



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, July 1, 2025 @ 6:00 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. WORK SESSION - Boards & Commissions

A. Topics for Discussion:

- A. emails
- B. staffing
- C. training
- D. scope
- E. communication
- F. term dates/limits
- G. bylaws
- H. outreach

VII. ORDINANCES FIRST READING

- A. Ordinance No. 1446 - Entitled "An ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances to adjust water service rates."
Public Hearing Resolution No. 2025-126, close the public hearing.
Resolution No. 2025-125, determination.
- B. Ordinance No. 1447 - Entitled "An ordinance to amend Chapter 106, Article V, Section 106-455(a) of the Code of Ordinances to adjust sewage disposal rates."
Public Hearing Resolution No. 2025-128, close the public hearing.
Resolution No. 2025-127, determination.

VIII. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Resolution No. 2025-129 Approving the minutes of the meeting of June 17, 2025.

- B. Resolution No. 2025-130 Approving the design engineering services proposal from OHM for the Repaving of the Frog Island parking lot in the amount of \$ 110,000 and authorizing the Mayor and City Clerk to sign this contract, subject to approval by the City Attorney.
- C. Resolution No. 2025-131 Approving the proposal submitted by OHM for construction engineering administration and material testing in the amount of \$185,580 for the reconstruction of Harriet (Hawkins to Hamilton) and authorizing the Mayor and City Clerk to sign this contract, subject to approval by the City Attorney.
- D. Resolution No. 2025-132 Approving a contract with Hartwell for concrete repair and replacement in and around the Fire and Police Stations in the amount of \$230,113.70.
- E. Resolution No. 2025-133 Reappointing Resident Justin Harper to the Human Relations Commission, with a term ending July 1, 2028.
- F. Resolution No. 2025-134 Appointing Non-Resident Takunia Collins to the Sustainability Commission, with a term ending May 1, 2028.
- G. Resolution No. 2025-135 Approving the PUD Agreement for 218 E. Forest Avenue.
- H. Resolution No. 2025-136 Approving the request to waive the park rental fees of \$1,035 for the Kiwanis Club Kids Triathlon 2025.
- I. Resolution No. 2025-137 Approving the request to waive the road closure fees of \$700, noise permit fee of \$150, and administrative fees of \$35, totaling \$885.00 for the Washtenaw County Health Department Health Fair 2025.
- J. Resolution No. 2025-138 Approving a policy determining what would trigger a 6 pm start time for a City Council meeting.
- K. Resolution No. 2025-139 Amending the rules as set forth by Resolution No. 2024-265 to allow for a second opportunity to address City Council at the end of the agenda.
- L. Resolution No. 2025-140 Approving the proposal submitted by OHM for Project engineering and field operations services in an amount not to exceed \$50,000 and authorizing the Mayor and City Clerk to sign this contract, subject to approval by the City Attorney.
- M. Discussion to plan new public infrastructure projects, and City Council and DDA partnership.

IX. 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

X. LIAISON REPORTS

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

XI. COUNCIL PROPOSED BUSINESS

XII. COMMUNICATIONS FROM THE MAYOR

XIII. COMMUNICATIONS FROM THE CITY MANAGER

XIV. COMMUNICATIONS

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

XVI. REMARKS FROM THE MAYOR

XVII. ADJOURNMENT

- A. Resolution 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
July 1, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk, Luke Blackburn, YUCA

Subject: Ordinance No. 1446 - Entitled "An ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances to adjust water service rates."

Public Hearing Resolution No. 2025-126, close the public hearing.

Resolution No. 2025-125, determination.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. 2025 City Water Sewer Rate Change Request RFL
2. ORD No 1446 Resolution
3. Ordinance No 1446 Water Rates
4. Resolution No 2025-126 PH

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



YPSILANTI COMMUNITY UTILITIES AUTHORITY

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

June 20, 2025

VIA EMAIL

Ms. Tracey Boudreau, Clerk
CITY OF YPSILANTI
One South Huron Street
Ypsilanti, Michigan 48197-5400

Re: Water and Sewer Rate Changes

Dear Ms. Boudreau:

Please be advised that the YCUA Board of Commissioners will consider a recommendation to City Council for a water and readiness to serve rate increase at their regular meeting on June 25, 2025. The proposed increase of 4.75% to City Division customers would become effective September 1, 2025. The Great Lakes Water Authority's Water Charge increase to YCUA was 5.69%, which will become effective July 1, 2025. At the same meeting, the YCUA Board of Commissioners will also consider a recommendation to the City Council for an increase in the sewer and readiness to serve rate. The proposed increase of 5.25% to City Division customers would also become effective September 1, 2025. The applicable ordinances needed to approve these increases are attached, as well as the supporting documentation. The combined effect of these rate adjustments will be a 4.94% increase in a City Division customer's bimonthly bill.

Please place these items on the City Council's agenda for their consideration at the July 1 and July 15, 2025, meetings. Please also forward the supporting material attached for their use in considering these ordinance adoption requests.

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

Sincerely,

A handwritten signature in blue ink that reads 'Luther Blackburn'. The signature is fluid and cursive, with the first name 'Luther' being more prominent than the last name 'Blackburn'.

LUTHER BLACKBURN, Executive Director
Ypsilanti Community Utilities Authority

Enclosures

cc w/encl.: Mr. Andrew Hellenga
Mr. Matthew T. Jane
Mr. Dwayne Harrigan
Ms. Gail M. Thomas

YCUA City Division

	water	sewer	Total
Current			
Ready to Service	\$22.29	\$19.40	\$41.69
Commodity rate (per unit)	\$6.37	\$3.46	\$9.84

Average User residential

	10 units(7,480 gallons) per 2 month billing cycle		
	water	sewer	Total
Ready to Service	\$22.29	\$19.40	\$41.69
10 units	\$63.75	\$34.64	\$98.39
Total	\$86.04	\$54.04	\$140.08

Effect on average city customers with a proposed 4.75% water rate increase, a sewer rate increase of 5.25%. Combined effect 4.94%

	water	sewer	Total
PROPOSED: September 01, 2025			
Ready to Service	\$ 23.35	\$ 20.42	\$43.77
Commodity rate (per unit)	\$ 6.68	\$ 3.65	\$10.32

Average User residential (proposed)

	10 units(7,480 gallons) per 2 month billing cycle		
	water	sewer	Total
Ready to Service	\$23.35	\$20.42	\$43.77
10 units	\$66.77	\$36.46	\$103.23
Total	\$90.13	\$56.88	\$147.00
Increase in bill			\$6.92
Percent Change	4.75%	5.25%	4.94%

ORDINANCE NO. 2025 – _____

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

BE IT ORDAINED BY THE CITY OF YPSILANTI, that:

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

(b) For all billings rendered prior to September 1, 2025, existing water service rates shall prevail. For all billings rendered on or after September 1, 2025, water service rates shall be as follows, for each bimonthly (two-month) period:

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

Meter Size (inch)	Water Rate
5/8-3/4	\$ 23.35
1	\$ 58.39
1-1/2	\$ 116.76
2	\$ 186.82
3	\$ 583.80
4	\$ 1,167.61
6	\$ 2,335.21
8	\$ 4,086.62
10	\$ 6,421.83
12	\$ 7,589.44

(2) Commodity rate: \$6.68 per 100 cubic feet

* * * * *

This Ordinance shall take effect and be in full force upon publication in the _____.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____
DAY OF _____, 2025.

Nicole Brown, Mayor

Tracey Boudreau, City Clerk

ATTEST

I do hereby confirm that the above Ordinance No. 2025-_____ was published in the
_____ on the _____ day of _____, 2025.

ORDINANCE NO. 2025 – _____

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

BE IT ORDAINED BY THE CITY OF YPSILANTI, that:

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

(a) For all billings rendered prior to September 1, 2025, existing sewage disposal rates shall prevail. For all billings rendered on or after September 1, 2025, sewage disposal rates shall be as follows for each bimonthly (two-month) period:

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

Meter Size (inch)	Sewer Rate
5/8-3/4	\$ 20.42
1	\$ 51.04
1-1/2	\$ 102.07
2	\$ 163.31
3	\$ 510.38
4	\$ 1,020.74
6	\$ 2,041.49
8	\$ 3,572.61
10	\$ 5,614.09
12	\$ 6,634.84

(2) **Commodity rate:** \$3.65 per 100 cubic feet

* * * * *

This Ordinance shall take effect and be in full force upon publication in the _____.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____
DAY OF _____, 2025.

Nicole Brown, Mayor

Tracey Boudreau, City Clerk

ATTEST

I do hereby confirm that the above Ordinance No. 2025-_____ was published in the
_____ on the _____ day of _____, 2025.



Resolution No. 2025-125
July 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, YCUA Board of Commissioners approved a recommendation to City Council for a water and readiness to serve rate increase; and

WHEREAS, The proposed increase of 4.75% to City Division customers would become effective September 1, 2025, and

WHEREAS, The Great Lakes Water Authority's Water Charge increase to YCUA was 5.69% which becomes effective July 1, 2025; and

NOW THEREFORE BE IT RESOLVED, that the Ypsilanti City Council approve the Readiness to Serve Water Rate Increase Ordinance, Ordinance No. 1446.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



ORDINANCE NO. 2025 –1446

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

BE IT ORDAINED BY THE CITY OF YPSILANTI, that:

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

(b) For all billings rendered prior to September 1, 2025, existing water service rates shall prevail. For all billings rendered on or after September 1, 2025, water service rates shall be as follows, for each bimonthly (two-month) period:

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

Meter Size (inch)	Water Rate
5/8-3/4	\$ 23.35
1	\$ 58.39
1-1/2	\$ 116.76
2	\$ 186.82
3	\$ 583.80
4	\$ 1,167.61
6	\$ 2,335.21
8	\$ 4,086.62
10	\$ 6,421.83
12	\$ 7,589.44

(2) Commodity rate: \$6.68 per 100 cubic feet

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

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____
DAY OF _____, 2025.

Nicole Brown, Mayor

Tracey Boudreau, City Clerk

ATTEST

I do hereby confirm that the above Ordinance No. 2025-_____ was published in the
_____ on the _____ day of _____, 2025.



Resolution No. 2025-126
July 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for Ordinance No. 1446, entitled "An ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances to adjust water service rates" be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk, Luke Blackburn, YUCA

Subject: Ordinance No. 1447 - Entitled "An ordinance to amend Chapter 106, Article V, Section 106-455(a) of the Code of Ordinances to adjust sewage disposal rates."

Public Hearing Resolution No. 2025-128, close the public hearing.

Resolution No. 2025-127, determination.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. ORD No 1447 Resolution
2. Ordinance No 1447 Sewer Rates
3. Resolution No 2025-128 PH

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, YCUA Board of Commissioners approved a recommendation to City Council for an increase in the sewer and readiness to serve rate; and

WHEREAS, The proposed increase of 5.25% to City Division customers would become effective September 1, 2025, and

NOW THEREFORE BE IT RESOLVED, that the Ypsilanti City Council approve the Sewer Readiness to Serve Water Increase Ordinance, Ordinance No. 1447.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



ORDINANCE NO. 2025 –1447

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

BE IT ORDAINED BY THE CITY OF YPSILANTI, that:

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

(a) For all billings rendered prior to September 1, 2025, existing sewage disposal rates shall prevail. For all billings rendered on or after September 1, 2025, sewage disposal rates shall be as follows for each bimonthly (two-month) period:

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

Meter Size (inch)	Sewer Rate
5/8-3/4	\$ 20.42
1	\$ 51.04
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2	\$ 163.31
3	\$ 510.38
4	\$ 1,020.74
6	\$ 2,041.49
8	\$ 3,572.61
10	\$ 5,614.09
12	\$ 6,634.84

(2) Commodity rate: \$3.65 per 100 cubic feet

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

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____
DAY OF _____, 2025.

Nicole Brown, Mayor

Tracey Boudreau, City Clerk

ATTEST

I do hereby confirm that the above Ordinance No. 2025-_____ was published in the
_____ on the _____ day of _____, 2025.



Resolution No. 2025-128
July 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for Ordinance No. 1447, entitled "An ordinance to amend Chapter 106, Article V, Section 106-455(a) of the Code of Ordinances to adjust sewage disposal rates" be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-129 Approving the minutes of the meeting of June 17, 2025.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No 2025-129 Minutes
2. June 17, 2025 Council Meeting Minutes

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-129
July 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of the June 17, 2025 Regular City Council Meeting be approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



MINUTES
REGULAR COUNCIL MEETING
7:00 PM - Tuesday, June 17, 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 Simmon, Council Member Fellows, and Council Member Tooson. ABSENT: Council Member King.

Council Member Simmons moved to excuse Council Member King. Mayor Pro-Tem Wilcoxon seconded the motion. The motion passes upon a voice vote as follows:

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

No: 0 None

Absent: (0)

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

Council Member Tooson moved to Approve the AGENDA as presented. Council Member McLean seconded the motion.

Council Member Fellows offered to postpone her item of the CBO Discussion until July 15th and Council Member Simmons seconded.

Council Member Tooson moved to Approve the AGENDA as amended. Council Member McLean seconded the motion.

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

No: 0 None

Absent: (0) Michelle King

V. CLOSED SESSION

Council Member King entered the Chambers at 7:02p.m.

A. Resolution No. 2025-110 Entering into a Closed Session, pursuant to MCL 15.268 (c), for strategy and negotiation sessions connected with the negotiation of the International Association of Fire Fighters collective bargaining agreement if either negotiating party requests a closed hearing.

Council Member Tooson moved to Approve Resolution No. 2025-110 Entering into a Closed Session, pursuant to MCL 15.268 (c), for strategy and negotiation sessions connected with the negotiation of the International Association of Fire Fighters collective bargaining agreement if either negotiating party requests a closed hearing. Mayor Pro-Tem Wilcoxon seconded the motion.

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

No: 0 None

Absent: (0)

The City Council adjourned to the Closed Session at 7:03p.m.

B. Resolution No. 2025-111 Leaving the Closed Session and returning to the Open Session of this meeting.

Council Member Tooson moved to Approve Resolution No. 2025-111 Leaving the Closed Session and returning to the Open Session of this meeting. Council Member McLean seconded the motion.

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

No: 0 None

Absent: (0)

The City Council returned to Open Session at 7:29p.m.

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

4 Members of the Public spoke.

VII. PRESENTATIONS

A. Ann Arbor Area Transportation Authority (AAATA) Presentation

B. AI (Artificial Intelligence) for Local Governments Presentation by Molly Kleinman

Mayor Pro Tem Wilcoxon left the Chambers at 8:04p.m and returned at 8:06p.m.

Council Member Tooson left the Chambers at 8:26p.m. and returned at 8:29p.m.

VIII. CBO (Community Benefits Ordinance) WORK SESSION

This work session was postponed to the July 15th City Council Meeting, at 6p.m.

A. REDY Presentation

IX. ORDINANCES FIRST READING

**A. Ordinance No. 1446 - An Ordinance entitled "EMUCU Planned Unit Development".
Public Hearing Resolution No. 2025-113, close the public hearing.
Resolution No. 2025-112, determination.**

Council Member Tooson moved to Approve Ordinance No. 1446 - An Ordinance entitled "EMUCU Planned Unit Development". Mayor Pro-Tem Wilcoxon seconded the motion.

Public Hearing Resolution No. 2025-113, close the public hearing.

Mayor Brown left the Chambers at 8:51p.m. and returned to Chambers at 8:53p.m.

Council Member Fellows moved to Amend Ordinance No. 1446 by requiring that a bench be added, visible from the sidewalk. Council Member Simmons seconded the motion.

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

No: 0 None

Absent: (0)

Council Member McLean offered a friendly amendment to give authority to the City Planner to sign off on the bench. Council Member Fellows did not accept, as she believes that is not necessary and McLean withdrew the friendly amendment.

Council Member Simmons moved to Amend the Ordinance No. 1446 by accepting staff recommended changes. Council Member King seconded the motion.

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

No: 0 None

Absent: (0)

Council Member Tooson moved to Approve Ordinance No. 1446 - An Ordinance entitled "EMUCU Planned Unit Development", as amended. Mayor Pro-Tem Wilcoxon seconded the motion.

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

No: 0 None

Absent: (0)

X. RESOLUTIONS/MOTIONS/DISCUSSIONS

A. Resolution No. 2025-114 Approving the minutes of the meeting of June 3, 2025.

Council Member Fellows moved to Approve Resolution No. 2025-114 Approving the minutes of the meeting of June 3, 2025. Mayor Pro-Tem Wilcoxon seconded the motion.

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

No: 0 None

Absent: (0)

B. Resolution No. 2025-115 Approving the request to waive park rental fees in the amount of \$1,435 for the 2025 4th Annual Stop the Gun Violence Community Outreach event.

Mayor Pro Tem Wilcoxon left the Chambers at 9:06p.m. and returned at 9:07p.m.

Council Member McLean moved to Amend Resolution No. 2025-115 by removing the \$500 refundable deposit, making the new total \$935. Council Member Tooson seconded the motion.

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

No: 0 None

Absent: (0)

Council Member McLean moved to Approve Resolution No. 2025-115 Approving the request to waive park rental fees in the amount of \$935 for the 2025 4th Annual Stop the Gun Violence Community Outreach event, as amended. Council Member Tooson seconded the motion.

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

No: 0 None

Absent: (0)

C. Resolution No. 2025-116 Approving the request from Home of New Vision to waive park rental fees in the amount of \$1,785 for the 2025 Recovery Walk.

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2025-116 Approving the request from Home of New Vision to waive park rental fees in the amount of \$1,785 for the 2025 Recovery Walk. Council Member King seconded the motion.

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

No: 0 None

Absent: (0)

D. Resolution No. 2025-117 Approving a three-year Contract with WCA Assessing in the amounts of \$115,145, \$120,902, and \$126,947 respectively, with optional re-appraisal fees to be approved by City Council, and authorizing the Mayor and City Clerk to sign and execute the agreement.

Council Member Simmons moved to Approve Resolution No. 2025-117 Approving a three-year Contract with WCA Assessing in the amounts of \$115,145, \$120,902, and \$126,947 respectively, with optional re-appraisal fees to be approved by City Council, and authorizing the Mayor and City Clerk to sign and execute the agreement. Mayor Pro-Tem Wilcoxon seconded the motion.

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

No: 1 Amber Fellows

Absent: (0)

E. Resolution No. 2025-118 Approving the Fire and Police Pension Administrative Contract FY 2025-2026.

Council Member King moved to Approve Resolution No. 2025-118 Approving the Fire and Police Pension Administrative Contract FY 2025-2026. Mayor Pro-Tem Wilcoxon seconded the motion.

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

No: 0 None

Absent: (0)

F. Resolution No. 2025-119 Approving 21st Century Salvage as the contractor for the excavation of PCBs at the Water Street Redevelopment Area.

Council Member Tooson moved to Approve Resolution No. 2025-119 Approving 21st Century Salvage as the contractor for the excavation of PCBs at the Water Street Redevelopment Area. Council Member King seconded the motion.

Mayor Brown left the Chambers at 9:40p.m. and returned at 9:42p.m.

Council Member Simmons moved to Amend Resolution No. 2025-119 by adding Michigan Attorney General Opinion 6585 to the contract. Council Member King seconded the motion.

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

No: 0 None

Absent: (0)

Council Member Tooson moved to Approve Resolution No. 2025-119 Approving 21st Century Salvage as the contractor for the excavation of PCBs at the Water Street Redevelopment Area. as amended. Council Member King seconded the motion.

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

No: 0 None

Absent: (0)

Mayor Pro Tem Wilcoxon moved, supported by Council Member Tooson, to extend the meeting until 10:30p.m. The motion passed unanimously upon a voice vote.

G. Resolution No. 2025-120 Authorizing to extend the Dispatch Contract with Washtenaw County to June 30, 2026, on the same terms and conditions, and also authorizing the Mayor and City Clerk to sign the extension agreement, subject to the approval of the City Attorney.

Council Member Fellows moved to Approve Resolution No. 2025-120 Authorizing to extend the Dispatch Contract with Washtenaw County to June 30, 2026, on the same terms and conditions, and also authorizing the Mayor and City Clerk to sign the extension agreement, subject to the approval of the City Attorney. Council Member Tooson seconded the motion.

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

No: 0 None

Absent: (0)

H. Resolution No. 2025-121 Approving the Letter of Agreement to the IAFF 2022-2027 Collective Bargaining Agreement and authorizing the Mayor, City Manager, and City Clerk to execute the agreement upon approval by the City Attorney as to form.

Council Member McLean moved to Approve Resolution No. 2025-121. Mayor Pro-Tem Wilcoxon seconded the motion.

Council Member Simmons moved to Amend Resolution No. 2025-121 by amending the dollar amount per member. Mayor Pro-Tem Wilcoxon seconded the motion. The motion failed upon a roll call vote as follows:

Yes: (3) Michelle King, Desirae Simmons, Steve Wilcoxon

No: 4 Roland Tooson, Nicole Brown, Patrick McLean, Amber Fellows

Absent: (0)

Council Member McLean moved to Approve Resolution No. 2025-121 Approving the Letter of Agreement to the IAFF 2022-2027 Collective Bargaining Agreement and authorizing the Mayor, City Manager, and City Clerk to execute the agreement upon approval by the City Attorney as to form. Mayor Pro-Tem Wilcoxon seconded the motion.

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

No: 0 None

Absent: (0)

Council Member King left the Chambers at 10:01p.m. and returned at 10:04p.m.

I. Resolution No. 2025-122 to Protect the Ypsilanti Community from the Impacts of the 2025 Federal Budget Bill by Urging Senators Peters and Slotkin to vote no on this budget.

Council Member Simmons moved to Approve Resolution No. 2025-122 to Protect the Ypsilanti Community from the Impacts of the 2025 Federal Budget Bill by Urging Senators Peters and Slotkin to vote no on this budget. Council Member Fellows seconded the motion.

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

No: 0 None

Absent: (0)

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

J. City Council Retreat Questionnaire Discussion

K. Resolution No. 2025-123 Reappointing resident Phil Hollifield to the Planning Commission with a term ending May 1, 2028.

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2025-123 Reappointing resident Phil Hollifield to the Planning Commission with a term ending May 1, 2028. Council Member McLean seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows
No: 0 None
Absent: (0)

L. Resolution No. 2025-124 Approving the Michigan Department of Transportation Contract No. 25-5262; and also authorizing the Mayor and City Clerk to sign this contract, subject to approval by the City Attorney.

Council Member King moved to Approve Resolution No. 2025-124 Approving the Michigan Department of Transportation Contract No. 25-5262; and also authorizing the Mayor and City Clerk to sign this contract, subject to approval by the City Attorney. Mayor Pro-Tem Wilcoxon seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows
No: 0 None
Absent: (0)

XI. BOARD AND COMMISSION - LIAISON REPORTS

A. Police Advisory Commission

Council Member Tooson reported that members attended Peacenic for outreach work. Condolences to the French family and family of Jeff Cifor. There is a Ward 3 seat open.

B. Human Relations Commission

No report.

C. Parks and Arts Commission

No report.

D. Sustainability Commission

No report.

E. Historic District Commission

No report.

F. Planning Commission

Mayor Pro Tem Wilcoxon reported they meet tomorrow and will be discussing the Dark Sky Compliance Ordinance further.

G. Zoning Board of Appeals

No report.

XII. LIAISON REPORTS

A. SEMCOG Update

No report.

B. Washtenaw Area Transportation Study

Council Member Simmons reported that the annual meeting is tomorrow morning.

C. Urban County

No report.

D. Ypsilanti Downtown Development Authority

Mayor Brown reported the meeting is tomorrow at 8a.m.

E. Friends of Rutherford Pool

Mayor Pro Tem Wilcoxon reported that they had issues getting set up for the season and are reassessing what they can do in the future. The pool is open and lessons are happening!

XIII. COUNCIL PROPOSED BUSINESS

Council Member King -

- problems with speed bumps in Ainsworth Circle
- why rocks installed in Riverside park? Director Wessler stated to protect the grass in the park.

- Juneteenth reminder
- Farmer's Market every Saturday!

Council Member Tooson -

- residents near Ainsworth Circle have concerns about parking issues on Ferris creating a hazzard. Director Wessler will look into the parking.

Council Member Simmons -

- Issues regarding ticketing unlicensed vehicles
- discussed OTC drug 7H and a presentation for Council
- wondering when to schedule City Manager and Clerk reviews. City Manager stated it's historically in November, but there is no written policy

Council Member McLean left the Chambers at 10:57p.m.

- Job Core shut down - what are the impacts?

Council Member Fellows moved, supported by Council Member Simmons, to extend the meeting until 11:15p.m. The motion passed upon a voice vote.

