
- H. Discussion regarding process for Council Members to utilize or rent City facilities.
- I. Approving the request of SafeHouse Center (SHC) to tie ribbons around the City of Ypsilanti For Sexual Assault Awareness Month (SAAM) this April to help raise awareness.

VIII. BOARD AND COMMISSION - LIAISON REPORTS

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

IX. LIAISON REPORTS

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

X. COUNCIL PROPOSED BUSINESS

XI. COMMUNICATIONS FROM THE MAYOR

XII. COMMUNICATIONS FROM THE CITY MANAGER

XIII. COMMUNICATIONS

- A. Submitting Sustainability Commission Annual Report

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

XV. REMARKS FROM THE MAYOR

XVI. ADJOURNMENT

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



REQUEST FOR LEGISLATION
April 1, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-054 Approving the minutes of the meeting of March 18, 2025.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No 2025-054 Minutes
2. March 18, 2025 Council Meeting Minutes

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-054
April 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of the March 18, 2025 City Council Meeting be approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**MINUTES
REGULAR COUNCIL MEETING
7:00 PM - Tuesday, March 18, 2025
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. CALL TO ORDER

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

II. ROLL CALL

PRESENT at roll call were Mayor Brown, Mayor Pro-Tem Wilcoxon, Council Member McLean, Council Member Simon, Council Member Fellows, and Council Member Tooson. ABSENT: Council Member King.

Council Member Fellows moved, supported by Council Member Tooson, to excuse Council Member King. The motion passed unanimously upon a voice vote.

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

Council Member Fellows moved to Approve the AGENDA. Council Member McLean seconded the motion. City Manager Hellenga requested to add Resolution No. 2025-053 authorizing to apply to the MDOT Local Bridge Program for superstructure replacement.

Council Member Fellows moved to Approve the AGENDA, as amended. Council Member McLean seconded the motion. The motion passed unanimously upon a voice vote.

Yes:	(6)	Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Michelle King

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

3 Members of the public spoke.

VI. PRESENTATIONS

A. Roads Presentation

VII. ORDINANCES FIRST READING

A. Ordinance No. 1443 - An Ordinance to Amend Chapter 71, Entitled "Administrative Hearings Bureau" of the Code of Ordinances by Amending Article II, Section 71-33 "Administrative Hearings Officer - Powers and Duties", Section 71-34 "Administrative Hearings Officer - Training Requirements", and Section 71-43 "Violations of Orders and Failure to Pay Civil Fine and Costs" to Update to be in Compliance With State Law.

Public Hearing Resolution No. 2025-047, close the public hearing.

Resolution No. 2025-046, determination.

Council Member Tooson moved to Approve the Ordinance No. 1443 - An Ordinance to Amend Chapter 71, Entitled "Administrative Hearings Bureau" of the Code of Ordinances by Amending Article II, Section 71-33 "Administrative Hearings Officer - Powers and Duties", Section 71-34 "Administrative Hearings Officer - Training Requirements", and Section 71-43 "Violations of Orders and Failure to Pay Civil Fine and Costs" to Update to be in Compliance With State Law. Mayor Pro-Tem Wilcoxon seconded the motion.
Public Hearing Resolution No. 2025-047, close the public hearing.
Resolution No. 2025-046, determination.

Yes:	(6)	<u>Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows</u>
No:	0	<u>None</u>
Absent:	(1)	<u>Michelle King</u>

VIII. RESOLUTIONS/MOTIONS/DISCUSSIONS

A. Resolution No. 2025-048 Approving the minutes of the regular Council meeting of March 4, 2025.

Council Member Fellows moved to Approve Resolution No. 2025-048 Approving the minutes of the regular Council meeting of March 4, 2025. as presented. Council Member McLean seconded the motion.

Yes:	(6)	<u>Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows</u>
No:	0	<u>None</u>
Absent:	(1)	<u>Michelle King</u>

B. Resolution No. 2025-049 Appointing Residents to Boards and Commissions.

Council Member McLean moved to Approve Resolution No. 2025-049 Appointing Residents to Boards and Commissions. Council Member Tooson seconded the motion.

Yes:	(6)	<u>Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows</u>
No:	0	<u>None</u>
Absent:	(1)	<u>Michelle King</u>

C. Resolution No. 2025-050 Approving the Prospect Street Bridge Replacement Study, with a cost not to exceed \$41,000, which shall be expended from the major streets fund, and that the Mayor and City Clerk be authorized to sign this proposal and the City Manager be authorized to sign any change orders, all subject to review and approval by the City Attorney.

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2025-050 Approving the Prospect Street Bridge Replacement Study, with a cost not to exceed \$41,000, which shall be expended from the major streets fund, and that the Mayor and City Clerk be authorized to sign this proposal and the City Manager be authorized to sign any change orders, all subject to review and approval by the City Attorney. Council Member Tooson seconded the motion.

Yes:	(6)	<u>Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows</u>
No:	0	<u>None</u>
Absent:	(1)	<u>Michelle King</u>

D. Resolution No. 2025-051 Authorizing to decertify the entirety of Green Road, to comply with Act 51.

Council Member Simmons moved to Approve Resolution No. 2025-051 Authorizing to decertify the entirety of Green Road, to comply with Act 51. Mayor Pro-Tem Wilcoxon seconded the motion.

Yes:	(6)	<u>Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows</u>
No:	0	<u>None</u>
Absent:	(1)	<u>Michelle King</u>

E. Resolution No. 2025-052 Authorizing to certify Green Road, to comply with Act 51.

Council Member McLean moved to Approve Resolution No. 2025-052 Authorizing to certify Green Road, to comply with Act 51. Mayor Pro-Tem Wilcoxon seconded the motion.

Yes:	(6)	<u>Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows</u>
No:	0	<u>None</u>
Absent:	(1)	<u>Michelle King</u>

F. Resolution No. 2025-053 Authorizing to apply to the MDOT Local Bridge Program for superstructure replacement and authorizing the City Manager to sign any change orders needed to complete the project, subject to review and approval by the City Attorney.

Council Member Fellows moved to Approve Resolution No. 2025-053 Authorizing to apply to the MDOT Local Bridge Program for superstructure replacement and authorizing the City Manager to sign any change orders needed to complete the project, subject to review and approval by the City Attorney. Mayor Pro-Tem Wilcoxen seconded the motion.

Yes: (6) Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (1) Michelle King

IX. BOARD AND COMMISSION - LIAISON REPORTS

A. Police Advisory Commission

Council Member Tooson reported that the commission is now full, except for 2 youth seats, which Commissioner Humes is working on. The next meeting is March 27th.

B. Human Relations Commission

No report.

C. Parks and Arts Commission

Council Member McLean reported that they met last evening and of note was a discussion regarding percent for Arts...more to come on this.

D. Sustainability Commission

Council Member Simmons reported she missed the last meeting, but saw that the Annual Report has been put forward.

E. Historic District Commission

Council Member McLean reported they met March 11th and he will have a full report at the next meeting.

F. Planning Commission

Mayor Pro Tem Wilcoxen reported the next meeting is tomorrow.

G. Zoning Board of Appeals

They have not met.

X. LIAISON REPORTS

A. SEMCOG Update

Mayor Pro Tem Wilcoxen reported that he will be attending the General Assembly at the Train Depot in Detroit.

B. Washtenaw Area Transportation Study

Mayor Brown reported they will meet tomorrow morning.

C. Urban County

No report.

D. Ypsilanti Downtown Development Authority

Mayor Brown reported the next meeting is Thursday morning.

E. Friends of Rutherford Pool

No report.

XI. COUNCIL PROPOSED BUSINESS

Council Member Simmons -

- Noting that Wallace Road - a Township road that we use - is falling apart.
- Attended River Givers event and saw many fellow council members.
- Discussed issues of bullying going on at local schools and noted in the past this Council held a joint meeting with the School Board. Mayor Brown noted that in the past the Mayor and Superintendent had worked out the details, so she will reach out to the schools.
- She and Council Member King are working on a questionnaire for a Council retreat.
- Working with Council Member Fellows, trying to schedule a Ward meeting and having issues with scheduling spaces and will bring something forward regarding this.

- Would like Council to talk to local real estate agents about informing new home owners about uncapped taxes.

Council Member Tooson -

- April 8th, 5:30-8:30pm will be the first Walk the Ward event, where he will field questions and listen to resident issues. Meet at Ainsworth Triangle.

Mayor Pro Tem Wilcoxon -

- Was at the Huron River Event and glad to see so many people having a good time.
- Attended Sunday local gathering in Normal Park.
- Has some blight questions - the Sustainability Commission put forth a few years ago to amend the plant part of blight and would like to revisit that topic.

Council Member Fellows -

- Took tours of City Hall basement and the DPW Yard - it was eye opening!
- Would like to look at the blight ordinance.
- Requesting, supported by Council Member Simmons, to add to the next agenda, the old process for Council Members to rent City space.
- Met with Council Member Tooson to discuss youth events and engagement.
- Had a social housing discussion with Council Member McLean and will bring forward a presentation.
- Requested to set date for another Boards and Commissions work session. It was decided that July 1st at 6p.m., before the regularly scheduled Council Meeting at 7p.m., be a Work Session.

Council Member McLean -

- Working with the community and administration on a good solution for the Peach Trees and Paw Paws.
- Budget season is almost here - McLean's favorite time of year - and we need further discussion on where we want our rainy day fund.
- A Bonding presentation will be coming soon - this is very important and people should listen.

XII. COMMUNICATIONS FROM THE MAYOR

- Attended Women of Color Symposium at EMU last week.
- Would like to engage our youth and wants to put out a State of the Youth before the end of the school year.
- There are really cool pictures from Brick Bash of our own water tower.
- Met with Senator Slotkin last week to discuss where Ypsilanti fits into her priorities.

XIII. COMMUNICATIONS FROM THE CITY MANAGER

- Submitted earmark request for funds to purchase new fire truck.
- YPAC approved a survey - hat's off to them for bringing this project to fruition! Beginning April 1st, anyone that has interaction with an Ypsi Police officer will be given a card with a QR code that links to survey about the interaction. It will be in both English and Arabic, and soon we'll be adding Spanish.
- The Bond Council Funding presentation will be April 15th.

XIV. COMMUNICATIONS

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

XVI. REMARKS FROM THE MAYOR

XVII. ADJOURNMENT

A. Resolution No. 2025-, adjourning the City Council Meeting.

Mayor Brown adjourned the meeting at 9:16p.m.

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



REQUEST FOR LEGISLATION
April 1, 2025

For: Mayor and City Council

From:

Subject: Resolution No. 2025-055 Adopting Ordinance No. 1443 Entitled "AN ORDINANCE TO AMEND CHAPTER 71 "ADMINISTRATIVE HEARINGS BUREAU" OF THE YPSILANTI CITY CODE, BY AMENDING ARTICLE II "ADMINISTRATIVE HEARINGS BUREAU", SECTION 71-33 "ADMINISTRATIVE HEARING OFFICER—POWERS AND DUTIES", SECTION 71-34 "ADMINISTRATIVE HEARING OFFICER—TRAINING REQUIREMENTS", AND SECTION 71-43 "VIOLATIONS OF ORDERS AND FAILURE TO PAY CIVIL FINE AND COSTS" TO UPDATE TO BE IN COMPLIANCE WITH STATE LAW" upon second and final reading.

