



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, August 12, 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. CLOSED SESSION

- A. Resolution No. 2025-151 Entering into a Closed Session, pursuant to MCL 15.268 (e), for the purpose of discussing the pending litigation of VTP River Woods LLC and VTP Arbor One LLC v City of Ypsilanti.
- B. Resolution No. 2025-152 Leaving the Closed Session and returning to the Open Session of this meeting.

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

VII. PRESENTATIONS

- A. LEAP (Law Enforcement Action Partnership) Presentation

VIII. ORDINANCES FIRST READING

- A. Ordinance No. No. 1450 - "An ordinance to amend Chapter 46 "ETHICS", Article II "BOARD OF ETHICS", Sec. 46-31 "CREATION; MEMBERS" 46-32, "APPOINTING; TERM; OFFICERS; RULES OF PROCEDURE".
Public Hearing Resolution No. 2025-154, close the public hearing.
Resolution No. 2025-153, determination.
- B. Ordinance No. 1450 - "An ordinance to amend Chapter 7 "MARIJUANA", Section 7-4.1 "PERMIT REQUIREMENTS".
Public Hearing Resolution No. 2025-156, close the public hearing.
Resolution No. 2024-155, determination.

IX. CONSENT AGENDA

- A. Resolution Approving all items on the Consent Agenda.

- B. Resolution No. 2025-157 Adopting Ordinance No. 1449, entitled "An ordinance to amend Chapter 46 "ETHICS", Article II "BOARD OF ETHICS", Sec. 46-32 (b), "TERM LIMITS", upon second and final reading.
- C. Resolution No. 2025-158 Approving the minutes of the July 15, 2025 Regular City Council Meeting.
- D. Resolution No. 2025-164 Adopting the National Fire Protection Association's (NFPA) 2024 edition of the NFPA 1, Fire Code. - WITHDRAWN BY ADMINISTRATION
- E. Resolution No. 2025-170 Approving the Property and Liability insurance renewal for the City, with the Michigan Municipal League (MML) Liability and Property Pool in the amount of \$480,989.
- F. Resolution No. 2025-171, approving the tying of teal ribbons in the business districts during the month of September for "Turn the Town Teal" to bring awareness to Ovarian Cancer.
- G. Resolution No. 2025-173 Approving the request of ACE Pyro, LLC. for a Pyrotechnics Permit for the Fall 2025 Football season at EMU.

X. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Resolution No. 2025-159 Appointing Bryce Allmacher and Hayden Pendergrass to the Board of Ethics.
- B. Resolution No. 2025-160 Appointing Megan Foldenauer to the Ypsilanti Downtown Development Authority with a term ending July 1, 2027.
- C. Resolution No. 2025-162 Approving the request of Ypsilanti Community Schools to waive the application, event, and street closure fees totaling \$735 for the Ypsilanti Community Schools Back to School Bash.
- D. Resolution No. 2025-163 Approving the request from the Ypsilanti Community Schools to waive the application, event, and noise permit fees totaling \$385 for the Ypsilanti Community Schools Reading in the Park and Rutherford Pool Night.
- E. Resolution No. 2025-148 Affirming support for the 30 X 30 Initiative and recommending that the Police Department adopt its principles, commit to its goals, and investigate joining as a participatory agency.
- F. Resolution No. 2025-165 Approving the proposal submitted by Arbor Cut Tree Service in the amount of \$36,590 for Tree Maintenance and Removal, and also authorizing the Mayor and City Clerk 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.
- G. Resolution No. 2025-166 Approving the proposal of OHM for construction engineering services in relation to the stormwater repair work in an amount not to exceed \$41,650, and also authorizing the Mayor and City Clerk 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.

- H. Resolution No. 2025-167 Approving Margaret Conners as an Administrative Hearings Bureau Officer for the City of Ypsilanti as appointed by the City Manager.
- I. Resolution No. 2025-168, approving a new Class C On-Premises Retailer Permit for Bella Vita Ventures, for use at 200 W Michigan Ave.
Public Hearing Resolution No. 2025-169, closing the public hearing.
- J. Resolution No. 2025-172 Supporting calls for an early release of Krystal Clark from Huron Valley Women's Prison due to mold exposure and sickness.
- K. Discussion of Facilitators for City Council Retreat

XI. 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

XII. LIAISON REPORTS

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

XIII. COUNCIL PROPOSED BUSINESS

XIV. COMMUNICATIONS FROM THE MAYOR

XV. COMMUNICATIONS FROM THE CITY MANAGER

XVI. COMMUNICATIONS

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

XVIII. REMARKS FROM THE MAYOR

XIX. ADJOURNMENT

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



Resolution No. 2025-151
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That this Council enter into a Closed Session, pursuant to MCL 15.268 (e), for the purpose of discussing the pending litigation of VTP River Woods LLC and VTP Arbor One LLC v City of Ypsilanti.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**PUBLIC NOTICE
CITY OF YPSILANTI
City Council Meeting – CLOSED SESSION**

The Ypsilanti City Council will hold a special CLOSED SESSION during the regular meeting on Tuesday, August 12, 2025, at 6:00 PM.

This Closed Session has been called, pursuant to MCL 15.268 (e), for the purpose of discussing the pending litigation of VTP River Woods LLC and VTP Arbor One LLC v City of Ypsilanti.

****PLEASE NOTE:** The regular meeting agenda will begin at 7pm, or following the Special Closed Session.

The City Council Meeting will be held in Council Chambers at City Hall, 1 South Huron, Ypsilanti, MI 48197.

City Clerk's Office
One South Huron Street
Ypsilanti, Michigan 48197
(734) 483-1100

Tracey L. Boudreau
City Clerk



Resolution No. 2025-152
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That this Council leave the Closed Session, and return to the Open Session of this meeting.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Introductory Presentation

Law Enforcement Action Partnership: Ypsilanti, Michigan

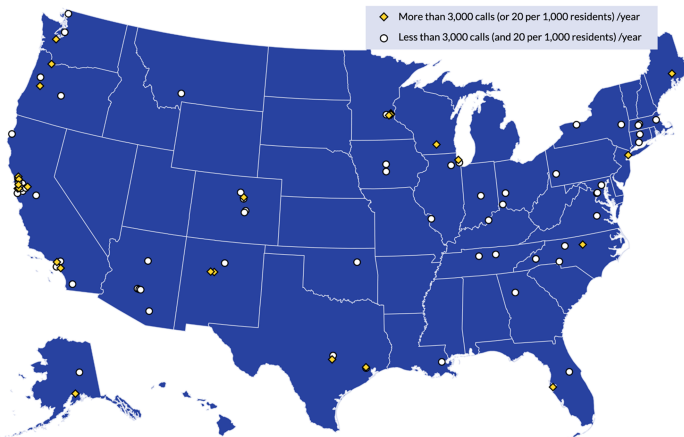
Chief Tom Thompson (Ret.)
Amos Irwin

A Better Way to Respond



Where is it being done already?

- ❖ MRU - Dayton, OH
- ❖ ARC - Cincinnati, OH
- ❖ CLCR - Indianapolis, IN
- ❖ ART - Hennepin County, MN
- ❖ A Team - Allegheny County, PA
- ❖ HEART - Durham, NC
- ❖ BEAR - Winston-Salem, NC
- ❖ ACS - Albuquerque, NM
- ❖ CARE - Madison, WI
- ❖ ...and 75 other US cities!



How Does the Call Get a Safe Response?

1. Call-taker screens
2. Dispatcher checks address
3. Responder calls en route
4. Responder approaches scene
5. Responder maintains safe distance / path to exit

Why is LEAP involved?



LAW ENFORCEMENT ACTION PARTNERSHIP

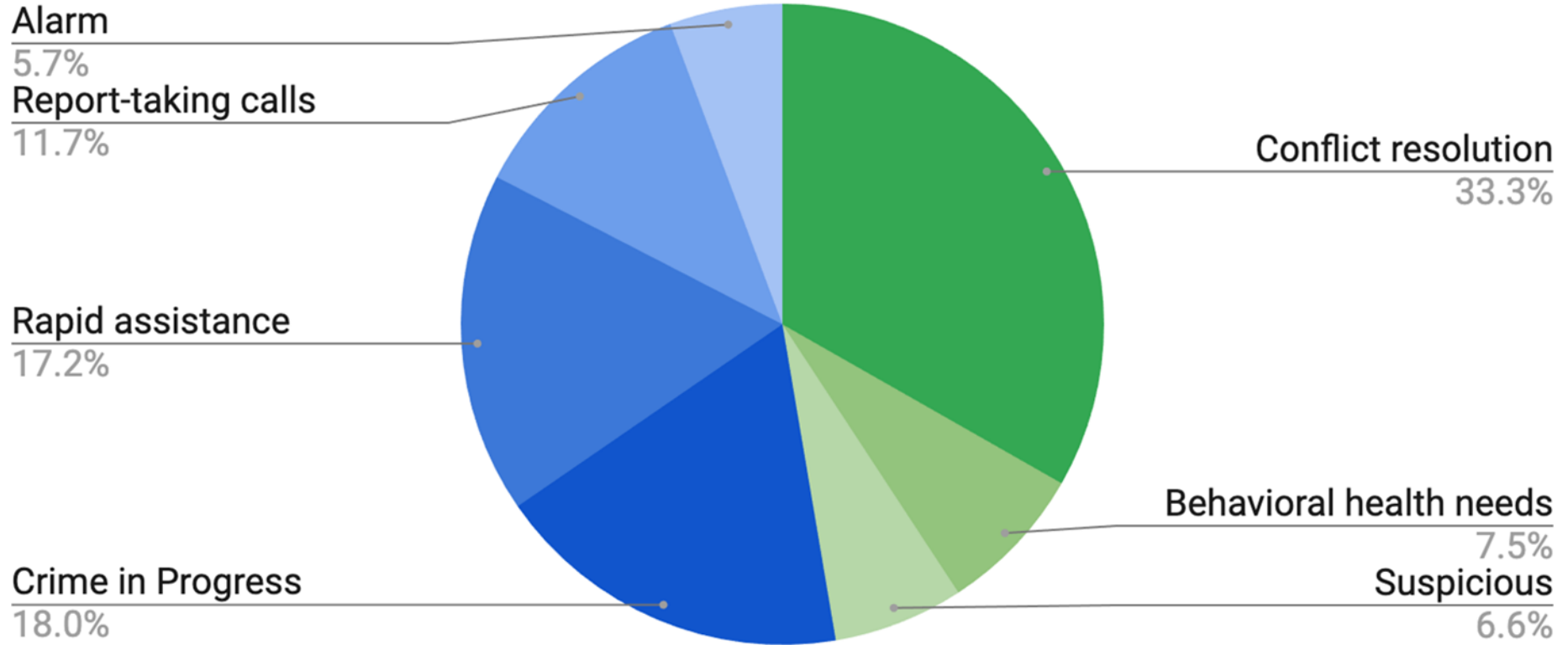
ADVANCING JUSTICE AND PUBLIC SAFETY SOLUTIONS

What Does LEAP Do?

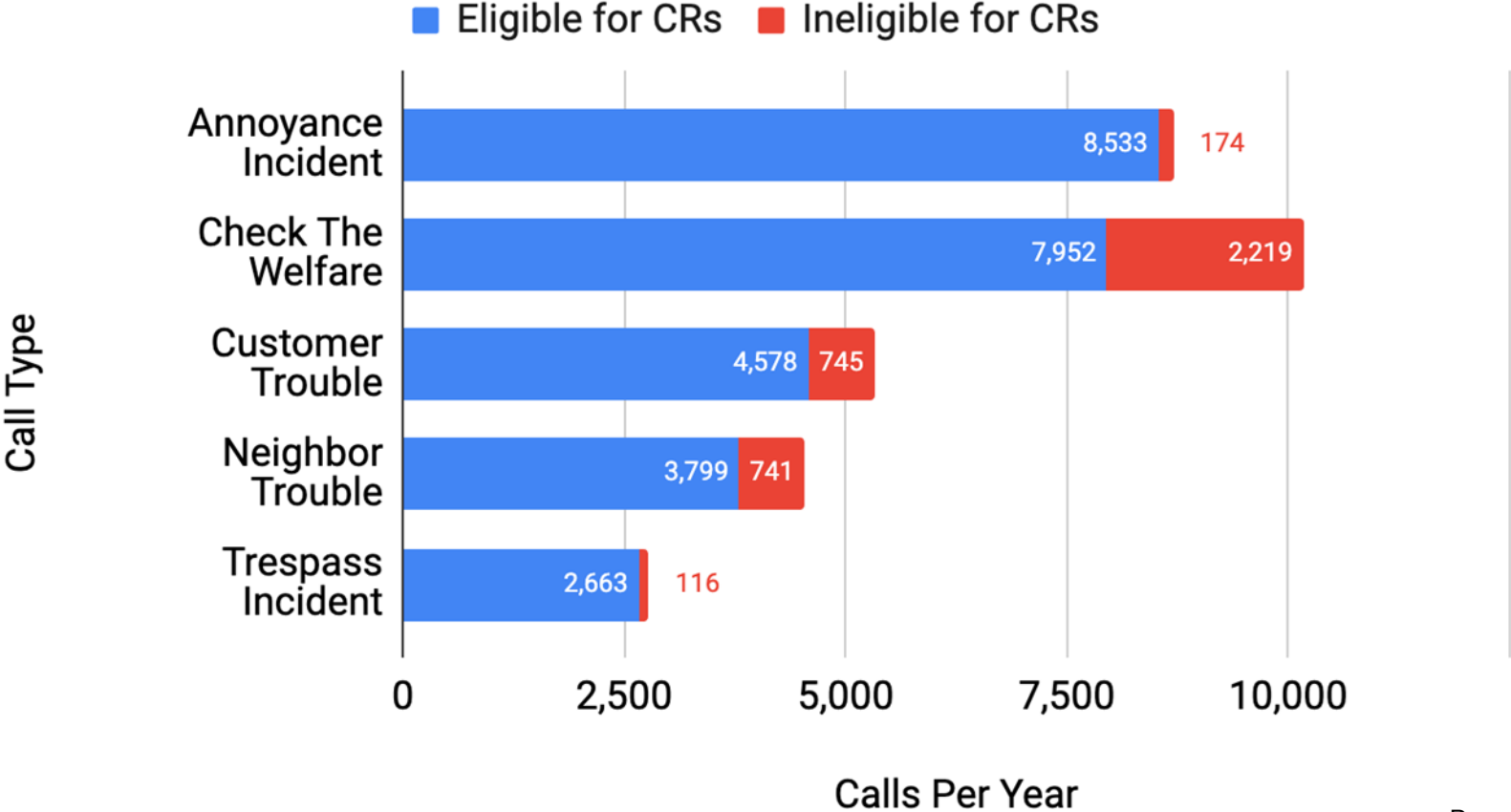
- ❖ 911 data analysis
- ❖ City stakeholder meetings
- ❖ Community input meetings
- ❖ Research on existing programs

→ Recommend tailored design

Why Are People calling 911?



What Calls Can Community Responders Handle?



What Do These Call Types Actually Mean?

Annoyance Incident

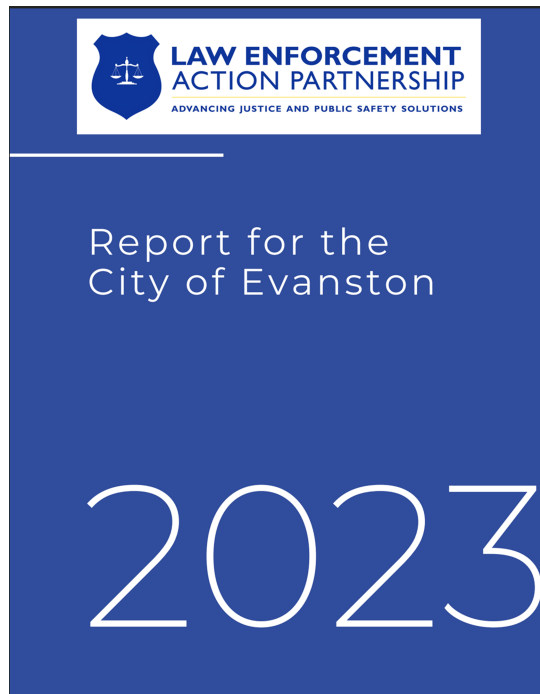
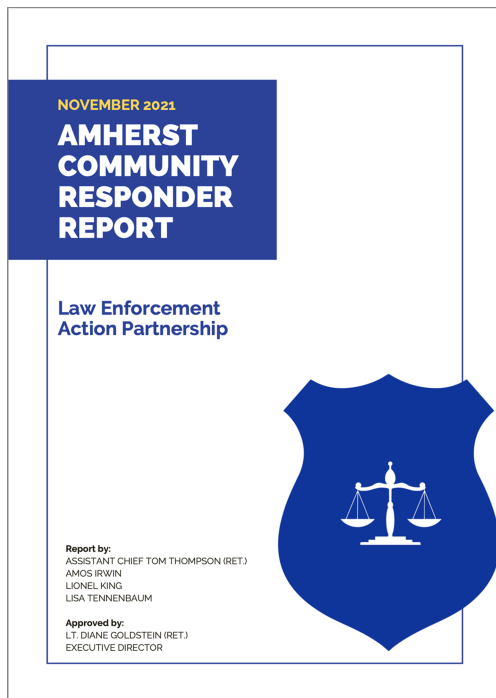
- ❖ “Skateboarders At Park After Quiet Hours”
- ❖ “Panhandler White Male Dark Hoodie And Blue Jeans”

What Do These Call Types Actually Mean?

Check the Welfare

- ❖ “Check Welfare Of White Male Possibly Late 40’s Dark Clothing Staggering”
- ❖ “Caller Mumbling - Needs Assistance - Waiting On Brother To Get Out Of Work, Rambling About People Surrounding Him”

What Does LEAP Do?



Questions?

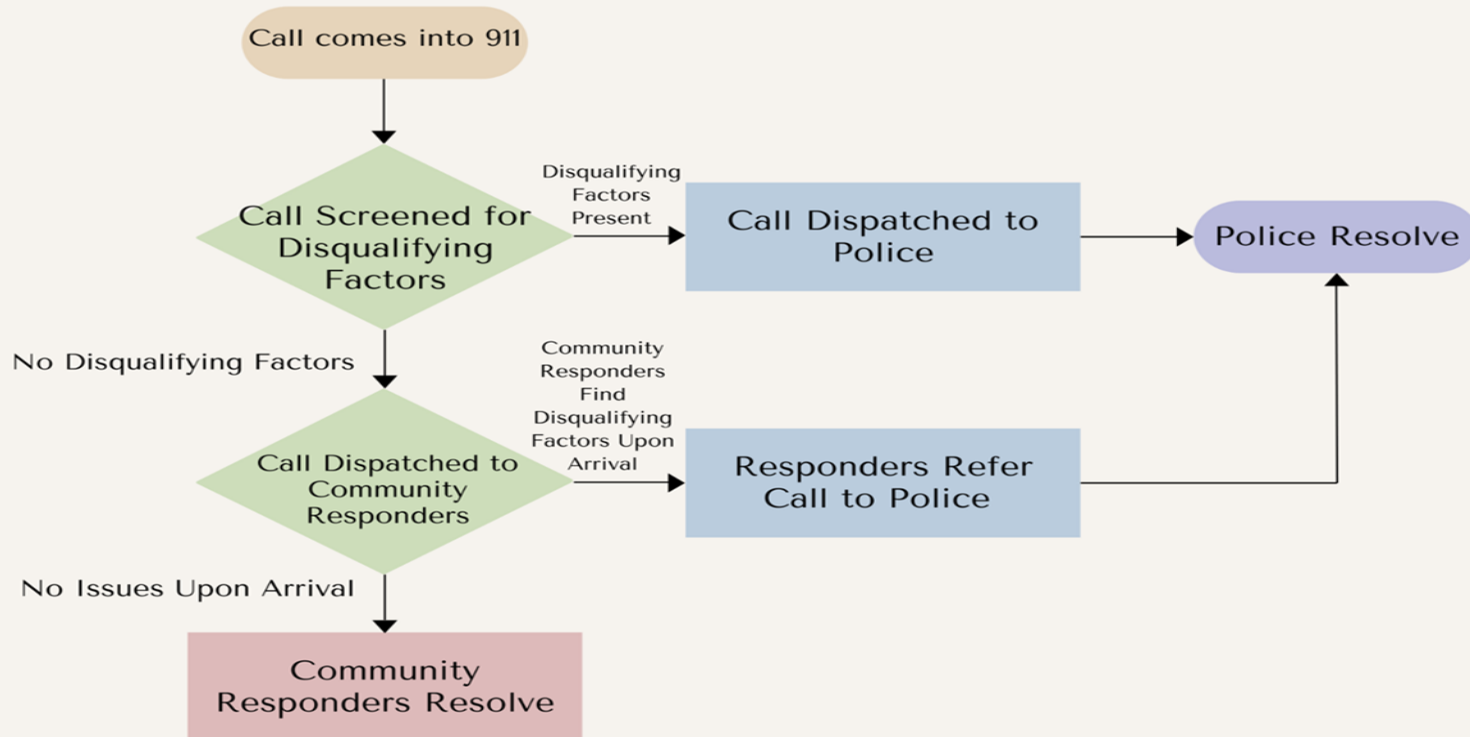
Chief Tom Thompson (Ret.)

Tom.Thompson@LawEnforcementAction.org

Amos Irwin

Amos@LawEnforcementAction.org

COMMUNITY RESPONDER INTEGRATED DISPATCH FLOWCHART





REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Ordinance No. No. 1450 - "An ordinance to amend Chapter 46 "ETHICS", Article II "BOARD OF ETHICS", Sec. 46-31 "CREATION; MEMBERS" 46-32, "APPOINTING; TERM; OFFICERS; RULES OF PROCEDURE".

Public Hearing Resolution No. 2025-154, close the public hearing.

Resolution No. 2025-153, determination.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL Membership Changes
2. Resolution No 2025-153 ORD 1450 - Ethics - Clean up
3. Sec. 46_31.____Creation__members. (1)
4. PHN -ETHICS MEMBERSHIP CHANGES
5. PH Resolution No 2025-154 ORD 1450 - Ethics - Clean up

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Ethics Ordinance

SUMMARY & BACKGROUND:

During the discussion of the first reading to remove term limits from the Board of Ethics, other amendments were suggested.

- Remove the requirement to balance the board by political parties.
- Add two council members who can nominate a member to the board to be in line with the 2020 Charter amendments

The edits reflect the suggestions of Council Member Fellows.

RECOMMENDED ACTION: Approve

ATTACHMENTS: Resolution & Ordinance

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: 8/12/2025

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

BUDGET PRIORITY REFERENCE _____



Resolution No. 2025-153
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That proposed Ordinance No. 1450, entitled "An ordinance to amend Chapter 46 "ETHICS", Article II "BOARD OF ETHICS", Sec. 46-31 "CREATION; MEMBERS" 46-32, "APPOINTING; TERM; OFFICERS; RULES OF PROCEDURE", be approved upon First Reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



CITY OF YPSILANTI

Ordinance No. 1450

Sec. 46-31. Creation; members.

- (a) In order to provide an orderly procedure for consideration and review of the issues which may arise concerning questions of standards of conduct for public officers and employees, there is hereby created a board of ethics for the city. The board of ethics shall consist of five members appointed by the mayor with the approval of the city council.
- (b) No official, whether elected or appointed, or employee of the city shall be a member of the board ethics. An employee of a governmental unit other than the city may be a member of the board of ethics, so long as he or she does not hold an elected or appointed office with a governmental unit.
- (c) ~~No more than three members of the board of ethics shall be members of the same political party. Each member of the board of ethics shall file an affidavit of party affiliation prior to taking office. The board member need not be a member of any political party and may serve as an independent with no political party affiliation.~~

(Ord. No. 819, § 1, 5-31-1995; Ord. No. 1317, § 1, 8-14-2018)

Sec. 46-32. Appointment; term; officers; rules of procedure.

- (a) Members of the board of ethics shall be city residents. The mayor, or two members of council, shall, with the majority consent of the city council, appoint members of the board of ethics. The first five persons shall be appointed to the board of ethics for terms of one year, two years, three years, four years and five years so that one member's term shall expire each year. Thereafter all terms shall be five years.
- (b) No person shall serve more than one full five-year term, provided that a person serving an initial term of two years or less, and a person appointed to fill a vacancy of a remaining term of two years or less shall be eligible for appointment to one additional five-year term.
- (c) One initial board member shall be selected by the mayor to serve as board chair until a new chair is elected by a majority of the board of ethics. The term of board chair shall be one year.
- (d) If any issue before the board of ethics involves any member of the board of ethics, the mayor with majority consent of the city council shall appoint an additional member or members to sit for the purpose of that determination in place of the member or members involved.
- (e) The board of ethics shall adopt its own rules of procedure not inconsistent with this article, other city ordinances, and other laws of the state and federal government.