- questioned loan for fire truck. City Manager will provide signed purchase order
- June 29th Tree Time in the Park, 10a.m. - 2p.m.
- how do we prioritize fixing potholes and deteriorating roads?

Council Member Fellows -

- July 1st Boards and Commissions Work Session at 6p.m.
- the agenda group meeting resulted in 2 policy updates coming soon - 1) Affirming reasons for 6p.m. start time and 2) Revisiting 2nd public comment at end of meeting
- will be looking through board & commission applications from the last year, with a focus on filling the Board of Ethics
- met with Attorney Barker regarding upcoming legislation and a possible committee
- stating a broad condemnation of the international war brewing in Iran

Council Member McLean -

- attended Peacenic; it was a wonderful event & hoping it continues
- commended Director Wessler on the DNR grant for trees

Mayor Pro Tem Wilcoxon -

- attended Peacenic; it was a very nice event
- reminder to check out the Farmer's Market
- College Heights trash collection interrupted. Director Wessler indicated it will be caught up tomorrow
- re: parking issue on Ferris - can it be time limited? Director Wessler stated there is a 36 hour limit

XIV. COMMUNICATIONS FROM THE MAYOR

- Sign up to receive the Council Information Letter! You'll find a lot of good information there.
- The City staff, Mayor, Mayor Pro Tem Wilcoxon, and Council Member King entertained 60 young people from Mr. Fox's summer government class. They were a joy and asked such wonderful questions!
- Showed off the handmade card from YIES students whom the Mayor read to a few weeks ago.
- Juneteenth reminder
- People are still driving through the bike lanes around Huron and Hamilton - why were they made so wide?

XV. COMMUNICATIONS FROM THE CITY MANAGER

- Reached out to LEAP about doing the public safety and health assessment
- attended first HRWC Technical Advisory Committee meeting

XVI. COMMUNICATIONS

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

XVIII. REMARKS FROM THE MAYOR

XIX. ADJOURNMENT

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

Mayor Brown adjourned the meeting at 11:11p.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.**

[MIN_FOOT]



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2025-130 Approving the design engineering services proposal from OHM for the Repaving of the Frog Island parking lot in the amount of \$ 110,000 and authorizing the Mayor and City Clerk to sign this contract, subject to approval by the City Attorney.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. 07-01 Frog Parking
2. ExA-map
3. 07-01 Frog Island parking resolution
4. Depot Town Parking Lot Design Proposal_Final

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
July 1, 2025

From: Bonnie Wessler, Director of Public Works

Subject: Frog Island parking lot mill & overlay

SUMMARY & BACKGROUND:

Funding has been programed in the City's capital improvement budget for repaving of the Frog Island parking lot. This will be coordinated with repair work & mill & overlay in the Freighthouse as well as the accessibility improvements in the north end. This is a design proposal from OHM. OHM has been working with the City on this design and the related designs as well, since around 2020.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Proposal

FY2024/2025 Goal Alignment

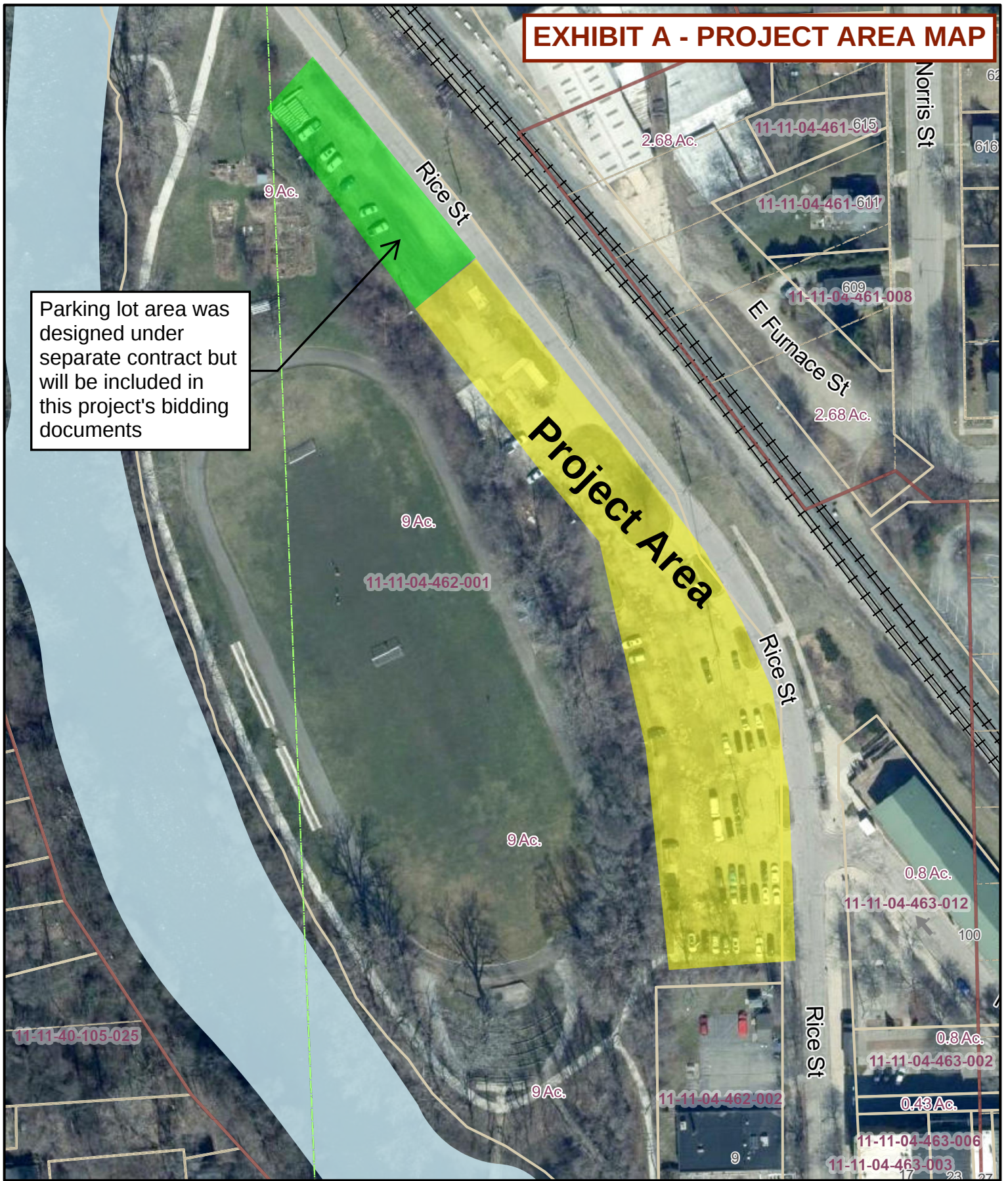
- **Strategic Goal 1: Capital Improvements and revitalization of City owned facilities and spaces.**
- Strategic Goal 2: Staff retention and creating greater efficiencies.
- Strategic Goal 3: Community Engagement
- Strategic Goal 4: Community Development
- **Strategic Goal 5: Infrastructure and investment**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

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

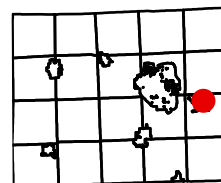
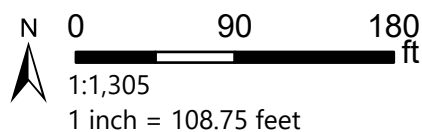
CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

EXHIBIT A - PROJECT AREA MAP



Downtown Parking



Created 3/11/2025



This is user-generated output from a Washtenaw County mapping application and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. Parcels may not be to scale and should not be construed as a "survey description." Conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.



Resolution No. 2025-130
July 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the repaving of the Frog Island parking lot has been budgeted in the 25/26 Capital Improvement Fund; and

Whereas, the City of Ypsilanti is in need of design engineering services and bid assistance for this project; and

Whereas, OHM has submitted a proposal for these services, and

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti ,City Council approves the proposal submitted by OHM in the amount of \$ 110,000; 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.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



June 10, 2025

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

Subject: **Proposal for Professional Design Services
Frog Island Depot Town Parking Lot Improvements**

Dear Ms. Wessler:

Orchard, Hiltz & McCliment, Inc. (OHM Advisors) is pleased to submit this proposal for design engineering and Bid Document preparation for parking lot improvements at the Frog Island lot in Depot Town, Ypsilanti.

PROJECT UNDERSTANDING

The City of Ypsilanti was awarded a Michigan Department of Natural Resources (MDNR) grant to improve accessibility at the north end of Frog Island Park. In 2023, the City authorized OHM Advisors to prepare design and bidding documents for the accessibility upgrades and pavement reconstruction of the north end parking area (see green the attached exhibit). The design of the north end parking lot reconstruction is complete; however, this part of the project has since been removed from the Frog Island Accessibility project and will instead be included in the bidding documents outlined below.

Separately, the City has secured additional funding to reconstruct the City-owned parking lot in Depot Town, located on the west side of Market Place, north of Cross Street, between Frog Island Park and the Ypsilanti Freight House (see yellow area in attached exhibit). The City has asked OHM Advisors to provide a design proposal for this project as well, including preparation of bidding documents and support during the bidding process.

As part of the design effort, it is our understanding that the City will arrange for the televising of the existing storm sewer system serving the parking lot. OHM Advisors will review the inspection footage and condition data and incorporate findings into the final design.

SCOPE OF SERVICES

OHM will prepare design and bidding documents for the parking lot improvements. Below is our proposed scope of services for completing the documents necessary to proceed through project bidding.

Design Services

- Pre-design topographic survey
- Geotechnical Engineering (via 3rd party consultant)
- Civil engineering
- Landscape architecture
- Bidding / Construction Documents preparation



Specific Project Requirements

This proposal and our effort are based on the following known or assumed project scope items:

1. Removal and repaving of the existing asphalt parking lot. Rice Street is not included.
2. Target replacement and/or repair of existing storm sewer collection system (piping, culverts, catch basins, manholes) for site runoff.
3. Assumes 1.4-acre approximate improvement area.
4. Stormwater discharge assumed to be existing storm drainage pipe. It is unclear if the entire project area utilizes the northern Frog Island Park outlet, or if it is divided between the southern outlet as well.
5. Minimal earthwork as needed to facilitate parking lot grading and layout.
6. Parking and vehicular traffic guidance signage associated with the improvements described above.
7. Temporary facilities such as: traffic control signage plan and soil erosion measures.

WORK PLAN

Task 1. Project Initiation, Topographic Survey, & Geotechnical Investigation

During project initiation, OHM Advisors will work closely with the City to engage project stakeholders to explore and describe the project goals, desired improvements, and the client's project requirements.

1. Lead a project kickoff meeting with the design team and the City.
2. Collect and review available background data, including the Fishbeck Parking Structure Feasibility Study with boundary survey.
3. Conduct an onsite engineering assessment. During our site visit, we will visually evaluate the following site information: existing improvements, adjacent properties, adjacent land use, and observable natural features.

OHM will utilize the previously completed boundary survey completed under the feasibility study as an initial base map and will supplement with additional topographic survey. Survey data will be combined with other available property, easement, utility, and record data to produce a site base map. OHM will request existing utility maps and GIS data for property lines. The data will be assembled and imported into the design software (AutoCAD Civil-3D). OHM Surveyors will perform desktop research and execute GPS field data collection to perform a topographic survey in Michigan State Plane coordinates and NAVD88 vertical datum. The survey will include:

1. OHM will establish horizontal and vertical control along the project limits; three (3) benchmarks will be set.
2. Existing, observable planimetric and topographic features on site (see Exhibit A). One-foot contours.
3. Required off-site elevations and buildings within 100-feet of site boundaries.
4. Existing building and structure corners as well as exterior ADA accessible routes are not present on site.

OHM will work with G2 Consulting Group to perform a geotechnical (soils) investigation which will include:

1. Six (6) drilled soil borings to 10-ft deep, with samples collected and laboratory analysis of collected samples.
2. Design recommendations for parking lot foundation and pavement, earthwork, and groundwater management.

DELIVERABLE - Existing conditions drawing PDF showing boundaries, topography, and known utilities, and a Geotechnical Investigation Report.



Task 2. Pre-Design Reporting

To document the results of pre-design studies and investigations, OHM will prepare the following reports for the client's use.

1. Develop a graphical concept package with conceptual proposed site layouts. Concepts will be presented in the study report to graphically depict our understanding of the City's project goals and vision overtop of the base map as background. We anticipate presenting two (2) site layout alternatives at the conceptual level.
2. After the concepts have been prepared, OHM will prepare and deliver a preliminary engineering report with a narrative structure and pertinent figures including project background, goals, and drivers, existing conditions summary, permitting agencies, and required approvals. Considerations and known requirements for eventual design and construction of the proposed improvements and site development, and an order-of-magnitude opinion of probable construction cost.

DELIVERABLE - Preliminary Engineering Report with two (2) concepts.

Task 3. Preliminary Engineering Design

OHM will meet with the City to go over the report and two (2) concepts and the City will select a concept for the project. OHM will advance the selected concept to include a more detailed overall site layout. Collaboration with and input from the City remains critical as we explore known issues and constraints such as budget, timeline, required approvals, and public impact. Drawings and a civil engineering narrative developed during preliminary design are the framework for eventual construction documents and will be comprised of a portion of the final drawings, developed to sufficient detail for this phase. OHM will:

1. Issue preliminary drawings, submitted to the City for review and attend design review meeting with the City.
2. OHM will review storm sewer videos provided by the City for consideration of storm sewer improvements and repairs.
3. OHM will prepare a graphical site plan for the City's use in presentations and meetings.
4. OHM will review the proposed site improvements to prepare a preliminary budget.

DELIVERABLE – 30% preliminary drawings, preliminary budget, and graphical site plan for discussion with stakeholders.

Task 4. Approvals and Final Engineering Design

To complete the design, OHM Advisors will develop a level of detail necessary to define a clear, coordinated description of all project aspects within our scope. OHM will:

1. Develop final design plans suitable for City approval and attend design review meeting with the City.
2. Submit plans to the Washtenaw County Water Resources Commissioner's office for a Soil Erosion and Sedimentation Control (SESC) permit approval.
3. Assemble a draft EJCDC construction project manual "Front End" for City legal review. OHM will also include technical specifications for the scope of work.
4. Develop a final Opinion of Probable Construction cost.

DELIVERABLE – 90% design plans and bid book, final opinion of probable construction costs, and SESC permit application submittal.



Task 5. Construction Documents

In this final design phase, OHM will finalize plans and specifications to a level of detail suitable for bidding, award, and construction. OHM will:

1. Incorporate City review comments and permitting comments into the final bidding documents for distribution for bidding.

DELIVERABLE - Issue 100% bid documents for the City to post on BidNet/MITN.

Task 6. Bidding Assistance

During the bidding stage, OHM will assist the client in attempting to secure bid proposals from multiple qualified contractors while providing equal knowledge about project requirements to all prospective bidders. OHM will:

1. Supply bid documents for posting, by the City, to a public bidding site utilized by other public entities (cities, villages, schools, etc.). Prospective bidders will download and print/plot documents.
2. Coordinate the pre-bid meeting on-site.
3. Issue one (1) bid addendum in response to bidder's questions, to convey reasonable design clarifications which affect construction of the approved scope.
4. Attend the bid opening and tabulate the received bids.
5. Review the two (2) lowest bidders bid packages for completeness. Perform a standard phone interview for up to three (3) references for the two (2) lowest bidders.
6. Submit a letter to the City summarizing the results of the bidding and subsequent interviews.
7. Attend one (1) Council Meeting for contract award.
8. Coordinate the execution of the contract documents and distribute.

DELIVERABLE - Bid summary letter, Final Contract Documents for execution, OHM construction phase services proposal

PROJECT SCHEDULE

OHM will begin work outlined in this proposal within two (2) weeks of authorization. A more detailed schedule will be discussed with the City upon authorization, but we anticipate the following task durations at this time:

Phase		Duration
Phase 1	Project Initiation, Survey, and Concepts (T1-T2)	8 weeks
Phase 2	Design and Approvals (T3-T5)	12-16 weeks
Phase 3	Bidding (T6)	2-4 weeks

Potential schedule related items out of our control which may impact task durations are as follows:

- Client, stakeholder, and regulatory review times (assumed 2 weeks each)
- Public engagement
- Subconsultant availability, weather delays, and/or global supply / labor issues



FEE SCHEDULE

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

OHM Advisors' fee for our professional services is **\$110,000**.

SCOPE CLARIFICATIONS AND ASSUMPTIONS

Our work plan, compensation, and project schedule for professional services were prepared based on the following assumptions.

General Assumptions

- Administration of any grants is the sole responsibility of the City.
- New stormwater detention and/or storage are assumed not required under this project.
- There will be no floodplain, or floodway impacts or encroachment and no wetland incursion or impact; a flood study and wetland delineation study is not required.
- Environmental concerns will affect the costs of soils disposal, but no in-situ remediation is required.
- Testing or destructive investigations of site conditions/facilities; hazardous/contaminated materials surveys are not included.
- Verification of drawings or other information furnished by others is not included.
- Review & Permit fees shall be the City's responsibility as well as building and site user coordination, public engagement, and impact notification.

Additional Services

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

AUTHORIZATION

If this proposal is acceptable to you, your signature added below with a full copy returned to me will serve as our authorization to proceed. This proposal is valid for 45 days from the date of the submission. Thank you for giving us the opportunity to be of service! We look forward to working with you on this project. If you have any questions or comments, please contact me at Rachel.jackson@ohm-advisors.com or (734) 466-4561.

Sincerely,

OHM Advisors

Rachel Jackson, PE
Project Manager

cc: Andrew Hellenga, City Manager
Tracey Boudreau, City Clerk
Kent Early, PE, OHM Advisors
Alex Bade, PE, OHM Advisors



Proposal for Professional Services Frog Island Depot Town Parking Lot Improvements

Accepted for:
CITY OF YPSILANTI
(CLIENT and OWNER)

(signature)

(signature)

(Name – title)

(Name – title)

(date)

(date)

Attachments: Exhibit A – Project Area Map (1 page)



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2025-131 Approving the proposal submitted by OHM for construction engineering administration and material testing in the amount of \$185,580 for the reconstruction of Harriet (Hawkins to Hamilton) and authorizing the Mayor and City Clerk to sign this contract, subject to approval by the City Attorney.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. 07-01 OHM Contract Harriet Phase 1
2. Resolution 2025-131 Harriet construction engineering
3. OHM_Harriet PH1 Construction Services Proposal_6-10-25
4. Harriet Phase 1 Bid Tabulation

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
July 1, 2025

From: Bonnie Wessler, Director of Public Works

Subject: Harriet (First to Hawkins) Reconstruction, OHM Construction Engineering/Oversight Proposal

SUMMARY & BACKGROUND:

Funding has been programed in the Washtenaw County Transportation Improvement Program (TIP) for a reconstruction of Harriet St, from Hawkins west to First Ave, inclusive of the Harriet/Hawkins intersection. This work will include mill & removal of the asphalt surface, replacement of the base courses and drainage, sidewalk patching, as well as necessary related work. This work will be preceded by YCUA's water main work and lead service line replacement program (10 service leads will be replaced), so this will be a busy summer.

This construction work is estimated to cost a total of \$1,423,300; \$1,112,422 (78%) will be covered from Federal funds; this is a combination of formula funds (STU) and competitive grant funds (TAP). The City's balance payable to MDOT will be \$310,878.

MDOT has bid the project and made an award; Council approved that contract on 6/17. This resolution is regarding OHM's proposal for construction engineering/construction admin & material testing. CE services are generally approximately 10-20% of the construction amount; the amount proposed is \$185,580 due to the complexity of the project (overlap with YCUA and grant administration).

It is anticipated that we will budget for and provide these repairs for calendar year 2025; expenses will be spread over CY 2026 and 2026, possibly 2027 due to MDOT billing practice. Harriet (Hawkins to Hamilton, not inclusive of either intersection) is planned for 2026, with design expenditures beginning CY2025.

	Account	City Share	Total Anticipated Amount
Design Engineering	202-7-9067-7818-00	\$114,710	\$114,710
Construction Engineering	202-7-9067-7818-00	\$185,580	\$185,580
Construction	202-7-9067-7818-00	\$310,878	\$1,423,300
		Total Project Cost	\$1,723,590
		Total City Share	\$611,168

RECOMMENDED ACTION: Approval

ATTACHMENTS: Contract

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**

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the rehabilitation of Harriet Street is programmed for construction year 2025 in the current 3-year TIP; and

WHEREAS, construction engineering/oversight and materials testing services are required for successful completion of this project.

NOW THEREFORE BE IT RESOLVED THAT that the Ypsilanti City Council approves the proposal submitted by OHM in the amount of \$ 185,580; 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.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



June 10, 2025

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

Subject: Proposal for Construction Phase Services
Harriet Street, 1st Avenue to Hawkins Street

Dear Ms. Wessler:

OHM Advisors is pleased to submit this proposal for construction phase engineering, contract administration, material testing, and survey staking services for the pavement reconstruction on Harriet Street from 1st Avenue to Hawkins Street.

PROJECT UNDERSTANDING

This project consists of full pavement reconstruction, drainage improvements, and pedestrian facility upgrades on Harriet Street from 1st Avenue to Hawkins Street. This federally funded Local Agency Program (LAP) project includes Transportation Alternatives Planning (TAP) funds and will be administered by Michigan Department of Transportation (MDOT). This project will also be coordinated with the Ypsilanti Community Utilities Authority (YCUA) water main replacement project taking place prior to the Harriet Street roadway reconstruction. The timeline of services is based on the outline that has an estimated start of August 1, 2025, project substantial completion date of October 31, 2025, and project final completion date of May 31, 2026.

SCOPE OF SERVICES

Contract Administration Services shall consist of the preparation of bi-weekly pay estimates based on quantities provided with the inspector's daily reports to meet MDOT deadlines for payment purposes. MDOT's Field Manager software shall be used to track pay estimates and project pay quantities, materials used, and testing results. Information tracked will be used in the resolution of claims and/or contract document interpretation along with reviews of project schedules to monitor compliance with deadlines. These services shall also include project closeout, consisting of final pay estimate preparation, obtaining closeout documents required from the contractor and a balancing change order reflecting increases, decreases, credits, and/or extras to the contract. The specific tasks included in construction administration include:

- ▶ Perform as the MDOT LAP Project Engineer for the Project consistent with the FHWA requirements and in accordance with the specifications, plans, proposal, the Michigan Construction Manual, the Materials Sampling Guide, and other applicable references, guidelines, and/or procedure manuals.
- ▶ Provide an experienced certified office technician knowledgeable with Field Manager system, and procedures regarding project record documentation. Provide administrative support and computer equipment necessary to run Field Manager system. MDOT filing nomenclature and hierarchy must be followed.



- ▶ Arrange and conduct a preconstruction meeting and progress meetings required to carry out the services required by the City and MDOT. Eight (8) meetings are anticipated. Prepare and distribute minutes for meetings.
- ▶ Attend (1) public meeting, if desired, and assist the City with providing notifications for the meeting. The meeting will include residents along impacted properties and immediate surrounding area for the length of the project.
- ▶ Provide appropriate coordination with local, state, and/or federal agencies, public, AAATA, utilities, local police, fire, emergency services, and the public-school system(s), impacted by the project.
- ▶ Notify the City immediately of unanticipated conditions and changes, extras, or adjustments to the contract before processing a work order and/or recommendation.
- ▶ Resolve problems, issues, discrepancies, or other items brought to our attention by the Contractor or City. Provide written documentation of the resolution of such issues. Keep the City informed of issues.
- ▶ Represent the City as the Project Engineer on claims and time extensions of time requests filed on behalf of the Construction Contractor and/or Subcontractor on the project against the City. OHM, in accordance with Section 104.10 of the 2020 Standard Specification, shall represent these claims for construction and follow MDOT'S Written Claim Procedures in effect at the time the Construction Contractor files the claim.

Survey Layout during the construction phase shall consist of the required staking for line and elevation of specific contract items such as pavement replacement, curb and gutter replacement and storm sewer construction. Staking will be at a minimum of 50-foot intervals and includes the top of curb or edge of pavement grade only. Offset stakes will be discussed with the Contractor.

- ▶ Provide staking for line and grade of curb installation, sidewalk, and sidewalk ramp installation, paving, and storm structures.