SUMMARY & BACKGROUND: Approval

RECOMMENDED ACTION:

ATTACHMENTS:

1. Resolution No 2025-055 ORD No 1443- 2nd Reading of AHB
2. Ord 1443 AHB

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the attached ordinance entitled "AN ORDINANCE TO AMEND CHAPTER 71 "ADMINISTRATIVE HEARINGS BUREAU" OF THE YPSILANTI CITY CODE, BY AMENDING ARTICLE II "ADMINISTRATIVE HEARINGS BUREAU", SECTION 71-33 "ADMINISTRATIVE HEARING OFFICER—POWERS AND DUTIES", SECTION 71-34 "ADMINISTRATIVE HEARING OFFICER—TRAINING REQUIREMENTS", AND SECTION 71-43 "VIOLATIONS OF ORDERS AND FAILURE TO PAY CIVIL FINE AND COSTS" TO UPDATE TO BE IN COMPLIANCE WITH STATE LAW", is adopted in its entirety, upon final reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



CITY OF YPSILANTI
Ordinance No. 1443

AN ORDINANCE TO AMEND CHAPTER 71 “ADMINISTRATIVE HEARINGS BUREAU” OF THE YPSILANTI CITY CODE, BY AMENDING ARTICLE II “ADMINISTRATIVE HEARINGS BUREAU”, SECTION 71-33 “ADMINISTRATIVE HEARING OFFICER—POWERS AND DUTIES”, SECTION 71-34 “ADMINISTRATIVE HEARING OFFICER—TRAINING REQUIREMENTS”, AND SECTION 71-43 “VIOLATIONS OF ORDERS AND FAILURE TO PAY CIVIL FINE AND COSTS” TO UPDATE TO BE IN COMPLIANCE WITH STATE LAW.

THE CITY OF YPSILANTI HEREBY ORDAINS:

Section 1: Amendments, additions, and deletions to the Code of Ordinances, City of Ypsilanti, Michigan.

Chapter 71 of the Ypsilanti City Code, entitled “Administrative Hearings Bureau”, is hereby amended by amending Article II “Administrative Hearings Bureau”, Section 71-33 “Administrative Hearing Officer—Powers and Duties” which Section shall read as follows:

Sec. 71-33. - Administrative Hearing Officer—Powers and duties.

Each administrative hearing officer appointed by the city manager with consent of the city council must be an attorney admitted to the practice of law in the State of Michigan for at least five years and is removable only upon reasonable cause. Each administrative hearing officer has all power necessary to conduct fair and impartial hearings including, but not limited to, the power to:

- (1) Hold conferences for the settlement or simplification of the issues;
- (2) Administer oaths and affirmations;
- (3) Hear testimony;
- (4) Rule upon motions, objections, and the admissibility of evidence;
- (5) Subpoena the attendance of relevant witnesses and the production of relevant books, records, or other information, subject to the restrictions contained in [section 71-41](#) at the request of any party or on the administrative hearing officer's own motion;
- (6) Preserve and authenticate the record of the hearing and all exhibits and evidence introduced at the hearing;
- (7) Regulate the course of the hearing in accordance with this chapter, the rules adopted by the bureau, or other applicable law;

- (8) Discuss administrative adjudication proceedings with a supervisor, if one is appointed;
- ~~(9) Issue a final order, which includes findings of fact and conclusions of law; Issue a determination, based on the evidence presented at the hearing, whether a blight violation exists or existed at the time the citation was issued to the offending owner(s). The determination must be in writing and must include written findings of fact, a decision, and an order.~~
- (10) Impose penalties and fines according to the schedules established by City Council from time to time by resolution, and issue orders that are consistent with applicable code provisions and assess costs upon finding a party liable for the charged violation; provided, however, that an administrative hearing officer does not have the authority to: (i) impose a penalty of imprisonment; (ii) except in cases to enforce the collection of any tax imposed and collected by the city, in which this limitation shall not apply, impose a fine in excess of \$10,000.00 exclusive of costs of enforcement or costs imposed to secure compliance with this Code; or (iii) waive or reduce any fines, fees, or costs established by City Council for such violations unless reasonable mitigating factors for reduction of a fine are established by the Respondent by clear and convincing evidence and detailed in the hearing officer's written findings of fact; except, however, that the administrative hearing officer may in his or her discretion, upon oral or written motion of the City Attorney or Building Official (or their respective designees) at the time of the hearing, waive a fine for a blight violation at an owner-occupied residential dwelling for a first time offender of a blight ordinance, but only if the offender has, to the satisfaction of the Building Official or their designee, corrected the circumstances for the violation prior to or within a reasonable time (not to exceed 30 days) after the hearing, and
- (11) Subject to the limitations of section 71-33(10), assess costs upon affirming the order or determination.

Chapter 71 of the Ypsilanti City Code, entitled "Administrative Hearings Bureau", is hereby amended by amending Article II "Administrative Hearings Bureau", Section 71-34 "Administrative hearing officer—Training requirements" which Section shall read as follows:

Sec. 71-34. - Administrative Hearing Officer—Training requirements.

Before conducting any administrative adjudication proceeding, an administrative hearing officer must have successfully completed a formal training program, which includes the following:

- (1) Instruction on the rules of procedure of the administrative hearings, which he or she will conduct;
- (2) Orientation to each subject area of the code violations, which he or she will adjudicate;
- (3) Observation of administrative hearings; and
- (4) Participation in hypothetical cases, including ruling on evidence and issuing final orders; and-
- (5) The importance of impartiality in the conduct of the administrative hearing and adjudication of the violation; and
- (6) Instructions on the preparation of a record that is adequate for judicial review.

Prior training and/or experience as an administrative hearings officer and/or jurist may, in the reasonable determination of the City Manager, be deemed to satisfy any applicable portions of the training requirements set forth above.

Chapter 71 of the Ypsilanti City Code, entitled “Administrative Hearings Bureau”, is hereby amended by amending Article II “Administrative Hearings Bureau”, Section 71-43 “Administrative hearing officer—Powers and duties” which Section shall read as follows:

Sec. 71-43. - Violations of orders and failure to pay civil fine and costs.

(a) Violation of orders.

(1) *Elements of the offense and penalty.* A person violates this subsection if ~~he or she~~ a hearing officer or circuit court grants a final decision and order finding a person in violation of a blight ordinance and the person fails to correct the violation no later than 30 days after the final decision and order is granted. A person who violates this section is responsible for a municipal civil infraction or guilty of a misdemeanor as follows:

(a) If the person is excluded from misdemeanor violations by subsections (c) or (d), then the person is responsible for a municipal civil infraction, subject to payment of a civil fine as set forth in [section 70-38](#). Repeat offenses under this article shall be subject to increased fines as set forth in [section 70-38](#).

(b) If the person is not excluded from misdemeanor violations by subsections (c) or (d), then the person is guilty of a misdemeanor and upon conviction thereof shall be punished by imprisonment in the county jail for not more than 90 days or by a fine of not more than \$500.00, or both, in the discretion of the court.

~~(i) Is served notice of a blight violation, and is afforded an opportunity to be heard under this Code; and~~

~~(ii) Knowingly fails to comply with an order issued by an administrative hearings officer under this chapter, including any requirement of a subpoena.~~

(2) Each day that the violation occurs is a separate and distinct offense.

~~(3) *Sentence.* A person convicted under this subsection is guilty of a misdemeanor and punishable by a period of jail not greater than 90 days, a fine of not more than \$500.00, or both, and the costs of the enforcement.~~

(b) Failure to pay civil fine and costs.

(1) *Elements of the offense.* If the civil fine and costs imposed against a person by an administrative hearings officer are \$1,000.00 or more, in the aggregate, and the person does not pay the civil fine and costs imposed within 30 days after a final decision and order of the administrative hearings officer or of the circuit court.

(2) *Sentence.*

(i) 1st violation: For a first violation, the person is responsible for a civil infraction and may be ordered to pay a civil fine of not more than \$500.00.

(ii) 2nd or subsequent violation: For a second or subsequent violation, a person is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.

(c) (3) Misdemeanor violations for Subsection (a) Violations of Orders and all violations for Subsection (b): Failure to pay civil fine and/or costs do ~~does~~ not apply to any of the following that become ~~becomes~~ the owner of a property after foreclosure or after taking a deed in lieu of foreclosure:

(i) *A government-sponsored enterprise.* As used in this subsection, "government-sponsored enterprise" means the term as defined in 2 USC 622(8), or the state housing development authority created under the state housing development authority act of 1966, 1966 PA 346, MCL 125.1401 to 125.1499c.

(ii) *A financial institution.* As used in this subsection, "financial institution" means that term as defined in section 4(c) of the Michigan strategic fund act, 1984 PA 270, MCL 125.2004.

(iii) *A mortgage servicer.* As used in this subsection, "mortgage servicer" means that term as defined in section 1a of the mortgage brokers, lenders, and servicers licensing act, 1987 PA 173, MCL 445.1651a, that is subject to the mortgage brokers, lenders, and servicers licensing act, 1987 PA 173, MCL 445.1651 to 445.1684.

(iv) A credit union service organization that is organized under the laws of this state or the United States.

(d) (4) Misdemeanor violations for Subsection (a) Violations of Orders and all violations for Subsection (b): The criminal penalty for failure to pay civil fine and/or costs do ~~does~~ not apply to the owner of a property if, at the time the civil fine and/or costs are imposed against the owner, the owner had filed a principal residence exemption affidavit as provided under section 7cc of the general property tax act, 1893 PA 206, MCL 211.7cc, certifying that the property is owned and occupied as a principal residence by the owner.

(e) (5)—An entity described in subsection (b)(3) above that becomes the owner of a property after foreclosure or after taking a deed in lieu of foreclosure must adhere to all ordinances relating to vacant property or blight violations adopted by the city.

(f) (6) As used in this section ~~subsection (b) failure to pay fine and costs~~, "person" means not only an individual, partnership, corporation, limited liability company, association, or other legal entity, but also includes the partners, ~~or members,~~ and managers of a firm, a partnership, or an association, ~~and the officers of a corporation, property manager(s), and agents of any of the foregoing.~~

(g) (e) *Defenses.* It is an affirmative defense to this section that a court of competent jurisdiction stayed the order issued by the administrative hearing officer before the effective date of the order and that the order is currently stayed.

(h) (d) *Prohibited defenses.* It is not a defense to this section that a person:

(1) Came into compliance or attempted to come into compliance with the order after the date the order by its terms required compliance; or

(2) Sought judicial review of the order, but failed to obtain a stay of the order before the date the order by its terms required compliance.

(i) ~~(e)~~ *Venue*. The City Attorney must institute actions under this section in a court of competent jurisdiction.

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

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

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

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

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

Tracey L. Boudreau
City Clerk

Published in Washtenaw Legal News, 03-06-25



REQUEST FOR LEGISLATION
April 1, 2025

For: Mayor and City Council

From: Nicole Brown, Mayor, Michelle King, Council Member, Desirae Simmons, Council Member

Subject: Resolution No. 2025-056 Appointing residents to Boards and Commissions.