-
- (f) Members of the board of ethics shall not be elected or appointed officers or employees of the city nor be nominees or candidates for any elective city office for two years prior to their appointment or two years after their term.
 - (g) The board of ethics shall meet no less than once a year to consider and discuss its processes and needs as well as to issue its annual report as required by section 9.01(c) of the City Charter.

(Ord. No. 819, § 2, 5-31-1995; Ord. No. 1317, § 1, 8-14-2018)2. Severability. If any clause, sentence, section, paragraph, or part of this ordinance, or the application thereof to any person, firm, corporation, legal entity, or circumstances, shall be for any reason adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not effect, impair, or invalidate the remainder of this Ordinance and the application of such provision to other persons, firms, corporations, legal entities, or circumstances by such judgment shall be confined in its operation to the clause, sentence, section, paragraph, or part of this Ordinance thereof directly involved in the case or controversy in which such judgment shall have been rendered and to the person, firm, corporation, legal entity, or circumstances then and there involved. It is hereby declared to be the legislative intent of this body that the Ordinance would have been adopted had such invalid or unconstitutional provisions not been included in this Ordinance.

- 3. **Repeal.** All other Ordinances inconsistent with the provisions of this Ordinance are, to the extent of such inconsistencies, hereby repealed.
- 4. **Savings Clause.** The balance of the Code of Ordinances, City of Ypsilanti, Michigan, except as herein or previously amended, shall remain in full force and effect. The repeal provided herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation, or prosecution of any right established, occurring prior to the effective date hereof.
- 5. **Copies to be available.** Copies of the Ordinance are available at the office of the city clerk for inspection by, and distribution to, the public during normal office hours.
- 6. **Publication and Effective Date.** The City Clerk shall cause this Ordinance, or a summary of this Ordinance, to be published according to Section 11.13 of the City Charter. This Ordinance shall become effective after publication at the expiration of 30 days after adoption.

For publication August 4, 2025

Public Hearing Notice
City of Ypsilanti
Tuesday, August 12, 2025

The Ypsilanti City Council will hold a public hearing at August 12, 2025, meeting at One South Huron Street, Ypsilanti, Michigan 48197, at 7:00 p.m. to consider the following:

An ordinance to amend Chapter 46 "ETHICS", Article II "BOARD OF ETHICS", Sec. 46-31 "CREATION; MEMBERS" 46-32, "APPOINTING; TERM; OFFICERS; RULES OF PROCEDURE"

The City invites all citizens to attend this meeting or to send written comments to the City of Ypsilanti. The City will provide necessary auxiliary aids and services, such as signers for people with hearing disabilities or audio tapes of printed materials for people with vision disabilities, upon two days' notice to the City of Ypsilanti: Those requiring these aids or services should contact the City of Ypsilanti at:

City Clerk's Office
One South Huron Street
Ypsilanti, Michigan 48197
(734) 483-1100

Tracey Boudreau
City Clerk



Resolution No. 2025-154
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for proposed Ordinance No. 1450, entitled "An ordinance to amend Chapter 46 "ETHICS", Article II "BOARD OF ETHICS", Sec. 46-31 "CREATION; MEMBERS" 46-32, "APPOINTING; TERM; OFFICERS; RULES OF PROCEDURE", be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Ordinance No. 1450 - "An ordinance to amend Chapter 7 "MARIJUANA", Section 7-4.1 "PERMIT REQUIREMENTS".

Public Hearing Resolution No. 2025-156, close the public hearing.

Resolution No. 2024-155, determination.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL Permit
2. Resolution No 2025-155 ORD 1451 - CHP 7 Permit Req
3. CITY OF YPSILANTI Chp 7
4. PH Resolution No 2025-156 ORD 1451 - Permit Requirments

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Chapter 7

SUMMARY & BACKGROUND:

This amendment would remove medical provisioning centers from the ordinance. Currently, there isn't any operating in the city.

Also, provided that two licenses are becoming available, this would provide City Council with an opportunity to discuss whether the cap should be reduced.

RECOMMENDED ACTION: Approve

ATTACHMENTS: Resolution & Ordinance

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: 8/12/2025

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

BUDGET PRIORITY REFERENCE _____



Resolution No. 2025-155
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That proposed Ordinance No. 1450, entitled "An ordinance to amend Chapter 7 "MARIJUANA",
Section 7-4.1 "PERMIT REQUIRMENTS", be approved upon First Reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**CITY OF YPSILANTI
NOTICE OF ADOPTED ORDINANCE
Ordinance No. 1451**

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

Sec. 7-4.1. - Permit requirements

(a) No person shall own or operate a marihuana establishment in the City without first applying for and receiving a state license issued by the State of Michigan and permit issued by the City of Ypsilanti.

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

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

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

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

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

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

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

Pursuant to the MRTMA, MMFLA, MMMA and MTA, the City of Ypsilanti authorizes the operation in the city of the following types and number of both medical and recreational ~~marijuana~~ marihuana facilities, provided they possess a state operating license issued under the MRTMA and they comply with the additional requirements of this chapter, chapter 122 of this Code, and all other applicable laws and ordinances:

The number of facilities will be limited as follows:

- ~~Medical marihuana provisioning centers. (2 max)~~
- Adult-use recreational retail. (~~14~~ 11 Max with the reversion to ~~13~~ through attrition)
- Marihuana microbusiness. (1 max)
- Marihuana safety compliance facility.
- Marihuana secure transporter.
- Marihuana processor.
- Cultivation/Processing (~~3~~ 2 max)
 - Class A marihuana grower authorizing cultivation of not more than 100 marihuana plants.
 - Class B marihuana grower authorizing cultivation of not more than 500 marihuana plants.
 - Class C marihuana grower authorizing cultivation of not more than 2,000 marihuana plants.
- Excess marihuana grower (1 max)
- Designated consumption establishment (3 max)

Sec. 7-11. Severability.

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

Sec. 7-12_Repeal

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

Sec. 7-13. Savings Clause

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

Sec. 7-14. Copies to be available.

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

Sec 7-15. Publication and Effective Date

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



Resolution No. 2025-156
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for proposed Ordinance No. 1450, entitled "**An ordinance to amend Chapter 7 "MARIJUANA", Section 7-4.1 "PERMIT REQUIRMENTS"**", be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the following items on the consent agenda be approved:

1. Resolution No. 2025-157 Adopting Ordinance No. 1449, entitled "An ordinance to amend Chapter 46 "ETHICS", Article II "BOARD OF ETHICS", Sec. 46-32 (b), "TERM LIMITS", upon second and final reading.
2. Resolution No. 2025-158 Approving the minutes of the July 15, 2025.
3. Resolution No. 2025-164 Adopting the National Fire Protection Association's (NFPA) 2024 edition of the NFPA 1, Fire Code.
4. Resolution No. 2025-170 Approving the Property and Liability insurance renewal for the City, with the Michigan Municipal League (MML) Liability and Property Pool in the amount of \$480,989.
5. Resolution No. 2025-171, approving the tying of teal ribbons in the business districts during the month of September for "Turn the Town Teal" to bring awareness to Ovarian Cancer.
6. Resolution No. 2025-173 Approving the request of ACE Pyro, LLC. for a Pyrotechnics Permit for the Fall 2025 Football season at EMU.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager, Patrick McLean, Council Member, Roland Tooson, Council Member

Subject: Resolution No. 2025-157 Adopting Ordinance No. 1449, entitled "An ordinance to amend Chapter 46 "ETHICS", Article II "BOARD OF ETHICS", Sec. 46-32 (b), "TERM LIMITS", upon second and final reading.

SUMMARY & BACKGROUND: At the July 1, 2025 City Council Work Session on Boards and Commissions, there was discussion revolving around the lack of membership on the Board of Ethics. It was requested that staff draft an update to the Ethics ordinance to remove the term limits.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No 2025-157 ORD No 1449- 2nd Reading of ETHICS TERM LIMITS
2. Ordinance No 1449 Ethics - removing term limits
3. PHN -ETHICS TERM LIMITS

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025 – 157
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT Ordinance No. 1449, entitled "An ordinance to amend Chapter 46 "ETHICS", Article II "BOARD OF ETHICS", Sec. 46-32 (b), "TERM LIMITS", be adopted in its entirety, upon second and final reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



CITY OF YPSILANTI

Ordinance No. 1449

An ordinance to amend Chapter 46 "ETHICS", Article II "BOARD OF ETHICS", Sec. 46-32 (b), "TERM LIMITS"

Sec. 46-32. Appointment; term; officers; rules of procedure.

- (a) Members of the board of ethics shall be city residents. The mayor shall, with the majority consent of the city council, appoint members of the board of ethics. The first five persons shall be appointed to the board of ethics for terms of one year, two years, three years, four years and five years so that one member's term shall expire each year. Thereafter all terms shall be five years.
- ~~(b) No person shall serve more than one full five-year term, provided that a person serving an initial term of two years or less, and a person appointed to fill a vacancy of a remaining term of two years or less shall be eligible for appointment to one additional five-year term.~~
- (c) One initial board member shall be selected by the mayor to serve as board chair until a new chair is elected by a majority of the board of ethics. The term of board chair shall be one year.
- (d) If any issue before the board of ethics involves any member of the board of ethics, the mayor with majority consent of the city council shall appoint an additional member or members to sit for the purpose of that determination in place of the member or members involved.
- (e) The board of ethics shall adopt its own rules of procedure not inconsistent with this article, other city ordinances, and other laws of the state and federal government.
- (f) Members of the board of ethics shall not be elected or appointed officers or employees of the city nor be nominees or candidates for any elective city office for two years prior to their appointment or two years after their term.
- (g) The board of ethics shall meet no less than once a year to consider and discuss its processes and needs as well as to issue its annual report as required by section 9.01(c) of the City Charter.

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

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

4. Savings Clause. The balance of the Code of Ordinances, City of Ypsilanti, Michigan, except as herein or previously amended, shall remain in full force and effect. The repeal provided herein shall not abrogate or affect any

offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation, or prosecution of any right established, occurring prior to the effective date hereof.

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

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

For publication July 7, 2025

Public Hearing Notice
City of Ypsilanti
Tuesday, July 15, 2025

The Ypsilanti City Council will hold a public hearing at its July 15, 2025, meeting at One South Huron Street, Ypsilanti, Michigan 48197, at 6:00 p.m. to consider the following:

An ordinance to amend Chapter 46 "ETHICS", Article II "BOARD OF ETHICS", Sec. 46-32 (b), "TERM LIMITS"

The City invites all citizens to attend this meeting or to send written comments to the City of Ypsilanti. The City will provide necessary auxiliary aids and services, such as signers for people with hearing disabilities or audio tapes of printed materials for people with vision disabilities, upon two days' notice to the City of Ypsilanti: Those requiring these aids or services should contact the City of Ypsilanti at:

City Clerk's Office
One South Huron Street
Ypsilanti, Michigan 48197
(734) 483-1100

Tracey Boudreau
City Clerk



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-158 Approving the minutes of the July 15, 2025 Regular City Council Meeting.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No 2025-158 Minutes
2. July 15, 2025 Council Meeting Minutes

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-158
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of the July 15, 2025 Regular City Council Meeting be approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**MINUTES
REGULAR COUNCIL MEETING
6:00 PM - Tuesday, July 15, 2025
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. CALL TO ORDER

Mayor Brown called the meeting to order at 6:03p.m.

II. ROLL CALL

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

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

Council Member Tooson moved to Approve the AGENDA. Mayor Pro-Tem Wilcoxen seconded the motion. Council Member Fellows asked to move Resolution No. 2025-148 to the next Council Meeting, due to the actual resolution not being included in the packet.

Council Member Tooson moved to Approve the AGENDA as amended. Mayor Pro-Tem Wilcoxen seconded the motion.

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

No: 0 None

Absent: (0)

V. WORK SESSION - Community Benefits Ordinance

A. Attachments: 1) REDY CBO Presentation

2) Recommendations to improve the CBO - Council Member Fellows

Staff will bring forth an updated draft Ordinance for the August 12th meeting, which will be placed under "Communications".

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

2 Members of the public spoke.

VII. PROCLAMATIONS

A. Proclaiming the week of August 3 - 9, 2025 as Ypsilanti Farmers Market Week.

VIII. ORDINANCES FIRST READING

A. Ordinance No. 1449 - Entitled "An ordinance to amend Chapter 46 "ETHICS", Article II "BOARD OF ETHICS", Sec. 46-32 (b), "TERM LIMITS".

Public Hearing Resolution No. 2025-142, close the public hearing.

Resolution No. 2025-141, determination.

Council Member McLean moved to Approve Ordinance No. 1449 - Entitled "An Ordinance to amend Chapter 46 "ETHICS", Article II "BOARD OF ETHICS", Sec. 46-32 (b), "TERM LIMITS". Council Member Tooson seconded the motion.

Public Hearing Resolution No. 2025-142, close the public hearing.

Resolution No. 2025-141, determination.

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

No: 0 None

Absent: (0)

IX. RESOLUTIONS/MOTIONS/DISCUSSIONS

A. Resolution No. 2025-143 Adopting Ordinance No. 1446 entitled "EMUCU Planned Unit Development" and approving the associated Planned Unit Development on Second and Final Reading.

Council Member Tooson moved to Approve Resolution No. 2025-143 Adopting Ordinance No. 1446 entitled "EMUCU Planned Unit Development" and approving the associated Planned Unit Development on Second and Final Reading. Mayor Pro-Tem Wilcoxen seconded the motion.

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

B. Resolution No. 2025-144 Adopting Ordinance No. 1447 Entitled "Readiness to Serve Water Rate Increase Ordinance" upon second and final reading.

Council Member Simmons returned to the Chambers at 7:33p.m.

Council Member Fellows moved to Approve Resolution No. 2025-144 Adopting Ordinance No. 1447 Entitled "Readiness to Serve Water Rate Increase Ordinance" upon second and final reading. Council Member Tooson seconded the motion.

Yes: (5) Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean
No: 2 Michelle King, Amber Fellows
Absent: (0)

C. Resolution No. 2025-145 Adopting Ordinance No. 1448 Entitled "Sewer Readiness to Serve Water Increase Ordinance" upon second and final reading.

Mayor Pro-Tem Wilcoxen moved to Approve Resolution No. 2025-145 Adopting Ordinance No. 1448 Entitled "Sewer Readiness to Serve Water Increase Ordinance" upon second and final reading. Council Member Tooson seconded the motion.

Yes: (5) Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean
No: 2 Michelle King, Amber Fellows
Absent: (0)

D. Resolution No. 2025-146 Approving the minutes of the July 1, 2025 City Council Meeting.

Mayor Pro Tem Wilcoxen left the Council Chambers at 8:19p.m.

Council Member Simmons moved to Approve Resolution No. 2025-146 Approving the minutes of the July 1, 2025 City Council Meeting. Council Member King seconded the motion.

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

Mayor Pro Tem Wilcoxen returned to the Chambers at 8:20p.m.

E. Resolution No. 2025-147 Approving the request to waive the application, event, and noise permit fees in the total amount of \$535 for the Parkridge Summer Festival 2025.

Council Member King moved to Approve Resolution No. 2025-147 Approving the request to waive the application, event, and noise permit fees in the total amount of \$535 for the Parkridge Summer Festival 2025. Council Member Tooson seconded the motion.

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

F. Resolution No. 2025-148 Affirming support for the 30 X 30 Initiative and recommending that the Police Department adopt its principles, commit to its goals, and investigate joining as a participatory agency.

This item was moved to the meeting of August 12, 2025.

G. Resolution 2025-149 voting for the only 4 candidates for the Board of Trustees for the MML Workers' Compensation Fund.

Council Members Fellows and King left the Chambers at 8:32p.m.

Council Member McLean moved to Approve Resolution 2025-149 voting for the only 4 candidates for the Board of Trustees for the MML Workers' Compensation Fund. Council Member Tooson seconded the motion.

Yes: (5) Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean

No: 0 None

Absent: (2) Amber Fellows, Michelle King

H. Resolution No. 2025-150 Approving the Fee Schedule for FY 2025-2026.

Council Member Fellows returned to the Chambers at 8:35p.m.

Council Member King returned to the Chambers at 8:39p.m.

Council Member Tooson left the Chambers at 8:40p.m. and returned at 8:41p.m.

Mayor Brown left the Chambers at 8:43p.m. and returned at 8:48p.m.

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2025-150 Approving the Fee Schedule for FY 2025-2026. 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)

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

Council Member Fellows moved to Ask the DDA to work on a project for installing a Downtown drinking fountain. 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 Simmons left the Council Chambers at 9:49p.m.

Council Member Tooson moved to Extend the meeting until 10:30p.m. Council Member McLean seconded the motion.

Yes: (5) Michelle King, Roland Tooson, Nicole Brown, Patrick McLean, Amber Fellows

No: 1 Steve Wilcoxon

Absent: (1) Desirae Simmons

J. Discussion regarding Fee Waiver Policy.

Council Member King moved to Extend the meeting until 11p.m. Council Member Fellows seconded the motion.

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

No: 1 Steve Wilcoxon

Absent: (0)

X. BOARD AND COMMISSION - LIAISON REPORTS

A. Police Advisory Commission

Council Member Tooson reported the meeting is next Thursday, July 24th.

B. Human Relations Commission

Council Member King reported they did not meet last month, but they will meet this Thursday at 6p.m.

C. Parks and Arts Commission

Council Member McLean reported the meeting is next Monday.

D. Sustainability Commission

Council Member Simmons reported there was no meeting.

E. Historic District Commission

Council Member McLean reported of note on the agenda was 90 Maple, the Michigan Central Railroad Depot. The roof is in bad shape and working with owner to ensure there is fix before the end of the season - whether it be temporary or permanent. There were also 2 new build discussions for 402 S. Washington and 620 Norris.

F. Planning Commission

Mayor Pro Tem Wilcoxon reported the meeting this month was cancelled.

G. Zoning Board of Appeals

Mayor Pro Tem Wilcoxon reported they did not meet.

XI. LIAISON REPORTS

A. SEMCOG Update

Mayor Pro Tem Wilcoxon reported this is Transportation Week and there is a meeting tomorrow, 1-3. On July 17th the Transportation Coordinating Council meets, and then they will hold Transportation Funding 101, which Wilcoxon will attend.

B. Washtenaw Area Transportation Study

Council Member Simmons reported they did not meet.

C. Urban County

No report.

D. Ypsilanti Downtown Development Authority

Mayor Brown reported the meeting is Thursday.

E. Friends of Rutherford Pool

Mayor Pro Tem Wilcoxon reported they are hosting National Night Out next Monday. There was a violent incident, someone was asked to leave, and they are now thinking about their security policies.

XII. COUNCIL PROPOSED BUSINESS

Council Member King -

- Attended grand opening at Ohana Coffe Lounge in Depot Town - really nice spot!
- Appreciate OHM presentation at Parkridge Pavilion for Harriet St. Suggested to Council Member Tooson that they should talk to the Harriet St. residents, since none seemed present at meeting.
- Police & Fire Open House this Saturday

Council Member Tooson -

- Harriet St. Water Main & Road Reconstruction meeting was held by OHM, with YCUA reps and Director Wessler.
- July 22nd - next Walk the Ward in the historic Southside neighborhood
- August 24th - Southside Softball Game, after Summerfest
- July 19th, 11a.m.-3p.m. - YPD & YFD Open House
- July 26th, 2p.m.-8p.m. - Backyard Fish Fry at Biggie's, open to the public!

Council Member Simmons -

- Attended Local Progress Conference with lots of good information. Simmons shared some resources.
- Excited to see a push by congressional leaders, and particularly State Rep Carrie Rheingans, on the state-based universal health care act.
- Thanks to DPW for fixing step on bridge to Riverside Park.
- Resident concern over trip hazard of walking on overgrown foliage.

Council Member Fellows -

- July 18th at 1p.m. is the next Agenda-Setting meeting
- August 2nd at 4p.m. - "The Block Party on Awkward Island", off of Vinewood Court, put on by great neighbors!
- Also attended the Local Progress Convening in Chicago. Was able to learn about Chicago & Evanston's Care Team (unarmed crisis response) and got to tour a Care Team van, meet some clinicians and see how they were able to implement the program. One quite relevant session was alternative approaches to diversifying funding streams for municipalities facing budget shortfalls. Bringing info to staff to explore what we can do in these trying times.
- We need a sign on Water Street that states clearly the high level of pollution and that it is dangerous to be there.
- There is support for local transit expansion, from Ypsi to Detroit, and hoping to connect with the Michigan Flyer.

Council Member McLean -

- Asking City Manager for an update on the Real Estate professional search? City Manager Hellenga explained that the RFQ has been drafted, is being reviewed by staff, and should be posted soon.
- Commented on flooding in Texas and has concerns as the climate is warming and flooding increases - what would Ypsi look like with that rain and flooding? This should be a wake-up call for us to start planning for a catastrophic event. Mayor Brown stated she's never seen any emergency planning while she's been on Council, and suggested tabletop exercises with emergency services, county partners and other local community partners. City Manager noted we do have an emergency plan. Mayor Pro Tem noted the MML does an annual session on this topic.

Mayor Pro Tem Wilcoxon - no report.

XIII. COMMUNICATIONS FROM THE MAYOR

- Washtenaw and Hamilton Intersection - personally witnessed 4 accidents in the last week and residents have serious concerns. This is a very dangerous intersection and what can we do?

XIV. COMMUNICATIONS FROM THE CITY MANAGER

- Met with LEAP to discuss the budget amendment allotting \$14K for a study of our Police Department. Looking for direction from Council. Council agreed they would like a presentation from LEAP and City Manager Hellenga will schedule the presentation. Council Member Simmons also suggested a site visit to Dayton.
- July 19th - Clean Up Day at Frog Island, before YPD & YFD Open House
- Next Council Meeting is not until August 12th.

XV. COMMUNICATIONS

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

XVII. REMARKS FROM THE MAYOR

XVIII. ADJOURNMENT

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

Mayor Brown adjourned the meeting at 10:58p.m.

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



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Stephen Hobbs, Fire Chief, Clifton Pope

Subject: Resolution No. 2025-164 Adopting the National Fire Protection Association's (NFPA) 2024 edition of the NFPA 1, Fire Code. - WITHDRAWN BY ADMINISTRATION

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution to update NFPA 24

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Fire Marshal Cliff Pope

Subject: NFPA -1 Fire Code Update

SUMMARY & BACKGROUND:

The City of Ypsilanti currently enforces fire safety standards based on the 2018 edition of the NFPA 1 Fire Code. To ensure the community benefits from the most current fire safety practices and technologies, it is necessary to adopt the 2024 edition of the NFPA 1 Fire Code.

Adopting the 2024 edition of NFPA 1, along with the reference documents listed in Chapter 2 of that code, will enhance our ability to regulate conditions hazardous to life and property from fire or explosion. This update will also support the issuance of permits, collection of associated fees, and overall enforcement of modernized fire safety standards in alignment with best practices.

RECOMMENDED ACTION:

Fire Marshal recommends Ypsilanti City Council to update NFPA 1 2018 version to current NFPA 1 2024 version.

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 of Ypsilanti is committed to ensuring the highest standards of fire safety and life safety for its residents, businesses, and visitors; and

WHEREAS, the National Fire Protection Association (NFPA) has published the 2024 edition of NFPA 1, Fire Code, which incorporates updated provisions reflecting current fire safety practices, technological advancements, and lessons learned from recent events; and

WHEREAS the 2024 edition of NFPA 1 includes significant updates in areas such as:

- **Outdoor Cooking Appliances:** Revised requirements for the use of electrically powered cooking appliances in residential occupancies.
- **Powered Micro-Mobility Devices:** Introduction of regulations for e-bikes and e-scooters.
- **In-Building Emergency Communication Systems:** Enhanced requirements for emergency responder communication enhancement systems.
- **Battery Storage and Handling:** Updated provisions for the handling and storage of batteries other than lead-acid batteries.
- **Fire Alarm Systems:** New classifications for fire alarm systems prone to chronic nuisance alarms.
- **Lead Removal:** Updated guidelines for lead removal during construction and renovation activities.