Observation Services shall consist of full-time observation of the work progress by the Contractor(s) on days when critical items of work are performed. Daily field reports (IDR's) will be prepared documenting pay item quantities and the general work progress for the day. OHM will answer residents' questions and attempt to resolve complaints on a daily basis during construction. OHM will also interact with the Contractor's supervisory personnel to notify them when work is unacceptable and in need of correction, or removal and replacement of specific work elements if the situation warrants. The specific tasks include:

- ▶ Perform observations for the project consistent with the MDOT'S practice and in accordance with the specifications, plans, proposal, the Michigan Construction Manual, the Materials Sampling Guide, and other applicable references, guidelines, and/or procedures manuals. OHM will assign technicians to this project to perform the required services. Personnel performing inspection and testing on bituminous, portland cement, aggregate for density will have the appropriate certification level for the inspection and testing that is being performed.
- ▶ Keep daily diaries, sketches, logs, and records consistent with City/MDOT practices as may be needed to record the Contractor's progress. Notify the City of anticipated Contractor's requests for extensions of time.
- ▶ Provide observation of Contractor field construction work, provide quality control, and confirm substantial conformance with the specifications, plans, and proposal. Arrange for non-compliant work to be made whole by the Contractor or to find the non-compliance work acceptable to the City.



- ▶ Complete a final inspection of work, or such portions thereof eligible for acceptance, after notification by the Contractor that the work is completed or after OHM'S records show the work is completed. The final inspection shall include notifying the Contractor in writing of defects to be remedied if work is not acceptable.
- ▶ Confirm the work has been performed in accordance with the plans and specifications, or such modifications, and recommend acceptance of the project. Invite the City and appropriate MDOT personnel to participate in the final walk-through.

Construction Engineering Services shall consist of the supervision of the construction inspection staff to provide appropriate project staffing and project documentation. The specific tasks include:

- ▶ Shop drawing review.
- ▶ Resolution of construction issues/problems which may arise, review and recommendations to the City regarding claims from the contractor(s) including preparation of change orders if required, complaint resolution, review of project progress for compliance with approved schedule and recommendations to the City for penalties and/or changes in the time of completion of projects.
- ▶ OHM shall coordinate the efforts of materials testing by G2 Consulting Group and review materials testing reports to check for compliance with contract documents and make appropriate recommendations (when needed) to the City.
- ▶ OHM will develop and coordinate with the City, draft letters to the area businesses and residents at the start of construction and, when needed, send out letters when there are changes in construction sequences or schedule. Letters shall be mailed by the City.
- ▶ Perform required Davis Bacon Wage Rate interviews (Form 1156).
- ▶ Coordination with MDOT as needed to comply with MDOT and Federal aid process.
- ▶ Provide input and support at the final MDOT audit of the construction file.
- ▶ Measure, compute quantities, and provide appropriate documentation of materials incorporated in work items. Maintain an item history using the most current version of Field Manager as required by MDOT.
- ▶ Track failed material tests and notify the Contractor on a bi-weekly basis.
- ▶ Prepare reports and records as required by the MDOT, such as:
 - i. Inspector's Daily Reports,
 - ii. Work Orders,
 - iii. Construction Item and Tested Material Records using Field Manager,
 - iv. Transfer of Tested Materials,
 - v. Monthly Report on Material Inspection,
 - vi. Moisture and Density Determination Reports (Form 582B & A),
 - vii. Inspector's Report of Concrete Placed (Form 1174R & S),
 - viii. NPDES Storm water Operator Reports (Form 1126),
 - ix. Prevailing Wage using LCP Tracker,
 - x. Construction Estimate Bi-Weekly Report,



- xi. Force Accounts,
 - xii. Contract Modifications (Recommendations and Authorizations),
 - xiii. Extension of Time and Liquidated Damages,
 - xiv. Contractor Performance Evaluations,
 - xv. Reduction in Reserve, and
 - xvi. Other records and/or reports as required for the individual Project by the City and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and applicable references, guidelines, and/or procedures manuals.
- ▼ Review, process, and/or approve construction Contractor submittal of records and reports required by the MDOT as applicable to the Project, which as a minimum include:
 - i. Working Drawings,
 - ii. Weekly Employment Reports and Certified Payrolls,
 - iii. Contractor's claims for additional compensation and extension(s) of time, and
 - iv. Other reports and records as required for the Project by the City.
 - ▼ Field measure applicable items of work. Prepare final summaries for applicable items of work.
 - ▼ Participate in and resolve items determined to be insufficient during MDOT'S review(s) of project records and/or during the Project Engineer Certification Process prior to submitting the final estimate. Within 45 calendar days of the actual project completion date, the project records shall be ready for the final records review.
 - ▼ Prepare and submit the final estimate, final quantity sheets, final marked as-constructed plans, and the design/construction package evaluation. The final estimate package shall be submitted to the City within 30 days of the final records review.
 - ▼ Provide updates to the City's GIS system for any changes to the storm sewer within the project limits.

Geotechnical and Materials Testing is included and will be performed by G2 Consulting. Material testing will include testing materials in accordance with MDOT requirements.

FEE SCHEDULE

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

<u>Description</u>	<u>Fee</u>
Construction CE and CA Services	\$172,855.00
<u>Material Testing (G2).....</u>	<u>\$ 12,725.00</u>
Total Construction Phase Services	\$ 185,580.00



ADDITIONAL SERVICES

OHM will be pleased to provide the following additional services for this project on a time and material basis. A separate proposal would be provided for such services.

- ▶ Record drawing preparation
- ▶ Additional geotechnical services
- ▶ Additional construction staking and layout
- ▶ Other requested meetings or services not specifically described in this scope of work

AUTHORIZATION

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

Sincerely,

OHM Advisors

Richard R Hobgood, P.E.
Project Manager

cc: Andrew Hellenga, City Manager
Fraser Payne, PE, OHM Advisors
Kent Early, PE, OHM Advisors
Rachel Jackson, PE, OHM Advisors
file

Accepted for City of Ypsilanti Harriet Street Construction Phase Services

(Signature)

(Printed Name)

(Title)

(Date)

Clerk Signature

(Signature)

(Printed Name)

(Title)

(Date)



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Tabulation of Bids

Report v1

Call Number: 045

Contract ID: 81000-215088

Project(s): 25A0601, 25A0602

Letting Date: June 06, 2025

Region(s): Brighton TSC

Counties: Washtenaw County

Contract Time: 05/31/26 COMPLETION DATE

Contract Description: 0.28 mi of hot mix asphalt reconstruction, pedestrian crossings, concrete sidewalks and pavement markings on Harriet Street from First Avenue to Hawkins Street in the city of Ypsilanti, Washtenaw County. This is a Local Agency project. ** 1423 Ea or Comb/Jt. 1423 Cb, J **In addition to the above minimum prequalification requirement for prime contractors this project includes subclassifications of Cb, Ea and J. If the prime contractor is not prequalified in those subclassifications it must use prequalified subcontractors. Those subcontractors must be designated prior to award of the contract to the confirmed low bidder.

List of Vendors

Rank	Vendor ID/Name	Total Bid	Percent Of Low Bid	Percent Over/Under Estimate
0	-EST- - Engineer's Estimate	\$1,423,280.00	110.41%	100.00%
1	07604 - Fonson Company, Inc.	\$1,289,123.35	100.00%	-9.43%
2	00891 - Florence Cement Company	\$1,326,121.88	102.87%	-6.83%

Tabulation of Bids

Report v1

Line No / Item ID Item Description			(0) Engineer's Estimate		(1) Fonson Company, Inc.		(2) Florence Cement Company	
Alt Set / Alt Member	Quantity and Units		Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
Section ID/Descr: 1 - Road Work								
0005	1047051	(1)	3,000.00000	3,000.00	1,350.00000	1,350.00	1,075.00000	1,075.00
_ Video Inspection		LSUM						
0010	1077060	5,000.000	1.00000	5,000.00	1.00000	5,000.00	1.00000	5,000.00
_ Permit Fees		Dlr						
0015	1100001	(1)	128,800.00000	128,800.00	128,800.00000	128,800.00	128,800.00000	128,800.00
Mobilization, Max \$128,800.00		LSUM						
0020	2030011	3.000	600.00000	1,800.00	450.00000	1,350.00	802.81000	2,408.43
Dr Structure, Rem		Ea						
0025	2030015	218.000	20.00000	4,360.00	25.00000	5,450.00	57.32000	12,495.76
Sewer, Rem, Less than 24 inch		Ft						
0030	2030016	67.000	22.00000	1,474.00	35.00000	2,345.00	74.57000	4,996.19
Sewer, Rem, 24 inch to 48 inch		Ft						
0035	2040020	2,558.000	14.00000	35,812.00	7.50000	19,185.00	7.15000	18,289.70
Curb and Gutter, Rem		Ft						



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Tabulation of Bids

Report v1

Line No / Item ID Item Description			(0) Engineer's Estimate		(1) Fonson Company, Inc.		(2) Florence Cement Company	
Alt Set / Alt Member	Quantity and Units		Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
Section ID/Descr: 1 - Road Work								
0040	2040055	1,535.000	17.00000	26,095.00	15.50000	23,792.50	9.24000	14,183.40
	Sidewalk, Rem	Syd						
0045	2047011	5,778.000	13.00000	75,114.00	6.20000	35,823.60	7.52000	43,450.56
	_ Pavt, Rem, Modified	Syd						
0050	2057002	13.000	5,000.00000	65,000.00	12,000.00000	156,000.00	9,132.82000	118,726.66
	_ Station Grading	Sta						
0055	2057021	350.000	67.00000	23,450.00	65.00000	22,750.00	82.16000	28,756.00
	_ Subgrade Undercutting, 1x3 Refill	Cyd						
0060	2057021	350.000	75.00000	26,250.00	68.00000	23,800.00	92.65000	32,427.50
	_ Subgrade Undercutting, Type IV, Spec	Cyd						
0065	2057050	25.000	1,000.00000	25,000.00	500.00000	12,500.00	10.00000	250.00
	_ Exploratory Excavation	Ea						
0070	2080020	12.000	135.00000	1,620.00	120.00000	1,440.00	107.25000	1,287.00
	Erosion Control, Inlet Protection, Fabric Drop	Ea						

Tabulation of Bids

Report v1

Line No / Item ID Item Description			(0) Engineer's Estimate		(1) Fonson Company, Inc.		(2) Florence Cement Company	
Alt Set / Alt Member	Quantity and Units		Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
Section ID/Descr: 1 - Road Work								
0075	2080036	500.000	3.00000	1,500.00	3.50000	1,750.00	2.82000	1,410.00
Erosion Control, Silt Fence		Ft						
0080	3027011	6,120.000	25.00000	153,000.00	23.00000	140,760.00	22.02000	134,762.40
_ Aggregate Base, 12 inch, Modified		Syd						
0085	3027011	1,269.000	18.00000	22,842.00	19.25000	24,428.25	11.53000	14,631.57
_ Aggregate Base, 4 inch, Modified		Syd						
0090	3027011	825.000	20.00000	16,500.00	20.00000	16,500.00	16.23000	13,389.75
_ Aggregate Base, 6 inch, Modified		Syd						
0095	3060020	500.000	40.00000	20,000.00	35.00000	17,500.00	30.43000	15,215.00
Maintenance Gravel		Ton						
0100	4020600	200.000	100.00000	20,000.00	45.00000	9,000.00	144.96000	28,992.00
Sewer, CI E, 12 inch, Tr Det B		Ft						
0105	4020603	68.000	150.00000	10,200.00	65.00000	4,420.00	187.18000	12,728.24
Sewer, CI E, 24 inch, Tr Det B		Ft						

Tabulation of Bids

Report v1

Line No / Item ID Item Description			(0) Engineer's Estimate		(1) Fonson Company, Inc.		(2) Florence Cement Company	
Alt Set / Alt Member	Quantity and Units		Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
Section ID/Descr: 1 - Road Work								
0110	4021206	1.000	900.00000	900.00	1,000.00000	1,000.00	886.88000	886.88
	Sewer Tap, 18 inch	Ea						
0115	4021207	1.000	1,200.00000	1,200.00	1,000.00000	1,000.00	1,153.53000	1,153.53
	Sewer Tap, 24 inch	Ea						
0120	4030005	9.000	1,000.00000	9,000.00	450.00000	4,050.00	1,830.64000	16,475.76
	Dr Structure Cover, Adj, Case 1	Ea						
0125	4030006	4.000	1,000.00000	4,000.00	265.00000	1,060.00	835.15000	3,340.60
	Dr Structure Cover, Adj, Case 2	Ea						
0130	4030010	3.000	550.00000	1,650.00	700.00000	2,100.00	700.00000	2,100.00
	Dr Structure Cover, Type B	Ea						
0135	4030050	3.000	800.00000	2,400.00	960.00000	2,880.00	975.00000	2,925.00
	Dr Structure Cover, Type K	Ea						
0140	4030200	1.000	1,850.00000	1,850.00	1,500.00000	1,500.00	1,343.90000	1,343.90
	Dr Structure, 24 inch dia	Ea						

Tabulation of Bids

Report v1

Line No / Item ID Item Description			(0) Engineer's Estimate		(1) Fonson Company, Inc.		(2) Florence Cement Company	
Alt Set / Alt Member	Quantity and Units		Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
Section ID/Descr: 1 - Road Work								
0145	4030210	2.000	3,000.00000	6,000.00	2,500.00000	5,000.00	3,638.62000	7,277.24
Dr Structure, 48 inch dia		Ea						
0150	4030220	1.000	4,400.00000	4,400.00	5,000.00000	5,000.00	6,352.33000	6,352.33
Dr Structure, 60 inch dia		Ea						
0155	4030280	20.000	1,000.00000	20,000.00	150.00000	3,000.00	730.12000	14,602.40
Dr Structure, Adj, Add Depth		Ft						
0160	4030306	6.000	260.00000	1,560.00	160.00000	960.00	321.17000	1,927.02
Dr Structure, Tap, 6 inch		Ea						
0165	4030312	2.000	850.00000	1,700.00	425.00000	850.00	846.47000	1,692.94
Dr Structure, Tap, 12 inch		Ea						
0170	4037050	15.000	1,000.00000	15,000.00	1,300.00000	19,500.00	1,836.77000	27,551.55
_ Utility Structure Cover, Adj, Case 1		Ea						
0175	4040063	640.000	18.00000	11,520.00	11.00000	7,040.00	25.00000	16,000.00
Underdrain, Subbase, 6 inch		Ft						

Tabulation of Bids

Report v1

Line No / Item ID Item Description			(0) Engineer's Estimate		(1) Fonson Company, Inc.		(2) Florence Cement Company	
Alt Set / Alt Member	Quantity and Units		Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
Section ID/Descr: 1 - Road Work								
0180	5010002	228.000	6.00000	1,368.00	4.50000	1,026.00	44.80000	10,214.40
Cold Milling HMA Surface		Syd						
0185	5010025	50.000	250.00000	12,500.00	275.00000	13,750.00	103.20000	5,160.00
Hand Patching		Ton						
0190	5012025	1,450.000	140.00000	203,000.00	110.00000	159,500.00	115.50000	167,475.00
HMA, 4EML		Ton						
0195	5012037	690.000	150.00000	103,500.00	130.00000	89,700.00	117.63000	81,164.70
HMA, 5EML		Ton						
0200	8017011	385.000	70.00000	26,950.00	63.00000	24,255.00	75.99000	29,256.15
_ Driveway, Nonreinf Conc, 6 inch, Modified		Syd						
0205	8017011	22.000	100.00000	2,200.00	85.00000	1,870.00	97.96000	2,155.12
_ Driveway, Nonreinf Conc, 8 inch, Modified		Syd						
0210	8020039	751.000	40.00000	30,040.00	26.00000	19,526.00	26.00000	19,526.00
Curb and Gutter, Conc, Det F5		Ft						

Tabulation of Bids

Report v1

Line No / Item ID Item Description		(0) Engineer's Estimate		(1) Fonson Company, Inc.		(2) Florence Cement Company	
Alt Set / Alt Member	Quantity and Units	Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
Section ID/Descr: 1 - Road Work							
0215 8020040	1,384.000 Ft	35.00000	48,440.00	27.00000	37,368.00	27.00000	37,368.00
Curb and Gutter, Conc, Det F6							
0220 8030010	90.000 Ft	60.00000	5,400.00	65.00000	5,850.00	65.00000	5,850.00
Detectable Warning Surface							
0225 8030044	10,585.000 Sft	8.00000	84,680.00	5.00000	52,925.00	6.49000	68,696.65
Sidewalk, Conc, 4 inch							
0230 8030046	2,823.000 Sft	9.00000	25,407.00	7.00000	19,761.00	15.68000	44,264.64
Sidewalk, Conc, 6 inch							
0235 8032002	951.000 Sft	10.00000	9,510.00	7.00000	6,657.00	9.01000	8,568.51
Curb Ramp, Conc, 6 inch							
0240 8100371	152.000 Ft	8.00000	1,216.00	12.00000	1,824.00	12.00000	1,824.00
Post, Steel, 3 pound							
0245 8100402	5.000 Ea	50.00000	250.00	65.00000	325.00	65.00000	325.00
Sign, Type III, Erect, Salv							



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Tabulation of Bids

Report v1

Line No / Item ID Item Description			(0) Engineer's Estimate		(1) Fonson Company, Inc.		(2) Florence Cement Company	
Alt Set / Alt Member	Quantity and Units		Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
Section ID/Descr: 1 - Road Work								
0250	8100403	2.000	10.00000	20.00	20.00000	40.00	20.00000	40.00
	Sign, Type III, Rem	Ea						
0255	8100404	9.000	19.00000	171.00	20.00000	180.00	20.00000	180.00
	Sign, Type IIIA	Sft						
0260	8100405	43.000	17.00000	731.00	20.00000	860.00	20.00000	860.00
	Sign, Type IIIB	Sft						
0265	8102003	5.000	15.00000	75.00	20.00000	100.00	20.00000	100.00
	Sign, Type III, Rem, Salv	Ea						
0270	8102010	8.000	10.00000	80.00	20.00000	160.00	20.00000	160.00
	Ground Mtd Sign Support, Rem	Ea						
0275	8110041	258.000	7.00000	1,806.00	8.00000	2,064.00	8.00000	2,064.00
	Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	Ft						
0280	8110045	83.000	15.50000	1,286.50	16.00000	1,328.00	16.00000	1,328.00
	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	Ft						

Tabulation of Bids

Report v1

Line No / Item ID Item Description			(0) Engineer's Estimate		(1) Fonson Company, Inc.		(2) Florence Cement Company	
Alt Set / Alt Member	Quantity and Units		Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
Section ID/Descr: 1 - Road Work								
0285	8110153	150.000	0.50000	75.00	1.95000	292.50	1.95000	292.50
Pavt Mrkg, Sprayable Thermopl, 4 inch, White								
0290	8110154	2,150.000	0.50000	1,075.00	1.95000	4,192.50	1.95000	4,192.50
Pavt Mrkg, Sprayable Thermopl, 4 inch, Yellow								
0295	8110450	2,150.000	1.00000	2,150.00	1.75000	3,762.50	1.75000	3,762.50
Recessing Pavt Mrkg, Longit								
0300	8120012	25.000	50.00000	1,250.00	52.50000	1,312.50	52.50000	1,312.50
Barricade, Type III, High Intensity, Double Sided, Lighted, Furn								
0305	8120013	25.000	5.00000	125.00	0.01000	0.25	0.01000	0.25
Barricade, Type III, High Intensity, Double Sided, Lighted, Oper								
0310	8120026	10.000	55.00000	550.00	52.50000	525.00	52.50000	525.00
Pedestrian Type II Barricade, Temp								

Tabulation of Bids

Line No / Item ID Item Description			(0) Engineer's Estimate		(1) Fonson Company, Inc.		(2) Florence Cement Company	
Alt Set / Alt Member	Quantity and Units		Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
Section ID/Descr: 1 - Road Work								
0315	8120035	100.000	5.00000	500.00	10.50000	1,050.00	10.50000	1,050.00
	Channelizing Device, 42 inch, Fluorescent, Furn	Ea						
0320	8120036	100.000	50.00000	5,000.00	0.01000	1.00	0.01000	1.00
	Channelizing Device, 42 inch, Fluorescent, Oper	Ea						
0325	8120170	(1)	60,000.00000	60,000.00	65,000.00000	65,000.00	60,000.00000	60,000.00
	Minor Traf Devices	LSUM						
0330	8120252	125.000	15.00000	1,875.00	12.60000	1,575.00	12.60000	1,575.00
	Plastic Drum, Fluorescent, Furn	Ea						
0335	8120253	125.000	0.50000	62.50	0.01000	1.25	0.01000	1.25
	Plastic Drum, Fluorescent, Oper	Ea						
0340	8120310	10.000	20.00000	200.00	21.00000	210.00	21.00000	210.00
	Sign Cover	Ea						
0345	8120350	750.000	3.00000	2,250.00	2.97000	2,227.50	2.97000	2,227.50
	Sign, Type B, Temp, Prismatic, Furn	Sft						



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Tabulation of Bids

Report v1

Line No / Item ID Item Description			(0) Engineer's Estimate		(1) Fonson Company, Inc.		(2) Florence Cement Company	
Alt Set / Alt Member	Quantity and Units		Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
Section ID/Descr: 1 - Road Work								
0350	8120351	750.000	1.00000	750.00	0.01000	7.50	0.01000	7.50
Sign, Type B, Temp, Prismatic, Oper		Sft						
0355	8120352	250.000	6.00000	1,500.00	4.20000	1,050.00	4.20000	1,050.00
Sign, Type B, Temp, Prismatic, Spec, Furn		Sft						
0360	8120353	250.000	1.00000	250.00	0.01000	2.50	0.01000	2.50
Sign, Type B, Temp, Prismatic, Spec, Oper		Sft						
0365	8120370	(1)	25,000.00000	25,000.00	35,000.00000	35,000.00	1.00000	1.00
Traf Regulator Control		LSUM						
0370	8167011	1,560.000	9.00000	14,040.00	16.00000	24,960.00	16.94000	26,426.40
_ Turf Establishment, Performance, Modified		Syd						
Section Totals:			\$1,423,280.00		\$1,289,123.35		\$1,326,121.88	



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Report v1

Tabulation of Bids

Contract Item Totals:	\$1,423,280.00	\$1,289,123.35	\$1,326,121.88
Contract Grand Totals:	\$1,423,280.00	\$1,289,123.35	\$1,326,121.88

() indicates item is bid as Lump Sum



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2025-132 Approving a contract with Hartwell for concrete repair and replacement in and around the Fire and Police Stations in the amount of \$230,113.70.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. 07-01 Fire concrete RFL
2. 07-01 Fire concrete resolution
3. Fire Station Pavt Repairs Bid Results Letter
4. Bid Tab 0094-23-0080 Fire Station Wall Concrete 6-5-25

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
July 1, 2025

From: Bonnie Wessler, Director of Public Works

Subject: Fire Station Concrete Work

SUMMARY & BACKGROUND:

Funding has been programed in the City's capital improvement budget for repair and replacement of the concrete parking lot/drive areas surrounding the Fire and Police Stations, including some retaining wall work. This work was initially bid with basement waterproofing for the Police station earlier this year, but was rebid due to pricing. The concrete work is necessary to improve stormwater management and safety for those who traverse these areas; the retaining wall work is required to ensure the long-term stability of the retaining wall.

This construction work is estimated to cost a total of \$230,113.70.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Bid tab, recommandation letter

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**

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2025-132
July 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the repair and replacement of concrete in and around the Fire and Police Stations has been budgeted in the 25/26 Capital Improvement Fund; and

Whereas, the City of Ypsilanti has solicited sealed proposals for the project; and

Whereas, the City's engineer has duly analyzed the proposals and made a recommendation, and

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approves the proposal submitted by Hartwell in the amount of \$ 230,113.70; 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.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



June 9, 2025

City of Ypsilanti
One Huron Street
Ypsilanti, MI 48197

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

Regarding: Bid Results
Fire Station Pavement and Retaining Wall Repairs

Dear Ms. Wessler:

Sealed bids for the Fire Station Pavement and Retaining Wall Repairs were received and publicly read aloud at 11:00 am on Tuesday, June 3, 2025, at the City of Ypsilanti City Hall. Four (4) proposals were received with as-read bid prices ranging from \$230,113.70 to \$414,218.00. The detailed bid tabulation is attached.

The lowest bidder, Hartwell Cement Company, prepared a bid with the amount of \$230,113.70. All required information, including bond surety, statement of qualifications, and subcontractors listing, has been provided.

It appears Hartwell Cement Company is capable of performing the work based on past experiences, referenced projects, and information provided with the statement of qualifications in the bid package. Based on the submitted information, it is recommended that the City of Ypsilanti, Fire Station Pavement and Retaining Wall Repairs contract be awarded to Hartwell Cement Company for the bid amount of \$230,113.70.