SUMMARY & BACKGROUND: Kalfayan offered by Council Member King & supported by Council Member Simmons. Warren offered by Mayor Brown.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2025-056 Resident Appointments
2. Kalfayan App - Redacted
3. Warren App - Redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-056
April 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

<u>Name</u>	<u>Board</u>	<u>Expiration</u>
Ravyn Kalfayan 430 S Adams Ypsilanti, MI 48197	Human Relations Commission	07/01/2028
Elizabeth Warren 1439 Whittier Rd. Ypsilanti, MI 48197	Ypsi Downtown Development Authority	07/01/2029

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Citizen Advisory Boards and Commissions Participation Resume - Submission #6674

Date Submitted: 8/27/2024

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

Qualifications

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

Name*

Ravyn Kalfayan

Email Address*

kalfayanr1@gmail.com

Address*

430 South Adams

City*

Ypsilanti

State*

Michigan

Zip Code*

48197

Phone Number*

(734) 483-1100

Number of Years in the Community*

11

Ward You Live In

Ward 1

Education

Bachelor's degree

Occupation

Marketing Project Manager

Employer

University of Michigan

Are you applying for youth membership?

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

- ☐ Yes
☒ No

Are you registered to vote in the City of Ypsilanti?

- ☒ Yes
☐ No

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

- | | | |
|--|--|---|
| ☐ Review and Tax Assessment Board | ☐ Ypsilanti Housing Commission | ☐ Arts and Parks Commission |
| ☐ Board of Ethics | ☒ Human Relations Commission | ☐ Ann Arbor Area Transit Authority |
| ☐ Fire Civil Service Commission | ☐ Planning Commission | ☐ Police and Fire Pension Board |
| ☐ YCUA | ☐ Non-motorized Advisory Committee | ☐ Huron River Watershed Council |
| ☐ Ypsilanti Downtown Development Authority | ☐ Zoning Board of Appeals | ☐ Sustainability Commission |
| ☐ Economic Development Corporation/Brownfield Redevelopment Authority | ☐ Dangerous Buildings Officer | ☐ Police Advisory Commission |
| ☐ Historic District Commission | | |

Party Affiliation

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

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

During my childhood in Flint, I experienced housing insecurity, poverty and discrimination. Due to these experiences, I've always been vigilant to the injustices around me. After graduating from Eastern Michigan University, I realized Ypsilanti was my new home, and I've devoted myself to addressing said issues in our community. The past two years I have become more engaged in city council and county politics. Being on the Human relations commission would be a great learning opportunity for me, I would be determined to center the concerns and opinions of our citizens.

Work/volunteer experience related to the board or commission:

I have been a community organizer in Ypsilanti for 7 years. I helped run and establish Ypsilanti Gathering Space, a community run warming shelter before the city was able to provide one at the Freighthouse. I have organized on issues such as: housing affordability, homelessness, community engagement, childhood education, and food insecurity. Professionally, I have worked in the social services/advocacy realm as well, at Washtenaw Housing Alliance.

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

☒ Yes

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

☒ Yes

Citizen Advisory Boards and Commissions Participation Resume - Submission #6861

Date Submitted: 2/24/2025

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

Qualifications

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

Name*

Elizabeth Warren

Email Address*

[REDACTED]

Address*

1439 Whittier Rd.

City*

Ypsilanti

State*

MI

Zip Code*

48197

Phone Number*

[REDACTED]

Number of Years in the Community*

17

Ward You Live In

Ward 2

Education

Olivet College, English and Communications

Occupation

Executive Director

Employer

Riverside Arts Center

Are you applying for youth membership?

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

☐ Yes

☒ No

Are you registered to vote in the City of Ypsilanti?

☒ Yes

☐ No

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

- ☐ Review and Tax Assessment Board
- ☐ Board of Ethics
- ☐ Fire Civil Service Commission
- ☐ YCUA
- ☒ Ypsilanti Downtown Development Authority
- ☐ Economic Development Corporation/Brownfield Redevelopment Authority
- ☐ Historic District Commission

- ☐ Ypsilanti Housing Commission
- ☐ Human Relations Commission
- ☐ Planning Commission
- ☐ Non-motorized Advisory Committee
- ☐ Zoning Board of Appeals
- ☐ Dangerous Buildings Officer

- ☐ Arts and Parks Commission
- ☐ Ann Arbor Area Transit Authority
- ☐ Police and Fire Pension Board
- ☐ Huron River Watershed Council
- ☐ Sustainability Commission
- ☐ Police Advisory Commission

Party Affiliation

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

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

The success of Ypsilanti's three districts is very important to me. I am seeking opportunities to support the well-being of our local small businesses, nonprofits, and collective arts and culture initiatives while contributing to the city's ongoing growth. My experience in the nonprofit sector provides a unique perspective that may not currently be represented on the DDA. I believe effective collaboration across all sectors of Ypsilanti is essential to strengthening our community. I welcome the opportunity to work alongside fellow DDA members and serve the needs of our residents and businesses.

Work/volunteer experience related to the board or commission:

Riverside Arts Center (RAC) was originally founded in the late nineties to spur the economic development of the Downtown Area. We continue to strive to be a location that brings people to the area for arts and culture experiences. Many visitors of RAC often frequent other local establishments in the area, and, in fact, we encourage them to do so. My work has afforded me extensive experience organizing community events, fairs, and fundraising efforts. I've also become familiar with the economic landscape and challenges of the downtown area.

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

☒ Yes

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

☒ Yes



REQUEST FOR LEGISLATION
April 1, 2025

For: Mayor and City Council

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

Subject: Resolution No. 2025-057 Appointing resident Isabella Coughlin to the Sustainability Commission as a youth member with an expiration of May 1, 2026.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2025-057 Youth Appointment
2. Coughlin App - Redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-057
April 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

<u>Name</u>	<u>Board</u>	<u>Expiration</u>
Isabella Coughlin 865 Oak St. Ypsilanti, MI 48198	Sustainability Commission	05/01/2026

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Citizen Advisory Boards and Commissions Participation Resume - Submission #6878

Date Submitted: 3/11/2025

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

Qualifications

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

Name*

Isabella Coughlin

Email Address*

isabellacoughlin@gmail.com

Address*

865 Oak St

City*

Ypsilanti

State*

MI

Zip Code*

48198

Phone Number*

Number of Years in the Community*

16

Ward You Live In

03

Education

High School up to 11th Grade

Occupation

Server, Youth Soccer Referee

Employer

Famous Hamburger (Ford Rd, Canton, MI), US Soccer

Are you applying for youth membership?

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

☒ Yes

☐ No

Are you registered to vote in the City of Ypsilanti?

☐ Yes

☒ No

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

☐ Review and Tax Assessment Board

☐ Board of Ethics

☐ Fire Civil Service Commission

☐ YCUA

☐ Ypsilanti Downtown Development Authority

☐ Economic Development Corporation/Brownfield Redevelopment Authority

☐ Historic District Commission

☐ Ypsilanti Housing Commission

☐ Human Relations Commission

☐ Planning Commission

☐ Non-motorized Advisory Committee

☐ Zoning Board of Appeals

☐ Dangerous Buildings Officer

☐ Arts and Parks Commission

☐ Ann Arbor Area Transit Authority

☐ Police and Fire Pension Board

☐ Huron River Watershed Council

☒ Sustainability Commission

☐ Police Advisory Commission

Party Affiliation

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

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

I am very interested in becoming more involved with the community in which I live. I have lived in Ypsilanti my entire life, yet because my parents are/were teachers in the Plymouth-Canton school district, most of my time is spent in that community. It is important to me to give back to my community here in Ypsilanti while also gaining leadership and collaborative experience. I am acutely aware of the importance of sustainability in our rapidly developing world, and I would love the chance to be a part of tackling this task.

Work/volunteer experience related to the board or commission:

I have been working as a youth soccer referee since 8th grade, which has helped me gain lots of experience in dealing with tense situations and diffusion strategies. I also currently work as a server in a restaurant called Famous Hamburger in Canton. Here I have learned how to successfully juggle many tasks at once in a fast-paced environment. I also currently serve as the Vice-President of Key Club for my school (approx. 400 members), demonstrating my experience in collaborating with a student board to run meetings and create service projects and fundraisers.

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

☒ Yes

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

☒ Yes



REQUEST FOR LEGISLATION
April 1, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2025-058 Approving the proposal from OHM for Design Engineering Services for the Cross Street Bridge replacement project in the estimated amount of \$295,000 and that Mayor and City Clerk be authorized to sign this contract, subject to approval by the City Attorney, and any change orders may be approved by the City Manager.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Cross DE- Council- RFL
2. Cross DE - Resolution 2025-058
3. Cross Street Super Replacement Proposal_2025.01.22

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



From: Bonnie Wessler, Director of Public Works

Subject: Design Engineering Services for Cross Bridge

Replacement of the Cross Street Bridge's superstructure is currently programmed in the Transportation Improvement Program (TIP) funding plan for the year 2026, likely delayed to 2027 dependent on funding. Construction projects generally consist of three phases: preliminary engineering, design engineering, and construction engineering/construction (concurrent). The preliminary phase of this project began in 2022. The anticipated construction cost is \$5,926,000, of which \$2,963,000 has been secured in State Local Bridge funding.

Note: this leaves a "gap" of \$2,963,000 in construction funding to be funded by the City, as well as construction engineering costs (approx. 15-20% of construction costs, or \$888,000-\$1,184,000). Staff are applying for several federal grants but the field is highly competitive and uncertain at this time.

This proposal includes materials testing, SHPO application, superstructure replacement design, roadway approach design, utility coordination, maintenance of traffic/detour planning, and detailed engineering design. The total of this proposal is \$295,000, which will be funded from the Major Streets Fund (202).

RECOMMENDED ACTION: Approval

ATTACHMENTS: OHM Design Engineering Proposal

FY2024/2025 Goal Alignment

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



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the superstructure replacement of Cross Bridge is programmed for construction year 2026 in the current 3-year TIP; and

WHEREAS, the design engineering services will be expended from the Major Streets Fund; and

WHEREAS, OHM has submitted a proposal for engineering services for the final design of this project which includes: materials testing, SHPO application, superstructure replacement design, roadway approach design, utility coordination, maintenance of traffic/detour planning, and detailed engineering design at an estimated cost of \$295,000; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council approves the proposal submitted by OHM for design engineering services to comply with regulations and directives mandated for the superstructure replacement for the Cross Street Bridge; and

BE IT FURTHER RESOLVED THAT the Mayor and City Clerk are authorized to sign this contract, subject to approval by the City Attorney, and any change orders may be approved by the City Manager to facilitate completion of this work.



January 22, 2025

Bonnie Wessler, AICP
DPS Director
City of Ypsilanti
14 W Forest Avenue
Ypsilanti, MI 48197

RE: Proposal for Professional Services
Cross Street Bridge Design – Superstructure Replacement

Dear Ms. Wessler:

OHM Advisors (OHM) is pleased to submit this proposal for professional services supporting the superstructure replacement of Cross Street over Huron River in the City of Ypsilanti.

We understand that this project will be let through the MDOT Local Agency Program and is programmed for Fiscal Year 2026 funding. OHM has assembled a team to deliver this critically important project for you. G2 Consulting Group is part of our team to provide asbestos testing.