WHEREAS, adopting the 2024 edition of NFPA 1 will ensure that the City of Ypsilanti maintains compliance with the latest fire safety standards and best practices; and

WHEREAS the adoption of the 2024 edition of NFPA 1 will promote consistency with neighboring jurisdictions and facilitate safer construction, renovation, and occupancy practices;

NOW THEREFORE BE IT RESOLVED THAT, the Ypsilanti City Council takes all necessary actions to implement the provisions of the 2024 edition of NFPA 1.

Be It Further Resolved that the City Manager is directed to take all necessary actions to implement the provisions of the 2024 edition of NFPA 1, including updating city codes, ordinances, and enforcement procedures as required.

Be It Further Resolved that the City Clerk shall provide copies of this resolution to the appropriate city departments, boards, and commissions to ensure timely and effective implementation.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-170 Approving the Property and Liability insurance renewal for the City, with the Michigan Municipal League (MML) Liability and Property Pool in the amount of \$480,989.

SUMMARY & BACKGROUND: The renewal premium for the Property and Liability insurance for the City of Ypsilanti effective August 1, 2025-2026 with the MML Liability & Property Pool is \$480,989 compared to the expiring premium of \$457,098. This is a premium increase of \$23,891.

Reasons for the change in premium:

- a) The property values increased by \$598,873 due to a 4% inflation guard
- b) The total payroll increased by \$1,083,703
- c) There are 2 additional vehicles this renewal

The Board of Directors of the MML Liability & Property Pool voted to return another dividend in 2025 to renewing Members. The City's portion of the dividend return is \$36,918. The city will receive the dividend after paying the renewal premium.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

- 1. Res. No. 2025-170 MML Liability and Property Pool Renewal
- 2. MML renewal proposal 8-1-25-26

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-170
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT, the premium for the Property and Liability insurance renewal for the City of Ypsilanti effective August 1, 2025-2026 with the Michigan Municipal League (MML) Liability and Property Pool be approved in the amount of **\$480,989** be approved.

BE IT FURTHER RESOLVED THAT the City Manager is authorized to sign and approve payment of the invoice.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



michigan municipal league

Liability & Property Pool

Proposal

for the

City of Ypsilanti

Presented By:

Brian Steckroth
MML Liability & Property Pool
(248) 204-8283

July 17, 2025

Table of Contents

EXECUTIVE OVERVIEW	3
OUR MISSION	3
INTRODUCTION	4
WHAT YOU CAN EXPECT OF US	4
YOUR POOL INSURES MORE THAN . . .	4
COST AND COVERAGE SUMMARY	5
YOUR TEAM OF EXPERTS	7
BENEFITS OF POOLING WITH THE MML	8
CITY OF YPSILANTI HAS . . .	9
INCREASED LIABILITY LIMITS	9
HIGHLIGHTS OF COVERAGES PROVIDED	10
WHO IS INSURED?	10
GENERAL LIABILITY	10
GENERAL LIABILITY EXCLUSIONS . . .	10
PUBLIC OFFICIALS LIABILITY COVERAGE	11
PUBLIC OFFICIALS LIABILITY EXCLUSIONS	11
PERSONAL INJURY & ADVERTISING / BROADCASTERS LIABILITY COVERAGE	11
POLICE PROFESSIONAL LIABILITY COVERAGE	11
PROPERTY COVERAGE	12
PROPERTY EXCLUSIONS	12
COMPREHENSIVE CRIME COVERAGE	13
AUTOMOBILE COVERAGE HIGHLIGHTS	13
WHAT IS COVERED?	13
AUTO COVERAGES PROVIDED	13
POOL RISK MANAGEMENT SERVICES	14
MEMBER EDUCATION	14
ONLINE SERVICES	14
MEMBERSHIP RESPONSIBILITIES	15

This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.

Executive Overview

The Michigan Municipal League Liability and Property Pool has been a stable source of comprehensive municipal insurance and risk management services since 1982. It is financially secure and positioned for long-term stability.

The **City of Ypsilanti** has been a Pool member since **1983**.

The Pool staff is made up of municipal insurance experts. Municipal risk management is our only business, and we are proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense, and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **City of Ypsilanti**. Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **City of Ypsilanti** for an annual premium of **\$480,989**. When compared to last year's cost of \$457,098 this represents a premium increase of \$23,891. In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2025. The **City of Ypsilanti's** portion of the dividend return is \$36,918. The **City of Ypsilanti** will receive this dividend in the month following payment of your 2025 renewal premium.

We encourage you to compare the Pool with our competition. Compare us based on price, coverage, service, financial security, experience, and commitment to municipal risk management. When you do, the advantages of Pool membership become clear.

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

Our Mission

To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.

Introduction

What You Can Expect Of Us

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

Your Pool Insures More Than . . .

- | | |
|---------------------------------|------------------------------------|
| ✓ 452 Public Entity Members | ✓ 173 Water Utilities |
| ✓ 145 Fire Departments | ✓ 243 Sewer Utilities |
| ✓ 185 Law Enforcement Agencies | ✓ 16 Municipal Marinas |
| ✓ 2,295 Police Officers | ✓ \$6.7 Billion of Property Values |
| ✓ 58,727 Miles of Streets/Roads | ✓ 21 Dams |
| ✓ 7,697 Vehicles | |
| ✓ 18 Electric Utilities | |



Coverage and Cost Summary City of Ypsilanti

Effective 08-01-2025 to 08-01-2026

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Municipal General Liability (Coverage A)	\$2,000,000	N/A	\$0
Pollution Extension for Fire Department and Hazardous Response Team Activities	\$1,000,000	\$1,000,000	\$0
Sewer Back-Up Sublimit	No Coverage	N/A	N/A
Personal Injury Liability (Coverage B)	\$2,000,000	N/A	\$0
Medical Payments (Coverage C)	\$10,000	N/A	N/A
Public Officials Liability (Coverage D)	\$2,000,000	N/A	\$0
Employment Practices Sublimit	\$1,000,000	N/A	\$100,000
Law Enforcement Liability (Coverages A, B, and D)	\$2,000,000	N/A	\$0
Employee Benefit Liability	\$1,000,000	\$1,000,000	\$0
Fire Legal Liability	\$100,000	N/A	N/A
Cyber Liability & Data Breach Response	\$100,000	\$100,000	See Declaration
Dam Liability	No Coverage	N/A	N/A
Marina Operator Liability	No Coverage	N/A	N/A
Uninsured/Underinsured Motorists Coverage	\$100,000	N/A	\$0
Automobile Liability (Coverages A and B)	\$2,000,000	N/A	\$0

# Vehicles	Comp	Coll
68	\$250	\$500

Agreed Amount, if applicable 16 Vehicles for a total of \$2,639,463

Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is \$2,000,000 regardless of the number of coverages involved in the occurrence.

Property

Property - Blanket Basis	\$25,166,957	N/A	\$500
Boiler and Machinery	Included	N/A	\$500
Building(s)	Included	N/A	\$500
Contents	Included	N/A	\$500
Property in the Open	Included	N/A	\$500
Protection & Preservation	Included	N/A	N/A
Property - Actual Cash Value	N/A	N/A	N/A
Property - Limited Replacement Cost	N/A	N/A	N/A
Property - No Coverage	See Schedule	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	\$0
Accounts Receivable	\$100,000	N/A	\$250



Coverage and Cost Summary City of Ypsilanti

Effective 08-01-2025 to 08-01-2026

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Consequential Damage	\$100,000	N/A	N/A
Contractor's Equipment	\$2,043,451	N/A	\$250
Debris Removal - the lesser of 25% of physical damage loss or	\$5,000,000	\$5,000,000	N/A
Demolition & Increased Costs of Construction Limit	\$100,000	N/A	N/A
Earth Movement	\$2,000,000	\$2,000,000	\$5,000
Electronic Data Processing Equip	\$493,626	N/A	\$250
Expediting Expense	\$100,000	N/A	N/A
Extra Expense	\$100,000	N/A	N/A
Fine Arts	\$175,000	N/A	\$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	\$1,000,000	\$1,000,000	\$5,000
Fungal Pathogens	\$25,000	\$25,000	\$250
Golf Cart Equipment	\$5,238	N/A	\$250
Loss of Income	\$100,000	N/A	N/A
Loss of Rents	\$100,000	N/A	N/A
Ornamental Trees, Shrubs, Plants or Lawn	\$5,000	\$10,000	\$250
Personal Effects & Property of Others	\$500	\$2,500	\$250
Police Equipment	\$17,049	N/A	\$250
Radio Equipment	\$11,712	N/A	\$250
Valuable Papers	\$100,000	N/A	\$250
<u>Comprehensive Crime Coverage</u>			
Employee Dishonesty Blanket/Faithful Performance	\$100,000	N/A	N/A
Computer Fraud	\$100,000	N/A	N/A
Depositors Forgery	\$100,000	N/A	N/A
Funds Transfer Fraud	\$100,000	N/A	N/A
Impersonation Fraud	\$100,000	N/A	N/A
Money and Securities Inside	\$100,000	N/A	N/A
Money and Securities Outside	\$100,000	N/A	N/A
Money Orders and Counterfeit Paper	\$100,000	N/A	N/A
<u>Bonds</u>			
Bond #: A Treasurer	\$100,000	N/A	N/A
<i>Only one deductible applies to claims involving two or more property coverages.</i>			

 michigan municipal league
Liability & Property Pool
Coverage and Cost Summary
City of Ypsilanti

Effective 08-01-2025 to 08-01-2026

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
-----------	--------------------	-----------------	------------------------------

The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of \$480,989.

Cyber Coverage

TOWER 1 Limit	POLICY AGGREGATE LIMIT OF LIABILITY	\$100,000	For all Damages, Claims Expenses, Penalties and PCI Fines, Expenses and Costs	
	Information Security and Privacy Sublimit	\$100,000	each Claim and in the Aggregate	
	Regulatory Defense and Penalties Aggregate Sublimit:	\$20,000	each Claim and in the Aggregate	
	Website Media and Content Liability Aggregate Sublimit:	\$100,000	each Claim and in the Aggregate	
	PCI Fines, Expenses and Costs Aggregate Sublimit:	\$10,000	each Claim and in the Aggregate	
	Cyber Extortion Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate	
	First Party Data Protection Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate	
	First Party Network Business Interruption Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate	
	Note: The above Sublimits are part of, and not in addition to, the overall Policy Aggregate Limit of Liability			
	Liability Retention Per Claim:			
	TOWER 1 Retention	All other coverages Retention:	\$0	each Claim
		Cyber Extortion:	\$5,000	each Extortion Threat
First Party Data Protection:		\$5,000	each Data Protection Loss	
First Party Network Business Interruption:		\$5,000	each Business Interruption Loss Waiting Period: 12 hours	
Limits of Coverage - Privacy Breach Response Services				
TOWER 2 Limit	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Aggregate Sublimit:	\$50,000	per Incident and in the Aggregate	
TOWER 3 Limit	Notified Individuals:	10,000	Notified Individuals in the Aggregate	
	A sublimit of up to 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage			
Note: The Privacy Breach Response Services Limits of Coverage are separate from and in addition to the overall Policy Aggregate Limit of Liability				
Privacy Breach Response Services Threshold/Retention (Each Incident):				
TOWER 2 Retention	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Retention:	\$0	each Incident	
TOWER 3 Retention	Notification Services/Call Center Services/Breach Resolution and Mitigation Services Threshold:	0	each Incident	

Your Team of Experts



Brian Steckroth
Service & Sales Manager
(248) 204-8283



Michael J. Forster
Pool Administrator
(734) 669-6340



Katelyn Petracca
248-204-6160
(Le – Z)

Alpha Split:



Joan Opett
248-204-8579
(A – La)

Customer Service Representatives



Christopher Flechsig
Liability Claims Supervisor
(810) 844-8146



Matt Heins
Loss Control Supervisor
Law Enforcement Action Forum Coordinator
(248) 791-4371

Benefits of Pooling with the MML

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
 - ✓ Safety aspects of emergency vehicle operations
 - ✓ Accident investigation for supervisors
 - ✓ Confined spaces training

The advantages of pooling can be summarized by:

Service + Control + Value

City of Ypsilanti Has . . .

- ✓ \$8,873,702 Annual Payroll
- ✓ \$25,166,957 of total values for real and personal property
- ✓ 23 Law enforcement officers
- ✓ 68 Vehicles
- ✓ 16 Vehicles with agreed values totaling \$2,639,463
- ✓ \$82 Michigan Catastrophic Claims Assessment (MCCA) per vehicle (was \$90/vehicle for 2024) ↓

Increased Liability Limits

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits, please contact your Account Executive.

Highlights of Coverages Provided

Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an **occurrence basis with no aggregate liability limits**:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Host liquor liability
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Special events ***excluding*** -
 - Fireworks (unless endorsed)
 - Liquor Liability
 - Mechanical Amusement Rides
- ✓ Fire legal liability for real property
- ✓ Ambulance and EMT malpractice

Fireworks Coverage Options: (Fireworks application must be completed before coverage is endorsed)

1. The MML Liability & Property Pool is primary (the Member is not added as an additional insured on a pyrotechnician's coverage):

Annual Aggregate Sublimit	Additional Premium
\$500,000	Yes
\$1,000,000	Yes
2. The MML Liability & Property Pool is excess (the Member is added as an additional insured on a pyrotechnician's coverage):

NO ADDITIONAL PREMIUM

- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Marina Operators coverage available
- ✓ Up to \$10 million in liability limits available
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Cyber Liability and Data Breach Response Coverage – as described on MMLCYD (09/17)

General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Nuclear energy / nuclear material hazards
- ✓ Expected or intended injury
- ✓ Breach of contract
- ✓ Failure of dams (unless endorsed)
- ✓ Backup of Sewers and Drains
- ✓ Aircraft Liability – (Unless Endorsed -- Limited Coverage for Unmanned Aircraft—MML236)
- ✓ Contractual Liability
- ✓ Failure to supply utilities
- ✓ Electromagnetic radiation
- ✓ Medical malpractice for doctors and physicians
- ✓ Criminal activity--Intentional acts w/knowledge of wrongdoing

Cyber Liability and Data Breach Response Coverage

- ✓ Information Security and Privacy Liability
- ✓ Privacy Breach Response Services
- ✓ Regulatory Defense and Penalties
- ✓ Website Media Content Liability
- ✓ PCI Fines, Expenses and Costs
- ✓ Cyber Extortion
- ✓ First Party Data Protection
- ✓ First Party Business Interruption

Public Officials Liability Coverage

“Wrongful Acts”, including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

Public Officials Liability Exclusions

The following is a partial list of public officials’ liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

Personal Injury & Advertising / Broadcasters Liability Coverage

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual’s right of privacy
- ✓ Proactive services for non-monetary damage claims

Police Professional Liability Coverage

Police Professional Liability coverage is contained within the General Liability and Public Official Liability Coverage Parts

- ✓ Discrimination
- ✓ Violation of civil rights
- ✓ Jail operations
- ✓ False arrest, detention or imprisonment, or malicious prosecution
- ✓ Wrongful entry or eviction or other invasion of the right of private occupancy
- ✓ Assault or battery
- ✓ Improper service of suit
- ✓ Coverage assumes officers act with intent

Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a "schedule on file" avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool's Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

Only one deductible applies to claims involving two or more property coverages.

Comprehensive Crime Coverage

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Position Fidelity Bonds
- ✓ Computer Fraud
- ✓ Funds Transfer Fraud

Automobile Coverage Highlights

What Is Covered?

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

Auto Coverages Provided

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Volunteer firefighter auto accident liability coverage
- ✓ Agreed value coverage for emergency vehicles is available
- ✓ Fire or Rescue Vehicle Rental Reimbursement Coverage

Pool Risk Management Services

- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control consultants
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

Online Services

www.mml.org (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim on line. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online:

- ✓ Online Forms (including Sewer Backup Sample Documents)
- ✓ Risk Resources:
 - ✓ Risk Control Solutions
 - ✓ Safety & Health Manual
 - ✓ Risk Management is Good Management Program
 - ✓ Access to Lezage website
- ✓ MML Pool Audited Financial Statements
- ✓ Intergovernmental Contract
- ✓ Board of Directors, Pool Administrator and Staff Profiles and Contact Information

Membership Responsibilities

Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.
- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.
- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.
- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.
- ✓ A Member will follow loss reduction and prevention measures established by the Pool.
- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Nicole Brown, Mayor

Subject: Resolution No. 2025-171, approving the tying of teal ribbons in the business districts during the month of September for "Turn the Town Teal" to bring awareness to Ovarian Cancer.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Tie Michigan Teal Request Letter 2025
2. Tie Michigan Teal YPSI Request Letter 2025
3. Res. No. 2025-171 Turn the Town Teal

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



2025 Tie Michigan Teal

Dear Administrator:

Tie Michigan Teal is a statewide campaign of the Michigan Ovarian Cancer Alliance (MIOCA) designed to promote awareness of ovarian cancer and its symptoms. Teal is the color representing ovarian cancer. Ovarian cancer is the deadliest of the gynecologic cancers and one of the five leading cancer related deaths among women in the United States.

Unlike other cancers, there is no early detection test for ovarian cancer. A woman's risk of getting ovarian cancer during her lifetime is about 1 in 87.

The ***Tie Michigan Teal*** campaign consists of volunteers tying teal ribbons on lamp posts, benches, or other approved landmarks in downtown areas, and distributing awareness information to local businesses to display. The campaign is held during the month of September, which has been declared National Ovarian Cancer Awareness Month. There is no cost to the city and the ribbons will be taken down at the end of the month by volunteers.

We are asking for your permission for our volunteers to tie ribbons throughout your town/city/village this September, 2025. Please sign on the bottom of this letter and return the signed letter to the volunteer whose name and contact information is below. Thank you for your support of our efforts to raise awareness and educate on ovarian cancer. If you have any questions or concerns, please contact us at: info@mioca.org or (734) 800-6144

Sincerely,


Megan Neubauer
Executive Director



Town/City/Village: _____

Mayor/Town Official Name: _____

Signature: _____

Date: _____

Please return the signed letter to the volunteer listed below. They will be responsible for the Tie the Michigan Teal Campaign in your city/town.

Volunteer Name: _____

Phone Number: _____

Email: _____

Tracey Boudreau

From: [REDACTED]
Sent: Sunday, June 1, 2025 9:29 AM
To: Brown, Nicole; Tracey Boudreau
Subject: Tie Ypsilanti Teal
Attachments: Tie Michigan Teal Letter 2025.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

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

Dear Mayor Nicole Brown and Clerk Tracey Boudreau,

For the past 9 years, we, the Friends of Mary, have hung teal ribbons on lampposts in Depot Town, Michigan Avenue and Cross Street in September, as part of a statewide effort to educate and raise awareness about Ovarian Cancer. September is Ovarian Cancer Month and this effort is coordinated statewide by Michigan Ovarian Cancer Alliance.

This event was started in September 2017 by our dear friend, Mary Davis, who organized all her family and friends to tie Ypsilanti Teal. She was battling Ovarian Cancer herself and inspired 300 Ypsilanti residents to pick up the fight to educate women and the community about ovarian cancer. In February 2018, Mary lost her fight against Ovarian Cancer.

In her memory, we would like to continue honoring her and other Ovarian Cancer victims and survivors by requesting to Tie Ypsilanti Teal this September 2025. And, as always, we will be removing the ribbons at the end of the month.

Attached is the official form from Michigan Ovarian Cancer Alliance (MIOCA) requesting your approval. If this is acceptable to the City of Ypsilanti, please sign this form, and email it back to me (or I can pick it up). Thank you.

Sincerely,

Carol Huntley

6221 Aspen Way

Ypsilanti, MI 48197

[REDACTED]



Resolution No. 2025-171
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, *Turn the Town Teal* is a national campaign to create awareness of ovarian cancer and its symptoms;

WHEREAS, ovarian cancer is the deadliest of gynecologic cancers and a leading cause of cancer-related death in women. There is no early detection test for ovarian cancer; It is referred to as "The Silent Disease"; and

WHEREAS, each year the Michigan Ovarian Cancer Alliance (MIOCA), a nonprofit and partner member of the Ovarian Cancer National Alliance, sponsors ***"Turn the Towns Teal"***, a national campaign to create awareness of ovarian cancer; and

WHEREAS, this event is held in conjunction with National Ovarian Cancer Awareness Month, from September 1 to September 30; and

WHEREAS, the Michigan Ovarian Cancer Alliance would like to tie teal ribbons throughout the city, post awareness posters at establishments, and distribute information cards; and

WHEREAS, the Michigan Ovarian Cancer Alliance (MIOCA), will cover all expenses incurred by this campaign and there will be no cost to the city.

THEREFORE BE IT RESOLVED THAT the Mayor and City Council supports this national campaign and approves of teal ribbons being tied throughout the city September 1st - September 30, 2025, along with lawn signs, awareness posters and information cards being provided for establishments that are interested.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-173 Approving the request of ACE Pyro, LLC. for a Pyrotechnics Permit for the Fall 2025 Football season at EMU.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Pyro Resolution
2. EMU 2025 Season
3. Ace Pyro Type 20 - Exp 2026

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-173
August 12, 2025

WHEREAS, the City of Ypsilanti has received a request from ACE Pyro, LLC for a Pyrotechnics Permit for fireworks displays on September 6 and 20, October 11 and 25, November 8 and 25, 2024 at Rynearson Stadium, 799 N Hewitt Road, Eastern Michigan University, and

WHEREAS, The Fire Department will require certain inspections,

NOW, THEREFORE, IT IS RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that the Pyrotechnics Permit is approved for ACE Pyro, LLC, subject to approval by the Fire Department.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VACANT: VOTE:

EMU 2025 Football Season Proximate Pyrotechnics Display(s)

Display Date(s):

- Sat - 09/06/2025
- Sat - 09/20/2025
- Sat - 10/11/2025
- Sat - 10/25/2025
- Sat - 11/08/2025
- Tue - 11/25/2025 (*Audible effect disabled after 10pm – previously approved in past years*)

Display Location:

- Rynearson Stadium, 799 North Hewitt Road, Ypsilanti, MI 48197
- Pyrotechnics will be fired from 4 rooftop positions at north end of stadium (see attached diagram). ***Track level positions will not be used for these events.***

Display Description:

- Pyrotechnics will be employed for the event.
- Duration will be ~30 seconds for team introduction, and ~3 seconds for every touchdown.
- During Eastern Michigan University football game days as noted above.

Type of Fireworks:

- Display will consist entirely of products certified UN0431, 1.4G Articles Pyrotechnic
- Pyrotechnics are designed for use on buildings, stages, and other proximate environments
- Pyrotechnics specifically designed to produce no hot fallout debris and low smoke

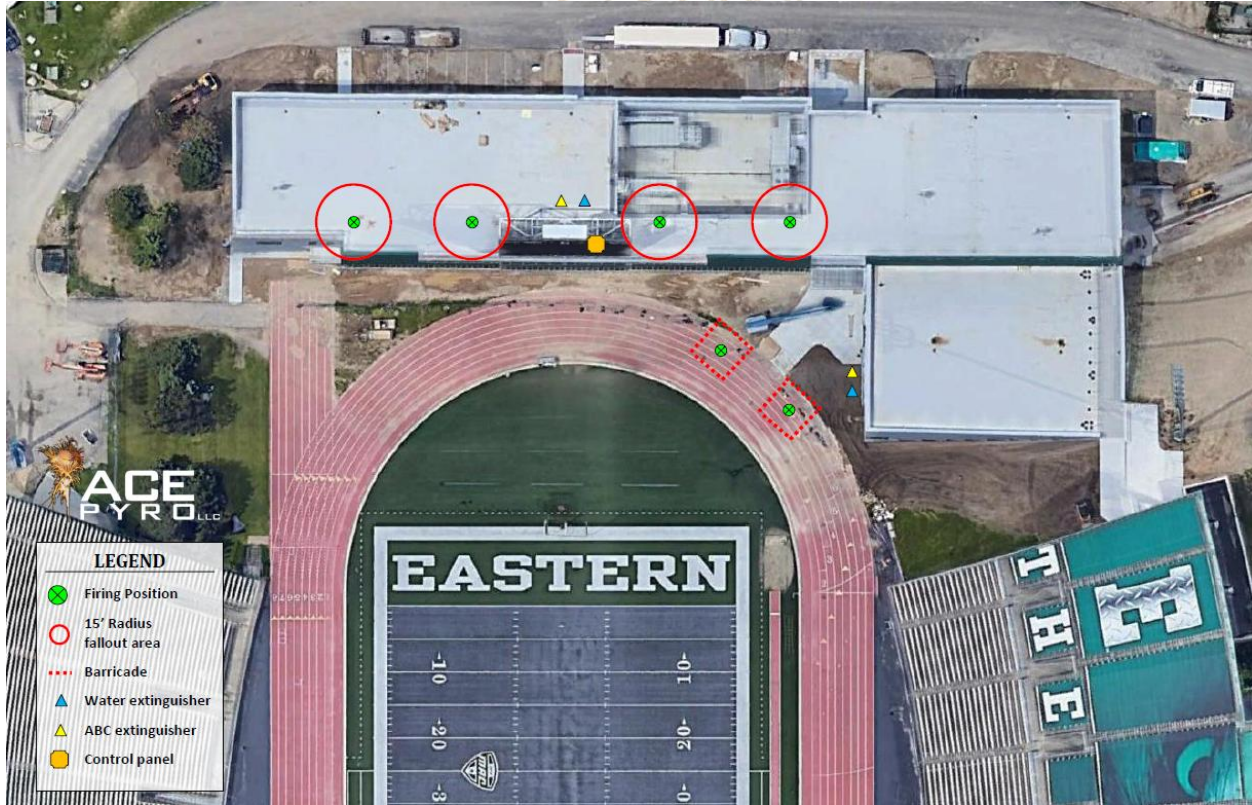
Display Operator Qualifications:

- Display Sales & Production Manager ACE Pyro, LLC
- Certified by the Pyrotechnics Guild International 'Display Operator Certification Course'
- Pyrotechnic Operator License – City of Detroit, Michigan
- Display choreographer
- System developer and industrial engineer – StarFire digital firing system
- 10+ years of experience on 100+ professional fireworks displays

Safety Precautions:

- Compliance with NFPA 1126: Standard for the Use of Pyrotechnics Before a Proximate Audience
- Firing positions will be barricaded to prevent unauthorized access
- Pyrotechnic materials will be attended at all times once on site
- Pyrotechnics will be fired using a computer controller digital firing system

- ABC and water firing extinguishers will be pre-positioned on display site





2025 Application for Fireworks Other Than Consumer or Low Impact

Authority: 2011 PA 256		The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.		FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY DATE PERMIT(S) EXPIRE:	
TYPE OF PERMIT(S) (Select all applicable boxes)					
☐ Agricultural or Wildlife Fireworks		☒ Articles Pyrotechnic		☐ Display Fireworks	
☒ Public Display		☐ Private Display			
☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes					
NAME OF APPLICANT Chris Pappas		ADDRESS OF APPLICANT 9700 Burmeister Rd., Saline, MI 48176		AGE OF APPLICANT 18 YEARS OR OLDER ☒ YES ☐ NO	
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Aaron Enzer		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 9700 Burmeister Rd., Saline, MI 48176			
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		TELEPHONE NUMBER	
NAME OF PYROTECHNIC OPERATOR Chris Pappas		ADDRESS OF PYROTECHNIC OPERATOR 9700 Burmeister Rd., Saline, MI 48176		AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER ☒ YES ☐ NO	
NO. YEARS EXPERIENCE 10+	NO. DISPLAYS 75+	WHERE Michigan, Illinois, Indiana, Quebec, Canada.			
NAME OF ASSISTANT Josh Bauer		ADDRESS OF ASSISTANT 9700 Burmeister Rd., Saline, MI 48176		AGE OF ASSISTANT 18 YEARS OR OLDER ☒ YES ☐ NO	
NAME OF OTHER ASSISTANT		ADDRESS OF OTHER ASSISTANT		AGE OF OTHER ASSISTANT 18 YEARS OR OLDER ☐ YES ☐ NO	
EXACT LOCATION OF PROPOSED DISPLAY Rynearson Stadium, 799 North Hewitt Road, Ypsilanti, MI 48197					
DATE OF PROPOSED DISPLAY 09/06/2025 • 09/20/2025 • 10/11/2025 • 10/25/2025 • 11/08/2025 • 11/25/2025		TIME OF PROPOSED DISPLAY TBD (based on game time)			
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1125 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT None, fireworks product will be brought from company storage in time for display setup.					
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$10M		NAME OF BONDING CORPORATION OR INSURANCE COMPANY Britton Gallagher			
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY Acrisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843					
NUMBER OF FIREWORKS Approx 50		KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed) Close Proximity Articles Pyrotechnic Effects			
SIGNATURE OF APPLICANT Christopher Pappas		DATE 8/3/2025			



2025 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 256	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.
------------------------	---

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes) ☐ Agricultural / Wildlife Fireworks ☒ Articles Pyrotechnic ☐ Display Fireworks ☒ Public Display ☐ Private Display ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes		FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY. PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION)
NAME OF PERSON PERMIT ISSUED TO Chris Pappas		AGE (18 YEARS OR OLDER) ☒ YES ☐ NO
ADDRESS OF PERSON PERMIT ISSUED TO 9700 Burmeister Rd, Saline, MI 48176		
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION ACE Pyro, LLC		
ADDRESS 9700 Burmeister Rd, Saline, MI 48176		
NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary) Approx 50 - Close Proximity Articles Pyrotechnic Effects		
EXACT LOCATION OF DISPLAY OR USE Rynearson Stadium, 799 North Hewitt Road		
CITY, VILLAGE, TOWNSHIP Ypsilanti	DATE TBD - based on game schedule	TIME TBD - based on game schedule
BOND OR INSURANCE FILED ☒ YES ☐ NO		AMOUNT \$10,000,000

Issued by action of the Legislative Body of the

☐ City ☐ Village ☐ Township of _____ on the _____ day of _____, 2025.

(Signature and Title of Legislative Body Representative)

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT



In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF ATF - Chief, FELC
Correspondence To 244 Needy Road
 Martinsburg, WV 25405-9431

License/Permit
Number

4-MI-161-20-6D-12625

Chief, Federal Explosives Licensing Center (FELC)

Expiration
Date

April 1, 2026

Name
ACE PYRO LLC

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**13001 E AUSTIN RD
MANCHESTER, MI 48158-**

Type of License or Permit

20-MANUFACTURER OF EXPLOSIVES

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

**ACE PYRO LLC
13001 E AUSTIN RD
MANCHESTER, MI 48158-**

Licensee/Permittee Responsible Person Signature

Position/Title

Printed Name

Date

Previous Edition is Obsolete ACE PYRO LLC:13001 E AUSTIN RD:48158-4-MI-161-20-6D-12625:April 1, 2026:20-MANUFACTURER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part I
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

Right of Succession (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: **ACE PYRO LLC**

Business Name:

License/Permit Number: **4-MI-161-20-6D-12625**

License/Permit Type: **20-MANUFACTURER OF EXPLOSIVES**

Expiration: **April 1, 2026**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Nicole Brown, Mayor

Subject: Resolution No. 2025-159 Appointing Bryce Allmacher and Hayden Pendergrass to the Board of Ethics.

SUMMARY & BACKGROUND: The Council has expressed an interest in shoring up the terms and expiration dates of terms for Boards and Commissions. Because this board has been inactive for a while, any expiration date may be chosen at this time. The City Clerk found that the State of Michigan's Board of Ethics sets all their terms of office to expire on February 7th and suggests following suit for the City's board. Since there are no members on this board, to stagger the terms, one appointment is for 5 years and one is for 4 years.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2025-159 Appointment - Allmacher & Pendergrass
2. Allmacher, Bryce App Redacted
3. Pendergrass, Hayden App Redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-159
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT, the following Residents be appointed to the City of Ypsilanti Board of Ethics as indicated below:

<u>Name</u>	<u>Board</u>	<u>Expiration</u>
Bryce Allmacher 201 N Huron St, Apt 2 Ypsilanti, MI 48197	Board of Ethics	02/07/2030
Hayden Pendergrass 329 N River St Ypsilanti, MI 48198	Board of Ethics	02/07/2029

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Citizen Advisory Boards and Commissions Participation Resume - Submission #7168

Date Submitted: 7/18/2025

The people of Ypsilanti are involved in their city government and are an important part of the community's achievements. Individuals interested in receiving more information in regard to serving on an advisory board or commission are invited to contact the City Clerk at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

After submitting your resume application, nomination to a board or a commission under the City Charter is either by the Mayor or by two Council Members and is subject to the approval and confirmation by a majority vote of the City Council.

QUALIFICATIONS

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

Name*

Bryce Allmacher

Email Address*

[REDACTED]

Address (legal residence)*

201 N Huron St Apt 2

City*

Ypsilanti

State*

MI

Zip Code*

48197

Phone Number***Number of Years in the Community*****Are you registered to vote in the City of Ypsilanti?***

- ☒ Yes
☐ No

Which Ward do you live or reside in?*

- ☐ Ward 1
☐ Ward 2
☒ Ward 3
☐ NA

Education*

University of Michigan BA - Political Science and Communications

Occupation*

Deputy Supervisor

Employer*

Pittsfield Charter Township

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

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

Party Affiliation

Are you applying for youth membership?*

Boards and Commissions that allow Youth Membership are: Human Relations Commission (HRC), Parks and Arts Commission, Police Advisory Commission (YPAC), Sustainability Commission

☐ Yes

☒ No

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

Local Ethics Ordinances set an important set of standards for public servants; they also provide residents with more direct access to the systems of municipal accountability. I am proud of the City's Ethics Ordinance and believe that the Board of Ethics provides a critical layer of oversight when active. I also believe that the City could benefit from the Board expanding its scope beyond ad-hoc enforcement and interpretation of the Ethics Ordinance (e.g., commissioning an annual ethics training program for staff). As a public servant myself, I recognize the importance of establishing trust between local governments and the communities they serve, and it is my firm belief that an active Board of Ethics helps strengthen the trust between Ypsilanti residents and their government.

Work/volunteer experience related to the board or commission:

Deputy Supervisor, Pittsfield Charter Township (2025-present)

Elections Manager, Washtenaw County (2024-2025)

Clerk to the Board of Commissioners, Washtenaw County (2023-2024)

Management Assistant, Ann Arbor Housing Commission (2021-2023)

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

☒ Yes

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

☒ Yes

Electronic Signature Agreement *

☒ Yes

By checking the "I agree" box above, 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.

Electronic Signature*

Bryce D. Allmacher

Citizen Advisory Boards and Commissions Participation Resume - Submission #6726

Date Submitted: 10/7/2024

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

Qualifications

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

Name*

Hayden Pendergrass

Email Address*

[REDACTED]

Address*

629 North River Street

City*

YPSILANTI

State*

MI

Zip Code*

48198

Phone Number*

[REDACTED]

Number of Years in the Community*

2

Ward You Live In

3

Education

B.A., J.D.

Occupation

Attorney

Employer

Akeel & Valentine, PLC

Are you applying for youth membership?

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

☐ Yes

☒ No

Are you registered to vote in the City of Ypsilanti?

☒ Yes

☐ No

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

☐ Review and Tax Assessment Board

☒ Board of Ethics

☐ Fire Civil Service Commission

☐ YCUA

☐ Ypsilanti Downtown Development Authority

☐ Economic Development Corporation/Brownfield Redevelopment Authority

☐ Historic District Commission

☐ Ypsilanti Housing Commission

☐ Human Relations Commission

☐ Planning Commission

☐ Non-motorized Advisory Committee

☐ Zoning Board of Appeals

☐ Dangerous Buildings Officer

☐ Arts and Parks Commission

☐ Ann Arbor Area Transit Authority

☐ Police and Fire Pension Board

☐ Huron River Watershed Council

☐ Sustainability Commission

☐ Police Advisory Commission

Party Affiliation

Democrat



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

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

I am interested in serving on the Board of Ethics to ensure accountability and transparency in City government, especially in light of the absence of an operating Board for some time.

Work/volunteer experience related to the board or commission:

As an attorney, I have ample experience and familiarity with state and federal laws and regulations, professional ethics, investigations, and hearings. Additionally, I served as a member of the 206 N. Washington CBA Committee and have familiarity with the City government's rules and regulations.

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

☒ Yes

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

☒ Yes



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

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

Subject: Resolution No. 2025-160 Appointing Megan Foldenauer to the Ypsilanti Downtown Development Authority with a term ending July 1, 2027.

SUMMARY & BACKGROUND: This appointment is to fill the partial term of Gerald Kreiner, who resigned on July 16, 2025.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2025-160 Appointment - Foldenauer
2. Foldenauer, Megan App Redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-160
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

<u>Name</u>	<u>Board</u>	<u>Expiration</u>
Megan Foldenauer 201 N Huron St, Apt 2 Ypsilanti, MI 48197	Downtown Development Authority	07/01/2027

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Citizen Advisory Boards and Commissions Participation Resume - Submission #7203

Date Submitted: 8/3/2025

The people of Ypsilanti are involved in their city government and are an important part of the community's achievements. Individuals interested in receiving more information in regard to serving on an advisory board or commission are invited to contact the City Clerk at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

After submitting your resume application, nomination to a board or a commission under the City Charter is either by the Mayor or by two Council Members and is subject to the approval and confirmation by a majority vote of the City Council.

QUALIFICATIONS

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

Name*

Megan Foldenauer

Email Address*

redmagn@gmail.com

Address (legal residence)*

482 Marion Street

City*

Ypsilanti

State*

MI

Zip Code*

48197

Phone Number***Number of Years in the Community***

20

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

- ☒ Yes
☐ No

Which Ward do you live or reside in?*

- ☐ Ward 1
☒ Ward 2
☐ Ward 3
☐ NA

Education*

Bachelor of Fine Arts, Bachelor of Science, Master of Arts, Doctorate of Philosophy

Occupation*

Owner of Ypsi Art Supply, freelance medical illustrator, fine artist, and educator

Employer*

self-employed

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

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

Party Affiliation

Are you applying for youth membership?*

Boards and Commissions that allow Youth Membership are: Human Relations Commission (HRC), Parks and Arts Commission, Police Advisory Commission (YPAC), Sustainability Commission

☐ Yes

☒ No

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

This month marks my twentieth year here and what I've witnessed in Ypsilanti has been nothing short of incredible in terms of growth and engagement by the community. Two and a half years ago, I opened Ypsi Art Supply and it has reached a level I never dreamed possible in part because the people of our city believe in the power of small business and our independent spirit. It is my desire to use my unique perspective and skillset to serve the City in a deeper way and I'm excited about this opportunity with the YDDA.

Work/volunteer experience related to the board or commission:

From 2012-2015 I served as the President of the Ann Arbor Roller Derby league, our community's all-volunteer 501(c)3 non-profit roller derby league of approximately 150 athletes and support staff, including a board of governors. I have also volunteered at the Red Cross and I have been a SE Michigan election worker since 2020. On a personal level, I have been a genealogist and lover of local histories for 25 years.

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

☒ Yes

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

☒ Yes

Electronic Signature Agreement *

☒ Yes

By checking the "I agree" box above, 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.

Electronic Signature*

Megan Foldenauer



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director, Jennifer Collins

Subject: Resolution No. 2025-162 Approving the request of Ypsilanti Community Schools to waive the application, event, and street closure fees totaling \$735 for the Ypsilanti Community Schools Back to School Bash.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

1. RFL and Resolution YCS Back to School Bash
2. Special Event Fee Waiver Request Back to School Bash 080225
3. YCS Back to School Bash 8-2-2025 Application
4. Special Events Contract - Ypsilanti Community Schools Back to School Bash - City of Ypsilanti Parks _original

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
Date: July 17, 2025

For: August 12, 2025

From: Jennifer Collins, Special Events and Facilities Manager

Subject: Application for Fee Waiver for the 8/2/2025 2025 YCS Back to School Bash

SUMMARY & BACKGROUND:

The Ypsilanti Community Schools Back to School Bash event organizer has requested that the city waive application, park rental, and street closure fees for this year's event.

This is the 9th Annual Back to School Bash in celebration of the new school year. This event provides new backpacks and school supplies to students and families, a free BBQ lunch, music, haircuts, and community vendor tables from over 20 different organizations.

The city is invited to have a community engagement table and to be a part of the event.

Ordinance 10-270 requires that the applicant provide a description of the benefit to the community, and also a description of why the applicant is unable to meet the financial requirements. The applicant has provided information on the benefit to the community but not yet regarding the finances.

	Waiver Amount	Budget Balance
Rutherford Pool Kids Triathlon	\$535	\$14,465
Parkridge Summerfest/Joe Dulin Day	\$535	\$13,930
Ypsilanti Community Schools Reading in the Park and Rutherford Pool Night	\$385	\$13,545 (if approved)
Ypsilanti Community Schools Back to School Bash	\$735	\$12,810 (if approved)

RECOMMENDED ACTION: Approval

ATTACHMENTS: Fee Waiver Application

FY2025/2026 Goal Alignment

- Budget Priority 3: Public Health
-

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, ordinance §10-270 specifies that the City may choose to waive event fees for good cause shown or for individual case of hardship; and

WHEREAS, this year’s Ypsilanti Community Schools Back to School Bash took place Saturday, August 2, 2025 at Prospect Park; and

WHEREAS, Ypsilanti Community Schools Back to School Bash’s event organizer is requesting that the City waive the application, event, and street closure fees, for the 2025 event, due to the benefit provided by the event to the community;

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approves the request to waive the application, event, and street closure fees totaling \$735 for the Ypsilanti Community Schools Back to School Bash.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Special Event Fee Waiver Request

Please complete the form below and submit to the Special Events/Facilities Manager Jennifer Collins at jcollins@cityofypsilanti.com for submission to and consideration.

To be eligible to apply for a fee waiver, the following criteria should be met:

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. To be

eligible to be approved for a fee waiver, the following criteria must be met:

1. If a street closure is requested in the business district, 80% of businesses located on that street must in writing agree to the closure.
2. The application must include a description of why this is a benefit to the whole community.
3. The applicant must provide a reasonable description of why the organization or person is unable to meet the financial requirements.

Applicant/Event Representative

Name Dr.Alena Zachery Ross/Taryn Willis		
Address 1885 Packard Road		
City Ypsilanti	State MI	Zip 48197
Phone / Fax 734-221-1200		E-Mail twillis3@ycschools.us

Name of Event YCS Back to School Bash	
Proposed Location Prospect Park	
Start date and time 08/02/25 12p	End date and time 08/02/2025 3p

Justification

Describe why this is a benefit to the whole community (may continue on a separate sheet):
This is the 9th Annual Back to School Bash in celebration of the new school year. This event provides new backpacks and school supplies to students and families, BBQ lunch, music, hair cuts, community vendor tables from over 20 different organizations. This is also considered a Meet Up Eat Up location.
Describe why the organization/person is unable to pay the fee (may continue on a separate sheet):
The school district has never paid for the park due to the nature of the event and it being a free community resource for families who may need assistance with getting school supplies. The city manager and mayor have always been in support of the event. This is a meet up eat up location.

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.

_____Taryn Willis 7/25/25_____
_____Applicant Full Name Date

Page 2 of 2 Last modified 2025-07-16

Estey, Wendy

From: noreply@civicplus.com
Sent: Sunday, February 2, 2025 5:25 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	Ypsilanti Community Schools
-----------------------------------	-----------------------------

Street Address	1885 Packard Road
----------------	-------------------

City	Ypsilanti
------	-----------

State	MI
-------	----

Zip Code	48197
----------	-------

Phone	7342211210
-------	------------

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

Organization Website	www.ycschools.us
----------------------	------------------

Form of Ownership	na
-------------------	----

Applicant Organization is	Located or resident of the City
------------------------------	---------------------------------

Brief Description of Organization or Applicant (350 characters or less)	Back to School Bash providing school supplies to students
--	---

Person(s) Principally Responsible for Event	Taryn Willis and Superintendent Alena Zachery Ross
--	--

Title	Events Contractor/Superintendent
-------	----------------------------------

Contact Number	7342211210
Email	twillis3@ycschools.us
Event Info	
Proposed date of event	8/2/2025
Will it be a recurring event weekly, biweekly, monthly, etc?	No
Proposed Location	Prospect Park
Event set up time	10 a.m.
Event start time	12 p.m.
Additional days required for set up	None
Event end time	3 p.m.
Event break down time	4 p.m.
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...	8/1/2026
Note <i>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).</i>	
Type of Event	Non-Profit, Other
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 1 Event (\$250 per day)
----------------------	-------------------------------

Total # of Participants Expected	2000
----------------------------------	------

Full Description & Purpose of Event (include all activities, attach additional documents if necessary)	Community event for students to receive book bag, free lunch, community resources, music and more.
---	--

Security Deposit

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

Select Event Class	Class 1 Event (\$250)
--------------------	-----------------------

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 prepared, distributed, or sold at event?	Yes
---	-----

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?

No

Note

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

Will your event use private lots?

Yes

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?

Yes

Note

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

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

List the local street(s) you would like closed, including cross streets

Oakwood

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? Yes

Please describe the proposed size and location for event signs yard signs

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? Yes

List the name and contact information for the private security company na

Describe your plan for ejecting YCS Staff

unruly/disorderly
persons from the event

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, None of these
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 from 12-3
sound will be used

What type of sound will P.A. System, Stereo Equipment, Disc Jockey
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 restroom facilities?	Yes
--	-----

If yes, how many portable restrooms are you supplying?	3
--	---

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 your own trash receptacles?	Yes
--	-----

If yes, how many trash receptacles do you intend to provide?	3
--	---

Provide the trash disposal plan for your event	Will use YIES dumpster and also bag trash next to city trash can
--	--

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 the location(s) to the condition in which you found it?

Yes

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	Alena Zachery-Ross
---------------------	--------------------

Date	2/2/2025
------	----------

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



Ypsilanti Community Schools Back to School Bash

Saturday, August 2, 2025

EVENT CONTRACT

ACCOUNT: Taryn Willis

CONTACT: Taryn Willis

EMAIL: twillis3@ycschools.us

PHONE: (734) 221-1210

ADDRESS: Ypsilanti Community Schools

1885 Packard Road

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
8/2/2025	10:00 am – 4:00 pm	City of Ypsilanti Parks Special Events	Prospect Park	Miscellaneous Rental	2000		

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) (paid with 5/17/2025 event - held until final event complete)		
1	Local Street Closure Permit (per street/per day) (Oak Street)	\$350.00	\$350.00

ESTIMATED BILLING

Event Setup Time 10 a.m.-Noon

Event Teardown Time 3-4 p.m.

Application indicates use of tents - tents larger than 10 sq. ft. require inspection by the fire marshal Clifton Pope. Please contact him at cpope@cityofypsilanti.com.

Noise Permit from 10 a.m. to 4 p.m. Event sponsors are responsible for obtaining any necessary music or other intellectual property licenses associated with their event.

Three portable restrooms are indicated. Please contact the Department of Public Works at (734) 483-1421 to discuss proper placement of these portable restrooms.

Trash Plan: will use YIES dumpster and will bag trash and leave next to city trash receptacles.

Liability insurance in the amount of \$250,000 per occurrence naming the City of Ypsilanti as additionally insured will be required for this Class 2 Event.

			Total
Room Rental			\$735.00
Subtotal			\$735.00
Credit Card Fee	4.0%		\$29.40
Grand Total			\$764.40
Check #5005 paid 4/7/2025 (Check)		Paid 4/7/2025	-\$500.00
Estimated Amount Due			\$264.40



Ypsilanti Community Schools Back to School Bash

Saturday, August 2, 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 2, 2025 from 10:00 AM through 4:00 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

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



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From:

Subject: Resolution No. 2025-163 Approving the request from the Ypsilanti Community Schools to waive the application, event, and noise permit fees totaling \$385 for the Ypsilanti Community Schools Reading in the Park and Rutherford Pool Night.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

1. RFL and Resolution YCS BBQ Reading Event
2. Special Event Fee Waiver Request YCS BBQ 071825
3. Special Events Contract - YCS BBQ Reading Event - City of Ypsilanti Parks Special Events_original
4. YCS BBQ Reading Event 7-18-2025 Application

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
Date: July 17, 2025

For: August 12, 2025

From: Jennifer Collins, Special Events and Facilities Manager

Subject: Application for Fee Waiver for the 7/18/2025 YCS Reading in the Park and Rutherford Pool Night

SUMMARY & BACKGROUND:

The Ypsilanti Community Schools Reading in the Park and Rutherford Pool Night event organizer has requested that the city waive park rental fees for this year's event.

This is the third annual literacy event hosted in partnership with Rutherford Pool, Michigan Learning Channel, Our Community Reads and the Ypsilanti District Library to encourage summer reading and workbooks to prepare students for the new school year. In partnership with Meet Up Eat Up—all students and adults are fed for free at the event.

The school district is providing this free community resource for families who may require assistance with the cost of reading materials and workbooks. Additionally, this event is being used as a Meet Up Eat Up location for students and families where both are provided food at no cost. The school district is using existing funding to pay for families to attend the pool for free as well as providing reading materials and workbooks to families.

Ordinance 10-270 requires that the applicant provide a description of the benefit to the community, and also a description of why the applicant is unable to meet the financial requirements. The applicant has provided information on the benefit to the community but not yet regarding the finances.

	Waiver Amount	Budget Balance
Rutherford Pool Kids Triathlon	\$535	\$14,465
Parkridge Summerfest/Joe Dulin Day	\$535	\$13,930
Ypsilanti Community Schools Reading in the Park and Rutherford Pool Night	\$385	\$13,545 (if approved)

RECOMMENDED ACTION: Approval

ATTACHMENTS: Fee Waiver Application

FY2025/2026 Goal Alignment

- Budget Priority 3: Public Health

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, ordinance §10-270 specifies that the City may choose to waive event fees for good cause shown or for individual case of hardship; and

WHEREAS, this year's Ypsilanti Community Schools Reading in the Park and Rutherford Pool Night took place Friday, July 18, 2025 at Recreation Park; and

WHEREAS, Ypsilanti Community Schools Reading in the Park and Rutherford Pool Night's event organizer is requesting that the City waive the application, and event fees for the 2025 event, due to the benefit provided by the event to the community;

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approves the request to waive the application, event, and noise permit fees totaling \$385 for the Ypsilanti Community Schools Reading in the Park and Rutherford Pool Night.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Special Event Fee Waiver Request

Please complete the form below and submit to the Special Events/Facilities Manager Jennifer Collins at jcollins@cityofypsilanti.com for submission to and consideration.

To be eligible to apply for a fee waiver, the following criteria should be met:

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. To be

eligible to be approved for a fee waiver, the following criteria must be met:

1. If a street closure is requested in the business district, 80% of businesses located on that street must in writing agree to the closure.
2. The application must include a description of why this is a benefit to the whole community.
3. The applicant must provide a reasonable description of why the organization or person is unable to meet the financial requirements.

Applicant/Event Representative

Name Dr.Alena Zachery Ross/Taryn Willis		
Address 1885 Packard Road		
City Ypsilanti	State MI	Zip 48197
Phone / Fax 734-221-1200		E-Mail twillis3@ycschools.us

Name of Event YCS Reading in the Park and Rutherford Pool Night	
Proposed Location Prospect Park	
Start date and time 07/18/25 4p	End date and time 07/18/2025 6p

Justification

Describe why this is a benefit to the whole community (may continue on a separate sheet):
This is the third annual literacy event hosted in partnership with Rutherford Pool (city owned), Michigan Learning Channel, Our Community Reads and the Ypsilanti District Library to encourage summer reading and workbooks to prepare students for the new school year. In partnership with Meet Up Eat Up—all students and adults are fed for free.
Describe why the organization/person is unable to pay the fee (may continue on a separate sheet):
The school district has never paid for the park due to the nature of the event and it being a free community resource for families who may need assistance with reading materials and workbooks. We also use this as an Meet Up Eat Up Site for families. We also pay for families to attend the pool for free.

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.

_____Taryn Willis 7/17/25_____

_____ Applicant Full Name Date



YCS BBQ/Reading Event

Friday, July 18, 2025

EVENT CONTRACT

ACCOUNT: Taryn Willis

SALES MANAGER: Wendy Estey

CONTACT: Taryn Willis

EMAIL: westey@cityofypsilanti.com

EMAIL: twillis3@ycschools.us

PHONE: (734) 482-9825

PHONE: (734) 221-1210

ADDRESS: Ypsilanti Community Schools

1885 Packard Road

Ypsilanti, MI 48197

EVENT SUMMARY

Date	Time	Location	Areas	Event Type	Guests	Rental	Event F&B Min
7/18/2025	3:00 pm - 7:00 pm	City of Ypsilanti Parks Special Events	Recreation Park	Miscellaneous Rental	60		

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) (paid with 8/2/2025 event - held until final event 8/2/2025)		

ESTIMATED BILLING

Event Setup 3-4 p.m.

Teardown 6:30-7 p.m.

Application indicates food vendors. All food handlers must be certified by the Washtenaw

County Health Department. Tents and food vendors must be inspected by the Fire Marshal or on the passed inspection list.

Please contact him at cpope@cityofypsilanti.com . Or call the Ypsilanti Fire Department to verify if your vendor is already on the list or if they require inspection.

For this Class 2 Event liability insurance in the amount of \$250,000 per occurrence naming the City of Ypsilanti as additionally insured is required.

			Total
Room Rental			\$385.00
Subtotal			\$385.00
Credit Card Fee	4.0%		\$15.40
Grand Total			\$400.40
Estimated Amount Due			\$400.40



YCS BBQ/Reading Event

Friday, July 18, 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: Friday, July 18, 2025 from 3:00 PM through 7:00 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

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

Estey, Wendy

From: noreply@civicplus.com
Sent: Sunday, February 2, 2025 5:47 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	Ypsilanti Community Schools
-----------------------------------	-----------------------------

Street Address	1885 Packard Road
----------------	-------------------

City	Ypsilanti
------	-----------

State	MI
-------	----

Zip Code	48197
----------	-------

Phone	7342211210
-------	------------

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

Organization Website	www.ycschools.us
----------------------	------------------

Form of Ownership	na
-------------------	----

Applicant Organization is	Located or resident of the City
------------------------------	---------------------------------

Brief Description of Organization or Applicant (350 characters or less)	BBQ and reading event at Recreation Park before YCS Night at Rutherford Pool
--	---

Person(s) Principally Responsible for Event	Taryn Willis and Superintendent Alena Zachery Ross
--	--

Title	Events Contractor/Superintendent
-------	----------------------------------

Contact Number	7342211210
Email	twillis3@ycschools.us
Event Info	
Proposed date of event	7/18/2025
Will it be a recurring event weekly, biweekly, monthly, etc?	No
Proposed Location	Recreation Park
Event set up time	3
Event start time	4pm
Additional days required for set up	None
Event end time	630pm
Event break down time	7pm
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...	Field not completed.
Note <i>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).</i>	
Type of Event	Non-Profit, Other
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 1 Event (\$250 per day)

Total # of Participants
Expected 60

Full Description &
Purpose of Event
(include all activities,
attach additional
documents if
necessary) YCS will offer a free BBQ dinner to families and then do a pool
night. A small number of vendors are onsite to give out
resources.

Security Deposit

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

Select Event Class Class 1 Event (\$250)

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

Event Signs

(City of Ypsilanti Special Events Policy, Section 4.2)

Are event signs required?	Yes
---------------------------	-----

Please describe the proposed size and location for event signs	yard signs
--	------------

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?	Yes
---	-----

List the name and contact information for the private security company	na
--	----

Describe your plan for ejecting unruly/disorderly persons from the event	YCS volunteers
--	----------------

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 any of the following ?
(check all that apply)

Grills, Portable Tables

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 used at the event?

No

List the days and times sound will be used

Field not completed.

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

Field not completed.

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 No
your own trash
receptacles?

Provide the trash city trash cans
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)

Other

Other

Chartwells Meet Up and Eat Up will service food and is lic.

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	Alena Zachery-Ross
---------------------	--------------------

Date	2/2/2025
------	----------

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



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Nicole Brown, Mayor

Subject: Resolution No. 2025-148 Affirming support for the 30 X 30 Initiative and recommending that the Police Department adopt its principles, commit to its goals, and investigate joining as a participatory agency.

SUMMARY & BACKGROUND: This resolution is brought forward by the Ypsilanti Police Advisory Commission, and supported by Mayor Brown.

This item was originally on the July 15th agenda, but moved to this agenda because the back-up was left out.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No 2025-148 YPAC 30X30
2. YPAC RFL & Resolution to Support the 30x30 Initiative for Advancing Women in Policing

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-148
August 12, 2025

**A Resolution to Support the 30x30 Initiative for
Advancing Women in Policing**

WHEREAS, the City of Ypsilanti values diversity, equity, and inclusion as core principles that enhance community trust and public safety; and

WHEREAS, women represent only 12% of sworn officers and 3% of police leadership in the United States, despite research showing that women officers use less force and achieve better outcomes in certain areas of policing; and

WHEREAS, the 30x30 Initiative is a national effort to advance the representation of women in policing, with the goal of achieving 30% women recruits in police training classes by 2030 and ensuring a culture where women officers can thrive; and

WHEREAS, over 300 law enforcement agencies across the country, including local, state, and federal departments, have already committed to the 30x30 Initiative, signaling a nationwide movement toward more inclusive policing practices; and

WHEREAS, the National Organization of Black Law Enforcement Executives (NOBLE), a respected advocate for diversity and equity in law enforcement, is an official partner and supporter of the 30x30 Initiative, reinforcing its importance to advancing racial and gender equity in policing; and

WHEREAS, the Ypsilanti Police Advisory Commission (YPAC) recommends supporting the 30x30 Initiative and YPAC believes this will promote equitable policing practices and improve police-community relations.

NOW THEREFORE BE IT RESOLVED that the Ypsilanti City Council affirms its support for the 30x30 Initiative and recommends that the Ypsilanti Police Department adopt its principles, commit to its goals, and investigate joining as a participating agency; and

BE IT FURTHER RESOLVED that the Ypsilanti City Council recognizes the leadership of organizations such as NOBLE and encourages the Ypsilanti Police Department to collaborate with local, state, and national partners to foster an inclusive, effective, and community-centered police department.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



REQUEST FOR LEGISLATION
June 26, 2025

For: Mayor and City Council

From: Commissioner Gail Wolkoff, Ypsilanti Police Advisory Commission

Subject: Resolution No. 2025 - 1007, a Resolution to Support the 30x30 Initiative for Advancing Women in Policing

SUMMARY & BACKGROUND: Request for legislature for the purpose of urging the City Council to affirm support for the 30x30 Initiative and recommending that the Ypsilanti Police Department to adopt its principles, commit to its goals, and formally join as a participating agency; and to recognize the leadership of organizations such as NOBLE and to encourage the Ypsilanti Police Department to collaborate with local, state, and national partners to foster an inclusive, effective, and community-centered police department.

COUNCIL AGENDA DATE: July 15, 2025

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No. 2025 - 1007, A Resolution to Support the 30x30 Initiative for Advancing Women in Policing

CITY MANAGER APPROVAL:

CITY MANAGER COMMENTS:



Resolution No. 2025 - 1007
June 26, 2025

A Resolution to Support the 30x30 Initiative for Advancing Women in Policing

WHEREAS, the City of Ypsilanti values diversity, equity, and inclusion as core principles that enhance community trust and public safety; and

WHEREAS, women represent only 12% of sworn officers and 3% of police leadership in the United States, despite research showing that women officers use less force and achieve better outcomes in certain areas of policing; and

WHEREAS, the 30x30 Initiative is a national effort to advance the representation of women in policing, with the goal of achieving 30% women recruits in police training classes by 2030 and ensuring a culture where women officers can thrive; and

WHEREAS, over 300 law enforcement agencies across the country, including local, state, and federal departments, have already committed to the 30x30 Initiative, signaling a nationwide movement toward more inclusive policing practices; and

WHEREAS, the National Organization of Black Law Enforcement Executives (NOBLE), a respected advocate for diversity and equity in law enforcement, is an official partner and supporter of the 30x30 Initiative, reinforcing its importance to advancing racial and gender equity in policing; and

WHEREAS, supporting the 30x30 Initiative aligns with the mission of the Ypsilanti Police Advisory Commission to promote equitable policing practices and improve police-community relations;

NOW THEREFORE BE IT RESOLVED that the City of Ypsilanti Police Advisory Commission requests that the Ypsilanti City Council affirms its support for the 30x30 Initiative and recommend the Ypsilanti Police Department to adopt its principles, commit to its goals, and formally join as a participating agency;

BE IT FURTHER RESOLVED that the Police Advisory Commission encourages the Ypsilanti City Council to recognize the leadership of organizations such as NOBLE and to encourage the Ypsilanti Police Department to collaborate with local, state, and national partners to foster an inclusive, effective, and community-centered police department.

OFFERED BY:

Kathleen M. Parnell

SUPPORTED BY:

Herman L. James Jr.

YES:

3

NO:

0

ABSENT/Zoom:

3

VOTE:

Carried.



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2025-165 Approving the proposal submitted by Arbor Cut Tree Service in the amount of \$36,590 for Tree Maintenance and Removal, and also authorizing the Mayor and City Clerk 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.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. utility tree removal
2. Tree Removal, stump grinding, et al Bid Opening Tally Sheet

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
August 12, 2025

From: Bonnie Wessler, Director of Public Works

Subject: Tree removal bid acceptance

SUMMARY & BACKGROUND:

The City is responsible for the maintenance of trees in the rights-of-way of the City. Many trees in the right of way interfere with power and telecommunications lines. City crews are not trained, equipped, or certified to work within 10' of utility lines. Our utility partners are not responsible for the trees, only the operation of their infrastructure. DTE does proactive trimming and removals and is responsive when called about transmission lines conflicting with trees. However, they do not address conflicts with community lighting nor with service drops. AT&T and other telecoms respond to emergencies only, not preventative care. There are several trees in the City rights of way that conflict with telecom lines, community lighting lines, or service drops and present a significant risk, however, City crews are not equipped (nor have they ever been equipped) to handle them. This is the first time this work has been put to bid. The City receives Metro Act funding via the state each year, in an amount proportional to the amount and type of utility infrastructure in our rights of way. We are proposing using this funding source for utility tree care.

We solicited bids in June to remove approximately 15 dead, dying, or otherwise high-risk trees (significant cavity decay). We received bids from four companies. We have checked the references of the low bidder, Arbor Cut, and found them to be satisfactory.

Address St	Location	Google maps pin
44 E Forest	Front of Lot	https://maps.app.goo.gl/NqYvLH5JbMcuN6qV6
57 E Forest	Front of Lot	https://maps.app.goo.gl/oVHJ8q2nHna48X7B9
303 E Forest	Hemphill St Side	https://maps.app.goo.gl/oVHJ8q2nHna48X7B9
313 E Forest	Stanley St side	https://maps.app.goo.gl/k1ZThGcoyxqjMY9M8
706 E Forest	Front of Lot	https://maps.app.goo.gl/3cj4yv3wAVW2LQhC7
714 E Forest	Front of Lot	https://maps.app.goo.gl/9aabyZD3Pbaw4Q2F6
316 N Grove	Front of Lot	https://maps.app.goo.gl/U9DAFgJECEKRLYhM6
114 N River	Front of Lot	https://maps.app.goo.gl/sPJt5LCR1wH1QEWX6
217 N Lincoln	Front of Lot	https://maps.app.goo.gl/sPJt5LCR1wH1QEWX6
219 N Lincoln	Front of Lot	https://maps.app.goo.gl/Ymajgu8gkBsrxFun8
416 Perrin	Ballard St side - at Florence	https://maps.app.goo.gl/U2Uy3XAVwCchJvaJ8
203 Oakwood	Front of Lot	https://maps.app.goo.gl/Aq4XRfyzSc3LBr8v9
203 Oakwood	Front of lot (north of large dead tree)	https://maps.app.goo.gl/Pj11zUS7DkErpWgN8
945 Sheridan	Elm frontage, first tree	https://maps.app.goo.gl/qt5NqKDdj4fpC9GFA

	south of Sheridan	
200 block Gordon	North side of street, adjoining lines	https://maps.app.goo.gl/dt1WA2aZyeXHVL3N6

RECOMMENDED ACTION: Award bid to Arbor Cut Tree Service

ATTACHMENTS:

FY2025/2026 Goal Alignment

- **Budget Priority 1: Public Infrastructure/Buildings/Roads**
- Budget Priority 2: Water Street
- **Budget Priority 3: Public Safety/Public Health**
- Budget Priority 4: Shelter/Housing
- **Budget Priority 5: Staffing Capacity**

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2025-165
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, certain trees within the City's purview are in need of maintenance or removal; and

WHEREAS, a funding source has been identified to use for these trees; and

WHEREAS, the City of Ypsilanti has solicited sealed bids for the project ; and

WHEREAS, staff have duly reviewed these bids;

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti ,City Council approves the proposal submitted by Arbor Cut Tree Service in the amount of \$36,590.

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:



Tree Removal, Stump Grinding, Brush Disposal and Site Restoration

Bid Opening – Tally Sheet
July 1, 2025
11:00a.m.

Company	Proposal
Davey Proven Solutions	\$ 57,694
1500 N. Mantua St	
Kent, OH 44240	
Hilscher - Clarke Electric Co/	\$ 58,370.50
Forestry Division	
519 Fourth St. N.W.	
Canton, OH 44703	
Freel Deal Tree Service	\$ 49,250
*No Address	
Arbor Cut Tree Service	\$ 36,590
*No Address	Hawling Logs ?



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2025-166 Approving the proposal of OHM for construction engineering services in relation to the stormwater repair work in an amount not to exceed \$41,650, and also authorizing the Mayor and City Clerk 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.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. storm CE
2. Storm Infrastructure CE Proposal - OHM

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
August 12, 2025

From: Bonnie Wessler, Director of Public Works

Subject: Storm Infrastructure CE proposal

SUMMARY & BACKGROUND:

The City recently awarded a contract to Pipeline Management for the repair and rehabilitation of certain stormwater infrastructure. The City is in need of additional program support to oversee this work.

RECOMMENDED ACTION: Approve OHM proposal

ATTACHMENTS:

FY2025/2026 Goal Alignment

- **Budget Priority 1: Public Infrastructure/Buildings/Roads**
 - Budget Priority 2: Water Street
 - Budget Priority 3: Public Safety/Public Health
 - Budget Priority 4: Shelter/Housing
 - **Budget Priority 5: Staffing Capacity**
-

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2025-166
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City is in need of construction engineering services in relation to the stormwater repair work; and

Whereas, OHM has submitted a proposal for these services;

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti City Council approves the proposal submitted by OHM in the not to exceed amount of \$ 41,650;

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:

July 9, 2025

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

Subject: Proposal for Construction Phase Services
Storm Infrastructure Rehabilitation

Dear Ms. Wessler:

OHM Advisors is pleased to submit this proposal for construction phase engineering and contract administration for the Storm Infrastructure Rehabilitation project.

PROJECT UNDERSTANDING

This project consists of structural lining of sewer segments of storm sewer pipe and manhole rehabilitation in the City of Ypsilanti. The three (3) locations for repair are at Elm St. (at Pearl jog), Elm St. (Sheridan to Grant), and the 1400 block of Roosevelt St. The locations were prioritized by the Department of Public Works (DPW) and provided to OHM for inclusion in the project. The project was awarded to Pipeline Management Company for \$313,330 and is expected to be completed in the 2025 construction season.

SCOPE OF SERVICES

We have proposed the following scope of services for the construction phase of the project. The scope is based on our experience and understanding of the requirements to administer a construction project for the City.

Our Scope of Services includes the tasks required to complete the Construction Engineering phase of the project. Specific tasks to complete this project are as follows:

Task 1: Construction Layout

- ▼ The construction layout for this project is limited to field verification of the sewer runs to be lined with the contractor. Survey department tasks such as control, benchmarks, or staking are not anticipated.

Task 2: Construction Observation

- ▼ Observation will be provided for all construction work.
 - a. Full-time observation will be provided for:
 - i. Lining operations
 - b. Part-time/as-needed observation will be provided for:
 - i. Restoration
 - ii. Soil erosion control
 - iii. Clearing / site preparation
- ▼ Daily field reports will be prepared documenting pay item quantities and general progress for the day. Reviewing before and after CCTV will also be provided as part of the construction observer's regular responsibilities.
- ▼ The construction observer will record all quantities, materials, and contractor operations within OHM's Field Advisor software.



- An OHM Field Engineer will oversee and supervise construction. In addition, the Engineer will be responsible for resolving any interpretations or issues which may arise with the plans or contract documents.
- OHM will coordinate with the contractor on scheduling to provide regular updates to the City staff and residents.
- OHM will address residents' questions/concerns as they occur during the project. We anticipate most of the resident coordination will happen daily with the on-site inspector. As required, the Field Engineer and other OHM staff may be involved to facilitate resolution of resident concerns.

Task 3: Construction Engineering and Contract Administration

- Attend a pre-construction meeting with the successful bidder and prepare meeting notes.
- Conduct bi-weekly (or as-needed) progress meetings to coordinate project details and communicate project status.
- Review and approve all shop drawings, catalogue sheets and samples related to the proposed work. All materials will be required to be pre-approved through the shop drawing review and approval process.
- Respond to Contractor requests for information providing design clarifications or revisions as necessary.
- Request and review construction progress schedule from the Contractor. Progress will be monitored throughout the project to ensure timely construction of the contract work items.
- Pay items will be collected and monthly pay estimates will be provided to the City and the Contractor.
- Monthly pay estimates will be accompanied by a construction services earned value tracker to monitor the construction services budget in relation to contractor progress.
- Assist in claim resolution and review and process change order requests from the Contractor and provide recommendations on action to the City.
- Prepare a final punch list and monitor resolution of these items as well as final restoration until completion of the project.
- Work with the Contractor and City to perform project closeout.
- OHM will use GIS data collectors for the inclusion of the repair data into the City's GIS storm sewer system.

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 Phase Services (Tasks 1 – 3)	\$ 41,650.00

Notes:

1. Fees were determined based on the noted assumptions. Contractor production rates could impact on the scope of the construction phase services.

ASSUMPTIONS & CLARIFICATIONS

Below is a list of assumptions and clarifications made while preparing this proposal.

- Record drawing preparation is not included, but OHM will add the GIS data into the City's storm sewer GIS.
- No materials testing is required for this project.
- Other meetings requested or services not specifically described in this scope of work are not included.

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.



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

Rachel Jackson, P.E.
Project Manager

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

Accepted for City of Ypsilanti Storm Infrastructure Rehabilitation

(Signature)

(Printed Name)

(Title)

(Date)

Clerk Signature

(Signature)

(Printed Name)

(Title)

(Date)



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Resolution No. 2025-167 Approving Margaret Conners as an Administrative Hearings Bureau Officer for the City of Ypsilanti as appointed by the City Manager.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Res. No. 2025 Margaret Conners AHB
2. Conners Resume

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-167
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT Council approves Margaret Connors as an Administrative Hearings Bureau Officer for the City of Ypsilanti as appointed by the City Manager.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Faculty and Scholarship (/faculty-and-scholarship) //



Margaret Kruse Connors

Lecturer

📍 333 Hutchins Hall

☎ 734.647.3729 (tel:734.647.3729)

✉ Email (mailto:mekc@umich.edu)

Assistant(s)

Anne Sieloff (/faculty-and-scholarship/our-faculty/anne-sieloff)

Margaret Connors is a lecturer at the University of Michigan Law School who teaches Peacemaking and Restorative Justice in State Court Justice Systems and Family Law Litigation.

Connors practiced first as a civil litigator and then served for 19 years as an assistant prosecuting attorney. Before practicing law, she taught art and English in secondary schools and was a special education supervisor in middle school.

An accomplished artist, she was an exhibitor in the juried and nationally renowned Ann Arbor Art Fair for seven years. She was a member of the University of Michigan Artists and Craftsman Guild, where she also served as an officer for six years. She also had a one-woman show at the University of Michigan's "U Club."

Connors has served on the board of directors for Safe House in Ann Arbor and for Young Lawyers. In addition, she served on the Governor's Task Force to Strengthen Michigan Families, was a hearing panelist on the Attorney Discipline Board, and was a referee on the Michigan Tax Tribunal.

She is a trained and certified peacemaker and mediator who has participated in and served as a circle keeper for peacemaking circles in schools and court cases.

Related Information

Education

- Michigan State University, BA, art education
- Eastern Michigan University, MA, special education
- University of Toledo, JD

Recent Courses

- [Peacemaking in State Court Justice Systems \(/courses/peacemaking-state-court-justice-systems/\)](/courses/peacemaking-state-court-justice-systems/)



625 South State Street,
Ann Arbor, Michigan
48109-1215 USA
© 2025 The University

Academics About
(/academics/)
Michigan
Law
(/about-
michigan-
law)

Site Map
(/sitemap.xml)

Privacy
(/privacy-
notice)



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk, Elize Jekabson, Downtown Development Director

Subject: Resolution No. 2025-168, approving a new Class C On-Premises Retailer Permit for Bella Vita Ventures, for use at 200 W Michigan Ave.

Public Hearing Resolution No. 2025-169, closing the public hearing.

SUMMARY & BACKGROUND: This business is in the Ypsilanti DDA and requires approval from the DDA prior to Council approval. The DDA approved this application at their July 17, 2025 meeting (resolution attached).

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Res. No. 2025-168 200 W Michigan Class C On-Premises Retailer Liquor License
2. CITY Liquor License App - 200 W Michigan Ave
3. YDDA - RLL Bella Vita Resolution
4. OnPremises Retailer License Permit Application - 200 W Michigan_Redacted
5. Due Diligence Letter
6. Economic growth Letter
7. hours Letter
8. Community respect Letter
9. RLL Letter
10. Tax Letter
11. Violation Letter
12. Zoning Letter
13. Resolution No 2025-169 PH
14. PHN - 200 W Michigan Class C On Premises Retailer

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-168
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, Bella Vita Ventures has applied to the City of Ypsilanti and Michigan Liquor Control Commission requesting the following:

Class C On-Premises Retailer Permit per MCL MCL 436.1107(2), at 200 W Michigan Ave., Ypsilanti, MI 48197, Washtenaw County; and

WHEREAS, a public hearing to consider the proposed On-Premises Tasting Room Permit for Bella Vita Ventures was duly noticed and held on August 12, 2025.

NOW, THEREFORE, BE IT RESOLVED THAT the request of Bella Vita Ventures for the property located at 200 W Michigan Ave., Ypsilanti, MI 48197 be approved, contingent on approval of all applicable departments.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



City of Ypsilanti
Office of the City Clerk

**APPLICATION FOR NEW
OR
TRANSFER LIQUOR LICENSE**

Full Name: Kevin Cox Belle Vita Ventures **Date of Birth:** 08/30/83

Home address: 6200 Geddes **Apt.#**

City/State/Zip code: Ypsilanti MI 48198

Home phone: (734) 474-4049 **Business Phone:** ()

Email address (optional): Kevin@msawllc.com

NAMES OF ALL PARTNERS OF THE APPLICANT, IF ANY:

Darrell Stavros

IF THE APPLICANT IS A CORPORATION: Supply a copy of the Articles of Incorporation, current corporation records disclosing the identity, address of all Directors, Officers, and Shareholders.

Address of place for a Liquor License: 200 W Michigan Ave Ypsilanti MI 48197
(Attach legal description of the premises)

Name and Address of Premise Owner: Maure Properties

200 W Michigan Ave Ypsilanti MI 48197

Address

City/State/Zip code

TYPE OF LICENSE APPLIED FOR (Class C, Tavern, B-Hotel, etc.):

Class C

SPECIAL PERMITS APPLIED FOR (Dance, Entertainment, etc.):

SUPPLY WRITTEN EVIDENCE: That the Applicant has the right to possess the premises from the property owner.

SUPPLY ZONING PERMIT OR CLEARANCE FROM THE ZONING ADMINISTRATOR: That the location is in compliance with the Zoning Ordinance.

SUPPLY CERTIFICATE OF OCCUPANCY OR SIMILAR CLEARANCE FROM THE BUILDING OFFICIAL: That the structure and premises is in compliance with local code provisions.

SUPPLY WRITTEN EVIDENCE FROM THE CITY TREASURER: That all real and personal property taxes and City utility bills associated with the premises are paid and that all real and personal property taxes and City utility bills in the name of the applicant are paid.

SUPPLY A WRITTEN STATEMENT: That the applicant will not violate any laws of the State of Michigan or the ordinances of the City of Ypsilanti in conducting the business where the liquor license will be used and that a violation on the premises may be caused for the City objecting to renewal of the license or requesting revocation of the license.

SUPPLY A WRITTEN STATEMENT: That the applicant understands that the City of Ypsilanti has an ordinance prohibiting public nudity, and a violation of the ordinance on the premises where the liquor license is used will be caused for objecting to renewal of the license, or for requesting revocation of the license.

SUPPLY DOCUMENTATION (REDEVELOPMENT APPLICANTS ONLY): That the applicant has invested at least \$75,000 for the rehabilitation or restoration of the building over a period of the preceding five years, or documentation that the applicant has or will commit a capital investment of at least \$75,000 that will be expended for rehabilitation or restoration of the building before the license is issued.

My signature acknowledges the following:

- I have read the above application and am submitting this completed application for consideration of a new or transfer liquor license in the City of Ypsilanti.
- I have (either in hardcopy or on line) received a copy of ordinance number 926, (as amended and codified in section 6-31 et sec) and have read and understand the City's ability to request revocation of the license upon violation of the ordinance terms, and/or breach of any agreement with the City.
- Council Approval **DOES NOT** take the place of or avoid any permitting process of the City, including, but not limited to Building, Zoning, Fire, ADA, etc. Significant issues with regards to non-conforming uses may arise after applicant properly submits detailed plans for such construction and/or use permits.
- Redevelopment Applicants:
 - I affirm that I have attempted to purchase an available on-premise escrowed license or quota license within the city, and that one was not readily available as defined in the Liquor Control Code (MCL 436.1521a).
 - I affirm that the premises described above will be a dining, entertainment, or recreation business open at least 5 days per week and open to the general public at least 10 hours a day.
 - I affirm that I have invested \$75,000 in the real property within the last 5 years, or I will invest \$75,000 prior to issuance of the license. This provision may be enforced

by the City as a breach of contract. In the event I fail to make the required investment and the City is required to enforce this provision, I agree to pay the City's actual attorney fees arising from the breach of contract.

- I affirm that at least \$75,000 was invested or will be invested in the property by _____, and that the liquor license may issue on or after that date.

Signature of Applicant: _____

Signature of Applicant: _____

Signature of Applicant: _____

IF THIS IS A LIQUOR LICENSE TRANSFER REQUEST, THE SIGNATURE OF THE CURRENT LICENSE HOLDER IS REQUIRED.

Signature of Current License Holder: _____
Date _____

.....
For the City Clerk's Office Staff only:

Date application submitted: _____ Staff's Initials: _____

Routed for approval by the following departments: _____ Date: _____

For Department Approval:

_____ Building _____ Zoning _____ Fire Dept. _____ Police Dept.
_____ Assessor _____ Treasurer _____ City Attorney _____ DDA/DTDDA

Departments: Please conduct the appropriate review to ensure that the applicant does not have any outstanding issues within your department area. When you have completed your review, please report your findings to the City Clerk's Office, and initial on the line provided for your department.



**Downtown Development Authority of the City of Ypsilanti
County of Washtenaw, State of Michigan**

**RESOLUTION APPROVING A REDEVELOPMENT LIQUOR LICENCE FOR 200 W.
MICHIGAN AVE. - BELLA VITA**

The following preamble and resolution were offered by Member Brian Jones-Chance and supported by Member Colleen Kennedy.

WHEREAS, Kevin Cox, owner of Bella Vita Ventures, has applied to the Ypsilanti Downtown Development Authority, City of Ypsilanti and Michigan Liquor Control Commission requesting the following:

Approval of a New Class C Redevelopment License with a Dance/Entertainment permit, Sunday AM and PM sales permit, catering permit, outdoor service permit, and an extended hours permit. A New Class C license, as defined by MCL 436.1521(a)(1)(b), is a place licensed to sell, at retail, beer, wine, mixed spirit drink, and spirits for consumption on the premises, at 200 W. Michigan Ave, Ypsilanti, MI 48197, Washtenaw County.

NOW, THEREFORE, BE IT RESOLVED THAT:

Approves the request of Kevin Cox, owner of Bella Vita Ventures for the property located at 200 W. Michigan be approved contingent upon approval by the City of Ypsilanti Council and the Washtenaw County Health Department.

AYES:11

NAYS: 0

ABSTAINED: 0

YES: LIZ WARREN, ANDY FRENCH, DIETER OTTO, PAUL AJLOUNY, KRISTINE NASH-WONG, NICOLE BROWN, BRYAN FOLEY, BRIAN JONES-CHANCE, EMMY MAURER, COLLEEN KENNEDY, JULIUS BUZZARD

NO: -

ABSENT: VALORY BROWN

ABSTAINED: -

VOTE: Motion passes.

Resolved, this 17th day of July, 2025.



On-Premises Retailer License & Permit Application

Before you begin filling out the attached application, please review this checklist for the applicable forms and documents you will need to submit with your completed application form.

The attached LCC-100a form will automatically calculate fees when opened using Adobe Acrobat Reader. The form's functionality may not work with third-party PDF readers. You may download a free copy of Adobe Acrobat Reader on the Adobe website: <https://get.adobe.com/reader/>

Off-Premises Retailers: If you are applying for a Specially Designated Merchant (SDM) and/or Specially Designated Distributor (SDD) license for off-premises sales of alcoholic liquor only, please use the [Off-Premises Retailer License & Permit Application \(LCC-100b\)](#).

- ☒ Completed On-Premises Retail License & Permit Application (Form LCC-100a, attached)
- ☐ Livescan Fingerprint Form (LCC-105)* (attached)
- ☐ Inspection, License, and Permit Fees

Are you transferring stock or membership interest? If yes, use the [License Interest Transfer Application \(LCC-101\)](#).

- ☐ Corporate Documents (see list below) - Submit for the applicant company, and if the applicant company has multiple levels of ownership structure in which stockholders or members are also companies, submit the applicable documents listed below for any stockholder or member companies to the third tier of ownership - for example: applicant company (tier 1) > stockholder/member (tier 2) > stockholder/member (tier 3).
- ☐ Multi-Tier Organizational Chart - If the applicant company has more than three levels of ownership structure please provide an organizational chart that shows all the levels of ownership to individual people, including trusts.
- ☐ [Local Government Authorization \(Form LCC-106\)](#) - **For a new on-premises license only**
- ☐ Purchase agreement - **For the transfer of ownership of a license**
- ☒ Property document (lease, deed, land contract, etc.)
- ☒ [New On-Premises Resort License Questionnaire \(LCC-109a\)](#) or [New On-Premises Redevelopment or Development District License Questionnaire \(LCC-109b\)](#) - **For a new on-premises Resort, Redevelopment, or Development District license only**

If applicant is a corporation also include (pursuant to R 436.1109):

If any of the stockholders of the applicant are corporations or limited liability companies, also submit a copy of the documents listed below for those companies (except for the Certificate of Authority to Do Business in Michigan, which is required for the applicant only).

- ☐ [Report of Stockholders/Member/Partners \(Form LCC-301\)](#)
- ☐ Copy of Articles of Incorporation filed with the Corporations Division of the Department of Licensing & Regulatory Affairs
- ☐ Current Certificate of Good Standing from the state where incorporated and Certificate of Authority to Do Business in Michigan, if incorporated outside of Michigan.
- ☐ Certified copy of the minutes of a meeting of its board of directors or a statement signed by an officer of the corporation naming the persons authorized by corporate resolution to sign the application and other documents required by the Commission or Part 3 of Form LCC-301.

If applicant is a limited liability company also include (pursuant to R 436.1110):

If any of the members of the applicant are corporations or limited liability companies, also submit a copy of the documents listed below for those companies (except for the Certificate of Authority to Do Business in Michigan, which is required for the applicant only).

- ☐ [Report of Stockholders/Member/Partners \(Form LCC-301\)](#)
- ☐ Copy of Articles of Organization filed with the Corporations Division of the Department of Licensing & Regulatory Affairs
- ☐ Copy of the operating agreement or bylaws of the applicant company
- ☐ Current Certificate of Authority to Do Business in Michigan, if the LLC is a non-Michigan LLC.
- ☐ Statement signed by a manager of the limited liability company or by at least 1 member if management is reserved to the members naming the person authorized to sign the application and other documents required by the Commission or Part 3 of Form LCC-301.

*Fingerprints are required for applicants that are not currently licensed by the MLCC and will hold 10% or more interest in a license or applicant entity.



On-Premises Retailer License & Permit Application (LCC-100a)

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): Kevin Cox, Darrell Stavros	
Address to be licensed: 200 W Michigan Ave	
City: Ypsilanti	Zip Code: 48197
City/township/village where license will be issued: Ypsilanti	County: Washtenaw
Federal Employer Identification Number (FEIN): [REDACTED]	

- | | |
|--|--|
| 1. Are you requesting a new license? | ☐ Yes ☐ No |
| 2. Are you applying ONLY for a new permit or permission? | ☐ Yes ☐ No |
| 3. Are you buying an existing license? | ☐ Yes ☐ No |
| 4. Are you transferring the classification of an existing on premises license? | ☐ Yes ☐ No |
| 5. Are you modifying the size of the licensed premises? | ☐ Yes ☐ No |
| If Yes, specify: ☐ Adding Space ☐ Dropping Space ☐ Redefining Licensed Premises | |
| 6. Are you transferring the location of an existing license? | ☐ Yes ☐ No |
| 7. Is this license being transferred as the result of a default or court action? | ☐ Yes ☐ No |
| 8. Do you intend to use this license actively? | ☐ Yes ☐ No |

Leave Blank - MLCC Use Only

Part 2 - License Transfer Information (If Applicable)

If transferring ownership of a license ONLY and not transferring the location of a license, fill out only the name of the current licensee(s)

Current licensee(s):	
Current licensed address:	
City:	Zip Code:
City/township/village where license is issued:	County:

Part 3 - Licenses, Permits, and Permissions

Applicants for on premises licenses, permits, and permissions (e.g. restaurants, hotels, bars, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

Part 4 - Inspection, License, and Permit Fees - Make checks payable to State of Michigan

Inspection Fees - Pursuant to MCL 436.1529(4) a nonrefundable inspection fee of \$70.00 shall be paid to the Commission by an applicant or licensee at the time of filing of a request for a new license or permit, a request to transfer ownership or location of a license, a request to increase or decrease the size of the licensed premises, or a request to add a bar. Requests for a new permit in conjunction with a request for a new license or transfer of an existing license do not require an additional inspection fee.

License and Permit Fees - Pursuant to MCL 436.1525(1), license and permit fees shall be paid to the Commission for a request for a new license or permit or to transfer ownership or location of an existing license.

Inspection Fees:	License & Permit Fees:	TOTAL FEES:
------------------	------------------------	--------------------

Schedule A - Licenses, Permits, & Permissions

Applicant name: _____

On-Premises License Type:

New Transfer

Base Fee:Fee Code
MLCC Use
Only

- ☐ ☐ B-Hotel License \$600.00
Number of guest rooms: _____
- ☐ ☐ A-Hotel License \$250.00
Number of guest rooms: _____
- ☐ ☐ Class C License \$600.00
- ☐ ☐ Tavern License \$250.00
- ☐ ☐ Resort License Upon Licensure
- ☐ ☒ DDA/Redevelopment License Upon Licensure
- ☐ ☐ Brewpub License \$100.00
- ☐ ☐ G-1 License \$1,000.00
- ☐ ☐ G-2 License \$500.00
- ☐ ☐ Aircraft License \$600.00
- ☐ ☐ Watercraft License \$100.00
- ☐ ☐ Train License \$100.00
- ☐ ☐ Continuing Care Retirement Center License \$600.00
- ☐ MCL 436.1545(1)(b)(i) ☐ MCL 436.1545(1)(b)(ii)

B-Hotel or Class C Licenses Only:

- ☐ ☐ Additional Bar(s)
Number of Additional Bars: _____

B-Hotel or Class C licenses allow licensees to have one (1) bar within the licensed premises. A \$350.00 licensing fee is required for each additional bar over the one (1) bar initially issued with the license.

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

Inspection, License, Permit, & Permission Fee CalculationNumber of Licenses: 1 x \$70.00 Inspection FeeTotal Inspection Fee(s): 70.00Total License Fee(s): 0.00Total Permit Fee(s): 260.00**TOTAL FEES DUE:** 330.00

Please note that requests to transfer SDD licenses will require the payment of additional fees based on the seller's previous calendar year's sales. These fees will be determined prior to issuance of the license to the applicant.

Make checks payable to State of Michigan**On-Premises Permits:****Base Fee:**Fee Code
MLCC Use
Only

- ☒ Sunday Sales Permit (AM)* \$160.00
- ☒ Sunday Sales Permit (PM)** 15%**
- ☒ Catering Permit \$100.00
- ☐ Social District Permit \$250.00
- ☐ Banquet Facility Permit - Complete [Form LCC-200](#)

A Banquet Facility Permit is an extension of the license at a different location. It may have its own permits and permissions.

- ☒ Outdoor Service No charge
- ☒ Dance Permit No charge
- ☒ Entertainment Permit No charge
- ☒ Extended Hours Permit: No charge

☐ Dance ☐ Entertainment Days/Hours: _____

- ☐ Specific Purpose Permit: No charge

Activity requested: _____

Days/Hours requested: _____

- ☐ Living Quarters Permit No charge
- ☐ Topless Activity Permit No charge
- ☐ Off-Premises Storage No charge
- ☐ Direct Connection(s) No charge
- ☐ On-Premises Public Swimming Pool Permit - Complete [Form LCC-209](#)

Pursuant to MCL 436.1533, on-premises retailers may be issued a Specially Designated Merchant (SDM) license or a Specially Designated Distributor (SDD) license at the same location in conjunction with the on-premises license under certain circumstances.

Off-Premises License Type:**Base Fee:**Fee Code
MLCC Use
Only

New Transfer

- ☐ ☐ SDM License \$100.00
- ☐ ☐ SDD License \$150.00

Off Premises Permits:**Base Fee:**

- ☐ SDD Sunday Sales Permit (PM)** \$22.50
For Spirit Products
- ☐ SDM Sunday Sales Permit (PM)** \$15.00
For Mixed Spirit Drink Products
- ☐ Motor Vehicle Fuel Pumps No charge

*Sunday Sales Permit (AM) allows the sale of spirits, mixed spirit drink, beer, and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

**Sunday Sales Permit (PM) allows the sale of spirits and mixed spirit drink on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of beer and wine on Sunday after 12:00 noon. The Sunday Sales Permit (PM) fee is 15% of the fee for the license that allows the sale of spirits or mixed spirit drink. Additional bar fees and hotel room fees are also calculated as part of the permit fee. A separate Sunday Sales Permit (PM) is required for each license that will sell spirits or mixed spirit drink on Sunday after 12:00 noon.

Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed [Form LCC-301](#). For applications with multiple individuals, stockholders, members, or partners - each person or entity must complete a separate copy of this page.

Name: Kevin Cox			
Home address: 3476 Gettysburg Rd			
City: Ann Arbor		State: MI	Zip Code: 48105
Business Phone:	Cell Phone: 734-474-4049	Email: Kevin@msawllc.com	
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If Yes , please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write "chain" below. Pursuant to MCL 436.1603, a retailer licensee <u>may not</u> hold interest in a manufacturer or wholesaler licensee. ☒ Yes ☐ No			
Do you hold 10% or more interest in the applicant entity? ☒ Yes ☐ No			
If you answered "no" to the first question and "yes" to the second question, you must submit fingerprints and undergo an investigation by the MLCC. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed Livescan Fingerprint Background Request (LCC-105) with your application.			

Part 5b - Personal Information (Individuals) - Must be at least 21 years of age, pursuant to administrative rule R 436.1105(1)(a).

Date of Birth: [REDACTED]	Social Security Number: [REDACTED]	Driver's License Number: [REDACTED]	
Are you a citizen of the United States of America? ☒ Yes ☐ No			
Have you ever legally changed your name? ☐ Yes ☒ No			
If you answered "yes", please list your prior name(s) (including maiden):			
Spouse's full name (if currently married): [REDACTED]			
Spouse's date of birth: [REDACTED]	Is your spouse a citizen of the United States of America? ☒ Yes ☐ No		
Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan? ☐ Yes ☒ No			
Does your spouse hold a retailer, manufacturer, or wholesaler license issued by the MLCC? ☐ Yes ☒ No			
Full disclosure of criminal history must be reported, regardless of how long ago the crime occurred. State of Michigan and federal criminal background records will be checked to verify criminal history. Failure to report criminal history charges and/or local ordinance violations may result in the denial of the application. Criminal history includes felonies, misdemeanors, and local ordinance violations in Michigan or any other state for which the applicant or applicant's spouse was found guilty, pled guilty, or pled no contest.			
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes , list below (attach additional pages if necessary): ☐ Yes ☒ No			
Date	City/State	Charge	Disposition
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes , list below (attach additional pages if necessary): ☐ Yes ☒ No			
Date	City/State	Charge	Disposition

Part 5c - Signature

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003. (This form must be signed by the person whose information it contains).

Kevin Cox

7/10/25

Print Name

Signature

Date

Part 6 - Contact Information For This Application

What is your preferred method of contact?		☐ Phone	☐ Mail	☒ Email	☐ Fax
What is your preferred method for receiving a Commission Order?		☐ Mail	☒ Email	☐ Fax	
Contact name: Kevin Cox	Relationship: Self				
Mailing address: 3476 Gettysburg Rd					
City: Ann Arbor		State: MI		Zip Code: 48105	
Phone: 734-474-4049	Fax number:		Email: Kevin@msawllc.com		

Part 7 - Attorney Information (If You Have An Attorney Representing You For This Application)

Attorney name:		Member Number: P-
Attorney address:		
Phone:	Fax number:	Email:
Would you prefer that we contact your attorney for all licensing matters related to this application?		☐ Yes ☐ No
Would you prefer any notices or closing packages be sent directly to your attorney?		☐ Yes ☐ No

Part 8 - Signature of Applicant

Be advised that the information contained in this application will only be used for this request. This section will need to be completed for each subsequent request you make with this office.

Notice: When purchasing a license, a buyer can be held liable for tax debts incurred by the previous owner. Prior to committing to the purchase of any license or establishment, the buyer should request a tax clearance certificate from the seller that indicates that all taxes have been paid up to the date of issuance. Obtaining sound professional assistance from an attorney or accountant can be helpful to identify and avoid any pitfalls and hidden liabilities when buying even a portion of a business. Sellers can make a request for the tax clearance certificate through the Michigan Department of Treasury.

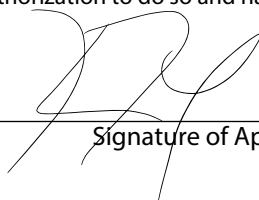
Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Kevin Cox

Print Name of Applicant & Title



Signature of Applicant

7/10/25

Date

Please return this completed form along with corresponding documents and fees to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906

Fax to: 517-284-8557



Livescan Fingerprint Background Request Instructions for Michigan & Out-of-State Applicants

APPLICANTS THAT LIVE IN MICHIGAN

Applicants for a Michigan liquor license must have their fingerprints at a law enforcement agency in Michigan that offers digital fingerprinting or a private Livescan vendor approved by the Michigan State Police. You may access a list of approved vendors on the Michigan State Police website (contains vendors' websites and contact information):
<https://www.michigan.gov/msp/services/Live-Scan-Vendors>.

On the attached Livescan Fingerprint Background Request form, you must use the correct Code (LL), Agency ID Number (1479J), and Agency Name (MI DEPT OF LICENSING AND REGULATORY AFFAIRS - LIQUOR CONTROL) in order for the fingerprint report to be sent to the Michigan Liquor Control Commission. Payment receipts **should not** be mailed to the office, but kept for your own records.

You must bring the Livescan Fingerprint Background Request form with a driver's license or other state or federal-issued picture identification to your fingerprint appointment. You will also be required to pay a separate fee to the fingerprint agency when registering and/or scheduling your appointment. A copy of the Livescan Fingerprint Background Request form, which is signed by the Livescan Operator and returned to you, must be submitted with your application in order for your request to be investigated.

When your fingerprints are taken, a technician will perform a scan of your fingerprints and submit the data electronically to the Michigan State Police.

APPLICANTS THAT LIVE OUTSIDE OF MICHIGAN

Applicants for a Michigan liquor license that live outside of Michigan must submit fingerprints through one of the private Livescan vendors approved by Michigan State Police that offer fingerprinting for residents that live outside of Michigan. You may access a list of approved vendors that process fingerprint cards for non-Michigan residents on the Michigan State Police website (contains vendors' websites and contact information): <https://www.michigan.gov/msp/services/Live-Scan-Vendors>.

The applicant must contact a local law enforcement agency, governmental agency, or private fingerprint agency to perform ink fingerprinting on a FBI fingerprint card (FD-258) or fingerprint cards from any other state or local agency (fingerprint cards must be on card stock). These fingerprint cards must be submitted for processing to one of vendors on the Michigan State Police's list of approved vendors. Contact the vendor directly regarding its process and the fee for submitting the fingerprint cards for processing.

Make a copy of the completed and signed Livescan Fingerprint Background Request form and submit that copy with the license application.

WHAT HAPPENS AFTER FINGERPRINTS ARE SUBMITTED

The law enforcement agency or private vendor will submit your fingerprints to the Michigan State Police for analysis.

If no criminal history is found, the Michigan Liquor Control Commission will be notified.

If criminal history is found, the Michigan State Police will send the record directly to the Michigan Liquor Control Commission for review.

QUESTIONS AND ADDITIONAL INFORMATION

For questions about the Livescan fingerprinting process, call the Michigan State Police at 517-241-0606.

An applicant may request a copy of his or her Criminal History Record Information (CHRI) response and may challenge the accuracy or completeness of any entry on the CHRI. Please see the next page for information on how to request a copy of a CHRI and for the appeal process for challenging or correcting a CHRI response entry.

Please note: Fingerprints taken for any other agency will not fulfill fingerprint requirements for a liquor license in Michigan.

LIVE SCAN FINGERPRINT BACKGROUND CHECK REQUEST

Purpose: To conduct a civil fingerprint-based background check for employment, to volunteer, or for licensing purposes as authorized by law.

Instructions: See page two.

I. Authorizing Information							
1. Fingerprint Reason Code LL	2. Requestor/Agency ID 1479J	3. Agency Name MI Dept of Licensing & Regulatory Affairs - Liquor Control			4. Individual ID (MNU-OA)		
II. Applicant Information: Type or clearly print answers in all fields before going to be fingerprinted.							
1a. Last Name Cox		1b. First Name Kevin		1c. Middle Initial T		1d. Suffix	
2. Any Alternative Names, Last Names, or Aliases				3. Social Security Number (Optional)			
4. Place of Birth (State or Country) [REDACTED]		5. Date of Birth [REDACTED]		6. Phone Number 734-474-4049		7. Driver's License / State ID Number	
8. Issuing State MI		9. Home Address 3476 Gettysburg Rd		10. City Ann Arbor		11. State MI	
12. ZIP Code 48105		13. Sex M		14. Race white		15. Height 5' 10"	
16. Weight 230		17. Eye Color Brown		18. Hair Color Brown			
III. Live Scan Information							
1. Date Printed		2. Picture ID Type Presented		3. Transaction Control Number (TCN)		4. Live Scan Operator*	
*When an individual ID is provided, please enter the ID into the Miscellaneous Number (MNU) field on the Live Scan device. Select OA - Originating Agency Identifier and then enter the unique identifier in the Identification Code field.							
IV. Privacy Act Statement							
Authority: Acquisition, preservation, and exchange of fingerprints and associated information by the Federal Bureau of Investigation (FBI) is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application. Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine Uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.							
V. Procedure to Obtain a Change, Correction, or Update of Identification Records							
If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections, or updating of the alleged deficiency; he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency. (28 CFR § 16.34)							
VI. Consent							
I understand that my personal information and biometric data being submitted by Live Scan, will be used to search against identification records from both the Michigan State Police (MSP) and the FBI for the purpose listed above. I hereby authorize the release of my personal information for such purposes and release of any records found to the authorized requesting agency listed above.							
Signature: 						Date:	



Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services **is not** a part of
the Michigan Liquor Control
Commission (see note below).

Credit Card Authorization Form

**** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 ****

**** DO NOT EMAIL OR MAIL THIS FORM ****

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

****IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED****

Name on Card: Darrell Stavros

Payment Amount: _____

Billing Address: 6200 Geddes

Card Number: _____

City: Ypsilanti State: MI Zip Code: 48198

Check One:

Phone: 734

☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

Email: Darrell.stavros@gmail.com

Security Code/CVV Code: _____

Applicant/Licensee Name: Request or Business ID #:

Expiration Date: _____

Payment is for:

Signature

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Fee Type	Fee Amount	MLCC Fee Code
☐ Inspection Fee(s):	70.00	4036
☐ Special License Fee(s):		4008
☐ Temporary Authorization Fee:		4037
☐ License Renewal Fee(s):		4004
☐ Manufacturer License(s):		4038
☐ Wholesaler License(s):		4085
☐ New Retailer License(s):		4012
☐ Transfer Retailer License(s):		4034
☐ Conditional License		4012
☐ New Add Bar ☐ Transfer Add Bar:		4012/4034
☐ Sunday Sales Permit (AM):	160	4033
☐ Sunday Sales Permit (PM):		4032
☐ Catering Permit:	100	4031

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

Belle Vita Ventures
6200 Geddes rd
Ypsilanti, MI 48178
(734) 474-4049
Kevin@msawll.com

July 14, 2025

To Whom It May Concern,

This letter serves as formal documentation that **neither an on-premise escrowed license nor a quota license is readily available under a standard of economic feasibility** for **Belle Vita Ventures**, proposed to operate at 200 Michigan Avenue, Ypsilanti, MI.

In the course of our due diligence:

- We have **reviewed the current availability of on-premise escrowed licenses within the City of Ypsilanti and Washtenaw County**, and have determined that none are currently listed for sale at a price point that is financially viable for a new, independent venture like ours.
- We have also **inquired with the Michigan Liquor Control Commission (MLCC)** and local industry contacts regarding the availability of quota licenses. The current market value of such licenses—often exceeding **\$50,000 to \$80,000**—represents a cost burden that is **not economically feasible given the capital requirements of launching a full-service dining and entertainment business**.
- Moreover, the **scarcity and high demand** for these licenses have made negotiations with current license holders impractical, with most unwilling to engage without extended timelines or premium pricing beyond startup capacity.

Due to these constraints, **a redevelopment liquor license** under Public Act 501 remains the only financially and operationally feasible path to establishing our business in the DDA district while complying with all relevant legal requirements.

We respectfully request consideration for the issuance of a redevelopment license to support our mission to bring a dynamic, community-oriented business to downtown Ypsilanti.

Sincerely,
Kevin Cox
Co-Founder
Belle Vita Ventures

Belle Vita Ventures
6200 Geddes rd
Ypsilanti, MI 48178
(734) 474-4049
Kevin@msawll.com

July 14, 2025

To Whom It May Concern,

This letter is submitted as part of the license application for **Belle Vita Ventures**, a proposed upscale restaurant and cultural destination that will serve as a vibrant anchor within the Ypsilanti Downtown Development Authority (DDA) district.

We firmly believe that the issuance of this license will directly contribute to **preventing further deterioration** in the DDA and **promoting sustainable economic growth**, for the following reasons:

- **Activation of a currently underutilized space:** By redeveloping and investing in a property within the DDA, Belle Vita Ventures will help bring new life to a key area, increasing foot traffic and deterring blight or vacancy.
- **Job creation and workforce development:** Our business will create numerous local employment opportunities, both in food service and hospitality, providing stable, year-round positions and professional growth within the industry.
- **Support for local vendors and artists:** We plan to source from local producers, partner with nearby businesses, and host regular events featuring regional musicians and creatives, creating a ripple effect of economic benefit across the community.
- **Increased foot traffic and tourism:** As a high-quality destination for breakfast, lunch, and dinner, Belle Vita Ventures will attract both local residents and visitors to the DDA, supporting adjacent retail and service businesses.
- **Commitment to community and culture:** Our concept blends dining and entertainment in a way that celebrates Ypsilanti's history, creativity, and diversity, helping strengthen the district's cultural identity and long-term appeal.

We respectfully request the approval of our license to help us realize this vision and contribute meaningfully to the revitalization and prosperity of downtown Ypsilanti.

Sincerely,
Kevin Cox
Co-Founder
Belle Vita Ventures

Belle Vita Ventures
6200 Geddes rd
Ypsilanti, MI 48178
(734) 474-4049
Kevin@msawll.com

July 14, 2025

To Whom It May Concern,

This letter is provided to affirm that the applicant, **Belle Vita Ventures**, understands and will fully comply with all requirements of **Public Act 501 of 2006**.

Specifically, we confirm that:

- Belle Vita Ventures is engaged in **dining, entertainment, and recreational services**;
- While our specific operating hours have not yet been finalized, our establishment will be **open for breakfast, lunch, and dinner service**, and will meet or exceed the requirement of being **open to the general public for no less than 10 hours per day, at least 5 days per week**;
- Our facility has a **seating capacity of no less than 100 persons**.

We are committed to operating in full compliance with PA 501 and all applicable state and municipal laws.

Please do not hesitate to contact us for further information or clarification.

Sincerely,
Kevin Cox
Co-Founder
Belle Vita Ventures

Belle Vita Ventures
6200 Geddes rd
Ypsilanti, MI 48178
(734) 474-4049
Kevin@msawll.com

July 14, 2025

To Whom It May Concern,

This letter serves as a formal statement on behalf of **Belle Vita Ventures** regarding our understanding of City ordinances relevant to our operations within the City of Ypsilanti. We affirm that the applicant, Belle Vita Ventures, **understands and acknowledges the City of Ypsilanti ordinance prohibiting public nudity**. We are committed to full compliance with this ordinance and will ensure that no activities conducted by our business or on our premises will violate this regulation.

Maintaining respect for community standards and local laws is central to our mission, and we will continue to operate in a lawful and responsible manner.

Sincerely,
Kevin Cox
Co-Founder
Belle Vita Ventures

Belle Vita Ventures
6200 Geddes rd
Ypsilanti, MI 48178
(734) 474-4049
Kevin@msawll.com

July 14, 2025

To Whom It May Concern,

This letter serves as a formal acknowledgment that, if granted a **Redevelopment Liquor License (RLL)** under Public Act 501, the applicant, **Belle Vita Ventures**, agrees that:

- The business will **remain at its existing location, 200 Michigan Avenue, Ypsilanti, MI**, for the duration of time it possesses the RLL.
- The **license is not transferable to another location**, and we understand that relocation of the license would require a new application and approval process in accordance with applicable laws and regulations.

We are committed to complying fully with all provisions governing the use and limitations of a Redevelopment Liquor License as defined by the Michigan Liquor Control Commission and the City of Ypsilanti.

Sincerely,
Kevin Cox
Co-Founder
Belle Vita Ventures

Belle Vita Ventures
6200 Geddes rd
Ypsilanti, MI 48178
(734) 474-4049
Kevin@msawll.com

July 14, 2025

To Whom It May Concern,

This letter serves to confirm that **Belle Vita Ventures** is a **newly established business entity**, and as such, we currently **do not have a prior tax record** with the City of Ypsilanti, Washtenaw County, the State of Michigan, or the Internal Revenue Service. As a startup in the pre-operational phase, we affirm that:

- All business registration filings have been completed with the appropriate state and local authorities.
- We are not delinquent on any taxes, as none are yet due.
- We are fully committed to **maintaining timely and accurate compliance** with all **federal, state, and local tax obligations** as our operations commence.

We understand that staying current with all tax requirements is a condition of maintaining a valid business license and liquor license, and we are prepared to provide future documentation of compliance as soon as it becomes applicable. Please feel free to contact us for any clarification or additional information.

Sincerely,
Kevin Cox
Co-Founder
Belle Vita Ventures

Belle Vita Ventures
6200 Geddes rd
Ypsilanti, MI 48178
(734) 474-4049
Kevin@msawll.com

July 14, 2025

To Whom It May Concern,

This letter serves as a formal statement on behalf of **Belle Vita Ventures**, in connection with our business activities and operations within the City of Ypsilanti and the State of Michigan.

We hereby affirm that the applicant, Belle Vita Ventures, will **not violate any laws of the State of Michigan or ordinances of the City of Ypsilanti** in the course of operating its business. We are committed to maintaining full compliance with all applicable legal and regulatory requirements, including but not limited to zoning, public safety, health codes, and business licensing standards.

Belle Vita Ventures is dedicated to conducting its operations in a lawful, ethical, and community-minded manner, and we look forward to being a positive presence in the Ypsilanti business community.

Please feel free to contact us should you require any additional information.

Sincerely,
Kevin Cox
Co-Founder
Belle Vita Ventures

Belle Vita Ventures
6200 Geddes rd
Ypsilanti, MI 48178
(734) 474-4049
Kevin@msawll.com

July 14, 2025

To Whom It May Concern,

This letter is to affirm that the proposed location for **Belle Vita Ventures**, located at **200 Michigan Avenue, Ypsilanti, MI**, is in compliance with the **City of Ypsilanti Zoning Ordinance**.

We have verified that the intended use of the property—as a restaurant offering dining and entertainment—is permitted under the current zoning designation for this address. We are committed to continuing full compliance with all zoning and land use regulations as our business moves forward.

Please contact us if additional documentation is required.

Sincerely,
Kevin Cox
Co-Founder
Belle Vita Ventures



Resolution No. 2025-169
August 12, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for a new Class C On-Premises Retailer Permit for Bella Vita Ventures at 200 W Michigan Ave. be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Published August 5, 2025

Public Hearing Notice
City of Ypsilanti
Tuesday, August 12, 2025

The Ypsilanti City Council will hold a public hearing at its August 12, 2025, meeting in City Council Chambers, One South Huron Street, Ypsilanti, Michigan 48197, at 6:00 p.m. to consider the following:

Request to approve an On-Premises Class C Retailer License & Permit, 200 W Michigan Ave., Ypsilanti, MI 48197.

The City invites all citizens to attend this meeting or to send written comments to the City of Ypsilanti. The City will provide necessary auxiliary aids and services, such as signers for people with hearing disabilities or audio tapes of printed materials for people with vision disabilities, upon two days' notice to the City of Ypsilanti: Those requiring these aids or services should contact the City of Ypsilanti at:

City Clerk's Office
One South Huron Street
Ypsilanti, Michigan 48197
(734) 483-1100

Tracey L. Boudreau
City Clerk



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

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

Subject: Resolution No. 2025-172 Supporting calls for an early release of Krystal Clark from Huron Valley Women's Prison due to mold exposure and sickness.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No 2025-172 Krystal Clark release

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



**Support of the Early Release of Krystal Clark from Huron Valley Women's
Prison due to Mold Exposure and Sickness**

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the Women's Huron Valley Correctional Facility (WHV) serves as the women's prison for the state of Michigan and is located in Washtenaw County; and

Whereas, many women who were previously incarcerated at WHV are or make connections with the City of Ypsilanti due to our vibrant and welcoming community as well as the resources available here; and

Whereas, WHV is nearly over population capacity, women are exposed to as many as 8 different types of mold, and parts of the facility are falling apart. This poses a serious public health risk given the increasing extreme heat days along with more heavy rains due to the climate crisis; and

Whereas, those incarcerated at WHV are protected by the 8th Amendment which is the freedom from excessive bail, fines, and cruel punishments; and

Whereas, Krystal Clark has tested positive for fungi and mold in her lungs, has visible mold growing from her ears, and was recently diagnosed with MRSA, a dangerous infection that can be fatal; and

Whereas, Ms. Clark was in good health when she entered prison in 2011, and was not sentenced to die in prison though advocates and an external physician fear she will not live long in the conditions; and

Whereas, despite meeting all legal requirements for medical clemency — including posing no threat to public safety — Ms. Clark's clemency application was denied by the Michigan Department of Corrections Parole Board after sitting in "pending" status for nearly two years with no response from the Governor's Office; and

Whereas, Ms. Clark has bravely reported on the inhumane conditions inside Huron Valley as a correspondent for Prison Radio, exposing toxic mold, medical neglect, and retaliation from staff. Women inside report being forced to paint over mold before inspections and say many are experiencing serious respiratory distress from ongoing exposure. This is not just about Ms. Clark — it is about an entire population of women suffering in silence or under threat for speaking out;

Now Therefore Be It Resolved, that the Ypsilanti City Council support calls for an early release of Ms. Clark due to mold exposure and sickness so that she may receive life-saving care.

Be It Further Resolved, that the Ypsilanti City Council calls for a report on the mold and other public health conditions that may pose a risk to those who are incarcerated or work at the facility.

Be It Further Resolved, that the Ypsilanti City Council request be sent to each State legislator in Washtenaw County, the Governor, and the Director of the Michigan Department of Corrections.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
August 12, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Discussion of Facilitators for City Council Retreat

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

1. Bailey, Tonya - proposal & resume
2. Ludwig, Steve proposal
3. Ludwig, Steve Resume
4. Milner, Morgan proposal
5. Milner, Morgan resume
6. Powe, Channel proposal
7. Powe, Channel resume
8. Roach proposal
9. Roach, Cheranissa resume - from website

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: August 12, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Council Retreat Facilitation Proposal

Submitted by: Dr. Tonya Bailey

TCB Consulting, LLC™ – Elevating People. Empowering Systems.

Overview

Thank you for the opportunity to support your upcoming Council Retreat. In alignment with the desired outcomes shared during our conversation, I have developed a customized retreat experience designed to build trust, enhance communication, and foster stronger collaboration among Council members. This session will be both reflective and forward-looking, offering a safe and engaging environment to deepen understanding, increase alignment, and equip the team with actionable strategies for productive collaboration.

Retreat Title

Stronger Together: Building Alignment, Trust & Team Synergy

Retreat Objectives & Desired Outcomes

1. Deepened Understanding & Alignment

- Foster authentic dialogue around individual and collective priorities
- Explore each member's communication style and leadership values
- Surface underlying assumptions and strengthen relational awareness

2. Establishing a Shared Path Forward

- Identify common goals and areas of alignment
- Discuss existing barriers and develop practical solutions
- Clarify expectations and group norms for collaboration

3. Strengthening Team Dynamics & Skills

- Introduce proven strategies for trust-building and psychological safety
- Learn communication and conflict-resolution techniques
- Enhance collective decision-making and collaboration skills

Sample Agenda (Half-Day Retreat)

Time	Session
9:00 – 9:30 AM	Arrival, Breakfast & Networking
9:30 – 9:45 AM	Welcome, Overview, and Intentions
9:45 – 10:45 AM	Session I: Who We Are – Values, Vision & Voice
10:45 – 11:00 AM	Break
11:00 – 12:00 PM	Session II: Communication Styles & Priorities
12:00 – 1:00 PM	Lunch & Informal Discussion
1:00 – 2:00 PM	Session III: Finding Our Path Forward – Collaboration & Accountability
2:00 – 2:45 PM	Outdoor Team-Building Activity
2:45 – 3:00 PM	Commitments, Reflections & Closing

*Note: Agenda can be adjusted to meet timing or full-day needs. *

Methodology & Facilitation Style

- Interactive facilitation grounded in psychological safety and equity
- Real-time reflection tools and small-group discussions
- Use of visuals, storytelling, and experiential learning techniques
- Optional pre-retreat questionnaire to tailor content to team needs

Financial Investment

- Estimated Rate: \$3,500 – \$5,000 for a 6-hour Retreat
- Includes: Tailored content, session delivery, handouts, and follow-up resources.

Market Comparison

Similar consulting services typically charge:

- \$6,500–\$8,500 for a 6-hour session based on expertise and customization.
- The rate proposed ensures both competitive pricing and quality of service for your organization.

About the Facilitator



Dr. Tonya C. Bailey
Founder & Principal, TCB Consulting, LLC™
Email: drtcbphd@gmail.com

Dr. Tonya Bailey is a nationally recognized speaker, leadership strategist, and diversity architect with over 30 years of experience in higher education, public administration, healthcare, and community leadership. She currently serves as a higher education executive, corporate leadership expert and leads TCB Consulting, LLC, a consulting firm specializing in team culture, leadership development, and equity-centered strategy.

As a sought-after speaker, workshop presenter, life coach, and “inclusionist,” Dr. Bailey is known for her ability to engage diverse audiences. She fosters environments that accommodate the unique needs of all participants, inspiring connection and action.

Dr. Bailey holds a Doctorate in Higher Educational Leadership from Central Michigan University, a Master of Public Administration from the University of Michigan, and a Bachelor of Science in Mass Communications.

Dr. Bailey is also the CEO of TCB Consulting LLC, a boutique firm specializing in executive coaching, corporate strategy, and professional development. Founded in 2011, the firm operates under the philosophy of transforming individuals and organizations from the inside out.

An accomplished author, business owner and recording artist, who has facilitated retreats, executive leadership trainings, and team-building sessions for organizations ranging from state agencies to academic medical centers. Her approach blends high energy, deep

empathy, and strategic clarity—empowering teams to elevate trust, improve culture, and lead with impact.

Key Expertise:

- Leadership and Communication Styles
- Psychological Safety and Trust-Building
- Conflict Resolution and Collaboration
- Organizational Culture and Strategic Alignment
- DEI-Informed Team Development

Certifications & Credentials:

- Ph.D. in Public Administration
- Certified Diversity Executive (CDE)
- Certified Leadership & Empowerment Coach
- National Board Member, NADOHE
- Regional Representative, AAMC Group on Diversity & Inclusion

What Audiences Had to Say:

“Dr. Bailey’s keynote was transformative. Her ability to connect with every individual in the room was truly remarkable. Our attendees left feeling inspired, equipped, and ready to act.”

— **Conference Organizer, National DEI Summit**

“Her insights on leadership and belonging were not only enlightening but actionable. We’ve already begun implementing some of her strategies in our organization.”

— **Corporate Executive, Fortune 500 Company**

“Dr. Bailey has an unmatched ability to energize a room. She provides practical insights and real-world applications that make a lasting impact.”

— **University Administrator, Higher Education Leadership Forum**

“Her passion and authenticity shine through every word she speaks. She doesn’t just talk about change—she ignites it within her audience.”

— **Attendee, Women in Leadership Conference**

“Dr. Bailey’s message of empowerment and inclusion resonated deeply with our team. Her words have set a foundation for lasting cultural transformation in our workplace.”

— **City Administrator, City of East Lansing**

“Working with Dr. Tonya Bailey and TCB Consulting™ has been a transformative experience for our court system. Her ability to navigate complex organizational dynamics, foster inclusive leadership, and deliver actionable strategies has left a lasting impact on our team.”

— **Court Administrator, City of Kalamazoo**

Next Steps

I would be delighted to further tailor this experience to your Council's goals. Please let me know the preferred date, number of participants, and location/format (in-person or virtual). I am also happy to provide testimonials or past facilitation samples upon request.

Thank you again for considering me to support this important work. I look forward to the possibility of partnering with your team.

Warm regards,

Dr. Tonya C. Bailey

TCB Consulting, LLC™

"Elevating People. Empowering Systems."

 drtcbphd@gmail.com

Office: 810-553-9823 | Cell: 810-423-0836



July 1, 2025

City of Ypsilanti, MI.
ATTN: Tracey L. Boudreau, City Clerk
Ypsilanti, MI. 48194

RE: PROPOSAL FOR TRAINING

Tracey,

Thank you so much for the opportunity to provide this quote for the retreat/training we discussed. I am excited at the prospect of working with your community leaders. I have included a summary of two sessions for your review. One would be a 4-hour session. If we decide on a whole day retreat, we will add the second session. Please let me know if you'd like to discuss these further. We can adapt our time to best meet the needs of your team.

My training style is based upon the adult learning model and typically utilizes a room set up with tables where the attendees can easily share with each other at certain points during the session. Please let me know if you have any questions.

Thank you for the opportunity to share time with you.

Steven R. Ludwig

The City of Ypsilanti, MI.

Instructor Biography

Steve Ludwig spent over 30 years in the public works industry and has managed dynamic and compelling public works teams for over 25 years (Village of Algonquin, IL. General Services Superintendent). Steve brings his wealth of practical knowledge and management experiences to his speaking and training endeavors, believing the secret to our success resides in who we become as leaders. His passionate and insightful training style focuses on developing us as individuals to manage ourselves and others better.

He has working knowledge and experience in all areas of public works, including water/wastewater, streets, parks, forestry, buildings and grounds, and fleets and facilities. Steve has historically held an EPA water operator's license, is currently a Board-Certified Master Arborist, holds a Class A CDL, and brings a wealth of training and teaching experiences to his work.

Steve's current business, Ludwig Speaks, LLC, provides speaking and training services for public service organizations, individual governmental agencies, and private industry. He is the past president of the Illinois Arborist Association and a past member of the Council of Representatives of the International Society of Arboriculture. He is a regional winner of the American Public Works Association Donald C. Stone Award for Excellence in Education. Steve is the current facilitator and program coordinator for several American Public Works Association programs, including the Illinois Roads Scholar Program, the Michigan Roads Scholar Program, and the Ohio Public Service Institute.

Proposal

Retreat/Workshop of City Council

1st/Morning Session: Communication & Collaboration.

Communication & Collaboration

This session aims to enhance communication and collaboration among city council members by fostering a deeper understanding of individual perspectives, shared visions, and collective goals. Grounded in the principles of adult learning, the session recognizes the diverse experiences, values, and leadership styles that council members bring to the table. Additionally, by incorporating concepts from William Glasser's Choice Theory, the training will explore how fulfilling basic psychological needs—belonging, power, freedom, fun, and survival—affects communication dynamics and collaboration within the council. Members will examine how internal motivations and perceptions shape their interactions and influence group cohesion.

Team discussion exercises and interactions will be used to practice active listening, constructive feedback, and consensus-building—key skills for navigating the complexities of public service and civic decision-making. This session hopes to create a space for council members to build trust, clarify shared purposes, and develop practical strategies for collaborative governance rooted in empathy, accountability, and respect.

2nd/Afternoon Session

The Lay of the Land

Building on the concepts discussed in the morning session, this afternoon will be dedicated to a facilitated discussion to review our identity and status as a community. We will cover topics such as issues, challenges, projects, and processes we are currently addressing. Most importantly, this session will provide an opportunity to discuss some of the Council's most significant responsibilities, including policy definition and long-term planning/visioning. The goal of this session is to engage in a facilitated dialogue about who we are, where we are headed, and how we, as a team, can create an environment that best serves the interests of our constituents and city teams.

Proposal Pricing Summary

Session (1, 4-hour)	\$2,500
Session #1 and #2	\$3,500
Travel (not to exceed)	\$1,000*

*Includes airfare, hotel, car rental, ground transportation, and parking.

Training Provisions Provided by the City

- Classroom, accommodating all attendees. Discussion format preferred.
- Projector, screen, and microphones (as required).
- 25" by 30" easel post-it notes.
- Large markers for easel writing (5)
- Hospitality as desired (drinks, coffee, snacks, food, etc.)

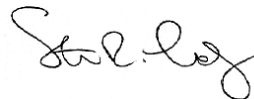
City of Ypsilanti, MI.
1 S. Huron St.
Ypsilanti, MI. 48197

BY _____

Title _____

Date _____

Independent Contractor
Ludwig Speaks, LLC
15 Bunker Hill Dr.
Palm Coast, FL. 32137



BY

Title: Owner, Ludwig Speaks, LLC
Date: July 1, 2025

Steven R. Ludwig
15 Bunker Hill Dr.
Palm Coast, FL. 32137
[**steve@ludwigspeaks.com**](mailto:steve@ludwigspeaks.com)
(847) 344-9325

To make the lives of others better.

Experience

Ludwig Speaks, LLC

May 2015-Present

This company was built upon demand for me to share the things I have learned in my many years leading public service teams. What started as training and sharing with individual municipal teams grew in to conference speaking, individual team development/consulting, and a team/culture building company. I speak with, train, and grow, with large and small groups throughout the year. My mission is to leave individuals with better perspectives on how to cope in the environments in which they find themselves, and to equip them with the tools to be successful. I currently plan, coordinate, and facilitate several programs, at which I also speak/train, including several American Public Works Association programs: the Michigan Roads Scholar Program, the Illinois Roads Scholar Program, and the Ohio Public Service Institute. I provide two programs for the Michigan Association of Municipal Clerks: their Institute and Master's Academy. I am also a regular annual speaker with the Illinois Public Service Institute, the Michigan Public Service Institute, and the Northeastern Illinois Public Safety Training Academy. Outside of my annual commitments, I spend many hours each year with individual organizations, providing support programs tailored to their specific needs. I can be found at www.ludwigspeaks.com.

Village of Algonquin, General Services Superintendent

July 2014-July 2021

In this role I was responsible for all aspects of the following teams: Streets and Rights of Way, Parks and Forestry, Fleet Services, and Buildings and Grounds. Along with managing thirty-two (32) full time staff, I was also responsible for all aspects of budgeting, project management, and vision planning.

Village of Algonquin, Parks and Forestry Superintendent

Dec. 1998-July 2014

In this role I developed a stand-alone division of thirteen full time staff. This team proudly contains eight (8) International Society of Arboriculture Certified Arborists, and is responsible for the care, maintenance, budgeting and planning for over one hundred and twenty (120) developed park acres, as well as over twenty thousand (20,000) village-owned trees. This team is well-known as a state-wide leader in urban and community forestry.

Village of Algonquin, Parks and Forestry Supervisor**Dec. 1995-Dec. 1998**

As a new supervisor, and the first in the Village of Algonquin in this role, I was challenged with creating the first version of this team. From developing employees and full time staff, creating policies, processes and procedures, I worked to proudly define this team as one with exceptional performance and expectations. This led to its creation as its own entity, with its own operating budget, and a promotion to superintendent.

Village of Hoffman Estates, Public Works Department**Sept. 1990-Dec. 1995**

My career in public service began with Hoffman Estates Public Works. I started in the sign shop, and due to my dedication was transferred to impact a struggling forestry crew. I worked in this capacity for several years and became a Certified Arborist. In looking to round out my knowledge of the industry, I transferred to the water department and worked with water meters, sewer flushing, underground work, sanitary sewage lift stations, and back up well houses. I also obtained a Class C&D water operators license. My last position here was as a crew leader for the electrical mechanical team.

Items to note:

- Class "A" Commercial Driver's License
- Retired International Society of Arboriculture Board Certified Master Arborist/Municipal Specialist (#IL-0657BM)
- Past President of the Illinois Arborist Association
- Past Certification Liaison Committee Chairman, International Society of Arboriculture
- Past member of the Illinois Forestry Development Council
- Owner of Ludwig Speaks Motivational Speaking and Training Services, LLC
- Creator, program manager, and facilitator of the American Public Works Association (APWA) Illinois Roads Scholar Program and the APWA Michigan Roads Scholar Program.
- Creator, program manager, and facilitator of the APWA Ohio Public Service Institute
- Program manager and facilitator of the Michigan Association of Municipal Clerks Institute and Master's Academy.

Proposal for City of Ypsilanti Council Retreat Facilitation

Overview

The City of Ypsilanti is seeking a speaker for a Council Retreat to be held on Friday 9/12/2025.

Objectives

The initial objectives of the engagement are as follows:

- Long-term Strategy: Longer Team Planning to Achieve Big Audacious Goals
- Team Building: Do a Fun Collaborative Activity
- Communication: As a group to the public
- Policymaking: policies on our radar/policy show and tell

Scope of Work

Morgan Milner will work collaboratively with Accountant Vicki Simon and/or designated appointees to facilitate the design and implementation of the retreat. Dr. Milner will be present during the retreat to facilitate the established retreat goals.

Council Retreat

September 12, 2025

Format to be determined, but will consist of:

- Team Building
- Communication Strategy
- Strategy and Vision sharing

The outcome of the Council retreat is increased awareness, consensus on strategy, and identified objectives towards continued legislative and representative efforts.

Leadership Support

Success of this engagement requires the support of leadership and participants. Specifically, leaders will communicate the rationale and importance of the retreat and ensure that participants have the support and incentive to fully engage in the process.

Timeline

Engagement to occur on September 12, 2025.

Terms and Conditions

- a. Confidentiality and Indemnity
 - i. All client materials and information will remain confidential unless the client chooses to provide it to a third party.
 - ii. Morgan Milner will be held free from harm within and beyond this engagement for all decisions and actions taken by the City Council and its representatives.
- b. Fee and Terms of Payment

Morgan Milner is an independent consulting contractor and is responsible for applicable Federal and State taxes.

Payment based upon work completed and expenses incurred in executing this engagement.

Fee Summary

City of Ypsilanti Facilitation Engagement		Fee
Facilitation Rate Full Day		\$2600
Includes discovery, retreat design, retreat facilitation		
Does not include location, materials, lunch, etc.		
TOTAL FACILITATION		\$2600

Facilitator Brief

Morgan Milner, Ph.D.

Dr. Morgan Milner helps leaders and organizations get things done. Offering expertise on factors impacting individual and organizational effectiveness, he works to empower leaders towards value-driven, high-impact results. Background includes a PhD in Organizational Behavior from Michigan State University's Broad College of Business and experience working with leaders in government, healthcare, manufacturing, engineering and education. He is the author of numerous articles and draws upon science to guide development and impact. Dr. Milner is a Professor of Management and Organizational Behavior at Eastern Michigan University and is the Director of EMU's Master of Science in HR and OD (MSHROD) program.

To accept, please acknowledge below and return via email.

Acceptance of Proposal.

Acceptance of the proposal by the Client will signify an agreement to proceed with the services as outlined. Modifications or additions to the original proposal post-acceptance may be subject to additional fees. Such modifications must be communicated in writing and agreed upon by both parties.

Name/Signature

Date

Morgan R. Milner, Ph.D.

Professor of Management | Eastern Michigan University
Phone: 734-773-7944 (c) | mmilner@emich.edu

Dr. Morgan Milner helps leaders and organizations get things done. Offering expertise on factors impacting individual and organizational effectiveness, he works to empower leaders towards value-driven, high-impact results. Background includes a PhD in Organizational Behavior from Michigan State University's Broad College of Business and experience working with leaders in government, healthcare, manufacturing, engineering and education. He is the author of numerous articles and draws upon science to guide development and impact. Dr. Milner is a Professor of Management and Organizational Behavior at Eastern Michigan University and is the Director of EMU's Master of Science in HR and OD (MSHROD) program.

ORGANIZATIONAL DEVELOPMENT CONSULTING

Independent and team-based projects designed to increase organizational effectiveness. I employ a holistic approach to organizational development, with an emphasis on the relationship between structure, process, leadership, and long-term results.

- Executive coaching with a focus on self-awareness, executive skills, and presence
- Facilitation of Strategic Planning, Goal Setting
- Facilitation of Workshops, Training, Retreats

EDUCATION

Michigan State University • Broad College of Business Ph.D., Organizational Behavior; Cognate: Organizational Psychology	2004
Michigan State University • Broad College of Business B.A., Finance	1995

ACADEMIC EXPERIENCE

Eastern Michigan University • Ypsilanti, MI <i>Professor - Management</i>	2004 to Present
--	-----------------

Michigan State University • East Lansing, MI <i>Instructor</i>	1998 to 2004
---	--------------

25+ years' experience teaching and applying business management including Organizational Behavior, HR Management, Management Skills, Ethics, Entrepreneurship, Research Methods

Topics Developed and Administered

- Organizational Behavior (Graduate and Undergraduate)
- Human Resource Management & Current Issues (Graduate and Undergraduate)
- Management Skills (Graduate and Undergraduate)
- Entrepreneurship and New Ventures (Graduate and Undergraduate)
- Managerial Ethics
- Business Research Methodology (Graduate)
- International Management
- Leadership
- Organizational Development (Graduate)

PUBLICATIONS

- Manroop, L., Zheng, H., Malik, A., Milner, M., Schulz, E., & Banerji, K. (2024). Human Resource Management in times of crisis: Strategies for a post Covid-19 workplace. *Organizational Dynamics*. <https://doi.org/10.1016/j.orgdyn.2024.101060>.
- Manroop, L. Malik, A., & Milner, M. (2024). The ethical implications of big data in Human Resource Management. *Human Resource Management Review*, 34 (2) <https://doi.org/10.1016/j.hrmr.2024.101012>.
- Endres, M., Milner, M., Camp, R. (2022). A fly in the soup? The role of ambiguity in student assessment. *The International Journal of Management Education*, Vol 20, Iss 3.
- Endres, M., Camp, R., Milner, M. (2015). Is ambiguity tolerance malleable? Experimental evidence with potential implications for future research. *Frontiers in Psychology*, 6:619.
- Chowdhury, S., Schulz, E. & Milner, M. (2014). Core employee based human capital and revenue productivity in small firms: An empirical investigation. *Journal of Business Research*, 57, (11), 2473-2479.
- Young, L., Milner, M., Edmunds, D., Pentsil, G., & Broman, M. (2014). The tenuous relationship between salary and satisfaction. *Journal of Behavioral Studies in Business*, Vol. 7, 2014.
- Endres, M., Camp, R., Milner, M. (2011). Comparing employment interviewing questioning techniques as reflective methods in the management educational assessment process." *Journal of the Academy of Business Education*, 12.
- Endres, M., Chowdhury, S., Milner, M. (2009). Ambiguity Tolerance and Accurate Assessment of Self-Efficacy in a Complex Decision Task. *Journal of Management and Organization*. 15, (1).
- Milner, M. (2008). Unforeseen consequences of breach in education. *Academic Exchange Quarterly*, 12, (2), 139-144.
- Milner, M., Elliot, C., & Endres, M. (2008). A Time to Build: Maximizing Employee Engagement in a Multi-Generational Workforce. *International Journal of Interdisciplinary Social Sciences*, (3).
- Milner, M. & Endres, M. (2008). Application of the Self-Efficacy Model to Teaching Cultural Intelligence in Business Education. *Academy of Taiwan Business Management Review*, 4, (2), 156-162.
- Conlon, D., Van Dyne, L., Milner, M., Ng, K. (2004). The Effects of Physical and Social Context on Evaluations of Captive Intensive Service Relationships. *Academy of Management Journal*, 47, (3)

PRESENTATIONS

- Endres, M., Chowdhury, S. & Milner, M. (2023) *Team Cognition-Based and Affect-Based Trust Effects on Individual Complex Task Performance Depend on Ambiguity Tolerance*. Southern Management Association Conference, St. Pete, FL.
- Mesdaghinia, S., & Milner, M. (2023) *Opportunity or Threat: Spirituality And Stress Appraisal During The COVID-19 Pandemic*. Academy of Management Annual Conference, Boston, MA.
- Manroop, L., Malik, A., Milner, M. (2022) *The Ethical Implications of Big Data in Human Resource Management*. Academy of Management Annual Conference, Seattle, WA.
- Endres, M., Milner, M., Camp, R. (2017) *Ambiguity tolerance and trust under different conditions of uncertainty*. Midwest Academy of Management Conference, Chicago, IL.
- Lindon, T., Milner, M., Marcum, M. (2015) *The internal and external effects on satisfaction and commitment*. Midwest Academy of Management Conference, Columbus, OH.

- Lansford, J., Milner, M., Morrissey, R. Schroth, R. & Yin, M. (2014). *The impact of workplace flexibility on employee motivation, teamwork, extra-role behavior, and intentions to quit*. Michigan Academy of Science, Arts, and Letters 2014 Conference; Rochester, Michigan.
- Ludwig, R., Stackpole, S., Milner, M., Craigmile, R., Monarch, I., Nelson, D. (2014). *Employee empowerment and the impact on engagement, satisfaction, performance, and commitment*. Michigan Academy of Science, Arts, and Letters 2014 Conference; Rochester, Michigan.
- Milner, M. (2013). *Refining Assessment: Examining factors related to assessment efficiency and success*. Society of Business Research Conference; Nashville, Tennessee.
- Milner, M. (2013). *Raters, reviews, and results: Characteristics related to business ratings on electronic Word-of-Mouth forums*. Society of Business Research Conference; Nashville, Tennessee.
- Endres, M., Chowdhury, S., Milner, M. (2007) *Ambiguity Tolerance and Accurate Assessment of Self-Efficacy in a Complex Decision Task*. Academy of Management Annual Conference; Philadelphia, PA.
- Milner, M. (2005). *Facilitating Peer Helping after Psychological Contract Breach: The Role of Impression Management*. Academy of Management Annual Conference; Honolulu, Hawaii.
- Conlon, D., Van Dyne, L., Milner, M. (2000). *Justice Perceptions in Extended Service Encounters*. Academy of Management Annual Conference; Washington, D.C.
- Conlon, D., Van Dyne, L., Milner, M. (1999). *Cruising for Justice*. Academy of Management Annual Conference; Chicago, Illinois.



6/27/2025

Dear Victoria,

It would be an honor to serve as the facilitator for your upcoming **Ypsilanti City Council** retreat. With a deep passion for collaborative leadership and strategic planning, I bring a strong, grounded approach to guiding teams through long-term visioning, dynamic team-building, and policy alignment rooted in impact and inclusion. My facilitation style is intentional, energizing, and designed to foster trust, connection, and clarity—whether we're building communication skills, aligning around bold goals, or engaging in a powerful "policy show and tell."

I look forward to the opportunity to create a space where your team can stretch, focus, and dream together—with purpose.

Channel Powe: Nationally Recognized Organizer, Consultant & Political Strategist

About Channel Powe:

Channel Powe is a nationally recognized organizer, former elected school board member, and dedicated advocate for democracy, education, and social justice. With a proven track record in political strategy, coalition building, and community empowerment, she has worked at the intersection of policy, governance, and grassroots mobilization to create systemic change.

Pay Scale for Services

- **Half-Day Session (Up to 4 Hours):** \$4,500 - \$6,000
- **Full-Day Session & 2 scheduled follow-ups:** \$8,000 - \$12,000

Check out my published case study [here](#).

Thank you in advance for your consideration.

With Commitment,

Channel Powe

CHANNEL POWE

Strategist | Organizer | Advocate

AREAS OF EXCELLENCE

Educator • Belonging & Accessibility Advocate • Problem Solver • Force Multiplier
Community Organizer • Spokesperson • Strategist • Relationship Builder
Governance Trainer • Civic Engagement Trainer • Power Shifter • Capacity Builder

AWARDS AND RECOGNITIONS

- Love Not Blood Unsung Hero | 2020-2021
 - Arizona School Boards Association Honor Roll | 2020
 - National Newspaper Publisher Association Educator Award | 2020
 - West Valley NAACP Community Agent of Change | 2020
 - YEO Progressive Movement Leadership Award | 2019
 - Local Progress Network Builder | 2019
 - Spirit of Detroit Award | 2019
 - Mary McLeod Bethune Educators Award | 2019
 - Celebration of Women Community Achievement Award | 2017
 - Masters of Boardmanship, Arizona School Boards Association | 2017
 - 40 Under 40 Honoree, Greater Phoenix Urban League YP | 2017
 - Ballet Arizona Affinity Champion Award | 2016
 - Advocate of the Year, Arizona School Boards Association | 2015
 - Citizen of the Year, Omega Psi Phi Fraternity (District & Chapter) | 2014-2015
 - State of Black Arizona Community Luminary | 2011
-

PROFESSIONAL EXPERIENCE

Powe Power LLC

Principal Consultant | 03/2022 – Present

CHANNEL POWE

Strategist | Organizer | Advocate

- Specialize in governance training, strategic planning, political strategy, education equity, and public affairs
- Train and develop civic leaders, facilitate board retreats and community mobilization
- Campaign spokesperson, provide messaging and campaign development for various clients and causes

Supermajority

Arizona Organizing Associate | 06/2024 – 12/2024

- Recruited, trained, and managed volunteers for large-scale organizing efforts
- Led voter engagement initiatives, field canvassing operations and built capacity
- Facilitated and organized community events and digital data management strategies

Maricopa County Elections

Elections Inspector (Election Cycles) | 08/2020 – Present

- Lead Vote Center operations, managing staff, voter flow, compliance, and reporting
- Supported voters through the entire process with professionalism and care

Governing Board Member, Balsz Elementary School District

Board President & Member | 06/2013 – 12/2020

- Managed \$23M budget and led the district during critical periods including COVID-19
- Championed policy reform for equity, safety, and student-centered success
- Hired, evaluated, and directed the Superintendent
- Led the passage of district bonds, override campaigns, and new school infrastructure

Progressive Governance Academy

Lead Trainer | 08/2019 – 12/2023

- Designed and delivered governance curriculum for elected officials nationwide
- Provided mentorship, facilitation, strategy and leadership development

Powe Consulting LLC

Founder and Consultant | 01/2013 – 08/2019

CHANNEL POWE

Strategist | Organizer | Advocate

- Provided DEI consultation, grassroots organizing, advocacy training, and campaign strategy

Powe for Justice

Candidate, Downtown Justice of the Peace | 11/2017 – 08/2018

- Built and led a full campaign infrastructure, including field, fundraising, and communications

Arizona Coalition for Change

Organizing Director | 07/2017 – 11/2018

- Managed organizing staff and field operations
- Developed community partnerships and mobilization efforts

BOARDS, COMMISSIONS, & COMMITTEES

- Elected Officials Protect America, 1776 Fellowship | 05/2025 – Present
- Sisters On the Planet, Oxfam America | 2022-present
- Phoenix Art Museum, Advisor | 2024-present
- Desert Botanical Garden: Monarch Council, IDEA & Engagement Committees | 08/2016 – 09/2024
- Phoenix Community Alliance, Education Committee | 08/2022 – 10/2023
- Black Arizona COVID-19 Task Force | 04/2020 – 01/2022
- Local Progress, Dare to Reimagine Co-Chair | 07/2019 – 07/2020
- Vision 2020 Delegate | 03/2019 – 06/2021
- Maricopa County Transportation Advisory Board | 02/2017 – 09/2018
- Arizona School Board Association Black Caucus, President | 01/2016 – 12/2017

VOLUNTEER EXPERIENCE

CHANNEL POWE

Strategist | Organizer | Advocate

- **Men's Final Four Local Organizing Committee** | 12/2023 – 04/2024
Point Guard Team Lead: Trained and led volunteers, event logistics, fan engagement
- **Arizona Super Bowl Host Committee** | 2014 – 2023
Team Captain: Managed volunteer deployments, logistics, and on-site operations
- **Fiesta Bowl** | 2011 – Present
Volunteer: Suite hosting, driver, community ambassador

Good morning Tracey, I hope all is well with you.

I am still interested and available to facilitate the retreat. I am honored to be chosen.

I want to provide some information which will help convey what i believe will be beneficial.

I would propose a questionnaire that asks each Council member a bit about themselves including their communication style. This helps me understand how to best tailor the workshop for the day. I will also ask them to take a teamwork assessment to find out what each person views as teamwork. I will prepare a workbook that we will use for the day and have a second facilitator for the retreat as this might be helpful.

We will focus on:

Building Trust

Establishing respective communication during disagreements

Creating consensus without chaos

There will be small group activities, self reflection time and activities so that they will not be lectured. I have included an outline of the day. I propose a 6.5 hour day including a 1 hour lunch.

The fee is \$3200 for myself and a second facilitator, or \$2500 for just myself.

Please let me know if you have any questions. I hope to hear from you soon.

President, My Coach Char

PMB 214 2080 Whitaker Rd

Ypsilanti, MI 48197

www.mycoachchar.com

734-719-1194

Ypsilanti City Council Retreat- Team-Building Retreat to Strengthen Unity Among Diverse Agendas

Opening -30 minutes

Session 1: Understanding the Dynamics of Difference -60 minutes

Session 2: Communication That Builds, Not Breaks- 75 minutes

Lunch break 60 minutes

Session 3: Finding Common Ground- 75 minutes

Session 4: Building Trust That Lasts- 60 minutes

ABOUT ME!

Business and Life Coach, Speaker and Author Coach Char as she is affectionately known is a 6x published Author, Speaker and Coach to mothers who want to live their best lives now. She is an experience Business Coach having helped over 650 and counting people launch a business. She has spoken to audiences on topics such as Self Care is not selfish, Synergy is the new Sexy and The C.O.U.R.A.G.E to dream. Coach Char seeks to make a difference in the lives of others. An experienced Operations Manager who has over 25 years of experience working with State Government and Non-Profits, she is a proponent of personal empowerment and is dedicated to helping women live their best life now! Her specialties include problem solving, coaching, managing others, training, public speaking, business plan composition, business development, business consulting.

Coach Char has a Master of Science Administration Degree and is a certified Diversity Trainer and a Certified Wellness Trainer with the Professional Woman Network. She is also a Certified Life Coach and published Author. She has worked with people from all walks of life with professional and personal crisis by being compassionate, challenging and respectful. She has 14 years of experience coaching women in business and through life transitions. She has helped over 600 people launch small businesses and over 100 women improve their personal lives. She has given presentations to over 10,000 people sharing messages of hope and healing for personal life enhancement.

Coach Char has co-authored 6 books, 2 are Amazon best sellers, been featured in local and online publications, her words have helped many make better choices and find the strength to move forward. She also holds certifications in Women's Issues and Diversity, Women's Journey to Wellness, Mind, Body and Spirit, Life Coaching and Entrepreneurship.

LET'S BEGIN!

** Indicates required field*

Name *

First

Last

Email *

Comment *

CONTACT ME

SUBSCRIBE

Join my mailing list today!

JOIN NOW