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

Sincerely,
OHM Advisors

A handwritten signature in black ink that reads "Rachel M. Jackson". The signature is written in a cursive, flowing style.

Rachel Jackson, P.E.

CC: Andrew Hellenga, City Manager
Kent Early, PE, OHM Advisors
Fraser Payne, PE, OHM Advisors

Attachment: Bid Tab

P:\0000_0100\0094230080_Fire_Station_Wall_Conc_Repairs\PM\Correspondence\Bid Opening 2\Fire Station Pavt Repairs Bid Results Letter.docx\

Tabulation for Bids Received on 3/3/25
Fire Station Pavement and Retaining Wall Repairs
City of Ypsilanti, Washtenaw County, Michigan
OHM Job Number: 0094-23-0080

				Hartwell Cement Company		Goretski's Construction		Green Tech Systems		Doan Construction	
				21650 Fern Street		4850 S Hill Rd		214 Athlone Beach		3670 Carpenter Rd	
				Oak Park, MI 48237		Milford, MI 48381		Bay City, MI 48706		Ypsilanti, MI 48197	
				248-548-5858		248-685-1404		989-737-8508		734-971-4678	
Item	Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Division A: Concrete Pavement Repair											
1	Mobilization, Max 10%	1	LSUM	\$ 14,000.00	\$ 14,000.00	\$ 29,000.00	\$ 29,000.00	\$ 27,000.00	\$ 27,000.00	\$ 37,650.00	\$ 37,650.00
2	Electric Conduit & Wire	50	Ft	\$ 20.00	\$ 1,000.00	\$ 60.00	\$ 3,000.00	\$ 50.00	\$ 2,500.00	\$ 10.00	\$ 500.00
3	Maintenance of Traffic	1	LSUM	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 25,000.00	\$ 25,000.00	\$ 5,000.00	\$ 5,000.00
4	Maintenance Aggregate, 21AA	30	Ton	\$ 20.00	\$ 600.00	\$ 50.00	\$ 1,500.00	\$ 65.00	\$ 1,950.00	\$ 15.00	\$ 450.00
5	Subgrade Undercutting, Type II, Modified	300	Cyd	\$ 36.00	\$ 10,800.00	\$ 22.00	\$ 6,600.00	\$ 100.00	\$ 30,000.00	\$ 50.00	\$ 15,000.00
6	Erosion Control, Inlet Protection, Fabric Drop	8	Ea	\$ 100.00	\$ 800.00	\$ 350.00	\$ 2,800.00	\$ 250.00	\$ 2,000.00	\$ 250.00	\$ 2,000.00
7	Aggregate Base, 6 inch, Modified	1,440	Syd	\$ 18.50	\$ 26,640.00	\$ 10.50	\$ 15,120.00	\$ 50.00	\$ 72,000.00	\$ 27.75	\$ 39,960.00
8	Dr Structure, Reconstruct	20	Ft	\$ 150.00	\$ 3,000.00	\$ 100.00	\$ 2,000.00	\$ 200.00	\$ 4,000.00	\$ 760.00	\$ 15,200.00
9	Utility Structure Cover, Adj, Case 1	8	Ea	\$ 150.00	\$ 1,200.00	\$ 700.00	\$ 5,600.00	\$ 1,200.00	\$ 9,600.00	\$ 1,850.00	\$ 14,800.00
10	Underdrain, Subgrade, 4 inch	100	Ft	\$ 18.00	\$ 1,800.00	\$ 25.00	\$ 2,500.00	\$ 60.00	\$ 6,000.00	\$ 40.00	\$ 4,000.00
11	Pavt Repr with or without Curb, Nonreinf Conc, 7 inch	1,120	Syd	\$ 68.00	\$ 76,160.00	\$ 122.00	\$ 136,640.00	\$ 91.00	\$ 101,920.00	\$ 129.40	\$ 144,928.00
12	Pavt Repr with or without Curb, Nonreinf Conc, 8 inch	40	Syd	\$ 85.00	\$ 3,400.00	\$ 122.00	\$ 4,880.00	\$ 120.00	\$ 4,800.00	\$ 135.00	\$ 5,400.00
13	Pavt Repr with or without Curb, Nonreinf Conc, 10 inch	145	Syd	\$ 98.00	\$ 14,210.00	\$ 126.00	\$ 18,270.00	\$ 130.00	\$ 18,850.00	\$ 148.00	\$ 21,460.00
14	Pavt Mrkg, Waterborne, 4 inch, Yellow	300	Ft	\$ 5.00	\$ 1,500.00	\$ 2.00	\$ 600.00	\$ 4.00	\$ 1,200.00	\$ 3.00	\$ 900.00
15	Pavt Mrkg, Waterborne, 4 inch, Blue	60	Ft	\$ 5.00	\$ 300.00	\$ 2.00	\$ 120.00	\$ 4.00	\$ 240.00	\$ 3.00	\$ 180.00
16	Crack Sealing, Conc Pavt	1,000	Ft	\$ 1.20	\$ 1,200.00	\$ 3.00	\$ 3,000.00	\$ 6.00	\$ 6,000.00	\$ 2.00	\$ 2,000.00
17	Sidewalk, Conc, 8 inch	170	Sft	\$ 12.00	\$ 2,040.00	\$ 12.50	\$ 2,125.00	\$ 12.00	\$ 2,040.00	\$ 17.50	\$ 2,975.00
18	Sidewalk, Conc, 4 inch	170	Sft	\$ 10.00	\$ 1,700.00	\$ 10.50	\$ 1,785.00	\$ 8.00	\$ 1,360.00	\$ 15.00	\$ 2,550.00
19	Surface Restoration, Modified	50	Syd	\$ 15.00	\$ 750.00	\$ 45.00	\$ 2,250.00	\$ 50.00	\$ 2,500.00	\$ 20.00	\$ 1,000.00
Total 'Division A' Amount (Items 1-19):				\$ 162,600.00		\$ 240,790.00		\$ 318,960.00		\$ 315,953.00	
Division B: Retaining Wall Anchoring System											
20	10" x 10" x 3/4" Steel Plate Grade 50	40	Ea	\$ 150.00	\$ 6,000.00	\$ 131.25	\$ 5,250.00	\$ 30.00	\$ 1,200.00	\$ 200.00	\$ 8,000.00
21	7" x 7" x 1/2" Steel Plate Grade 50	40	Ea	\$ 80.00	\$ 3,200.00	\$ 49.00	\$ 1,960.00	\$ 20.00	\$ 800.00	\$ 200.00	\$ 8,000.00
22	1/2" Hilti KB-TZ2 Bolt	160	Ea	\$ 6.00	\$ 960.00	\$ 11.80	\$ 1,888.00	\$ 5.00	\$ 800.00	\$ 48.50	\$ 7,760.00
23	5" Dia. Steel Tube 0.120" Wall Grade 50	260	Ft	\$ 30.00	\$ 7,800.00	\$ 73.50	\$ 19,110.00	\$ 100.00	\$ 26,000.00	\$ 36.25	\$ 9,425.00
24	Stratagrid SGU 60	5,210	Sft	\$ 0.47	\$ 2,448.70	\$ 1.50	\$ 7,815.00	\$ 1.00	\$ 5,210.00	\$ 3.50	\$ 18,235.00
25	Nonwoven Filter Fabric	210	Sft	\$ 0.50	\$ 105.00	\$ 6.56	\$ 1,377.60	\$ 5.00	\$ 1,050.00	\$ 34.50	\$ 7,245.00
26	Open Graded Stone (MDOT 34R)	2	Cyd	\$ 50.00	\$ 100.00	\$ 196.88	\$ 393.76	\$ 500.00	\$ 1,000.00	\$ 950.00	\$ 1,900.00
27	3" Dia. JET Filter Weep Holes	20	Ea	\$ 425.00	\$ 8,500.00	\$ 551.25	\$ 11,025.00	\$ 300.00	\$ 6,000.00	\$ 550.00	\$ 11,000.00
28	Class II Backfill	300	Cyd	\$ 128.00	\$ 38,400.00	\$ 135.45	\$ 40,635.00	\$ 120.00	\$ 36,000.00	\$ 89.00	\$ 26,700.00
Total 'Division B' Amount (Items 20-28):				\$ 67,513.70		\$ 89,454.36		\$ 78,060.00		\$ 98,265.00	
Total 'Division A' Amount (Items 1-19):				\$ 162,600.00		\$ 240,790.00		\$ 318,960.00		\$ 315,953.00	
Total 'Division B' Amount (Items 20-28):				\$ 67,513.70		\$ 89,454.36		\$ 78,060.00		\$ 98,265.00	
Total Amount 'Division A' + 'Division B' (Items 1-28):				\$ 230,113.70		\$ 330,244.36		\$ 397,020.00		\$ 414,218.00	



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Nicole Brown, Mayor

Subject: Resolution No. 2025-133 Reappointing Resident Justin Harper to the Human Relations Commission, with a term ending July 1, 2028.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2025-133 Reappointment - Harper
2. Harper, Justin Reapp_Redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-133
July 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

<u>Name</u>	<u>Board</u>	<u>Expiration</u>
Justin Harper 1730 Washtenaw Ypsilanti, MI 48197	Human Relations Commission	07/01/2028

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Print

Board and Commission Application for Reappointment - Submission #7108

Date Submitted: 6/23/2025

First Name*

Justin

Last Name*

Harper

Address (legal residence)*

1730 Washtenaw

City*

Ypsilanti

State*

MI

Zip Code*

48197

Email Address*

Phone Number*

Which Ward do you live or reside in?*

☐

Ward 1

☒

Ward 2

☐

Ward 3

☐

Do not live in the City of Ypsilanti

Are you registered to vote in the City of Ypsilanti?*

☒

Yes

☐

No

Board or commission applying to for Reappointment*

Human Relations Commission

Number of Terms Served*

1



Did you hold a Position of Leadership?*

Yes



Are you reapplying to continue as a youth member?*

☐

Yes

☒

No

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

I worked to eliminate discrimination by advocating for fair housing policies and oversight of complaint processes. I advised City Council by raising key concerns and publicly supporting Human Relations Commission (HRC) ordinances. I actively engaged the community through educational efforts and inclusive programming. My actions reflected a commitment to building equity and stronger community relationships in Ypsilanti.

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

If reappointed, I will continue to support the Commission's mission by promoting equity, inclusion, and respect across the community. I will engage with residents to listen to their concerns and advocate for policies that eliminate discrimination and barriers. I will collaborate with fellow commissioners and community partners to support initiatives that educate and unify our diverse population. I will also participate in public forums and city meetings to ensure the Human Relations Commission's voice is heard. My goal is to help build a stronger, more inclusive Ypsilanti through active service and meaningful community engagement.

Number of absences*

N/A

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

My absences were due to mandatory work dates for teacher conferences for aaps

Electronic Signature Agreement*

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

☒

I agree.

Electronic Signature*

Justin L Harper



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Desirae Simmons, Council Member, Michelle King, Council Member

Subject: Resolution No. 2025-134 Appointing Non-Resident Takunia Collins to the Sustainability Commission, with a term ending May 1, 2028.

SUMMARY & BACKGROUND: This applicant's previous appointment to the Sustainability Commission expired 5/1/25, making this an appointment as opposed to a reappointment.

As a Non-Resident, a supermajority vote is required to appoint.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2025-134 Appointment - Collins
2. Collins, Takunia App_Redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-134
July 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

<u>Name</u>	<u>Board</u>	<u>Expiration</u>
Takunia Collins 1431 Ridge Road Ypsilanti, MI 48198	Sustainability Commission	05/01/2028

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Print

Board and Commission Application for Reappointment - Submission #7103

Date Submitted: 6/19/2025

First Name*

Takunia

Last Name*

Collins

Address (legal residence)*

1431 Ridge Road

City*

Ypsilanti

State*

MI

Zip Code*

48198

Email Address*

Phone Number*

Which Ward do you live or reside in?*

☐

Ward 1

☐

Ward 2

☐

Ward 3

☒

Do not live in the City of Ypsilanti

Are you registered to vote in the City of Ypsilanti?*

☒

Yes

☐

No

Board or commission applying to for Reappointment*

Sustainability

Number of Terms Served*

3



Did you hold a Position of Leadership?*

No



Are you reapplying to continue as a youth member?*

☐

Yes

☒

No

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

I help Assist putting forth many different resolutions

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

Help Assist with getting out the information of the master plan to the younger generation and help assist with the older generation Help with recycling ideas And also assess with composting education

Number of absences*

1

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

N/A

Electronic Signature Agreement*

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

☒

I agree.

Electronic Signature*

Takunia Collins



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Joshua Burns, City Planner

Subject: Resolution No. 2025-135 Approving the PUD Agreement for 218 E. Forest Avenue.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Council-RFL_Resolution-218 E. Forest_PUD Agreement Approval
2. Highscope PUD Agreement-DRAFT-06.06.25-wdt
3. Highscope Site Plan - Approved
4. Highscope BNDY Survey - Approved
5. Signed Action Notification (CC) - 202, 206, 218 E. Forest
6. Council-RFL_Resolution-202, 206, 218 E. Forest

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



To: Mayor and City Council

From: Joshua Burns, City Planner

Date: July 1st, 2025

Subject: 218 E. Forest PUD Agreement

SUMMARY & BACKGROUND

On October 4, 2024, the City Council approved an adaptive reuse planned unit development (PUD) for the properties at 202, 206, and 218 E. Forest, contingent upon the Council's approval of the PUD Agreement. The developer plans to establish a community learning resource center within the former church at 218 E. Forest, while continuing the existing childcare uses at 202 and 206 E. Forest - which are now consolidated under the address 218 E. Forest following a lot combination.

The City's legal counsel, staff, and the developer have reached an agreement on the PUD Agreement.

ATTACHMENTS: Approved Site Plan, City Council Action Notification, October RFL, and PUD Agreement.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City has an interest in protecting the health, safety, and welfare of the community; and

WHEREAS, the City has a Master Plan that reflects the policy goals of the City, including the guiding value that "Everyone in the region knows Ypsilanti has great things to do in great places that are in great shape!"; and

WHEREAS, the applicant, HighScope, the city's Legal Counsel, and staff have come to terms on the PUD agreement; and

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approve the PUD Agreement for 218 E. Forest Avenue.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

HIGHSCOPE COMMUNITY LEARNING RESOURCE CENTER PLANNED UNIT DEVELOPMENT AGREEMENT

This Planned Unit Development (“PUD”) Agreement (the “Agreement”) is by and between **HIGHSCOPE EDUCATIONAL RESEARCH FOUNDATION** (“Developer”), whose address is 600 N River St, Ypsilanti, MI 48198, and **THE CITY OF YPSILANTI**, a Michigan home rule city (“City”), whose address is One South Huron Street, Ypsilanti, Michigan 48197.

RECITALS

1. As used herein, the word “Developer” includes any and all successors, assigns, and transferees of Developer. The Developer owns the real property located in the City of Ypsilanti, Washtenaw County, Michigan, and as more fully described in Exhibit A (the “Property”), which is attached hereto and incorporated herein by reference. Developer currently operates the two child care buildings and plans to rehabilitate the third building, previously a church.
2. The developer voluntarily proposed rezoning and development of the Property as an adaptive reuse PUD. Accordingly, Developer has applied for approval of an amendment to the Ypsilanti Zoning Ordinance granting a rezoning of the Property to PUD, with the zoning on the Property to be known as the [HighScope Community Learning Resource Center Planned Unit Development] (“HCLRCPUD”) Developer is the developer and proprietor of the HighScope Community Learning Resource Center.
3. As part of the application and approval process, Developer has offered and agreed to make the improvements and to proceed with the undertakings as described in the PUD Documents (as defined in Section A below), which Developer and City agree are necessary and roughly proportional to the burden imposed in order to (1) ensure that the public services and facilities affected by the HCLRCPUD will be capable of accommodating increased service and facility loads caused by the HCLRCPUD, (2) protect the natural environment and conserve natural resources, (3) ensure compatibility with adjacent uses of land, (4) promote use of the Property in a socially and economically desirable manner, and (5) achieve other legitimate objectives authorized under the Michigan Zoning Enabling Act, MCL 125.3101 et seq.
4. For the purpose of confirming the rights and obligations in connection with the improvements, development, and other obligations to be undertaken on the Property once it has been rezoned, the parties have entered into this Agreement to be effective on the effective date of the City’s Zoning Ordinance amendment granting rezoning of the Property to the HCLRCPUD (“Granting Ordinance”).

Now, therefore, as an integral part of the rezoning of the Property and approval of the development on the Property, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, it is agreed as follows;

A. Development as an adaptive reuse **PUD**. The Property shall be developed and

improved only in accordance with the following (referred to collectively as the PUD Documents):

1. Article VII, Division 1 of the Ypsilanti Zoning Ordinance, as amended.
2. The approved PUD plans for the HCLRCPUD, as attached to the Permit Conditions as defined Paragraph C below, and as approved by the Ypsilanti City Council (PUD Plans).
3. The Permit Conditions (see Exhibit B.).
4. The approval of the PUD including the findings, departures, and conditions as stated in the August 21st, 2024, Action Minutes of the Ypsilanti Planning Commission. These conditions are found in Exhibit B attached.
5. This Agreement.
6. Deed restrictions covering all property within the HCLRCPUD, to be approved and recorded in the manner set forth in this Agreement.
7. All applicable City ordinances and all design standards for the City of Ypsilanti, except those which have been approved as part of the PUD Plan approval.
8. Any and all conditions of the approval of the Ypsilanti City Council and Planning Commission pertaining to the HCLRCPUD as reflected in the official minutes of such meetings.
9. Recordation with the Washtenaw County Register of Deeds office of this PUD Agreement.
10. The Granting Ordinance.

Furthermore, all development, use, and improvement of the Property shall be subject to and in accordance with all applicable City ordinances and shall also be subject to and in accordance with all other approvals and permits required under applicable City ordinances, the PUD Documents, and state laws for the respective components of the HCLRCPUD. To the extent that there are conflicts or discrepancies between respective provisions of the PUD Documents, or between provisions of the PUD Documents and City ordinances, interpretation shall be based on the more strict regulation of the Property and interpretation shall be subject to the reasonable discretion of the Ypsilanti City Council.

B. Effect of PUD Approval. The Granting Ordinance amends the zoning of the Property and constitutes the land use authorization for the Property, and all use and improvement of the Property shall be in conformity with such Ordinance and this Agreement.

C. Land Use. Within the HCLRCPU, all buildings and site amenities shall be laid out, situated, and designed as described on the approved PUD Plan (See Exhibit D). The permitted density and land use mix shall be described in detail in the permit conditions in the Granting Ordinance ("Permit Conditions"). See Exhibit C.

D. Signage. The existing conforming sign is 24 sf. This Agreement shall not govern signage. Article VI, Division 5, Signs, of the Zoning Code of Ordinance, as amended, shall govern signage. For the purposes of this section, the Property shall be considered as zoned CN – SF Residential District. In the case that a future zoning code has changed substantially and no longer contains such a zone, the City Planner shall make a determination as to which zoning district currently in effect is substantially similar in permitted form and use to the CN-SF Residential District as it existed on the effective date of the City's Zoning Ordinance amendment granting rezoning of the Property to the HCLRCPU.

E. Drives and Parking Lots.

1. All drives and parking lots within and for the Property shall be designed, situated, and constructed in accordance with all requirements and applicable ordinances of the City, the PUD Documents, and the approved PUD Plan.
2. Developer, and any assigns and transferees of Developer, shall be responsible for maintenance and repairs, and all costs associated with, of the drives, entranceways, and parking lots during the period of construction and, except for any drives that [may be dedicated] to City or to the Road Commission for Washtenaw County at the time of recording of the respective deed restrictions, Developer shall incorporate provisions in any deed restrictions or condominium document providing for perpetual maintenance obligations by the owners of the Property in the manner more particularly set forth in the Permit Conditions. The Developer shall be responsible for, and all costs associated with, the engineering, construction of, repairs, and maintenance for Parcel Number 11-11-04-483-011.
3. Prior to completion of the paving of the roads, drives, and parking lots, Developer shall apply dust palliative to and otherwise maintain such areas as necessary to keep them in good repair and minimize problems for adjacent property owners on the motoring public at large. Developer shall also keep all existing public streets and roads free of debris and repair any damage caused by construction activities on the Property and use of such roads for construction purposes. If Developer fails to maintain and repair the roads, drives, parking lots, and/or streets as required by this

Section E, in addition to any enforcement authorization or remedy provided in the deed restrictions or any other agreement, City may issue stop work orders and/or withhold issuance of further approvals, permits, and occupancy certificates for the Development until such failure is cured to the reasonable satisfaction of City.

4. For purposes of the maintenance obligations set forth in this Section E, the terms *maintenance*, *maintain*, and *maintained* shall mean and include regular inspections; grading and other earth-moving; removing dirt, debris, and any obstacles; repairing potholes and cracks; adding new materials; providing for drainage; constructing any needed structures (e.g., without limitation, to provide lateral support, curbing, drainage, etc.); graveling; sealing; resurfacing; and such other action as necessary or expedient to provide structural integrity and substantially continuous, unobstructed, and safe vehicular passage, and providing unobstructed drainage as necessary and required.
- F. Storm Water Drainage.** The existing storm water drainage on the site will remain, however the impervious area is proposed to be reduced and any future impervious development will be accommodated on site to meet the Washtenaw County Drain Commissions requirements. Any additional impervious surface should be reviewed by the city engineers.
- G. Walkways.** The internal and external walkways shall be maintained and repaired in a safe, unobstructed, and passable condition by Developer and Developer's successor owners of the Property, at their sole expense, pursuant to terms and provisions to be included in the deed restrictions in the manner more particularly set forth in Section H of this Agreement. The developer shall repair any damage to, and clear all debris that accumulated on, the internal and external walkways described in this Section as a result of any construction activities on or for the Property. If Developer fails to maintain and repair the internal and external walkways as required by this Section, in addition to any enforcement authorization or remedy provided in the deed restrictions or any other agreement, City may issue stop work orders and/or withhold issuance of further approvals, permits, and occupancy certificates for the Property until such failure is cured to the reasonable satisfaction of City.
- H. City Enforcement.** In the event there is a failure to timely perform any obligation or undertaking required under or in accordance with the PUD Documents, City may serve written notice on Developer setting forth such deficiencies and a demand that the deficiencies be cured within a stated reasonable time period, and the date, time, and place for a hearing before the City Council, or such other Council, body, or official delegated by the City Council, to allow Developer an opportunity to be heard as to why City should not proceed with the correction of the deficiency or obligation that has not been undertaken or properly fulfilled. At any such hearing, the time for curing and the hearing itself may be extended and/or continued to a date certain. The foregoing notice and hearing requirements shall not be necessary in the event the City determines in its

discretion that an emergency situation exists requiring immediate action. If, following the hearing described above, the City Council, or the other Council, body, or official designated to conduct the hearing, determines that the obligation has not been fulfilled or failure corrected within the time specified in the notice, or if an emergency circumstance exists as determined by City in its discretion, City shall then have the power and authority, but not the obligation, to take any or all of the following actions, in addition to any actions authorized under City ordinances and/or state laws:

1. Enter the Property, or cause its agents or contractors to enter the Property, and perform such obligation or take such corrective measures as reasonably found by City to be appropriate: The cost and expense of making and financing such actions by City, including notices by City and legal fees incurred by City, plus an administrative fee in an amount equivalent to 25 percent of the total of all such costs and expenses incurred, shall be paid by Developer within 30 days of a billing to Developer. The payment obligation under this Section shall be secured by a lien against the Property, which lien shall be deemed effective as of the date of the initial written notice of deficiency provided to Developer pursuant to this Section or, in emergency circumstances, the date at which City incurred its first cost or expense in taking corrective action. Such security shall be realized by placing a billing that has been unpaid by the Developer for more than 30 days on the delinquent real property taxes. In the discretion of City, such costs and expenses may be collected by suit initiated against Developer and/or against the Property, in such event, Developer shall pay all court costs and attorney fees incurred by City in connection with such suit if City prevails in collecting funds.