To facilitate your review, our Scope of Services is organized as follows:

- Statement of Understanding
- Work Plan
- Schedule
- Compensation
- Clarification and Assumptions
- Additional Services
- Authorization and Acceptance

We thank you for this opportunity and we are excited to continue working with the City of Ypsilanti to provide professional services associated with the Cross Street superstructure replacement. Should you find our proposal acceptable, please sign the attached Scope of Services and provide a copy to us for our files. Should you have any questions or comments, please contact me directly at 734-466-4454 or kim.orear@ohm-advisors.com.

Sincerely,
OHM Advisors

Kimberly O'Rear, PE, Senior Project Manager

Encl: Scope of Services
cc: Andrew Hellenga, City Manager
Rachel Jackson, PE, OHM
Kent Early, PE, OHM



SCOPE OF SERVICES

Statement of Understanding

OHM understands that the City of Ypsilanti secured funding through the MDOT Local Bridge Program to replace the superstructure on the Cross Street bridge over the Huron River. The existing superstructure on the three span bridge has deteriorated and requires replacement.

Work Plan

Proposed Improvement, Project Limits and Understanding

- This project involves the replacement of the superstructure on the three-span side-by-side concrete box beam bridge structure carrying Cross Street over the Huron River. It is anticipated that the proposed superstructure will consist of press brake steel tub girders or steel I-beams.
- The cross section of the bridge is proposed to have a 26-foot clear roadway width to accommodate two 11-foot lanes and 2-foot shy distance to match the approach roadway configuration of one thru lane in each direction. In addition, there will be 10-foot-wide sidewalks on both sides of the bridge. Cross Street is part of the Border-to-Border trail so increasing the sidewalks will provide more room for trail users. The clear roadway width on the existing bridge is larger than the proposed clear roadway width and the existing sidewalks are narrower than the proposed sidewalks, however overall, the bridge out-to-out width will be slightly narrower than the existing width (48'-5" vs. 52'-9.5").
- As part of the structure study of the bridge in 2022, the vertical profile of the roadway was evaluated, and it was determined that the limits of the road work will be within 100 feet each end of the bridge. As this project is a superstructure replacement only minor adjustments to the geometry can be accommodated. If design exceptions/variances are needed, information will be presented to the City so design decisions can be made. Roadway approach limits, discussed in the road approach portion of the scope of services, are included in this proposal. Work beyond these limits is not included.

Survey

- Supplemental topographic survey of the area to support the design is included in this proposal. This survey will complement the survey that was obtained as part of the study phase of the Cross Street replacement in 2022.

Wetlands and Threatened & Endangered (T&E) Species

- OHM will delineate wetlands within the project limits. The work will include:
 - Delineate wetlands adjacent to Huron River. Collect vegetation, hydrology, and soils data. Document the data collection using the appropriate Regional Supplement to the 1987 USACE Wetlands Delineation Manual.
 - Wetland boundaries will be marked in the field with pink flagging marked "Wetland Boundary." Boundaries will be surveyed utilizing GPS equipment with sub-foot accuracy.
 - Prepare the minimum wetland delineation documentation required by the EGLE for a Joint Permit Application submittal, including data sheets and wetland site map in PDF format that depicts wetland lines and upland/wetland sampling locations.
 - Perform a bat survey to obtain necessary NEPA clearance.
 - Coordinate with EGLE/MDNR/USFWS on additional T&E species for NEPA clearance. No work in the waterway is anticipated so no mussel survey is included. Additional coordination with USFWS/MDNR for completion of Section 7 of the permit is required and has been included in this proposal.

Geotechnical

- Geotechnical data is not anticipated to be needed for this phase of the project and has not been included.



■ Testing

- G2 Consultant Group will provide asbestos testing of the existing bridge. The testing will confirm if there is asbestos in any of the concrete that will be disturbed during construction. If asbestos is found this information will be included in the design plans so the contractor knows there will be special disposal requirements. This testing is required on bridge projects let through the Local Agency Program.

■ Historical

- OHM will prepare and submit an MDOT LAP Section 106 Application for SHPO review through MDOT. This scope does not include any archaeological field investigation survey work as it is not known what will be required until MDOT reviews and provides comments. If this field investigation work is required after the MDOT/SHPO review, an amendment will be prepared for the additional work.

■ Superstructure Replacement Design

- The superstructure types to be considered include press brake tub girders and steel I-beams. The depth of the superstructure, roadway profile and constructability will be a key factor in determining a cost-effective solution for the replacement. OHM will consult with the City during the concept phase as superstructure types are reviewed.
- The bridge design will include the following phases:
 - Prepare Conceptual Design
 - Identify alternate beam concepts and determine road profiles for each concept.
 - Evaluate roadway slope limits for profiles to identify and prepare temporary grading easements.
 - Review concepts with the City to determine preferred option.
 - Prepare ROW parcel exhibits for up to 5 parcels for impacts due to grading.
 - Prepare Preliminary Design
 - Preliminary general plan of site and general plan of structure plans including modifications to piers (pier cap replacement), wingwalls and abutments.
 - Preliminary load rating.
 - Prepare preliminary sections for approach treatments to minimize wetland and ROW impacts.
 - Submit preliminary plans, special provisions, opinion of probable cost to the City for review, prior to submittal to MDOT for Grade Inspection.
 - Attend MDOT Grade Inspection.
 - Utility coordination and attend three utility meetings.
 - Prepare Final Design
 - Detailed plans for abutments, piers, beams, superstructure and steel reinforcement.
 - Special details and special provisions.
 - Final opinion of probable cost.
 - Final plans including details for approach treatments.

■ Roadway Approach Work

- The proposed geometric design will utilize a 25-mph posted speed / 30-mph design speed and attempt to minimize impacts to surrounding businesses. The proposed profile design will maintain a minimum of 8' of vertical clearance over the Tridge as specified by the American Association of State Highway and Transportation Officials (AASHTO).
- As mentioned above the proposed roadway work will only include the minimum length necessary to match into the existing roadway. Based on the 2022 bridge structure study, only minor adjustments to the existing profile are anticipated with proposed roadway approach limits residing approximately 90' west of the bridge and 70' on the east side.
- The proposed roadway approaches will taper to transition the existing road and sidewalk across the proposed 48'-5" out-to-out bridge structure width consisting of two 11' lanes, 2' shoulders and 10' sidewalks



on both sides of the road. No changes are proposed to the 2-lane roadway consisting of a mixture of widened shoulders, drive approaches, and on street parking east of the bridge or the one-lane in each direction transition into a three-lane roadway with a westbound right turn lane at North Huron Street west of the bridge.

- ▼ OHM will design new storm sewer within the bridge / road approach limits. The proposed drainage design will utilize the existing storm sewer network on both sides of the bridge with existing storm sewer facilities replaced within the bridge and roadway approach limits. No new stormwater outlets, detention design, or hydrodynamic / vortex sediment removal structures are anticipated.
- ▼ Approach guardrail is not anticipated in any quadrant.

▼ **Utility Coordination**

- ▼ The initial investigation shows numerous overhead wires running perpendicular to Cross Street at the east reference line and parallel to Cross Street starting in the southwest quadrant and running west from there. There is storm and watermain in the area.
- ▼ OHM recognizes that there will be considerable effort to identify utility impacts and coordinate utility relocation. OHM will:
 - Notify each utility company of the work planned for the project.
 - Prepare a detailed schedule for each utility company, which includes milestones for road/bridge, ROW, permitting, utility relocation, and construction.
 - Verify location of facilities using record information provided by utility companies.
 - Coordinate a combined initial utility meeting with all utilities. This meeting could be on-site, off-site or a conference call.
 - Coordinate a second utility meeting with all utility representatives present to discuss relocations schedules.
 - Identify impacts to utility facilities.
 - Coordinate the relocation of utility facilities.
 - Prepare utility coordination clause specification.

▼ **Work Zone Safety and Mobility and Maintenance of Traffic**

- ▼ OHM will follow the “MDOT Work Zone Safety and Mobility Guide for Local Agencies”. In accordance with this guide, OHM will fill out MDOT Form #0369 “Local Agency Work Zone Safety & Mobility Determination Worksheet” and submit it as a part of the GI package.
- ▼ The project will undergo a full closure with detour for motoring traffic throughout the duration of the project.
- ▼ Plans will be developed to maintain pedestrian access to local business and residences within the work area.
- ▼ Pedestrian traffic on the north-south portion of the Tridge will be detoured around the work area. It is anticipated the pedestrian detour route will utilize either Forest Avenue or Michigan Avenue to cross the Huron River.
- ▼ A waterway traffic control plan will be developed to temporarily close the Huron River to canoes and kayaks during construction.
- ▼ A project-level crash analysis will be completed to satisfy the MDOT requirements.
- ▼ Permanent pavement markings will be replaced and detailed in the plan package. It’s anticipated that they will be replaced in kind.

▼ **Permits, Forms and Applications**

- ▼ OHM will prepare and submit an EGLE Joint Permit Application for the bridge replacement, 100-year floodplain fill, and wetland impacts. The proposed geometry will largely be driven by the goal of keeping wetland and ROW impacts to a minimum.
- ▼ OHM will prepare and submit the NEPA form (5323) to MDOT.



- OHM will prepare and submit the Program Application to MDOT.
- OHM will investigate the need for an FAA permit and will apply for the permit if necessary.
- OHM will prepare and submit the SHPO S106 application to MDOT for approval.
- OHM will prepare a permit to place signs in the MDOT ROW for the detour.
- OHM will prepare MDOT Form 1425 for Notification of Proposed Project Involving Public Rail Crossing.

■ Plans, Specs, and Opinion of Probable Cost Package

- Individual sheets will be provided for the roadway Typical Section, Miscellaneous Roadway Details, Removal, Construction, Profile., and Grading Sheets. Each roadway sheet will be 30 scale for full-size, 60 scale for half-size. Structure plan and detail sheet scales will be as appropriate.
- Specifications and pay items will follow the 2020 MDOT Standard Specifications for Construction and be supplemented with Special Provisions (MDOT Frequently Used Special Provisions, Previously Approved Special Provisions, etc.) to accommodate common work that is not covered by the standard specifications. Special provisions that are unique to the project will be authored by the project team for review and approval by MDOT during the review process. Opinions of probable cost estimates will be prepared and submitted at the project milestones. Unit prices for these estimates will be based on MDOT's Average Unit Price reports and our experience with projects of this type.
- This project will be funded through the MDOT Local Bridge Program and will be administered through MDOT LAP. The plan package will be in accordance with MDOT LAP plan preparation guidelines.
- Up to two (2) bridge beam types will be investigated to optimize the project cost, ROW impacts, and environmental impacts at the conceptual design phase.
- OHM will deliver a set of plans for the City, and other agencies listed below to review at the following milestones:
 - **Pre-GI plans:** OHM will provide a set of GI-level plans for the City to review. Comments received from this review will be incorporated into the GI plans to be sent to MDOT.
 - **MDOT GI Plans:** OHM will submit a GI package to MDOT for their review and comment. The package will include plans, unique project special provisions, the MDOT Local Agency Work Zone Safety & Mobility Worksheet and opinion of probable cost.
 - **Pre-Final plans:** OHM will provide a set of final plans for the City to review. Comments received from this review will be incorporated into the GI plans to be sent to MDOT.
 - **Final Plans:** OHM will submit the final package to MDOT. The package will include plans, unique project special provisions, and a MERL xml file of the opinion of probable cost.

Schedule

The proposed schedule is targeting final plan submittal to MDOT in August 2026 for a November 2026 letting. To meet the MDOT November 2026 letting we propose the following schedule. The schedule assumes we are authorized to proceed by February 7, 2025:

- Superstructure conceptual design options to City: April 2025
- SHPO S106 application to MDOT: April 2025
- NEPA documentation to MDOT: April 2025
- GI Submittal to City for review: September 2025
- GI Submittal to MDOT: October 2025
- GI Meeting: November 2025
- Final Plans to City for review: June 2026
- Final Plans to MDOT: August 2026
- Letting Date: November 2026



We are prepared to commence work on this project upon receipt of your written authorization to proceed.

Compensation

This work will be invoiced monthly on an hourly basis in accordance with our continuing services agreement between OHM and the City. Invoices will be sent monthly as work is performed.

We submit an **HOURLY, NOT TO EXCEED FEE** of \$295,000 for this project.

Clarifications and Assumptions

This Scope of Services was prepared based on the following assumptions:

- If additional labor effort or change in schedule is required beyond described herein, OHM Advisors will negotiate an amendment with the City. OHM Advisors will not proceed with additional services without written authorization to proceed from the City.

This Scope of Services was prepared based on the following exclusions:

- Preparation of a TMP (Transportation Management Plan).
- Preparation of an Environmental Assessment or EIS.
- Design of wetland mitigation areas.
- Tree tagging, tree species identification.
- Mussel survey.
- A hydraulic analysis (not anticipated to be required by EGLE).
- A scour analysis as a Level 1 scour analysis was performed as part of the bridge inspections and is assumed to qualify for this project.
- Geotechnical engineering.
- Preparation of Design Variance or Design Exception documents.
- Public utility design (sanitary sewer and watermain).
- Review of permit utility plans.
- Archaeological survey to obtain SHPO clearance. It is unknown if this will be required.
- Improvements at the adjacent rail crossings for detoured traffic. It is unknown if MDOT will require a Diagnostic Safety Team Review or rail improvements.
- Design of street or pedestrian lighting within the project area.
- Construction engineering and testing.
- Title searches
- ROW negotiations
- Post construction inspection.

City of Ypsilanti

Proposal for Cross Street over Huron River Superstructure Replacement

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____



REQUEST FOR LEGISLATION
April 1, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2025-059 Approving the proposal from OHM for Design Engineering Services for the reconstruction of Harriet (Hawkins to Hamilton) project in the estimated amount of \$112,400 and that Mayor and City Clerk be authorized to sign this contract, subject to approval by the City Attorney, and any change orders may be approved by the City Manager.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Harriet DE- Council- RFL
2. Harriet DE - Resolution 2025-059
3. Harriet Phase 2 Design Proposal_Final

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



From: Bonnie Wessler, Director of Public Works

Subject: Design Engineering Services for Harriet Street (Hawkins to Hamilton)

Reconstruction of Harriet Street (Hawkins to Hamilton) is currently programmed in the Transportation Improvement Program (TIP) funding plan for the year 2026. Road construction projects generally consist of three phases: preliminary engineering, design engineering, and construction engineering/construction (concurrent). This is the second phase of a two-year reconstruction of Harriet, the first phase occurring in 2025. This project is being timed to take advantage of federal funding and to coordinate with YCUA water main upgrades. The anticipated construction cost is \$1.255 million, of which \$852,482 has been secured in federal funding.

This proposal includes continuing work on the Transportation Alternatives Program Grant application and process (\$6,500); potential CDBG program fund integration; SHPO application assistance (subcontracted, \$6,600); signal work; and detailed engineering design (\$95,300). It is not anticipated that the Hawkins at Harriet intersection study will be required at this time, but may become needed as the signals work progresses (\$4,000). The total of this proposal is \$112,400, which will be funded from the Major Streets Fund (202).

RECOMMENDED ACTION: Approval

ATTACHMENTS: OHM Design Engineering Proposal, Harriet (Hawkins to Hamilton)

FY2024/2025 Goal Alignment

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



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the reconstruction of Harriet (Hawkins to Hamilton) is programmed for construction year 2026 in the current 3-year TIP; and

WHEREAS, the design engineering services will be expended from the Major Streets Fund; and

WHEREAS, OHM has submitted a proposal for engineering services for the final design of this project which includes: Transportation Alternatives Program Grant coordination; SHPO application assistance; and detailed engineering design at an estimated cost of \$112,400; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council approves the proposal submitted by OHM for design engineering services to comply with regulations and directives mandated for the reconstruction of Harriet (Hawkins to Hamilton); and

BE IT FURTHER RESOLVED THAT the Mayor and City Clerk are authorized to sign this contract, subject to approval by the City Attorney, and any change orders may be approved by the City Manager to facilitate completion of this work.

March 10, 2025

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

RE: Proposal for Professional Engineering Services – Design Engineering
Harriet Street – Hawkins Street to Hamilton Street
MDOT JN 214924

Dear Ms. Wessler:

OHM Advisors (OHM) is pleased to submit a proposal for professional engineering services for Phase 2 of the pavement reconstruction on Harriet Street from Hawkins Street to Hamilton Street. Phase 1 from 1st Avenue to Hawkins Street is being designed and constructed separately.

PROJECT UNDERSTANDING

Harriet Street from Hawkins Street to Hamilton Street has been approved for pavement reconstruction in 2026 as part of the Washtenaw Area Transportation Study (WATS) application for Federal funding. This project has been estimated at \$1,255,000 in construction costs and it has been approved for \$852,482 in Federal funding. As a result of the Local Agency Program (LAP) requirements, this project is required to follow the National Environmental Policy Act (NEPA) for environmental reviews, including the investigation of historic building and the State's process for obtaining necessary easements for the improvements if needed.



The project will consist of road reconstruction with storm sewer improvements and bump outs. It is our understanding that the Ypsilanti Community Utilities Authority (YCUA) plans to replace the water main along this stretch prior to this project. The City has requested OHM assist with submitting a Transportation Alternatives Planning (TAP) grant for pedestrian access improvements along the corridor.



SCOPE OF SERVICES

This scope of services includes providing design engineering documents to the Michigan Department of Transportation (MDOT) to bid the project. This scope reflects our understanding of the City's needs for this project and is consistent with past engineering services proposals. The scope of services includes:

Task 1: Design Engineering Services

OHM will prepare preliminary design engineering documents for a Grade Inspection (GI) and final documents and submit to MDOT for bid letting by MDOT. The topographic survey and geotechnical investigation were previously performed as part of Phase 1. Specific work tasks include:

- ▶ Create a road centerline design for Harriet Street from Hawkins Street to Hamilton Street for the proposed roadway consistent with AASHTO Road Design Guidelines, MDOT Standards, and the City of Ypsilanti Design Standards. The intended design will be a curbed three-lane roadway with a parking lane on one side and sidewalk on either side.
- ▶ Prepare a typical road cross-section and conceptual design along the roadway to a level necessary for preparing a preliminary cost estimate. The planned improvements are a reconstruction of the roadway, however, existing curb and gutter may be left in place based on condition.
- ▶ Review appropriate location of proposed bump outs along the roadway and include drainage improvements and crosswalks, if necessary.
- ▶ OHM will review storm sewer videos provided by the City and assess storm improvements to be included in the project.
- ▶ Prepare final design of the roadway including pedestrian facilities, select storm sewer replacement, and special provisions. Prepare design bidding plans and specifications in accordance with MDOT LAP guidelines for projects administered through MDOT.
- ▶ Arrange and attend up to four (4) progress meetings with the City staff to review applicable project items, i.e., plans, specifications, project schedule for LAP and/or TAP, easements, permits, environmental reviews, etc.
- ▶ Prepare traffic signal modifications at Hawkins and Harriet. Anticipated work is limited to replacing the pedestrian signal with countdown type, relocating pushbuttons for ADA compliance, and replacing the controller and cabinet in-kind. No signal staging is anticipated.
- ▶ Prepare detailed Maintenance of Traffic (MOT) plans for impacted travel ways, including pedestrian ways. Where possible, the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) typical details will be referenced, and OHM will prepare traffic control strategies for various stages. OHM understands MDOT's traffic control requirements to receive MOT approval, including coordinating work with the City for local street traffic control.
- ▶ No permanent upgrades are planned for the Harriet & Hamilton Street traffic signals. To avoid impacts to this MDOT owned traffic signal, traffic will need to be maintained in alignment with the existing signal heads.
- ▶ Due to the number of dead-end streets intersecting this section of Harriet Street access will need to be maintained for local traffic. It is anticipated that one-way traffic will need to be maintained during construction, alternating from EB to WB between the two planned stages to avoid impacting the traffic signal at Hamilton Street.
- ▶ The guardrail at Perry Elementary School will need to be replaced as it does not meet current specifications. A review of the need of this guardrail and its purpose will be discussed with the City.
- ▶ Permanent signing and pavement marking plans will be developed. All street signs will be replaced.
- ▶ Soil erosion features shall be shown where needed.
- ▶ Revise preliminary engineer's opinion of probable construction costs.
- ▶ Attend up to one (1) public meeting, if requested.
- ▶ Complete and submit the Program Application materials as required by MDOT LAP guidelines.



- ▶ Submit preliminary plans, specifications, and engineer's opinion of probable construction cost to MDOT LAP office for Grade Inspection (GI) review.
- ▶ Coordinate proposed work with private utility companies.
- ▶ Attend the GI review meeting with MDOT and City staff to review the plans and specifications and address any required revisions.
- ▶ Submit final plans and specifications per MDOT guidelines, including a final engineer's opinion of probable construction cost using the Michigan Engineers Resource Library (MERL) program per MDOT requirements.
- ▶ Respond to Request for Information (RFI's) during the MDOT Letting.
- ▶ It is anticipated that the following permits will be required for the project. The effort associated with obtaining the permits is included in the scope; however, permit fees will be the responsibility of the City.
 - Washtenaw County Soil Erosion & Sedimentation Control Permit.
 - Michigan Department of Transportation Right-of-Way permit for advanced signage and traffic control in the S Hamilton St ROW (US-12).
 - National Environmental Policy Act (NEPA). Complete general project information, contact information, project mapping documents, and verification of required permits/reviews listed below.
 - Forms that are anticipated to be required and are included in this scope of services
 1. USFWS – Section 10 Threatened and Endangered Species/Wild Scenic Rivers
 2. Traffic Impacts Review
 3. Noise Impacts and Air Quality Review
 4. Public Controversy Review
 5. USACE – General Permit/Permissions Letter
 6. EGLE – NPDES Permit (National Pollutant Discharge Elimination System)
 7. MDNR – Part 365 Threatened and Endangered Species
 8. Application for Section 106 Review State Historic Preservation Office (SHPO)*
 - The following permits are not anticipated to be required and have not been included with this scope of services. If deemed necessary OHM will provide a budget for these permit submittals.
 1. EGLE/USACE Joint Permit – Part 301 Inland Lakes and Streams
 2. EGLE/USACE Joint Permit – Part 303 Wetlands Protection
 3. MDNR Public Agency Permit – Part 305 Natural Rivers
 4. EGLE/USACE Joint Permit – Parts 307 & 315 Dam Safety
 5. USCG Section 9 Navigable Waters – Structures (Construction/Modification of any bridge spanning navigable waters)
 6. USACE Section 10 Navigable Waters
 7. EGLE/USACE Joint Permit – Part 323 Shoreland Protection (High Risk Erosion Areas)
 8. EGLE/USACE Joint Permit – Part 353 Critical Dunes
 9. EGLE/USACE Joint Permit – Part 325 Submerged Lands
 10. EGLE/USACE Joint Permit – Part 31 Floodplain Regulation
 11. Section 4(f) – Public Parks, Recreation and Refuge Programmatic Evaluation
 12. Section 6(f) – Grant Funded Public Park, Recreation, and Refuge Consultation
 13. PA116 Farmland or Preservation Land Consultation/Coordination
 14. Hazardous and Toxic Materials Review

*Section 106 Review require an archeologist and historian perform the SHPO determination. OHM has added SWCA Environmental Consultants (SWCA) to the team to assist with the application preparation.