2. Initiate legal action for the enforcement of any of the provisions, requirements, or obligations set forth in the PUD Documents. Except in emergency circumstances, Developer shall be provided notice of the deficiencies from City and shall be afforded an opportunity to timely correct. A correction by the Developer's lender or investor shall be deemed a correction by Developer. In the event City obtains any relief as a result of such litigation, Developer shall pay all court costs and attorney fees incurred by City in connection with such suit.
 3. Issue a stop work order as to any or all aspects of the Development, deny the issuance of any requested building permit or certificate of occupancy within any part or all of the Development, regardless of whether Developer is the named applicant for such permit or certificate of occupancy, and suspend further inspections of any or all aspects of the Development.
- I. Enforcement; Severability.** Any failure or delay by City to enforce any provision contained in this Agreement shall in no event be deemed, construed, or relied on as a waiver or estoppel of the right to eventually do so in the future. This Agreement is intended to establish zoning ordinance regulations applicable to the Property and shall be enforceable as a contract with contract remedies in addition to other remedies. Each provision and obligation contained in this Agreement shall be considered to be an independent and separate covenant and agreement and, in the event one or more of the provisions and/or obligations shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, all remaining provisions and/or obligations shall nevertheless remain in full force and effect.
- J. Agreement Jointly Drafted.** Developer has negotiated with City the terms of the PUD Documents and such documentation represents the product of the joint efforts and mutual agreements of Developer and City. Developer fully accepts and agrees to the final terms, conditions, requirements, and obligations of the PUD Documents, and Developer shall not be permitted in the future to claim that the effect of the PUD Documents results in an unreasonable limitation on uses of all or a portion of the Property or claim that enforcement of the PUD Documents causes an inverse condemnation, other condemnation, or taking of all or any portion of the property. Furthermore, it is agreed that the improvements and undertakings described in the PUD Documents are necessary and roughly proportional to the burden imposed, and are necessary in order to (1) ensure that public services and facilities necessary for and affected by the Development will be capable of accommodating the development on the Property and the increased service and facility loads caused by the Development; (2) protect the natural environment and conserve natural resources; (3) ensure compatibility with adjacent uses of land; (4) promote use of the Property in a socially, environmentally, and economically desirable manner; and (5) achieve other legitimate objectives authorized under the Michigan Zoning Enabling Act, MCL 125.3101 et seq.

It is further agreed and acknowledged that all such improvements, both on-site and off-site, are clearly and substantially related to the burdens to be created by the development of the Property and all such improvements without exception are clearly and substantially related to City's legitimate interests in protecting the public health, safety, and general welfare.

- K. Ambiguities and Inconsistencies.** Where there is a question with regard to applicable regulations for a particular aspect of the Property or with regard to clarification, interpretation, or definition of terms or regulations, and there are no apparent express provisions of the PUD Documents that apply, City, in the reasonable exercise of its discretion, shall determine the regulations of City's Zoning Ordinance, as that Ordinance may have been amended, or other City ordinances that are applicable, provided such determination is not inconsistent with the nature and intent of the PUD Documents. In the event of a conflict or inconsistency between two or more provisions of the PUD Documents, or between the PUD Documents and applicable City ordinances, the more restrictive provision, as determined in the reasonable discretion of City, shall apply.
- L. Running with the Land; Governing Law.** This Agreement shall run with the land constituting the Property and shall be binding on and inure to the benefit of City and its successors, Developer, all future owners, developers, and builders of any part of the Property, all undersigned parties, and all of their respective heirs, successors, assigns, and transferees. An affidavit providing notice of the rezoning of the Property, the PUD Documents, this Agreement, and the general obligations relating the PUD shall be executed by the property owners and may be recorded by any of the undersigned parties following the execution of this Agreement. This Agreement shall be interpreted and construed in accordance with Michigan law and shall be subject to enforcement only in Michigan courts. The parties undersigned and agreed that this Agreement is consistent with the intent and provisions of the Michigan and U.S. Constitutions and all applicable law.
- M. Control of PUD Property.** City is fully authorized and empowered to rezone the Property in accordance with and pursuant to the PUD Documents and all other documents, agreements, plans, dedications, ordinances, and recordings applicable to the Highscope Community Learning Resource Center Planned Unit Development as submitted to and approved by the Ypsilanti City Council.

This Agreement was executed by the respective parties on the date specified with the notarization of their signatures and shall be considered to be dated and take effect on the effective date of the Granting Ordinance.

[Signature page follows]

HIGHSCOPE COMMUNITY LEARNING RESOURCE CENTER,

By:

Its:

STATE OF _____)

)

COUNTY OF _____)

The foregoing was acknowledged before being the ____ day of _____,
20__ by _____ who being duly sworn, did say that they are the
_____ of HIGHSCOPE COMMUNITY LEARNING
RESOURCE CENTER and do represent that they were duly authorized to execute this
document on behalf of said Michigan limited liability company.

_____, Notary Public

My commission expires: _____

[Intentionally blank. Signature continued on next page.]

Nicole Brown
Mayor

STATE OF MICHIGAN)
)
COUNTY OF _____)

_____, Notary Public
_____, County, Michigan
My commission expires: _____

Tracey Boudreau
Clerk

STATE OF MICHIGAN)
)
COUNTY OF _____)

_____, Notary Public
_____, County, Michigan
My commission expires: _____

EXHIBIT A
(legal description of the Property)

LOTS 559, 560, 561, 562, & 563. JOSLIN & NORRIS , B. FOLLET, C. EM, SKINNER ADDITION

New Parcel Number: Parcel Number 11-11-04-483-011

EXHIBIT B
(City Council Findings, Departures, and Conditions)



City of Ypsilanti

Community and Economic Development

October 07, 2024

Jennilyn Campos, Highscope
600 N. River St.
Ypsilanti, MI 48198

RE: City Council's Conditional Approval of the Adaptive Reuse Planned Unit Development

Dear Jennilyn Campos, Highscope,

The City Council conditionally approved the adaptive reuse planned unit development at 202, 206, and 218 E. Forest in the "Core Neighborhood Single-Family District" at their October 4, 2024, special meeting. The approval was with the following findings and conditions.

Findings:

1. The application, site plan, and land use comply with §122-311, 122-702, 122-703, and 122-706
2. The Planning Commission approves the departures listed in Figure 5 of this report.

Conditions:

1. The applicant shall obtain Department of Public Services approval for any right-of-way work as proposed by the project.
2. The applicant shall obtain Fire Department approval of the site plans.
3. The applicant shall obtain HDC approval for any work on the exterior of the building(s) and permanent site elements.
4. Staff can approve a performance guarantee for the phasing plan.
5. Any new and existing landscaping is to be maintained in good condition by the owner.
6. The applicant shall pursue lot combination for the 3 subject parcels.
7. A PUD agreement shall be reviewed and approved by the City Council before engineering and building permit review. The PUD agreement may specify terms and details related to performance, logistical, and administrative items including but not limited to: performance guarantees, waste management, changes to the site or uses, construction staging, project completion timelines, items documented on the site plans themselves, and approval requirements for City departments.

This letter serves as your official notice of the City Council's action; keep it with your records. Considering the proposed adaptive reuse planned unit development was approved conditionally, each of the conditions must be met to receive official approval.

Note that major changes to the approved planned unit development may require resubmission to the Planning Commission and/or City Council. Please provide proof of conditions in a revised site plan set to this office for administrative review. A Certificate of Occupancy will not be issued until site plan conditions are met and approved by this department. Contact me at 734-482-9832 or jburns@cityofypsilanti.com with any additional questions.

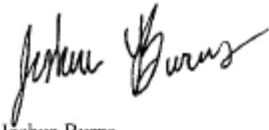
Sincerely,

Page 1 of 2

One South Huron Street
Ypsilanti, MI 48197

Tel (734) 483-9646
Fax (734) 483-7260

www.CityofYpsilanti.com



Joshua Burns
City Planner, Community & Economic Development Division

CC: File
Building Department
Daniels and Zernack Architects

EXHIBIT C

Project Narrative Attached



PROJECT NARRATIVE

July 19, 2024

Introduction

At HighScope, we believe that every child deserves a high-quality, equitable early childhood education. This conviction for equity is the center of our early childhood research and what we practice in the classroom, for over 50 years. We care deeply about the people we serve. That's why we are dedicated to providing an early childhood education that supports every child and every community including ours in Ypsilanti, MI. But the research highlights the fact that early learning for children is not an isolated system. Although we cannot provide a holistic system in every site we serve, we want to build that system at home as a model for other sites.

Our main campus, since 1968, is in Ypsilanti and houses our demonstration preschool, our corporate offices, an infant toddler house, and soon a 3-year-olds house. Part of that main campus includes an unoccupied 25,094 sq ft. (21,709 usable area) building on a 47,470 sq ft. lot. The building and grounds need to be renovated in order to be used. We want to provide a community learning and resource center with a holistic approach to health and education for underserved families in partnership with other service providers in the area including mental health, physical health, disabilities support, family therapy and parent outreach, after-school activities, a police community outreach site, arts & culture activities, etc. For example, a parent could drop off their child at the preschool and come into the center for a workforce development course or an art class or a session to learn how to support their autistic child, etc.

The project has already been started and initial estimates place the entire project at \$8-10 million. We are proceeding with this in phases. For the phase we are proposing here, we are requesting \$1.5 million to renovate the kitchen and cafeteria areas, two bathrooms, install solar panels on part of the roof, and replace all the electrical wiring in the building. We feel that these areas will have the most immediate benefit for our community providing meeting space, training space, celebration spaces, etc. That can be utilized immediately. We will recruit a group of 8-10 community members to sit on an advisory committee for the project including representatives from the mental and physical health and disabilities community. They will be asked to provide feedback and advice for outreach engagements, construction/use advice, accessibility advice, and more for the center. After we get the renovated areas activated, we will ask them to help "get the word out" and assist providing an open house for the center. After the project is completed and spaces are used on a regular basis, we will move on to renovating individual training/classroom spaces as funds become available.

The building was purchased in 2016, and many ideas were projected about the use of the building. Unfortunately, once COVID invaded, all thoughts and action on that building was pushed to the backburner as immediate mitigation of financial loss from the preschool and infant toddler areas, as well as a major downturn in product and services sales became our reality. We tried to work with the city and county to provide some millage or other funding, but that was not feasible especially during the COVID years. We also looked at selling the site as is but would have lost a considerable amount. Although the holding costs were also detrimental, the board decided to keep the property until a more beneficial resolution could be found.

In 2020, we worked with a volunteer from Hewlett Packard who helped us submit a proposal to the Solar Moonshot program to install solar panels on the roof of the preschool building. We were awarded that grant and panels were installed. In 2022, we worked with Homeland Solar to develop a plan for the 216 E Forest building and applied for another Solar Moonshot grant but were unsuccessful. We are committed to green and sustainable practices and have included that in this part of the project as well.

In 2022, we were granted an University of Michigan Business Department Multidisciplinary Action Project to investigate the idea of using the 216 E Forest building to create a community learning and resource center in northeast Ypsilanti. Through that project, we were able to contact and discuss needs and feasibility with many community partners and residents and were informed that, yes, a facility would be welcomed here and that there was a need for it on the northeast side of the city. Our city leaders say that there is only one other facility of this kind in northeast Ypsilanti, and it is filled to capacity.

Committed to this vision, we realized that we needed to raise funds for such an ambitious undertaking and move forward in phases. Phase 1 saw us replace the roof, install solar panels on adjacent roof, replace the electrical panel and the boiler system, repair the existing elevator, as well as clean out the building. We are happy to say that volunteer groups, including a local church group and the police department rehabilitation activities, assisted us in the clean out. This proposal documents the second phase in the process. The proposed PUD includes three parcels and buildings - 202, 206 and 216 E Forests.

Uses:

Early Childhood Education (E)

HighScope has partnered with Gretchen's House to reopen the HighScope Demonstration Preschool on HighScope's Ypsilanti campus at 206 E Forest and expand those offering to a second house at 202 E Forest for younger children. HighScope's Demonstration Preschool has been a fixture on the campus since 1971 and, for the first time in the Foundation's history, took a gap year for the 2020-2021 school year because of COVID. HighScope and Gretchen's House are thrilled to form a partnership to uphold high-quality early learning as a beacon for the early childhood community.

A special use permit was previously granted for these two parcels and is attached.

Gretchen's House @ HighScope offers high-quality preschool education that promotes active learning by:

- Demonstrating the HighScope Curriculum in action to fidelity.
- Providing ongoing professional learning and coaching for teachers in the Demonstration Preschool.
- Serving as an innovation lab for research that supports and strengthens the HighScope Curriculum and related resources, assessment tools, and professional learning.
- Providing access to a high-quality early learning option for Ypsilanti and surrounding communities.

The Great Start Readiness Program (GSRP) is designed to be an option for children the year before they enter kindergarten to help them get a "great start" to their educational journey. The program is free to families who qualify.

206 E Forest houses the 4-5 year old program for 16-24 children and 202 E Forest houses the new In full time 30 month to 48 month program for up to 16 children.

Community Learning and Resource Center (A-3)

The existing Church is to be renovated in phases to fulfill the vision of the Community Learning Resource Center. As mentioned above Phase I is complete and stabilized the building and repaired the elevator.

Phase II

- A) Renovate existing kitchen and adjacent meeting/dining space in the Lower Level of previous educational wing of the church.
- B) Renovate restrooms and two classrooms on the 1st floor of the educational wing.
- C) Reconfigure the seating in the main level of the previous sanctuary to be more flexible for community meetings and programs.
- D) Improve the landscaping on the site to screen the parking lot from the street. The parking lot is currently screened from the residences south of the parking lot with a 6' high wood fence.
- E) Replace the existing wood ramp at the south entrance to the educational wing with a concrete ramp and stairs.
- F) Replace exterior lighting with new LED fixtures to comply with the ordinance
- G) Restripe the parking lot to accommodate the new ramp and place the barrier free parking spaces at the closest locations to the two barrier free entrances to the building.

Phase III

- A) Demolish the south wing of the building which is type V construction and not suitable for occupancy.
- B) Create green space where the structure is demolished for community vegetable gardens
- C) Renovate additional classrooms and office space for various programs to support the mission and vision of community learning and resource center

Community Impact

There are three SMART goals:

- 1) Enhance resources for positive individual, family, and community growth including services for the elderly, handicapped and children and recreation opportunities by renovating an existing building within 3 years in northeast Ypsilanti.
- 2) Meet community development and wellbeing needs having a particular urgency created by the COVID-19 pandemic by renovating spaces where residents can gather therefore minimizing the effects of social isolation within 3 years.
- 3) Benefit low- and moderate-income persons in Ypsilanti by creating spaces to house educational support, workforce development, recreational needs, mental/physical health support systems, etc.

In order to meet these goals, this project has four objectives:

- 1) Renovate and furnish the kitchen and cafeteria and adjacent office space;
- 2) renovate two public bathrooms;
- 3) install solar panels on the roof; and
- 4) replace the electrical systems throughout the building.

This will impact the community the most as the electrical and bathrooms will impact the entire building and the kitchen/cafeteria/office space will be able to be used in multiple flexible ways as we work on the other classrooms. The solar panels will help with energy costs for the space as well as fulfilling some of our commitment to green building/sustainability. As the MAP report and letters of support show, there is a definite need for this space in northeast Ypsilanti.

How will the project make a difference in the community.

A 2017 study done by Professor Robin Dunbar of the University of Oxford's Experimental Psychology department, said social eating has an important role in the facilitation of social bonding, and that communal eating may have even evolved as a mechanism for humans to do just that. 'We know from previous studies that social networks are important in combating mental and physical illness. A significant proportion of respondents felt that having a meal together was an important way of making or reinforcing these social networks. In these increasingly fraught times, when community cohesion is ever more important, making time for and joining in communal meals is perhaps the single most important thing we can do – both for our own health and wellbeing and for that of the wider community.'

Peter Stewart, Exec Director of Eden Project who are behind a 2018 national study, said: 'Social eating clearly plays a key role in the development of community life and the happiness of individuals within that community – 75% of respondents recognized that making an effort to see someone more often was best done by sharing a meal.' Providing a flexible space where people can gather that has a kitchen (even for potlucks), in their own community, to celebrate and share a meal is important to the wellbeing of the community, especially after the isolation caused by COVID.

Programs Offered and Beneficiaries

Who will the Capital Project serve?

The surrounding neighborhood of the center and Ypsilanti's northeast side is considered an "Opportunity Area" and the residents have low-income and low housing value. These are most likely the residents who will benefit from this community center.

Households in range of community center:

	3 Mile	5 Mile	1 Mile
Population	13,127	68,436	124,871
Households	6,015	28,624	51,199
Median Income	\$42,001	\$49,391	\$61,231

We anticipate numerous programs in the center after it is finished and have already contacted potential partners for that purpose. The partners range from local food access programs to after-school study centers, to autism support, to arts and culture programming. Some of the partners contacted include:

Michigan Works!
Educate Youth
SOS Community Services
Hope America
Community Action Network
Growing Hope
Ypsi Writes / Ypsi Community Library
YTown
Neighborhood Theatre Group
Veronika Ventures
St. Mark Lutheran Church
The Ypsi
A Better Way
Ypsi Youth Orchestra
My Brother's Keeper
SummerWorks
Riverside Arts Center / YpsiFest
EMU Bright Futures

Sustainability

As part of the project, we will install solar panels on the newly replaced roof or replace portions of the mechanical system with geothermal depending on the available funds.

We intend to work with contractors who share our vision of including green materials and processes wherever they can be applied and to identify those who are best for our purposes, we will once again contact IFF's real estate solutions team. IFF champions nonprofits to shape more equitable and vibrant communities through many avenues including real estate consulting. We will also consult with the City of Ypsilanti. We anticipate they will be able to assist us in identifying at least 3 green builders with strong track record. We will also interview Dexter Builders whom we have had a past relationship with, Adaptive Building Solutions, a green construction company headquartered in Ann Arbor, and Walbridge, a large environmentally aware construction company headquartered in Detroit.

One area we will look at is how to reduce embodied carbon in our source materials and ensure they have been verified with environmental product declarations (EPDs) by using the EC3 Embodied Carbon in Construction Calculator (EC3). Created by the Carbon Leadership Forum, the EC3 is a free, open access application that helps architects and contractors source sustainable materials in categories like concrete, insulation, gypsum board, and carpet. § Describe environmentally friendly features incorporated into the project.

HighScope agrees with the evidence-backed observation that combining early childhood education with environmental education enhances the quality of the human experience and has beneficial impacts for spaces and species for generations (Baille, 2012). Recently, through a grant from the Kiwanis Club of Ann Arbor, we built two age-appropriate playgrounds for the Infant-Toddler School and Preschool adjacent to the building to be renovated. These playgrounds are used by the schools during business hours and accessible to the community after hours and on weekends. The design is based on the Social-Emotional and Environmental Education Development (SEED) Framework, a program designed by a nature center, that blends early childhood education, environmental education, and social-emotional development through the integration of best practice recommendations from (a)

National Association for the Education of Young Children Early Childhood Program Standards, (b) North American Association for Environmental Education (NAAEE) Early Childhood Environmental Education Programs' Guidelines for Excellence, and (c) Pyramid Model for Supporting Social-Emotional Competence in Infants and Young Children. The NAAEE Guidelines, our main resource for this project, is a publication that assists organizations in designing age-appropriate environmental spaces, curriculum materials, and educator preparation training. It also includes evaluation instruments for all areas of the program.

In addition, there will be a container garden area that will encourage residents to grow and take vegetables in response to community members need for access to locally grown food. We also hope to work with food pantry providers to organize a weekly market for residents. Finally, green spaces will eventually take up areas that are now impervious and additional trees, shrubs, and greenery will be added. A local botanist, Celia Lawson, has volunteered her advice and contacts for this work.

All areas of the building construction materials will be rated for energy efficiency including things such as high-rated insulation, composite building materials, recycled materials, energy-efficient appliances and fixtures, etc. This is a commitment that HighScope makes to the community as a whole. Adding the solar panels to the flat roof and/or geothermal HVAC system will also add energy efficiency to the building and the campus.

Weather-resistant outdoor materials and composite materials using plastics and recycled materials reduce maintenance and offer long-term sustainability features for the building. We will work with the general contractor to identify low-maintenance options for all fixtures and furnishings as well as flooring/paint, etc. Using predictive analytics, through ZOHO analytics, we can see what immediate but smaller expenditures will likely prevent the greater cost of more major repairs that results from deferred maintenance and map which items to complete first. §

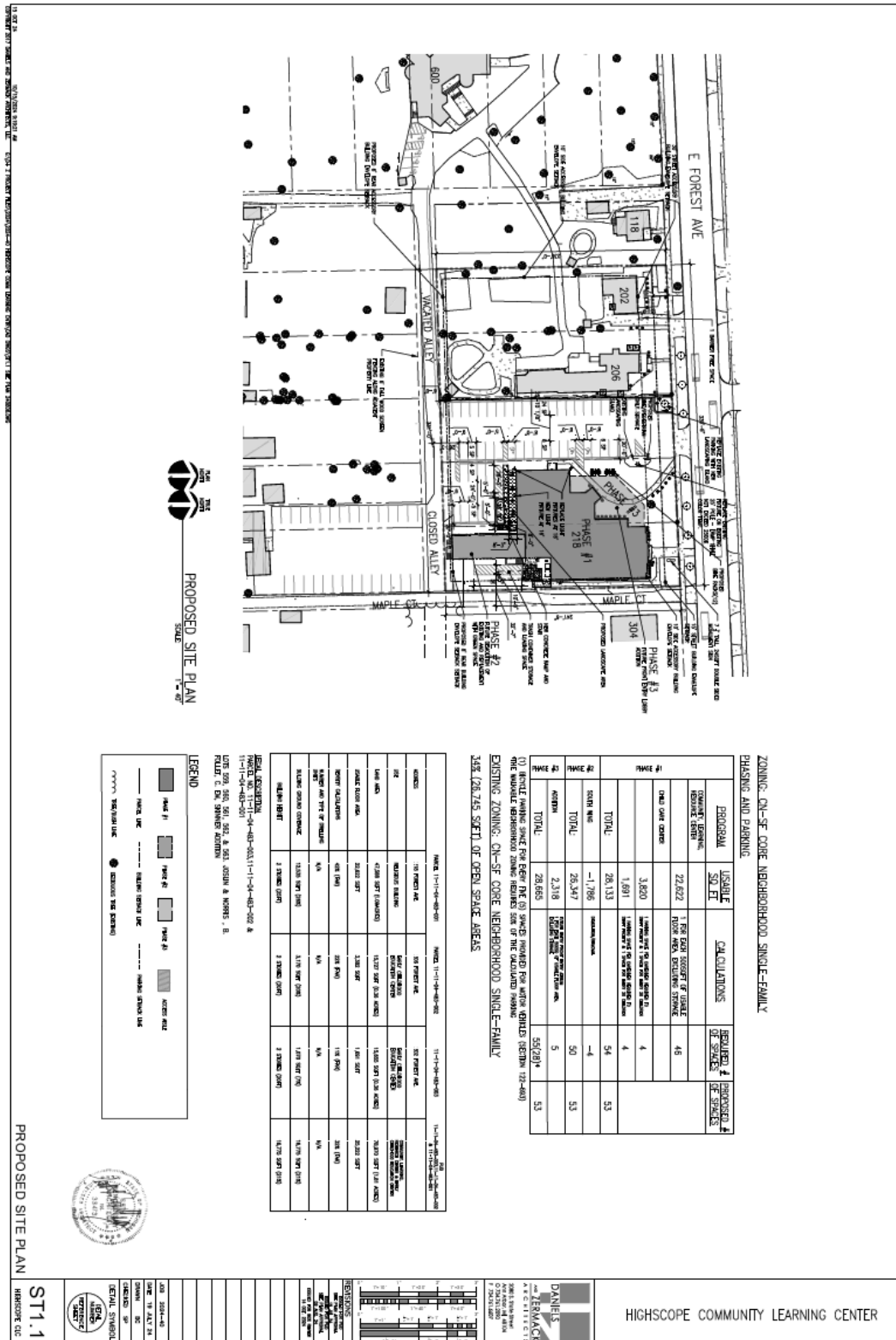
Assisting the community with accessing energy efficient resources.

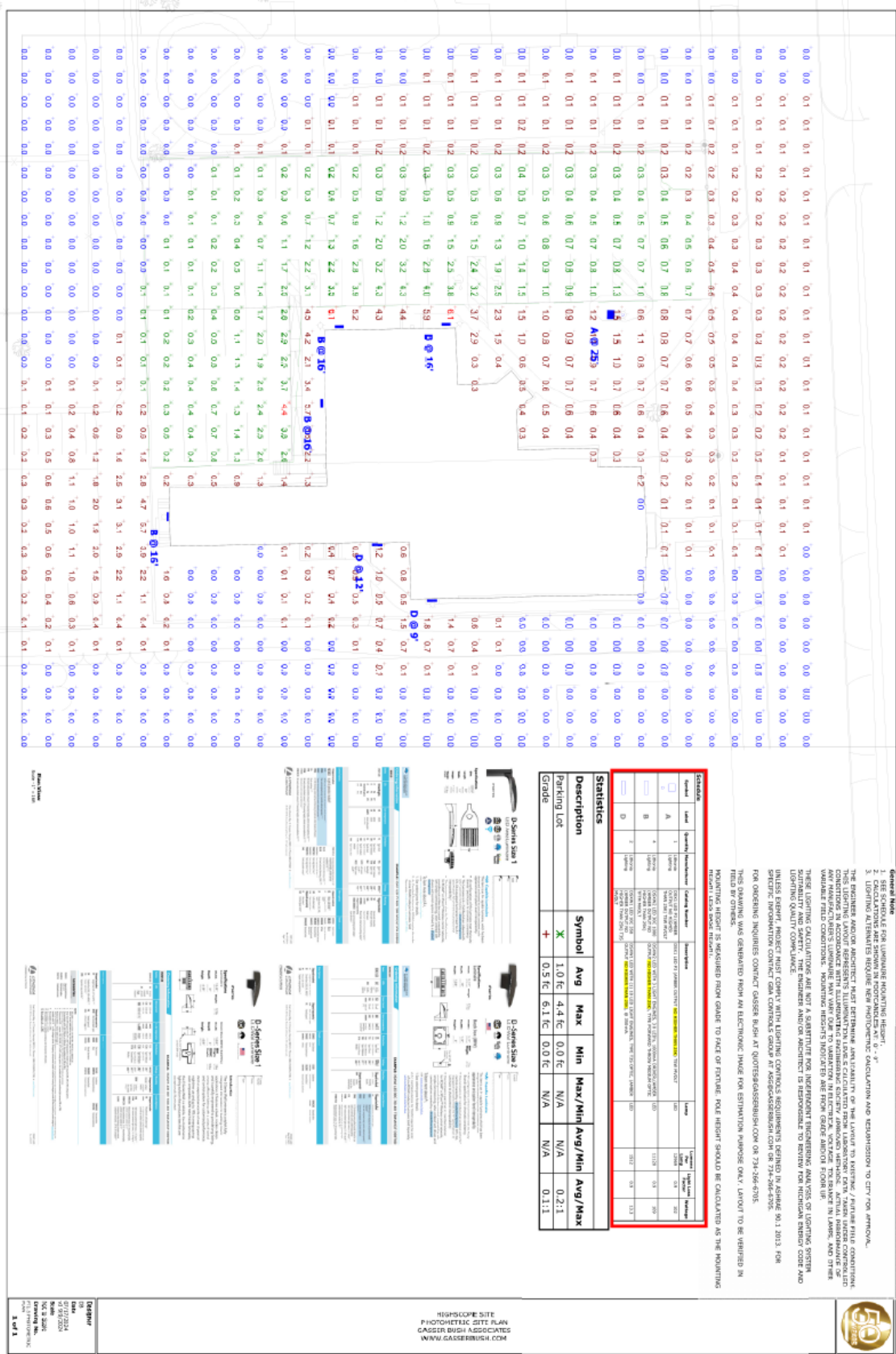
We will work with Community and Economic Development of Washtenaw County Michigan's Home Weatherization Program to provide free energy audit training and free weatherization services to qualified Washtenaw County residents. The program is implemented through Washtenaw County in partnership with the U.S. Department of Energy (DOE) and is designed to help residents lower their utility bills. They also provide eligible repairs on homes for free. Homeowners and renters that meet the eligibility requirements are welcome to apply. By having free energy audit workshops, residents can come together to find out if they are eligible before applying online. We will also provide a way for them to apply while at the workshop and they can talk to a program representative in-person.

Sustainability - Volunteer Support

The Restoration Church group has worked on getting part of the building renovated and cleaned out and is currently using the sanctuary for their services. We have also had assistance from the Police Department's public works program and other volunteers. We estimate that approximately 200 volunteers have assisted us in the last year with 100 of them continuing to assist us on a regular basis.

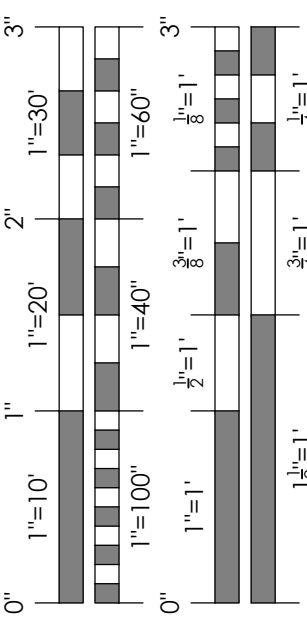
Drawings Attached







2080 S. State Street
Ann Arbor, MI 48104
O 734.761.2090
F 734.761.6607



REVISIONS	
ISSUED FOR PUD SITE PLAN APPROVAL 18 JUL 24	
ISSUED FOR PUD SITE PLAN APPROVAL 09 AUG 24	
ISSUED FOR 90% REVIEW 14 OCT. 2024	

JOB 2024-40
DATE 19 JULY 24
DRAWN BC
CHECKED SP

DETAIL SYMBOL
DETAIL
NUMBER
REFERENCE
SHEET

ST1.1
HIGHSCOPE CLC

ZONING: CN-SF CORE NEIGHBORHOOD SINGLE-FAMILY

PHASING AND PARKING

	PROGRAM	USABLE SQ. FT.	CALCULATIONS	REQUIRED # OF SPACES	PROPOSED # OF SPACES
PHASE #1	COMMUNITY, LEARNING, RESOURCE CENTER	22,622	1 FOR EACH 500SQFT OF USABLE FLOOR AREA, EXCLUDING STORAGE	46	
	CHILD CARE CENTER				
		3,820	1 PARKING SPACE PER CAREGIVER REQUIRED TO STAFF FACILITY & 1 SPACE FOR EVERY 20 CHILDREN	4	
		1,691	1 PARKING SPACE PER CAREGIVER REQUIRED TO STAFF FACILITY & 1 SPACE FOR EVERY 20 CHILDREN	4	
	TOTAL:	28,133		54	53
PHASE #2	SOUTH WING	-1,786	DEMOLITION/REMOVAL	-4	
	TOTAL:	26,347		50	53
PHASE #3	ADDITION	2,318	FUTURE ENTRY FRONT ENTRY ATRIUM 1 FOR EACH 500SQ OF USABLE FLOOR AREA, EXCLUDING STORAGE	5	
	TOTAL:	28,665		55(28)*	53

(1) BICYCLE PARKING SPACE FOR EVERY FIVE (5) SPACES PROVIDED FOR MOTOR VEHICLES (SECTION 122-693)

*THE WALKABLE NEIGHBORHOOD ZONING REQUIRES 50% OF THE CALCULATED PARKING

EXISTING ZONING: CN-SF CORE NEIGHBORHOOD SINGLE-FAMILY

34% (26,745 SQFT) OF OPEN SPACE AREAS

	PARCEL 11-11-04-483-001	PARCEL 11-11-04-483-002	11-11-04-483-003	PUD 11-11-04-483-003,11-11-04-483-002 & 11-11-04-483-001
ADDRESS	218 FOREST AVE.	206 FOREST AVE.	202 FOREST AVE.	
USE	RELIGIOUS BUILDING	EARLY CHILDHOOD EDUCATION CENTER	EARLY CHILDHOOD EDUCATION CENTER	COMMUNITY, LEARNING, RESEARCH CENTER & EARLY CHILDHOOD EDUCATION CENTER
LAND AREA	47,588 SQFT (1.09ACRES)	15,727 SQFT (0.36 ACRES)	15,655 SQFT (0.36 ACRES)	78,970 SQFT (1.81 ACRES)
USABLE FLOOR AREA	22,622 SQFT	3,382 SQFT	1,691 SQFT	25,222 SQFT
DENSITY CALCULATIONS	42% (FAR)	22% (FAR)	11% (FAR)	32% (FAR)
NUMBER AND TYPE OF DWELLING UNITS	N/A	N/A	N/A	N/A
BUILDING GROUND COVERAGE	12,535 SQFT (26%)	3,170 SQFT (20%)	1,070 SQFT (7%)	16,775 SQFT (21%)
BUILDING HEIGHT	2 STORIES (25FT)	2 STORIES (20FT)	2 STORIES (20FT)	16,775 SQFT (21%)

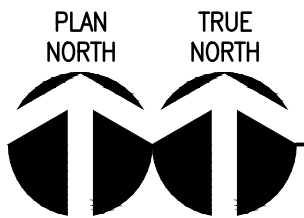
LEGAL DESCRIPTION

PARCEL NO. 11-11-04-483-003,11-11-04-483-002 &
11-11-04-483-001

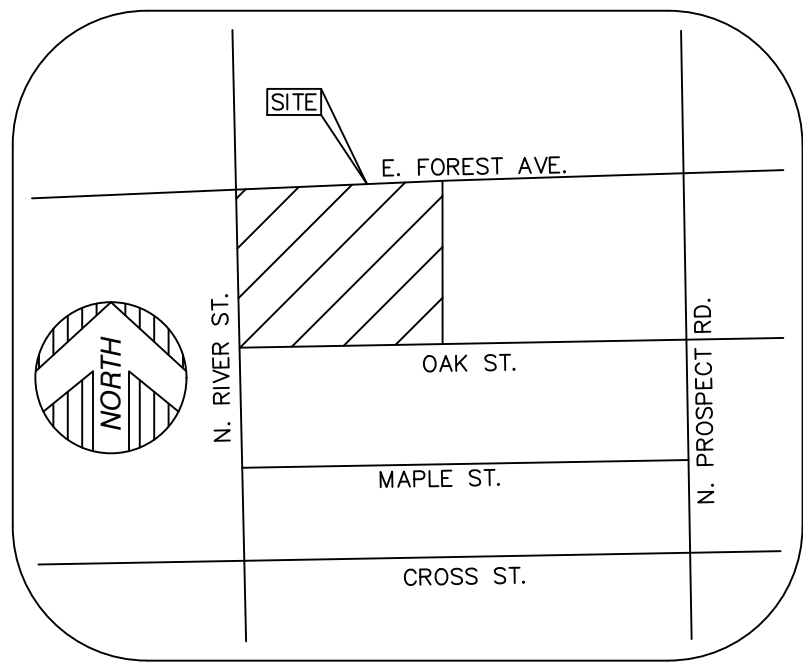
LOTS 559, 560, 561, 562, & 563. JOSLIN & NORRIS , B.
FOLLET, C. EM, SKINNER ADDITION

LEGEND

PHASE #1	PHASE #2	PHASE #3	ACCESS AISLE
PARCEL LINE	BUILDING SETBACK LINE	PARKING SETBACK LINE	
TREE/BUSH LINE	DECIDUOUS TREE (EXISTING)		



PROPOSED SITE PLAN
SCALE: 1"= 40'



VICINITY MAP
(NOT TO SCALE)

PARKING

HANDICAP PARKING = 7 STALLS
STANDARD PARKING = 75 STALLS

PARCEL AREA

PARCEL 1:
125,381± SQUARE FEET = 2.88± ACRES
PARCEL 2:
15,584± SQUARE FEET = 0.36± ACRES
PARCEL 3:
15,655± SQUARE FEET = 0.36± ACRES
PARCEL 4:
15,727± SQUARE FEET = 0.36± ACRES
PARCEL 5:
47,588± SQUARE FEET = 1.09± ACRES
PARCEL 6:
16,460± SQUARE FEET = 0.38± ACRES
PARCEL 7:
16,460± SQUARE FEET = 0.38± ACRES
PARCEL 8:
16,460± SQUARE FEET = 0.38± ACRES
PARCEL 9:
22,900± SQUARE FEET = 0.53± ACRES
TOTAL:
292,215± SQUARE FEET = 6.72± ACRES

BASIS OF BEARING

NORTH 87°28'12" EAST, BEING THE SOUTHERLY
RIGHT OF WAY LINE OF FOREST AVENUE, BASED
ON GPS OBSERVATION, MICHIGAN STATE PLANE
COORDINATE SYSTEM, SOUTH ZONE, NAD83.

LEGEND

● (R&M)	FOUND MONUMENT (AS NOTED)
(R)	RECORD AND MEASURED DIMENSION
(M)	RECORD DIMENSION
⊙	MEASURED DIMENSION
⊙	ELECTRIC MANHOLE
⊙	ELECTRIC METER
⊙	UTILITY POLE
⊙	GAS METER
⊙	GAS VALVE
⊙	LIGHT POLE WITH STREET LAMP
⊙	ROUND CATCH BASIN
⊙	SQUARE CATCH BASIN
⊙	STORM DRAIN MANHOLE
⊙	FIRE HYDRANT
⊙	WATER VALVE
⊙	AIR CONDITIONING UNIT
⊙	BOLLARD
⊙	LIGHTPOST/LAMP POST
⊙	SINGLE POST SIGN
⊙	HANDICAP PARKING
⊙	DECIDUOUS TREE (AS NOTED)
⊙	PARCEL BOUNDARY LINE
⊙	PLATTED LOT LINE
⊙	BUILDING
⊙	BUILDING OVERHANG
⊙	CONCRETE CURB
⊙	RAISED CONCRETE
⊙	PARKING
⊙	EDGE OF CONCRETE (CONC.)
⊙	EDGE OF ASPHALT (ASPH.)
⊙	EDGE OF GRAVEL
⊙	FENCE (AS NOTED)
⊙	WALL (AS NOTED)
⊙	EDGE OF LANDSCAPING
⊙	TREE / BRUSH LINE (AS NOTED)
⊙	OVERHEAD UTILITY LINE
⊙	GAS LINE
⊙	BUILDING AREA
⊙	ASPHALT
⊙	CONCRETE



PROPERTY DESCRIPTION

LAND SITUATED IN THE CITY OF YPSILANTI, COUNTY OF WASHTENAW, STATE OF MICHIGAN, DESCRIBED AS:

- PARCEL 1:
LOTS 522 THRU 529 M. NORRIS, B. FOLLETT C. JOSLIN & EM SKINNER ADDITION & E. M. SKINNER ADDITION
- PARCEL 2:
LOT 558 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION.
- PARCEL 3:
LOT 559 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION.
- PARCEL 4:
LOT 560 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION.
- PARCEL 5:
LOTS 561, 562 & 563 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION
- PARCEL 6:
LOT 544 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION
- PARCEL 7:
LOT 545 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION
- PARCEL 8:
LOT 546 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION
- PARCEL 9:
THE E 26 FT OF LOT 548 AND ALL OF LOT 549 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION

TITLE REPORT NOTE

A CURRENT TITLE POLICY HAS NOT BEEN FURNISHED AT TIME OF SURVEY, THEREFORE EASEMENTS AND/OR ENCUMBRANCES AFFECTING SUBJECT PARCEL MAY NOT BE SHOWN.

SURVEYOR'S NOTE

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES OTHER THAN THE STRUCTURE INVENTORY SHOWN HEREON.

SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY THAT I HAVE SURVEYED THE LAND HEREIN DESCRIBED AND THAT THIS MAP REPRESENTS THE RESULTS OF THE SURVEY.

ANTHONY T. SYCKO, JR., P.S.
PROFESSIONAL SURVEYOR
MICHIGAN LICENSE NO. 47976
22556 GRATIOT AVE., EASTPOINTE, MI 48021
TSycko@kentec-survey.com



BOUNDARY SURVEY

PREPARED FOR: HIGHSCOPE EDUCATIONAL RESEARCH FOUNDATION
600 N RIVER ST, 118,202,206,218 E FOREST AVE, 201,205,209,219 OAK ST,
YPSILANTI, MICHIGAN,
PART OF SECTION 4,
TOWN 3 SOUTH, RANGE 7 EAST

DATE	BY	REVISION	DESCRIPTION
06/18/24	JV	1	ADDED ADDITIONAL UTILITIES
06/18/24	ATS		
JUNE 18, 2024			
24-0181			



City of Ypsilanti

Community and Economic Development

October 07, 2024

Jennilyn Campos, Highscope
600 N. River St.
Ypsilanti, MI 48198

RE: City Council's Conditional Approval of the Adaptive Reuse Planned Unit Development

Dear Jennilyn Campos, Highscope,

The City Council conditionally approved the adaptive reuse planned unit development at 202, 206, and 218 E. Forest in the "Core Neighborhood Single-Family District" at their October 4, 2024, special meeting. The approval was with the following findings and conditions.

Findings:

1. The application, site plan, and land use comply with §122-311, 122-702, 122-703, and 122-706
2. The Planning Commission approves the departures listed in Figure 5 of this report.

Conditions:

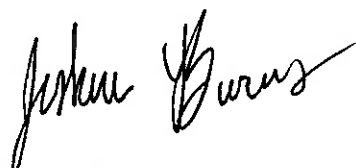
1. The applicant shall obtain Department of Public Services approval for any right-of-way work as proposed by the project.
2. The applicant shall obtain Fire Department approval of the site plans.
3. The applicant shall obtain HDC approval for any work on the exterior of the building(s) and permanent site elements.
4. Staff can approve a performance guarantee for the phasing plan.
5. Any new and existing landscaping is to be maintained in good condition by the owner.
6. The applicant shall pursue lot combination for the 3 subject parcels.
7. A PUD agreement shall be reviewed and approved by the City Council before engineering and building permit review. The PUD agreement may specify terms and details related to performance, logistical, and administrative items including but not limited to: performance guarantees, waste management, changes to the site or uses, construction staging, project completion timelines, items documented on the site plans themselves, and approval requirements for City departments.

This letter serves as your official notice of the City Council's action; keep it with your records. Considering the proposed adaptive reuse planned unit development was approved conditionally, each of the conditions must be met to receive official approval.

Note that major changes to the approved planned unit development may require resubmission to the Planning Commission and/or City Council. Please provide proof of conditions in a revised site plan set to this office for administrative review. A Certificate of Occupancy will not be issued until site plan conditions are met and approved by this department. Contact me at 734-482-9832 or jburns@cityofypsilanti.com with any additional questions.

Sincerely,

Page 1 of 2



Joshua Burns
City Planner, Community & Economic Development Division

CC: File
Building Department
Daniels and Zermack Architects



To: Mayor and City Council

From: Joshua Burns, City Planner

Date: September 10, 2024

Subject: Adaptive Reuse Planned Unit Development (PUD): Highscope Childcare and Community Learning Resource Center at 202, 206, and 218 E. Forest

SUMMARY & BACKGROUND

202, 206, and 218 E. Forest are located at the northeast intersection of E. Forest Ave and Maple Court in Ypsilanti. The site includes parcels 11-11-04-483-003 (0.36 acres), 11-11-04-483-002 (0.36 acres), and 11-11-04-483-001 (1.691 acres). The site presently includes 2 former single-family structures currently being utilized as childcare centers and a former church, presently vacant. 202 and 206 E. Forest each include a shed. The site presently includes a parking lot with 50 vehicle spaces and one residential driveway that is utilized as an ADA space. There are two curb cuts providing access to the site off E. Forest Ave. There is additional access to 218 E. Forest off Maple Court. Pedestrian access to each of the sites is located on E. Forest Ave.

The applicant displays a phasing plan that includes three main stages. In Phase I, the proposed plans are to maintain each of the existing buildings and uses in 202 and 206 E. Forest and activate the vacant church at 218 E. Forest as a community learning research center and childcare center. The proposed renovations for the church will include classrooms, multipurpose rooms, offices, and a kitchen, encompassing 25,222 sq ft. The plans also display a cohesive restriping of the parking lot and eliminate some of the impervious surfacing on the site. Phase II includes the demolition of the south wing of the building, which will create space for a community vegetable garden. Phase III will include the addition of a 2,318 sq ft entry on the NW side of the building, along with upgrades to the parking lot and improvements to landscaping and stormwater management. The applicant is currently seeking approval for phase I and intends to come back in the future for phases II and III.

It is important to note that a church is considered a private assembly use under the zoning ordinance, and the proposal to reuse the former church as a community learning center is ultimately another form of private assembly.

Pedestrian access will continue to be provided along E. Forest. A concrete ramp is proposed in phase I to enhance ADA accessibility.

Vehicle access will be provided in a two-way direction, using the existing curb cut on E. Forest. Vehicular access to the site is also provided through a closed alley, connecting to Maple Court.

The applicant vows to add solar panels to the vacant church, decreasing the carbon footprint of the community learning center.

This development, located in the Core Neighborhood Single-Family zoning district, is proposed as an adaptive reuse planned unit development (PUD) due to the proposed use of a community learning research center not being permitted in the CN-SF zoning district. Additionally, City Council approval is needed following a recommendation by the Planning Commission.

A PUD is a development plan that offers more flexibility to the developer in designing the site. This happens through “departures,” or in other words “exceptions,” that allow creativity in site design otherwise not possible when strictly adhering to the zoning ordinance. In exchange for design flexibility, developers must provide a public benefit, including (but not limited to) amenities and infrastructure improvements, and often find it easier to accommodate environmental and scenic attributes. In this case, the applicant applied for a few departures, all approved by the Planning Commission. The departures are broadly summarized here (see the full list of departures and analysis in Figure 5 of the attached August 2024 staff report):

- Departures from the off-street loading space requirements (122-695(a) & (c))
- Departure from the minimum and maximum number of parking spaces (122-691)

The Planning Commission was provided with staff recommendation of approval with conditions at their August 2024 meeting, and the Planning Commission approved with conditions the Adaptive Reuse Planned Unit Development, 4-2.

The developer has submitted a draft PUD agreement to the City, and it is currently in review with the City Attorney. Staff recommends that the City Council consider including the review of the PUD agreement as a condition of approval.

Please see the attached Planning Commission staff review for further discussion/analysis. Please see the August 2024 Planning Commission minutes for the full list of the Planning Commission’s recommended conditions of approval. A few of the conditions have been met via the updated plan set, hence the reason why the recommendation in this memo below varies from the Planning Commission minutes. If the City Council approves the PUD with any conditions of approval, those conditions of approval will be required to be acted on and maintained.

RECOMMENDATION

RECOMMENDED ACTION: Approval with conditions

Motion to approve with conditions the adaptive reuse planned unit development for 202, 206, and 218 E. Forest Avenue, with parcel IDs as noted in Attachment A, with the following findings and conditions:

Findings:

1. The application, site plan, and land use comply with §122-311, 122-702, 122-703, and 122-706
2. The City Council approves the departures listed in Figure 5 of this report.

Conditions:

1. The applicant shall obtain Department of Public Services approval for any right-of-way work as proposed by the project.
2. The applicant shall obtain Fire Department approval of the site plans.
3. The applicant shall obtain HDC approval for any work on the exterior of the building(s) and permanent site elements.
4. Staff can approve a performance guarantee for the phasing plan.
5. Applicant shall address discrepancies in the landscaping plan.
6. Any new and existing landscaping is to be maintained in good condition by the owner.
7. The applicant shall pursue lot combination for the 3 subject parcels.
8. A PUD agreement shall be reviewed and approved by the City Council before engineering and building permit review. The PUD agreement may specify terms and details related to performance, logistical, and administrative items including but not limited to: performance guarantees, waste management, changes to the site or uses, construction staging, project completion timelines, items documented on the site plans themselves, and approval requirements for City departments.

ATTACHMENTS: Resolution, Ordinance, Planning Commission Minutes (August Draft Minutes), August Planning Commission Staff Reports, Site Plan Set (dated August 9, 2024), Applicant Narratives and Additional Items

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City has an interest in protecting the health, safety, and welfare of the community; and

WHEREAS, the City has a Master Plan that reflects the policy goals of the City, including the guiding value that "anyone, no matter what age or income, can find a place to call home in Ypsilanti;" and

WHEREAS, the applicant, Jennilyn Campos, Highscope, intends to provide public benefits in this development; and

WHEREAS, the Planning Commission recommends the City Council approve the Adaptive Reuse Planned Unit Development for the site known as 202, 206, and 218 E. Forest, with the property's legal description in the attached ordinance; and

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council adopt the ordinance entitled "Adaptive Reuse Planned Unit Development (PUD): Highscope Childcare and Community Learning Resource Center" with conditions as recommended in the request for legislation memo on First Reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

City of Ypsilanti
Notice of Adopted Ordinance
Ordinance No. _____

An Ordinance Entitled "Adaptive Reuse Planned Unit Development (PUD): Highscope Childcare and Community Learning Resource Center"

THE CITY OF YPSILANTI ORDAINS:

That the properties with the addresses of 202, 206, and 218 E. Forest, tax identification codes 11-11-04-483-003, 11-11-04-483-002, and 11-11-04-483-001, as well as the legal description attached in Attachment A;

BE REZONED TO PLANNED UNIT DEVELOPMENT

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

Tracey Boudreau, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____ was published in the Washtenaw Legal News on the ____ day of _____, ____.