Task 2: Transportation Alternatives Program (TAP) Grant Application

OHM will complete and submit a TAP Grant application through the online portal. Based on the 2024-2025 TAP Schedule, the next application deadline is June 18, 2025. There may be some schedule impacts to meet the TAP Grant milestones. Specific work tasks include:

- ▼ Create a PDF of the conceptual design for the pedestrian improvements on Harriet Street from Hawkins Street to Hamilton Street.
- ▼ Develop a cost estimate for pedestrian upgrades in accordance with the TAP Grant requirements.
- ▼ Utilize photographs and Google Earth to show the project need along Harriet Street to include in the application.
- ▼ Complete the online application form that includes narratives for those listed below. OHM will work with the City to ensure the application is comprehensive and accurate.
 - a. Project description.
 - b. Project impacts to adjacent property owners.
 - c. Stakeholder engagement efforts.
 - d. Operation and maintenance needs, expenses, and party responsible.
 - e. Community benefits.
 - f. Description how project is competitive for TAP funding.
 - g. Project schedule including project milestones.

Optional Task 3: Hawkins at Harriet Intersection Study

An optional traffic signal warrant study with a new intersection count can be performed to determine if the signal at the Hawkins St and Harriet St intersection is warranted and other traffic controls at the intersection may be more appropriate (ie. all-way stop), which could lead to a potential signal removal.

ASSUMPTIONS AND CONSIDERATIONS

The following are assumptions and considerations related to our proposal. OHM will be pleased to provide additional services for this project on a time and material basis. A separate proposal would be provided for such services.

- ▼ Topographic survey and geotechnical investigation were performed under Phase 1 design proposal. One (1) day of supplemental topo is included to verify existing conditions
- ▼ Permit fees are not included.
- ▼ Construction phase services are not included and will be submitted under separate cover after letting.
- ▼ Additional meetings not listed under the scope of services are not included.
- ▼ A stormwater drainage study, modeling, and design are not included.
- ▼ Effort for securing additional ROW or easements is not assumed to be necessary and is not included.
- ▼ Design for water or sanitary infrastructure improvements is not included. It is understood that YCUA plans to replace the water main prior to this project.
- ▼ Structural review / condition assessment of the signal poles at Hawkins Street is not included.
- ▼ Sidewalk replacement is only planned where impacted by the project and there is no planned evaluation of the condition and width for possible replacement.
- ▼ The City will televise the storm sewer along this route and provide the videos to OHM prior to the Grade Inspection meeting (est. July 2025).
- ▼ Storm sewers and catch basins are planned to be maintained unless impacted by the project or directed for replacement based on the review of the City's storm sewer videos.



FEE SCHEDULE

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

<u>Description</u>	<u>Fee</u>
Task 1: Design Engineering Services	\$ 95,300.00
SHPO Application Assistance (SWCA)	\$ 6,600.00
Task 2: TAP Grant Application	\$ 6,500.00
<u>Optional Task 3: Hawkins at Harriet Intersection Study</u>	<u>\$ 4,000.00</u>
TOTAL	\$112,400.00

SCHEDULE

The design engineering services will begin immediately upon authorization. Harriet Street from Hawkins Street to Hamilton Street has been approved for pavement reconstruction in 2026 as part of the WATS Local Agency Program (LAP) and is required to follow the MDOT letting schedule. We propose to submit NEPA and SHPO in May 2025 and submit the Grade Inspection (GI) to MDOT in July 2025. The final submittal of documents will be submitted to MDOT in the fall of 2025 for a January 2026 letting. Additionally, should the project be awarded a TAP Grant, OHM will work with grant administrators to meet grant deadlines for a 2026 construction. It appears Final Plans for the TAP Grants submitted on June 18th are due in mid-October 2025.

We appreciate the opportunity to provide you with this proposal. Please feel free to contact us if you have questions or need additional information at (734) 522-6711.

Sincerely,

OHM Advisors

Kent Early, P.E.
 Chief Operating Officer

cc: Andrew Hellenga, City Manager
 Rachel Jackson, PE, OHM Advisors
 Fraser Payne, PE, OHM Advisors
 Mark Loch, PE, OHM Advisors
 file

**Accepted for City of Ypsilanti
 Harriet Street Phase II Design Engineering**

 (Signature)

 (Printed Name)

 (Title)

 (Date)



REQUEST FOR LEGISLATION
April 1, 2025

For: Mayor and City Council

From: Amber Fellows, Council Member, Michelle King, Council Member

Subject: Discussion regarding Water Street RFP Development and public participation.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Discussion

ATTACHMENTS:

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
April 1, 2025

For: Mayor and City Council

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

Subject: Discussion regarding process for Council Members to utilize or rent City facilities.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Discussion

ATTACHMENTS:

1. City Council Request Form
2. Council Event Request Form

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
February 15, 2022

For: The Mayor and City Council

From: Frances McMullan, City Manager

Subject: Council Event Request Form

SUMMARY & BACKGROUND:

During the February 1, 2022, City Council Meeting a resolution was adopted creating a process for Council to request a citywide event.

The process includes a form that provides needed information about the requested event. That form would be provided to Council the next available meeting following the request. Council will then determine through resolution if they wish the event to occur.

The form would only be made available to sitting Council Members and in both a hardcopy and digital formats.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Resolution & Form

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2022-042
February 15, 2022

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, City Council approved a process for requesting a citywide event; and

WHEREAS, the process requires a form be submitted to the City Manager's Office that provides needed information for review of Council; and

WHEREAS, upon submission of the form a resolution approving the event would be provided to Council on the next available agenda; and

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Ypsilanti approve the attached form for City Council use for request of citywide events.

OFFERED BY: Mr. Brian Jones-Chance

SUPPORTED BY: Council Member Annie Somerville

YES: 6 NO: 0 ABSENT: 1 (Symanns) VOTE: Carried

I do hereby certify that the above resolution is a true and correct copy of Resolution 2022-042 as passed by the Ypsilanti City Council, at their meeting held on February 15, 2022.

Andrew Hellenga, City Clerk

Council Event Request Form

City Council Request of Citywide Event

*** Required**

1. Email *

2. What is the Title of the Event? *

3. What is the Date of the Event? *

Example: January 7, 2019

4. What time will the event be held? *

Example: 8:30 AM

5. Please Describe the Event *

6. What Council Members are involved in the Event? *

Check all that apply.

- ☐ Mayor Richardson
- ☐ Mayor Pro-Tem Brown
- ☐ Mr. Jones-Chance
- ☐ Council Member Symanns
- ☐ Council Member Wilcoxen
- ☐ Council Member Somerville
- ☐ Council Member Morgan

7. What resources are needed for your event? *

8. Please describe how this event will benefit the City at Large *

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Google Forms



REQUEST FOR LEGISLATION
April 1, 2025

For: Mayor and City Council

From: Nicole Brown, Mayor, Roland Tooson, Council Member

Subject: Approving the request of SafeHouse Center (SHC) to tie ribbons around the City of Ypsilanti For Sexual Assault Awareness Month (SAAM) this April to help raise awareness.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. SAAM Ribbon Campaign City of Ypsilanti Proposal 2025
2. Res. No. 2025-SSAM

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

SafeHouse Center Sexual Assault Awareness Month Ribbon Campaign

April is widely recognized as Sexual Assault Awareness Month (SAAM). In accordance with our mission to not only serve but advocate for survivors and against existing systems that allow domestic violence, SafeHouse Center proposes to do a ribbon campaign in downtown Ypsilanti.

Description (see photo below of the April 23 Sexual Assault Campaign): Teal ribbons are gently wrapped around trees, displaying a small placard with information about SAAM, a fact related to SAAM, information about SafeHouse Center services, and how to contact us. Our team will place these ribbons the first or second week of April and do removal by May 1st. We will only place these ribbons on city trees in the road verges at the locations listed below. We will happily include any more information the city would like placed on the placards.

Locations:

- 5 trees on E. Cross St. between Rice St. and N. River St.
- 5 trees on W. Michigan Ave. between N. Hamilton St. and N. Huron St.
- 5 trees on W. Cross St. between N. Summit St. and College Pl.





Resolution No. 2025-060
April 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, April is Sexual Assault Awareness month; and

WHEREAS, freedom for sexual assault is a basic human right, yet tens of thousands of Americans carry the trauma of sexual assault with them; and

WHEREAS, Sexual violence affects all people, regardless of geography, race, age, ethnicity, gender, religion, sexual orientation, gender identity, or economic background; and

WHEREAS, One in four women and 1 in 26 men have survived a rape or attempted rape. Abuse can happen anywhere — at work, at home, at school, in other public places, or online; and

WHEREAS, Sexual; Assault can lead to depression, anxiety, PTSD, and other physical and emotional wounds; and

WHEREAS, the Safehouse Center has requested to tie teal ribbons and a placard that provides information regarding Sexual Assault Awareness month, and information on how to contact Safehouse; and

WHEREAS, Safehouse has requested to tie ribbons on tress on E Cross between River and Rice, on Michigan Ave between Huron and Hamilton, and W. Cross between Summit and College Pl.

THEREFORE BE IT RESOLVED THAT the Mayor and City Council supports this national campaign and approves of teal ribbons being tied in the specified locations in the city April 1st - April 30, 2025, in honor of Sexual Assault Awareness Month.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



**2024 Annual Report
Sustainability Commission
Ypsilanti, Michigan**

INTRODUCTION

The Sustainability Commission of the City of Ypsilanti is governed by the City of Ypsilanti's Code of Ordinances, Chapter 2, Section 171, allocates the following tasks to the Sustainability Commission:

- 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.
- To broaden the lens and scope of energy and environmental needs in the future such as wind, solar, clean air, water and improving infrastructure.
- To recognize natural resources as chief assets of the City of Ypsilanti and encouraging responsible stewardship of these assets.
- To collaborate with citizens, employees, employers, service providers and other governmental agencies and educational agencies to share ideas.
- To create a Sustainability Plan.
- To review the City of Ypsilanti's Climate Action Plan, Alternate Fuel Policy, the Michigan Green Communities Challenge, and other plans and policies and to continue the work of said plans and policies.
- To prioritize sustainability policies.

In 2024, the Sustainability Commission's membership was as follows:

Beth Gibbons (chair/1 January – 1 August)	Takunia Collins
Paula Sizemore (chair/1 August - current)	Liz Ratzloff (resigned 11/24)
Nancy Heine (vice-chair)	Shannon Baer
Julia Bayha	Devin Shelton (resigned 1/24)
Bryan Foley	Erik McCleary (joined 5/24)

There was one vacant regular seat and two vacant youth seats as of December 2024.

As a best practice and per §2-174(e), the Commission shall provide an annual report to City Council. This report discusses,

- The operations of the Commission during the past year
- The status of any on-going activities, including the Michigan Green Communities Challenge
- The progress towards the goals laid out in the Climate Action Plan and Energy Plan
- Recommendations to the legislative body related to sustainability

SUSTAINABILITY COMMISSION OPERATIONS

The Sustainability Commission held regular monthly meetings during 2024; these meetings were held in-person with public participation in person and via Zoom. No meetings were held in July, per schedule; the Commission did not have a quorum to meet in October.

The Commission continued its duties and responsibilities for being the City's Bee City USA Committee.

We congratulate the City for Gold Status as a Michigan Green Community its second year. Chair Beth Gibbons, Commissioners Takunia Collins, Paula Sizemore supported Resiliency Hub Networks hosted by City Councilmember Desirae Simmons. Third session provided mini workshops, including seed saving, setting up a homeless service hotline, and creating informational Zines.

The Commission acknowledges and appreciates work taking place across the City advancing Sustainability Plan goals including: the next phase of dam removal work, including the mussel survey and relocation plans, the implementation of the Resilient Washtenaw plan; the DDA's and City's solar rebate program; updates on EV for carbon reduction goals; and grant efforts underway to install additional rain gardens and green infrastructures in City parks.

Included in this year's annual report is the implementation matrix from the adopted Sustainability Plan.

LOOKING FORWARD

For 2025, the Commission will expand its Earth Day celebration to two days: Saturday, April 26, and Sunday April 27, 2025, and seeks inclusion of City organizations. Invitations have also been extended to City organizations, businesses and nonprofits to participate, host or support an event/activity on these days, as well as invitations to Townships (Superior, Ypsilanti) to host ongoing Earth celebrations on that weekend with us.

The Commission has used the upcoming Earth Days as an opportunity to develop partnerships with Ypsilanti Community Schools. The students of YCS PK-12 have addressed storm water mitigation on many campuses, and support City green projects. Water Quality Specialists from Washtenaw County Water Resources will also support Earth Days this year.

The Sustainability Commission plans to focus on implementation of the following Sustainability Plan goals:

- Continue to recruit additional members, including actively seeking youth members.
- Continue to conduct outreach and engagement on social media and welcome the community to our work and our meetings to increase collaboration with citizens, service providers, and schools to increase awareness, share ideas and uplift sustainable goals and actions.
- Supporting a resilience hub network that supports 48197 & 48198.
- Recognize natural resources of City of Ypsilanti, and through informational materials, elevate and encourage responsible stewardship of these resources.
- Participate in the Michigan Green Communities Challenge for 2025.
- Produce informational materials on local, preferred Michigan plants for property owners.
- Produce or share informational materials about pollinators, including Bee City, and YCUA pipe replacement
- Develop partnership with Ypsilanti Community Schools to recruit students to help communicate sustainability initiatives, projects and goals.

ACTION

The Sustainability Commission adopted this report at its March 2025 meeting and approved transmittal to City Council.

Plan Implementation Matrix

Capital Improvements Plan = CIP; Zoning Ordinance = ZO; CS= Community Services, formerly Community & Economic Development; DPW = Department of Public Works, formerly Department of Public Services

	Timeframe	Lead Party	Status
Sustainability Goals: Earth			
GOAL: Eliminate new instances of soil contamination and responsibly deal with the legacy of existing polluted sites			
Explore creation of an overlay zone, or other zoning or building regulations, to control the types of uses that may be permitted in areas with soils that would allow for easy transmission of contamination or uses that have a high risk of contamination near ecologically sensitive areas, such as waterways.	Mid	CS	
Research and confirm existing sites of contamination with EGLE	MID	CS	
Use Brownfield TIF capture to fund remediation of sites that may be redeveloped.	ONGOING	CS	
Continue to work with the Washtenaw County Brownfield Redevelopment Authority to remediate sites.	ONGOING	CS	Water Street: remediation underway Dorsey Estates: site almost complete DPW Yard: Phase I complete
Explore and pursue grant opportunities to remediate sites that may not be good candidates for commercial redevelopment or that pose an immediate threat.	ONGOING	CS	
GOAL: Ensure buildings and infrastructure are constructed in a manner complementary to soil structure, slopes, and drainage.			
Make soil information available to all, and directly provide information on soil structure to those who choose to build a new structure that requires a foundation.	ONGOING	CS	
Incorporate green infrastructure into planned capital improvement projects wherever possible, and identify potential sites for demonstration projects.	ONGOING	DPW	
Strengthen zoning protections to limit erosion in areas of steep slopes.	NEAR	CS	
Sustainability Goals: Water			
GOAL: Protect the watershed from further contamination.			
Consider a sensitive features overlay zone providing a buffer around the Huron River and Paint Creek that provides site and use regulations tailored to the proximity to these waterbodies	MID	CS	
Invest in consistent enforcement for compliance to the sensitive feature overlay zoning district	ONGOING	CS	
Continue to pursue updates to the zoning ordinance, such as tree protection regulations, that preserve and improve vegetation that can mitigate stormwater impacts.	ONGOING	CS	
Continue to support the work of the Washtenaw County Water Resources Commissioner and other partners to educate members of the public, particularly single-family homeowners, on stormwater issues.	ONGOING	DPW	
Monitor adherence to the City's phosphorous fertilizer and tar sealcoat ordinances for effectiveness.	ONGOING		

	Timeframe	Lead Party	Status
Work with Washtenaw County Environmental Health to research the status of remaining private wells and provide resources and recommendations for testing water quality to property owners	ONGOING		
GOAL: Preserve and expand the City's capacity to deal with heavy rainfall to mitigate negative effects on people and property.			
Incorporate capacity upgrades for grey stormwater management into the CIP based on predictions for greater precipitation	ONGOING	DPW	
Update the flood maps, including FIRM, based on climate projections and changes to the river channel since the FIRM formulation in the 1970s	LONG	DPW	
Investigate an equitable stormwater fee schedule that encourages converting impervious to pervious surfaces and proper use of rain barrels or other detention/retention systems.	MID	COUNCIL/ DPW	State enabling legislation drafted (SB660); did not pass.
Consider banning basements or enforce floodplain standards in boundaries where the soil has limited capacity to handle stormwater	LONG	CS	
Develop a Stormwater Management Plan	MID	DPW	
Continue to pursue the removal of the Peninsular Dam	ONGOING	CS	Fully funded via grants, work expected to begin in 2025
Continue to maintain City lands that are in the flood zones and vacant for stormwater and floodwater mitigation.	ONGOING	VARIOUS	
Pursue GSI projects in the City parks, particularly in the flood zones.	ONGOING	DPW	Began partnership with WCWRC for Candy Cane and Recreation Park. Partnering with WCWRC for Freighthouse garden.
Pursue conservation &/or access easements along the Huron River.	ONGOING	CS	
Explore offering incentives to property owners to retrofit existing buildings and site improvements with stormwater-friendly infrastructure, including rain gardens.	LONG	DPW	
Explore the potential to equitably enact a stormwater fee structure to encourage private retrofit stormwater infiltration and detention infrastructure	LONG	COUNCIL/ DPW	State enabling legislation drafted (SB660); did not pass
GOAL: Promote resources for water conservation and testing to ensure access efficiency upgrades and clean water			
Work with YCUA to develop home and business water efficiency financing programs	MID		
Promote Great Lake Water Authority program WRAP to perform conservation audits and funds for repairs to help reduce low-income households reduce water bills	ONGOING		

	Timeframe	Lead Party	Status
Collaborate with YCUA on water conservation and infrastructure improvement projects.	ONGOING	DPW	Lead water mains & LSLs replaced in 2022/23 infrastructure projects; LSL replacement projects continuing through 2024 and with the 2025 Harriet project
Sustainability Goals: Energy			
GOAL: Decrease the community's emissions by 171,310 metric tons of CO₂e by 2030.			
Work with the City of Ann Arbor to investigate bulk buying of renewable energy through the Community Choice Aggregation Legislation.	ONGOING		
Purchase renewable energy credits (RECs) for City operations.	LONG		
Promote state policies, incentives, grants, and Community Energy Management programs that encourage energy efficiency and renewable energy to property owners.	ONGOING		
Promote Washtenaw County's weatherization program for low-income homeowners.	ONGOING	CS	
Work with community stakeholders to initiate an energy competition. The university and City can partner together to challenge another city and university to an energy reduction competition.	LONG		
Implement an inter-departmental site plan review process with attention to sustainability-related strategies such as energy use and efficiency, generation and offsetting of emissions, on-site water management and infiltration, etc.	ONGOING	CS	
Investigate the feasibility of a microgrid.	LONG		
Review and incorporate aspects of the International Dark Sky Model ordinance to reduce energy waste (i.e. motion activated lighting on municipal buildings)	MID	DPW	
Participate in or sign-on to regional, national, or international commitments to energy, climate, and sustainability including but not limited to the Paris Climate Agreement, the Sierra Club's "Ready for 100" pledge, the Global Covenant of Mayors for Climate and Energy.	SHORT	COUNCIL	
Develop an electric charging vehicle infrastructure strategy	MID	DPW	
Create a green rental certification program to encourage energy-efficient improvements	MID	CS	
Work with the HDC to incorporate historically compatible fixtures that are dark sky compliant	ONGOING	CS	
Continue to pursue policies and projects that improve nonmotorized transportation.	ONGOING	DPW/CS	
Continue to encourage solar energy installations throughout the City.	ONGOING	CS	
Partner with other agencies, such as YCUA , DTE, and MiSaves to provide education and incentives for energy use reductions, both residential and commercial.	ONGOING		
Continue to participate in local, regional, national, and international efforts for climate mitigation and adaptation.	ONGOING		
Continue membership in communities such as ICLEI that help support local efforts to combat and adapt to climate change.	ONGOING		

	Timeframe	Lead Party	Status
GOAL: Decrease government operation emission in support of attaining citywide net zero by 2030			
Establish an Energy Manager position to be responsible for the following duties:	MID	MANAGER	
o Improve knowledge of energy management among city staff and appointed officials among staff			
o Create a data-driven system that is replicable over time, and includes annual forecasts, benchmarks for energy use reductions, and an internal reporting protocol			
o Work with the Sustainability Commission to produce an annual report that highlights where emission reductions and procedural improvements have been made			
o Improve communications with facility managers, utility providers, and relevant contractors to resolve issues quickly			
o Increase outreach to and participation of industrial and commercial customers in renewable energy and energy efficiency projects			
o Research and utilize the most efficient equipment available			
Continue to incorporate renewable energy into the energy portfolio of each government building including back-up generation	ONGOING	DPW	Currently working to maintain existing.
Re-establish the City's revolving loan fund for energy efficiency projects.	MID	MANAGER	DPW will be utilizing this fund for HVAC upgrades
Conduct a GHG inventory every 5 years using input from 2012 & 2018 findings in the ICLEI GHG framework	LONG	DPW	
Improve fleet fuel efficiency with clean diesel, alternative fuels, and electrification.	ONGOING	DPW	Updated fleet policy.
Publicly report on progress made toward energy goals.	ONGOING	DPW/CS/MANAGER	
Continue to make energy-efficiency improvements to City owned facilities	ONGOING	DPW	
ENERGY: Reduce the amount of waste generated in Ypsilanti that enters landfills			
Conduct a waste audit to understand the baseline composition of the waste stream at the municipal operations and community level	SHORT	DPW	Completed recycling audit in Nov 2024 with WRRMA
Help publicize local re-use opportunities, such as the Buy Nothing Project and Freecycle.	ONGOING	CS/Commission	
Implement an educational campaign on existing recycling and composting options	SHORT	DPW	
Expand recycling to public spaces and all City facilities by placing artful, educational, and engaging waste sorting stations throughout the community	MID	DPW	Public recycling containers placed in 2022
Create a coordinated recycling system that has a one stop for difficult-to-recycle materials including electronics and refrigerant management	LONG	DPW	Partnership with Recycle Ann Arbor Drop-Off Station continues
Increase access to curbside recycling services to multi-family units	MID	DPW	
Define Zero Waste for Ypsilanti using the Zero Waste hierarchy. Set a goal for City operations to be zero waste (excluding medical waste) by a specific date with annual benchmarks.	LONG		
Require that any events with a City permit provide for recycling, compost, and provide a discount for Zero Waste events	LONG		

	Timeframe	Lead Party	Status
Require government operations to use durable or compostable materials	MID		
Implement a pilot program for a municipal kitchen compost system with high food-waste generators.	LONG		
Investigate a partnership with a commercial-scale compost operation	MID		
Pilot curbside community composting services for leftover food	LONG		
Investigate funding sources to bring down the cost of a biodigester	MID		
Permit onsite composting of mulched leaves	DONE		
Continue to explore options to improve recycling and composting opportunities within the City and with partners.	ONGOING	DPW	
Sustainability Goals: Biodiversity			
GOAL: Expand and protect natural habitats			
Incorporate model language for rewilding landscaping into the city's ordinance	SHORT		
Create informational materials for property owners on preferred and prohibited plants	SHORT	SUSTAINABILITY	
Rezone undeveloped land on Mansfield and on Clark to a more protective zoning district	MID	CS	Clark property developed into housing units
Continue to support the local food system	ONGOING	CS	
Support traffic calming and other infrastructure design that help reduce animal road crossing mortality	ONGOING	DPW/CS	
Promote "bird safe" designs and "lights out" programs during migratory season	SHORT	CS	
Consider programs for habitat improvement such as bat houses, pollinator gardens, and others as they develop			
Train inspectors to spot wildlife-friendly plants to prevent their removal	ONGOING	CS	
Continue to monitor health of the city's wetlands and work with the Washtenaw County Parks and Recreation to protect them	ONGOING		
Partner with the County to inventory land that could be nominated for NAPP			
Encourage warm light to protect insects	ONGOING	CS	
Encourage use of native and climate-change adapted plants wherever possible	ONGOING		
Work with DTE to provide warmer, more night-sky friendly public lighting.	ONGOING	DPW	
Review the existing lighting ordinance and update to explicitly permit motion-sensitive lighting.	SHORT	CS	
Review and incorporate aspects of the Dark Sky Model Lighting Ordinance to reduce negative effects on insects and migratory birds	MID	CS	
GOAL: To preserve and expand a resilient tree canopy			
Implement a tree preservation ordinance	MID	CS & DPW	
Plant additional street trees and trees in parks in accordance with the Urban Forest Management Plan, with a particular prioritization of those sites indicated by the Tree Equity map.	ONGOING	DPW	

	Timeframe	Lead Party	Status
Increase and diversify the public tree stock according to the Urban Forest Management Plan	ONGOING	DPW	
Invest in tree maintenance	ONGOING	COUNCIL	
Continue the City's Arbor Day Tree City USA designation	ONGOING	DPW	Recertified as Tree City
Coordinate tree planting efforts with sidewalk maintenance efforts and considerations.	ONGOING	DPW	
Update street planting guidelines to prioritize tap roots species and vary pit size by species	SHORT	DPW	Complete
Sustainability Goals: Complete Neighborhoods			
GOAL: Maintain and expand transportation options including the development of bicycle, pedestrian, and sharing networks.			
Implement a parking cash-out alternative benefit option for City employees	SHORT	HR	
Prioritize transit-oriented development	ONGOING	CS	
Partner with the DDA and AATA to provide a discounted transit pass as an alternative to downtown parking permits	MID	DPW	
Encourage corporate sponsorship of transit passes and infrastructure to encourage employee bus and bikeshare ridership	MID	DPW	
Consider pursuing car, scooter, or bike-sharing programs with Eastern Michigan University as a partner.	ONGOING	CS	
Close sidewalk gaps	ONGOING	DPW	Pedestrian path over 94 constructed in 2022; sidewalk added on Huron River Drive in 2023
Add bicycle lanes to major thoroughfares and trunklines	ONGOING	DPW	Bike lanes added to Washtenaw, Hamilton, & Huron in 22/23
Retain the mix of uses within each corridor but allow them throughout the area.	ONGOING	CS	
Restore two-way function to Cross, Huron, and Hamilton Streets.	LONG	DPW	
Separate Cross and Washtenaw for vehicle traffic.	LONG	DPW	
Restore Harriet Street as the Main Street of adjacent neighborhoods.	LONG	CS	
Prioritize pedestrians at crosswalks, and investigate where pedestrian walk signs can be made automatic	MID	DPW	
Work with MDOT to make state-owned roads more accessible to nonmotorized users	ONGOING	DPW	Significant nonmotorized improvements made in 2022/23
Coordinate with Townships and WCPRC on Border to Border (B2B) trail development	ONGOING	DPW	
Encourage police enforcement and legislative support for bike and pedestrian safety	ONGOING	YPD	
Improve neighborhood walkability by improving sidewalk connectivity and conditions. Prioritize the improvement of nonmotorized connections that link neighborhoods and job centers.	ONGOING	DPW	

	Timeframe	Lead Party	Status
Continue to support the development of intercity and commuter rail	ONGOING	MANAGER	
Coordinate citizens to advocate for slower traffic speeds on state owned corridors	ONGOING		
GOAL: Incentivize energy efficient and socially responsible development			
Consider density bonuses, particularly on transit and commercial corridors, in exchange for developers meeting criteria that achieve city goals	MID	CS	
Incentivize US Green Building Council's LEED for Neighborhood Development standard for new development	MID	CS	
Develop a Green Business/Neighborhood Certification program	LONG	CS	
Seek affordable housing development and identify parcels where it can locate near services	ONGOING	CS	
Continue to prioritize infill development	ONGOING	CS	
Continue to provide a variety of housing options, including affordable housing and missing middle housing.	ONGOING	CS	
Provide a Sustainability Commissioner liaison to a neighborhood interested in developing an eco-district	ONGOING	SUSTAINABILITY	
GOAL: Increase neighborhood resiliency during times of disruption.			
Identify walkable/bikeable neighborhood resource centers throughout the City, such as community centers, churches, schools, or social clubs.	SHORT		Working with A2 on Resiliency Hub project
Work with these identified resources to increase their capacity to serve as emergency resource centers, including backup power generation, emergency shelter, and food and resource distribution.	MID		
Work with the Health Department and other partners to make resources available for community leaders who wish for their homes to serve as small-scale resources during disruptions.	ONGOING		
Sustainability Goals: Communication			
GOAL: Play a leading role in educating Ypsilanti residents on sustainability topics.			
Implement an educational series about energy efficiency in different venues with a focus on teaching the most vulnerable populations about resources that help reduce their utility bills	ONGOING	SUSTAINABILITY	
Continue to work with sustainability-related organizations to develop and offer in school guest lectures, field trips, and other learning opportunities with local schools	ONGOING	SUSTAINABILITY	
Work with schools to reduce waste and incorporate reusable items on campus	ONGOING	SUSTAINABILITY	
Determine a designated point person on city staff to direct sustainability-related questions or comments to the correct department			
Promote the city's energy, climate, and sustainability vision through the established online newsletter and develop other municipal marketing materials to update residents on city efforts, key sustainability topics, and easy-to-follow tips at home	ONGOING	SUSTAINABILITY	
Organize competitions between municipal employees, business owners, and neighborhoods that promote sustainability-focused activities:	ONGOING	SUSTAINABILITY	
o "Bring Your Green to Work,"			
o Energy treasure hunts,			
o Adopting catch basins or green infrastructure,			

	Timeframe	Lead Party	Status
o Zero waste days,			
o Smart commute weeks, and challenges to bike, walk, or take public transit to work.			
Partner with Ypsilanti Community Schools on communication and education efforts.	ONGOING		
Consider creating a Communications Specialist position to lead and coordinate communication and education efforts within the City.	MID	MANAGER	Complete
Make critical public documents accessible and multilingual	ONGOING	MANAGER	
Publicize available efficiency and support programs, such as the County's weatherization program and YCUA's water assistance program.	ONGOING		
GOAL: Develop the datasets necessary to determine where disaster relief should be targeted			
Conduct an Environmental Justice analysis that identifies vulnerable populations and structures that are disproportionately impacted by climate change	LONG		Justice40 initiative identified affected Census tracts
Work with SEMCOG and the County to expand local air quality monitoring system	SHORT		
Investigate infrastructure materials that can weather extreme weather	ONGOING		
GOAL: Mitigate the damage inflicted on residents, infrastructure, and property from extreme weather.			
Implement renewable backup power systems for areas of refuge and emergency facilities	ONGOING	DPW	
Collaborate with landlords, YCUA, and DTE to ensure that in a time of crisis essential water and gas/electricity are not shut off	ONGOING	CS/MANAGER	
Work with Washtenaw County to develop a Hazard Mitigation Plan.	MID	YPD/YFD/DPW	
Partner with Washtenaw County to expand emergency preparedness and communication tools including a multilingual and universally accessible plan that includes climate change predictions	MID	MANAGER	
Work with the County to identify additional accessible warming and cooling shelters	MID		WCHD publishes a seasonal list every season
Require occupied residential rental units to have one air-conditioned room	MID	CS	
Review response protocol and update where needed to respond to severe storm events	MID	MANAGER	
Continue to explore Resilience Hubs in coordination with local community partners and facilities.	MID		Working with A2 on Resiliency Hub project
Publicize available utility assistance programs, such as THAW, leading into and during peak heating and cooling seasons.	ONGOING		
Work with Washtenaw County and utility partners to ban utility shutoffs for nonpayment during states of emergency or extreme weather events.			
Improve snow and ice response for sidewalks	ONGOING	DPW (PUBLIC) CS(PRIVATE)	DPW piloted updated snow removal policy Code Enforcement fully-staffed

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