Tracey Boudreau, City Clerk

CERTIFICATE OF ADOPTING

I hereby certify that the foregoing is a true copy of the Ordinance passed at the regular meeting of the City Council held on the ____ day of _____, ____.

Tracey Boudreau, City Clerk

Notice Published:

First Reading:

Second Reading:

Published:

Effective Date:

Attachment A

The subject adaptive reuse planned unit development site is currently known with the address of 202, 206, and 218 E. Forest, with tax identification codes 11-11-04-483-003, 11-11-04-483-002, and 11-11-04-483-001 as described per the legal description.

LEGAL DESCRIPTION

PARCEL NO. 11-11-04-483-003, 11-11-04-483-002 &
11-11-04-483-001

LOTS 559, 560, 561, 562, & 563. JOSLIN & NORRIS , B.
FOLLET, C. EM, SKINNER ADDITION



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing to consider an ordinance titled "Adaptive Reuse Planned Unit Development (PUD): Highscope Childcare and Community Learning Resource Center" be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager, Jennifer Collins

Subject: Resolution No. 2025-136 Approving the request to waive the park rental fees of \$1,035 for the Kiwanis Club Kids Triathlon 2025.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL - request for fee waiver-sponsorship Kiwanis Club Kids Triathlon 8-9-2025
2. Resolution for Fee Waiver Request Kiwanis Club Kids Triathlon 8-9-2025
3. Kiwanis Club Kids Triathlon 8-9-2025 Application
4. Special Events Contract - Kiwanis Club Kids Triathlon - City of Ypsilanti Parks Special Even
5. Kiwanis Club Kids Triathlon - Fee Waiver Request 2025

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
July 1, 2025

FROM: Jennifer Collins, Events and Facilities Manager

SUBJECT: Application for Fee Waiver for
Kiwanis Club Kids Triathlon, Recreation Park, August 9, 2025

SUMMARY & BACKGROUND:

Kiwanis Club of Ypsilanti, a community non-profit organization, and the organizer for this year's annual Kids Triathlon on August 9th at Recreation Park, has requested that the city co-sponsor this year's event. According to the Special Events Policy, "the City may jointly sponsor certain events with other organizations when City Council determines that the event is of general interest to the public and advances the City's public image. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the Special Events Policy and must reimburse the City for any costs in excess of the support level authorized by the budget appropriation."

This is one of Ypsilanti's most fun community-building and fundraising events. This year we expect 120 children between the ages of 4 and 12 years of age to swim in Rutherford Pool, then bike and run around the path at Recreation Park. This brings together dozens of families from all walks of life and promotes a healthy and active lifestyle for these children. It also serves as a fundraiser for the Friends of Rutherford Pool, the 501c3 non-profit that manages the pool on behalf of the city. This year twenty local businesses will sponsor this event, which provides each participant with a race T-shirt and participation medal. This event continues to grow each year and is something the city and its citizens can be proud of.

This is a fundraiser event for the Rutherford Pool, so the city directly benefits from income earned that supports the pool. It is also an opportunity for local businesses to advertise as sponsors or with in-kind donations. This event attracts participants not just from the city, but also from surrounding communities. Our volunteers clean up the park before and after the race and we always leave it nicer than we found it.

This resolution allows the City of Ypsilanti to lend support to the organizers of this year's (enter name of event) in their endeavors to promote the City of Ypsilanti as a friendly, safe and hospitable city with a long and notable historical heritage.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Proposed Resolution

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS:

FINANCE DIRECTOR APPROVAL: _____



Resolution No. 2025-136
July 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City of Ypsilanti adopted a Special Events Policy, and pursuant to the policy, the City may co-sponsor an event if it is of general interest to the public and advances the City's public image; and

WHEREAS, this year the Kiwanis Club Kids Triathlon will take place Saturday, August 9th at Recreation Park; and

WHEREAS, Kiwanis Club Kids Triathlon's event organizer is requesting that the City waive the park rental fees for the 2025 event; and

WHEREAS, City Council agrees that waiving the park rental fees for Kiwanis Club Kids Triathlon would be in the general interest of the public and advance the City's public image;

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approves the request to waive the park rental fees of \$1,035 for Kiwanis Club Kids Triathlon 2025.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Estey, Wendy

From: noreply@civicplus.com
Sent: Tuesday, May 13, 2025 1:06 PM
To: Estey, Wendy; Lorrie Thomas
Subject: Online Form Submittal: Special Event Application

Attention: This email was sent to the City of Ypsilanti from an external source. Please be extra vigilant when opening attachments or clicking links.

Special Event Application

Step 1

Contact Information

Applicant/ Organization's Name	Kiwanis Club of Ypsilanti
Street Address	1216 South Congress Street
City	Ypsilanti
State	MI
Zip Code	48197
Phone	8434600321
Fax	Field not completed.
Organization Website	Field not completed.
Form of Ownership	Field not completed.
Applicant Organization is	Located or resident of the City
Brief Description of Organization or Applicant (350 characters or less)	Field not completed.
Person(s) Principally Responsible for Event	Brett Snyder
Title	Field not completed.

Contact Number 8434600321

Email brettssnyder843@yahoo.com

Event Info

Proposed date of event 8/9/2025

Will it be a recurring event weekly, biweekly, monthly, etc? No

Proposed Location Recreation Park

Event set up time 6:00 a.m.

Event start time 8:30 a.m.

Additional days required for set up 1

Event end time 10:30 am

Event break down time 11:00 am

Additional days required for clean up None

Has this event occurred in Ypsilanti before? Yes

Is this an annual event expected to occur next year? Yes

Proposed date for next year... 8/8/2026

Note

If an event will run recurrently, the City may issue one permit per month so long as the event will run for 30 days or longer (for weekly events), 60 days or longer (for biweekly events), or 90 days or longer (for monthly events).

Type of Event Athletic Event (run, walk, etc), Non-Profit

Event Classification & Requirements

Event Category

(City of Ypsilanti Special Events Policy, Section 3)

Note

All events held in Riverside or Frog Island park are automatically categorized as Class 3 or Class 4

Event Class Category Class 2 Event (\$350 per day)

Total # of Participants 125
Expected

Full Description & Kids Triathlon for ages 4-12.
Purpose of Event
(include all activities,
attach additional
documents if
necessary)

Security Deposit

(City of Ypsilanti Special Events Policy, Sections 2.5 and 3)

Select Event Class Class 2 Event (\$500)

Note

Permit and utility fees may also be required up front with the security deposit.

Food

(City of Ypsilanti Special Events Policy, Section 3.5)

Will any food be No
prepared, distributed, or
sold at event?

Note

If food will be prepared on site, distributed or sold each vendor must apply for and receive a permit from the Washtenaw County Environmental Health Department, 705 Zeeb Rd, PO Box 8645, Ann Arbor, or 734-222-3800.

Alcohol

(City of Ypsilanti Special Events Policy, Section 3.6)

Will alcohol be served? No

Alcohol Training

The City requires that all event staff handling alcohol receive appropriate training.

Parking

(City of Ypsilanti Special Events Policy, Section 4.1)

Attach a detailed description of the parking available *Field not completed.*

Will your event use public lots? Yes

Note

The City does not permit paid parking in any public lots without a license

Will your event use private lots? No

Note

Written authorization from the property owner is required and must be attached if using school, church, or other private parking lots.

Are you requesting unlimited parking or capped meters? No

Street Closure

Street Closure

(City of Ypsilanti Special Events Policy, Sections 3.7 and 4.1)

Does your event require a street closure? No

Note

Major street closure permits are \$1,500/per street/per day.

Local street permits are \$350/street/day.

Note

Insurance will be required for all Street Closures in the amount of \$250,000 per occurrence, naming the City of Ypsilanti as an additional insured.

Event Map

(City of Ypsilanti Special Events Policy, Section 4.1)

Does your event require an Event Map? No

Upload your event map *Field not completed.*

Event Signs

(City of Ypsilanti Special Events Policy, Section 4.2)

Are event signs required? No

Security

(City of Ypsilanti Special Events Policy, Section 4.3)

Will your event have private security? No

Will your event have volunteer security/crowd control services? No

List the name and contact information for the private security company *Field not completed.*

Describe your plan for ejecting unruly/disorderly persons from the event *Field not completed.*

Note

The Police Department may require private bonded security for events. The City will assign police officers as necessary and charge the permit holder for these services. The need for private security and/or police officers will be determined at or before

the pre-event meeting. The numbers will be determined by the Police Department liaison.

Temporary Apparatus

(City of Ypsilanti Special Events Policy, Section 4.1)

Will your event include Tents, Portable Tables
any of the following ?
(check all that apply)

Note

Please include placement of all apparatus listed above in your attached event site plan. Bleachers, benches, picnic tables, and charcoal grills are available for rental in City parks.

Noise

(City of Ypsilanti Special Events Policy, Section 3.8)

Will amplified sound be Yes
used at the event?

List the days and times Saturday, Aug 9 from 7:30 - 10:30 am
sound will be used

What type of sound will P.A. System
be at the event? (check
all that apply)

Other *Field not completed.*

Note

Event coordinators are responsible for ensuring compliance with permissible noise levels. Please review the Special Events Policy to determine if a noise permit is required for your event.

Event sponsors are responsible for obtaining any necessary music or other intellectual property licenses associated with their event.

Restrooms

(City of Ypsilanti Special Events Policy, Section 4.1)

Note

No city parks have restroom facilities; Riverside park is the only city park with water service available.

Does your event require No
restroom facilities?

Trash

(City of Ypsilanti Special Events Policy, Section 4.1)

Penalties will be assessed for the event site not being restored to its original condition. If trash or other event-related debris is left anywhere but inside a designated trash receptacle, a charge may be incurred for site clean-up.

Do you intend to provide Yes
your own trash
receptacles?

If yes, how many trash 5
receptacles do you
intend to provide?

Provide the trash Trash bins will be provided by Rutherford Pool.
disposal plan for your
event

Note

Waste Management sells event trash boxes (55 gallons each, 1 box is equal to ¼ cubic yard). You can contact them at 1-800-796-9696.

Site Restoration

(City of Ypsilanti Special Events Policy, Section 4.4)

Note

Site restoration and equipment removal are required by 1 p.m. the day following your event.

Do you agree to restore Yes
the location(s) to the
condition in which you
found it?

Insurance

(City of Ypsilanti Special Events Policy, Sections 1.4 and 3)

Have you reviewed the prerequisite insurance requirements for your event and agree to submit proof of liability and/or property damage insurance with your application?

Yes

City Services & Equipment

Permits

Permits required for your event (check all that apply)

Noise Permit

Other

Field not completed.

City Services Requested

(City of Ypsilanti Special Events Policy, Section 5.1)

Check all that apply

None of these

City Equipment Requested

(City of Ypsilanti Special Events Policy, Section 5.3)

Check all that apply

None of these

Attestation

(City of Ypsilanti Special Events Policy, Attachment D)

As applicable to event, applicant understands and agrees to comply with City ordinances and rules governing events and agrees to make final payment within thirty (30) days after the scheduled event invoice is received for any additional services required. Failure to comply within thirty (30) days shall place the applicant in default status. Further, it is understood that in the event a permit holder is placed in default status, the permit holder will be denied any other event permit(s) for a period of at least eighteen (18) months from the date of final payment and/or default resolution. I hereby agree to comply with all Federal and State Statutes and with all City of Ypsilanti Ordinances, including the curfew and noise ordinances. I understand and agree that in the event any nuisance or disturbances are caused by the individuals attending the event, the use of the location may be terminated without prior notice by the Police Chief or the City Manager or their designee. I

authorize the Fire Marshal to determine the maximum number of persons who may attend this event based on available space. Further, I understand and agree to abide by any additional City requirements that may be deemed necessary to safely operate the proposed event. By typing my name below, I attest that this application represents my intent for the proposed event to the best of my knowledge. I am authorized to submit this application on behalf of the organization:

Applicant Full Name Brett Alan Snyder

Date 5/13/2025

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



Kiwanis Club Kids Triathlon

Saturday, August 9, 2025

EVENT CONTRACT

ACCOUNT: Brett Snyder

CONTACT: Brett Snyder

EMAIL: brettsnyder843@yahoo.com

PHONE: (843) 460-0321

ADDRESS: 1216 South Congress Street
Ypsilanti, MI 48197

SALES MANAGER: Wendy Estey

EMAIL: westey@cityofypsilanti.com

PHONE: (734) 482-9825

EVENT SUMMARY

Date	Time	Location	Areas	Event Type	Guests	Rental	Event F&B Min
8/9/2025	6:00 am – 11:00 am	City of Ypsilanti Parks Special Events	Recreation Park	Miscellaneous Rental	120		

ROOM RENTAL

		Price	Total
1	Special Events Application Fee	\$35.00	\$35.00
1	Class 2 Event Fee	\$350.00	\$350.00
1	Class 2 Event Security Deposit (Refundable)	\$500.00	\$500.00
1	Noise Permit (7:30-10:30 a.m.)	\$150.00	\$150.00

ESTIMATED BILLING

Amplified sound to be used 7:30-10:30 a.m. Event sponsors are responsible for obtaining any necessary music or other intellectual property licenses associated with their event.

Tents must be inspected by the fire marshal Clifton Pope. He can be reached at cpope@cityofypsilanti.com. Please contact him to determine if your tents must be inspected.

Liability insurance in the amount of \$250,000 per occurrence naming the City of Ypsilanti as additionally insured is required for this event.

			Total
Room Rental			\$1,035.00
Subtotal			\$1,035.00
Credit Card Fee	4.0%		\$41.40
Grand Total			\$1,076.40
Estimated Amount Due			\$1,076.40



Kiwanis Club Kids Triathlon

Saturday, August 9, 2025

TERMS AND CONDITIONS

Thank you for selecting the City of Ypsilanti Parks Special Events for your event. We look forward to extending our hospitality and services to you and your guests. To ensure proper service and a great event for everyone, *please carefully review this contract* and verify the following information:

The damage deposit refund will be processed within two weeks, if the space passes inspection following the event and is cleared by the Event Coordinator. Tax Identification Number (Required for Non-Profit Organizations Only) _____

Payment Information: Payment is accepted in the form of cash, check or credit card. A non-refundable 4% service charge applies to all credit card payments. We do not accept personal checks. Business checks may be made payable to City of Ypsilanti and must be paid at least 30 days prior to your event. Cash payments may be made at: **Ypsilanti City Hall, 1 S. Huron, Third Floor, Ypsilanti, MI 48197.** You may also wish to pay by ACH transfer. There is a 1.5% service charge to pay by ACH transfer. Upon execution of the Agreement and payment of the required rental fee and deposit, the designated location shall be reserved for Renter on the

Date of: Saturday, August 9, 2025 from 6:00 AM through 11:00 AM

- Renter must pay security deposit within seven (7) days of submitting a rental request. If security deposit is not paid within seven (7) days of the request date, the request for a reservation is subject to immediate cancellation without notice.
- It is understood and agreed that should your group fail to adhere to all rules, policies, and conform to the proper use of the facility, the CoY may, at its discretion, terminate this agreement and require the renting parties to vacate the premises (during the event if necessary), forfeiting any and all fees and monies.
- CoY is not held liable for events not being held due to uncontrollable circumstances.
- CoY is not responsible for lost or stolen items.

· I/We have read and understand this agreement and the policies it contains. I understand that if I/we or any of the guests or vendors at the event does not comply with this agreement or the policies the event may be immediately terminated by CoY, in its sole discretion, and/or all deposits made retained by CoY. I understand and agree that, in addition, I/we will be responsible and liable to CoY for any costs exceeding the amount of the retained deposit.

Thank you,

Wendy Estey
Special Events Coordinator

CITY OF YPSILANTI

SPECIAL EVENTS RENTAL CONTRACT

Renter must distribute a copy of this page to all contractors and others involved in the event.

ATTESTATION

As applicable to event, applicant understands and agrees to comply with City ordinances and rules governing events (as laid out in the Special Events Policy) and agrees to make final payment within thirty (30) days after the scheduled event invoice is received for any additional services required. Failure to comply within thirty (30) days shall place the applicant in default status. Further, it is understood that in the event a permit holder is placed in default status, the permit holder will be denied any other event permit(s) for a period of at least eighteen (18) months from the date of final payment and/or default resolution.

I hereby agree to comply with all Federal and State Statutes and with all City of Ypsilanti Ordinances, including the curfew and noise ordinances. I understand and agree that in the event any nuisance or disturbances are caused by the individuals attending the event, the use of the location may be terminated without prior notice by the Police Chief or the City Manager or their designee. I authorize the Fire Marshal to determine the maximum number of persons who may attend this event based on available space. Further, I understand and agree to abide by any additional City requirements that may be deemed necessary to safely operate the proposed event.

This application represents my intent for the proposed event to the best of my knowledge. I am authorized to sign on behalf of the organization.

RESPONSIBILITY, INDEMNITY, WAIVER

Conduct - The conduct of all Event participants, spectators, service providers and volunteers while on the premises shall be the responsibility of the Renter. Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property or literary or artistic content on the premises during the rental period, or

resulting therefrom. Failure by any individual or group to follow all applicable laws, rules and regulations, including without limitation the Guidelines will be cause for eviction. City of Ypsilanti retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future reservation requests.

Release - Renter, on behalf of itself, its assigns, subrogees, representatives and all other persons or entities acting for, by or through it, hereby releases and forever discharges the City of Ypsilanti, their respective trustees, directors, officers, agents, representatives, employees, and insurers, from any and all liability, claims, demands, actions or rights of action, of whatever nature, character or description, for personal injury, property damage or death that arise from, are related to or are in any way connected with Renter or its guests' or invitees' use of the Space or the premises ("Claims"), including without limitation and to the fullest extent permitted by law, any Claims in part or in whole arising from, related to or in any way connected with the alleged or in fact negligent acts or omissions of the City of Ypsilanti, its directors, agents, employees, officers, and representatives. In the event Renter suffers any loss to person or property, Renter shall look solely to its, his or her insurance coverage, if any, and shall make no claim whatsoever against the City of Ypsilanti.

Indemnity - Renter shall, to the fullest extent permissible under law, defend, indemnify and hold harmless the City of Ypsilanti, their respective trustees, directors, officers, agents, representatives, employees, contractors and licensees from and against any and all claims, actions, causes of action, demands, judgments, liabilities, losses, damages, costs, or expenses (including without limitation reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (i) any personal injury, property damage, death or other liabilities of whatever kind or nature, that arise from, are related to or are in any way connected with Renter or officers, employees, agents, contractors, guests or invitees use of the space or the premises ("Claims"), including without limitation and to the full extent permitted by law, any Claims in which it is asserted and/or proved that the City of Ypsilanti, their respective agents, employees, officers, directors, contractors and/or representatives, was itself negligent or otherwise at fault; or (ii) any breach of any of the representations, warranties, covenants, obligations or duties contained in this Agreement; or (iii) any violation of any federal, state or local laws, rules or regulations. The indemnification obligations hereunder shall not be limited by reason of the enumeration of any insurance coverage required under this Agreement. The indemnification obligations herein shall survive the termination of this Agreement.

Waiver - If the facility is damaged or otherwise unavailable because of unforeseen causes beyond the control of the City of Ypsilanti, including but not limited to, such acts of God, war, riots, strikes, fire, flood, epidemics, quarantines, lack of utilities, severe weather, or the like, then this Agreement shall terminate, Renter's damage deposit will be returned (less any monies expended or contracted for, and for which the City of Ypsilanti cannot cancel), and Renter waives all rights to any claims against the City of Ypsilanti. The City of Ypsilanti shall

have no obligation to provide alternative facilities. Renter will be given at least three (3) months' notice, and full refund of the rental fee and damage deposit if the City is unable to accommodate the event due to unforeseen circumstances.

Client Signature

Printed Name: Brett A Snyder

Signed: 5/28/2025 at 8:47 pm

Brett A Snyder



Special Event Fee Waiver Request

Please complete the form below and submit to the Special Events Coordinator Wendy Estey at westey@cityofypsilanti.com for submission to and consideration by the City Manager.

The City may provide support to Special Events on the following basis:

1. The event is completely open and free to members of the public, with no entry fee charged.
2. If vendors can sell goods, the cost to participate may not be prohibitive. Priority must be given first to City of Ypsilanti residents and businesses. All opportunities to serve as a vendor must be advertised sufficiently in promotional materials and on the City website. The maximum rate at which vendors may be charged is \$10 per hour, and a financial report must be provided to the City proving what funds were raised and for what purpose specifically from vendor fees collected.
3. A public event shall not engage in hateful or derogatory speech including symbols of racism, homophobia, or violence. Weapons shall not be sold by vendors or any merchandise or goods which depicts these symbols of hate.
4. Religious services are not eligible community events under this policy.

Event Name: _____

Event Start Date: _____

Event Location: _____

Event Organizer: _____

Event Contact Person: _____

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

How is this event of general interest to the public?

List the benefits provided by the event to the City of Ypsilanti (e.g. advertisement materials, ticket sales, park improvements, etc.)

By typing my name below, I attest that this application represents my intent for the proposed event to the best of my knowledge. I am authorized to submit this application on behalf of the organization.

Applicant Full Name

Date



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager, Jennifer Collins

Subject: Resolution No. 2025-137 Approving the request to waive the road closure fees of \$700, noise permit fee of \$150, and administrative fees of \$35, totaling \$885.00 for the Washtenaw County Health Department Health Fair 2025.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL - request for fee waiver-Washtenaw ounty Health Dept Health Fair 080625
2. Resolution 2025-137 for Fee Waiver Request Washtenaw County Dept Health Fair 8-6-2025
3. Special_Event_Fee_Waiver_Request_2025_Signed
4. Noise_Permit_Application_2025_Signed
5. Washtenaw County Health Department Health Fair 8-6-2025 Application
6. Washtenaw County Health Department Health Fair 8-6-2025 Contract

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
July 1, 2025

FROM: Jennifer Collins, Events and Facilities Manager

SUBJECT: Application for Fee Waiver for
Summer Health Day on August 6, 2025

SUMMARY & BACKGROUND:

Washtenaw County Health Department, located at 555 Towner Street, a community non-profit organization, and the organizer for this year's annual Summer Health Day Health Fair on August 6th has requested that a fee waiver for this year's event. According to the Special Events Policy, "the City may jointly sponsor certain events with other organizations when City Council determines that the event is of general interest to the public and advances the City's public image. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the Special Events Policy and must reimburse the City for any costs in excess of the support level authorized by the budget appropriation."

This event will serve as an outreach event, with local organizations tabling various programs and services to provide resources and education from WCHD and local organizations. Additionally, this event will have free food, water, and giveaway opportunities for the community.

This resolution allows the City of Ypsilanti to lend support to the organizers of this year's (enter name of event) in their endeavors to promote the City of Ypsilanti as a friendly, safe and hospitable city with a long and notable historical heritage.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Proposed Resolution

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS:

FINANCE DIRECTOR APPROVAL: _____



Resolution No. 2025-137
July 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City of Ypsilanti adopted a Special Events Policy, and pursuant to the policy, the City may co-sponsor an event if it is of general interest to the public and advances the City's public image; and

WHEREAS, this year Washtenaw County Health Department Health Fair will take place Wednesday, August 6th; and

WHEREAS, Washtenaw County Health Department Health Fair event organizer is requesting that the City waive the road closure fees and noise permit fees for the 2025 event; and

WHEREAS, City Council agrees that waiving the road closure fees and noise permit fees for the Washtenaw County Health Department Health Fair would be in the general interest of the public and advance the City's public image;

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approves the request to waive the road closure fees of \$700, noise permit fee of \$150, and administrative fees of \$35.00 totaling \$885.00 for Washtenaw County Health Department Health Fair 2025.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



Special Event Fee Waiver Request

Please complete the form below and submit to the Special Events Coordinator Wendy Estey at westey@cityofypsilanti.com for submission to and consideration by the City Manager.

The City may provide support to Special Events on the following basis:

1. The event is completely open and free to members of the public, with no entry fee charged.
2. If vendors can sell goods, the cost to participate may not be prohibitive. Priority must be given first to City of Ypsilanti residents and businesses. All opportunities to serve as a vendor must be advertised sufficiently in promotional materials and on the City website. The maximum rate at which vendors may be charged is \$10 per hour, and a financial report must be provided to the City proving what funds were raised and for what purpose specifically from vendor fees collected.
3. A public event shall not engage in hateful or derogatory speech including symbols of racism, homophobia, or violence. Weapons shall not be sold by vendors or any merchandise or goods which depicts these symbols of hate.
4. Religious services are not eligible community events under this policy.

Event Name: _____

Event Start Date: _____

Event Location: _____

Event Organizer: _____

Event Contact Person: _____

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

How is this event of general interest to the public?

List the benefits provided by the event to the City of Ypsilanti (e.g. advertisement materials, ticket sales, park improvements, etc.)

By typing my name below, I attest that this application represents my intent for the proposed event to the best of my knowledge. I am authorized to submit this application on behalf of the organization.

Applicant Full Name

Date

Estey, Wendy

From: noreply@civicplus.com
Sent: Friday, May 9, 2025 8:00 PM
To: Estey, Wendy; Lorrie Thomas
Subject: Online Form Submittal: Local Street Closure Application

Attention: This email was sent to the City of Ypsilanti from an external source. Please be extra vigilant when opening attachments or clicking links.

Local Street Closure Application

Contact Information

Applicant/Organization's Name Washtenaw County Health Department

Address 555 Towner St

City Ypsilanti

State MI

Zip Code 48198

Phone 7344128084

Brief Description of Organization or Applicant (350 Characters or Less) Washtenaw County Health Department is a local health department that offers various services to support the residents of the county

Person Principally Responsible for Event Sarah Bradford

Email Address bradfords@washtenaw.org

Phone Number 7344128084

Proposed Event Date 8/6/2025

Best method to receive notices Email

List the local street(s) you would like closed, including cross streets closure of Center St. beginning after the entrance to parking lot and continuing to Center ST and Towner St

Event Setup Time	8am
Event Start Time	3pm
Event End Time	6pm
Event Break Down Time	6:30pm
Estimated Number of Guests	200

Field not completed.

Will amplified sound be used?	Yes
-------------------------------	-----

List times sound will be used	3pm-6pm
-------------------------------	---------

What type of sound will be at the event? (check all that apply)	P.A. System, Stereo Equipment
---	-------------------------------

Other	<i>Field not completed.</i>
-------	-----------------------------

Street Closure Insurance Requirements

Insurance will be required for all Street Closures in the amount of \$250,000 per occurrence naming the City of Ypsilanti as additionally insured.

Attestation

As applicable to event, applicant understands and agrees to comply with City ordinances and rules governing events and agrees to make final payment within thirty (30) days after the scheduled event invoice is received for any additional services required. Failure to comply within thirty (30) days shall place the applicant in default status. Further, it is understood that in the event a permit holder is placed in default status, the permit holder will be denied any other event permit(s) for a period of at least eighteen (18) months from the date of final payment and/or default resolution. I hereby agree to comply with all Federal and State Statutes and with all City of Ypsilanti Ordinances, including the curfew and noise ordinances. I understand and agree that in the event any nuisance or disturbances are caused by the individuals attending the event, the use of the location may be terminated without prior notice by the Police Chief or the City Manager or their designee. I authorize the Fire Marshal to determine the maximum number of persons who may attend this event based on available space. Further, I understand and agree to abide by any additional City requirements that may be deemed necessary to safely operate the proposed event. By typing my name below, I attest that

this application represents my intent for the proposed event to the best of my knowledge. I am authorized to submit this application on behalf of the organization.

Applicant Full Name Sarah Bradford

Date 5/9/2025

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

Estey, Wendy

From: Sarah Bradford <bradfords@washtenaw.org>
Sent: Friday, May 9, 2025 4:46 PM
To: Estey, Wendy
Subject: RE: Street Barricades for Center St & Noise Permit Application

Attention: This email was sent to the City of Ypsilanti from an *external source*. Please be extra vigilant when opening attachments or clicking links.

Hi Wendy,

I am currently filling out the online application form and I want to clarify the way I should list the closures. Considering what we want, would "closure of Center St. beginning after the entrance to parking lot and continuing to Center ST and Towner St" be fine? Additionally, we want 4 barricades, no sawhorses.(same as last year)

Also, what time should we suggest the tents be up in order for the inspection to take place?

Sarah Bradford, MS

CDC Public Health Associate
Washtenaw County Health Department
555 Towner Street, Ypsilanti, MI 48198

From: Estey, Wendy <westey@cityofypsilanti.com>
Sent: Monday, May 5, 2025 10:23 AM
To: Sarah Bradford <bradfords@washtenaw.org>
Cc: Ariane Donnelly <donnelya@washtenaw.org>
Subject: RE: Street Barricades for Center St & Noise Permit Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Sarah and Ariane. Is this what you're thinking? White is sawhorses and orange is class 3 barricades. We have to put type 3 barricades at the north end (while it's not ON Michigan Ave., it's a closure in the direction of travel off Michigan), and the sawhorses on the south side. I'm told we have to charge for the closure, so if you would be willing to please fill out the application at <https://www.cityofypsilanti.com/FormCenter/Application-8/Local-Street-Closure-Application-77>, then I can get started on the fee estimate. I can check with the chief regarding supplying officers, but once again, we will probably have to charge as we don't have enough staff at the moment to send someone down who's on the schedule for the day. We would have to post for overtime for the event. I'm attaching the current noise permit application (the fee is considerably less now than on the one you have) and the fee waiver application as well. If you apply for a fee waiver, you will need to come to a council meeting where Council considers the request.

To answer your questions, yes, we could drop off the sawhorses the night before. However, I believe the class 3 barricades will need to be put up that day. Yes, please let me know once the tent is picked up so that I can go have the barricades picked up at that time. I don't know if I've said before that tents have to be inspected by the fire marshal. I'll make sure to note that on your permit when I get the application.

Let me know if you have any other questions. Thanks!



Washtenaw County Health Department Health Fair

Wednesday, August
6, 2025

EVENT CONTRACT

ACCOUNT: Sarah Bradford

CONTACT: Sarah Bradford

EMAIL: bradfords@washtenaw.org

PHONE: (734) 412-8084

ADDRESS: 555 Towner St.

Ypsilanti, MI 48198

SALES MANAGER: Wendy Estey

EMAIL: westey@cityofypsilanti.com

PHONE: (734) 482-9825

EVENT SUMMARY

Date	Time	Location	Areas	Event Type	Guests	Rental	Event F&B Min
8/6/2025	8:00 am – 6:30 pm	City of Ypsilanti Parks Special Events	Street Closures	Miscellaneous Rental	200		

ROOM RENTAL

		Price	Total
1	Special Events Application Fee	\$35.00	\$35.00
1	Class 2 Event Security Deposit (Refundable)	\$500.00	\$500.00
1	Noise Permit (3-6 p.m.)	\$150.00	\$150.00
2	Local Street Closure Permit (per street/per day) (Center and Towner Streets)	\$350.00	\$700.00

ESTIMATED BILLING

Closure of Center St. beginning after the entrance to parking lot and continuing to Center and Towner Streets.

Any tents that are erected must be inspected by [Fire Marshal](#) Clifton Pope (click on hyperlink for email). Please arrange with him the best time to have the tent erected for inspection.

Noise permit from 3-6 p.m. Event sponsors are responsible for obtaining any necessary music or other intellectual property licenses associated with their event.

Liability insurance in the amount of \$250,000 per occurrence naming the City of Ypsilanti as additionally insured is required for this street closure.

			Total
Room Rental			\$1,385.00
Subtotal			\$1,385.00
Credit Card Fee	4.0%		\$55.40
Grand Total			\$1,440.40
Estimated Amount Due			\$1,440.40



Washtenaw County Health Department Health Fair

Wednesday, August
6, 2025

TERMS AND CONDITIONS

Thank you for selecting the City of Ypsilanti Parks Special Events for your event. We look forward to extending our hospitality and services to you and your guests. To ensure proper service and a great event for everyone, *please carefully review this contract* and verify the following information:

The damage deposit refund will be processed within two weeks, if the space passes inspection following the event and is cleared by the Event Coordinator. Tax Identification Number (Required for Non-Profit Organizations Only) _____

Payment Information: Payment is accepted in the form of cash, check or credit card. A non-refundable 4% service charge applies to all credit card payments. We do not accept personal checks. Business checks may be made payable to City of Ypsilanti and must be paid at least 30 days prior to your event. Cash payments may be made at: **Ypsilanti City Hall, 1 S. Huron, Third Floor, Ypsilanti, MI 48197.** You may also wish to pay by ACH transfer. There is a 1.5% service charge to pay by ACH transfer. Upon execution of the Agreement and payment of the required rental fee and deposit, the designated location shall be reserved for Renter on the

Date of: Wednesday, August 6, 2025 from 8:00 AM through 6:30 PM

- Renter must pay security deposit within seven (7) days of submitting a rental request. If security deposit is not paid within seven (7) days of the request date, the request for a reservation is subject to immediate cancellation without notice.
- It is understood and agreed that should your group fail to adhere to all rules, policies, and conform to the proper use of the facility, the CoY may, at its discretion, terminate this agreement and require the renting parties to vacate the premises (during the event if necessary), forfeiting any and all fees and monies.
- CoY is not held liable for events not being held due to uncontrollable circumstances.

- CoY is not responsible for lost or stolen items.
- I/We have read and understand this agreement and the policies it contains. I understand that if I/we or any of the guests or vendors at the event does not comply with this agreement or the policies the event may be immediately terminated by CoY, in its sole discretion, and/or all deposits made retained by CoY. I understand and agree that, in addition, I/we will be responsible and liable to CoY for any costs exceeding the amount of the retained deposit.

Thank you,

Wendy Estey
Special Events Coordinator

CITY OF YPSILANTI

SPECIAL EVENTS RENTAL CONTRACT

Renter must distribute a copy of this page to all contractors and others involved in the event.

ATTESTATION

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of personal property or literary or artistic content on the premises during the rental period, or resulting therefrom. Failure by any individual or group to follow all applicable laws, rules and regulations, including without limitation the Guidelines will be cause for eviction. City of Ypsilanti retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future reservation requests.

Release - Renter, on behalf of itself, its assigns, subrogees, representatives and all other persons or entities acting for, by or through it, hereby releases and forever discharges the City of Ypsilanti, their respective trustees, directors, officers, agents, representatives, employees, and insurers, from any and all liability, claims, demands, actions or rights of action, of whatever nature, character or description, for personal injury, property damage or death that arise from, are related to or are in any way connected with Renter or its guests' or invitees' use of the Space or the premises ("Claims"), including without limitation and to the fullest extent permitted by law, any Claims in part or in whole arising from, related to or in any way connected with the alleged or in fact negligent acts or omissions of the City of Ypsilanti, its directors, agents, employees, officers, and representatives. In the event Renter suffers any loss to person or property, Renter shall look solely to its, his or her insurance coverage, if any, and shall make no claim whatsoever against the City of Ypsilanti.

Indemnity - Renter shall, to the fullest extent permissible under law, defend, indemnify and hold harmless the City of Ypsilanti, their respective trustees, directors, officers, agents, representatives, employees, contractors and licensees from and against any and all claims, actions, causes of action, demands, judgments, liabilities, losses, damages, costs, or expenses (including without limitation reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (i) any personal injury, property damage, death or other liabilities of whatever kind or nature, that arise from, are related to or are in any way connected with Renter or officers, employees, agents, contractors, guests or invitees use of the space or the premises ("Claims"), including without limitation and to the full extent permitted by law, any Claims in which it is asserted and/or proved that the City of Ypsilanti, their respective agents, employees, officers, directors, contractors and/or representatives, was itself negligent or otherwise at fault; or (ii) any breach of any of the representations, warranties, covenants, obligations or duties contained in this Agreement; or (iii) any violation of any federal, state or local laws, rules or regulations. The indemnification obligations hereunder shall not be limited by reason of the enumeration of any insurance coverage required under this Agreement. The indemnification obligations herein shall survive the termination of this Agreement.

Waiver - If the facility is damaged or otherwise unavailable because of unforeseen causes beyond the control of the City of Ypsilanti, including but not limited to, such acts of God, war, riots, strikes, fire, flood, epidemics, quarantines, lack of utilities, severe weather, or the like, then this Agreement shall terminate, Renter's damage deposit will be returned (less any monies expended or contracted for, and for which the City of Ypsilanti cannot cancel), and

Renter waives all rights to any claims against the City of Ypsilanti. The City of Ypsilanti shall have no obligation to provide alternative facilities. Renter will be given at least three (3) months' notice, and full refund of the rental fee and damage deposit if the City is unable to accommodate the event due to unforeseen circumstances.

Client Signature



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager, Nicole Brown, Mayor, Amber Fellows, Council Member

Subject: Resolution No. 2025-138 Approving a policy determining what would trigger a 6 pm start time for a City Council meeting.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL and Resolution Start Time
2. Policy

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Items that would trigger a 6:00 pm start time

SUMMARY & BACKGROUND:

To provide greater clarity for an earlier meeting start time, and to ensure that it is City Council that makes that determination, staff has created a policy on what triggers a 6:00 pm start time.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Resolution and Policy

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

BUDGET PRIORITY REFERENCE _____



Resolution No. 2025-138
July 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the attached policy determining what would trigger a 6 pm start time for a City Council meeting be approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



City of Ypsilanti
Meeting Start Time Policy
Effective Date: July 1, 2025
Approved by: City Council

Policy

1. Start Time Adherence
 - All meetings are expected to begin **at 7:00 pm** as determined by City Council during the Organizational Meeting.
2. The authority to adjust the meeting start time is the City Council. City Council understands that, under specific circumstances, an earlier start time is required. The following items may require more time to review and will cause the meeting to begin at 6 pm.
 - All work sessions, unless otherwise specified by City Council.
 - All budget sessions.
 - Closed Sessions will begin either at 6:00 pm or 6:30 pm, depending on the subject matter and determined by the City Manager.
3. It is also understood that items may arise that require an earlier start time that do not meet the above criteria. In that case, the protocol will be that of calling a special meeting, and either the Mayor or three Council Members may adjust the start time.

Review & Revisions

This policy will be reviewed annually and revised as needed.



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager, Nicole Brown, Mayor, Amber Fellows, Council Member

Subject: Resolution No. 2025-139 Amending the rules as set forth by Resolution No. 2024-265 to allow for a second opportunity to address City Council at the end of the agenda.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL and Resolution Public Comment
2. 8-Res. No. 2024-265 Public Comment

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Public Comment

SUMMARY & BACKGROUND:

The Agenda Committee discussed the potential to amend the public comment rules to allow for a second public comment at the end of the meeting. Following that discussion, there was consensus to amend the rules to provide a second public comment session rather than only have it as an extension of the first if needed.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Resolution, and previously approved 2024-265

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

BUDGET PRIORITY REFERENCE _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, City Council approved Resolution 2024-265 regarding public comment; and

WHEREAS, current rules prescribe that the second public comment during a meeting would only be for those who were not able to speak during the first comment period.

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Ypsilanti amend the rules as set forth by Resolution No. 2024-265 and allow for a second opportunity to address city council at the end of the agenda.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the following Rules for Public Comment be adopted:

Persons wishing to speak before the City Council during designated Public Commentary periods must sign up with the City Clerk in person, electronically, or by telephone during the times stated in these rules. Speaking times and any portions thereof are not transferable, and speakers may not use Public Commentary time to address the Council on an agenda item for which a public hearing is scheduled for the same meeting.

At regular and special Council meetings, during the time designated as Public Commentary, those wishing to address the Council will be recognized by the City Clerk to speak for up to three minutes. Public Commentary at Council meetings shall be limited to an overall time limit of 45 minutes, and speakers who have signed up to speak but are unable to address the Council during Public Commentary due to the overall time limit shall be allowed to address the Council during the Continued Public Commentary portion of the meeting agenda. Time for purposes of this policy shall be kept by the City Clerk or their designee, using a timing device and an audible alarm to indicate that a speaker's time has expired. The City Clerk shall reduce the amount of time allowed for each speaker to two minutes if more than 30 speakers have signed up to speak at a Council meeting.

If a large group of people desire to communicate the same message, Council may request that the group appoint a spokesperson to represent the group and make remarks on behalf of the group.

During business hours on the day of a regular Council meeting, the City Clerk shall sign up persons interested in speaking during the time designated as "Public Commentary" and create an ordered list of speakers by established priority groups. All speakers within each priority group will be recognized in random order by the City Clerk (using a randomization tool), and priority groups shall be as follows, in order:

- (a) Persons wishing to address the Council on agenda items who have not signed up for Public Commentary at the previous two meetings.
- (b) Other persons wishing to address the Council on agenda items.
- (c) Persons wishing to address the Council on items not on the agenda who have not signed up for Public Commentary at the previous two meetings.
- (d) Persons wishing to address the Council on any other matter.
- (e) Persons wishing to address the Council who had not signed up in advance.

The City of Ypsilanti encourages persons with disabilities to participate. Upon two days' notice, we provide auxiliary aids and services (such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting). Individuals with disabilities requiring auxiliary aids or services should contact the City Clerk's office.

Public Speaking Rules

Speakers and the public shall obey these Council Rules, including the following public speaking rules, and all rules announced by the Chair or their designee at the start of the Council meeting:

1. Speakers who are not present or available when recognized by the City Clerk shall lose the opportunity to speak.
2. All public speakers must speak from the podium, unless the speaker is attending the meeting remotely, directing their comments and questions only to the Mayor and the Council. The City Clerk may designate and mark a speaker area around the podium. All persons and items not belonging to the speaker must remain outside the designated speaker area.
3. All public speakers are encouraged to identify themselves by their full name and residence address prior to speaking, and if applicable, the organization or group on whose behalf they are speaking.
4. Members of the public shall not disturb, interrupt, harass, or speak over the speaker at the podium, or use their time to engage in direct dialogue with other persons attending the meeting.
5. Members of the public shall not interrupt Council members, City officials, or staff while they are speaking during a meeting or otherwise unlawfully disrupt a Council meeting.
6. Speakers are requested to remain civil and respectful, and refrain from the use of profanity, true threats, personal attacks against officials unrelated to performance of their job duties, and other categories of speech not protected by the First Amendment.
7. The public should sit on the chairs provided and not stand. If public members must stand, then it shall be at a designated area at the rear of council chambers and not obstructing of any aisles, walkways, or exits/egress routes. Table seating is reserved for City officials and staff.
8. Members of the public desiring to hold up signs should sit in the back row of chairs so that their signs do not interfere with others or obstruct cameras. Signs must be handheld and kept below shoulder height. Signs must not be attached to poles, sticks, or affixed to any public property, including furniture, walls, podiums, chairs, etc. Signs may not be placed in or obstruct aisles, walkways, or egress routes.
9. If speakers have materials they wish to provide to Council, they must signal to the City Clerk who will instruct the speaker how to provide the materials to the City Clerk, who will then provide them to Council.
10. If a speaker raises a question for which the input of a person other than the Mayor or the Council would be helpful to the Council's information gathering and/or decision-making process, the Mayor may recognize the recipient of the question, if that person is present, once the speaker has concluded their remarks.
11. Members of the public must comply with the directions of law enforcement and the Fire Marshal or their designee regarding matters of public safety.
12. Persons wishing to provide written comments may submit them to the City Clerk in person or via electronic mail.

Public Hearings and Special Meetings

Persons speaking at a special meeting or public hearing must limit their remarks to the subject of the meeting and each shall not speak for more than three minutes.

Public Speaking Time Limit Waiver

Public speaking time shall not be modified or extended except upon the motion of a Council member and an affirmative vote of at least five members of the Council.

Members of the Public Addressing Council Outside of Public Commentary Periods

Upon the motion of a Council member and an affirmative vote of the Council, a member of the public shall be permitted to address the Council at a time other than during public commentary.

Conduct at Meetings

The Chair may call to order and may issue a warning to any attendee who:

1. Disrupts the orderly conduct of the meeting
2. Engages in conduct that may reasonably be perceived by the Mayor, the Council, and/or law enforcement as presenting an imminent threat to the safety of the Mayor, the Council, a City official or staff member, or the public.
3. Speaks longer than the allotted time.
4. Fails to respect public property, disturbs public property, or otherwise engages in activity that could reasonably cause, or does cause damage to or destruction of public property.
5. Otherwise violates the rules of this Council.

Failure to come to order may result in the microphone being shut off or the attendee being muted if attending remotely, the forfeiture of any remaining speaking time, or, at the request of the Mayor, expulsion from the meeting. Nothing herein is intended to limit or restrain negative, positive or neutral comment about the way an individual employee, officer, official or councilmember carries out his or her duties in public office or employment, or otherwise prohibit protected speech or expression based on content.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No.2025-140 Approving the proposal submitted by OHM for Project engineering and field operations services in an amount not to exceed \$50,000 and authorizing the Mayor and City Clerk to sign this contract, subject to approval by the City Attorney.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. 07-01 PRN engineering
2. 07-01 PRN engineering resolution
3. As-Needed Program Mangement_Proposal from OHM

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
July 1, 2025

From: Bonnie Wessler, Director of Public Works

Subject: As-needed Program Management

SUMMARY & BACKGROUND:

Over the past several years, several structural challenges have been noted in DPW functionality. Many of these are relatively small issues, that when taken as a whole, become roadblocks to optimal functionality. These include issues with the current permit process, the bidding process, and project scoping. Often times these small issues have become deprioritized over the years as workarounds have been found, but the workarounds take additional staff time and resources and provide inferior results. Having a licensed engineer on-hand to help some of these challenges will accomplish two things: first, to address these issues as they come up and improve overall efficiency; second, to evaluate the need for a full-time staff City Engineer.

Funding for this would largely be via discontinuing the part-time project manager position, which was initially intended to fulfill several of these needs. Although that position has been highly successful, netting more than \$200,000 in grants and getting other programs off the ground, the other needs of the organization listed above remain and are a priority to resolve.

RECOMMENDED ACTION: Approval

ATTACHMENTS: 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**

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2025-140
July 1, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, a half-time position has been budgeted for the DPW in FY25/26; and

Whereas, the City of Ypsilanti is in need of project engineering and field operations services that can be filled by a part-time employee; and

Whereas, OHM has submitted a proposal for these services on a contractual basis;

NOW THEREFORE BE IT RESOLVED THAT that the Ypsilanti City Council approves the proposal submitted by OHM for Project engineering and field operations services in an amount not to exceed \$50,000; 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.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



April 16, 2025

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

RE: Proposal for As-Needed Professional Services
Program Management & Right-of-Way Inspection Assistance

Dear Ms. Wessler:

OHM Advisors (OHM) is pleased to submit this proposal to provide as-needed professional services in support of the City of Ypsilanti Department of Public Services (DPS). This proposal outlines our understanding of the City's needs for program management and Right-of-Way (ROW) inspection services, and is based on recent discussions with DPS staff.

PROJECT UNDERSTANDING

The City's DPS has requested support in managing projects and inspecting ROW-permitted projects throughout the City. OHM Advisors will provide flexible, on-call assistance to support DPS efforts and ensure that projects are executed efficiently and in compliance with applicable standards.

SCOPE OF SERVICES

Task 1: As-Needed Program Management

OHM Advisors will provide program management support for DPS projects on an as-needed basis, under the direction of the DPS Director or designee. Our task may vary depending on need for each project and can include coordination, documentation review, and project tracking. OHM will offer scheduled weekly office hours, in four-hour blocks, to provide consistent support and ensure availability for City staff.

Task 2: As-Needed Right-of-Way Site Visits

OHM will assist the City with field checks for ROW-permitted projects. The visits will be conducted to ensure conformance with City Standards and permit conditions. The services can be provided on a part-time, flexible basis, and coordinated in alignment with project schedules and contractor activity.

KEY PERSONNEL

This project team has been specifically selected to best meet the needs of DPS. Below is a list of key personnel and their role on this project.



Project Team Members	Role on Project	Specific Duties
Rachel Jackson, P.E.	Project Manager	Team oversight, client coordination, and task support
Jasmine Scott	Project Engineer	Day-to-day engineering support and coordination
Fraser Payne, P.E.	Construction Engineer	Field scheduling, field support, and construction oversight
Various Technicians	Field Technicians	Field Visits & Reporting

ASSUMPTIONS AND CONSIDERATIONS

The following are assumptions and considerations related to our proposal.

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

FEE SCHEDULE

OHM proposes to provide the above outlined professional services on an hourly – not to exceed basis, for a fee of **\$50,000.00**, 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.

SCHEDULE

OHM Advisors will begin work immediately upon receiving written authorization to proceed. To ensure transparency and alignment with the City's priorities, OHM will provide monthly check-ins with the DPS Director to review the remaining contract budget and adjust support efforts as directed.

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
 File

**Accepted for City of Ypsilanti
 As-Needed Program Management
 & ROW Inspections**

 (Signature)

 (Printed Name)

 (Title)

 (Date)



REQUEST FOR LEGISLATION
July 1, 2025

For: Mayor and City Council

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

Subject: Discussion to plan new public infrastructure projects, and City Council and DDA partnership.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Discussion

ATTACHMENTS:

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: July 1, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL: