



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, September 23, 2025 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197
[Launch Meeting - Zoom](#)**

I. CALL TO ORDER

II. ROLL CALL

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

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

VI. ORDINANCES FIRST READING

- A. Ordinance No. No. 1453 - Entitled "Dark Sky Compliance Ordinance".
Public Hearing Resolution No. 2025-186, close the public hearing.
Resolution No. 2025-185, determination.

VII. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Resolution No. 2025-187 Approving the minutes of the September 9, 2025 Regular City Council Meeting and of September 12, 2025 Special Work Session.
- B. Resolution No. 2025-188 Adopting Ordinance No. 1452, entitled "An ordinance to amend Chapter 50 "FIRE PREVENTION AND PROTECTION", Article II, "FIRE PREVENTION CODE", upon second and final reading.
- C. Resolution No. 2025-189 Appointing Non Resident Elize Jekabson to the Ann Arbor/Ypsi SmartZone (LDFA), with a term ending June 30, 2029.
- D. Resolution No. 2025-190 Reappointing Renee Smith to the Ypsilanti Housing Commission, with a term ending October 20, 2030.
- E. Resolution No. 2025-191 Establishing an Ad-Hoc Tenants' Rights Subcommittee as outlined in the attached memo.
- F. Resolution No. 2025-192 Approving the Memorandum of Understanding with the Shelter Association of Washtenaw County to support the Warming Center operation beginning in November 2025 and ending in March 2026, Subject to City Attorney approval.

- G. Resolution No. 2025-193 Approving Change Order Request #1 for the Salt Barn Stabilization project from The Summit Company in the amount of \$92,419.00.
- H. Resolution No. 2025-194 Approving the truck purchases in the total amount of \$509,948 to be expended from the appropriate motorpool capital accounts, with any change orders to be approved by the City Manager.
- I. Resolution No. 2025-195 Endorsing the principles of the "Leave the Leaves" campaign and encouraging residents, landowners, gardeners, and landscapers within the city to adopt leaf-friendly practices that enhance soil health and ecological resilience.
- J. Resolution No. 2025-196 Urging support that Cuba be removed from the U.S. list of state sponsors of terrorism.
- K. Resolution No. 2025-197 Appointing Delonzo Weaver, Building Compliance Officer as an officer delegate to the Municipal Employees' Retirement System annual meeting October 16-17, 2025, in Acme, MI.
- L. Discussion regarding Budget Stabilization Fund Ordinance.
- M. Discussion regarding the removal or destruction of non-conforming buildings.
- N. Hearing to Review A Removal Action - Requested by Lorrie Thomas

VIII. BOARD AND COMMISSION - LIAISON REPORTS

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

IX. LIAISON REPORTS

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

X. COUNCIL PROPOSED BUSINESS

XI. COMMUNICATIONS FROM THE MAYOR

XII. COMMUNICATIONS FROM THE CITY MANAGER

XIII. COMMUNICATIONS

- A. Submitting a Resolution from the Human Relations Commission, dated August 21, 2025 requesting that City Council direct the Zoning Department to provide a clear definition of Harm Reduction Services.

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

XV. REMARKS FROM THE MAYOR

XVI. ADJOURNMENT

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



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

From: Joshua Burns, City Planner

Subject: Ordinance No. No. 1453 - Entitled "Dark Sky Compliance Ordinance".
Public Hearing Resolution No. 2025-186, close the public hearing.
Resolution No. 2025-185, determination.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Council-RFL_Resolution-Dark Sky Compliance
2. August 2025 Planning Commission Draft Minutes

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



To: Mayor and City Council

From: Joshua Burns, City Planner

Date: September 23, 2025

Subject: First Reading: Dark Sky Compliance Ordinance Amendment

SUMMARY

The City of Ypsilanti is committed to improving our zoning systems, encouraging environmental protection, improving the quality of life for our residents and visitors, and updating the ordinance to reflect changes in modern technology. It is the purpose of this zoning text amendment to update provisions for lighting in a sensible manner while ensuring safe and effective exterior lighting.

BACKGROUND

Commissioner Davis Jr. has been requesting that staff pursue a dark sky compliance ordinance amendment for years. On February 19th, 2025, staff introduced discussions for a dark sky-compliant ordinance to the Planning Commission. Following that meeting, City staff and the Planning Commission worked together to form the key policy considerations for the amendment.

EXISTING LANGUAGE

Section 122-335(e)(8). Temporary Mobile Food Establishments

All outdoor lighting shall be down-directed and fully shielded.

Section 122-335(i)(7). Temporary Mobile Healthcare Establishments

All outdoor lighting shall be down-directed and fully shielded.

Section 122-609. Lighting

- a) Parking and loading facilities, building entrances, and building exits used during night-time hours shall be artificially illuminated.
- b) All outdoor lighting must be so designed and arranged so as not to shine on adjacent properties or occupied dwellings, or adversely impact vehicular or pedestrian traffic on nearby streets, drives, walkways, or general rights-of-way.
 - 1) Outdoor lighting originating on a site may not exceed one-half (0.5) footcandle at the lot line.
 - 2) Light fixtures must be full cutoff.
- c) Outdoor lighting fixtures must not exceed 30 feet in height or the height of the principal building on the site, whichever is less. For development sites abutting lots zoned for one and two-family residential uses, lights must not exceed a height of 16 ft. The Planning Commission may modify the height restrictions in commercial and industrial districts, based on consideration of the following: the position and height of buildings, the character of the proposed use; and the character of surrounding land uses.
- d) Where outdoor lighting is required by this chapter, the light intensity provided at ground level must be a minimum of one-third (0.3) footcandle anywhere in the area to be illuminated. Light intensity must average a minimum of one-half (0.5) footcandle over the entire area, measured five feet

above the surface. Motion-activated lights are permitted, provided that the maximum levels are not exceeded and the lighting is kept in good working order.

e) Ornamental lighting.

- 1) Lighting placed inside a building but designed to be seen from the exterior, such as neon tubing outlining windows, is permitted; however, flashing or "chasing" effects are prohibited.
- 2) Uplighting intended to highlight ornamental features of a building or landscape is permitted, subject to the Building Code, provided that light output is not designed to exceed 400 lumens per fixture nor a color temperature of 3000K.

Section 122-665(b). Building Mounted Signs

- 1) Location. Building mounted signs may be located on any façade that faces a street, parking area, alley, or on a façade where a public entrance is located.
 - a. Illuminated building mounted signs may not be located on a façade that faces a property line that abuts a residential zoning district unless the sign is set back at least 200 feet from the property line or screening is provided that will completely obscure the view of the sign from the adjacent residential district.
- 2) Minimum Height. Signs that project more than eighteen inches into a right-of-way or over an entrance or other pedestrian or vehicular access point shall maintain a minimum clearance of 8 feet between the grade level below the sign and the lowest part of the sign, inclusive of sign structures and support devices.
- 3) Materials.
 - a. Building mounted signs shall incorporate exterior materials, finishes and colors that are the same, similar, or complementary to those used on the principal building.
 - b. Building mounted signs shall be professionally constructed using high-quality materials such as metal, stone, hard wood, or brass. The use of exposed neon tubing is permitted.
 - c. External illumination of signs shall be limited to fully-shielded light fixtures with a maximum of 1000 lumens. Such fixtures shall be mounted above the sign face with all light directed downward and concentrated on the area of the sign to prevent glare upon the street or adjacent property.
 - d. Neon tubing outlining windows or other architectural features is prohibited.
- 4) Window Signs. May not occupy more than twenty-five percent (25 %) of the total transparent area of any individual window.
- 5) Banners. Banner requirements shall be as follows:
 - a. The banner must be made of nonflammable material that will not shred and has adequate air holes. For banners hanging overhead across a street, roadway or highway the banner must contain at least three air holes for every 40 feet.
 - b. The Building Department shall be permitted to inspect the banner or a sample of material prior to it being erected.
 - c. The banner must be securely attached, sufficient to withstand storms, including strong gusts of wind and continuous pounding by the elements. The manner of attachment shall first be submitted to the Building Department.
 - d. If a banner becomes partially unsecured, it shall be immediately reattached or removed by the entity which erected it.
 - e. If a banner begins to shred, it shall be immediately repaired or removed by the entity which erected it.
 - f. If the entity which erected the banner fails to comply with the standards of section (iii) or fails to remove the banner by the time the permit expires, the City shall remove the banner and shall charge the cost thereof to the entity erecting the banner.
 - g. Any banner permit may be canceled by the City if the installation becomes dangerous to motorists or pedestrians, unduly interferes with free movement of traffic or otherwise endangers the health, safety or welfare of persons in the City.
 - h. A banner shall not have displayed thereon any symbol which is or purports to be an imitation of or resembles, or which may be mistaken for a traffic control device or which attempts to direct the movement of traffic.

PROPOSED LANGUAGE

Section 122-203. Definitions. A (New Language)
<u>Ambient Lighting</u> means general indoor lighting intended to provide uniform illumination.
Section 122-203. Definitions. C (New Language)
<u>Color Temperature</u> refers to the color appearance of light, measured in Kelvins (K).
Section 122-203. Definitions. F (New Language)
<u>Footcandle</u> means a unit of light intensity; one lumen per square foot.
<u>Fully Shielded</u> : A light fixture that is enclosed in such a manner that all light is directed downward.
<u>Full Cutoff Fixture</u> : A lighting fixture that emits no light above the horizontal plane of the fixture.
Section 122-203. Definitions. G (New Language)
<u>Glare</u> means direct or reflective light emitted by a lamp, luminous tube lighting, or other light source.
Section 122-203. Definitions. H (New Language)
<u>Holiday Lighting</u> . See “ <i>Seasonal lighting</i> .”
Section 122-203. Definitions. L (New Language)
<u>Lumens</u> : A measure of total light output from a source.
Section 122-203. Definitions. M (New Language)
<u>Motion-Activated Light</u> : A light fixture that automatically turns on when it detects movement.
Section 122-203. Definitions. O (New Language)
<u>Ornamental Lighting</u> : Decorative lighting used to accent features of buildings or landscapes, not primarily for illumination.
<u>Ornamental Uplighting</u> : Lighting used to illuminate architectural or landscape features from below.
Section 122-203. Definitions. S (New Language)
<u>Seasonal Lighting</u> , also known as holiday lighting, refers to temporary lighting displays associated with holidays or cultural events, not exceeding 90 consecutive days per calendar year.
<u>Sky Glow</u> : The brightening of the night sky over populated areas caused by outdoor lighting and reflection.
Section 122-203. Definitions. W (New Language)
<u>Window Outline Lighting</u> : Continuous or segmented lighting (e.g., LED strips) placed around window perimeters, visible from outside.
Section 122-335(e)(8). Temporary Mobile Food Establishments (Amended Language)
All outdoor lighting shall be down-directed and fully shielded <u>comply with Section 122-609.</u>
Section 122-335(i)(7). Temporary Mobile Healthcare Establishments (Amended Language)
All outdoor lighting shall be down-directed and fully shielded <u>comply with Section 122-609.</u>
Section 122-609(a) Purpose (New Language)
<u>In alignment with the goals of the master plan, this outdoor lighting ordinance is intended to protect the health and welfare of all residents of the City of Ypsilanti, enhance the city's unique historic character and overall quality of life, prevent the installation of inappropriate or poorly designed outdoor lighting, limit the increase of harmful sky glow, and preserve the natural night sky for the benefit of Ypsilanti's residents, visitors, wildlife, and surrounding environment.</u>
Section 122-609(b) Applicability (New Language)

- 1) This ordinance applies to all sources of exterior or interior lighting designed to be seen from the exterior installed or replaced within the city after the effective date of this ordinance, with the following exceptions:
 - a. Lighting requirements mandated by a legal jurisdiction with broader authority.
 - b. Temporary lighting approved by the city for special events or festivals.
 - c. Seasonal or ornamental lighting.
 - d. Lighting fixtures designated as historic under the purviews of Section 122-352(d).
- 2) Existing outdoor lighting lawfully installed prior to the effective date and not meeting the requirements of this ordinance shall be considered legal and repairable, but nonconforming. All nonconforming light fixtures may continue to be used and maintained until one of the following occurs:
 - a. A determination by the City Planner, Building Department, or Code Enforcement that an exterior light source produces glare, light trespass, or visual distraction; or, otherwise, poses a threat to public safety or significantly impacts adjacent properties, as defined by professionally recognized standards such as those of the International Dark-Sky Association (IDA)
 - b. A new or substantially modified commercial use – including residential developments with three or more units – that requires site plan reviews.
 - c. Replacement of a nonconforming light fixture.

Section 122-609(c) Light Fixture Specifications (New Language)

- 1) All exterior lighting installed after the effective date of this ordinance shall comply with the following specifications:
 - a. The maximum allowable color temperature for light fixtures shall not exceed 3000 Kelvin.
 - b. All light fixtures, unless otherwise exempted, shall be full cutoff, fully shielded, and directed downwards to prevent “sky glow”.
 - c. Exterior lighting originating on a site may not exceed one-half (0.5) footcandles at the lot line, except for buildings that exist or are constructed on the lot line, in which case lighting shall not exceed 8 footcandles at the lot line.
 - d. Where outdoor lighting is required by this chapter, the light intensity provided at ground level must be a minimum of one-third (0.3) footcandle, but shall not exceed 15 footcandles, anywhere in the area to be illuminated.
 - e. All lighting shall be designed to prevent off-site glare.
 - f. Motion-activated lights are permitted, provided that they comply fully with this section and the lighting is kept in good working order. Motion-activated lighting shall not be activated by movement beyond the lot line.
 - g. Freestanding Pole Lighting Specifications:
 - i. Exterior freestanding light fixtures shall not exceed 20 feet in height or the height of the principal building on the site, whichever is less. The Planning Commission may modify the height restrictions in commercial or industrial districts up to 30 feet in height, based on consideration of the following: the position and height of buildings, the character of the proposed use, and the character of surrounding land uses.
 - h. Wall-Mounted Lighting Specifications
 - i. All light fixtures, unless otherwise exempted, shall be aimed no higher than 45 degrees below horizontal.
 - i. Ornamental Uplighting
 - i. Ornamental uplighting intended to highlight ornamental features of a building or landscape is permitted, subject to the approval of the City Planner or Planning Commission, provided that light output is not designed to exceed 400 lumens per fixture nor a color temperature of 3000K.
- 2) Lighting within the historic district shall be subject to historic district regulations and guidelines.
- 3) Prohibitions:
 - a. Flashing, blinking, or oscillating lights are strictly prohibited.
 - b. The outlining of windows, including but not limited to LED strip lights and neon-like window outlines, is prohibited if visible from a public right-of-way and found to produce glare, light trespass, or visual clutter inconsistent with neighborhood character. Seasonal lighting is exempted from this prohibition.

Section 122-609(d) Administrative Requirements (New Language)

- 1) Whenever a site plan or electrical permit for exterior lighting is applied for, an exterior lighting plan shall be submitted along with a compliance statement of the proposed work. The submitted exterior lighting plan may be approved administratively by the City Planner; however, the City Planner may defer approval to the Planning Commission.
- 2) Appeals. Any determination made under this section by the City Planner or Planning Commission may be appealed to the Zoning Board of Appeals per Section 122-371.

Section 122-665(b). Building Mounted Signs (Amended Language)

- 1) Location. Building mounted signs may be located on any façade that faces a street, parking area, alley, or on a façade where a public entrance is located.
 - a. ~~Illuminated building mounted signs may not be located on a façade that faces a property line that abuts a residential zoning district unless the sign is set back at least 200 feet from the property line or screening is provided that will completely obscure the view of the sign from the adjacent residential district.~~
- 2) Minimum Height. Signs that project more than eighteen inches into a right-of-way or over an entrance or other pedestrian or vehicular access point shall maintain a minimum clearance of 8 feet between the grade level below the sign and the lowest part of the sign, inclusive of sign structures and support devices.
- 3) Materials.
 - a. Building mounted signs shall incorporate exterior materials, finishes and colors that are the same, similar, or complementary to those used on the principal building.
 - b. Building mounted signs shall be professionally constructed using high-quality materials such as metal, stone, hard wood, or brass. The use of exposed neon tubing is permitted.
 - c. ~~External illumination of signs shall be limited to fully-shielded light fixtures with a maximum of 1000 lumens. Such fixtures shall be mounted above the sign face with all light directed downward and concentrated on the area of the sign to prevent glare upon the street or adjacent property.~~
 - d. Neon tubing outlining windows or other architectural features is prohibited.
- 4) Window Signs. May not occupy more than twenty-five percent (25 %) of the total transparent area of any individual window.
- 5) Banners. Banner requirements shall be as follows:
 - a. The banner must be made of nonflammable material that will not shred and has adequate air holes. For banners hanging overhead across a street, roadway or highway the banner must contain at least three air holes for every 40 feet.
 - b. The Building Department shall be permitted to inspect the banner or a sample of material prior to it being erected.
 - c. The banner must be securely attached, sufficient to withstand storms, including strong gusts of wind and continuous pounding by the elements. The manner of attachment shall first be submitted to the Building Department.
 - d. If a banner becomes partially unsecured, it shall be immediately reattached or removed by the entity which erected it.
 - e. If a banner begins to shred, it shall be immediately repaired or removed by the entity which erected it.
 - f. If the entity which erected the banner fails to comply with is the standards of section (iii) or fails to remove the banner by the time the permit expires, the City shall remove the banner and shall charge the cost thereof to the entity erecting the banner.
 - g. Any banner permit may be canceled by the City if the installation becomes dangerous to motorists or pedestrians, unduly interferes with free movement of traffic or otherwise endangers the health, safety or welfare of persons in the City.
 - h. A banner shall not have displayed thereon any symbol which is or purports to be an imitation of or resembles, or which may be mistaken for a traffic control device or which attempts to direct the movement of traffic.
 - i. A banner shall be considered a temporary sign.

Section 122-665(d). Sign Illumination (New Language)

- 1) Applicability

a. <u>These standards apply to all new or modified permanent sign lighting, both internal and external, installed or altered after the effective date of this ordinance. The following are exempt from the requirements of this section:</u> i. <u>Sign lighting required by a government agency.</u> ii. <u>Bare bulb illumination for theater marquees approved by the Planning Commission.</u> iii. <u>Historic lighting determined to be historically significant per Section 122-352(d).</u>
2) <u>General Standards for Sign Illumination</u> a. <u>Permitted Illumination Types</u> i. <u>Permanent signs may be illuminated internally or externally, unless otherwise prohibited in this section.</u> ii. <u>External sign lighting shall be fully shielded, directed only at the sign surface, and installed to minimize glare, light trespass, and sky glow, unless otherwise permitted in this section.</u> iii. <u>Uplighting permanent signs is permitted, given that the following standards are met:</u> 1. <u>Fixtures shall be fully shielded, ground-mounted or base-mounted, and angled to prevent any light from projecting above the horizontal plane at the top of the sign.</u> 2. <u>Each fixture shall not exceed 400 lumens.</u> 3. <u>Uplighting shall only be used on signs with non-reflective, matte finishes to minimize glare.</u> iv. <u>Internal illumination shall be limited to halo-lit channel letters or signs with opaque backgrounds and translucent text or logos.</u> b. <u>Lighting Levels and Color Temperature</u> i. <u>Exterior lighting originating on a site may not exceed one-half (0.5) footcandles at the lot line, except for buildings that exist or are constructed on the lot line, in which case lighting shall not exceed 8 footcandles at the lot line.</u> ii. <u>All illuminated signs shall have a maximum color temperature of 3000 Kelvin.</u> c. <u>Hours of Illumination</u> i. <u>Sign lighting shall be turned off between 11:00 p.m. and 6:00 a.m., or one hour after business closing, whichever is later.</u> d. <u>Prohibited Sign Lighting Practices</u> i. <u>Flashing, blinking, rotating, chasing, strobe, or oscillating sign illumination is prohibited.</u>

STANDARDS FOR AMENDMENTS

§122-362(a)

(a) **Text Amendment.** *For a change to the text of the Zoning Ordinance, the Planning Commission shall consider and the City Council may consider, whether the proposed amendment meets the following standards:*

- (1) *The proposed amendment is consistent with the guiding values of the Master Plan; and*
- (2) *The rezoning is consistent with description and purpose of the proposed district; and* (Staff Note: This is not a rezoning.)
- (3) *The proposed amendment is consistent with the intent of this Zoning Ordinance; and*
- (4) *The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and*
- (5) *The proposed amendment will preserve the historic nature of the surrounding area and of the City; and*
- (6) *The proposed amendment will enhance the natural features and environmental sustainability of the City; and*
- (7) *The proposed amendment will protect the health, safety, and general welfare of the public; or*
- (8) *The proposed amendment is needed to correct an error or omission in the original text; or*

- (9) The proposed amendment will address a community need in physical or economic conditions or development practices; and*
(10) The proposed amendment will not result in the creation of significant nonconformities in the City.

PLANNING COMMISSION'S & STAFF'S RECOMMENDATION

Motion to **approve** the first reading of the proposed text amendment to Sections 122-203(A, C, F, G, H, L, M, O, S, W), 122-335(e)(8), 122-335(i)(7), 122-609, 122-665(b)(1)(a), 122-665(b)(3)(c), 122-665(b)(5)(i), and 122-665(d), with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan.
2. The proposed amendment is consistent with the intent of this Zoning Ordinance.
3. The proposed amendment will enhance the functionality, transportation network, or character of the future development in the City.
4. The proposed amendment will preserve the historic nature of the surrounding area and of the City.
5. The proposed amendment will enhance the natural features and environmental sustainability of the City.
6. The proposed amendment will protect the health, safety, and general welfare of the public.
7. The proposed amendment will address a community need in physical or economic conditions or development practices.

ATTACHMENTS: Resolution, Ordinance, and Planning Commission Minutes.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

WHEREAS, the City has a Master Plan that reflects the policy goals of the City, including the guiding values of "Safety comes first" and "Ypsilanti is sustainable;" and

WHEREAS, the City of Ypsilanti recognizes that the City has an interest in updating regulations to address changes in technology; and

NOW THEREFORE, BE IT RESOLVED THAT the Ypsilanti City Council approves the Zoning Text Amendment to establish a dark sky-compliant zoning ordinance.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

City of Ypsilanti
Notice of Adopted Ordinance
Ordinance No. 1453

An Ordinance Entitled “Dark Sky Compliance Ordinance”

THE CITY OF YPSILANTI ORDAINS:

This zoning text amendment applies to the following sections:

- Article II, Section 122-203 – Definitions A, C, F, G, H, L, M, O, S, W
- Article III, Division 2, Subdivision III, Section 122-335(e)(8) – Temporary Mobile Food Establishments
- Article III, Division 2, Subdivision III, Section 122-355(i)(7) – Temporary Mobile Healthcare Establishments
- Article V, Division 1, Section 122-609 – Lighting
- Article VI, Division 5, Section 122-665(b)(1) - Building Mounted Signs
- Article VI, Division 5, Section 122-665(b)(3)(c) - Building Mounted Signs
- Article VI, Division 5, Section 122-665(b)(5)(i) – Building Mounted Signs
- Article VI, Division 5, Section 122-665(d) Sign Illumination

The proposed revisions are as follows:

Section 122-203. Definitions. A (New Language)
<u>Ambient Lighting means general indoor lighting intended to provide uniform illumination.</u>
Section 122-203. Definitions. C (New Language)
<u>Color Temperature refers to the color appearance of light, measured in Kelvins (K).</u>
Section 122-203. Definitions. F (New Language)
<u>Footcandle means a unit of light intensity; one lumen per square foot.</u>
<u>Fully Shielded: A light fixture that is enclosed in such a manner that all light is directed downward.</u>
<u>Full Cutoff Fixture: A lighting fixture that emits no light above the horizontal plane of the fixture.</u>
Section 122-203. Definitions. G (New Language)
<u>Glare means direct or reflective light emitted by a lamp, luminous tube lighting, or other light source.</u>
Section 122-203. Definitions. H (New Language)
<u>Holiday Lighting. See “Seasonal lighting.”</u>
Section 122-203. Definitions. L (New Language)
<u>Lumens: A measure of total light output from a source.</u>
Section 122-203. Definitions. M (New Language)
<u>Motion-Activated Light: A light fixture that automatically turns on when it detects movement.</u>
Section 122-203. Definitions. O (New Language)
<u>Ornamental Lighting: Decorative lighting used to accent features of buildings or landscapes, not primarily for illumination.</u>
<u>Ornamental Uplighting: Lighting used to illuminate architectural or landscape features from below.</u>
Section 122-203. Definitions. S (New Language)

Seasonal Lighting, also known as holiday lighting, refers to temporary lighting displays associated with holidays or cultural events, not exceeding 90 consecutive days per calendar year.

Sky Glow: The brightening of the night sky over populated areas caused by outdoor lighting and reflection.

Section 122-203. Definitions. W (New Language)

Window Outline Lighting: Continuous or segmented lighting (e.g., LED strips) placed around window perimeters, visible from outside.

Section 122-335(e)(8). Temporary Mobile Food Establishments (Amended Language)

All outdoor lighting shall ~~be down-directed and fully shielded~~ comply with Section 122-609.

Section 122-335(i)(7). Temporary Mobile Healthcare Establishments (Amended Language)

All outdoor lighting shall ~~be down-directed and fully shielded~~ comply with Section 122-609.

Section 122-609(a) Purpose (New Language)

In alignment with the goals of the master plan, this outdoor lighting ordinance is intended to protect the health and welfare of all residents of the City of Ypsilanti, enhance the city's unique historic character and overall quality of life, prevent the installation of inappropriate or poorly designed outdoor lighting, limit the increase of harmful sky glow, and preserve the natural night sky for the benefit of Ypsilanti's residents, visitors, wildlife, and surrounding environment.

Section 122-609(b) Applicability (New Language)

- 3) This ordinance applies to all sources of exterior or interior lighting designed to be seen from the exterior installed or replaced within the city after the effective date of this ordinance, with the following exceptions:
 - a. Lighting requirements mandated by a legal jurisdiction with broader authority.
 - b. Temporary lighting approved by the city for special events or festivals.
 - c. Seasonal or ornamental lighting.
 - d. Lighting fixtures designated as historic under the purviews of Section 122-352(d).
- 4) Existing outdoor lighting lawfully installed prior to the effective date and not meeting the requirements of this ordinance shall be considered legal and repairable, but nonconforming. All nonconforming light fixtures may continue to be used and maintained until one of the following occurs:
 - a. A determination by the City Planner, Building Department, or Code Enforcement that an exterior light source produces glare, light trespass, or visual distraction; or, otherwise, poses a threat to public safety or significantly impacts adjacent properties, as defined by professionally recognized standards such as those of the International Dark-Sky Association (IDA)
 - b. A new or substantially modified commercial use – including residential developments with three or more units – that requires site plan reviews.
 - c. Replacement of a nonconforming light fixture.

Section 122-609(c) Light Fixture Specifications (New Language)

- 4) All exterior lighting installed after the effective date of this ordinance shall comply with the following specifications:
 - a. The maximum allowable color temperature for light fixtures shall not exceed 3000 Kelvin.
 - b. All light fixtures, unless otherwise exempted, shall be full cutoff, fully shielded, and directed downwards to prevent “sky glow”.
 - c. Exterior lighting originating on a site may not exceed one-half (0.5) footcandles at the lot line, except for buildings that exist or are constructed on the lot line, in which case lighting shall not exceed 8 footcandles at the lot line.
 - d. Where outdoor lighting is required by this chapter, the light intensity provided at ground level must be a minimum of one-third (0.3) footcandle, but shall not exceed 15 footcandles, anywhere in the area to be illuminated.
 - e. All lighting shall be designed to prevent off-site glare.

- f. Motion-activated lights are permitted, provided that they comply fully with this section and the lighting is kept in good working order. Motion-activated lighting shall not be activated by movement beyond the lot line.
 - g. Freestanding Pole Lighting Specifications:
 - i. Exterior freestanding light fixtures shall not exceed 20 feet in height or the height of the principal building on the site, whichever is less. The Planning Commission may modify the height restrictions in commercial or industrial districts up to 30 feet in height, based on consideration of the following: the position and height of buildings, the character of the proposed use, and the character of surrounding land uses.
 - h. Wall-Mounted Lighting Specifications
 - i. All light fixtures, unless otherwise exempted, shall be aimed no higher than 45 degrees below horizontal.
 - i. Ornamental Uplighting
 - i. Ornamental uplighting intended to highlight ornamental features of a building or landscape is permitted, subject to the approval of the City Planner or Planning Commission, provided that light output is not designed to exceed 400 lumens per fixture nor a color temperature of 3000K.
- 5) Lighting within the historic district shall be subject to historic district regulations and guidelines.
- 6) Prohibitions:
- a. Flashing, blinking, or oscillating lights are strictly prohibited.
 - b. The outlining of windows, including but not limited to LED strip lights and neon-like window outlines, is prohibited if visible from a public right-of-way and found to produce glare, light trespass, or visual clutter inconsistent with neighborhood character. Seasonal lighting is exempted from this prohibition.

Section 122-609(d) Administrative Requirements (New Language)

- 3) Whenever a site plan or electrical permit for exterior lighting is applied for, an exterior lighting plan shall be submitted along with a compliance statement of the proposed work. The submitted exterior lighting plan may be approved administratively by the City Planner; however, the City Planner may defer approval to the Planning Commission.
- 4) Appeals. Any determination made under this section by the City Planner or Planning Commission may be appealed to the Zoning Board of Appeals per Section 122-371.

Section 122-665(b). Building Mounted Signs (Amended Language)

- 6) Location. Building mounted signs may be located on any façade that faces a street, parking area, alley, or on a façade where a public entrance is located.
 - a. ~~Illuminated building mounted signs may not be located on a façade that faces a property line that abuts a residential zoning district unless the sign is set back at least 200 feet from the property line or screening is provided that will completely obscure the view of the sign from the adjacent residential district.~~
- 7) Minimum Height. Signs that project more than eighteen inches into a right-of-way or over an entrance or other pedestrian or vehicular access point shall maintain a minimum clearance of 8 feet between the grade level below the sign and the lowest part of the sign, inclusive of sign structures and support devices.
- 8) Materials.
 - a. Building mounted signs shall incorporate exterior materials, finishes and colors that are the same, similar, or complementary to those used on the principal building.
 - b. Building mounted signs shall be professionally constructed using high-quality materials such as metal, stone, hard wood, or brass. The use of exposed neon tubing is permitted.
 - c. ~~External illumination of signs shall be limited to fully-shielded light fixtures with a maximum of 1000 lumens. Such fixtures shall be mounted above the sign face with all light directed downward and concentrated on the area of the sign to prevent glare upon the street or adjacent property.~~
 - d. Neon tubing outlining windows or other architectural features is prohibited.
- 9) Window Signs. May not occupy more than twenty-five percent (25 %) of the total transparent area of any individual window.
- 10) Banners. Banner requirements shall be as follows:

- a. The banner must be made of nonflammable material that will not shred and has adequate air holes. For banners hanging overhead across a street, roadway or highway the banner must contain at least three air holes for every 40 feet.
- b. The Building Department shall be permitted to inspect the banner or a sample of material prior to it being erected.
- c. The banner must be securely attached, sufficient to withstand storms, including strong gusts of wind and continuous pounding by the elements. The manner of attachment shall first be submitted to the Building Department.
- d. If a banner becomes partially unsecured, it shall be immediately reattached or removed by the entity which erected it.
- e. If a banner begins to shred, it shall be immediately repaired or removed by the entity which erected it.
- f. If the entity which erected the banner fails to comply with is the standards of section (iii) or fails to remove the banner by the time the permit expires, the City shall remove the banner and shall charge the cost thereof to the entity erecting the banner.
- g. Any banner permit may be canceled by the City if the installation becomes dangerous to motorists or pedestrians, unduly interferes with free movement of traffic or otherwise endangers the health, safety or welfare of persons in the City.
- h. A banner shall not have displayed thereon any symbol which is or purports to be an imitation of or resembles, or which may be mistaken for a traffic control device or which attempts to direct the movement of traffic.
- i. A banner shall be considered a temporary sign.

Section 122-665(d). Sign Illumination (New Language)

3) Applicability

- a. These standards apply to all new or modified permanent sign lighting, both internal and external, installed or altered after the effective date of this ordinance. The following are exempt from the requirements of this section:
 - i. Sign lighting required by a government agency.
 - ii. Bare bulb illumination for theater marquees approved by the Planning Commission.
 - iii. Historic lighting determined to be historically significant per Section 122-352(d).

4) General Standards for Sign Illumination

- a. Permitted Illumination Types
 - i. Permanent signs may be illuminated internally or externally, unless otherwise prohibited in this section.
 - ii. External sign lighting shall be fully shielded, directed only at the sign surface, and installed to minimize glare, light trespass, and sky glow, unless otherwise permitted in this section.
 - iii. Uplighting permanent signs is permitted, given that the following standards are met:
 - 1. Fixtures shall be fully shielded, ground-mounted or base-mounted, and angled to prevent any light from projecting above the horizontal plane at the top of the sign.
 - 2. Each fixture shall not exceed 400 lumens.
 - 3. Uplighting shall only be used on signs with non-reflective, matte finishes to minimize glare.
 - iv. Internal illumination shall be limited to halo-lit channel letters or signs with opaque backgrounds and translucent text or logos.
- b. Lighting Levels and Color Temperature
 - i. Exterior lighting originating on a site may not exceed one-half (0.5) footcandles at the lot line, except for buildings that exist or are constructed on the lot line, in which case lighting shall not exceed 8 footcandles at the lot line.
 - ii. All illuminated signs shall have a maximum color temperature of 3000 Kelvin.
- c. Hours of Illumination
 - i. Sign lighting shall be turned off between 11:00 p.m. and 6:00 a.m., or one hour after business closing, whichever is later.
- d. Prohibited Sign Lighting Practices

i. Flashing, blinking, rotating, chasing, strobe, or oscillating sign illumination is prohibited.

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

Tracey Boudreau, City Clerk

Attest

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

Tracey Boudreau, City Clerk

CERTIFICATE OF ADOPTING

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

Tracey Boudreau, City Clerk

Notice Published: August 28, 2025

First Reading: September 23, 2025

Second Reading:

Published:

Effective Date:



Resolution No. 2025 - 186
September 23, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing to consider an ordinance titled "Dark Sky Compliance Ordinance" be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



**CITY OF YPSILANTI
PLANNING COMMISSION MEETING
DRAFT MINUTES
Wednesday, August 20th, 2025 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. Call to Order | 7:01 PM

II. Roll Call

Brian Jones-Chance, Chair – Present
Matt Dunwoodie, Vice-Chair – Present
Michael Simmons – Excused Absence
Mike Davis Jr. – Present
Phil Hollifield – Present
Amanda Smith – Excused Absence
Carl Schier – Excused Absence
Michelle Marin – Present
Greg Woodring – Excused Absence

*Motion to excuse the absence of Commissioners Simmons, Smith, Schier, and Woodring.
--Moved by Hollifield. Seconded by Dunwoodie. Yays – 5, Nays – 0, motion carries*

III. Agenda Approval

August 20th, 2025, Agenda

*Motion to approve the agenda.
--Moved by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries*

IV. Approval of Minutes

June 18th, 2025, Planning Commission Draft Minutes

*Motion to approve the June 18th, 2025, draft minutes as presented.
--Moved by Dunwoodie. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries*

V. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Dunwoodie. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.

--Motion made by Hollifield. Seconded by Dunwoodie. Yays – 5, Nays – 0, motion carries.

VI. Committee Reports

Non-Motorized Advisory Committee (NMAC)

Commissioner Davis Jr. – Planning Commissioner and Liaison to NMAC

No report. Commissioner Davis Jr. was absent at last NMAC meeting and will provide those minutes at September's meeting.

VII. Presentations

A. Project Report

Staff's project report is available to view via [video recording](#) (timestamp: 4:30-17:30) on the City of Ypsilanti's YouTube channel.

VIII. Old Business

A. PUBLIC HEARING: Dark Sky Compliance Ordinance

Motion to open the public hearing.

--Moved by Marin. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close the public hearing.

--Motion made by Hollifield. Seconded by Dunwoodie. Yays – 5, Nays – 0, motion carries.

Motion to recommend City Council approve the proposed text amendment to Sections 122-203(A, C, F, G, H, L, M, O, S, W), 122-335(e)(8), 122-335(i)(7), 122-609, 122-665(b)(1)(a), (b)(3)(c), (b)(5)(i), and (d), with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan.
2. The proposed amendment is consistent with the intent of the Zoning Ordinance.
3. The proposed amendment will enhance the functionality, transportation network, or character of the future development in the City.
4. The proposed amendment will preserve the historic nature of the surrounding area and of the City.
5. The proposed amendment will enhance the natural features and environmental sustainability of the City.

6. The proposed amendment will protect the health, safety, and general welfare of the public.
7. The proposed amendment will address a community need in physical or economic conditions or development practices.

--Motion made by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Michelle Marin – Support

B. Electronic Message Board Sign Ordinance Amendment Discussion

IX. New Business

A. PUBLIC HEARING: 1901 N. Huron River Dr. – Group Childcare Home – Special Land Use and Site Plan

Motion to open the public hearing.

--Moved by Dunwoodie. Seconded by Davis Jr. Yays - 5, Nays – 0, motion carries

No public comments occurred.

Motion to close the public hearing.

--Motion made by Hollifield. Seconded by Dunwoodie. Yays – 5, Nays – 0, motion carries.

Motion to postpone the special use permit for the group childcare home at 1901 N. Huron River Drive with the following findings:

Findings:

1. The application does not comply substantially with Sections 122-324 and 122-326.

--Motion made by Davis Jr. Seconded by --, motion fails.

Motion to approve the site plan for the group childcare home at 1901 N. Huron River Drive with the following findings and conditions:

Findings:

1. The application does comply substantially with Sections 122-309 and 122-311

Conditions:

1. The applicant shall provide a sidewalk compliant with city engineering standards along N. Huron River Drive. In addition to installing the sidewalk, the applicant shall ensure that 10 street trees remain or are replanted.
2. The applicant shall establish 2 parking spaces compliant with Section 122-683.
3. The applicant shall install 2 bike hoops.

--Motion made by Davis Jr. Seconded by Dunwoodie, motion fails

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Oppose

Mike Davis Jr. – Support

Phil Hollifield – Support

Michelle Marin – Oppose

Motion to approve the special use permit for the group childcare home at 1901 N. Huron River Drive with the following findings and conditions:

Findings:

1. The application substantially complies with Section 122-324(b).

Conditions:

1. The special use approval shall be subject to the approval of the site plan.

--Motion made by Dunwoodie. Seconded by Marin, motion passes.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Michelle Marin – Support

Motion to approve the site plan for the group childcare home at 1901 N. Huron River Drive with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall establish 2 parking spaces compliant with Section 122-683.
2. The applicant shall install 2 bike hoops.

--Motion made by Dunwoodie. Seconded by Marin, motion passes.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support

Mike Davis Jr. – Oppose

Phil Hollifield – Support

Michelle Marin – Support

B. PUBLIC HEARING: 775 S. Grove St. – Drive-Through Pharmacy and Doctor’s Office – Special Land Use and Site Plan

Motion to open the public hearing.

--Moved by Dunwoodie. Seconded by Marin. Yays – 5, Nays - 0, motion carries

No public comments occurred.

Motion to close the public hearing.

--Motion made by Dunwoodie. Seconded by Marin. Yays – 5, Nays – 0, motion carries.

Motion to approve the special use permit for the drive-thru pharmacy at 775 S. Grove with the following findings and conditions:

Findings:

1. The application does not comply substantially with Sections 122-324 and 122-326.

Conditions:

1. The special use approval shall be subject to the approval of the site plan.

--Motion made by Dunwoodie. Seconded by --, motion fails.

Motion to approve the special use permit for the drive-thru pharmacy at 775 S. Grove with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-324 and 122-326.

Conditions:

1. The special use approval shall be subject to the approval of the site plan.

--Motion made by Dunwoodie. Seconded by Hollifield, motion passes.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support

Mik Davis Jr. – Support

Phil Hollifield – Support

Michelle Marin – Support

Motion to postpone the site plan for the drive-thru pharmacy at 775 S. Grove with the following findings and conditions:

Findings:

1. The application does not comply substantially with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall provide a loading zone compliant with Section 122-695.
2. The applicant shall demonstrate that the drive-through can accommodate walk-up and bike users.
3. The dumpster enclosure shall not encroach onto 753 S. Grove.
4. The applicant shall provide dumpster enclosure design specs indicating compliance with Section 122-608.
5. The applicant shall provide a revised photometric plan compliant with Section 122-609. The applicant shall ensure that lighting does not exceed 0.5 fc at the lot line and clarify the height of the proposed light poles.
6. The applicant shall provide a landscaping plan compliant with Article VI, Division 3 of the zoning ordinance. Revisions shall include additional foundation landscaping, additional trees, and screening of utility equipment.
7. The applicant shall either relocate the proposed Maple trees or choose a smaller tree to ensure the trees will not die or cause damage to the building.
8. A sidewalk compliant with city engineering standards shall be built along Emerick Street.
9. The applicant shall confirm traffic visibility for the curb cut closest to the evergreen tree.
10. The applicant shall propose signage indicating one-way drives.
11. Wheel stops shall be provided for all parking spaces.
12. The parking lot shall be screened in accordance with Section 122-684(c).
13. The applicant shall install 6 bike hoops.
14. The parking lot shall either be repaved or repaired.

--Motion made by Dunwoodie. Seconded by Hollifield, motion passes.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support

Mike Davis Jr. – Oppose

Phil Hollifield – Support

Michelle Marin – Support

C. PUBLIC HEARING: 402 S. Washington St. – Triplex Development – Special Land Use and Site Plan

Motion to open the public hearing.

--Moved by Davis Jr. Seconded by Marin. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close the public hearing.

--Motion made by Marin. Seconded by Dunwoodie. Yays – 5, Nays – 0, motion carries.

Motion to approve the special use permit for the proposed triplex at 402 S. Washington with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-324 and 122-326.

Conditions:

1. The special use approval shall be subject to the approval of the site plan.
2. The applicant shall replace the Callery Pear tree with a medium-sized tree species on the city's street tree list.

--Motion made by Marin. Seconded by Hollifield, motion passes.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support

Mik Davis Jr. – Support

Phil Hollifield – Support

Michelle Marin – Support

Motion to approve the site plan for the proposed triplex at 402 S. Washington with the following findings, waivers, and conditions:

Findings:

1. The application substantially complies with Sections 122-309 and 122-311.

Waivers:

1. Approval of a waiver from the dumpster enclosure requirements established in Section 122-608.

Conditions:

1. The fence along the southern property line shall extend to the front wall of Apartment #2 or be supplemented with vegetative screening.
2. If refuse pickup is determined to be insufficient, by multiple code violations within a 365-day period, the City Planner may require a revised waste management plan.
3. The development is subject to the approval of the Building Department, the Historic District Commission, and Engineering, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Motion made by Dunwoodie. Seconded by Hollifield, motion passes.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Michelle Marin – Support

D. 421 Emmet St. – Multifamily Renovation – Site Plan

Motion to approve the site plan for the multi-family renovation, increasing the number of dwelling units from 2 to 3, at 421 Emmet, with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall plant 4 street trees along Emmet Street and 1 along Ballard. If utility constraints exist, the applicant may plant trees listed on the city's approved street tree list elsewhere on the site, or pay a fee-in-lieu.
2. The development is subject to the approval of the Building Department, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Motion made by Marin. Seconded by Hollifield, motion passes.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Michelle Marin – Support

E. 315 Washtenaw Ave. – Multifamily Renovation – Site Plan

Motion to postpone to the next Planning Commission meeting**, the site plan for the multi-family renovation, increasing the number of dwelling units from 3 to 4, at 315 Washtenaw, with the following findings and conditions:

Findings:

1. The application does not comply with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall provide a trash management plan.
2. The applicant shall repair and/or replace the sidewalk in poor condition.
3. The applicant shall provide specifications, compliant with Section 122-609, of their lighting.
4. The applicant shall provide a landscaping plan compliant with Article VI, Division 3 of the zoning ordinance.
5. The applicant shall confirm with DPW if street trees may be planted within the Washtenaw right-of-way.
6. The applicant shall install 2 bike hoops.

****Friendly amendment to remove the deadline requirement provided by Commission Marin, accepted by Commissioner Davis Jr.**

--Motion made by Davis Jr. Seconded by Hollifield, motion passes.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support
Mike Davis Jr. – Oppose
Phil Hollifield – Support
Michelle Marin – Support

F. Planning Commission Annual Bylaw Review

X. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Dunwoodie. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries.

Ronnie Peterson, Member of Metropolitan Memorial Baptist Church – Peterson shared part of Metropolitan's history and other churches on Ypsilanti's south side. Peterson discussed the City's unique design and diversity, which stemmed from systematic racism. Peterson shared concerns for churches on the south side being limited and discriminated against historically, and that not allowing an electronic message board (EMB) is a form of discrimination.

Tyrone Hampton, Member of Metropolitan Memorial Baptist Church & Resident of 4706 Sycamore Drive – Hampton discussed the language of the City's zoning ordinance in the past during the development of the church at 431 Hawkins and highlighted how the church has always been a commercial property while the zoning has changed to R-1. Hampton requested that the Commission grant the church the opportunity to place an EMB on the property considering the property and its use has always been commercial.

Calvin Cupitt, Member of Metropolitan Memorial Baptist Church – Cupitt expressed his status as a long-standing member of the church and community. The community has changed drastically over the past decades, and the church's desire is to utilize an EMB to communicate welcoming messages to the neighborhood. Cupitt emphasized communicated the church's commitment to continue advocating for the EMB.

Unnamed Member of Metropolitan Memorial Baptist Church – Participant communicated that the church's goal is to save souls and build community. They also connected how light communicates their standing as a beacon within the community.

Unnamed Member of Metropolitan Memorial Baptist Church – Participant noted the traffic light at the corner of Hawkin Street and Harriet Street and questioned why an EMB would be more disturbing on the church grounds than the traffic signal. Participant also noted that the lots on either side of the building are empty and an EMB would not disturb anyone on neighboring lots.

Jamie Smith, Elder & Member of Metropolitan Memorial Baptist Church & Resident of 656 Harriet Street for 17 years – Smith referenced the EMB billboard off of I-94 that lit her bedroom window and those of her neighbors. Smith does not understand why the billboard EMB has been permitted while the church's EMB is not.

Motion to close public comments to the Planning Commission.

--Moved by Dunwoodie. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries.

XI. Adjournment | 10:44 pm

Motion to adjourn.

--Motion made by Marin. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries.

***The recording of the August 2025 Planning Commission meeting can be found here at this link:*
[August 2025 Planning Commission Meeting](#)



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-187 Approving the minutes of the September 9, 2025 Regular City Council Meeting and of September 12, 2025 Special Work Session.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No 2025-187 Minutes
2. City Council Meeting Minutes - September 9, 2025 (1)
3. City Council Meeting Minutes - September 12, 2025

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-187
September 23, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of the September 9, 2025 Regular City Council Meeting and of September 12, 2025 Special Work Session be approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



MINUTES
REGULAR COUNCIL MEETING
6:30 PM - Tuesday, September 9, 2025
Council Chambers
One South Huron, Ypsilanti, MI 48197

I. CALL TO ORDER

Mayor Brown called the meeting to order at 6:31p.m.

II. ROLL CALL

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

Mayor Pro Tem Wilcoxon moved, seconded by Council Member Tooson, to excuse Council Members King and Simmons. The motion passed unanimously upon a voice vote.

Council Member King entered the Chambers at 6:34p.m.

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

Mayor Pro-Tem Wilcoxon moved to Approve the AGENDA. Council Member McLean seconded the motion. Council Member Fellows asked to move the Beer Cooler Discussion before Resolution 2025-178. Mayor Pro Tem Wilcoxon asked that this discussion be limited to 20 minutes. City Manager Hellenga asked that Resolution No. 2025-183 be moved up to after Resolution No. 2025-178.

Mayor Pro-Tem Wilcoxon moved to Approve the AGENDA, as amended. Council Member McLean seconded the motion. The motion passed unanimously upon a voice vote.

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

No: 0 None

Absent: (1) Desirae Simmons

V. CLOSED SESSION

A. Resolution No. 2025-174 Entering into a Closed Session, pursuant to MCL 15.268 (c), for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement.

Council Member McLean moved to Approve Resolution No. 2025-174 Entering into a Closed Session, pursuant to MCL 15.268 (c), for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement. Council Member Tooson seconded the motion.

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

No: 0 None

Absent: (0)

The Council entered the Closed Session at 6:36p.m.

Council Member Simmons entered the closed session at 6:46p.m.

B. Resolution No. 2025-175 Leaving the Closed Session, and return to the Open Session of this meeting.

Council Member McLean moved to Approve Resolution No. 2025-175 Leaving the Closed Session, and returning to the Open Session of this meeting. Council Member Tooson seconded the motion.

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

No: 0 None

Absent: (0)

The Council returned to Open Session at 7:06p.m.

Council Member Tooson moved to Approve the Letter of Agreement for the Technical, Professional, and Office Workers Association of Michigan ("Union") and any budgetary amendments necessary to implement the agreement. 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)

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

15 Members of the Public spoke.

VII. ORDINANCES FIRST READING

A. Ordinance No. No. 1452 - "An ordinance to amend Chapter 50 "FIRE PREVENTION AND PROTECTION", Article II, "FIRE PREVENTION CODE".

Public Hearing Resolution No. 2025-177, close the public hearing.

Resolution No. 2025-176, determination.

Council Member Tooson moved to Approve Ordinance No. No. 1452 - "An ordinance to amend Chapter 50 "FIRE PREVENTION AND PROTECTION", Article II, "FIRE PREVENTION CODE." Council Member McLean seconded the motion.

Public Hearing Resolution No. 2025-177, close the public hearing.

Resolution No. 2025-176, determination.

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

VIII. RESOLUTIONS/MOTIONS/DISCUSSIONS

A. Discussion regarding The Beer Cooler Party Store.

B. Resolution No. 2025-178 Approving the minutes of the August 12, 2025 Regular City Council Meeting.

Council Member Fellows moved to Approve Resolution No. 2025-178 Approving the minutes of the August 12, 2025 Regular City Council Meeting. Mayor Pro-Tem Wilcoxon seconded the motion.

Council Member Simmons asked to amend the minutes by adding that the Mayor accepted the DDA nomination.

Council Member Fellows moved to Approve Resolution No. 2025-178 Approving the minutes of the August 12, 2025 Regular City Council Meeting. as amended. Mayor Pro-Tem Wilcoxon seconded the motion.

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

No: 0 None

Absent: (0)

Council Member Simmons left the Council Chambers at 8:42p.m.

C. Resolution No. 2025-183 Extending the contract with Governmental Consulting Services, Inc (GSCI) for one year, from October 1, 2025 to September 30, 2026 on the terms set forth in the attached contract, for consideration of \$3,000 per month retainer.

Mayor Pro Tem Wilcoxon left the Council Chambers at 8:43p.m. and returned at 8:44p.m.

Council Member Simmons returned to the Chambers at 8:45p.m.

Council Member Fellows moved to Approve Resolution No. 2025-183 Extending the contract with Governmental Consulting Services, Inc (GSCI) for one year, from October 1, 2025 to September 30, 2026 on the terms set forth in the attached contract, for consideration of \$3,000 per month retainer. Council Member King seconded the motion.

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

No: 1 Amber Fellows

Absent: (0)

- D. Resolution No. 2025-179 Adopting 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", upon second and final reading.**
Council Member McLean moved to Approve Resolution No. 2025-179 Adopting Ordinance No. 1450. Council Member Tooson seconded the motion.
- Council Member Fellows moved to Amend Resolution No. 2025-179 Adopting Ordinance No. 1450, by removing the first sentence of Subsection "c". Mayor Pro-Tem Wilcoxen seconded the motion.
Mayor Pro Tem Wilcoxen made a friendly amendment to add the words "That the Board shall elect a chair at the earliest opportunity", which was accepted.
Council Member Simmons made a friendly amendment to remove the words "at the earliest opportunity", which was accepted.
The amendment to Ordinance No. 1450 passed upon a roll call vote as follows:
- | | | |
|---------|----------|---|
| Yes: | (6) | <u>Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Amber Fellows</u> |
| No: | <u>1</u> | <u>Patrick McLean</u> |
| Absent: | (0) | |
- Council Member Fellows moved to Amend Resolution No. 2025-179 Adopting Ordinance No. 1450, by amending Subsection "d" to say "Mayor or two Council Members". Council Member Simmons seconded the motion.
Amendment passed upon a roll call vote as follows:
- | | | |
|---------|----------|---|
| Yes: | (6) | <u>Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Amber Fellows</u> |
| No: | <u>1</u> | <u>Patrick McLean</u> |
| Absent: | (0) | |
- Council Member McLean moved to Approve Resolution No. 2025-179 Adopting 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", upon second and final reading, as amended.
Council Member Tooson seconded the motion.
- | | | |
|---------|----------|---|
| Yes: | (7) | <u>Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows</u> |
| No: | <u>0</u> | <u>None</u> |
| Absent: | (0) | |
- E. Resolution No. 2025-180 Adopting Ordinance No. 1451, entitled "An ordinance to amend Chapter 7 "MARIJUANA", Section 7-4.1 "PERMIT REQUIREMENTS", upon second and final reading.**
Council Member Fellows left the Chambers at 9:19p.m.
- Mayor Pro-Tem Wilcoxen moved to Approve Resolution No. 2025-180 Adopting Ordinance No. 1451, entitled "An ordinance to amend Chapter 7 "MARIJUANA", Section 7-4.1 "PERMIT REQUIREMENTS", upon second and final reading. Council Member King seconded the motion.
- | | | |
|---------|----------|--|
| Yes: | (6) | <u>Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean</u> |
| No: | <u>0</u> | <u>None</u> |
| Absent: | (1) | <u>Amber Fellows</u> |
- Council Member Fellows returned to the Chambers at 9:22p.m.
- F. Resolution No. 2025-181 Authorizing the City Manager to sign the Washtenaw County Subreceptient Agreement in the amount of \$3,000,000 through grants for the Economic Development Initiative (EDI) for Community Project Funding/Congressional Directed Spending for the Water Street Redevelopment Area.**
Council Member Simmons moved to Approve Resolution No. 2025-181 Authorizing the City Manager to sign the Washtenaw County Subreceptient Agreement in the amount of \$3,000,000 through grants for the Economic Development Initiative (EDI) for Community Project Funding/Congressional Directed Spending for the Water Street Redevelopment Area. Mayor Pro-Tem Wilcoxen seconded the motion.
Mayor Brown left the Chambers at 9:23p.m. and returned at 9:25p.m. The motion passed upon a roll call vote as follows:
- | | | |
|---------|----------|---|
| Yes: | (7) | <u>Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows</u> |
| No: | <u>0</u> | <u>None</u> |
| Absent: | (0) | |
- G. 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.

Council Member King moved to Approve Resolution No. 2025-165. Council Member Fellows seconded the motion.

Council Member McLean left the Chambers at 9:28p.m. and returned to the Chambers at 9:30p.m.

Council Member Fellows moved to Amend Resolution No. 2025-165 by removing 57 E Forest from the list. Council Member Simmons seconded the motion.

Yes: (5) Michelle King, Roland Tooson, Desirae Simmons, Nicole Brown, Amber Fellows

No: 2 Steve Wilcoxon, Patrick McLean

Absent: (0)

Council Member King moved to Approve 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, as amended. Council Member Fellows seconded the motion.

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

No: 0 None

Absent: (0)

- H. Resolution No. 2025-182 Approving the contract with OHM for construction engineering services in relation to the concrete and retaining wall repair at the Fire and Police Stations in an amount not to exceed \$38,450; also authorizing the Mayor and City Clerk to sign this contract, subject to approval by the City Attorney, and that any change orders may be approved by the City Manager to facilitate completion of this work.**

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

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2025-182 Approving the contract with OHM for construction engineering services in relation to the concrete and retaining wall repair at the Fire and Police Stations in an amount not to exceed \$38,450; also authorizing the Mayor and City Clerk to sign this contract, subject to approval by the City Attorney, and that any change orders may be approved by the City Manager to facilitate completion of this work. Council Member Tooson seconded the motion.

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

No: 0 None

Absent: (0)

- I. Resolution No. 2025-184 Supporting Ekklesia Fellowship Ministries Upon the Installation of New Pastor Harold L. Taylor, II.**

Council Member King moved to approve Resolution No. 2025-184 and Council Member Simmons seconded the motion. Upon further discussion, Council Members King and Fellows withdrew the motion to have it instead presented as a Proclamation.

- J. Discussion: Report on Code Enforcement and Making Recommendations to Council about Ordinance Considerations**

Council asked for some reporting on Code Enforcement and Director Meyers will prepare several different report versions for review.

IX. BOARD AND COMMISSION - LIAISON REPORTS

A. Police Advisory Commission

Council Member Tooson reported that the next meeting is September 25th at 7pm. At the last meeting they discussed Terms Limits and one member suggested not to remove them, but to expand them. Additionally, the commission passed a resolution to Council requesting to be included in discussions revolved around the Police - including the LEAP project.

B. Human Relations Commission

Council Member King noted she missed the last meeting, but that two resolutions should be coming forward.

C. Parks and Arts Commission

Council Member McLean noted the next meeting is September 22nd.

D. Sustainability Commission

Council Member Simmons reported the last meeting was canceled due to double booking of the space.

E. Historic District Commission

Council Member McLean reported they met tonight.

F. Planning Commission

Mayor Pro Tem Wilcoxon stated he was not at the meeting, but the Darksky Ordinance will be coming forward.

G. Zoning Board of Appeals

They have not met.

X. LIAISON REPORTS

A. SEMCOG Update

No update.

B. Washtenaw Area Transportation Study

Council Member Simmons stated the meeting was cancelled.

C. Urban County

The meeting is upcoming.

D. Ypsilanti Downtown Development Authority

Mayor Brown mentioned there was no August meeting and the next meeting is September 18th.

E. Friends of Rutherford Pool

Mayor Pro Tem Wilcoxon reported that the board met after the pool closed and overall it was a good year. They are evaluating process, programs and repairs.

XI. COUNCIL PROPOSED BUSINESS

Council Member Tooson -

- Thank attendees and organizers of Summerfest/Joe Dulin Day
- Thank you to organizers and participants of Southside Softball Game
- As President of Women and Men Working for Change, Inviting everyone to 5K Walk/Run on October 4 at 8am at Frog Island Park, with Keynote speaker, 34th District Court Judge, Honorable Teresa Patton, Tickets are \$35.
- Historic Southside Annual Block Party this Saturday, September 13th at noon, on the 200 block of S Washington
- Working on next Walk the Ward on First Avenue

Council Member King -

- Southside Picnic 12-5
- Attended Swoop's Food Pantry 10th Anniversary
- Speedbumps in Ainsworth - please check more often as they are always apart
- Received calls from parents at Perry school regarding safety issues
- Regarding the Bell Street Encampment - we need to discuss safe tenting
- Thank you to those that came out to discuss the Beer Cooler - this behavior is not allowed in our community.

Council Member Fellows -

- The pool season has been great! Appreciate this in our community.
- Residents at Oak and Charles have been asking about a church in the area causing noise issues.
- Also attended Swoop's 10th Anniversary - their pantry is amazing!
- September 25-28 Smeet Frog events in city

Council Member Fellows moved to Direct the Administration to being forming an ad-hoc Subcommittee for Tenants Rights. 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 -

- Hoping to bring a "Leave the leaves" resolution
- Also attended Swoop's 10th Anniversary
- Connected with Washtenaw Housing alliance around a homesharing program and may bring a future presentation.

- Looking for policy options re: ICE issues
- Looking for a resolution for the Freighthouse as a Daytime Warming Center
- Working on another Tree Time event
- Asking for the application of Elize Jekebson for the LDFA to move forward.
- Joined with other elected officials to have the Universal Human Review come and look at the State and Local level, since this is the first time the US has withdraw from this.

Council Member McLean -

- City Manager sent final financial figures for end of fiscal year, requesting a presentation before the audit is done, maybe to the Finance Committee
- September 21st is Fall River Day
- Would like more info on the Elm Street Sewer Program - Director Wessler indicated the patching will occur once all updates have been completed
- Bringing forward ordinance for criteria for when to use the Rainy Day Funds.

Mayor Pro Tem Wilcoxon -

- Will be bringing an ordinance forward
- There is a Water Street meeting tomorrow

XII. COMMUNICATIONS FROM THE MAYOR

- Has attended many, many events over the past few weeks.
- Encourages those on Social Media to follow the City and the Mayor's pages.
- Has heard about EMU dining issues.
- Thanks to all for coming out and commenting and caring.

XIII. COMMUNICATIONS FROM THE CITY MANAGER

- The Facility Assessment is almost complete and a Space Assessment is also underway
- Regarding the Bell encampment - A PATH team has been out and we're doing all we can

XIV. COMMUNICATIONS

- A. YPAC Resolution requesting the opportunity to participate in next steps of evaluating and facilitating an unarmed response program.**

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

5 Members of the public spoke.

XVI. REMARKS FROM THE MAYOR

XVII. ADJOURNMENT

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

Mayor Brown adjourned the meeting at 10:57p.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.**



MINUTES
Retreat Work Session
9:30 AM - Friday, September 12, 2025
Strive Workspaces
4750 Venture Dr., Suite 400, Ann Arbor, MI 48108

I. CALL TO ORDER

Mayor Pro Tem Wilcoxen called the meeting to order at 9:37a.m.

II. ROLL CALL

PRESENT at roll call were Mayor Pro-Tem Wilcoxen, Council Member Fellows, Council Member King, Council Member Simmons, and Council Member Tooson.

ABSENT: Mayor Brown and Council Member McLean.

III. AGENDA APPROVAL

Mayor Brown entered the room at 9:38a.m.

Council Member Tooson moved to Approve the AGENDA. Council Member King seconded the motion.

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

No: 0 None

Absent: (1) Patrick McLean

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

No Members of the Public spoke.

V. RETREAT - Led by Bianca Drewery

Council Member McLean entered the room at 9:58a.m.

VI. ADJOURNMENT

Mayor Brown adjourned the meeting at 3:28p.m.



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Resolution No. 2025-188 Adopting Ordinance No. 1452, entitled "An ordinance to amend Chapter 50 "FIRE PREVENTION AND PROTECTION", Article II, "FIRE PREVENTION CODE", upon second and final reading.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No 2025-188 ORD No 1452- 2nd Reading of Fire Code
2. ARTICLE_II.___FIRE_PREVENTION_CODE update 2024 edition

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025 – 188
September 23, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT Ordinance No. 1452, entitled "An ordinance to amend Chapter 50 "FIRE PREVENTION AND PROTECTION", Article II, "FIRE PREVENTION CODE", be adopted in its entirety, upon second and final reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

ARTICLE II. FIRE PREVENTION CODE

Sec. 50-31. Adoption of code.

There is hereby adopted by the city the NFPA 1, Fire Code, ~~2018 Edition~~ **2024 Edition**, and documents adopted by Chapter 2 and each and all of the regulations, provisions, penalties, conditions and terms of the NFPA 1, Fire Code, ~~2018 Edition~~ **2024 Edition** are hereby referred to, adopted and made a part hereof, as if fully set out in this section with the additions, insertions, deletions and changes, if any prescribed in section 50-33. Three copies of the NFPA 1, Fire Code, ~~2018 Edition~~ **2024 Edition**, will be on file in the office of the city fire department, the city clerk's office, and the city building department and shall be appropriately marked and designated as such. In addition, a link to the NFPA 1, Fire Code ~~2018 Edition~~ **2024 Edition** and other pertaining adopted NFPA codes will be made available on the city's website.

(Code 1983, § 9.341; Ord. No. 827, § 9.341, 10-16-1995; Ord. No. 1106, § 1, 9-22-2009; Ord. No. 1314, § 1, 7-17-2018)

State law reference(s)—Authority to adopt technical code by reference, MCL 117.3(k).

Sec. 50-32. Conflicts.

In the event of a conflict between the ordinance from which this section was derived and the Fire Prevention Code, the Building Code, or Property Maintenance Code, the aforementioned codes will govern to the extent that the ordinance from which this section was derived is preempted in its application. Additionally, for as long as the NFPA rules are the rules adopted by the state, the state adopted NFPA edition rules govern where the ordinance from which this section was derived and the state adopted NFPA edition rules conflict.

(Code 1983, § 9.342; Ord. No. 827, § 9.342, 10-16-1995; Ord. No. 1106, § 1, 9-22-2009; Ord. No. 1314, § 1, 7-17-2018)

Sec. 50-33. Additions, insertions, and changes.

The NFPA 1, Fire Code, ~~2018 Edition~~ **2024 Edition** is amended and changed in the following respects:

~~Section 1.10.1, page 1-15.~~ Delete section and replace with: **page 1-17 Section 1.11.1**

Section 1.11.1. Establishment of Fire Code Board of Appeals. The Washtenaw County Construction Board of Appeals is designated as the Fire Code Board of Appeals for the city. Any person affected by any notice or order given by the City of Ypsilanti Fire Department pursuant to the Fire Prevention Code adopted by the City of Ypsilanti may request an appeal to the Washtenaw County Construction Board of Appeals.

~~Section 1.10.1.1.1, page 1-15.~~ This section is deleted.

~~Section 1.10.1.1.2, page 1-15.~~ This section is deleted.

~~Section 1.10.1.1.2.1, page 1-15.~~ This section is deleted.

~~Section 1.10.1.1.3, page 1-15.~~ This section is deleted.

~~Section 1.10.1.1.4, page 1-15.~~ This section is deleted.

Section 1.10.1.1.5, page 1-15. This section is deleted.

Section 1.10.1.1.5.1, page 1-15. This section is deleted.

Section 1.10.1.1.5.2, page 1-15. This section is deleted.

Section 1.10.1.1.5.3, page 1-15. This section is deleted.

Section 1.10.1.1.6, page 1-15. This section is deleted.

Section 1.10.1.1.7, page 1-15. This section is deleted.

Section 1.10.1.1.8, page 1-15. This section is deleted.

Section 1.10.5.1, page 1-16. This section is deleted.

Section 1.10.5.2, page 1-16. This section is deleted.

Section 1.10.5.3, page 1-16. This section is deleted.

Section 1.10.5.4, page 1-16. This section is deleted.

Section 1.10.5.5, page 1-16. This section is deleted.

Section 1.13 Certificates of Fitness, pages 1-21 to 1-23. Change Section 1.14 pages 1-24 to 1-26 "Certificates of Fitness" to read "Certificates of Occupancy" in the title and all further references to "Certificate of Fitness" found in sub-sections of Section 1.14 change to "Certificate of Occupancy."

Section 2.2, page 1-25. Change "NFPA 101®, Life Safety Code®, 2018 edition" to Section 2.2 page 1-28 "NFPA 101, Life Safety Code, 2024 edition excepting Chapters 12, 14, 16, 18, 22, 28, 30, 32, 36, and 38 pertaining to new occupancies or construction as those are regulated by the International Building Code."

Section 10.10.1, page 1-66. Delete section and replace with:

Section 10.10.1 page 1-72 Open source fires or open Burnings. Open source fires or open burnings are prohibited within the city except where specifically permitted as follows:

- A. No person may kindle, authorize or maintain a rubbish fire or bonfire on public or private land or on any street or alleyway.
- B. The burning of leaves, trees, logs, brush or stumps is prohibited.
- C. Any burning that is offensive or objectionable because of smoke or odor emission must be extinguished immediately. The Fire Department is authorized to order the extinguishment of illegal open burning or fires and any burning or fires creating a hazard.
- D. The following fires are approved:
 - 1. Small cooking fire contained in a vessel designed for that use so long as it complies with the subsections above.
 - 2. Outdoor fireplaces that comply with the subsections above.
 - 3. Salamanders or other devices used for heating construction or other workers so long as no nuisance is created.
 - 4. Controlled wild fire burns may be allowed by the Fire Marshal when this action is necessary to protect rare plants dependent on fire for seed production.
 - 5. Open fire for recognized ceremonial purpose only may be permitted after obtaining approval from the Fire Official subject to the following:
 - a. The fire must be constantly attended; and

-
- b. A garden hose, fire extinguisher or other approved fire extinguishing equipment must be available for immediate use.
 - 6. Small fires used by municipal firefighters for training purposes.
 - E. Fees. Persons who cause the fire department to respond due to a violation of this section are responsible for the Fire Department's costs and expenses as set forth in Chapter 38 "Emergency Services," Article III "Recovery of certain emergency response costs," Division 4 "Incidents involving the response of the Fire Department."

~~Section 10.13 Seasonal and Vacant Buildings and Premises, page 1-68. Delete sections 10.12.1 through 10.12.3~~ **Section 10.12 Seasonal and Vacant Buildings and Premises, page 1-74.** Delete sections 10.12.1 through 10.12.3 and replace with a reference stating "See Ypsilanti City Code, Chapter 18, Article VI, Division 5, Vacant Buildings."

Section 13.7.1.13.6 Annunciation Zoning, page 1-134.* Add a new subsection 13.7.1.13.6.4 that reads as follows:

Section 13.7.1.13.6.4 The geographical location for each zone and/or initiating device shall be worded in a fashion that easily identifies the precise location of the triggering device. For large structures, a reference map or sketch placed by the annunciating panel may be required.

Section 18.6 Fire Department Connections (FDC), page 1-223. Add a new Section 18.6 Fire Department Connections (FDC) that reads as follows:

Section 18.6 Fire Department Connections (FDC). Fire Department Connections (FDC) shall comply with the following:

- A. Fire Department connections shall be located not more than 100 feet from a fire hydrant connected to an approved water supply unless approved by the authority having jurisdiction.
- B. Fire Department connections shall be located between 18 and 48 from ground level.
- C. Fire Department connections shall be 4 inch storz.
- D. Each Fire Department connection to a sprinkler system shall be designated by a sign having raised or engraved letters at least 1 inch (25.4 mm) in height on plate or fitting reading service design, for example, AUTOSKR., OPEN SPKR., AND STANDPIPE.
- E. When several Fire Department connections exist, a sign shall indicate which area(s) each connection feeds.

(Code 1983, § 9.343; Ord. No. 827, § 9.343, 10-16-1995; Ord. No. 931, 5-1-2001; Ord. No. 1106, § 1, 9-22-2009; Ord. No. 1226, § 1, 9-2-2014; Ord. No. 1314, § 1, 7-17-2018)

Sec. 50-34. Penalties.

Any person who violates any of the provisions of the following sections of this Code, sections 1.7.9; 1.7.10; 1.8; 1.8.1; 1.8.2; 1.8.3; 1.8.4; 1.8.5; 4.1.5; 4.1.5.1; 4.1.5.2; 10.1.5; ~~10.4; 10.4.1; 10.4.2;~~ **10.5; 10.5.1; 10.5.2; 10.5.3; 10.5.4;~~10.6.1; 10.6.1.2; 10.6.1.3; 10.6.4;~~ **10.7.1; 10.7.1.1; 10.7.1.2; 10.7.1.3; 10.7.1.4; 10.7.4~~10.7; 10.7.1; 10.7.2; 10.7.3;~~ **10.8; 10.8.1; 10.8.1.1; 10.8.2; 10.8.3;~~10.14.11.4; 10.14.11.4.1; 10.14.11.4.2;~~ **10.14.12.4; 10.14.12.4.1; 10.14.12.4.2;** 17.3; 17.3.1; 17.3.2; 17.3.3; 17.3.3.1; 17.3.3.2; 17.3.3.3; 17.3.4.4; 19.1; 19.1.1; 19.1.2; 19.1.3; 19.1.4; 19.1.5; 20.1.5.3; 20.1.5.3.1; 24.1; 24.1.1; 24.1.2; 24.2; or standard hereby adopted for those sections or who fail to comply with any order made thereunder; or who shall build in violation of any detailed statement of specifications or plans submitted and approved thereunder; or failed to operate in accordance with any certificate or permit issued thereunder; and from which no appeal has been taken; or who shall fail to comply with such an order within the time fixed herein, shall severally for each and every such violation and noncompliance, respectively, be guilty******

of misdemeanor, punishable by a fine of not less than \$100.00 nor more than \$500.00 or by imprisonment for not more than 90 days or by both such fine and imprisonment. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified the application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions. Each day that prohibited conditions are maintained shall constitute a separate offense.

Any person who shall violate any provision of all other sections of this Code or standard hereby adopted or fail to comply therewith; or who shall violate or fail to comply with any order made thereunder; or who shall build in violation of any detailed statement of specifications or plans submitted and approved thereunder; or failed to operate in accordance with any certificate or permit issued thereunder; and from which no appeal has been taken; or who shall fail to comply with such an order within the time fixed herein, shall severally for each and every such violation and noncompliance, respectively, be guilty of a blight violation, subject to payment of a civil fine as set forth in section 71-73. Repeat offenses under this chapter shall be subject to increased fines as set forth in section 71-73. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified the application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions. Each day that prohibited conditions are maintained shall constitute a separate offense.

(Ord. No. 1106, § 1, 9-22-2009; Ord. No. 1198, § 1, 10-1-2013; Ord. No. 1314, § 1, 7-17-2018)

Secs. 50-35—50-50. Reserved.



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

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

Subject: Resolution No. 2025-189 Appointing Non Resident Elize Jekabson to the Ann Arbor/Ypsi SmartZone (LDFA), with a term ending June 30, 2029.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2025-189 Appointment - Jekabson
2. Jekabson, Elize App, redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-189
September 23, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

<u>Name</u>	<u>Board</u>	<u>Expiration</u>
Elize Jakobson 799 Allen Rd Ypsilanti, MI 48198	Ann Arbor/Ypsi SmartZone (LDFA)	06/30/2029

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Citizen Advisory Boards and Commissions Participation Resume - Submission #7099

Date Submitted: 6/18/2025

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*

Elize Jakobson

Email Address*

elize@ypsilantidda.org

Address (legal residence)*

799 Allen Rd

City*

Ypsilanti

State*

MI

Zip Code*

48198

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*****Occupation*****Employer*****I would like to be considered and could devote sufficient time to serve on the following board or commission:***☐ Ann Arbor Area Transit Authority☒ Ann Arbor/Ypsilanti SmartZone (LDFA)☐ Dangerous Buildings Officer☐ Economic Development Corporation/Brownfield Redevelopment Authority☐ Board of Ethics (party affiliation required)☐ Review and Tax Assessment Board☐ Police and Fire Pension Board☐ Fire Civil Service Commission (party affiliation required)☐ Historic District Commission (HDC)☐ Human Relations Commission (HRC)☐ Huron River Watershed Council☐ Non-motorized Advisory Committee☐ Parks and Arts Commission☐ Planning Commission☐ Police Advisory Commission (YPAC)☐ Sustainability Commission☐ YCUA☐ Ypsilanti Downtown Development Authority (YDDA)☐ Ypsilanti Housing Commission☐ Zoning Board of Appeals**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?*

The LDFA has a lot of potential of bringing opportunities in technology and business to the City of Ypsilanti. The LDFA district is shared with part of the Downtown Development Authority. I want to advocate for opportunities and funding that will benefit our existing businesses and residents in the City of Ypsilanti. It is also important to me that projects that arise from LDFA funding are equitable not just between Ann Arbor and Ypsilanti, but also for those either receiving or being impacted by the projects.

Work/volunteer experience related to the board or commission:

I have worked adjacent to the The LDFA Smart Zone and in partnership with SPARK East for six years. I have an understanding of TIF districts and TIF funding through my work at the DDA. I worked in the City of Ypsilanti Economic Development and Planning department from 2018-2024, and continue to work closely with the City of Ypsilanti Community Services Department today. At the DDA, we look at all of our projects through an equitable lens, and I hope to bring that to the table. I have grants administration and business networking experience, and I have an understanding of the business climate of Ypsilanti and relationships.

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*

Elize Jekabson



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

From: Nicole Brown, Mayor

Subject: Resolution No. 2025-190 Reappointing Renee Smith to the Ypsilanti Housing Commission, with a term ending October 20, 2030.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2025-190 Reappointment - Smith
2. Smith, Renee Reapp, redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-190
September 23, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

<u>Name</u>	<u>Board</u>	<u>Expiration</u>
Renee Smith 1112 Congress Ypsilanti, MI 48197	Ypsilanti Housing Commission	10/20/2030

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Print

Board and Commission Application for Reappointment - Submission #7289

Date Submitted: 9/4/2025

First Name*

Renee

Last Name*

Smith

Address (legal residence)*

Ypsilanti Housing Commission, 601 Armstrong Drive, Ypsilanti, Michigan 48197

City*

Ypsilanti

State*

MI

Zip Code*

48197

Email Address*

rsmith@ypsilanthc.org

Phone Number*

7343200117

Which Ward do you live or reside in?*

- ☐ Ward 1
☒ Ward 2
☐ Ward 3
☐ Do not live in the City of Ypsilanti

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

- ☒ Yes
☐ No

Board or commission applying to for Reappointment*

Ypsilanti Housing Commission

Number of Terms Served*

3

Did you hold a Position of Leadership?*

Yes

Are you reapplying to continue as a youth member?*

- ☐ Yes
☒ No

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

I was the Board Chairman for 14 consecutive years; ending in 2024. In my role i worked to improve the reputation, housing stock and overall functioning of the YHC by providing good solid Board Governance and oversight. Adhering to sunshine laws, making sure new commissioners received proper onboarding and training. I represent our PHA as the Chairman of the National Commissioners Committee for the National Association of Housing and Redevelopment Officials (NAHRO), I am the incoming Michigan NAHRO President, currently sit on the NAHRO Board of Governors and the Strategic Planning and Advisory Committee). I became a NAHRO faculty in 2021 where I train, commissioners, Executive Directors and other housers on topics from Commissioner Fundamentals, Board Evaluations and Oversight s, Ethics, High Performance Management and Succession Planning. to name a few, while representing our great city. I am looking forward to supporting the current Board as they navigate new leadership positions and funding challenges in the upcoming years.

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

I have developed training in resident empowerment and leadership that I would love to share (at no cost). I would like to increase my advocacy efforts on the local levels and support our PHA as they look to develop more affordable housing. I will continue to mentor new and current commissioners.

Number of absences*

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

probably have had 2 absences in 15 years of service

Electronic Signature Agreement*

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

☒ I agree.

Electronic Signature*



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager, Amber Fellows, Council Member

Subject: Resolution No. 2025-191 Establishing an Ad-Hoc Tenants' Rights Subcommittee as outlined in the attached memo.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Committee Creation Res
2. Tenants Rights Subcommittee Proposed Structure

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025 - 191
September 23, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the Ypsilanti City Council hereby establishes an Ad-Hoc Tenants' Rights Subcommittee as outlined in the attached memo.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

CITY OF YPSILANTI

A TENANTS' RIGHTS SUBCOMMITTEE

An Ad-Hoc Tenants' Rights Subcommittee of the Ypsilanti City Council to address housing instability, promote safe and healthy rental housing, and advance the City's Master Plan goal that "Anyone, no matter what age or income, can find a place to call home in Ypsilanti."

THE CITY OF YPSILANTI RESOLVES:

Section 1. TITLE.

This body shall be known as the Tenants' Rights Subcommittee of the Ypsilanti City Council (the "Subcommittee").

Section 2. FINDINGS AND PURPOSE.

The City Council finds that:

- (a)** Ypsilanti is a community of renters, with over 58% of households being tenant-occupied, one of the highest rates in Washtenaw County.
- (b)** Nearly 60% of tenant households are cost-burdened, spending more than 30% of their income on rent, creating severe housing instability.
- (c)** A significant power imbalance exists in the landlord-tenant relationship, evidenced by the high rate of eviction filings where the majority of landlords have legal representation while most tenants do not.
- (d)** There is a critical need for a dedicated body to research, recommend, and develop policies to protect tenant rights, ensure housing quality, and work towards a more equitable housing market.

Section 3. ESTABLISHMENT AND DURATION.

There is hereby established an Ad-Hoc Tenants' Rights Subcommittee. The Subcommittee shall exist for a period of three (3) years from the date of this Resolution's adoption, after which the Council shall review its progress and consider its status.

Section 4. MEMBERSHIP.

4.1 Composition. The voting membership of the Subcommittee shall consist of seven (7) members as follows:

- (a)** Two (2) members of the Ypsilanti City Council;
- (b)** One (1) representative from Legal Services of South Central Michigan (LSSCM);
- (c)** One (1) representative from YpsiBIG (Ypsi Ballot Initiative Group);
- (d)** One (1) representative from the Human Relations Commission;
- (e)** One (1) representative from the Planning Commission;
- (f)** One (1) representative from the Sustainability Commission.

4.2 Ex-Officio Members. The following shall serve as non-voting, ex-officio members:

- (a) The City Attorney or their designee;
- (b) A City staff liaison from the Community Services or a designated department.

Section 5. DUTIES AND RESPONSIBILITIES.

The Subcommittee shall have the following duties:

- (a) To research and propose ordinances and policies for Council consideration, including but not limited to: tenant right of first refusal and just-cause eviction policies, pre-tenancy fee reforms, etc.
- (b) To develop and recommend strategies for tenant education and empowerment.
- (c) To serve as a forum for receiving public comment on tenant-landlord issues.
- (d) To engage with landlords and other stakeholders to promote best practices.
- (e) To track relevant housing data and provide an annual report to the City Council on the state of tenant housing in the City.
- (f) To perform any other activities consistent with this Resolution.

Section 6. LEGAL SUPPORT.

The Subcommittee shall be supported by the legal expertise of its appointed representative from Legal Services of South Central Michigan (LSSCM), who shall advise on matters of landlord-tenant law, ordinance drafting, and legal trends.

Section 7. OPERATIONAL PROCEDURES.

7.1 Officers. The Subcommittee shall, at its first meeting, decide organizational structure and elect a chair.

7.2 Meetings. The Subcommittee shall meet on a bi-monthly basis or as it determines necessary to accomplish its duties.

7.3 Reporting. The Subcommittee shall report its findings and recommendations to the City Council on a regular basis, and no less than annually.

Section 8. EFFECTIVE DATE.

This Resolution shall take effect immediately upon adoption.



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

From: Katie Jones, Economic Development/Equity Coordinator

Subject: Resolution No. 2025-192 Approving the Memorandum of Understanding with the Shelter Association of Washtenaw County to support the Warming Center operation beginning in November 2025 and ending in March 2026, Subject to City Attorney approval.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Freighthouse Warming Center RFL 2025
2. Warming Center at Freighthouse - FullMOU

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
9/23/2025

For: Mayor and City Council

From: Katie Jones, Community, Economic Development & Equity Manager

Subject: Freighthouse Warming Center

SUMMARY & BACKGROUND:

Starting in 2022, The City of Ypsilanti and the Shelter Association of Washtenaw County have partnered to provide a daytime warming center at the Freighthouse in Depot Town. This year's MOU resembles a renewal for your consideration. Each year, the Freighthouse has been transformed into a safe space for those most vulnerable in our community.

City Staff have met with Washtenaw County Shelter Association to discuss the logistics, the tremendous need, and how the Shelter Association was able to help meet this need last winter. For your consideration, the MOU provides robust services four (4) days a week between 8 a.m. and 6 p.m., November through March. This cost estimate aimed to ensure that the day shelter times are adequate to facilitate a smooth transition from day to overnight shelter elsewhere. This budget also provides for programs brokered by day shelter staff and meals with existing partners.

The cost of this proposal is proposed considering additional funding contributed by additional partners. It is requested at up to \$50,000 based on estimates from the Shelter Association of Washtenaw County.

RECOMMENDED ACTION: Staff is seeking Council approval of the Memorandum of Understanding with the Shelter Association of Washtenaw County to support the warming center at the Freighthouse.

ATTACHMENTS:
Freighthouse MOU

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2025-192
September 23, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City of Ypsilanti recognizes the importance of a warming center during the cold, harsh winter months in Michigan and seeks to assist our most vulnerable; and

WHEREAS, the City operates the Ypsilanti Freighthouse and generates revenue to help support the ongoing maintenance and community purpose of the space; and

WHEREAS, the investment in a warming center at the Freighthouse is part of a broader strategy to prioritize community health collaboration with community partners like the Shelter Association of Washtenaw County; and

NOW, THEREFORE, BE IT RESOLVED THAT the Ypsilanti City Council approve the Memorandum of Understanding with the Shelter Association of Washtenaw County to support the Warming Center operation beginning in November 2025 and ending in March 2026. Subject to City Attorney approval.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF YPSILANTI AND SHELTER ASSOCIATION OF WASHTENAW COUNTY FOR THE OPERATION OF THE DAYTIME WARMING CENTER AT THE FREIGHTHOUSE

This Memorandum of Understanding ("MOU") is entered into on this ____ day of November 2025, by the City of Ypsilanti, a Michigan Home Rule City located at 1 South Huron Street, Ypsilanti, MI 48197 (hereinafter "City") and Shelter Association of Washtenaw County, a non-profit located at 312 W Huron St, Ann Arbor, MI 48103 (hereinafter "SAWC").

Purpose

WHEREAS, the City seeks to provide a daytime cold weather warming center location for those in need as well as ancillary support services such as food and transportation; and

WHEREAS, the City owns the Freighthouse, an historic building located at 100 Market Street, Ypsilanti, MI 48197 and desires to use the Freighthouse for a daytime warming center; and

WHEREAS, SAWC specializes in providing warming centers and temporary shelter and connections to services in a safe and caring environment and works with the community to allocate the necessary resources to meet the needs of people who are experiencing homelessness and is willing to work with the City in providing warming center services for the City, and

WHEREAS, the City is interested in working with SAWC for SAWC to provide staffing to support a daytime warming center at the Freighthouse Monday-Thursday from 8am-6pm; and

WHEREAS, SAWC has provided a quote of up to \$50,000 to provide Freighthouse warming center services and the City of Ypsilanti is agreeable to pay SAWC to support this cost;

NOW, THEREFORE, in consideration of the foregoing and in consideration of the agreements of the Parties hereto, the City and SAWC mutually agree as follows:

Agreement

This MOU (contract, agreement) constitutes the entire agreement between the parties with respect to the subject matter expressed in this MOU. This MOU will not be modified or amended without the consent of each party hereto, which consent must be evidenced by an instrument in writing executed by each party or by their respective successors or permitted assigns.

As the service provider for the daytime warming center at the Ypsilanti Freighthouse, SAWC agrees to:

1. Provide adequately trained and qualified staffing along with ongoing volunteer and management support Monday-Thursday between 8 am-6 pm starting on November ____, 2025 through March ____, 2026.

2. Provide case management services to participants in the warming center program.
3. Provide all supplies used in normal operation of the daytime warming center.
4. SAWC will indemnify, defend, and hold City harmless from all liability arising out of or in any way related to SAWC performance of services.
5. Provide \$1 million liability insurance for the SAWC operation of the warming center and name the City of Ypsilanti as additional primary insured.
6. Provide transportation in the form of bus tokens to and from the Delonis Overnight Shelter or through the Shelter's company van.
7. Provide daily lunch for up to 30 persons.
8. Provide variety of programming brokered by day shelter staff and volunteers.
9. Follow and enforce the rules of the Freighthouse Building Policies and Regulations as listed in Exhibit A.
10. SAWC will use its best efforts to protect and preserve the physical structure and all fixtures and equipment of the Freighthouse at all times.
11. SAWC is an independent contractor and responsible for its own employees and for all withholdings for all employees, payment of state or federal unemployment compensation contributions, worker's compensation, and all benefits paid to SAWC employees.

The parties agree:

12. The parties understand and agree that either party may terminate this MOU at any time with 15 days' notice. In such event SAWC will be compensated for work already completed.
13. This MOU is to be performed in Washtenaw County, Michigan, and all legal venue shall exclusively lie therein.
14. The parties agree that time is of the essence in the performance of this MOU by SAWC.
15. Each provision of this MOU shall be separately enforceable and in the event that a court of competent jurisdiction determines or adjudges that any provision of this MOU is invalid or illegal, such decision shall not affect the rest of the MOU which shall remain in full force and effect.
16. This MOU shall be governed by and construed in accordance with the laws of Michigan.
17. Independent Contractor. The relationship of SAWC to the CITY is and shall continue to be that of an independent contractor and no liability or benefits such as worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this MOU.
18. Waiver of Liability. SAWC hereby waives any claim against the CITY and agrees not to hold the CITY liable for any personal injury or damage incurred by it, its employees or associates on this project which is not held by a court of competent jurisdiction to be directly attributable to the sole and/or gross negligence or malicious intentional conduct of any employee of the CITY acting within the scope of their employment. It further agrees to hold the CITY harmless from any such claim by its employees or associates.

19. For the purpose of the hold harmless indemnity and insurance provisions contained in this MOU, the term "CITY" shall be deemed to include the City of Ypsilanti and all other associated, affiliated, allied or subsidiary entities, or commissions, officers, agents, representatives and employees.

20. The following Indemnification Agreement shall be, and is hereby, a provision of the MUO and shall be endorsed on the reverse sides of all certificates of insurance:

"SAWC agrees to protect, defend, indemnify and hold the CITY and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this Agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copy right (or application for any thereof) or any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. SAWC further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent."

21. Insurance. SAWC prior to commencing work shall provide at his own cost and expense insurance to the CITY in insurance companies licensed and/or approved in the State of Michigan, which insurance shall be evidenced by certificates and/or policies as determined by the CITY. All policies and certificates of insurance shall be approved by the Department of City Manager of the CITY prior to the inception of any work.

Each certificate or policy shall require that, thirty days prior to cancellation or material change in the policies, notice thereof shall be given to the CITY by registered mail, return receipt requested, for all of the following stated insurance policies. All such notices shall name SAWC and identify the contract number.

All property losses shall be made payable to and adjusted with the CITY.

In order to determine financial strength and reputation of insurance carriers, all companies providing the coverages required shall be licensed or approved by the Insurance Bureau of the State in which the work is performed and shall have a financial rating not lower than XI and a policyholder's service rating no lower than B+ as listed in A.M. Best's Key Rating Guide, current edition. Certificates of insurance shall note A.M. Best's Rating. Companies with ratings lower than B+:XI will be acceptable only upon written consent of the CITY.

All policies and certificates of insurance of SAWC shall contain the following clauses:

The clause "other insurance provision" in a policy in which the CITY is named as an insured, shall not apply to the CITY.

The insurance companies issuing the policy or policies shall have no recourse against the CITY (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the sole risk of, SAWC.

The CITY (at its option) shall be listed as an Additional Named Insured on the following insurance coverages provided by SAWC.

YES ____	NO ____	1)	Comprehensive General Liability
YES ____	NO ____	2)	Automobile Liability

SAWC shall maintain at its own expense during the term of this Contract the following insurance:

Worker's Compensation insurance with Michigan statutory limits and employers' liability insurance with minimum limits of \$500,000 each accident.

General Liability insurance with a minimum limit of liability per occurrence of \$1 Million Combined Single Limit (Bodily Injury/Property Damage), with no aggregate.

This insurance shall indicate on the Certificate of Insurance the following coverages:

- (a) Independent Contractor and Subcontractors
- (b) Broad Form Contractual
- (c) Broad Form Liability Endorsement

Automobile Liability insurance with minimum limits of liability, per occurrence, of \$1 Million Combined Single Limit (Bodily Injury/Property Damage) unless otherwise indicated in the "Special Conditions" of the Contract specifications.

This insurance shall include for bodily injury and property damage the following coverages:

- (a) Owned automobiles
- (b) Hired automobiles
- (c) Non-owned automobiles

Protective Liability Insurance: Owners and Contractors. SAWC shall provide the original and duplicate policy of insurance to the City Manager. This insurance contract shall name the CITY as the insured and remain in effect until the contract is accepted by the CITY.

The insurance shall provide minimum limits of liability per occurrence of \$500,000. Combined Single Limit. Said insurance shall provide that the term "Owner" or CITY

shall be deemed to include all authorities, boards, bureaus, commissions, divisions, departments, districts and offices of the CITY and the individual members, employees and agents thereof in their official capacities.

Disability Benefits: SAWC shall provide proof of compliance with the Disability Benefits Law. (If applicable).

If any of the Property and Casualty insurance requirements are not complied with at their renewal dates, payments to SAWC will be withheld until those requirements have been met, or at the option of the CITY the CITY may pay the Renewal Premium and withhold such payments from any monies due SAWC.

In the event that claims in excess of the insured amounts provided herein, are filed by reason of any operations under the Contract, the amount of excess of such claims, or any portion thereof, may be withheld from payment due or to become due SAWC until such time as SAWC shall furnish such additional security covering such claims as may be determined by the CITY.

If at any time any of the foregoing policies shall be or become unsatisfactory to the CITY to form or substance, or if a company insuring any such policy shall be or become unsatisfactory to the CITY, SAWC shall upon notice to that effect from the CITY promptly obtain a new policy, submit the same to the City Manager for approval and submit a certificate thereof as herein provided. Upon failure of SAWC to furnish, deliver and maintain such insurance as above provided, this Contract, at the election of the CITY may be forthwith declared suspended, discontinued or terminated. Failure of SAWC to take out and/or maintain or the taking out and/or maintenance of any required insurance, shall not relieve SAWC from any liability under the Contract, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of SAWC concerning indemnification.

Certificate of Insurance; required language. The Certificate of Insurance obtained by SAWC shall contain the following language: "The City of Ypsilanti, Michigan, its elected officials, officers, employees, boards, commission, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget, including the City of Ypsilanti, are named as additional insured, and such coverage shall be considered to be the primary coverage rather than any policies and insurance or self insurance retention owned or maintained by the City of Ypsilanti."

22. Conflict of Interest. SAWC covenants that SAWC (individually, or if a corporation, trust, limited liability company or partnership, "the entity") nor any officer, principal, partner, agent or employee of the entity has any interest nor shall they acquire any interest, directly or indirectly, which would conflict in the manner or degree of performance with the Contract. Further that if any such conflict of interest develops and exists during the term of the

contract that SAWC shall, within 7 days of the existence of such conflict of interest, notify the CITY in writing of the existence and nature of the said conflict of interest.

23. Contingent Fees. SAWC warrants it has not employed or retained any company or person other than bonafide employees working solely for SAWC, to solicit or secure this MOU, and that it has not paid or agreed to pay any company, or person, other than a bonafide employee working solely for SAWC, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award of making this MOU. For breach or violation of this warranty, the CITY shall have the right to annul the MOU without liability or, at its discretion, to deduct from the fees due SAWC, or otherwise, recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

24. SAWC further agrees to perform this MOU in accord with all federal, state and local laws and will not discriminate against, or give preferential treatment to, any person on the basis of race, sex, sexual orientation, color, national origin, religion, handicap status, heights, weight, marital status, or other criteria which is not relevant to the particular job.

25. Non-Discrimination. SAWC further agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, disability as set forth in the American's With Disability Act, Michigan PWDA, age, height, weight, or marital status (except insofar as it relates to a bonafide or occupational qualification reasonably necessary to the normal operation of the business). Breach of this provision may be regarded as material breach of the Agreement.

And further, SAWC agrees that it will not discriminate against any employee or applicant for employment with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of actual or perceived race, color, religion, national origin, immigration status, sex, sexual orientation, gender identity, gender expression, age, marital status, disability status, familial status, educational association, source of income, height or weight that is unrelated to the individual's ability to perform the duties of a particular job or position and breach of the covenant may be regarded a material breach of this Contract.

26. SAWC further agrees that it will, in all subcontracts relating to the performance of the work under this MOU, provide in its subcontracts that the Subcontractor will not discriminate against any employee or applicant for employment, to be employed in the performance of such Contract, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of actual or perceived race, color, religion, national origin, immigration status, sex, sexual orientation, gender identity, gender expression, age, marital status, disability status, familial status, educational association, source of income, height or weight that is unrelated to the individual's ability to perform the duties of a particular job or position, and that breach of the covenant may be regarded as material breach of this MOU.

27. Living Wage.

A. (1) Living Wages shall be paid according to the Ypsilanti Living Wage Ordinance, as provided in Chapter 2, Article VI, Division 4 of the Code of Ordinances for the City of Ypsilanti (The Ordinance); and

(2) Suitable notices shall be posted in the workplace; and

(3) Evidence of compliance including payroll records shall be provided to the Ypsilanti Personnel Department within 10 days of written request from the Ypsilanti Personnel Department.

B. In the event of violation of the provisions of The Ordinance or this contract this contract may be modified or terminated to comply with the provisions of The Ordinance, including withholding of moneys in amount equal to Living Wages not paid in accordance with The Ordinance and the City may also take action to recover the amount of the contract provided to any person found to have violated The ordinance.

C. Any employee shall have a separate cause of action to enforce the provisions of this contract and The Ordinance, and any rights conferred under The Ordinance, in law and or equity, and any court of competent jurisdiction upon proper proof and the prevailing of the employee in such action, shall award actual damages, wage restitution, interest and actual attorney fees.

D. The City shall have the right to enforce this MOU and The Ordinance in law or equity by court process including specific performance.

28. Iran Economic Sanctions Act 517 of 2013. Pursuant to the Iran Economic Sanctions act, MCL 129.211, before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Provider, the Provider must first certify that it is not an "Iran Linked Business" as defined by that law."

29. Not in Default to City. SAWC hereby certifies that SAWC is not in default to the CITY, and that there are no unpaid taxes, real or personal, owed to the CITY by SAWC, and SAWC has no other unfulfilled obligations to the CITY and is in compliance with all Ypsilanti City codes and ordinances. The parties understand that a breach of this provision is a material breach of the contract.

30. In accordance with PA 517 of 2012, CONTRACTOR must certify that CONTRACTOR is not an Iran linked business, as set forth in the act. Signing this addendum is such certification.

31. This MOU and its attachments, and this Addendum, are the sole Contract and Agreement between the parties. Any changes, additions or deletions shall not be effective or actionable unless they are in writing signed by the parties.

The City agrees:

32. City will pay SAWC up to \$50,000 for the services described above as invoiced.

33. City will provide keys and make the Freighthouse available to the SAWC and provide its staff keys and training on the operation and building policies and regulation that govern activity at the facility. All keys shall be numbered and be returned to the City at the termination or expiration of this agreement. SAWC shall pay City the sum of \$100 each for any keys not returned within 15 days of the expiration or termination of this agreement.

34. The City will make tables, chairs, and other amenities on site at the Frieighthouse available to SAWC for the operation of the daytime warming center

35. The City will provide twice weekly cleaning services to help ensure a sanitary environment at the Freighthouse.

36. The City will provide for the utility costs associated with operation of the warming center at the Freighthouse.

37. The City will seek to work with SAWC in good faith to ameliorate any disputes, issues, or challenges unforeseen with regard to the operation of the daytime warming center at the Freighthouse.

38. Term. This agreement is valid from November ____, 2025 to March ____, 2026. An electronic signature obtained via docusign or an electronic copy of a physical signature may be accepted in lieu of original signatures.

39. This MOU has been duly authorized, executed and delivered by the parties hereto and constitutes a legal, valid, and binding obligation of such parties, enforceable in accordance with its terms. Each individual's signatory hereto represents and warrants that the signatory is duly authorized to execute the MOU on behalf of the signatory's principal. This MOU may only be amended by a written amendment signed by the parties and their legal representatives.

City of Ypsilanti

Shelter Association of Washtenaw County

By: _____
Nicole Brown,
Mayor of the City of Ypsilanti

By: _____
Daniel Kelly,
Executive Director

Date: _____

Date: _____

By:

Tracey Boudreau, Clerk of the City of
Ypsilanti

Date: _____

Exhibit A

Ypsilanti Historic Freighthouse
100 Market Pl, Ypsilanti, MI 48198
Freighthouse@CityofYpsilanti.com

Ypsilanti Historic Freighthouse Building Policies and Regulations

RULES

Overview - The private rental fee, as detailed in the Renter Contract, includes use of facility tables and chairs, and the presence of an Event Coordinator during the event. The Ypsilanti Freighthouse may be reserved up to 16 months in advance for private rentals. Renter may bring their own additional tables and chairs but must abide by fire code capacity limits. Delivery, set-up, and tear down may only occur within the contracted rental time.

Reservation Process - The Ypsilanti Freighthouse is reserved on a first-come, first-served basis. Those interested in reserving a date may contact Wendy Estey via phone (734-482-9825) or email (Freighthouse@CityofYpsilanti.com). Dates at the Ypsilanti Freighthouse are considered reserved once the Building Policies and Regulations with the Renter and a Rental Contract have been signed, and full payment of the rental fee, trash fee, and security deposit has been received.

Cancellations – Cancellations must be made three (3) months in advance of the rental date, for a 50% refund of the rental fee and a full refund of the damage deposit. Cancellations made less than three (3) months in advance of the rental date are non-refundable.

- a. Cancellations or changes of date must be in writing to Wendy Estey.

Use of Property – Rental of the site includes the use of the spaces listed on the Rental Contract in addition to the restroom facilities.

1. **Building Access** – The Ypsilanti Freighthouse will only be open for entry during the contracted rental times. The Freighthouse Event Manager will be present only during these times. All deliveries and arrivals of service providers must take place during the contracted rental time. Early access by a service provider will result in double the hourly rate, deducted from the damage deposit. If extra time is required, please contact Wendy Estey two (2) weeks prior to your event about purchasing additional hours for your event day. All cleaning, tear down, etc., must be completed within the contracted time set forth in the Rental Contract.
2. Please leave rental space(s) as found upon arrival. Tables and chairs returned to original locations; countertops and tables wiped clean; floors swept clean of any food or other debris following all events.
3. Please **do not drag items across any floors** in the Ypsilanti Freighthouse.

Excess Time Fees - Rental Fees are based on the stated actual Start/End Times, which includes food service, DJ set-up and tear down time. If Renter, their guests, or service providers exceed the block Start/End Times set forth in the Rental Contract for any reason, unless such excess is agreed to in writing by the Freighthouse Coordinator in advance, an excess time fee will result in **double the hourly rate**, deducted from the damage/policy deposit, and billed in 1/2 hour increments.

Open Flame – No cooking is allowed on premises. Buffet lines are allowed.

- All Catering companies must be self-contained with hot boxes or have the ability to prepare and cook meals within self-contained kitchen/trailers.
- Kitchen trailers/vendors are allowed to park in the designated parking spaces only.
- The use of propane heaters inside the building or outside on the deck is prohibited.
- Fire extinguishers are placed throughout the building. All vendors are required to have knowledge of use. If your vendor is not on our "preferred vendor list," please have them contact our office.
- **Candles** - The Freighthouse does not allow candles or torches anywhere on premises, including outdoor areas.
- No fireworks are allowed on property, inside or out, including sparklers.

- Please contact the Freighthouse Coordinator regarding unity candles for ceremonies.

Parking/Shuttle Requirements – The **City of Ypsilanti** requires renters and their guests to abide by the parking plan as provided by the Event Manager. Shuttle or valet service is required for parties over 150 guests and those plans must be approved in writing no fewer than 30 days before an event at the risk of cancellation.

- Parking is not allowed off asphalt, on bike trails, in the circle drive in front of main building, or on the one lane road that is considered a fire lane and must be kept clear at all times except for loading and unloading of items.
- **For parties of more than 150 people – shuttle transportation or valet services are required.**
- Limousines must enter through Aubree's Restaurant parking lot.
- All parties must submit a parking plan, regardless of party size, to the Freighthouse Coordinator thirty (30) days prior to the event.

Tables and Chairs - All tables and chairs that belong to the Freighthouse must remain in the building. Table coverings and linens are not provided. Outdoor/outside furniture is permitted but not provided by the Freighthouse.

Decorations – All Decorations must be approved by the Event Coordinator.

- No tape, nails, or staples can be used on building surfaces. No tape of any kind is allowed on the wood floors.
- Scotch 3M Quick Release plastic hooks or similar type of product that will not damage paint or walls is permissible.
- The City of Ypsilanti does not allow candles or torches anywhere on premises, including outdoor areas. Battery operated tea lights are recommended.
- No loose substances, such as rice, confetti, birdseed, potpourri, glitter, flower petals etc. may be thrown or scattered during an event. Flower petals may be used for decorating purposes on tables only and must be cleaned up entirely at the end of the event. Use of such decorations on floor is prohibited under all circumstances, including in conjunction with the use of a floor runner.
- Non-Helium balloons and floral decorations are permitted for events. **Helium balloons are prohibited.** Balloons must be disposed of properly (deflated and placed in trash receptacles). Use of helium balloons will result in termination of your event and loss of security deposit.
- Signs directing guests are permissible and must be disposed of immediately after the event.
- No additional lighting fixtures or lights are allowed on the property without prior written approval by the Freighthouse Coordinator. If approved, additional lighting fixtures may only make use of existing outlets. No alteration or use of the fuse box or other electrical systems for additional lighting will be allowed.

Disc Jockey, Live Music, and Noise - Live bands and DJs are permitted.

- Amplified music must be maintained at a reasonable volume and is only allowed inside the building.
- The Renter will provide contact information and entertainment details to the Freighthouse Coordinator at least one (1) month prior to event.
- A representative from the DJ or band must introduce themselves on the day of the event to the Event Manager.
- Please inform bands or DJs of the contracted rental time so they allow time to break down their equipment. Recommended break down time is one hour. If the DJ or band stays past the contracted rental time, double the hourly rate will be deducted from the damage/policy deposit, as discussed herein.
- The Event Manager is authorized to lower sound provided by Band or DJ if deemed, in his or her sole discretion, to be too loud.
- Renter is responsible for any costs, fees, or fines issued for violation of the City of Ypsilanti Code of Ordinances regarding noise.
- Renter may, at his or her sole cost and expense, obtain a permit from the City of Ypsilanti with regard to noise.

Electrical Needs - Please provide a list of additional electrical needs at least 30 days prior to your event. All electrical needs including appliances and lighting are not allowed on the property unless first approved by the Event Manager. If approved, additional lighting and/or appliances may be brought in as long as fixtures can be plugged into existing outlets. No alteration or use of the fuse box or other electrical systems for additional lighting will be allowed.

Smoking – Vendors, staff, and guests must follow the smoking policy.

- No smoking is allowed inside the building or on the deck areas. Smoking is prohibited within 30 feet of the **deck area**.
- Smoking materials may not be distributed to guests inside the building or out on the deck.
- Anyone found smoking in the no smoking areas will be advised of the no smoking policy. The Renter will be notified as well. **If guests or the Renter have to be told a second time, the Renter will lose the entirety of their 50% refundable security deposit, and it may result in termination of the event.**

Alcohol - Beer, wine, liquor, and champagne are permissible for consumption at the Ypsilanti Freighthouse.

- Kegs and ice must be placed in containers that do not sweat or develop condensation. Also, a floor covering must be placed under the containers to prevent water damage to the floor.
- **If there is a liquid spill or leakage, please notify the Event Manager on-site so it is cleaned up as soon as possible.**
- Renter and/or Renter's guests shall not provide alcohol to persons under the age of 21 or to persons who are already intoxicated. Renter and/or Renter's guests shall require proof of age of all persons prior to serving them alcohol.
- The Event Manager is authorized to close the bar down if, in his or her sole discretion, alcohol consumption becomes a dangerous situation and is the cause of damage to the property.
- If renter will furnish or serve alcohol at the Event, Renter will procure and maintain, at its sole cost and expense, liquor liability insurance in which the City of Ypsilanti are additional insureds with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Renter will furnish the Freighthouse Coordinator with a certificate of insurance at least 30 days prior to the Event.
- If Renter will contract with a caterer or third party to furnish or serve alcohol at the Event, such caterer or third party shall procure and maintain, at its sole cost and expense, comprehensive general liability insurance with combined single limit coverage \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and liquor liability coverage insurance with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. The City of Ypsilanti and Renter shall be named as additional insureds. Renter will furnish the Freighthouse Coordinator with a certificate of such insurance at least 30 days prior to the Event.

Trash and Recycle Disposal - Cleaning up after each event is critical to ensuring return of your full security deposit. Renters will dispose of all trash in the provided bins and bags. A trash removal fee of \$500 is charged for each event, by which the Event Manager will dispose of all trash following the event. Renter may also choose to take the trash away to have this \$500 fee refunded. The Freighthouse will provide trash bags.

- **Note: If Renter does not pay the additional trash removal fee and fails to properly remove ALL trash from the premises, a \$700 fee will be deducted from the security deposit.**
- Vendors/Renters may use sinks to dispose of water-based organic liquids and food juices only (no oils). There are no garbage disposals.

Pets – Due to the nature of the historic building, no pets of any kind are allowed inside the Great Hall at the Ypsilanti Freighthouse. Service animals are excluded. The City of Ypsilanti follows State of Michigan service animal legislation. Exceptions to this rule may be negotiated. [State of Michigan Registered Service Animals FAQ](#).

VENDOR POLICIES

Due to the historic and sensitive nature of the Ypsilanti Freighthouse Great Hall, vendors are required to sign and execute our "Vendor Agreement Policy," required by the City of Ypsilanti to help protect and preserve this historic building. Once a vendor has so signed and executed this policy, they will be kept in our files for the season and are not required to sign again until renewal.

If your chosen vendor has not signed this policy, please have them contact us prior to being booked by you. Renter is fully responsible for non-approved vendors regarding clean up, garbage removal, conduct and damage or excessive cleaning for staff.

By the City of Ypsilanti listing a vendor as "approved," it is not endorsing that vendor or making any statement or determination regarding that vendor's qualifications, skill, or the quality of its products or services. The City of Ypsilanti is not responsible to Renter for any vendor, whether approved or not, in a vendor fulfilling contracts, obligations, refunds, or conduct with regard to any agreement between Renter and any vendor. Please make sure to read each vendor contract carefully and that they have fulfilled the requirements to work at the Ypsilanti Freighthouse.

Preferred Catering Vendors – All catering vendors MUST contact Freighthouse@CityofYpsilanti.com at least sixty (60) days prior to the event to review and agree to separate terms and conditions protecting and preserving the historic site.

Deliveries and Pickup – All rental items and vendor equipment must be delivered and removed during the party's rental hours.

- The fire lane directly in front of the building may be used for loading and unloading.
- Keys must be left in vehicles at all times while in the loading zone, in case of emergencies.
- Loading and unloading is restricted to 15 minutes.

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.



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director, David Blakley

Subject: Resolution No. 2025-193 Approving Change Order Request #1 for the Salt Barn Stabilization project from The Summit Company in the amount of \$92,419.00.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Storage Room at Salt Barn change order rfl
2. Storage Room Removal at Salt Barn Res 2025-193
3. Summit Co COR#1 - Storage Room Removal(9.4.25)

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
2025 September 23

From: Bonnie Wessler, Director of Public Works

Subject: DPW Salt Barn Stabilization and Demo: Change order

SUMMARY & BACKGROUND:

City Council approved a bid to stabilize the salt barn and to remove the roof on the main bay of the DPW garage, as well as the associated lean-to. Due to issues discovered during the course of this work, it is necessary to make a few changes, the most expensive of which is removal of the former mechanics' office and parts storage. Due to how these spaces were constructed it is impossible to keep them weathertight, which has already led to mold and structural issues. This office is not necessary for the current purpose of the space (open-air storage). This demolition requires certain additional changes (items 4-10 on the attached) and provides the opportunity to have an equipment door between the current service bay and the storage area (item 12). Other safety hazards were identified during the course of stabilization, including loose/warped siding and inoperable doors that were in no condition to be restored and were not necessary (items 1 and 2). Item 3, install bollards, is to protect the salt barn foundation and the investment we have recently made.

Budget for this would be drawn from the state grant.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Change Order

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: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, City Council approved a bid to stabilize the salt barn and to remove the roof on the main bay of the DPW garage, as well as the associated lean-to; and

WHEREAS, Due to issues discovered during the course of this work, it is necessary to make a few changes; and

WHEREAS, These changes to mitigate mold and other safety hazards are outlined in Change Order Request #1 from The Summit Company; and

NOW, THEREFORE, BE IT RESOLVED, that the Ypsilanti City Council Approves Change Order Request #1 for the Salt Barn Stabilization project from The Summit Company in the amount of \$92,419.00.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Change Order Request #1

September 4, 2025

OHM Advisors
34000 Plymouth Road
Livonia, MI 48150

Attn: Rachel Jackson, Michael Spurbeck & Fraser Payne

Re: Storage Room Removal
City of Ypsilanti Salt Barn Stabilization

Rachel, Michael & Fraser,

We propose to provide the following additional scope of work:

- 1) Remove existing siding and replace it with new siding at door entry to the Salt Barn.
- 2) Demo and dispose of existing large barn door on Salt Barn.
- 3) Install (4) Bollards – (2) outside and (2) inside the Salt Barn.
- 4) Demo existing storage and electrical area and re-frame as discussed.
- 5) Adding framing to support the newly built cantilevered section and new lean-to roof above the electrical panels that are not outdoor rated panels.
- 6) Adding one door at the upper level with ladder access only and one at electrical panels on the lower level.
- 7) The new/existing roof areas are all to be EDM roofing material, a credit for the Standing Seam Roof is included in the pricing. EDM Allowance included in price of \$9,500.00.
- 8) Electrical Allowance included in price of \$4,500.00.
- 9) Adding siding to match original (vinyl) at this new area.
- 10) At the area located by the electrical panels (4) protective bollards will be added to protect electrical area.
- 11) A new 12' x 10' insulated Overhead Door with side jack opener will be added to the existing garage area.
- 12) No permits or additional drawings are included in this request.

All items are based off the architect's walk-thru request.

Total for Change Order Request #1: \$92,419.00

Thank You,



Charles L Maynard – Project Manager
The Summit Company, Inc.

Cc: Sara King – Summit Co.



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director, David Blakley

Subject: Resolution No. 2025-194 Approving truck purchases in the total amount of \$509,948 to be expended from the appropriate motorpool capital accounts, with any change orders to be approved by the City Manager.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Equipment trucks_Truck RFL and Resolution 9-23-25
2. Chassis Quote 108SD SA Belly Dump Price 27MY
3. Street Sweeper Quote Elgin Pelican Revised with Demo Discount September 2025
4. Ypsilanti SA RDS UTS RFQ Quote 071625
5. One Ton Quote

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION

David Blakley, General Foreman
Bonnie Wessler, Director of Public Services

Subject: Purchase of Public Works Equipment

The Department of Public Works (DPW) has scheduled vehicle replacements in the budget to replace some of the aging vehicles in our fleet. We have deferred the purchase of several vehicles in years past due to supplier shortages. Those vehicles are.

- Unit 131 GMC 3500 Dump truck
- Unit 142 Johnston Street Sweeper
- Unit 111 M2 class 7 Dump Truck

RECOMMENDED ACTION:

Staff recommends City Council authorizes the purchase of equipment on the list to keep on schedule to avoid larger expenditures in the future.

ATTACHMENTS: Truck Purchase Proposal
Body Detail
Chassis sales sheet

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE:

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-194
September 23, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the operation of The Department of Public works is an ongoing and important service offered to residents in the City of Ypsilanti; and,

WHEREAS, the City Council of the City of Ypsilanti had allocated funds in past budgets for these purchases; and

WHEREAS, the purchase price of the vehicles is more than the originally budgeted amount; and

WHEREAS, the remainder of the purchase price can be drawn from current year motorpool capital; and

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti approves the truck purchases in the total amount of \$509,948 to be expended from the appropriate motorpool capital accounts, with any change orders to be approved by the City Manager.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



107 S. Groesbeck • Mt. Clemens, MI 48043 • (586) 783-2444 FAX (586) 469-8054

8/21/2025

City of Ypsilanti
RE: RH Co-Op Chassis Pricing

Attn: Mr. David Blakely

The following is 2027 Model Year, Freightliner chassis pricing information per your request. Pricing and conditions are per the proposed Rochester Hills Co-op RFP-RH-20-023 agreement.

Single Axle 39,000 GVW Dump with wing plow

Chassis Model: 108SD Plus

Base Chassis Price:	\$84,993
2022 Model Year.....	900 add
2023 Model Year.....	1,000 add
2023 Model Year Surcharge.....	6,700 add
2024 Surcharges & Pricing	5,925 Add
2025 Surcharges & Pricing (updated).....	5,500 Add
2026 Model Year	\$ 3,750 Add
GHG Surcharge	\$ 555 Add
2027 Speculative Increase	4,850 Add
2027 Speculative Tariff Fee	2,500 Add
Power Steering Cooler	120 add
Driver Controlled Traction Control	530 add
Hendrickson Primaax 26k upgrade.....	1,450 add
Fender extenders	50 add
Safety Package	187 add
Power Windows/doors	219 add
Driver's seat 3 chamber upgrade	134 add
6 pack of switches:	208 add
Cooling System Ext Warranty 5/100 (optional)	315 add
Extended Warranty Price Increases	795 Add
Delete Hood Hatches	361 Deduct

TOTAL: (Not to exceed) \$ 120,320

Steven Sexton
Municipal Sales Manager
Wolverine Truck Group



Michigan Office:
78 Northpointe Drive
Lake Orion, Michigan 48359
Phone: (248) 370-0000
Fax: (248) 370-0011

Ohio Office:
1045 Taylor Road
Gahanna, Ohio 43231
Phone: (614) 655-0022
Fax: (614) 655-0023

Date: September 3, 2025

Quote prepared for: Mr. David Blakely

City of Ypsilanti
14 Forest Street
Ypsilanti, MI 48197



Qty	Description	Your Price (each)	Total
1	Elgin Pelican NP Street Sweeper Dual		
	Dual steering and side brooms, 74 HP John Deere diesel engine		
	RHS Bostrom HI-back air-ride seat, auxiliary battery disconnect		
	LED clearance lights, double wrap main broom, Midwest auto-lube		
	Hydraulic level & temp shutdown, Dual side broom tilt		
	Heated, motorized mirrors, AM/FM/Bluetooth. LED beacon with guard		
	Lower conveyor cleanout, In-cab air restriction gauge		
	Premium radiator/heater hoses, Dual limb guards, LED taillights and flood		
	Greaseable dirt shoes, Sweeper painted white		
	All parts, operators, and service manuals		
	(24) Month Sweeper Warranty and (24) Monthe Engine Warranty		
	All other standard features		
	Delivery and training		
	DELIVERED PRICE FOR SWEEPER		\$322,500.00
	DEMO DISCOUNT		<u>-\$5,000.00</u>
	DELIVERD PRICE AFTER DISCOUNT		\$317,500.00
	NOTE: PLEASE SIGN THIS FORM AND RETURN ALONG WITH PO.		
	PRICING IS DERIVED FROM MI-DEAL CONTRACT #240000000166		

Delivery:
F.O.B.

If you wish to proceed with the quote provided, please sign and return.

Authorized Signature: _____

Thank you for considering **Bell Equipment Company** for your equipment needs.

Clark R. Bushman, Vice President/Sales

Cell: 248-705-1353

Prices are as of this date. Buyer should confirm pricing after 30 days.

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

July 16, 2025

City of Ypsilanti
One South Huron Street, Ypsilanti, MI 48197
Attn: David Blakley, ph: (734) 483-1421
HQ0005027

Equipment Quotation

The following pricing will be based on City of Rochester Hills RFP-RH-20-023 contract awarded September 2020

Install Monroe 11' Radius Dump Spreader (RDS) Body including the following:

Overall length is 132", outside width is 96" and overall side height is 56" (8 cubic yard capacity)
Body shell is constructed of unpainted 3/16" 201 stainless steel
Body longitudinals are 1/4" 201 stainless steel
Auger trough is constructed of type 201 stainless steel
Dual auger discharge with 3.6:1 planetary gear boxes and 24.9 CI motors
Application rate sensor built into one motor, 100 pulse-type
Augers are 7" diameter and step-flighted
Augers include hard-surfaced auger flighting
Stainless steel bearing adjusters
Tailgate construction is 3/16" type 201 stainless steel
Air-operated tailgate release
Grease extension kit for rear bearings, tailgate pivot arms, front bearings and hoist trunnion
Hinged top screens 3/8" rods welded to form 2.5" squares, mild steel - powder Black
Extended single axle fender kit installed integrally to the body of 7-gauge 201 stainless steel
24" cabshield constructed of 10-gauge 201 stainless steel
3-hole 6" oval cutouts for lights in rear pillars
Mailhot-type double-acting lift cylinder with trunnion mounts on body
Install AR450 steel auger cover bolt-in plate (for summer operations)
Install one (1) 201 stainless steel fold-down ladder, rear driverside of dump
Install branch deflector on cabshield, curbside
Install body prop kit on each side of the frame
Mudflaps installed in front of and behind drive tires

Install Monroe model MS969-OW/DD-DD Rear Cross-Auger Undertailgate Spreader including the following:

201 stainless steel construction
Folding center lid, chute and unload door assembly for RDS connection, stainless steel
28 cubic inch direct-drive motor, 7-gauge trough with 1/4" endplates
Dual-discharge capability for right-hand and left-hand discharge
9" auger with 4" pitch one-way, left-hand flighting with motor on right-hand
Driver-side and passenger-side of the auger include a self-leveling 18" poly spinner assembly
All necessary hoses and fittings and stainless steel hydraulic couplers for disconnect

Install Roll-Rite Electric Tarp System including the following:

Direct-drive motor/gear box assembly
Aluminum wind deflector
Aluminum tarp and tension bows
3-spring tarp arms
Mesh-type tarp material

Install Slimline 32-gallon Hydraulic Oil Reservoir including the following:

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

Steel construction
Mounted behind cab and above frame
Tank-mounted Zinga-type return filter
Suction strainer mounted in the tank
Ball valve shutoff on hydraulic tank
Low oil sensor mounted inside the tank
Tank is full of AW32 hydraulic oil
Solid-state float switch
Tank labels and sight gauge indicator included
Tank to be painted Black

Install Rexroth model A10VO100 Hydraulic Load-Sense Piston Pump including the following:

Pump is front-mounted with 100CC displacement
Spicer 1310 driveline with companion flange for easy removal
12-volt auto shutdown block
Low-oil shutdown valve and override circuit switch in-cab

Install Rexroth 6m4-12 Load-Sense Hydraulic Valve including the following:

Pressure-compensated flow controls for the following functions:
Air section for Dump Hoist with 500 PSI A-port load-sense limit DA
Air section for Scraper up/down with 500 PSI A-port load-sense limit DA
Air section for Scraper left/right DA
EPC section for Conveyor SA
EPC section for Cross Conveyor DA
EPC section for Spinner SA

Above valves mounted within frame-mounted stainless steel enclosure
Stainless steel pipe for hydraulic lines to rear
Stainless steel hydraulic couplers for spreader circuit

Install TTS Pneu-Logic multi-function single air-operated joystick in lieu of levers including:

6-button single joystick controller for scraper & hoist operations
Remote pause & blast buttons on joystick
Heads-up display mounted on dash for indicating joystick functions
Pneu-Logic armrest console switches (L-R) for: Pump shutdown/override & Air Tailgate with safety cap
Heads-up Display indicator lights for: joystick functions, body-up, low-oil, pump shutdown & tailgate open
Armrest console with base mount
Color-coded air lines to valve sections

Install Rexroth CS630 Electric Salt Spreader Controller including the following:

Operation in closed-loop ground speed orientation, groundspeed triggered or manual modes
Push-button pause & blast features
3rd channel/dial for cross auger control

Install 12" Channel Front Bumper with tapered ends including the following:

Front tow hooks on frame through bumper cut-outs

Install Monroe 12' model MS4512 Underbody Scraper including the following:

20" x 1" moldboard
Grade 50 high tensile steel moldboard
½" thick hanger board with grease manifold brackets installed
2-½" O.D. hinge shaft
Two heavy-duty shock absorbers
Bolt-in trunnion caps for canisters; Outer arm remains bolt-on style
Two, 3-1/2" x 10" actuating cylinders; Socatri rods
Cushion valve
1" solid circle with 5" centerpin

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

Centerpin is piloted into hanger board
Two, 4" x 12" reversing cylinders; Socatri rods
Three hinge anchor points
Hydraulic pipes
20.5" x 7" poly hold-down blocks
Mounting hardware & parts-installation manual
Hose kit and j-50 type relief valve
¾" solid hanger plates
Remote grease line kit with manifolds
Scraper is powder-coated Black
Grease line kit with manifolds
Paint ends of moldboard Orange
Install Kennametal single-insert carbide cutting edges (three 4' sections)
Install one (1) Kennametal carbide curbguard on curbside of moldboard
Install serrated safety step on end of moldboard, streetside

Install Custom Lighting & Electrical including the following:

Chassis 6-pack of programmable switches for: flashers, scraper light & spreader light
Console switches (L-R) for:

1. Pump shutdown/override
2. Tarp open/close
3. Air Tailgate with safety cap

Indicator lights for: body-up, low-oil & pump shutdown

Four (4) SoundOff LED mPower (mo. EMPS20V38-P) amber/green flashers mounted in the following:

Two (2) on cabshield, front-facing

Two (2) at bottom of cabshield, one each side-facing

Rear corner posts 3-hole cutouts, each side including:

One (1) SoundOff LED nForce (mo. ENFSLSRV12) amber/green flashers in top holes

One (1) SoundOff LED STT light in middle holes

One (1) SoundOff LED backup lights in bottom holes

Two (2) 4" Maxxima LED scraper work lights mounted one on each side

Two (2) 4" Maxxima LED spreader work lights mounted at rear, one on each side

LED dump body marker lights

Proximity switch for dump body-up light

Betts junction box mounted at the rear of the dump body

Backup alarm

Install Voyager Rearview Camera with Wash System including the following:

System tying into chassis wiper fluid reservoir

Chassis wiper controls for activating wash system, momentary in-cab switch for air puffer

Air puffer & washer fluid tubing

VCMS24B color camera, high performance and waterproof, location determined at build

MSF5000 stainless steel camera box

CEC34L1 loomed 34' main cable for monitor

VOSHD6MNT double-knuckle monitor mount

VOM719WP 7" LCD color monitor, waterproof

Install Rear Hitch Plate ¾" Steel with side supports including the following:

PH20 Pintle Hook, multi-drill pattern on hitch plate for adjustable mounting

Two (2) heavy-duty D-rings for safety chains

7-way RV flat-pin trailer plug

Rear tow hooks outside of frame rails

Install Electric Brake Controller

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

Install **Minimizer Floor Mats for Freightliner 108 SD** (mo. FKFRTL2B-MIN / 10002265)
Paint **Bottom of the body, body hinge, body props, attaching hardware, front & rear hitch painted Black**

Above installed equipment pricing: **\$149,595.00 ea.**

Chassis requirements to be confirmed prior to order entry:

CA: 112"

Highest ground clearance for scraper package

Horizontal DPF and SCR mounted under the cab

6-gallon DEF tank mounted 48-52" back of cab

Front of engine PTO provision

Trailer pre-wiring to rear

2-way heavy-duty 150-amp receptacle wired hot between seats (code: 30K-063)

Front frame extension

Delete OEM front bumper

50-gallon fuel tank mounted under the driver's door, raised mounting

Stationary grille

Programmable 5-pack of switches

Minimum full 1-year warranty on parts and labor on all equipment.

Payment Terms: Net 30. Pricing effective for 30 days.

Pricing does not include any of the Rochester Hills RFQ discounts that may be applicable.

2% discount off total taken at invoice if payment is received within 30 days.

FOB: City of Ypsilanti

Delivery: 16-18 months ARO

Thank you for the opportunity to quote.

Respectfully submitted by,
Jon Luea/Brian Bouwman

Young Chevrolet

Michael Humble

mhumble@youngchevystjohns.com

517-490-7776



QUOTE

3179

City Of Ypsilanti

Quote Date:

Valid For: 30 Days

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1GB4YSE79RF446013 2024 3500HD	1	55,413.00	55,413.00
Monroe Dump Body	1	17,000.00	17,000.00
	1		0.00
	1		0.00
	1		0.00
	1		0.00
	1		0.00
	1		0.00
	1		0.00
Document Fee	1	280.00	280.00
State Filing Fee	1	24.00	24.00

SUBTOTAL 72,717.00

DISCOUNT 4,414.00

SUBTOTAL LESS DISCOUNT 68,303.00

TAX RATE 0.00%

TOTAL TAX 0.00

PLATE

TITLE 15.00

REBATE 2,300.00

Quote Total \$ 66,018.00

Thank you for your business!

Terms & Instructions

This quote is based on current month incentives



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

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

Subject: Resolution No. 2025-195 Endorsing the principles of the "Leave the Leaves" campaign and encouraging residents, landowners, gardeners, and landscapers within the city to adopt leaf-friendly practices that enhance soil health and ecological resilience.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Leave the Leaves Res

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



LEAVE THE LEAVES RESOLUTION

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, fallen leaves are not simply yard “waste,” but rather a valuable natural resource: as they decompose, they return nutrients to the soil, improving soil fertility, structure, and moisture retention; and

Whereas, leaf litter provides critical habitat, cover, and overwintering sites for pollinators, insects, amphibians, and other wildlife, thereby contributing to local biodiversity; and

Whereas, removal of leaves through mowing, blowing, raking, bagging, or disposal disrupts these beneficial ecosystems, reduces organic matter return to soil, and may generate greenhouse gases (e.g. methane in landfills) or air pollution (e.g. from leaf blowers); and

Whereas, the “Leave the Leaves” approach encourages residents to allow leaves to remain on site (or to be relocated to garden beds) until spring, or to mulch leaves in place, rather than sending them to curbside waste collection; and

THEREFORE BE IT RESOLVED, that The City of Ypsilanti endorses the principles of the “Leave the Leaves” campaign and encourages residents, landowners, gardeners, and landscapers within its jurisdiction to adopt leaf-friendly practices that enhance soil health and ecological resilience; and

BE IT FURTHER RESOLVED, The City of Ypsilanti recommends the following practices, consistent with best scientific guidance:

- a. Leave fallen leaves in place where feasible, especially around base of trees and shrubs, or in garden beds;
- b. If necessary, move leaves (gently, using rake or broom) from lawns or pathways into planting beds or under shrubs, rather than discarding them;
- c. Delay any major leaf removal until early spring, to minimize disruption of dormant wildlife;
- d. Use a mulching mower (if required) to chip leaves into fine fragments which decompose more rapidly and enrich the soil;
- e. Avoid using gas-powered leaf blowers that harm air quality and displace leaf litter;
- f. Ensure that leaves are not left clogging storm drains, gutters or public roadways; where leaves are raked to the curb, they must be kept clear of storm drains.

RESOLVED, The City of Ypsilanti shall support educational efforts to inform residents about the benefits of leaf litter, such as distributing flyers, yard signs, digital media, workshops, and including “Leave the Leaves” information on municipal websites and newsletters.

RESOLVED, The City of Ypsilanti shall coordinate with its waste / yard waste management division to adjust leaf collection schedules or policies (where applicable) to encourage minimal removal and composting, and to avoid penalizing residents who leave leaves in place.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

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

Subject: Resolution No. 2025-196 Urging support that Cuba be removed from the U.S. list of state sponsors of terrorism.

SUMMARY & BACKGROUND: The Human Relations Commission passed a resolution at their meeting of August 21, 2025 asking City Council to take up this issue. Their resolution is attached.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Remove Cuba Resolution No 2025-196
2. HRC 08-21-25 HRC Remove Cuba Resolution

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



September 23, 2025

**A RESOLUTION URGING SUPPORT THAT CUBA BE REMOVED
FROM THE U.S. LIST OF STATE SPONSORS OF TERRORISM**

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS: President Trump or any future President of the United States has the authority to remove Cuba from the State Sponsors of Terrorism list by executive order, and to recommit to the normalization of relations with Cuba begun by the Obama-Biden administration; and

WHEREAS: For the past 62 years, the United States has imposed an economic, commercial and financial embargo on Cuba that prevents most engagement and trade with the United States, and punishes other countries that engage with Cuba; and

WHEREAS: The consequences of this embargo continues to inflict daily hardships and deprivations on the Cuban people creating shortages of necessities like food and medicine and severely restricting international financial and trade opportunities. It prevents Cuba from obtaining vital medical equipment and supplies, and even impedes humanitarian aid responses to catastrophic events like Hurricane Ian which devastated both Florida and Cuba, thus harming the Cuban people who President Biden's administration claims to support; and

WHEREAS: The United Nations in 2017 estimated that this embargo had cost the Cuban economy \$130 billion, averaging more than \$2 billion each year; and

WHEREAS: The United Nations General Assembly voted to condemn the U.S. embargo against Cuba, for the 30th time, on Nov. 3, 2022, with 185 of 193 nations decisively voting in favor, and only the United States and Israel opposed; and

WHEREAS: The Trump administration imposed 243 new sanctions upon Cuba, including restrictions on Cuban Americans who send remittances to families and businesses in Cuba. These sanctions contribute to a mass migration of Cubans, creating U.S. border security concerns; and

WHEREAS: President Trump arbitrarily reinstated Cuba's designation as a State Sponsor of Terrorism less than a week after the January 6th attempted coup, reversed

the Obama-Biden administration's 2015 decision to remove this status after an exhaustive review by the U.S. State Department. Cuba does not satisfy any criteria for inclusion on this list; and

WHEREAS: Cuba's arbitrary designation has subjected them to further sanctions and international financial restrictions that limit the nation's ability to carry out critical financial transactions, including those needed to advance efforts to combat the COVID pandemic and improve its economy; and

WHEREAS: In 2021, 117 members of the U.S. Congress called for the removal of Cuba from this list noting in a letter; "a policy of engagement with Cuba serves U.S. interests and those of the Cuban people"; and

WHEREAS; Based on the impactful stories shared by Ypsilanti residents of their experiences and study, Now therefor be it

RESOLVED that the Ypsilanti City Council urges President Trump and Congress, and each federal representative in its jurisdiction, to call on the federal government to remove Cuba from the United States list of state sponsors of terrorism; and

Be It Further RESOLVED that the Ypsilanti City Council urges our congressional delegates, Debbie Dingell, Elissa Slotkin, Jeff Irwin, Gary Peters, Jimmie Wilson to pass legislation within their power that will eliminate those aspects of the embargo that have been codified into law; and remove all sanctions against Cuba by the United States, allowing the people of the United States and Cuba to travel and trade freely between the countries.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



August 21, 2025

A RESOLUTION URGING CITY COUNCIL TO SUPPORT THAT CUBA BE REMOVED FROM U.S. LIST OF STATE SPONSORS OF TERRORISM

RESOLVED BY THE HUMAN RELATIONS COMMISSION OF THE CITY OF YPSILANTI:

WHEREAS: President Biden or any future President of the United States has the authority to remove Cuba from the State Sponsors of Terrorism list by executive order, and to recommit to the normalization of relations with Cuba begun by the Obama-Biden administration; and

WHEREAS: For the past 62 years, the United States has imposed an economic, commercial and financial embargo on Cuba that prevents most engagement and trade with the United States, and punishes other countries that engage with Cuba; and

WHEREAS: The consequences of this embargo continues to inflict daily hardships and deprivations on the Cuban people creating shortages of necessities like food and medicine and severely restricting international financial and trade opportunities. It prevents Cuba from obtaining vital medical equipment and supplies, and even impedes humanitarian aid responses to catastrophic events like Hurricane Ian which devastated both Florida and Cuba, thus harming the Cuban people who President Biden's administration claims to support; and

WHEREAS: The United Nations in 2017 estimated that this embargo had cost the Cuban economy \$130 billion, averaging more than \$2 billion each year; and

WHEREAS: The United Nations General Assembly voted to condemn the U.S. embargo against Cuba, for the 30th time, on Nov. 3, 2022, with 185 of 193 nations decisively voting in favor, and only the United States and Israel opposed; and

WHEREAS: The Trump administration imposed 243 new sanctions upon Cuba, including restrictions on Cuban Americans who send remittances to families and businesses in Cuba. These sanctions contribute to a mass migration of Cubans, creating U.S. border security concerns; and

WHEREAS: Former President Trump arbitrarily reinstated Cuba's designation as a State Sponsor of Terrorism less than a week after the January 6th attempted coup, reversed the Obama-Biden administration's 2015 decision to remove this status after an exhaustive

review by the U.S. State Department. Cuba does not satisfy any criteria for inclusion on this list; and

WHEREAS: Cuba's arbitrary designation has subjected them to further sanctions and international financial restrictions that limit the nation's ability to carry out critical financial transactions, including those needed to advance efforts to combat the COVID pandemic and improve its economy; and

WHEREAS: In 2021, 117 members of the U.S. Congress called for the removal of Cuba from this list noting in a letter; "a policy of engagement with Cuba serves U.S. interests and those of the Cuban people";

Therefore, Be it RESOLVED that the HRC recommends Ypsilanti City Council pass a resolution to urge President Trump and Congress, and each federal representative in its jurisdiction, to call on the federal government to remove Cuba from the United States list of state sponsors of terrorism; and

Be It Further RESOLVED that the HRC recommends that Ypsilanti City Council urges our congressional delegates, Debbie Dingell, Elissa Slotkin, Jeff Irwin, Gary Peters, Jimmie Wilson to pass legislation within their power that will eliminate those aspects of the embargo that have been codified into law; and remove all sanctions against Cuba by the United States, allowing the people of the United States and Cuba to travel and trade freely between the countries.



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

From: Rachel Frye

Subject: Resolution No. 2025-197 Appointing Delonzo Weaver, Building Compliance Officer as an officer delegate to the Municipal Employees' Retirement System annual meeting October 16-17, 2025, in Acme, MI.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. MERS Resolution Council Letter 2025 Employee Delegate

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
September 23, 2025

To: Mayor and City Council
From: Rachel Frye, HR Director
Date: September 16, 2025
Subject: MERS Retirement Conference

SUMMARY/BACKGROUND:

It is requested that the City Council agenda for September 23, 2025, include consideration of a resolution authorizing the attendance of one delegate to attend the Municipal Employees' Retirement System (MERS) Retirement Conference, scheduled for October 16-17, 2025, in Acme, MI.

MERS requires an election by secret ballot for the employee delegate. The election process was conducted, and one employee was nominated: Delonzo Weaver from the Building Department.

The registration fee is \$345.00 per person. Because the MERS Annual Meeting is being held in Acme, MI, and activities will be held at night, lodging will be necessary at a cost of \$269 a night, plus tax. A two-night stay is required. Therefore, the total amount of funds required to attend the meeting will be \$883 plus tax and mileage reimbursement.

RECOMMENDED ACTION:

It is recommended that the City Council approve the selection of Delonzo Weaver as Employee Delegate to attend the MERS Annual Meeting.

ATTACHMENTS: Proposed Resolution

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE:
September 23, 2025

CITY MANAGER COMMENTS:

FINANCE DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the Municipal Employees' Retirement System of Michigan covers all full-time City employees excluding Fire and Police Pension system Members, and

WHEREAS, the Municipal Employees' Retirement System is holding its annual meeting October 16-17, 2025, in Acme, MI and

WHEREAS, the Municipal Employees' Retirement System allows one employee delegate to be appointed by a governing body to attend the conference, and

WHEREAS, this governing body has appointed Delonzo Weaver, Building Compliance Officer as an officer delegate,

THEREFORE, BE IT RESOLVED, that this employee be appointed as an officer delegate.

OFFERED BY: _____

SUPPORTED BY: _____

YES: 0 NO: 0 ABSENT: VOTE:

I do hereby certify that the above resolution is a true and correct copy of Resolution **2025-197** as adopted by the Ypsilanti City Council at their meeting held on September 23, 2025

City Clerk



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

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

Subject: Discussion regarding Budget Stabilization Fund Ordinance.

SUMMARY & BACKGROUND: Council Member McLean brought forward the Ordinance to create the Rainy Day Fund and is now bringing forward another Ordinance to define the criteria for when to use the Rainy Day Funds. Council Member McLean is bringing this forward first as a discussion to give his colleagues time to digest the information.

RECOMMENDED ACTION: Discussion

ATTACHMENTS:

1. Ordinance for Use of Budget Stab Fund 090225 (002)

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



CITY OF YPSILANTI

Ordinance No. 14xx

**An ordinance to amend CHAPTER 2 "ADMINISTRATION" ARTICLE V
"FINANCE", DIVISION 2 "FUNDS", SUBDIVISION V "BUDGET
STABILIZATION FUND"**

Section 2-281 - When the city Finance Director projects a reduction of six percent or more in total annual property tax receipts as compared to the prior fiscal year; or

Section 2-282 - When the city Finance Director projects a reduction in total annual revenue to the General Fund, not including one-time grants or other one-time funding from the state of Michigan or other funders, of five percent or greater as compared to the prior year and when General Fund ongoing expenditures are projected by the city manager to be at least as high as in the prior fiscal year, excluding one-time grants or other one-time expenditures; or

Section 2-283 - When the city Finance Director expresses his belief in writing that the state of Michigan is experiencing a recession and that this belief is supported by national economic data, state economic and labor data, and/or regional economic and labor data, all of which must also be expressed in written form.

Section 2-284 - Ypsilanti City Council may be transferred to the General Fund and appropriated under circumstances not otherwise permitted by this ordinance in the event of an affirmative vote of six of the seven members of Ypsilanti City Council.

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.



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

From: Roland Tooson, Council Member, Michelle King, Council Member

Subject: Discussion regarding the removal or destruction of non-conforming buildings.

SUMMARY & BACKGROUND: This issue arose while Council Members Tooson and King were on a "Walk the Ward" event.

RECOMMENDED ACTION: Discussion

ATTACHMENTS:

1. Egremont NY ZONING BYLAW - non-conformance
2. Woodstock VT-Zoning-Regulations - non-conformance
3. Ypsi - Sec. 122-349. Class B nonconforming uses of buildings.
4. ZoningAUG06 - Manchester, VT Zoning Ordinance - non-conformance
5. City of Rochester, NH Nonconforming Property

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

vi. The size and architectural style of buildings to ensure compatibility with the New England/Berkshire character of the community.

vii. Signing.

viii. Shape of lots.

ix. An agreement to protect and maintain natural vegetation and to prohibit clear cutting of lots.

x. Building location within the site which is designated in accordance with §4.2.6.1.b.ii(b).

xi. Security measures.

xii. Mitigation of traffic and other impacts of development.

4.3. Regulations Applying to All Districts

4.3.1. Nonconforming Uses and Structures

4.3.1.1. Applicability

The provisions of this Bylaw shall not apply to structures or uses lawfully in existence or lawfully begun at the time of the adoption of this Bylaw as provided in Section 6, Chapter 40A G.L.).

4.3.1.2. Exemptions

Nonconforming lots of record and lots shown on a plan endorsed by the Planning Board under the Subdivision Control Law are exempt from the provisions of this Bylaw to the extent and as provided in Section 6, Chapter 40A of the General Laws.

4.3.1.3. Abandonment or Non-Use

A nonconforming use of land or structure which has been abandoned or not used for a period of two (2) years or more shall not be re-established, except by special permit from the Zoning Board of Appeals, and any future use of such premises shall conform with this Bylaw.

4.3.1.4. Reconstruction after Catastrophe or Demolition

Any preexisting nonconforming structures or uses destroyed by fire or other catastrophe may be rebuilt or re-established if completed within two (2) years of the fire or catastrophe.

4.3.1.5. Reversion to Nonconformity

Preexisting nonconforming structures or uses may be extended, altered or changed to another nonconforming use by special permit from the Zoning Board of Appeals provided that the Board finds that such change, extension or alteration shall not be substantially more detrimental to the neighborhood than the existing nonconforming use. In addition, any alteration, reconstruction, extension, or structural change to a one-family or two-family building or structure that complies with the three minimum yard in feet requirement and with the maximum height in feet requirement set forth in §4.1.2.1 shall be permitted by right, whether or not the lot on which such alteration, reconstruction, extension or structural change is being made meets the minimum lot area and minimum frontage in feet requirements of §4.1.2.1.

4.3.2. Signs

4.3.2.1. Permit Required

No sign or advertising device shall be erected or placed in public view within Town limits without a permit from the Board of Selectmen, except for descriptive residential signs or signs pertaining to the use, sale or rental of a dwelling provided that:

- a. The sign is placed on property by a resident owner.
- b. Each such sign does not exceed two (2) square feet in area.

4.3.2.2. Types of Permitted Signs

The only uses for which permits shall be granted by the Board are as follows:

- a. Direction signs to commercial, manufacturing, agricultural, recreational, educational or religious establishments within the Town provided that such signs shall not exceed five (5) square feet in the area.
- b. One (1) sign, not exceeding six (6) square feet in area, for a permitted accessory use on the same premises.
- c. On other than residential premises, signs shall be limited to the name of the firm or goods or services available, saleable, or produced on the premises.
 - i. There shall not be more than two (2) signs or advertising per business, excepting those which are attached to and are part of the architectural design of a building or structure including a gas pump.
 - ii. The total area of all signs and/or advertising devices shall not exceed twenty (20) square feet per business nor shall any sign or device project above the eaves or parapet wall of any building to which it is affixed.

SECTION 606 NONCONFORMING USES and NONCONFORMING STRUCTURES

Any nonconforming use or nonconforming structure existing prior to February 14, 1977, and all uses that in the future do not conform by reason of any subsequent amendment to these Regulations may be continued subject to the following provisions:

A. Nonconforming Use:

1. A nonconforming use may be changed and/or expanded to another nonconforming use with the approval of the VDRB, but only to a use which is of the same or a more conforming nature. A more conforming use is one that more closely approximates the approved uses in that zoning district. The use shall not expand by more than twenty-five (25) percent within a five year period. Any change or expansion of use requires a Conditional Use permit.
2. If a nonconforming use has been terminated, it may be reestablished within six (6) months. After this six (6) month period, a nonconforming use may be reestablished within twelve (12) months following its discontinuance only with VDRB approval. In their review, the VDRB shall consider the criteria listed below in "B.1".

B. Nonconforming Structure

1. A nonconforming structure shall not be moved, enlarged, altered, extended or reconstructed without prior review from the VDRB, except that nonsubstantial changes which will clearly not increase or extend the noncompliance of the structure may be permitted by the Administrative Officer. In their review process, the VDRB shall consider the following:
 - a. That the proposed changes do not impinge upon a public right-of-way that adjoins or crosses the lot on which the structure exists,
 - b. That the proposed change create no danger to the public safety through traffic access, flow, and/or circulation,
 - c. That the proposed change be in character with the traditional settlement and construction patterns of the area in which it exists, and
 - d. That the proposed change not create an unreasonable infringement upon land uses in the immediate neighborhood.
2. If a nonconforming structure is destroyed, it may be rebuilt and the nonconforming use may be reestablished if started within one (1) year. Extension of this time period requires approval of the VDRB. If a nonconforming structure is located in a Flood Hazard Area and is destroyed by flood, it shall not be rebuilt, except in conformance with these Regulations as a new development within a Flood Hazard Area. If not located within a Flood Hazard Area and if destruction is caused by a natural event, the time period to start construction or to reestablish the use is extended to two years.

SECTION 607 OPEN STORAGE

The open storage of materials and equipment shall be screened from view by fences or evergreen trees or shrubs of a minimum height of five (5) feet. This screening provision is a continuing condition and responsibility of the owner.

SECTION 608 PERFORMANCE STANDARDS

In all Districts, uses shall meet State air and water pollution standards and shall not exceed the following standards, which are to be measured at individual property lines. The VDRB, under its powers of Site Plan Review, and VDRB Conditional Use Review, shall decide whether these standards are met:

- A. Emit noise in excess of 70 decibels, dba scale, of a standard sound meter.
- B. Emit odor which is considered offensive. Agricultural uses are exempt.
- C. Emit dust or dirt which is considered offensive.
- D. Emit smoke in excess of Ringlemann Chart No. 2.
- E. Emit noxious gases which endanger health, comfort, safety, or welfare of any person, or have a tendency to cause injury or damage to property, business or vegetation.
- F. Cause, as a result of normal operations, a vibration which creates a displacement of 0.003 of one inch at the property line.
- G. Create glare by lighting or reflection of materials.
- H. Cause a fire, explosion or safety hazard.
- I. Cause harmful waste to be discharged into sewer, streams, or bodies of water, or to be stored on said property.

parcel occupied by such use at the effective date of adoption or amendment of this chapter.

- (4) **Change in occupancy or ownership.** A change in occupancy or ownership shall not constitute a change in use.
- (5) **Abandonment.** If the nonconforming use of land is discontinued for a period of 365 consecutive days, where there is an intent demonstrated by the property owner to abandon the nonconforming use, such use shall not be renewed, and any subsequent use of the land must conform to the regulations of the district in which the land is located. A nonconforming use may be determined to be abandoned if the use has ceased and one (1) or more of the following conditions exist, that said condition(s) demonstrating intent on the part of the property owner to abandon the nonconforming use:
 - (i) One (1) or more utility meters, such as water, gas and electricity to the property, have been removed;
 - (ii) The property, buildings and/or grounds are unsafe or unsanitary, as described in Chapter 18, Article V;
 - (iii) Cessation of business operations;
 - (iv) Receipt of a written declaration by the property owner.
 - (v) Signs or other indications of the existence of the nonconforming use have been removed;
 - (vi) Removal of equipment or fixtures that are necessary for the operation of the nonconforming use;
 - (vii) Failure to maintain current licenses, certificates, permits, registrations or other appropriate documentation for the nonconforming use;
 - (viii) Bank or tax foreclosure;
 - (ix) Operation or maintenance of a permitted or different use at the property; or
 - (x) Other actions or omissions, which in the opinion of the Planning or Building Department(s), evidence an intention of the part of the property owner to abandon the nonconforming use.
- (b) A nonconforming use of land is not eligible for class A nonconforming designation.

Sec. 122-349. Class B nonconforming uses of buildings.

All nonconforming uses of buildings not designated class A shall be class B nonconforming uses of buildings. Class B nonconforming uses of buildings shall comply with all the provisions of this article relative to nonconforming uses of buildings. The class B nonconforming use of a building, or building and lot in combination, may be continued subject to the following provisions:

- (a) **Change in use.** The nonconforming use of a building may not be changed to a different use unless the new use is permitted in that same district. Any building, or building and lot in combination, in or on which a nonconforming use is replaced by a permitted use, must thereafter conform to the regulations of the district in which it is located and the nonconforming use may thereafter not be resumed.
 - (1) A building or structure used for residential purposes which is nonconforming due to the number of dwelling units contained therein may only be changed so that the number of dwelling units is decreased, or so that the use is brought into conformity with this chapter.
 - (2) Notwithstanding the above, a nonconforming use of a building or structure may be changed to another nonconforming use so that the degree of nonconformity is lessened when authorized by the planning commission after a public notice and hearing in accordance with §122-323. In considering such authorization, the planning commission must consider the following:
 - (i) Whether the proposed use is equally or more appropriate than the present nonconforming zoning district in which the building, structure or land is located. No change to a less appropriate use may be authorized by the Planning Commission.
 - (ii) Whether the proposed use will interfere to a lesser extent with the use of adjoining lands or other properties in the surrounding neighborhood for the uses for which they have been zoned pursuant to the provisions of this chapter.
 - (iii) The effect of the proposed use on adjoining lands and the surrounding neighborhood.
 - (iv) In permitting such change, the Planning Commission may require appropriate conditions and safeguards in accord with the purpose and intent of this chapter.
 - (v) Where a nonconforming use of a structure, or structure and land, is hereafter changed to a more conforming use, it must not thereafter be changed to a less conforming use.
- (b) **Expansion of class B nonconforming use.**
 - (1) The nonconforming use of any part of a building or structure must not be expanded or extended into any other portion of such building or structure.
 - (2) No visible structural alteration must be made to the building or structure devoted to a nonconforming use, except repairs and maintenance work which are required to keep such building in sound condition or as required by law.
 - (3) An existing structure containing a nonconforming use shall not be enlarged, constructed, reconstructed, moved or structurally altered or extended, unless the use is changed to a use which is permitted in the district in which the structure is located.

- (c) **Change in occupancy or ownership.** A change of occupancy or ownership shall not constitute a change in use.
- (d) **Removal or destruction.** If a building or structure in which a nonconforming use is being conducted is removed, destroyed, or severely damaged to the extent that the cost of restoration of the structure exceeds 100 percent of the state equalized value (SEV) or 50 percent of a higher value established by the most recent appraisal of the structure exclusive of the foundation and land, the nonconforming use shall not be renewed, and any subsequent use of the premises must conform to the use regulations of the district in which the premises are located. Single-family homes on individual lots that are considered a non-conforming use in the NC, Neighborhood Corridor Zoning District, shall be allowed to be rebuilt regardless of the amount of damage done to the structure so long as the rebuilt building is not enlarged or expanded. Single-family and two-family homes on individual lots that are considered a non-conforming use in the PMD, Production, Manufacturing, and Distribution Zoning District, shall be allowed to be rebuilt regardless of the amount of damage done to the structure so long as the rebuilt building is not enlarged or expanded.
For the purpose of calculating a fair and equitable cost of restoration regulated by this section, the average of two bid estimates from licensed contractors must be used. All work requiring permits under state and local regulations, and materials necessary to bring the structure up to current code must be included. Clean up costs, demolition, furnishings, appliances, and site work, i.e. landscaping, fencing, paving, shall not be included. The actual repair and reconstruction may be done by the owner or contractor of their choice.
- (e) **Abandonment.** If the nonconforming use of land is discontinued for a period of 365 consecutive days, where there is an intent demonstrated by the property owner to abandon the nonconforming use, it must not thereafter be renewed, and any subsequent use of the land must conform to the regulations of the district in which the land is located. A nonconforming use must be determined to be abandoned if the use has ceased and one (1) or more of the following conditions exist, that said condition(s) being deemed to demonstrate intent on the part of the property owner to abandon the nonconforming use:
 - (1) One (1) or more utility meters, such as water, gas and electricity to the property, have been removed;
 - (2) The property, buildings and/or grounds are unsafe or unsanitary, as described in Chapter 18, Article V;
 - (3) Cessation of business operations;
 - (4) Receipt of a written declaration by the property owner.
 - (5) Signs or other indications of the existence of the nonconforming use have been removed;
 - (6) Removal of equipment or fixtures that are necessary for the operation of the nonconforming use;
 - (7) Failure to maintain current licenses, certificates, permits, registrations or other appropriate documentation for the nonconforming use;
 - (8) Bank or tax foreclosure;
 - (9) Operation or maintenance of a permitted use or different use at the property; or
 - (10) Other actions or omissions, which in the opinion of the Planning or Building Department(s), evidence an intention of the part of the property owner to abandon the nonconforming use.

Sec. 122-350. Class A nonconforming uses of buildings.

Nonconforming uses of buildings shall be designated Class A provided that the Planning Commission finds all of the following exists with respect to the use or structure:

- (a) The use of structure was lawful at its inception.
- (b) The decision to continue the nonconforming use, if granted, will not alter the essential character of the area or neighborhood.
- (c) Continuance of the use or structure would not be contrary to the public health, safety, or welfare or the spirit of the chapter.
- (d) No useful purpose would be served by strict application of the provisions of this chapter with which the use or structure does not conform.
- (e) Nonconforming uses of buildings are subject to the following restrictions:
 - (1) Change in use. The nonconforming use of a building may not be changed to a different use unless the new use is permitted in that same district. Any building, or building and lot in combination, in or on which a nonconforming use is replaced by a permitted use, must thereafter conform to the regulations of the district in which it is located and the nonconforming use may thereafter not be resumed.
 - (2) A building or structure used for residential purposes which is nonconforming due to the number of dwelling units contained therein may only be changed so that the number of dwelling units is decreased, or so that the use is brought into conformity with this chapter.
 - (3) Notwithstanding the above, a nonconforming use of a building or structure may be changed to another nonconforming use so that the degree of nonconformity is lessened when authorized by the Planning Commission after a public notice and hearing in accordance with §122-323. In considering such authorization, the Planning Commission must consider the following:
 - (i) Whether the proposed use is equally or more appropriate than the present nonconforming zoning

SECTION 8: SPECIAL REGULATIONS

8.1 NONCONFORMITIES: NONCONFORMING STRUCTURES AND USES *(Amended 8/05)*

8.1.1 NONCONFORMING USES

Any nonconforming use of a building or premise which was lawfully existing at the time of adoption of this bylaw, or any pertinent amendment thereto, may be continued; and any building so existing, which was designed, arranged, intended for, or devoted to a nonconforming use, may be reconstructed and structurally altered, and the nonconforming use therein changed, subject to the following regulations:

1. A nonconforming use may not be changed, except to a conforming use, or with the approval of the Development Review Board, to another nonconforming use not more objectionable in character.
2. If a nonconforming use is changed into a conforming use, it shall not be changed back into a nonconforming use.
3. No nonconforming use shall be extended or expanded, except with the approval of the Development Review Board, provided that the Board shall have found that such extension or expansion will have no adverse effect upon the public health, safety, convenience, and upon property values in the vicinity; and, in judging the application, the Board should consider the criteria that would apply to the use if it were in a zone in which the use is permitted.
4. A nonconforming use, which has been discontinued for a continuous period of 18 months, shall not be resumed thereafter.

8.1.2 Enlargement of Nonconforming Buildings and Structures *(amended 7/00 & 8/05)*

Any building which does not comply with the requirements of this bylaw regarding building height limit, area and width of lot, percentage of coverage, and required yards shall not be enlarged or substantially altered, unless:

1. Such enlarged or altered portion conforms to the district in which it is located, and
2. It is approved by the Development Review Board.

Where this section may conflict with §6.0 (Historic Main Street) or §6.8 (RT 7A South Corridor), then these other sections control. *(Added 5/00, amended 8/05)*

The Administrative Officer may grant a permit for the enlargement of a building or structure which is used solely for residential purposes, provided that the proposed enlargement meets all of the requirements for the district in which it is located. *(added 2/94)*

8.1.3 Reconstruction After Damage

Nothing in this bylaw shall prevent the restoration or reconstruction of an existing, noncomplying building or structure within 18 months of being damaged or destroyed by fire, explosion, accident, or by a public enemy, to its condition prior to such damage, destruction, nor prevent the restoration of an unsafe wall or structural member. *(Paragraph amended 7/2000)*

This 18-month time period is calculated from the date of damage. To gain the rights described in this paragraph, it is the landowner's responsibility to take timely action to ensure that all needed local permits are granted within 18 months of the date of damage. One extension of up to 12 months may be granted by the Development Review Board where hardship or extraordinary circumstances are demonstrated. In addition, where litigation has created unanticipated delay, then the Development Review Board may grant an extension which is no longer than that time lost to litigation. *(Paragraph added 7/2000)*

City of Rochester, NH
Monday, July 8, 2024

Chapter 275. Zoning

Article 30. Nonconforming Property

§ 275-30.1. Introduction.

- A. Nonconforming property refers to a site with a condition which does not conform to one or more requirements of this chapter, as amended, but where the condition was lawfully established prior to the adoption of the chapter provision(s) with which it does not comply.
- B. There are four nonconforming conditions:
 - (1) Nonconforming uses;
 - (2) Nonconforming lots (such as those with less than required area or frontage);
 - (3) Nonconforming structures (such as buildings that do not meet setbacks, height limits, or size limits); and
 - (4) Other nonconforming site conditions.

§ 275-30.2. Vested nonconforming property.

- A. Continuation. A nonconforming property/condition may be continued as it existed at the time of passage of this chapter or as it existed at the time it was made nonconforming by passage of any amendment to this chapter, except as otherwise provided in this section.
- B. Permit issued. In any case where a building permit has been issued prior to the effective date of any amendment to this chapter, for a structure or use which would not be permitted under that amendment, the structure may be built or altered or the use established as a nonconforming structure or use as permitted under the building permit, provided that construction or alteration is commenced within six months after issuance of the permit and is diligently prosecuted to completion.
- C. Vested application. Pursuant to RSA 676:12, VI, proposed changes in these ordinances or other land use regulations shall not apply to any plat or application which has been the subject of notice by the Planning Board pursuant to RSA 676:4, I(d), prior to the first legal notice of a proposed change in a building code or zoning ordinance or any amendment thereto. No proposed subdivision or site plan review or zoning ordinance or amendment thereto shall affect a plat or application which has been the subject of notice by the Planning Board pursuant to RSA 676:4, I(d), so long as said plat or application was the subject of notice prior to the first legal notice of said change or amendment. The provisions of this subsection shall also apply to proposals submitted to Planning Board for design review pursuant to RSA 676:4, II(b), provided that a formal application is filed with the Planning Board within 12 months of the end of the design review process.

§ 275-30.3. Changes to nonconforming property.

- A. Nonconforming property or a nonconforming condition may not be expanded, enlarged, extended, or intensified except as specifically provided for in this article and not without appropriate approvals from the Historic District Commission, Conservation Commission, ZBA and Planning Board.
- B. A reduction in the nonconformity of a nonconforming use, structure or condition must be approved by the Planning and Development Department and the Director of Building, Zoning, and Licensing Services and may also be required to obtain Historic District Commission, ZBA and Planning Board approvals if the Director of Building, Zoning, and Licensing Services determines that issues associated with the changes are problematic and fall within the jurisdiction of these boards or commission.

§ 275-30.4. Nonconforming uses.

- A. Abandonment. If a nonconforming use has been discontinued for a period of at least one year it shall be considered abandoned by the owner and may not be resumed nor shall any other nonconforming use be established. Abandonment shall be construed as cessation of operations during that year where the circumstances around the cessation of operations are reasonably indicative of:
 - (1) An intention to cease or relinquish the use; or
 - (2) An overt act or failure to act which carries the implication that the owner neither claims nor retains any interest in the use.
- B. Conversion to conforming use. If a nonconforming use is converted to a conforming use, the nonconforming use shall be considered abandoned and may not be converted back again into a nonconforming use.
- C. Special exception/conditional use. Any existing use which is not a permitted use but which was allowed as a special exception or a conditional use in a district shall continue to be allowed as long as it shall comply with all of its original requirements of approval.
- D. Single-family homes. Existing single-family homes located in a zoning district which does not permit single-family use may be expanded or enlarged without limitation, by right, subject only to the setbacks, height, and maximum lot coverage within that district and other applicable provisions of this chapter.

§ 275-30.5. Nonconforming lots.

- A. Allowance to use. A nonconforming lot in separate ownership may, by right, be used in any manner allowed in that zoning district provided that:
 - (1) The lot is a legal lot of record and is duly recorded at the Strafford County Registry of Deeds as such;
 - (2) All setback requirements are met;
 - (3) Legitimate access can be provided to the lot;
 - (4) The lot can accommodate water, sewer, and drainage facilities as needed; and
 - (5) The lot meets minimum lot and/or coverage requirements as provided for in Article 19, Dimensional Regulations.

- B. Special exception. A nonconforming lot which does not meet all of the criteria listed above may be used for a proposed allowed use only by special exception based upon the standard criteria for special exceptions and a finding by the ZBA that the proposed use of the nonconforming lot is reasonable.
- C. Existing buildings. An existing building situated on a nonconforming lot may be expanded by right, subject to other provisions of this chapter and compliance with setbacks, coverage, etc., since the nonconforming nature of the undersized lot is not affected by the expansion.

§ 275-30.6. Nonconforming structures.

- A. Expansion. In accordance with § 275-30.3 above, a nonconforming structure may be expanded by right where the proposed expansion does not increase the nonconformity. (Example: If a portion of a building encroaches into the rear setback, an addition could be placed in the front of the building but not within the rear setback area.)
- B. Any nonconforming structure or part thereof declared unsafe by a proper governmental authority may be restored to a safe condition without Historic District Commission, Conservation Commission, ZBA or Planning Board action provided that no more than 50% of the value of the structure is being replaced.

§ 275-30.7. Other nonconforming site conditions.

Where there are other nonconforming conditions on a property under this chapter, those conditions shall be eliminated, reduced, or mitigated at such time that the owner of the property proposes any further development or redevelopment of that property. In the course of reviewing a new application, the Planning Board shall determine what degree or type of mitigation is appropriate with reasonable consideration given to the extent of the nonconformity, the scale of the proposed new development, the impact of the nonconformity, and other appropriate factors.

§ 275-30.8. Reconstruction.

A nonconforming structure or use that is damaged or destroyed by fire or any other hazard may be restored by special exception subject to the following terms/findings:

- A. Restoration must be commenced within 24 months of when the damage occurred;
- B. The damage was not intentionally caused by the property owner;
- C. The overall impact of the restored structure or use is determined to be no more adverse than the original structure or use;
- D. In the case of nonconforming structures, reasonable efforts are made to minimize, mitigate, or eliminate the nonconforming conditions; and
- E. Modifications to the original building configuration may be approved for good cause as determined by the Director of Building, Zoning, and Licensing Services.

§ 275-30.9. Other terms.

- A. Changed to conforming condition. Once any nonconforming condition is changed to a conforming condition the nonconforming condition may not be restored. Furthermore, once a nonconforming condition is reduced it may not afterward be restored to the earlier condition of

greater nonconformity.

- B. Lessen nonconforming condition. A property owner may by right seek to lessen a nonconforming condition. In applying to do so, he/she may not be compelled to completely eliminate the nonconforming condition, unless, as part of that application, it is determined that elimination of the condition is reasonable and not unduly burdensome.
- C. Signs. Signs deemed to be nonconforming under this chapter shall be regulated under Article **29** of this chapter.
- D. RSA. The provisions of RSA 674:39, Five-Year Exemption, apply as appropriate.



REQUEST FOR LEGISLATION
September 23, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Hearing to Review A Removal Action - Requested by Lorrie Thomas

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

1. Termination Review Position Statement (For the Public_ City Council Meeting September 23 2025 7pm) - Lorrie L. Thomas (1)
2. Lorrie Thomas Termination Review Request_Redacted
3. LT1-Disciplinary action May 2, 2025
4. LT2-7.01 Employee Conduct and Work Rules - highlighted Disiplinary Action Incidents reported by city clerk May 2, 2025
5. LT3-Andrew Hellenga Response to request for
6. LT4-Disciplinary action letter dated August
7. LT5-7.01 Employee Conduct and Work Rules - highlighted Disiplinary Action Incidents reported by city clerk August 6, 2025
8. LT6-7.04 Anti-Harassment (anti retaliation)
9. LT7-SEPARATION AGREEMENT LT THOMAS (1)
10. LT 09-19-25 Packet_Redacted
11. LT 09-21-25 submission
12. Exhibit 1
13. EXIBIT 2
14. EXIBIT 3
15. EXIBIT 4
16. EXIBIT 5
17. Updated Write up May 2

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: September 23, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

September 23, 2025

Dear Mayor Brown and City Council Members,

Re: Termination Review request with written position statement setting forth the reasons for review

Please accept this written position statement and request for Termination Review pursuant to the employee handbook and city charter. As you may know, the city clerk, Tracey Boudreau, elected to separate me from my position with the City of Ypsilanti as Deputy Clerk I on August 6, 2025, the day I returned from the funeral of a close family member.

Pursuant to Section 4.04, Employment Termination under the Ypsilanti City Charter, 7.18, and Appendix B, Guidelines For Review of Removal Actions By City Council City of Ypsilanti Employee Handbook, I can request a hearing to review the actions of the city clerk within twenty (20) days of the date of receiving two separate written notices of removal from the city; August 6, 2025, and August 8, 2025. I am also requesting a review of the prior verbal warning I received August 16, 2024, and also the first disciplinary action letter and punishment that occurred May 2, 2025, as I believe it shows a pattern of retaliation for whistleblowing, and an ongoing pattern of discrimination and hostile work environment.

Verbal Warning received, August 16, 2024, in response to First WhistleBlowing

On Tuesday, July 30, 2024, the city clerk received petitions from a petitioner for three initiatives intended for the November 2024 General Election. The city clerk needed to check 5% of registered voters 870 signatures, certify the petitions by way of resolution approved by city council, and to submit it all to the county by August 13, 2024. The city clerk had 14 days, with regular reminders from Washtenaw County Clerk's Office to meet this deadline.

The city clerk, Tracey Boudreau, didn't just miss the August 13 deadline for submitting the petitions to the county, the city clerk also failed to finish checking the registered voters signatures, which was not done until August 15, failed to certify the petitions by way of resolution approved by city council, and missed the August 13, 2024 election law deadline. The city clerk emailed me on August 12, 2024, that she wasn't coming into the office with no reason given, with the due date the following day. Not until August 15th, did she finish having the signatures checked, and only then did the city clerk email them to the Washtenaw County Clerk's office, but without certifying the petitions by resolution, required by the election laws. It is unclear why this was not investigated by the city when notified.

The Mayor and City Council were present at city hall, August 8, 2024, for a Finance Committee Meeting that lasted 45 minutes. A Special City Council Meeting could have been called, and it would have met all OMA requirements, to get the petitions certified by city council and submitted to the county by August 13, 2024, to allow the petitions on the November 2024 ballot.

Verbal warning received August 16, the day after the city clerk "realized" she missed the deadline. This verbal warning meeting with HR was the first time any concerns were brought to my attention regarding my job performance, working overtime, etc. With no prior warning or concerns shared by any staff member, I was called to the HR Office to receive a verbal warning from city clerk, and HR, Rachel Frye, for leaving work 11 days earlier, August 5, 2024, without working an additional hour of overtime. I came in early that day, worked straight through with no lunch or break for the election the next day, and had

already worked 8.5 hours. On August 6, 2024, I returned to work at 5:00am and worked without lunch, break, or rest until midnight (11 hours of overtime)¹. Following this, I returned to work August 7, 2024, at 7:45am to work a full day. I worked 19 hours of overtime during this pay period².

I filed a written response to this verbal warning with HR stating that I believed that this punishment was in response to the city clerk missing the filing deadline August 13, 2024 and the negative attention she received. Also, in possible fear of others learning that the missed deadline was not her only mistake.

- a. <https://www.mlive.com/news/ann-arbor/2024/08/clerk-misses-filing-deadline-keeping-yp-silanti-proposals-off-november-ballot.html>
- b. <https://www.facebook.com/groups/178850790201740/permalink/1213464310073711/>

The same day I received the verbal warning in the HR office, a co-worker also received a warning. However, the city clerk did not include HR, but had the meeting privately with them in council chambers. The city clerk misplaced 30+ applications for ballots for the August 6, 2024 election, and appeared to be blaming others, despite the city clerk being solely responsible for leaving the applications until August 16, after the election. I received no response from HR to my reporting of possible wrongdoing by the city clerk for not reporting her mistake of not issuing 30+ ballots for the August election to the proper authorities, which could have possibly changed the outcome of the election.

**First Disciplinary Action Letter received, May 2, 2025, 3 pages in length,
outlined three “incidents,” in response to Second WhistleBlowing**

Of importance, I had previously requested a review by the city manager, Andrew Hellenga, Mayor Brown and City Council when I was suspended for 5 days without pay by the city clerk on May 2, 2025. I requested review as I believed the actions of the clerk were in direct response to whistleblowing that occurred April 8, 2025, when I refused to sign off on timesheets for her daughter Molly Boudreau.

Even though the city clerk had informed me, February 25, 2025, that the city manager had told her it was okay via Team’s message.

“FYI - I checked with Andrew and although I gave Council an estimated end date for Molly, it was not in the resolution, so I can keep her for a couple more weeks. She should be able to get through most everything in the basement³!”

I still believed that the intentions voiced at the [September 17, 2024 City Council Meeting](#)⁴ was for the resolution that gave authority for the city clerk to hire her daughter to expire February 28, 2025, and I refused to sign them. These timesheets were for the months of March and April, after the authority expired.

¹ Overtime was routinely assigned to me by the city clerk by the day, with no regard for breaks, lunches, rest, or prior warning. I informed HR of my concerns over overtime many times in the coming year.

² The city clerk kept forgetting to submit my earned overtime to payroll, until it was finally paid on the October 11, 2024 payroll cycle, over two months later.

³“Everything in the basement,” had nothing to do with the November 2024 General Election.

⁴ Discussion regarding Resolution No. 2024-211, starts at timestamp 1:48:39

September 17, 2024, Regular City Council Meeting, Resolution No. 2024-211 Authorized the City Clerk to hire Molly Boudreau, daughter of the City Clerk, as a contract employee for elections (voting assistant).

According to a news article dated September 25, 2024, written by Gabriella Payeur, "Several council members were hesitant and had questions. Notably Councilwoman Desirae Simmons raised questions about the length of the contracting period... City manager Andrew Hellenga explained that this is a limited position with an end date. City Attorney Barr added that if Boudreau would want to contract her daughter again in the future, it would need to come before the council again. All timesheets are first signed by the clerk's deputy, then the clerk herself." The City Council unanimously approved the resolution with the contract ending February 28, 2025.

- a. <https://www.easternecho.com/article/2024/09/ypsilanti-city-council-approves-clerks-daughter-as-contract-employee-for-election>
- b. <https://www.youtube.com/watch?v=PySdfytjYLM>

It is my understanding that Molly was working at Halloween USA at the time. It is also my understanding that she never worked for the city of Dearborn as an employee but was hired to work as an election inspector (voting assistant) during elections only, hired by her mother, at that time, the Dearborn Deputy clerk, Tracey Boudreau. This may be why the city clerk failed to provide a resume when asked by Council Member Wilcoxon.

City of Ypsilanti Election Inspectors (voting assistant) are temporary/seasonal help and are paid \$19 per hour. While working for the City of Ypsilanti as a voting assistant, Molly was paid \$28 per hour. This is roughly four dollars or more per hour than any other city staff member in the Clerk's office, beside the city clerk who is paid over \$40 per hour, and nine dollars more per hour than any other similarly positioned election inspector.

I informed the city manager and HR of possible nepotism, in violation of the city charter anti-nepotism laws⁵. I received no response.

18 business days after I refused to sign off on the timesheets of Molly Boudreau, I was suspended for 5 days without pay, with no prior warning or concerns voiced by anyone. The city clerk told me when I received the disciplinary action letter that it was her intention to fire me, but that HR had informed her that she couldn't because the narrative the city clerk reported in the Disciplinary Action letter did not meet the threshold for termination, or the classes the city clerk selected from the employee handbook.

The City Manager responded to my request for an investigation for the city clerk possibly violating the the City of Ypsilanti ordinances, 2.01 City Records, 4.08 City Clerk, 10.1 Contracts, 10.3 Modification in Contracts, 11.05 Anti-Nepotism⁶, and the policies and procedures outlined in the employee handbook, discrimination and retaliation for whistleblowing. He responded that the disciplinary letter of May 2, 2025 which suspended me for a week without pay (25% of my monthly income), was written incorrectly by the city clerk, as the narrative did not match the incidents that the clerk alleged had occurred. These incidents included three false counts of bad hygiene (employee handbook Class 1, F) and two false counts of violence in the workplace (employee handbook Class III, B). The city manager informed me that the city clerk had been instructed to correct the letter, and only then would I be allowed to request review to

⁵ https://library.municode.com/mi/ypsilanti/codes/code_of_ordinances?nodeId=PTICH_ARTXIGE_11.05ANPO

⁶ This is not meant to be an exhaustive list of possible violations.

defend myself. There was no mention of the whistleblowing or discrimination, and I was not reimbursed for my lost wages. I know of no investigation conducted by the city regarding my concerns.

Additionally, I received no reply to my previous reporting of discrimination, and hostile work environment regarding the city clerk from 7/9/24, 8/16/2024, 8/30/24, 9/30/2024, 2/2025, and 2/11/2025. I made subsequent requests for assistance 5/2/2025, 05/12/2025, 5/14/2025, 5/19/2025, 5/21/2025, 5/29/2025, 6/3/2025, 6/6/2025, 6/18/2025, 7/11/2025, 7/16/2025, and 7/17/2025, but never received the corrected Disciplinary Action letter, nor was a review of the city clerk's actions, or my concerns over what I believed to be unlawful actions by the city clerk investigated. If the actions of the city clerk were in fact lawful, I was never informed of such by any city staff.

I did respond to the city clerk's false allegations in the May 2, 2025, Disciplinary Action letter and submitted my responses to the city manager, HR, and the city attorney asking for an investigation of the actions of the city clerk for retaliation for whistleblowing.

I also submitted a written grievance for bullying and discrimination against the city clerk and the Treasury employee⁷, an hourly union employee under the department head Rheagan Basabica, supervised by the city clerk and with whom I shared an office space. I received no review or followup from any city staff, regarding any of my concerns, including HR and the city attorney.

Being suspended without pay with the first Disciplinary Action, as opposed to a written warning is in violation of the City of Ypsilanti Employee handbook, and the proper process and procedure, which outlines the disciplinary process as, "first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to termination of employment."

Second Disciplinary Action Letter received, August 6, 2025, 3 pages in length, dated August 1, 2025, outlined seven "incidents," in response to Third WhistleBlowing

According to the City of Ypsilanti Employee Handbook, "The City's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial." The disciplinary letter I received August 6, 2025, dated August 1, 2025, outlined seven "incidents" that the city clerk alleged occurred 5/12, 6/12, 6/18⁸, 6/20, 6/26, 7/10, 7/15, and 7/16. I have to question the city clerk's memory of events and motive, as she waited 2 months, and 3 weeks after the first "incident" that she felt rose to the threshold of "blatant insubordination," before bringing it to my attention, or any other city staff. The city clerk waited until I was on bereavement leave to write the separation letter, with her false narrative of events, which failed to be, "prompt, uniform, and impartial."

On Friday, August 1, 2025, the city clerk wrote the second Disciplinary Action letter that included, five false counts of unsatisfactory work and/or failure to maintain required standards (employee handbook Class I, E), and six false counts of insubordination (employee handbook Class III, A).

In response to whistleblowing, See Incident 7 below, I received, one false count of unsatisfactory work and/or failure to maintain required standards (employee handbook Class I, E), and one false count of insubordination (employee handbook Class III, A). I also received one false count of unauthorized use of

⁷ See Second Disciplinary Action letter, where I was terminated for reporting the Treasury Employee (Whistleblowing).

⁸ The city clerk was absent 06/18/2025

city tools, equipment or materials at any time for personal needs (employee handbook Class II, B, and one false count of dishonesty or any dishonest action (employee handbook Class IV, B), which the city clerk highlighted in bold.

The seven incidents reported by the city clerk:

Incident #1, (May 12th 2025) *Deputy asked to return the city cell phone*
Clerk's response: BLATANT INSUBORDINATION

Incident #2, (June 12th 2025) *Deputy ordering parking passes with mistakes for the Treasury Department and didn't correcting a parking pass price sheet(cheat sheet), for the Treasury employee*
Clerk's response: INSUBORDINATION

Incident #3, (June 18th 2025) It's unclear from the city clerk's narrative what exactly I am being accused of, but the date of June 18th, 2025, is the date the clerk was not in the office and I was acting as the backup for the city clerk and first reported the Treasury employee. See Incident #7, Whistleblowing.
Clerk's response: INSUBORDINATION

Incident #4 (July 10, 2025) *Deputy requested to become a notary*
Clerk's response: BLATANT INSUBORDINATION

Incident #5 (date unknown) *Deputy changed the Citizen Complaint Form*
Clerk's response: INSUBORDINATION

Incident #6 (June 20, 2025, June 26, 2025, July 15, and July 16, 2025) *Deputy gave pages of explanation and not a summary of research requested, DPW Director, Bonnie Wessler sent an email suggesting universal bylaws, no discussion or movement on the request and Lack of comprehension and lack of understanding of the roles of the clerk's office*

This is in regards to the additional punishment that the city clerk exacted May 12, 2025, after I returned from my 5 day suspension without pay. After being suspended, the city clerk also required me to log my work daily, weekly, and monthly (task list), and submit it each Friday for Monday review for two months⁹. The city clerk also changed my work schedule, changed my lunch break time, which included removal of the right to take lunch at my desk, but requiring me to leave the office. The city clerk also no longer allowed me to work from home the day after long evening meetings, like the city clerk and all previous predecessors¹⁰, and required me to carry the city provided cell phone 24/7, despite the fact she didn't text or call and instead contacted me through my personal phone. Later, the city clerk added that I was not allowed to take off Fridays, especially after board and commission evening meetings, as the city clerk claimed that the action minutes needed to be completed within 1-2 days to fulfil Open Meeting Act requirements (OMA). The city clerk is aware that OMA only requires that the minutes be posted within eight business days. In my time with the city, I have never missed any deadline or OMA requirements. These additional punishments and requirements were inflicted on me alone in the Treasury/Clerk's Office, with constant monitoring by the city clerk when she was in the office, which averaged three days per work week. The other two days, I acted as the city clerk's backup. If the Treasury employee was absent, I was also the backup for the Treasury Department.

Clerk's response: UNSATISFACTORY WORK

Incident #7 (June 18th 2025) Whistleblowing. The Treasury employee was leaving early or being absent, without reflecting it on her timesheet, especially when the city clerk was out of the office, and I was acting as back up for the city clerk. I reported it, as required in the City of Ypsilanti Employee Handbook.

The city clerk wrote in the Disciplinary Action letter, "The clerk would not even think to report on the Treasury employee, who did not fall under our supervision," and the city clerk in fact didn't report the Treasury employee whom she directly supervised. Instead of reporting it, the city clerk knowingly and willingly allowed an hourly

⁹ In the eight weeks that I submitted the log/task lists every Friday, for Monday review, the city clerk reviewed it once, June 17.

¹⁰ I am now under the care of a doctor for my work related injuries and prescribed medications.

union employee to falsify her timesheet ongoing, in violation of Section 4.01 Timekeeping of the employee handbook.

Clerk's response: UNSATISFACTORY WORK, INSUBORDINATION, UNAUTHORIZED USE OF CITY TOOLS, EQUIPMENT OR MATERIALS AT ANY TIME FOR PERSONAL USE (highlighted in bold font by the city clerk), and DISHONESTY OR ANY DISHONEST ACTION (highlighted in bold font by the city clerk)

At the time I reported the Treasury employee, it is my understanding that city staff also discovered that it appeared that the city clerk was also leaving early or being absent, without reflecting it on her timesheet as well.

Termination

Being terminated as the second disciplinary action, as opposed to a suspension, is in violation of the City of Ypsilanti Employee handbook, and not the proper process and procedure, which outlines the disciplinary process as, "first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to termination of employment."

As the city clerk, Tracey Boudreau and city management have continually acted in bad faith, I write this request for the Mayor and City Council to review the actions of the city clerk and city management. It is my belief that the city clerk not only violated the laws outlined above for discrimination and retaliation for whistleblowing, but also violated the policies and procedures outlined in the employee handbook, under:

- ☐ 7.04 Harassment Policy
- ☐ 1.04 City's Business Ethics and Conduct Policy
- ☐ 1.14 Disability Accommodation.
- ☐ 7.01 Employee Conduct and Work Rules
- ☐ 7.02 Progressive Discipline

Before I reported the actions of the city clerk April 2025, that I believed unlawful (whistleblowing), I had received no written warning, no suspension, and no termination of employment, but praise.

I had never missed a deadline, and consistently performed all tasks in which I was hired, including those tasks that were randomly assigned that were the responsibility of others. Such as being assigned duties of the Treasury employee, regarding parking passes, and taking payments at the counter for taxes, etc, though these tasks are required to be conducted by hourly union staff members only, per the collective bargaining agreement. .

I also implemented the new FOIA software for the city, NextRequest, with no oversight or assistance from any city staff, though it was not part of my job offer contract or job description, but assigned to me February 2025, with no additional compensation. I also conducted NextRequest staff training, and daily FOIA administration oversight.

- ☐ In August 2025, the city clerk posted a job opening for the Deputy Clerk I position, and FOIA administrator had been added to the job description, and the base pay rate had been increased by \$10k.

For these reasons, I respectfully request Termination Review by the Mayor and City Council. I would also like to remind the Mayor and City Council that the city clerk terminated my employment the day I returned from the funeral of a close family member, two months, and three weeks after the first "incident", and 14 days after I submitted forms for a work related injury, which was denied by the city's Worker's Compensation insurance carrier the day after I was terminated, August 7, 2025. My health, dental and vision insurance was cancelled by the city August 28, 2025.

In closing, in the "at-will" employment doctrine, an employer can generally fire an employee at any time, for any reason, or no reason, as long as it's not for an illegal reason. Firing "for cause" means an employee was terminated for a specific, justifiable reason, such as misconduct or poor performance. While at-will employment allows for termination without cause, it does not permit termination for illegal reasons like discrimination or retaliation. The city clerk terminated my employment "for cause," with no specific and justifiable reason.

The August 8, 2025, severance agreement I received from the city offered \$3,000 and my earned comp time (44.38 hours of worked overtime at 1:1 ratio) if I agreed to not sue. The letter stated,

"The parties expressly acknowledge that Employee's separation is the result of the position not being a good fit for the Employee and does not disqualify Employee for further Employment with the City should she be qualified and desire to apply for any open position."

Thank you for your time in advance, and please feel free to contact me directly with any additional questions or concerns.

Sincerely,

Lorrie L. Thomas

Cc CLERK'S OFFICE

Mayor Nicole A. Brown
Council Member Me'Chelle King
Council Member Roland Tooson
Council Member Patrick McLean

Council Member Steve Wilcoxon
Council Member Amber Fellows
Council Member Desirae Simmons
Washtenaw County Clerk, Lawrence Kestenbaum

Verification of all written here can be obtained from the City of Ypsilanti via Freedom of Information Requests (FOIA), using the FOIA software, NextRequest: <https://cityofypsilantimi.nextrequest.com/>

Lorrie L. Thomas

Ypsilanti, Michigan 48197

August 23, 2025

Dear City of Ypsilanti, Clerk's Office:

Pursuant to Section 4.04, Employment Termination under the Ypsilanti City Charter, and 7.18, Appendix B, Guidelines For Review of Removal Actions By City Council, under the City of Ypsilanti Employee Handbook, I am request a hearing with the Mayor and City Council to review the actions of the city clerk, Tracey Boudreau, for wrongful termination within twenty (20) days of the date of receiving two seperate written notices of removal from the city on August 6, 2025 and August 8, 2025.

The Termination Review written position statement setting forth the reasons for review, together with copies of documents the employee wishes the City Council to consider will be supplied for the agenda packet once the hearing date is known.

I am specifically asking that this hearing be open to the public, as I have not violated any policies or rules of the City of Ypsilanti, but am being targeted by the city clerk for discrimination and retaliation for whistleblowing. I have repeatedly informed the city of my concerns regarding the city clerk and the city appears unconcerned with adhering to federal and state laws, the City of Ypsilanti City Charter or employee handbook.

Sincerely,



Lorrie L. Thomas



City of Ypsilanti

Office of the City Clerk

Disciplinary Action for Lorrie Thomas, Deputy City Clerk

By Tracey Boudreau, City Clerk

May 2, 2025

Incident #1 – Class I, F and Class III, B

Clerk delegated task of ordering name plates for Boards and Commissions to the Deputy Clerk. On or around April 9, 2025 we received an email notification that the order was ready for pick up. The following week, on or around April 15, 2025, the Deputy Clerk indicated that the name plate was ready for the Clerk to pick up. The Clerk directed the Deputy Clerk to pick up the name plate, to which the Deputy replied that she was much too busy and would try to get to it as soon as she could. This business is five minutes away and the Deputy can use the City car. The following week, on April 23, 2025, the Clerk emailed a reminder to the Deputy, and she responded that she would pick up the name plate, but later sent another email stating she had been behind all week and couldn't complete the task. The Deputy did pick up the name plate on May 1st.

- This offense is a breakdown of procedure and shows a need for improvement in the following areas: time management, reliability/dependability, judgement and decision making, and knowledge of position.

Incident #2 – Class I, E and F

Deputy Clerk contacted an ice cream truck owner, who had submitted solicitor license application to the Clerk, and made false and or misleading statements to the applicant regarding the Clerk on or about April 21, 2025.

- This offense shows a lack of tact and demeanor and undermines the reputation of the Clerk's office. More concerning is that this has occurred several times, in different ways.

While we were considering our disciplinary approach to these offenses, a third, progressively worse, offense occurred.

Incident #3 - Class I, F and Class III, B

Lorrie Thomas, Deputy Clerk was specifically directed by the City Clerk NOT to change or amend the online application for Boards and Commissions. The Deputy argued several times over this with the Clerk. The Deputy moved forward and changed the form, several times, with several different versions being used by residents to submit applications. When the Clerk instructed the Deputy to return the form to the original version, the Deputy was reluctant and confused.

**One South Huron Street
Ypsilanti, MI 48197**

**Tel (734) 483-1100
Fax (734) 487-8742**

www.CityofYpsilanti.com

Lorrie Thomas

From:

To:

Subject:

Rachel Frye

Friday, May 2, 2025 11:02 AM

Lorrie Thomas

RE: Cultural competence training

- This offense made the application confusing, verbose, and off-putting. It also upset Council Members and applicants.
- **2 separate Class III offenses in one week's time are basis for termination. Had disciplinary action been taken on the #1 incident, the #3 incident would have resulted in termination. In lieu of termination, the discipline imposed is a five (5) day suspension without pay, commencing on May 5, 2025, with a return-to-work date of Monday, May 12, 2025.**

Lorrie is an important part of the team, but we need to be on the same page. The Deputy should be the right hand to the Clerk and the two should work as a cohesive team. This is what we want for Lorrie and we want to help her grow into this role. A main theme to remember is that our priorities are dictated to us by the City Manager and the City Council, and we need to be flexible and follow their lead.

Acknowledged by Lorrie Thomas, Deputy Clerk: _____

Rachel Frye

Director of the Law Department

City of Tippah, MS

From: Lorrie Thomas <lthomas@cityoftippah.com>

Sent: Friday, May 2, 2025 9:28 AM

To: Rachel Frye <r.frye@cityoftippah.com>

Subject: Cultural competence training

CONDUCT & DISCIPLINARY ACTION

7.01 Employee Conduct and Work Rules

Effective Date: 4/1/1999

Revision Date: 4/1/2005

Revision Date: 4/1/2015



Employees of the City of Ypsilanti work and provide services for the public. It is extremely important that they conduct themselves at all times in a manner that will reflect credit upon themselves and the City, provide for the protection and well-being of all City employees and the public, and ensure an orderly, efficient and productive workplace. The following rules and regulations are provided so that employees will know what is expected of them. Employees should read this document carefully. If there are any questions, do not hesitate to ask for clarification from a supervisor or the Human Resources Department.

No list of work rules could cover all possible acts of improper behavior; therefore, each employee must exercise good judgment for proper and mature behavior. Any employee who engages in any job-related misconduct, although the conduct is not specifically named in the work rules, may be disciplined or discharged. Because each person is a public employee and occupies a special status in the work force, arrest or conviction for conduct occurring outside working hours, or any other off-duty involvement in inappropriate or unprofessional conduct or behavior which could reflect negatively on the City or its reputation in the community, may result in suspension and/or disciplinary action, depending upon the nature of the conduct and whether the sanctions imposed, if any, interfere with the ability to perform assigned duties.

Because each instance can differ, the City retains the right to treat each occurrence of misconduct on an individual basis, without creating a precedent for the treatment of any other case that may arise in the future. The City retains the right to suspend the operation of any disciplinary action that it may take, during good behavior for a specified term, at its exclusive discretion. Examples given in any rule do not limit the generality of the rules. As further explained below, these rules and regulations are not to be construed as a limitation upon the retained rights of the City, but are merely a guide.

The rules set forth in this section of the handbook apply for specific offenses. These rules are not intended to impose a rigid limitation upon management when dealing with disciplinary matters, nor are the intent to discipline any employee when a particular violation is minor or is an isolated incident in an otherwise good work record. A more severe penalty may be imposed than that prescribed below if it is deemed necessary due to the seriousness and nature of the offense, the record of the employee or other applicable factors. Likewise, supervisors with authority to review and impose penalties may impose less than the maximum penalties for violations of the rules set forth in the handbook when extenuating circumstances are found to exist.

Offenses

The following is not intended to be a complete list of every offense or act for which disciplinary action may be necessary. In addition, individual departments (especially Fire and Police) establish rules and regulations which may call for disciplinary action not listed herein. If there is a conflict, the stricter policy/rule will prevail.

Class I Offenses

- A. Absence from duty without prior permission from the supervisor, except for cause beyond the control of the employee which prevents obtaining prior approval. When advance notice cannot be given, employees are expected to notify their supervisors or department heads of the reasons for their absences and the expected time of their return.
- B. Failure to commence work at the beginning of the duty period or leaving work prior to the end of the duty period. All employees are expected to work, excluding authorized breaks, from the beginning to the end of the duty period and neither arrive late nor leave early.
- C. Violation of the Attendance and Punctuality Policy (see 7.05), including failure to provide advance notice of absence from work or late arrival.
- D. Excessive personal telephone calls, whether sent or received.
- E. Unsatisfactory work and/or failure to maintain required standards of performance, including failure to complete regularly assigned duties.
- F. Poor hygiene or failure to follow the Personal Appearance Policy (see 7.06) or applicable departmental uniform policy or dress code. In addition to being subject to disciplinary action, employees who arrive at work, or are found working while inappropriately dressed, will not be permitted to begin or continue work, whichever is applicable, until such time as they are properly attired, nor will they be compensated for the time lost obtaining their uniforms.
- G. Violation of the Solicitation Policy (see 7.11).
- H. Deliberate neglect or carelessness in observance of departmental rules, official safety rules, or disregard of common safety practices.
- I. Improper use of work hours: loitering, loafing, and horseplay, disregarding job duties by neglect of work or reading for pleasure during working hours.

Class II Offenses

- A. Negligent or careless misuse, abuse, waste, damage to or destruction of public or private property, while in capacity of City employment.
- B. Unauthorized use of City tools, equipment or materials at any time for personal needs.
- C. Use of derogatory or profane language toward co-workers or the public. (See 7.04 Anti-Harassment Policy)
- D. Incidents of sleeping during scheduled work hours or inattention to work.
- E. Unauthorized use of City vehicles.
- F. Participation in gambling on the City's time or premises.
- G. Failure to report, within 24 hours, accidents involving City equipment, excluding motor vehicles. (See Class III Offenses for motor vehicles)

- H. Failure to report, within 48 hours, personal injuries, or injuries of co-workers, to the City.
- I. Failure to report for overtime work without cause, after being scheduled according to departmental overtime policy.

Class III Offenses

- A. Insubordination by the refusal to perform work assigned, refusal to comply with supervisor's written or verbal instructions, or receiving directions or instructions in an insolent or defiant manner. Any employee who feels the supervisor's directions are improper will be expected to comply with the directions, but may utilize the grievance procedure.
- B. Use of abusive, coercive or threatening language, including the threat of physical violence, toward subordinates, members of the supervisory force, co-workers or the public.
- C. Repeated violation of work or safety rules.
- D. Failure to report, without cause, accidents involving motor vehicles within 24 hours when damage is caused to public, private or City property, including City cars, trucks, buildings, equipment, etc.
- E. Violation of single licensing requirement or CDL regulations regarding notification of convictions.
- F. Any use of another employee's time card; any unauthorized alteration of another employee's time card, an assigned time card, or a required time or production record.
- G. Horseplay or scuffling where there is injury or property damage.
- H. Public criticism or making false or malicious statements regarding City officials and/or City employees.
- I. Misuse or removal of confidential City records or information of any nature (subject to any exceptions provided in state or federal laws), or revealing such information without proper written authority from the department head/supervisor (or reviewed by the City Attorney).

Class IV Offenses

- A. Possession of alcoholic beverages, narcotics, firearms (or other lethal weapon), concealed or otherwise, on City premises, even if employee possesses a concealed weapons permit. Only sworn police officers and the Fire Chief are permitted to carry concealed weapons on City property. Please note: City property includes City parking lots. Concealing alcoholic beverages, narcotics or firearms/weapons in your personal vehicles on City property is a violation of this rule.
- B. Any intentional misrepresentation or falsification of City records, time reports, leave of absence requests, bereavement leaves or any other City document(s) or record(s) pertaining to an employee's job responsibilities or employment with the City. Making false claims or misrepresentations in an attempt to obtain disability, Workers' Compensation, or unemployment compensation benefits or payments. Falsifying testimony when accidents are being investigated or falsifying or assisting in falsifying personnel or other records, including production or work

performance reports; or giving false information or withholding pertinent information called for in making application for employment.

- C. Violation of the City's Drug-Free Workplace Policy (see 7.03).
- D. Dishonesty or any dishonest action. Examples of "dishonesty" and "dishonest actions" are: theft, pilfering, making false statements to influence an official action by the City, and making false statements to secure an excused absence.
- E. Work performed for another employer or other person(s) during scheduled City employment without the express written permission of the department head.
- F. Work of any kind for personal monetary gain while on sick leave or leave of absence, unless authorized by the City Manager.
- G. Altercations or any other form of physical violence in the context of City employment.
- H. Immoral or indecent acts on City premises while functioning as a City employee.
- I. Damage to or destruction of City property, tools, equipment, motor vehicles, or the property of City employees or others.
- J. Failure to report an accident, leaving the scene of an accident, or violation of CDL regulations regarding notification of license suspension, revocation, cancellation, etc. (The requirement to report license suspension/revocation applies to all employees who are required to possess a valid driver's license for employment.)
- K. Instigation of or participation in any walkout, strike, sit-down, stand-in, slowdown, refusal to return to work at the scheduled time for the scheduled shift, or other curtailment or restriction of production or interference with work in or about the City's work stations, whether individually or with others.
- L. Sexual or other prohibited harassment of employees, visitors or members of the public. (See 7.04 Anti-Harassment Policy)
- M. Conviction of a felony.
- N. Unexcused absence of three consecutive workdays, or failure to return from a leave of absence.

Penalties For Offenses

Before an employee receives a disciplinary suspension or is discharged for violation of the City of Ypsilanti work rules, the employee will be given written or oral notice of the basis for the proposed disciplinary action, and an opportunity to present his or her position. The City may place an employee on an immediate or investigatory suspension pending a final determination of the charges. This action is not a disciplinary suspension unless it is subsequently stated as such. If the investigation establishes the employee's innocence of the charges, he/she will be returned to work and paid for all lost time. If an employee is disciplined for violating the City of Ypsilanti work rules, he/she may use the grievance procedure provided by City policies. A violation of these rules will result in disciplinary action, as indicated. Discipline ranges from a verbal reprimand to discharge, depending upon whether it is a first violation or a recurrence, and the seriousness of the violation. A combination of violations will be dealt with according to the circumstances of each individual case.

When imposing any discipline as a result of a current incident, the City will not take into

account Class I Offenses which occurred more than one (1) year prior to a current incident, Class II or III Offenses which occurred more than two (2) years prior, or Class IV infractions that did not result in discharge which occurred more than four (4) years prior, unless such offenses continue to have force and effect as part of progressive discipline as a result of subsequent disciplinary action instituted prior to the expiration of application time-limits set forth herein.

Class I Offenses - The penalty for a Class I Offense, or a combination of those offenses, shall be a verbal reprimand for the first offense, a written reprimand for the second violation of the rules, a three-day suspension without pay for a third violation, a five-day suspension without pay for a fourth violation and termination for a fifth offense.

Class II Offenses - The penalty for a Class II Offense, or a combination of those offenses, shall be a three-day suspension without pay for the first offense, a five-day suspension without pay for a second violation of the rules and termination for a third violation.

Class III Offenses - The penalty for a Class III Offense shall be a five-day suspension without pay for the first offense and termination for a second violation.

Class IV Offenses - Subject to discharge.

Note: An employee who has already received a three-day suspension for a previous offense, or combination of offenses, shall receive a five-day suspension without pay for either a Class I or Class II Offense and shall be subject to discharge for a subsequent violation of the rules, regardless of the classification of the offense.

An employee who has already received a three-day suspension shall be subject to discharge for a Class III or Class IV Offense. Likewise, an employee who has already received a five-day suspension for a previous offense, or combination of offenses, shall be subject to discharge for any further violation of the rules, regardless of classification.

7.02 Progressive Discipline

Effective Date: 4/1/1999

Revision Date: 4/1/2015

The purpose of this policy is to state the City's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The City's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the City is based on mutual consent and both the employee and the City have the right to terminate employment at-will, with or without cause or advance notice, the City may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to termination of employment. If more than 12 months (for minor infractions) or 24 months (for major infractions) have passed since the last disciplinary action, the process will normally start over.

The City recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy (7.01) includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the City.



7.03 Drug-Free Workplace Policy

Effective Date: 4/1/1999

Revision Date: 4/1/2011

Revision Date: 4/1/2015

The City of Ypsilanti has a vital interest in providing for the safety and well-being of all employees and the public, and maintaining efficiency and productivity in all of its operations. In fulfillment of its responsibilities, the City is committed to the maintenance of a drug- and alcohol-free workplace. In addition, the City and certain employees who drive commercial motor vehicles are subject to the Omnibus Transportation Employee Testing Act of 1991, and implementing regulations issued by the Federal Highway Administration (FHWA) of the U.S. Department of Transportation, 49 CFR Part 382, which require covered employers to promulgate a policy on the misuse of alcohol and use of



MEMORANDUM

For: Lorrie Thomas, Deputy Clerk

From: Andrew Hellenga, City Manager

Subject: Response to Request for Review of Removal Actions

Response

4.04. Employment termination.

Each officer or employee removed by the City Manager shall be notified in writing of the reasons for removal prior to the removal with a copy filed in the office of the City Clerk and shall have a hearing on the removal upon request. Any officer or employee covered by a collective bargaining agreement shall have the rights set forth in the agreement. All other personnel shall have, at a minimum, a hearing by the City Council if a request for a hearing is made within 20 days after the date the notice was received. While the review is pending, the removal action shall not be suspended. At the conclusion of the hearing the Council may take appropriate action. This Section shall not diminish any rights any officer or employee would have in the absence of the Section.

Neither the City Manager nor their designee removed you from employment. This request is not valid.

After reviewing the notice of disciplinary action, the narrative does not match the listed offenses. The City Clerk will be advised to update the notice of disciplinary action. At that time, you may submit another request for problem resolution to provide proper defense to the claims as stated in the notice of disciplinary action.

Your request for an investigation into bullying will be submitted to the City Attorney for further review.

Andrew Hellenga, City Manager

Disciplinary Action for Lorrie Thomas, Deputy City Clerk

By Tracey Boudreau, City Clerk

August 1, 2025

Incident #1 – Class III, A

Clerk noticed on several occasions that Deputy was not taking City cell phone home, so when Lorrie returned from suspension, asking Deputy Thomas to take phone home every day was included in corrective action plan. Right after that, on May 12th, Deputy sent email asking to return City cell phone.

- This offense shows blatant insubordination, as Deputy initially refused to take calls on her personal phone and also appears to be in retaliation to Clerk's request:

Incident #2 – Class I, E and Class III, A

Deputy Clerk researched, chose colors, proofed, and purchased 25/26 Parking passes without consulting the team and without informing her supervisor, Clerk Boudreau. The Clerk was made aware after the purchase on June 12, 2025 and 2 passes have mistakes, which would be very costly to redo. In addition, the Deputy should have updated the Parking pass price sheet and indicated she would. However, what should have been a simple color and cost update, became a whole new project that wasted considerable time and resources – that of the Deputy, the team and the Clerk. This began in June and has just now been fixed correctly.

- This is insubordination because the Deputy should have included the Clerk and often seems to deliberately leave her supervisor out of the loop. When the team is not involved, there is a breakdown in communication which causes confusion and often failure of the team. In addition, this is unsatisfactory performance of duty by making this simple update so complicated and time consuming.

Incident #3 - Class I, E and Class III, A

Clerk was working from home after a Council Meeting and assigning tasks by Teams and email on June 18, 2025. Deputy emailed Clerk complaining that she had too much work and could not help with a team research request. Deputy also sent a "friendly reminder" that co-worker has more time than she to assist. Clerk computed time for tasks assigned and very liberally, Deputy should have had an extra hour or two to do some research.

- This offense is insubordination and shows a lack of teamwork and poor time management. The Deputy's duty is to support the Clerk and without that, the Clerk's work breaks down and tasks don't get complete. There must be a team effort and mentality to accomplish all the Clerk's responsibilities.

Incident #4 – Class III, A

On July 10, 2025 Clerk received email from HR with Deputy's Professional Development request to become a Notary. Only once HR told Deputy to talk to her supervisor did she include the Clerk in that conversation. Deputy disregarded protocol and went around her supervisor, as this request was previously submitted to Clerk.

- This offense shows blatant insubordination, as Deputy had made this request to Clerk, but was not satisfied with her supervisor's response.

Incident #5 – Class I, E and Class III, A

Clerk asked Deputy to update the Citizen Complaint form by adding a word or two. Instead, Deputy searched and researched and found an old version and asked to use that. Clerk reviewed (wasting time) and told Deputy to basically keep the old form – specifically crossing out an extra page Deputy had found and wanted to add. Deputy then updated, printed & posted form without letting Clerk proof. Weeks later, Clerk found the form has the extra old page specifically requested to be removed.

- This is an example of not performing at a level commensurate with the position of Deputy as well as insubordination for not following specific instructions from the Clerk. The Clerk's office must provide clear and accurate information, and these incidents lead to confusion and mistakes.

Incident #6 - Class I, E

On multiple occasions, the Deputy has shown a lack of comprehension for tasks assigned and a lack of understanding the roles of the Clerk's office. In addition, the Deputy has not followed directions and instructions correctly and has not been able to self-correct or redirect her efforts when counseled to do so.

- 6/20/25 – Clerk asked Deputy to do some specific research on a specific website, yet Deputy spent a lot of time and submitted research from everywhere but the website. Clerk also asked for a summary, but got pages of explanation.
- 6/26/25 – DPW Director sent email suggesting a universal procedure for electing board officers. Deputy simply wrote back with pages of rules and laws, no discussion or movement on the initial request.
- Clerk told Deputy over and over that the Task List was not a minute by minute account, yet Deputy continued this. Clerk reiterated the original request for a summary of regular tasks completed. In an email from July 15, 2025 the Deputy stated this was complete, but the document is almost the same as it was for the daily list. No thought was given to the original request.
- In a FOIA related email from July 16, 2025 the Deputy informed the FOIA coordinator that she called the DPW director, who informed her that the ED Coordinator would have Bid information. However, we hold that information as the Clerk's office is responsible for bids

and the Deputy should know this as she participates in bid openings.

Incident #7 – Class I, E and Class III, A, and Class II, B and Class IV, B

Clerk became aware that Deputy has been sending emails to Payroll and Finance Director every time someone from the Clerk/Treasury department walks out of the building.

- This is completely outside of the scope of the work of the Deputy Clerk. The Clerk would not even think to report on the Treasury employee, who did not fall under our supervision. It would be like reporting an absence for someone in the Building department. The action was completely inappropriate and outside the scope of her duties.

Because of these repeated offenses, the best course of action for all involved is to separate employment. Lorrie Thomas is hereby relieved of all duties immediately.

CONDUCT & DISCIPLINARY ACTION

7.01 Employee Conduct and Work Rules

Effective Date: 4/1/1999

Revision Date: 4/1/2005

Revision Date: 4/1/2015



Employees of the City of Ypsilanti work and provide services for the public. It is extremely important that they conduct themselves at all times in a manner that will reflect credit upon themselves and the City, provide for the protection and well-being of all City employees and the public, and ensure an orderly, efficient and productive workplace. The following rules and regulations are provided so that employees will know what is expected of them. Employees should read this document carefully. If there are any questions, do not hesitate to ask for clarification from a supervisor or the Human Resources Department.

No list of work rules could cover all possible acts of improper behavior; therefore, each employee must exercise good judgment for proper and mature behavior. Any employee who engages in any job-related misconduct, although the conduct is not specifically named in the work rules, may be disciplined or discharged. Because each person is a public employee and occupies a special status in the work force, arrest or conviction for conduct occurring outside working hours, or any other off-duty involvement in inappropriate or unprofessional conduct or behavior which could reflect negatively on the City or its reputation in the community, may result in suspension and/or disciplinary action, depending upon the nature of the conduct and whether the sanctions imposed, if any, interfere with the ability to perform assigned duties.

Because each instance can differ, the City retains the right to treat each occurrence of misconduct on an individual basis, without creating a precedent for the treatment of any other case that may arise in the future. The City retains the right to suspend the operation of any disciplinary action that it may take, during good behavior for a specified term, at its exclusive discretion. Examples given in any rule do not limit the generality of the rules. As further explained below, these rules and regulations are not to be construed as a limitation upon the retained rights of the City, but are merely a guide.

The rules set forth in this section of the handbook apply for specific offenses. These rules are not intended to impose a rigid limitation upon management when dealing with disciplinary matters, nor are the intent to discipline any employee when a particular violation is minor or is an isolated incident in an otherwise good work record. A more severe penalty may be imposed than that prescribed below if it is deemed necessary due to the seriousness and nature of the offense, the record of the employee or other applicable factors. Likewise, supervisors with authority to review and impose penalties may impose less than the maximum penalties for violations of the rules set forth in the handbook when extenuating circumstances are found to exist.

Offenses

The following is not intended to be a complete list of every offense or act for which disciplinary action may be necessary. In addition, individual departments (especially Fire and Police) establish rules and regulations which may call for disciplinary action not listed herein. If there is a conflict, the stricter policy/rule will prevail.

Class I Offenses

- A. Absence from duty without prior permission from the supervisor, except for cause beyond the control of the employee which prevents obtaining prior approval. When advance notice cannot be given, employees are expected to notify their supervisors or department heads of the reasons for their absences and the expected time of their return.
- B. Failure to commence work at the beginning of the duty period or leaving work prior to the end of the duty period. All employees are expected to work, excluding authorized breaks, from the beginning to the end of the duty period and neither arrive late nor leave early.
- C. Violation of the Attendance and Punctuality Policy (see 7.05), including failure to provide advance notice of absence from work or late arrival.
- D. Excessive personal telephone calls, whether sent or received.
- E. Unsatisfactory work and/or failure to maintain required standards of performance, including failure to complete regularly assigned duties.
- F. Poor hygiene or failure to follow the Personal Appearance Policy (see 7.06) or applicable departmental uniform policy or dress code. In addition to being subject to disciplinary action, employees who arrive at work, or are found working while inappropriately dressed, will not be permitted to begin or continue work, whichever is applicable, until such time as they are properly attired, nor will they be compensated for the time lost obtaining their uniforms.
- G. Violation of the Solicitation Policy (see 7.11).
- H. Deliberate neglect or carelessness in observance of departmental rules, official safety rules, or disregard of common safety practices.
- I. Improper use of work hours: loitering, loafing, and horseplay, disregarding job duties by neglect of work or reading for pleasure during working hours.

Class II Offenses

- A. Negligent or careless misuse, abuse, waste, damage to or destruction of public or private property, while in capacity of City employment.
- B. Unauthorized use of City tools, equipment or materials at any time for personal needs.
- C. Use of derogatory or profane language toward co-workers or the public. (See 7.04 Anti-Harassment Policy)
- D. Incidents of sleeping during scheduled work hours or inattention to work.
- E. Unauthorized use of City vehicles.
- F. Participation in gambling on the City's time or premises.
- G. Failure to report, within 24 hours, accidents involving City equipment, excluding motor vehicles. (See Class III Offenses for motor vehicles)

DA 8/6
incidents #2, 3,
5, 6, and 7

whistle
blowing
retaliation
incident
#7

DA 8/6
incidents #7

whistle
blowing
retaliation
incident
#7

- H. Failure to report, within 48 hours, personal injuries, or injuries of co-workers, to the City.
- I. Failure to report for overtime work without cause, after being scheduled according to departmental overtime policy.

Class III Offenses

- A. Insubordination by the refusal to perform work assigned, refusal to comply with supervisor's written or verbal instructions, or receiving directions or instructions in an insolent or defiant manner. Any employee who feels the supervisor's directions are improper will be expected to comply with the directions, but may utilize the grievance procedure.
- B. Use of abusive, coercive or threatening language, including the threat of physical violence, toward subordinates, members of the supervisory force, co-workers or the public.
- C. Repeated violation of work or safety rules.
- D. Failure to report, without cause, accidents involving motor vehicles within 24 hours when damage is caused to public, private or City property, including City cars, trucks, buildings, equipment, etc.
- E. Violation of single licensing requirement or CDL regulations regarding notification of convictions.
- F. Any use of another employee's time card; any unauthorized alteration of another employee's time card, an assigned time card, or a required time or production record.
- G. Horseplay or scuffling where there is injury or property damage.
- H. Public criticism or making false or malicious statements regarding City officials and/or City employees.
- I. Misuse or removal of confidential City records or information of any nature (subject to any exceptions provided in state or federal laws), or revealing such information without proper written authority from the department head/supervisor (or reviewed by the City Attorney).

whistle
blowing
retaliation
incident #7

Class IV Offenses

- A. Possession of alcoholic beverages, narcotics, firearms (or other lethal weapon), concealed or otherwise, on City premises, even if employee possesses a concealed weapons permit. Only sworn police officers and the Fire Chief are permitted to carry concealed weapons on City property. Please note: City property includes City parking lots. Concealing alcoholic beverages, narcotics or firearms/weapons in your personal vehicles on City property is a violation of this rule.
- B. Any intentional misrepresentation or falsification of City records, time reports, leave of absence requests, bereavement leaves or any other City document(s) or record(s) pertaining to an employee's job responsibilities or employment with the City. Making false claims or misrepresentations in an attempt to obtain disability, Workers' Compensation, or unemployment compensation benefits or payments. Falsifying testimony when accidents are being investigated or falsifying or assisting in falsifying personnel or other records, including production or work

performance reports; or giving false information or withholding pertinent information called for in making application for employment.

- C. Violation of the City's Drug-Free Workplace Policy (see 7.03).
- D. Dishonesty or any dishonest action. Examples of "dishonesty" and "dishonest actions" are: theft, pilfering, making false statements to influence an official action by the City, and making false statements to secure an excused absence.
- E. Work performed for another employer or other person(s) during scheduled City employment without the express written permission of the department head.
- F. Work of any kind for personal monetary gain while on sick leave or leave of absence, unless authorized by the City Manager.
- G. Altercations or any other form of physical violence in the context of City employment.
- H. Immoral or indecent acts on City premises while functioning as a City employee.
- I. Damage to or destruction of City property, tools, equipment, motor vehicles, or the property of City employees or others.
- J. Failure to report an accident, leaving the scene of an accident, or violation of CDL regulations regarding notification of license suspension, revocation, cancellation, etc. (The requirement to report license suspension/revocation applies to all employees who are required to possess a valid driver's license for employment.)
- K. Instigation of or participation in any walkout, strike, sit-down, stand-in, slowdown, refusal to return to work at the scheduled time for the scheduled shift, or other curtailment or restriction of production or interference with work in or about the City's work stations, whether individually or with others.
- L. Sexual or other prohibited harassment of employees, visitors or members of the public. (See 7.04 Anti-Harassment Policy)
- M. Conviction of a felony.
- N. Unexcused absence of three consecutive workdays, or failure to return from a leave of absence.

Penalties For Offenses

Before an employee receives a disciplinary suspension or is discharged for violation of the City of Ypsilanti work rules, the employee will be given written or oral notice of the basis for the proposed disciplinary action, and an opportunity to present his or her position. The City may place an employee on an immediate or investigatory suspension pending a final determination of the charges. This action is not a disciplinary suspension unless it is subsequently stated as such. If the investigation establishes the employee's innocence of the charges, he/she will be returned to work and paid for all lost time. If an employee is disciplined for violating the City of Ypsilanti work rules, he/she may use the grievance procedure provided by City policies. A violation of these rules will result in disciplinary action, as indicated. Discipline ranges from a verbal reprimand to discharge, depending upon whether it is a first violation or a recurrence, and the seriousness of the violation. A combination of violations will be dealt with according to the circumstances of each individual case.

When imposing any discipline as a result of a current incident, the City will not take into

account Class I Offenses which occurred more than one (1) year prior to a current incident, Class II or III Offenses which occurred more than two (2) years prior, or Class IV infractions that did not result in discharge which occurred more than four (4) years prior, unless such offenses continue to have force and effect as part of progressive discipline as a result of subsequent disciplinary action instituted prior to the expiration of application time-limits set forth herein.

Class I Offenses - The penalty for a Class I Offense, or a combination of those offenses, shall be a verbal reprimand for the first offense, a written reprimand for the second violation of the rules, a three-day suspension without pay for a third violation, a five-day suspension without pay for a fourth violation and termination for a fifth offense.

Class II Offenses - The penalty for a Class II Offense, or a combination of those offenses, shall be a three-day suspension without pay for the first offense, a five-day suspension without pay for a second violation of the rules and termination for a third violation.

Class III Offenses - The penalty for a Class III Offense shall be a five-day suspension without pay for the first offense and termination for a second violation.

Class IV Offenses - Subject to discharge.

Note: An employee who has already received a three-day suspension for a previous offense, or combination of offenses, shall receive a five-day suspension without pay for either a Class I or Class II Offense and shall be subject to discharge for a subsequent violation of the rules, regardless of the classification of the offense.

An employee who has already received a three-day suspension shall be subject to discharge for a Class III or Class IV Offense. Likewise, an employee who has already received a five-day suspension for a previous offense, or combination of offenses, shall be subject to discharge for any further violation of the rules, regardless of classification.

7.02 Progressive Discipline

Effective Date: 4/1/1999

Revision Date: 4/1/2015

The purpose of this policy is to state the City's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The City's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

- (3) The employee shall be required to agree to unannounced follow-up drug and/or alcohol tests, at the City's discretion, for a period of up to 24 months.
- (4) If the employee tests positive for drugs or alcohol in a follow-up alcohol or drug test administered during this period, he/she shall be given one last opportunity for rehabilitation under the procedure described above. However, the employee will be subject to discipline at the first step of the applicable disciplinary procedure set forth in Section J above.
- (5) If the employee voluntarily admits that he/she has experienced a reoccurrence of his/her drug and/or alcohol abuse problem at any time following completion of a treatment, counseling or rehabilitation program, and the employee is not otherwise subject to disciplinary action, he/she shall be given one last opportunity for rehabilitation and no discipline will be imposed.

L. Policy Content and Additional Information

Any questions regarding the contents of this policy or other matters related to the City's policies on use of drugs or misuse of alcohol should contact the Human Resources Manager, located at One South Huron Street, Ypsilanti, MI 48197, telephone number 734-483-1242.

Covered Employee Classifications

The following employee classifications are currently subject to the requirements of 49 CFR Part 382:

Equipment Operator
Heavy Equipment Operator
Mechanic
Parks Maintenance Worker
Sign Specialist
General Superintendent
General Foreman

7.04 Anti-Harassment

Effective Date: 4/1/1999
Revision Date: 7/1/2008
Revision Date: 2/13/2012
Revision Date: 4/1/2015

The City of Ypsilanti is committed to maintaining a work environment in which all individuals are treated with dignity and respect. Each individual has the right to work in a professional atmosphere that is free of bias, promotes equal employment

opportunities and prohibits discriminatory practices, including, but not limited to, various forms of prohibited harassment.

In keeping with this policy, the City will not condone or tolerate sexual harassment, or harassment based on sexual orientation or any characteristic protected by federal, state or local law, by or against any of its employees, vendors, contractors, applicants, visitors or members of the public. This policy applies to all employment practices including recruiting, hiring, pay rates, training and development, promotions and other terms and conditions of employment and termination. The City provides ongoing training to ensure employees the opportunity to work in an environment free of such harassment.

Unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct or communications of a sexual nature constitute sexual harassment when:

1. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, to obtain or maintain employment;
2. Submission to or rejection of the conduct or communication is used as a factor in decisions affecting the harassed individual's employment; or
3. The conduct or communication has the purpose or effect of substantially interfering with the harassed individual's employment or creating an intimidating, hostile or offensive employment environment.

In reviewing this definition employees should understand that sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Rather, it refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with work effectiveness. If an individual feels that any conduct or communication is inappropriate, the best policy is to immediately inform the person involved and request that he/she cease such behavior.

Sexual harassment includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. One specific form is the demand for sexual favors. Other forms of sexual harassment include, *but are not limited to:*

- ❑ **Verbal**: Sexual jokes and innuendo, suggestive comments, catcalls, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, sexual propositions, threats.
- ❑ **Non-Verbal**: Suggestive or insulting sounds, leering, whistling, insulting or obscene gestures, display or circulation in the workplace of sexually

suggestive objects or pictures (including through email, texting or social media). (See Policy 9.07)

- ❑ **Physical**: Unwanted physical contact, including touching, pinching, brushing the body, impeding or blocking movements, coerced sexual intercourse, assault.

Sexual harassment may be overt or subtle. However, whatever form it takes, sexual harassment is insulting and demeaning to the recipient and cannot, and will not, be tolerated in the workplace. The work environment can include off-site locations and encompass hours outside the normal workday when the off-duty conduct has a relationship to City employment. It may include comments made in social media settings when related to City employment (See Policy 9.07).

Harassment based on sexual orientation or other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her sexual orientation, race, color, religion, sex, age, height, weight, national origin, disability, veteran status, marital status, pregnancy or other characteristic protected by federal, state or local law. Harassment includes denigration of the characteristics of the individual's relatives, friends or associates, which: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, *but is not limited to*, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written, graphic or electronic material that denigrates or shows hostility or aversion toward an individual or group.

Workplace Bullying

Bullying is another form of harassment. The City of Ypsilanti defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, in the workplace or in the course of employment." Such behavior violates the City's Business Ethics and Conduct Policy (1.04), which clearly states that all employees will be treated with dignity and respect.

Bullying may be intentional or unintentional. The City considers the following types of behavior examples of bullying:

- **Verbal bullying**: Slandering, ridiculing or maligning a person or his/her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.
- **Electronic bullying:** Sending or posting discriminatory, offensive or threatening messages or images, or attempting to defame or slander other individuals electronically, whether at work or any other location.

Violence in the Workplace

Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens intimidates or coerces another employee, applicants, visitors or members of the public will not be tolerated. City resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. The City treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, the Ypsilanti Police Department (YPD), Human Resources or the City Manager's office. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Human Resources Manager of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. The City will not retaliate against employees making good faith reports. The City is committed to supporting victims of intimate partner violence by providing referrals to the employee assistance program (EAP) and community resources for help related to intimate partner violence.

The YPD will promptly and thoroughly investigate all reports of threats of violence, incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The City will not retaliate against employees making good faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats, violence or other conduct that is in violation of these guidelines, will be subject to prompt disciplinary action, up to and including termination of employment.

The City encourages employees to bring their disputes to the attention of their supervisors or Human Resources before situations escalate. The City will not discipline employees for raising such concerns.

Retaliation Is Prohibited

The City also prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject the offender to disciplinary action, up to and including termination of employment.

Complaint Procedure

The procedure outlined below will be used to investigate any complaint of harassment made against a City employee, regardless of whether the complainant is an employee, applicant, visitor or member of the public.

If an employee experiences or witnesses sexual or other prohibited harassment in the workplace, the employee must immediately report the matter to his/her department head. If the department head is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Human Resources Manager. Also, any supervisor or manager who becomes aware of possible sexual or other harassment should promptly advise the Human Resources Manager. If a complaint is to be brought against the Human Resources Manager, the incident(s) shall be reported to the City Manager or his/her designee. If the complaint is to be brought against the City Manager, Mayor or member of City Council, the incident(s) shall be reported to City Attorney and the City's Labor Attorney. In all cases, the City will do its best to ensure that an employee reporting an incident(s) will not suffer any form of reprisal or retaliation.

In determining whether the alleged conduct constitutes sexual or other prohibited harassment, the totality of the circumstances, the nature of the harassment and the context in which the incident(s) occurred will be investigated. The Human Resources Manager (or, when appropriate, the City Manager or designee) has the responsibility of investigating and resolving complaints of harassment.

All complaints will be handled in a timely and, to the extent possible, confidential manner. Investigations will normally include conferring with all parties involved and any named or apparent witnesses. Upon completion of the investigation, the results and any action taken thereon will be reported to the complaining employee, applicant or other party. If the investigation reveals that the complaint is valid, prompt and appropriate

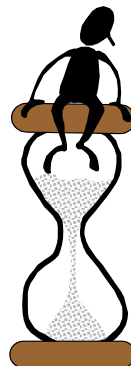
remedial action will be taken to stop the harassment and prevent its recurrence.

The City considers sexual harassment, bullying, and harassment based on any protected characteristic or classification in the workplace to be a major offense that will result in disciplinary action being taken against the offender, up to and including suspension or discharge, regardless of the offender's position with the City.

7.05 Attendance and Punctuality

Effective Date: 4/1/1999

The City provides many services, both to its employees and to the citizens of the community. In order to deliver those services in a tradition of high quality, departments must be fully staffed. As absenteeism and/or tardiness detract from City services and cause an undue burden for those employees who must fill in for absent coworkers, employees are expected to:



1. Maintain acceptable personal health standards, which will allow them to be regular in their attendance at work.
2. Avoid letting minor indispositions keep them from performing their jobs, while at the same time exercising good judgment with respect to contagious ailments which might have an adverse effect on other employees.
3. Attend to personal affairs during non-working hours whenever possible.
4. Plan and seek timely approval of vacation and personal days, well in advance of their use.

In order to realize its standard of delivering high quality services in a timely, orderly and efficient manner, the City has adopted policy guidelines for absenteeism and/or tardiness. The following procedures are intended to outline the course of action to be taken by the City regarding absenteeism and/or tardiness. While every department is responsible for recording and disciplining its employees on any occurrence, all such incidents and reports shall be forwarded to the Human Resources Department. Department heads shall administer disciplinary action according to City and/or departmental work rules.

Long-Term Or Frequent Absence And/Or Tardiness Beyond An Employee's Own Control

The City does not consider discipline the appropriate vehicle for addressing long-term or frequent incidents of absence and/or tardiness that are the result of illness, injury or other reasons which are beyond the employee's control; however, such unpreventable absences and/or tardiness may result in the termination of individuals if the City determines that their continued employment would be disruptive to its orderly and efficient operation and inconsistent with provisions and applicability of the Family and Medical Leave Act (see Family and/or Medical Leave Policy 6.01 & 6.02). Such instances will be considered, based on the facts and circumstances of each case.

**SEPARATION AGREEMENT AND
RELEASE AND DISCHARGE OF ALL CLAIMS**

IT IS HEREBY AGREED between the City of Ypsilanti (“City”), and Lorrie Thomas (“Employee”), as follows:

WHEREAS, the City employed Employee on an at-will basis as the Deputy Clerk of the Ypsilanti Clerk Department (“Clerk”) beginning on or about January 6, 2024.

WHEREAS, City and Employee are desirous of settling any and all matters related to the Employee’s employment and separation therefrom; by this Agreement it is Employee’s intention to release any claims, actions or litigation of any kind or of whatever nature that may be (or might have been) initiated by Employee arising from their employment with City, Employee’s status at City and/or their separation of employment with City.

WHEREAS, City and Employee wish to amicably sever the employment relationship.

**IN CONSIDERATION OF THE FOREGOING, IT IS HEREBY MUTUALLY AGREED
BETWEEN CITY AND EMPLOYEE AS FOLLOWS:**

1. As used in this Agreement, “City” means the City of Ypsilanti, and its past, present, and future: appointed and elected officials in their individual and official capacities, administrators, employees, managers, agents, successors, associates, vendors, insurers, and attorneys.

2. As used in this Agreement, “Employee” means Lorrie Thomas, and her past, present, and future: heirs, attorneys, representatives, administrators, executors, successors, personal representatives, and assigns.

3. In consideration of the promises and agreements of Employee set forth in this Agreement, City and Employee have acknowledged Employee’s separation from employment with the City effective August 6, 2025 (“Separation Date”). The parties expressly acknowledge that Employee’s separation is the result of the position not being a good fit for the Employee and does not disqualify Employee from future employment with the City should she be qualified and desire to apply for any open positions.

4. In further consideration of the promises, releases and agreements of Employee set forth in this Agreement, the City agrees to pay to Employee a severance (“Severance Payment”) in the form of one payment as follows:

- The Employee will be paid for all accrued but unused leave balances through the Separation Date, which are not otherwise payable to Employee upon separation under applicable personnel policies.
- The Employee will be paid a severance of \$3,000.

The above-referenced Payment will be issued on the first scheduled City pay day following the date on which the Revocation Period (defined in Paragraph 11, below) has elapsed without revocation of this Agreement by Employee. The City will deduct from the Payment all applicable taxes and

withholdings required by law. Employee acknowledges that, except as outlined in this Agreement or her retirement benefits, or otherwise required by law, upon the Separation Date she will not be eligible to receive, be credited with, or accrue any compensation or benefits of any kind from the City or receive pay for any vacation days or holidays in addition to the above-referenced Payments. Notwithstanding to foregoing, Employee is not waiving any rights she may have to: (a) her own (if any) vested accrued employee benefits under the City's health, welfare, or retirement benefit plans as of the date of her termination; (b) benefits and/or the right to seek benefits under applicable worker's compensation and/or unemployment compensation statutes; (c) pursue claims which by law cannot be waived by signing this Agreement; (d) enforce this Agreement; (e) or challenge the validity of this Agreement where permitted by law.

The City will issue an IRS Form W-2 to Employee reflecting the payments set forth above, and as legally required, the payments will be reported by the City to any taxing authorities. Employee has and shall have sole responsibility for the payment of any other federal, state, and/or local income taxes and any other payments which may be required to be paid by her on account of the monies paid pursuant to this Agreement.

Employee further acknowledges and agrees that (i) City has not provided any financial planning, tax, legal or similar advice regarding the payment or benefits provided under this Agreement, (ii) Employee is solely responsible for the financial, tax or any other consequences of her decision to accept this Agreement, and (iii) the payment and benefits provided by this Agreement are in addition to or in excess of those to which Employee is entitled by virtue of separation from employment with the City.

5.

In consideration of the promises, payments and agreements of City set forth in this Agreement, Employee (as defined in Paragraph 2) does hereby release, remise, and forever discharge City (as defined in Paragraph 1) of and from all actions, causes of action, charges, claims, demands, damages (including compensatory, exemplary, statutory, and punitive damages), sums of money, expenses, costs, suits, debts, contracts, agreements, arrangements, promises, obligations, torts, injuries and losses, rights to recovery, and any and all other liability or relief of any nature whatsoever, whether known or unknown, foreseen or unforeseen, resulting or to result, whether in law or in equity, or that Employee, individually or in any representative capacity, ever had, now has, or hereafter can, shall or may have by reason of or arising out of any matter, fact, cause or event occurring on or prior to the date of this Agreement, including specifically, but not limited to, any and all claims, injuries, damages, or other relief for libel, slander, breach of contract, wrongful discharge, emotional distress, any claims or demands under the Age Discrimination in Employment Act, as amended (including the Older Worker's Benefit Protection Act), the Michigan Whistleblowers Protection Act and all similar or analogous federal or state statutes or laws, Title VII of the Civil Rights Act of 1964, the Elliott-Larsen Civil Rights Act, the Michigan Persons with Disabilities Civil Rights Act, the American's with Disabilities Act and/or the Employee Retirement Income Security Act (ERISA), any and all claims under any other federal, state or local laws, regulations, executive orders, rules or ordinances of any kind or nature, any claims arising under MCL 600.2961, and any and all claims of any kind of nature arising out of or in any way relating to Employee's employment with or her termination of employment with the City. This Agreement is in full accord and satisfaction an compromise of all claims by, or which may be asserted by or on behalf of Employee, who acknowledges that this Release does not constitute an admission of liability by the City. Employee further acknowledges, affirms, and warrants (i) receipt of all wages, benefits, and all other compensation due to her in connection with her employment with City, through and including the Separation Date, (ii) having been granted any leave to which Employee was entitled related to applicable leave or disability accommodation laws, and (iii) Employee has no known workplace injuries or occupational diseases that she has not already reported to the City.

6. Employee agrees that the terms of this Agreement are confidential and, except as permitted by law, shall not be divulged to any third party except for Employee's spouse, tax advisors, accountants, financial advisors, retirement advisors and/or attorneys who shall be advised of and shall agree to be bound by this confidentiality provision. Employee further reaffirms and acknowledges her obligation to keep confidential and not disclose or use the City's, confidential information and governmental information. Employee represents that to the best of her knowledge (i) she has returned to the City all property and confidential information of the City (including, but not limited to, keys, building access cards, files, computers, tablet devices, credit cards, correspondence, business notes, memoranda, documents, data files, electronic files, and all other materials relating to the City's business or operations). The City agrees not to make, keep, or deliver to anyone else electronic copies, photocopies or other facsimiles of such materials, except pursuant to the Michigan Freedom of Information Act. This requirement does not apply to copies of the Employee's own personnel records, or any information given to Employee regarding benefits or the terms of her employment. Employee acknowledges that she has collected all her personal property and effects as of the Separation Date, and that none of her personal property remains at any City worksite.

7. Employee understands and agrees that she may not file a lawsuit or claim of any type in any forum against the City, or its officers, directors, officials, employees, benefit plans and fiduciaries that has been waived in connection with this Agreement, and that if she does, the lawsuit or claim will be immediately dismissed and Employee will return to the City the full severance amount paid pursuant to this Agreement, and pay to the City all of the costs, expenses and attorneys' fees incurred by the City in defending against such a lawsuit or claim. Nothing in this Agreement shall be construed to prohibit Employee from participating in any investigation or proceeding conducted by the EEOC or a comparable state or local agency. However, Employee waives and shall not be entitled to recover any individual monetary relief or other individual remedies in connection with any charge, complaint, or lawsuit filed by Employee or by any third party on her behalf.

8. The parties acknowledge and agree that nothing in this Agreement shall constitute a waiver or release by either party of any right, claim, or cause of action alleging that the other party breached this Agreement. The parties further acknowledge and agree that, in the event a lawsuit, legal, or administrative proceeding is instituted by or on behalf of either party alleging a breach of this Agreement by the other party, or advancing any claims released hereunder, the prevailing party shall be entitled to reimbursement by the losing party for any reasonable attorneys' fees incurred in prosecuting or defending any such lawsuit, legal, or administrative proceeding.

9. The parties acknowledge and agree that nothing in this Agreement shall be construed as an admission of wrongdoing or liability by the other party. The parties further acknowledge and agree that this Agreement shall not be offered or admitted in any proceeding to prove or imply any

wrongdoing or liability against the other party, except in a proceeding alleging a breach of this Agreement.

10. By executing this Agreement, Employee acknowledges that (a) the parties have collaborated in the drafting of this Agreement such that any ambiguity shall not be construed against either party; (b) Employee was provided at least twenty-one (21) days to consider the terms of this Agreement and has considered its terms for that period of time or has knowingly and voluntarily waived her right to do so; (c) Employee has been advised by City to consult with an attorney regarding the terms of this Agreement; (d) Employee has consulted with, or has had sufficient opportunity to consult with, an attorney of her own choosing regarding the terms of this Agreement; (e) Employee has read this Agreement and fully understands its terms and their import; (f) except as provided by this Agreement, Employee has no contractual right or claim to the benefits described in Paragraph 4 herein; (g) the consideration provided for herein is good and valuable; and (h) Employee has entered into this Agreement voluntarily and without duress, coercion, incapacity, or undue influence. Further, should Employee breach this Agreement or become deceased, City shall have the right to cease making the payments or fulfilling the agreements required by Paragraph 4, without terminating this Agreement and with no further obligation to Employee thereafter. The parties acknowledge and agree that changes to this Agreement, whether material or immaterial, do not restart the running of the twenty-one (21) day period referenced above. Employee confirms receipt of this Agreement on August 6, 2025.

11. Employee may revoke this Agreement by hand-delivering written notice to City's designee, Andrew Hellenga, within seven (7) days of the date of its execution by Employee of this Agreement (the "Revocation Period"). Employee agrees that she will not receive the additional benefits provided by this Agreement if Employee revokes this Agreement. Employee also acknowledges and agrees that if City has not actually received Employee's written notice of their revocation of this Agreement prior to the expiration of the Revocation Period, Employee will have forever waived their right to revoke this Agreement and this Agreement shall thereafter be enforceable and have full force and effect. Unless this Agreement is earlier revoked pursuant to this Paragraph, Employee's obligations in Paragraphs 5-10, above, shall survive termination of this Agreement.

12. This Agreement constitutes the entire Agreement of the parties, and supersedes all prior and contemporaneous negotiations and agreements, oral or written. All prior and contemporaneous negotiations and agreements are deemed incorporated and merged into this Agreement and are deemed to have been abandoned if not so incorporated. No representations oral or written, are being relied upon by either party in executing this Agreement other than the express representations of this Agreement. This Agreement cannot be modified without the express written consent of the parties.

13. This Agreement, and each of its terms and provisions, along with any dispute arising in connection with its operation or execution, shall be construed in accordance with the laws of the State of Michigan. If any provision, paragraph, or subparagraph of this Agreement is

found to be contrary to law, then such provision, paragraph or subparagraph shall not be deemed valid, except to the extent permitted by law, but all other provisions, paragraphs and subparagraphs shall remain binding and in full force and effect.

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SEPARATION AGREEMENT AND RELEASE AND DISCHARGE OF ALL CLAIMS

Signed by:

Lorrie Thomas, Employee

Date: _____

Andrew Hellenga, City Manager
City of Ypsilanti

Date: _____

To: City Clerk's Office, City of Ypsilanti
Re: Employment Termination Review

As of September 19, 2025, 11:02, the city council agenda packet has been posted with a list of attachments supplied by the city clerk, page 112. I asked that they be properly marked as such, and for City Council to be aware that all highlighting and handwritten notes were added after termination. On the list, number 14, is Updated Write-up May 2. As I have never seen this document before, I asked that it be supplied to me.

Find attached the following documents to include in the September 23, 2025, Regular City Council Meeting, agenda packer, where a hearing will take place for the Mayor and City Council to review the termination of the Deputy Clerk.

1. Formal Termination Review Request letter for Mayor Brown and Council Members
2. Appendix B, from the City of Ypsilanti Employee Handbook, GUIDELINES FOR REVIEW OF REMOVAL ACTIONS BY CITY COUNCIL UNDER YPSILANTI CITY CHARTER, SECTION 4.04
3. Disciplinary Action Letter, by Tracey Boudreau, City Clerk, dated May 2, 2025
4. Request of Review of Actions by City Council Under Ypsilanti City Charter, Section 4.04/ Disciplinary Action for Lorrie Thomaws, Deputy City Clerk and filing of grievance against Tracey Boudreau, city clerk, Rachael Frye, HR Director, and finance generalist Vicki Simon, dated May 19, 2025
5. The response from City Manager, Andrew Hellenga, undated, received by email May 30, 2025
6. Letter to City Manager, Andrew Hellenga, Request for Problem Resolution, dated June 3, 2025
7. Response from Department of Civil Rights regarding May 21, 2025 filing of complaint, dated June 4, 2025
8. Section 7.04 Anti-Harassment Policy, page Page 101, with complaint procedure and outlining that Retaliation is prohibited
9. Disciplinary Action Letter, by Tracey Boudreau, City Clerk, dated August 1, 2025
10. Michigan and City of Ypsilanti Charter laws:
 - a. Sec. 46-116.- Generally.
 - b. Section 4.08.-City Clerk.
 - c. MCL Michigan Legislature, 15.342 Public officer or employee; prohibited conduct.
 - d. Section 2.16. - Petitions.
 - e. Section 10.01.- Contracts.
 - f. 10.03.- Modification in contracts.
 - g. Section 46-100.- Contract requirements.
 - h. Section 11.05.- Anti-nepotism.
 - i. MCL Michigan Legislature, 15.342b Report of violations; applicability of sanctions; civil fine.
 - j. MCL Michigan Legislature, The WHISTLEBLOWERS' PROTECTION ACT, 15.342 Discharging, threatening, or otherwise discriminating against employee reporting violation of law, regulation or rule prohibited; exceptions.

Lorrie L. Thomas

Cc CLERK'S OFFICE: Please attach this letter to the agenda packet when posting the agenda and agenda packet for the requested hearing
September 23, 2025, 7pm

Mayor Nicole A. Brown
Council Member Mc'Chelle King
Council Member Roland Tooson
Council Member Patrick McLean

Council Member Steve Wilcoxen
Council Member Amber Fellows
Council Member Desirae Simmons
Washtenaw County Clerk, Lawrence Kestenbaum

Lorrie L. Thomas

Ypsilanti, Michigan 48197

September 19, 2025

Dear Mayor Brown and City Council Members,
Re: Employment Termination Review and Position Statement

On August 23, 2025, Pursuant to Section 4.04, Employment Termination under the Ypsilanti City Charter, and 7.18, under the City of Ypsilanti Employee Handbook, I requested a hearing with the Mayor and City Council to review the actions of the city clerk, Tracey Boudreau, for wrongful termination within twenty (20) days of the date of receiving two separate written notices of removal from the city on August 6, 2025, and August 8, 2025. I will be providing the formal termination review written position statement setting forth the reasons for review to the Mayor and City Council at the City Council meeting scheduled for September 23, 2025, 7:00pm, agenda item N. Hearing to Review A Removal Action - Requested by Lorrie Thomas.

I am also requesting a review of the prior verbal warning I received August 16, 2024, and also the first disciplinary action letter and punishments that occurred May 2, 2025, as I believe it shows a pattern of retaliation for whistleblowing and an ongoing pattern of discrimination and hostile work environment in violation of both state and federal laws.

It is my belief that the city clerk not only violated the laws for discrimination and retaliation for whistleblowing, but also violated other laws, such as the City of Ypsilanti ordinances, 2.01 City Records, 2.16 Petitions, 4.08 City Clerk, 10.1 Contracts, 10.3 Modification in Contracts, and 11.05 Anti-Nepotism and the policies and procedures outlined in the employee handbook, under, Section 7.04 Harassment Policy, Sec. 1.04 Business Ethics and Conduct Policy, Section 1.14 Disability Accommodation, Section 7.01 Employee Conduct and Work Rules, and Section 7.02 Progressive Discipline.

I would also like to remind the Mayor and City Council that the city clerk terminated my employment the day I returned from the funeral of a close family member, 14 days after I submitted forms for a work related injury, and two months and three weeks after the first "incident," that the city clerk defined as "blatant insubordination."

I understand from the City of Ypsilanti Employee Handbook that when requesting termination review that the hearing can be closed. I am specifically asking that this hearing be open to the public, as I have not violated any policies or rules of the City of Ypsilanti, but am being targeted by the city clerk, Tracey Boudreau, by discrimination and retaliation for whistleblowing. I have repeatedly informed the city of my concerns regarding the city clerk and it is my opinion that the city acted in bad faith, and is aware that they are not adhering to Federal law, Michigan law, the city charter, and the City of Ypsilanti employee handbook's processes and procedures.

Sincerely,



Lorrie L. Thomas

Cc CLERK'S OFFICE: Please attach this letter to the agenda packet when posting the agenda and agenda packet for the requested hearing
September 23, 2025, 7pm

Mayor Nicole A. Brown
Council Member Me'Chelle King
Council Member Roland Tooson
Council Member Patrick McLean

Council Member Steve Wilcoxon
Council Member Amber Fellows
Council Member Desirae Simmons
Washtenaw County Clerk, Lawrence Kestenbaum

APPENDIX B

GUIDELINES FOR REVIEW OF REMOVAL ACTIONS BY CITY COUNCIL UNDER YPSILANTI CITY CHARTER, SECTION 4.04

I. Introduction

Pursuant to Section 4.04 of the Ypsilanti City Charter, employees not covered by a collective bargaining agreement who are removed from their employment by the City Manager (or his/her designee) have the right to have a hearing before the City Council to review that decision.

The Guidelines set forth below outline the procedures that will be followed with regard to hearings conducted under the above Charter provision.

Eligibility. Subject to the conditions set forth below, non-union employees in the following employment categories are eligible to request such hearings: regular full-time, regular part-time and probationary employees. Temporary, casual and contract employees, and employees covered by a collective bargaining agreement, are excluded.

II. Requesting and Scheduling the Hearing

- (a) The request for a hearing to review a removal action must be made within twenty (20) days of the date the employee receives written notice of the reason for his/her removal from the City. The request should be filed with the City Clerk.
- (b) Upon receipt of a timely request, a hearing will be scheduled before City Council. Whenever possible, the hearing will be held not less than seven (7) nor more than thirty-five (35) days after the request is received.
- (c) In accordance with the Open Meetings Act, a closed hearing will be held upon the employee's request. Such a request should be made in the request for review of the removal action, but may be rescinded at any time.

III. Hearing Procedures: Participants

- (a) The Chairperson of the hearing will be the Mayor, or his/her designee.
- (b) The parties to the hearing will be the City and the employee. Ordinarily, the City will be represented at the hearing by the City Manager and/or Human Resources Manager. At his/her option, the employee may be represented at

- (c) the hearing by another employee. Neither party may be represented by an attorney or other outside party (i.e. any person not employed by the City).
- (d) The City Attorney, or other legal representative, will attend the hearing for the purpose of advising the City Council regarding procedural matters and any other legal issues that may arise during the course of the hearing.

IV. Hearing Procedures: Pre-Hearing Position Statements and Other Evidence

- (a) Prior to the hearing, the employee may submit a written position statement setting forth the reasons for his/her request for review, together with copies of any other documents the employees wishes the City Council to consider. Such documents should be filed with the City Clerk at least two (2) days prior to the hearing. Copies of these documents will be provided to representatives of the City and the members of the City Council.
- (b) The City Clerk will also provide the members of the City Council with copies of the employee's removal notice, and any additional documents the City wishes the City Council to consider prior to the hearing. Copies of such additional documents will also be made available to the employee.

V. Hearing Procedures: Presentation of Request for Review

- (a) At the hearing, the parties will present their respective positions on the request for review as follows:
 - Step 1. The employee (and/or his/her representative) will begin the hearing by presenting a summary of the reasons and grounds for the request for review, and the action being requested.
 - Step 2. The City's representative(s) will then provide an explanation of the basis for the action taken, including a review of the employee's work record and any other relevant information.
 - (i) In cases involving probationary employees, the City representative(s) will review the employee's capabilities, work habits and overall performance, and any other factors that were considered in the termination decision.
 - (ii) In cases involving regular full-time and part-time employees, the City's representative(s) will review the conduct and/or performance issues that led to the employee's termination, and any steps taken to try to correct/improve the employee's performance and/or behavior.

Step 3. Employee Rebuttal. The employee (and/or his/her representative) will then be given an opportunity to present his/her position regarding the matters raised by the City during Step 2, as well as any other information that the employee wishes the City Council to consider in reviewing the removal decision.

Step 4. City Response. The City's representative(s) will then be given an opportunity to present a closing statement to respond to the employee's rebuttal during Step 3, and to present any concluding information and/or arguments that the City feels the City Council should consider in reviewing the removal decision.

- (b) To ensure that hearings are conducted and completed in an expeditious manner and without unnecessary repetition, the following time limits will generally be observed.

Step 1. 20 minutes.

Step 2. 20 minutes.

Step 3. 10 minutes.

Step 4. 10 minutes.

Provided, however, that the above time limits may be extended by the City Council in its discretion.

- (c) No witnesses may be called to testify during the hearing, nor shall either party or their representative(s) be subject to cross-examination. However, if either party wishes to present the testimony of any witness, it may be presented in written form. All witness statements must be signed and notarized.
- (e) Questioning by City Council members. During the respective presentations of the parties, City Council members shall be free to ask questions of the employee, his/her representative (if any) and the City's representative(s). City Council members may also ask additional questions at the close of the hearing.
- (f) Following the presentation of the request for review and the conclusion of any additional questioning by the members of the City Council, the record of the hearing shall be closed. The members of the City Council shall then deliberate, and a decision shall be issued either verbally or in writing, within ten (10) days.

The decision shall state: (1) the disposition of the request for review, and (2) any appropriate action directed by the City Council regarding the matter.

(g) Miscellaneous.

- (1) Requests to postpone or change the date and time of the hearing may be granted by the City Council, the Mayor or the person designated as the Chairperson for a given case. Such requests may be granted for good cause as determined by the City Council, Mayor and/or Chairperson, in their sole discretion. Requests of this nature made prior to the hearing shall be in writing and filed with the City Clerk, with a copy to the other party.
- (2) In order to pursue a request for review, the employee must personally sign the request and appear at the hearing. If the employee does not sign the request or if a request for postponement of a scheduled hearing has not been made and granted, and the employee fails to appear at the hearing, his/her request for review shall be dismissed.

VI. Scope of Review and Finality of Decision

- (a) *Probationary employees.* All new and rehired employees work on probationary basis for the first 180 calendar days after their date of hire. The probationary period is intended to give new (and rehired) employees the opportunity to demonstrate a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or the City may end the employment relationship at any time during or after the probationary period, with or without cause or advance notice. See City of Ypsilanti, Nonunion Employees' Handbook, Section 2.05.
- (b) *Regular full-time and part-time employees.* Regular City employees are subject to a variety of rules, regulations, policies and procedures, including a policy calling for the use of progressive discipline at the City's discretion. However, these rules, regulations, policies and procedures are not to be construed as a limitation upon the retained rights of the City, but merely as a guide. Accordingly, since employment with the City is based upon mutual consent, both the employee and the City have the right to terminate employment at will, with or without cause or advance notice. See City of Ypsilanti, Nonunion Employees' Handbook, Sections 1.01, 7.01 and 7.02.
- (c) These Guidelines are not intended to change the employment at will status of the City's regular full-time, regular part-time and probationary, non-union employees, but rather to provide such employees with a final opportunity for review of the City's decision when their employment has been terminated.
- (d) The decision of the City Council on a request for review shall be final and binding. Said decision may not be appealed in any forum.



City of Ypsilanti

Office of the City Clerk

Disciplinary Action for Lorrie Thomas, Deputy City Clerk

By Tracey Boudreau, City Clerk

May 2, 2025

Incident #1 – Class I, F and Class III, B

Clerk delegated task of ordering name plates for Boards and Commissions to the Deputy Clerk. On or around April 9, 2025 we received an email notification that the order was ready for pick up. The following week, on or around April 15, 2025, the Deputy Clerk indicated that the name plate was ready for the Clerk to pick up. The Clerk directed the Deputy Clerk to pick up the name plate, to which the Deputy replied that she was much too busy and would try to get to it as soon as she could. This business is five minutes away and the Deputy can use the City car. The following week, on April 23, 2025, the Clerk emailed a reminder to the Deputy, and she responded that she would pick up the name plate, but later sent another email stating she had been behind all week and couldn't complete the task. The Deputy did pick up the name plate on May 1st.

- This offense is a breakdown of procedure and shows a need for improvement in the following areas: time management, reliability/dependability, judgement and decision making, and knowledge of position.

Incident #2 – Class I, E and F

Deputy Clerk contacted an ice cream truck owner, who had submitted solicitor license application to the Clerk, and made false and or misleading statements to the applicant regarding the Clerk on or about April 21, 2025.

- This offense shows a lack of tact and demeanor and undermines the reputation of the Clerk's office. More concerning is that this has occurred several times, in different ways.

While we were considering our disciplinary approach to these offenses, a third, progressively worse, offense occurred.

Incident #3 - Class I, F and Class III, B

Lorrie Thomas, Deputy Clerk was specifically directed by the City Clerk NOT to change or amend the online application for Boards and Commissions. The Deputy argued several times over this with the Clerk. The Deputy moved forward and changed the form, several times, with several different versions being used by residents to submit applications. When the Clerk instructed the Deputy to return the form to the original version, the Deputy was reluctant and confused.

One South Huron Street
Ypsilanti, MI 48197

Tel (734) 483-1100
Fax (734) 487-8742

www.CityofYpsilanti.com

7

- This offense made the application confusing, verbose, and off-putting. It also upset Council Members and applicants.
- **2 separate Class III offenses in one week's time are basis for termination. Had disciplinary action been taken on the #1 incident, the #3 incident would have resulted in termination. In lieu of termination, the discipline imposed is a five (5) day suspension without pay, commencing on May 5, 2025, with a return-to-work date of Monday, May 12, 2025.**

Lorrie is an important part of the team, but we need to be on the same page. The Deputy should be the right hand to the Clerk and the two should work as a cohesive team. This is what we want for Lorrie and we want to help her grow into this role. A main theme to remember is that our priorities are dictated to us by the City Manager and the City Council, and we need to be flexible and follow their lead.

Acknowledged by Lorrie Thomas, Deputy Clerk: _____

May 19, 2025

To: City Manager Andrew Hellenga, Mayor Brown and City Council

From: Lorrie L. Thomas, City of Ypsilanti Deputy Clerk

Re: Request for Review of Removal Actions by City Council Under Ypsilanti City Charter, Section 4.04 / Disciplinary Action for Lorrie Thomas, Deputy City Clerk and filing of grievance against Tracey Boudreau, city clerk, Rachel Frye, HR Director, and finance/generalist Vicki Simon

Pursuant to Section 4.04 of the Ypsilanti City Charter, employees not covered by a collective bargaining agreement who are removed from their employment by the city manager (or his/her designee) have the right to have a hearing before the City Council to review that decision.

I was hired as the Deputy Clerk of the City of Ypsilanti, January 8, 2024, as a non-union employee, in the employment category of regular full-time. As such, I am eligible to request a meeting with the City Council to review the removal actions of the city clerk that occurred May 2, 2025, under Section 4.04.

On May 2, 2025, I was removed from work effective May 5, 2025, by the city clerk and the city manager. I was told by the city clerk that I was being removed for three separate offenses that occurred between April 9, 2025, and May 1, 2025. The city clerk with the oversight of the city attorney, Randy Barker¹, used the employee handbook Section 7.01 Employee Conduct and Work Rules to categorize the events in the **Disciplinary Action for Lorrie Thomas, Deputy City Clerk**, letter I received during this meeting. The three separate offenses outlined in the letter were:

Incident #1 – Class I, F and Class III, B,

Incident #2 – Class I, E and F and

Incident #3 – Class I, F and Class III, B

There was no mention in any documents from the HR Director or the City Clerk that any incident occurred before April 9, 2025, and I had received no warnings, verbal or otherwise regarding my work performance or hygiene until I received the document titled, Disciplinary Action for Lorrie Thomas, Deputy City Clerk, on May 2, 2025. In fact, I had received praise for my work in the prior weeks and months from the city clerk, other staff members and the public.

My responses to these allegations are as follows:

Incident #1 – Offense Class I, F and Offense Class III, B

¹ The HR Director, Rachel Frye told me at the 5/14/2025 meeting that I requested with her, per 7.18 Procedure 4, that the city attorney Randy Barker was aware of the disciplinary action letter provided by the city clerk, had read, and had made changes to it, before the city clerk presenting me with the final draft 5/2/2025.

Offense Class I, F

F. Poor hygiene or failure to follow the Personal Appearance Policy (see 7.06) or applicable departmental uniform policy or dress code. In addition to being subject to disciplinary action, employees who arrive at work, or are found working while inappropriately dressed, will not be permitted to begin or continue work, whichever is applicable, until such time as they are properly attired, nor will they be compensated for the time lost obtaining their uniforms.

Response: This did not happen.

This has never occurred during my employment with the City of Ypsilanti. I have never received any warning, nor concern from any staff member or the public, verbally or in writing regarding poor hygiene or failure to follow the Personal Appearance Policy, including receiving no notification by the city clerk, with whom I share an office space, and who is my direct supervisor and department head.

Additionally, the letter of disciplinary action included no evidence of this offense.

Offense Class III, B

B. Use of abusive, coercive or threatening language, including the threat of physical violence, toward subordinates, members of the supervisory force, co-workers or the public.

Response: This did not happen.

This has never occurred during my employment with the City of Ypsilanti. I have never received any warning, nor concern from any staff member, or the public, verbally or in writing regarding the use of abusive, coercive or threatening language, including the threat of physical violence, toward subordinates, members of the supervisory force, co-workers or the public, and have received no notification by the city clerk, with whom I share an office space, and who is my direct supervisor and department head.

Additionally, the letter of disciplinary action included no evidence of this offense.

Incident #2 – Offense Class I, E and Offense Class I, F

Offense Class I, E

E. Unsatisfactory work and/or failure to maintain required standards of performance, including failure to complete regularly assigned duties.

Response: This did not happen.

This has never occurred during my employment with the City of Ypsilanti. I have never received any warning, or concern, from any staff member, or the public, verbally or in writing regarding unsatisfactory work and/or failure to maintain required standards of performance, including failure to complete regularly assigned duties, and have received no notification from the city clerk, who is my direct supervisor and department head.

Additionally, the letter of disciplinary action included no evidence of this offense.

Offense Class I, F

F. Poor hygiene or failure to follow the Personal Appearance Policy (see 7.06) or applicable departmental uniform policy or dress code. In addition to being subject to disciplinary action, employees who arrive at work, or are found working while inappropriately dressed, will not be permitted to begin or continue work, whichever is applicable, until such time as they are properly attired, nor will they be compensated for the time lost obtaining their uniforms.

Response: This did not happen.

Additionally, the letter of disciplinary action included no evidence of this offense. See response above, incident #1.

Incident #3 – Offense Class I, F and Offense Class III, B

Offense Class I, F

F. Poor hygiene or failure to follow the Personal Appearance Policy (see 7.06) or applicable departmental uniform policy or dress code. In addition to being subject to disciplinary action, employees who arrive at work, or are found working while inappropriately dressed, will not be permitted to begin or continue work, whichever is applicable, until such time as they are properly attired, nor will they be compensated for the time lost obtaining their uniforms.

Response: This did not happen.

Additionally, the letter of disciplinary action included no evidence of this offense. See response above, incident #1.

Offense Class III, B

B. Use of abusive, coercive or threatening language, including the threat of physical violence, toward subordinates, members of the supervisory force, co-workers or the public.

Response: This did not happen.

Additionally, the letter of disciplinary action included no evidence of this offense. See response above, incident #1.

Set out in 7.18 of the employee handbook, if employees disagree with established rules of conduct, policies, or practices, they can express their concerns through the problem resolution procedure. Further, under 7.18, 13, in case involving the termination of employees, the employee may request a hearing before City Council by filing a written request for review with the city clerk's office within twenty (20) days of the date the employee receives written notice of the reason for his/her removal from the city.

Pursuant to Section 4.04, 7.18, and Appendix B, Guidelines For Review Of Removal Actions By City Council Under Ypsilanti City Charter, I am requesting a hearing to review the actions of the city

clerk within twenty (20) days of the date of receiving written notice of the reason for my removal from the city on May 2, 2025. Per Appendix B, II(a) I will also file this request with the city clerk.

Upon receipt of this timely request, a hearing is requested to be scheduled before the city council. Per the employee handbook, Appendix B, II(b), whenever possible, the hearing will be held not less than seven (7) nor more than thirty-five (35) days after the request is received.

Appendix B, II.(c), outlines the requirements of the Open Meetings Act, and that a closed hearing will be held upon the employee's request. I do not request a closed hearing and request it to be open to the public.

The city clerk, and finance-generalist Vicki Simon, made false allegations against me starting April 9th, 2025, which were outlined above from the Disciplinary Action for Lorrie Thomas, Deputy City Clerk, letter I received May 2, 2025.

April 9, 2025, is the day after I refused to sign off/ approve several timesheets handed to me by the city clerk for my signature and approval on April 8, 2025, for her daughter Molly Boudreau.

As you are aware, September 17, 2024, the Mayor and City Council approved Resolution No. 2024-211 Authorizing the City Clerk to hire Molly Boudreau, daughter of the City Clerk, as a contract employee for Elections. It was my understanding that to prevent nepotism, the City Council required that I was to supervise Molly's work, sign off on time sheets, and the contract expired February 28, 2025. While Molly worked for the city, I did not assign or supervise Molly's work, but the clerk dropped off the timesheets at my desk for me to sign and submit to finance for payment from September 2024 through February 2025, which I did. On February 24, when the clerk gave me a timesheet for Molly, I mentioned to the city clerk that the contract was expiring February 28, 2025. The clerk told me she was keeping Molly on to organize and clean the basement. I told her of my concern since the contract approved by the Mayor and City Council would have expired.

The timesheets handed to me by the city clerk on April 8, 2025, were for payments to be made to the Clerk's daughter, Molly Boudreau, as a voting assistant, March 14, 21, 24, 28 and April 1, 2025, and were all signed and dated by the city clerk on April 8, 2025. I refused, as it was still my understanding that the contract approved by the Mayor and City Council had expired February 28, 2025. Additionally, I never saw or supervised Molly Boudreau at all during the month of March or April, 2025.

It is my belief that the actions of the city clerk, Tracey Boudreau and Vicki Simon were in retaliation, due to possible whistle blowing, as I was notified by a staff member on April 22, 2025, "A rumor is going around city hall that you have a beef with Tracey for nepotism."

I spoke to the Human Resource Director, Rachel Frye, on May 14, 2025, telling her all I have disclosed here and more, but she reiterated that there was nothing I could do, and refused to investigate the allegations against me, and told me that the attorney was aware of the clerk's action towards me. She did ask me if I had proof of different things I told her, and on May 15, 2025, I took to her office the business card for the applicant outlined in incident #2, and a copy of two teams messages, one is from the city clerk regarding the city manager's approval of the continued employment of Molly Boudreau, after the contract expired and the other was from April 14, 2025, when the clerk first asked me to pick up the nameplates.

I am seeking a review of the actions of the city clerk and Vicki Simon by the City Manager, Mayor and City Council for retaliation and ongoing hostile work environment, bullying and discrimination.

Thank you,

A handwritten signature in black ink, appearing to read "LThomas", with a stylized flourish at the end.

Lorrie L. Thomas



MEMORANDUM

For: Lorrie Thomas, Deputy Clerk

From: Andrew Hellenga, City Manager

Subject: Response to Request for Review of Removal Actions

Response

4.04. Employment termination.

Each officer or employee removed by the City Manager shall be notified in writing of the reasons for removal prior to the removal with a copy filed in the office of the City Clerk and shall have a hearing on the removal upon request. Any officer or employee covered by a collective bargaining agreement shall have the rights set forth in the agreement. All other personnel shall have, at a minimum, a hearing by the City Council if a request for a hearing is made within 20 days after the date the notice was received. While the review is pending, the removal action shall not be suspended. At the conclusion of the hearing the Council may take appropriate action. This Section shall not diminish any rights any officer or employee would have in the absence of the Section.

Neither the City Manager nor their designee removed you from employment. This request is not valid.

After reviewing the notice of disciplinary action, the narrative does not match the listed offenses. The City Clerk will be advised to update the notice of disciplinary action. At that time, you may submit another request for problem resolution to provide proper defense to the claims as stated in the notice of disciplinary action.

Your request for an investigation into bullying will be submitted to the City Attorney for further review.



Andrew Hellenga, City Manager



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF CIVIL RIGHTS
DETROIT

JOHN E. JOHNSON, JR
EXECUTIVE DIRECTOR

June 4, 2025

Lorrie Thomas
1587 S Congress St
Apt 36
Rawsonville, MI 48197

RE: MDCR Case#: 658061
Lorrie Thomas v

Dear Lorrie Thomas:

On May 21, 2025, you contacted the Michigan Department of Civil Rights (MDCR) about the above matter. In order to continue the processing of your complaint you must submit the following required information to the department by June 14, 2025:

A jurisdictional basis must be established for any potential discrimination claim. Please contact me by the date requested for discussion and further evaluation of your complaint, or you also have the option of completing the enclosed department questionnaire.

You have 180 days from the alleged incident to file a complaint with MDCR and 300 days to file with Equal Employment Opportunity Commission (EEOC.) If your complaint is returned and is untimely for MDCR, we may still be able to file it with EEOC as long as it meets EEOC 300-day statute of limitations.

If the department does not receive the requested information by June 14, 2025, the department will discontinue processing your complaint.

Please contact me immediately.

15

June 3, 2025
To: City Manager Andrew Hellenga
From: Lorrie Thomas
Re: Request for Problem Resolution Procedure 7.18, step 11

Thank you for the response to my request for problem resolution 7.18, per the employee handbook. On May 19, 2025, I followed the employee handbook, Problem Resolution 7.18, Procedure, and completed Step 5 and 10.

As you stated in your response letter, after you reviewed the notice of disciplinary action, the narrative did not match the listed offenses by the city clerk. When I spoke to the HR Director on May 14, 2025, she told me that she observed the same thing and had contacted the city clerk, and the clerk was instructed to update the letter to match the incidents listed and give it to me and HR. In your letter dated May 30, 2025, you wrote, "The City Clerk will be advised to update the notice of disciplinary action."

I want to reiterate that I was already punished May 2, 2025, suspended from work (after I finished working for the remainder of the day) and received a 25% decrease in compensation for the month of May. The allegations and listed offenses against me were false, egregious and purposely intended to harm me, and did harm me. I already submitted evidence that the narrative written was false and harmful, and the incidents I was punished for did not occur.

3 counts of poor hygiene
2 counts of violence in the workplace
1 count of unsatisfactory work

As stated, the clerk was advised from the HR Director that the letter narrative did not match the listed offenses, and was asked to correct it, and the clerk still has not updated, corrected, or provided the letter. Instead, the workplace harassment and discrimination intensified, and the false narrative of the disciplinary actions letter was shared with staff by the clerk and openly discussed, harming my reputation at the city.

I want to reiterate again, I am being subjected to ongoing harassment, discrimination and workplace bullying. The notice of disciplinary action I received May 2, 2025, with no narrative that supported the disciplinary actions taken, and with no due process is evidence of this harassment on its face. The clerk stated in the meeting with HR May 2, 2025, that her intention was to fire me. Being wrongly suspended without pay and then waiting for a new corrected disciplinary letter for really over a month, with no due date given, is causing ongoing anxiety and panic.

Additionally, the clerk changed my schedule, restricting it, and assigned new tasks to me as further punishment after I returned May 12, 2025, which included me logging assignments/tasks completed by me daily, weekly, and monthly for the next two months, due each Friday for Monday review. I have submitted the log of assignments/tasks as instructed. To date, the clerk has not responded to any of the emails with the due Friday assignment logs, even to write that she has received them. (The HR Director has been responding that they are being received.) Further, the clerk has not met with me again regarding any of the tasks she assigned, including the Monday reviews, leaving me in a perpetual state of waiting to see what the city clerk is going to do next to harm me, as it is evident to me that this was not an attempt to constructively train, guide and help as a supervisor wanting an efficient and harmonious work environment, but an attempt to maliciously fire me and cause harm to my reputation in Ypsilanti, and any future employer.

Thank you for forwarding my request for an investigation into bullying to the City Attorney for further review. However, I am still requesting Problem Resolution 7.18, Procedure, Step 11, from the City Manager, per the May 19, 2025, letter I submitted to you, before I am indeed fired.

I would like to add that this is not just bullying, but harassment, discrimination, retaliation and bullying.

Thank you,

Lorrie L. Thomas



Anyone found to be responsible for threats, violence or other conduct that is in violation of these guidelines, will be subject to prompt disciplinary action, up to and including termination of employment.

The City encourages employees to bring their disputes to the attention of their supervisors or Human Resources before situations escalate. The City will not discipline employees for raising such concerns.

Retaliation Is Prohibited

The City also prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject the offender to disciplinary action, up to and including termination of employment.

Complaint Procedure

The procedure outlined below will be used to investigate any complaint of harassment made against a City employee, regardless of whether the complainant is an employee, applicant, visitor or member of the public.

If an employee experiences or witnesses sexual or other prohibited harassment in the workplace, the employee must immediately report the matter to his/her department head. If the department head is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Human Resources Manager. Also, any supervisor or manager who becomes aware of possible sexual or other harassment should promptly advise the Human Resources Manager. If a complaint is to be brought against the Human Resources Manager, the incident(s) shall be reported to the City Manager or his/her designee. If the complaint is to be brought against the City Manager, Mayor or member of City Council, the incident(s) shall be reported to City Attorney and the City's Labor Attorney. In all cases, the City will do its best to ensure that an employee reporting an incident(s) will not suffer any form of reprisal or retaliation.

In determining whether the alleged conduct constitutes sexual or other prohibited harassment, the totality of the circumstances, the nature of the harassment and the context in which the incident(s) occurred will be investigated. The Human Resources Manager (or, when appropriate, the City Manager or designee) has the responsibility of investigating and resolving complaints of harassment.

All complaints will be handled in a timely and, to the extent possible, confidential manner. Investigations will normally include conferring with all parties involved and any named or apparent witnesses. Upon completion of the investigation, the results and any action taken thereon will be reported to the complaining employee, applicant or other party. If the investigation reveals that the complaint is valid, prompt and appropriate

Disciplinary Action for Lorrie Thomas, Deputy City Clerk

By Tracey Boudreau, City Clerk

August 1, 2025

Incident #1 – Class III, A

Clerk noticed on several occasions that Deputy was not taking City cell phone home, so when Lorrie returned from suspension, asking Deputy Thomas to take phone home every day was included in corrective action plan. Right after that, on May 12th, Deputy sent email asking to return City cell phone.

- This offense shows blatant insubordination, as Deputy initially refused to take calls on her personal phone and also appears to be in retaliation to Clerk's request.

Incident #2 – Class I, E and Class III, A

Deputy Clerk researched, chose colors, proofed, and purchased 25/26 Parking passes without consulting the team and without informing her supervisor, Clerk Boudreau. The Clerk was made aware after the purchase on June 12, 2025 and 2 passes have mistakes, which would be very costly to redo. In addition, the Deputy should have updated the Parking pass price sheet and indicated she would. However, what should have been a simple color and cost update, became a whole new project that wasted considerable time and resources – that of the Deputy, the team and the Clerk. This began in June and has just now been fixed correctly.

- This is insubordination because the Deputy should have included the Clerk and often seems to deliberately leave her supervisor out of the loop. When the team is not involved, there is a breakdown in communication which causes confusion and often failure of the team. In addition, this is unsatisfactory performance of duty by making this simple update so complicated and time consuming.

Incident #3 - Class I, E and Class III, A

Clerk was working from home after a Council Meeting and assigning tasks by Teams and email on June 18, 2025. Deputy emailed Clerk complaining that she had too much work and could not help with a team research request. Deputy also sent a "friendly reminder" that co-worker has more time than she to assist. Clerk computed time for tasks assigned and very liberally, Deputy should have had an extra hour or two to do some research.

- This offense is insubordination and shows a lack of teamwork and poor time management. The Deputy's duty is to support the Clerk and without that, the Clerk's work breaks down and tasks don't get complete. There must be a team effort and mentality to accomplish all the Clerk's responsibilities.

Incident #4 – Class III, A

On July 10, 2025 Clerk received email from HR with Deputy's Professional Development request to become a Notary. Only once HR told Deputy to talk to her supervisor did she include the Clerk in that conversation. Deputy disregarded protocol and went around her supervisor, as this request was previously submitted to Clerk.

- This offense shows blatant insubordination, as Deputy had made this request to Clerk, but was not satisfied with her supervisor's response.

Incident #5 – Class I, E and Class III, A

Clerk asked Deputy to update the Citizen Complaint form by adding a word or two. Instead, Deputy searched and researched and found an old version and asked to use that. Clerk reviewed (wasting time) and told Deputy to basically keep the old form – specifically crossing out an extra page Deputy had found and wanted to add. Deputy then updated, printed & posted form without letting Clerk proof. Weeks later, Clerk found the form has the extra old page specifically requested to be removed.

- This is an example of not performing at a level commensurate with the position of Deputy as well as insubordination for not following specific instructions from the Clerk. The Clerk's office must provide clear and accurate information, and these incidents lead to confusion and mistakes.

Incident #6 - Class I, E

On multiple occasions, the Deputy has shown a lack of comprehension for tasks assigned and a lack of understanding the roles of the Clerk's office. In addition, the Deputy has not followed directions and instructions correctly and has not been able to self-correct or redirect her efforts when counseled to do so.

- 6/20/25 – Clerk asked Deputy to do some specific research on a specific website, yet Deputy spent a lot of time and submitted research from everywhere but the website. Clerk also asked for a summary, but got pages of explanation.
- 6/26/25 – DPW Director sent email suggesting a universal procedure for electing board officers. Deputy simply wrote back with pages of rules and laws, no discussion or movement on the initial request.
- Clerk told Deputy over and over that the Task List was not a minute by minute account, yet Deputy continued this. Clerk reiterated the original request for a summary of regular tasks completed. In an email from July 15, 2025 the Deputy stated this was complete, but the document is almost the same as it was for the daily list. No thought was given to the original request.
- In a FOIA related email from July 16, 2025 the Deputy informed the FOIA coordinator that she called the DPW director, who informed her that the ED Coordinator would have Bid information. However, we hold that information as the Clerk's office is responsible for bids

and the Deputy should know this as she participates in bid openings.

Incident #7 – Class I, E and Class III, A, and **Class II, B and Class IV, B**

Clerk became aware that Deputy has been sending emails to Payroll and Finance Director every time someone from the Clerk/Treasury department walks out of the building.

- This is completely outside of the scope of the work of the Deputy Clerk. The Clerk would not even think to report on the Treasury employee, who did not fall under our supervision. It would be like reporting an absence for someone in the Building department. The action was completely inappropriate and outside the scope of her duties.

Because of these repeated offenses, the best course of action for all involved is to separate employment. Lorrie Thomas is hereby relieved of all duties immediately.

Sec. 46-116. - Generally.

- (a) No city officer or employee shall make or participate in making a decision in his capacity as a city officer or employee knowing that the decision will provide such officer or employee, a member of the officer or employee's immediate family, or a business with which the officer or employee is associated, a financial benefit of more than an incidental nature which is distinguishable from the benefits to the person as a member of the public or as a member of a broad segment of the public.
- (b) A city officer or employee who makes or participates in making a decision under this section, which places or may place him in a potential conflict of interest, shall deliver a public statement to the city clerk prior to taking the action, disclosing the potential conflict of interest and explaining why, despite the potential conflict, he was able to make or participate in making the decision fairly, objectively and in the public interest.

(Ord. No. 818, § 15, 5-22-1995)

4.08. - City Clerk.

The City Council by a majority vote of its total membership shall appoint a City Clerk for an indefinite term. The City Clerk shall serve at the pleasure of, and be solely accountable to the City Council which shall also set the City Clerk's salary. The City Clerk shall be appointed solely on the basis of administrative qualifications. The City Clerk need not be a resident of the City or State at the time of appointment, but shall become a resident of the City within ninety (90) days after appointment unless this time-limit is specifically extended by monthly Council action, the total of these extensions not to exceed ninety (90) days, and shall so remain a resident of the City throughout the term of office.

The functions of the City Clerk shall be:

- (a) To be the Clerk of the Council and attend all meetings of the Council and keep a permanent journal of its proceedings in the English language;
- (b) To keep a record of all ordinances, resolutions, and official actions of the Council.
- (c) To administer all oaths required by State law, this Charter, and the ordinances of the City;
- (d) To be custodian of the City seal, and to affix it to all documents and instruments requiring the seal, and to attest the same;
- (e) To be custodian of all papers, documents, and records pertaining to the City of Ypsilanti, the custody of which is not otherwise provided for by this Charter, and make all such papers, documents, and records available to the public;
- (f) To give the proper officials of the City ample notice of the expiration or termination of any official bonds, franchises, contracts, or agreements;
- (g) To be the chief election officer of the City;
- (h) To sign or countersign, under authority of the Council, all contracts, deeds, licenses, or other public documents, on behalf of the City, and to keep a record; and
- (i) To certify by signature all ordinances and resolutions enacted or passed by the Council, and to perform any other duties required by State or federal law, by this Charter, by ordinance, or by direction of the City Council.

State Law reference— Mandatory that Charter provide for the appointment of certain officers, MCL 117.3(a).

MICHIGAN LEGISLATURE

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MCL - Section 15.342

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Chapter 15

Act 196 of 1973

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STANDARDS OF CONDUCT FOR PUBLIC OFFICERS AND EMPLOYEES (EXCERPT)

Act 196 of 1973

15.342 Public officer or employee; prohibited conduct.

Sec. 2.

(1) A public officer or employee shall not divulge to an unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.

(2) A public officer or employee shall not represent his or her personal opinion as that of an agency.

(3) A public officer or employee shall use personnel resources, property, and funds under the officer or employee's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

(4) A public officer or employee shall not solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization, other than the state, which tends to influence the manner in which the public officer or employee or another public officer or employee performs official duties.

(5) A public officer or employee shall not engage in a business transaction in which the public officer or employee may profit from his or her official position or authority or benefit financially from confidential information which the public officer or employee has obtained or may obtain by reason of that position or authority. Instruction which is not done during regularly scheduled working hours except for annual leave or vacation time shall not be considered a business transaction pursuant to this subsection if the instructor does not have any direct dealing with or

influence on the employing or contracting facility associated with his or her course of employment with this state.

(6) Except as provided in section 2a, a public officer or employee shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the officer or employee's official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties.

(7) Except as provided in section 2a, a public officer or employee shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the public officer or employee has a financial or personal interest.

History: 1973, Act 196, Imd. Eff. Jan. 8, 1974 ;— Am. 1978, Act 352, Imd. Eff. July 12, 1978 ;— Am. 1984, Act 53, Imd. Eff. Apr. 12, 1984

Compiler's Notes: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

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2.16. - Petitions.

Petition for initiative or referendum shall be signed by registered electors of the City as of the date of their signature, and shall contain signatures in a number not less than twenty (20%) percent of the votes cast for the office of Mayor in the last regular City election at which a Mayor was elected, and all signatures on said petitions shall be obtained within ninety (90) days before the date of the filing of the petition with the City Clerk. Before being circulated for signatures, all such petitions shall be approved as to form by the City Clerk.

Any such petition shall be addressed to the City Clerk and may be the aggregate of two or more petition papers identical as to content and simultaneously filed by one (1) person. An initiatory petition shall set forth in full the ordinance it proposes to initiate, and no petition shall propose to initiate more than one (1) ordinance. A petition for referendum shall identify the ordinances, or part thereof, it proposes to have repealed.

Each signer of a petition shall sign his or her name in ink or in indelible pencil and shall place thereon after the name, the date of signing and place of residence by street and number, or by other customary designation. To each paper of the petition there shall be attached a sworn or affirmed affidavit by the circulator, who shall be a registered elector of the City at the time of circulating the petition, stating the number of signers of said paper, and that each signature is the genuine signature of the person whose name it purports to be, and that such signature was made in the presence of the affiant. Such petitions shall be filed in the office of the City Clerk and the City Clerk shall, within ten (10) days, canvass the signatures, the form of the petition and the pages comprising thereof to determine the sufficiency and the number of the signers and whether the form of the petition complies with the provision of this Charter with respect to initiatory and referendary petitions.

If the City Clerk determines that said petitions contain an insufficient number of signatures of qualified registered electors of the City or are improper as to form of compliance with the provision of this Section of the Charter, persons filing such petitions shall be so notified, and ten (10) days from said notification shall be allowed for the filing of supplemental petition papers in any event before the deadline. If such petitions are found to be sufficient and proper and filed within the time limits allowed by this Section, the City Clerk shall certify it as to its sufficiency and present the petition to the Council at its next regular meeting.

10.01. - Contracts.

The authority to contract on behalf of the City is vested in the City Council and shall be exercised in accordance with the provision of statute and of this Charter.

Whenever it becomes desirable for the City to enter into a contract with a second party for any purpose whatever, such instrument shall be drawn or approved as to form by the City Attorney and certified to by the Finance Director as to sufficiency of appropriated funds.

All contracts, except as otherwise provided for in this Charter, shall be approved by the City Council and shall be signed on behalf of the City by the Mayor and the City Clerk. Copies of all contracts and agreements shall be filed in the office of the City Clerk.

10.03. - Modification in contracts.

When it becomes necessary in the prosecution of any work or improvement done under contract to make alterations or modifications in such contract, such alterations or modifications shall be made only upon resolution of the Council. No such order shall be effective until the price to be paid for the material and work, or both, under the altered or modified contract shall have been agreed upon in writing and signed by the contractor and the City Clerk, upon authority of the Council, and a copy of the modification documents filed in the City Clerk's office.

Sec. 46-100. - Contract requirements.

Any contract permitted under section 46-99 must meet all the following requirements:

- (1) Public disclosure on the record to the city council of any pecuniary interest in the contract of the city officer or employee.
- (2) Approval of the contract by not less than two-thirds of the full membership of the city council not counting the vote of the disclosing member.
- (3) The city council minutes must contain:
 - a. The terms of the contract;
 - b. Duration of contract;
 - c. Consideration;
 - d. Facilities or services included;
 - e. Nature and degree of assignment of public employees for fulfillment of contract;
 - f. Names of all parties;
 - g. The nature of any pecuniary interest.

(Ord. No. 818, § 5, 5-22-1995)

11.05. - Anti-nepotism.

Unless the Council shall by unanimous vote, which vote shall be recorded as part of its official proceedings as determining that the best interest of the City shall be served, the following relatives of any elective or appointive officer, City Manager, or department head with respect to that department, are disqualified from holding any appointive office or employment during the term of which said elective or appointive officer was elected or appointed: spousal equivalent, child, parent, grandchild, grandparent, brother, sister, half-brother, half-sister, or the spousal equivalent of any of them. All relationships shall include those arising from adoption. This Section shall in no way disqualify such relatives or the spousal equivalent who are bona fide appointive officers or employees for the City at the time of the election or appointment of said official.

MICHIGAN LEGISLATURE

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MCL - Section 15.342b

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Chapter 15

Act 196 of 1973

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STANDARDS OF CONDUCT FOR PUBLIC OFFICERS AND EMPLOYEES (EXCERPT) Act 196 of 1973

15.342b Report of violation; applicability of sanctions; civil fine.

Sec. 2b.

(1) A public officer or employee who has knowledge that another public officer or employee has violated section 2 may report the existence of the violation to a supervisor, person, agency, or organization. A public officer or employee who reports or is about to report a violation of section 2 shall not be subject to any of the following sanctions because they reported or were about to report a violation of section 2.

- (a) Dismissal from employment or office.
 - (b) Withholding of salary increases that are ordinarily forthcoming to the employee.
 - (c) Withholding of promotions that are ordinarily forthcoming to the employee.
 - (d) Demotion in employment status.
 - (e) Transfer of employment location.
- (2) Whenever a public officer or employee who has reported or who intends to report a violation of section 2 may be subject to any of the sanctions under this section for reasons other than the public officer's or employee's actions in reporting or intending to report a violation of section 2, the appointing or supervisory authority before the imposition of a sanction shall establish by a preponderance of evidence that the sanction to be imposed is not imposed because the public officer or employee reported or intended to report a violation of section 2.

(3) A person who violates this section is liable for a civil fine of not more than \$500.00.

(4) A civil fine recovered under this section shall be submitted to the state treasurer for deposit in the general fund of this state.

History: Add. 1978, Act 352, Imd. Eff. July 12, 1978 ;-- Am. 1980, Act 481, Eff. Mar. 31, 1981

Compiler's Notes: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

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Senate adjourned until Tuesday, May 20, 2025 10:00 AM

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MCL - Section 15.362

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THE WHISTLEBLOWERS' PROTECTION ACT (EXCERPT)

[Act 469 of 1980](#)

15.362 Discharging, threatening, or otherwise discriminating against employee reporting violation of law, regulation, or rule prohibited; exceptions.

Sec. 2.

An employer shall not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because the employee, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, a violation or a suspected violation of a law or regulation or rule promulgated pursuant to law of this state, a political subdivision of this state, or the United States to a public body, unless the employee knows that the report is false, or because an employee is requested by a public body to participate in an investigation, hearing, or inquiry held by that public body, or a court action.

History: 1980, Act 469, Eff. Mar. 31, 1981

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31

September 21, 2025

Dear Mayor Brown and City Council Members:

I would like to bring to your attention several concerns, regarding altered Exhibits, delayed posting of agenda packet inclusions, and outstanding FOIA request, requested September 9, 2025.

It appears that Exhibit 1 and Exhibit 2, which are the same documents with shuffled pages, submitted by city manager, Andrew Hellenga, as attachments to the agenda packet for Regular City Council Meeting, September 23, 2025 7pm¹, Subject: Hearing to Review A Removal Action - Requested by Lorrie Thomas, have been altered from the original task list provided to the city clerk and HR, July 11, 2025².

Exhibit 1 (pages 143-53) and Exhibit 2 (pages 154-156) are the same document, both with several missing pages, and with changes, such as handwritten notes and highlighting. All highlighting and handwritten notes were not given to the Deputy, and were seen for the first time when the agenda packet was posted September 17, 2025.

Page 143 of 171, same as Page 154 of 171, but with highlights and handwritten note
Page 144 of 171, same as Page 155 of 171, but with highlighting
Page 145 of 171, same as page 156 of 171, but with assignment logs for the dates of 6/9/2025 through 6/13/2025 removed from 145, and present on 156, with highlighting and a handwritten note.
Page 146 of 171, same as Page 160 of 171, but with highlights and handwritten note
Page 147 of 171, same as Page 157 of 171, but with highlighting
Page 148 of 171, same as Page 158 of 171, but with highlights and handwritten note
Page 149 of 171, same as Page 159 of 171, but with highlights

Additionally, Page 150 through 153 of 171, are four additional pages in Exhibit 1 Only.
Page 153 of 171 has been altered, and records from June 6, 2025 through July 11, 2025, having been removed from both Exhibits, which are nine additional pages³. This would appear intentional, as logs were removed midpage, after 06/06/2025.

The task list was provided for the city clerk's review, and no corrections were made, May 12, 2025, through July 15, 2025, when I was finally relieved of logging my work, as I had done for the previous eight weeks. The missing task list entry for Exhibit 1 and Exhibit 2 for July 11, 2025, submitted to the city clerk from the Deputy on July 11, 2025, the day the compliant form was updated, read:

"Updating Complaint form - the citizen complaint form has been updated to the "City of Ypsilanti Complaint form." I rearranged the forms going into the hall going to the restroom, with assessor forms on the top two rows and the last row being the three different complaint forms we provide liability, police, and the city of Ypsilanti complaint from.) The city complaint form is also available inside the clerk's office on the wall by my desk. Please note- ONLY the Police and liability form are available online at this time, per clerk."

¹ https://cityofypsilanti.com/AgendaCenter/ViewFile/Agenda/_09232025-2407

² Document titled, tasklogforweekofjuly7,2025.pdf

³ 20 pages in length total

The task list entry narrative of events can also be viewed on 165 of 171, undated.

The city clerk wrote in the second disciplinary action letter for Incident #5, on August 1, 2025 (21 days after the #5 incident):

“Clerk asked Deputy to update the Citizen Complaint form by adding a word or two. Instead, Deputy searched and researched and found an old version and asked to use that. Clerk reviewed (wasting time) and told Deputy to basically keep the old form - specifically crossing out an extra page Deputy had found and wanted to add. Deputy then updated, printed & posted form without letting Clerk proof. Weeks later, Clerk found the form has the extra old page specifically requested to be removed. This is an example of not performing at a level commensurate with the position of Deputy as well as insubordination for not following specific instructions from the Clerk. The Clerk’s office must provide clear and accurate information, and these incidents lead to confusion and mistakes.”

Additionally, Exhibit 4 was never received by the Deputy Clerk. Page 112, refers to a 14. Updated Write up May 2, which is page 169 and 170 of 171. Exhibit 4 appears to be an altered May 2, 2025 Disciplinary Action letter, with the changes undated or specified, and without being provided for review in violation of the City of Ypsilanti Employee Handbook, Guidelines for Review of Removal Actions By City Council Under Ypsilanti City Charter, Section 4.04, IV. Hearing Procedures: Pre-Hearing Position Statements and Other Evidence. which requires such additional documents to be provided.

Further, according to the Guidelines for Review of Removal Actions By City Council Under Ypsilanti City Charter, Section 4.04, IV. Hearing Procedures: Pre-Hearing, IV.- (a) Such documents should be filled with the City Clerk at least two (2) days prior to the hearing. I timely submitted a 31 page document, September 19, 2025, 12:39 PM, to the City Clerk’s office to attach to the September 23, 2025 agenda packet for Lorrie L. Thomas termination review by Mayor Brown and City Council. The city manager posted the agenda and agenda packet early, September 17, 2025, 11:31 PM, with his own evidence. As of September 21, 2025, 5:15 PM, the City Clerk’s office has failed to update the agenda packet with the 31 additional pages provided for the Mayor and City Council, but also the public’s review.

Lastly, I would like City Council to also be aware that on September 9, 2025, I submitted a Freedom of Information Act (FOIA) request to the City of Ypsilanti. I requested a copy of the last posted job posting for Deputy Clerk I position, posted in the month of August 2025, and the job descriptions for the City Clerk, Deputy Clerk, Finance/Clerk Generalist, and Finance Generalist II.

FOIA Laws require that within 5 business days after receiving a FOIA request, the City will issue a response. As of September 21, 2025, eight business days after the request was made, the city has still failed to respond, or inform of an extension, all in violation of the Freedom of Information Act.

Clerk’s office: I ask that this notification be added to the agenda packet, September 23, 2025.



EXHIBIT 1

Weekly Schedule of Assignments by City Clerk			
Date	To-Do	DUE DATE	Done
5/12/25	Vicki left at 11 for dentist		
5/12/25	1. Fill out Tasks Lists	5/16/25	1. 5/15/2025
	*Due Friday 5/16/2025		2. 5/12/25
	(Will discuss next week)		3. 5/14/2025
	2. assigned verbally: Send welcome emails to B&C newly appointed and process through newly appointed process and procedure		4. 5/12/25
	3. on desk: Update non-profit peddler application and post to city website		
	4. on desk- Process non-profit peddler license for ground cover		
5/13/25	Post HRC Agenda	5/13/25	5/13/25
5/14/25	Clerk work from home		
5/14/25	John called in sick		
5/14/25	Ordinance Training by Clerk (Civic Plus)	5/14/25	Clerk, I know you didn't have time to train me as scheduled. Please let me know what date you want to reschedule this for. 1
	- How to Publish		
	- How to Track		
	-How to Codify -		
5/15/25	Clerk left at 11 am		
5/15/25	HRC Meeting	5/15/25	5/15/25
	- Previously assigned, AHB job shadow John to cover for John's June 5, 2025 vacation- Judge Gilbreath, informal		
5/16/25	Try to finish HRC Minutes	5/19/25	Im off today- FLEXTIME

5/19/25	Clerk Off		
5/19/25	Task List Discussion (Per Clerk: Not right or wrong)	5/19/25	Clerk off
5/19/25	HRC Minutes	5/19/25	5/19/25
5/20/25	Asked Clerk for Weekly Schedule of Assignments: Clerk is behind right now and will get it to me later		
5/21/25	Clerk working from home		
5/21/25	Emailed Clerk for Weekly Schedule of Assignments		
5/21/25	UPDATE: emailed to clerk and HR		
	Monday Weekly Scheduled Assignments for the week of May 12, 2025.		
	•I completed all that was listed, other than 5/14/2025, Ordinance Training by Clerk, as the clerk didn't have time to train me.		
	Daily, Weekly, Monthly Assignments		
	•I completed this task, and submitted all that was requested on May 15, 2025, and have continued to update the excel spreadsheet daily. (I was off May 16 using flextime I had earned.)		
	Monday Task List Discussion – for week of May 12, 2025		
	•I was not able to have the Task List Discussion scheduled by the clerk on Monday, May 19, 2025, as the clerk was off, and when I asked Tuesday, I was told she was too busy but plans to follow up with me in the future.		
	Monday Weekly Scheduled Assignments for the week of May 19, 2025.		
	•Needed		
5/21/25	Vicki left at 2:43, allergic to flowers		
5/23/25	Clerk called in sick		
5/23/25	Vicki Off		
5/23/25	Update: Emailed clerk and HR		
	Monday Task List Discussion – for week of May 12, 2025		
	•Still need. Clerk not available for discussion		
	Monday Weekly Scheduled Assignments for the week of May 19, 2025.		
	•Still need.		
	Friday due date for tasks lists., 5/23/2025		
	•done and emailed		
5/26/25	Memorial Day Holiday		
5/27/25	Clerk Off		
5/27 - 5/29	LT Out Sick - with doctor's note		

5/27 - 5/29	Vicki Off	
5/30/25	LT Off	
6/2/25	Return to work after being off sick	
6/2/25	Asked Clerk for Weekly Schedule of Assignments:	1. done, 6/3/25
	verbally assigned:	2. done, 6/5/25
	1. Clerk City council meeting - TB out of town	3. done with draft, sent to AH 6/5
	2. Clerk AHB hearing - JT out of town	4. done- ongoing
	3. Complete City Council Meeting Minutes	
	4. Back up Clerk while Clerk is out for the week	
6/3/25-6/6/2025	Clerk out of the office - clerk conference	
6/4/25	Vicki left for dentist (10:08)	
6/5/25-6/6/2025	JT out of the office	
6/6/25	Update: Emailed clerk and HR	
	Friday due date for tasks lists.,	
	6/5/2025	
	•complete	

Time-Based To-Do List

	Date	To-Do	Time Needed (estimates)	Done
Ongoing Daily Tasks: answering phone, assisting staff and residents at counter for questions, payments etc., responding to phone calls and emails throughout the day as they come in	5/12/2025	Check emails at start of day, prioritizing and responding as needed throughout day	varies	initial email check started
	5/12/2025	responded to email- Non-motorized B&C expiring member	10	5/12/2025
	5/12/2025	website update and B&C Directory - Non-motorized B&C expiring member	15	5/12/2025
	5/12/2025	Followed up with City Clerk regarding request from YPAC 4/24/25 for t-shirts for community events	5	5/19/2025
	5/12/2025	Cancelled meeting with Gregory Newman regarding B&C orientations	2	5/12/2025
	5/12/2025	Updated posted schedule for Fire and Police Pension Board and responded to email with additional information as requested by staff liaison Jannelle. Also printed and filed minutes and resolutions	15 min	5/12/2025
	5/12/2025	Emailed City Attorney - second request for attorney opinion and monthly reporting for HRC (deadline usually Friday before meeting at 1pm)	15	5/12/2025
	5/12/2025	forwarded attorney email to Clerk	1	5/12/2025
	5/12/2025	email- HRC request for agenda items and reminder of what is currently scheduled (deadline usually Friday before meeting at 1pm)	15	5/12/2025
	5/12/2025	Meeting with HR and Clerk	15-20 minutes	5/12/2025
	5/12/2025	email- responded to Non-motorized regarding reappointment a member with an expired term and requests for additional information	3	5/12/2025
	5/12/2025	verifying applicants for B&C: QVF, email council, add to city website, submitted applications	46 minutes	5/12/2025

5/12/2025	Made excel spreadsheet for logging assignments S:\Clerk's Office	20 minutes	active document
5/12/2025	Vicki out of the office at 11 am for dental visit		
5/12/2025	Clerk out at 3		
5/12/2025	counter work- citation payments, questions, etc	ongoing	ongoing
5/12/2025	assigned verbally: Send welcome emails to B&C newly appointed and process through newly appointed process and procedure, including confirming term, updating master list, notifying clerk of error on resolution 2025-080, email newly appointed, and respond to followup emails regarding oaths of offices (4/30/25- gave John a printed copy of the resolution for making the oath of office cards)	42 minutes	5/12/2025
5/12/2025	Fufiled City Council's B&C Monthly notice requirement (usually done the 1st week of the month, after CC meeting); confirmed information in master directory was correct and up to date as of 5/12/2025, emailed to CC, posted to city bulletin board, and updated city website	45 minutes	5/12/2025
5/12/2025	Made HRC aganda, made HRC Agenda Packet, posted to city website and	4 hours 45 minutes	5/13/2025
5/13/2025	notified commissioners. Packet: 1 attorney opinion (missing/ emailed attorney yesterday), 3 resolutions and 2 requests for legislature and monthly city attorney reporting (missing/ emailed attorney yesterday)		
5/13/2025	John called in sick		
5/13/2025	Check emails at start of day, prioritizing and responding as needed throughou varies		initial email check start
5/13/2025	verifying applicants for B&C: QVF, email council, add to city website, submitted applications	30 minutes	5/13/2025
5/13/2025	Prepare for HRC meeting; printing agenda, agenda packet, sign in sheets, motion sheets, and gathering supplies	1 hour	5/13/2025
5/13/2025	FOIA Administration and setup for May 22, 2025 Launch - setting up site, preparing for staff training, informing staff, trouble shooting staff issues	ongoing	still in process

5/13/2025	additional followup for HRC and missing items	15 minutes	still need monthly repor
5/14/2025	Clerk out		
5/14/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
5/14/2025	Completed peddler/ solicitor application submitted. This is the 3rd set of permits for this business in 2025, so some prep was already in place	25 minutes	5/14/2025 On the application was whom at the police dep: To date, I have not sent been instructed to do sc webpage for the city wel current valid appilcants for the clerks office. Ple
5/14/2025	FOIA Administration and setup for May 22, 2025 Launch - setting up site, preparing for staff training, informing staff, trouble shooting staff issues	ongoing	still in process
5/14/2025	Updated non-profit peddler application and updated city website	20 minutes	5/14/2025
5/15/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
5/15/2025	Clerk left at 11 for the day for meeting		
5/15/2025	Trained with John in AHB Hearing for John's upcoming vacation schedule	6 hours	5/15/2025
5/15/2025	communications with HRC and YPAC	30 minutes	5/15/2025
5/15/2025	Updated google sheet of B&C applicants on city website	10 minutes	5/15/2025
5/16/2025	LT Off- FLEXTIME		
5/19/2025	Clerk Off		
5/19/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
5/19/2025	Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments ets.,	varies	ongoing
5/19/2025	Completed minutes for HRC, posted to city website and sent to commisioner:	30-40 minutes	5/19/2025
5/19/2025	Followed up to confirm we are set for FOIA training tomorrow	15 minutes	5/19/2025

5/19/2025	updated erase board calendar for the clerk	20 minutes	5/19/2025
5/19/2025	confirmed with John over coverage for AHB meeting June 5, and discussed docket and anticipated needs - plan to shadow again Thursday 5/22/2025 to prepare	10 minutes	still working on this
5/19/2025	YPAC agenda and agenda packet creation, prep for meeting	1 hour 30 minutes	5/19/2025
5/19/2025	HRC inquiries answered	10 minutes	5/19/2025
5/19/2025	Customer support at counter	20 minutes	5/19/2025
5/19/2025	Working with DDA regarding website	20 minutes	5/19/2025
5/20/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
5/20/2025	Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments etc., responding to phone calls and emails throughout the day as they come in	varies	ongoing
5/20/2025	FOIA Administration and setup for May 22, 2025 Launch - and attended webinar	varies	ongoing
5/20/2025	communications with YPAC - added to agenda and packet, updated all paperwork and website	30 minutes	5/20/2025
5/20/2025	verifying applicants for B&C: QVF, email council, add to city website, submitted applications	15 minutes	5/20/2025
5/20/2025	FOIA Administration and setup for May 22, 2025 Launch - site set up and trouble shooting	varies	ongoing
5/21/2025	Clerk working from home		
5/21/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
5/21/2025	Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments etc., responding to phone calls and emails throughout the day as they come in	varies	ongoing

5/21/2025	assigned via email: Send welcome emails to B&C two newly appointed and process through newly appointed process and procedure, including confirming term, updating master list, email newly appointed and asked John to order nameplate for one member		
5/21/2025	FOIA Launch and setup	ongoing	ongoing
5/21/2025	Sent Welcome information and packet to new commissioner as HRC staff liasion, added to email group, informed other members, etc	30 minutes	5/21/2025
5/21/2025	FOIA Launch and setup - more contact from DPW	ongoing	ongoing
5/21/2025	worked with JD regarding FLIA website and memorial day notice	10 minutes	5/21/2025
5/21/2025	made and posted city hall closure for memorial day	10 minutes	5/21/2025
5/21/2025	Vicki left due to flowers		
5/22/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
5/22/2025	Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments etc., responding to phone calls and emails throughout the day as they come in	varies	ongoing
5/22/2025	FOIA Administration and setup after Launch - site set up and trouble shooting	varies	ongoing
5/22/2025	AHD- job shadowing	varies	5/22/2025
5/22/2025	FOIA REQUEST	1 hour	5/22/2025
5/22/2025	FOIA - Requested by Jennifer to fine tune new software	30 minutes	5/22/2025
5/22/2025	Fufiled City Council's B&C Monthly notice requirement (usually done after CC meeting when there are new appointments); confirmed information in master directory was correct and up to date as of 5/22/2025, emailed to CC, posted to city bulletin board, and updated city website	45 minutes	5/22/2025
5/22/2025	FOIA training with Kathy and Miles	ongoing	5/22/2025
5/23/2025	Clerk called in sick		
5/23/2025	Vicki off on vacation		

5/23/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
5/23/2025	Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments ets., responding to phone calls and emails throughtout the day as they come in	varies	ongoing
5/23/2025	FOIA Administration and setup after Launch - site set up and trouble shooting	varies	ongoing
5/23/2025	Swore in new commissioner	10 minutes	5/23/2025
5/26/25	Memorial Day Holiday		
5/27 - 5/2	Out Sick - with doctor's note		
5/30/25	Off		
6/2/25	Spoke to Clerk for Weekly Schedule of Assignements: verbally assigned: 1. Clerk City council meeting - TB out of town 2. Clerk AHB hearing - JT out of town 3. Complete City Council Meeting Minutes		
6/2/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
6/2/2025	Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments ets., responding to phone calls and emails throughtout the day as they come in	varies	ongoing
6/2/2025	FOIA administration/ IT	varies	ongoing
6/2/2025	Caught up on missed work while sick	varied	throughout the day
6/2/2025	proceed two new applicants for B&C	30 minutes	6/2/2025
6/2/2025	Went over council meeting with clerk	30 minutes	6/2/2025
6/3/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start

6/3/2025	Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments ets., responding to phone calls and emails throughout the day as they come in	varies	ongoing
6/3/2025	Completed YPAC Action minutes, changed 2025 calendar, updated youtube and city website	1 hour	6/3/2025
6/3/2025	FOIA administration/ IT	varies- ongoing	ongoing
6/3/2025	verifying applicants for B&C: QVF, email council, add to city website, submitted applications	25 minutes	6/3/2025
6/3/2025	prepared and clerked City Council Meeting	8 hours 40 minutes	6/3/2025
6/3/2025	Left City Hall after CC meeting 1:43 am (16.43 hour day)		
6/4/2025	Vicki left 10:08 dentist		
6/4/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
6/4/2025	Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments ets., responding to phone calls and emails throughout the day as they come in	varies	ongoing
6/4/2025	FOIA IT	varies	ongoing
6/4/2025	City Council Meeting Minutes Draft	all day while doing other tasks	
6/5/2025	JT off		
6/5/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
6/5/2025	Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments ets., responding to phone calls and emails throughout the day as they come in	varies	ongoing
6/5/2025	Prepared for and clerked AHB hearing	4 hours	6/5/2025
6/5/2025	FOIA IT	varies	ongoing

6/5/2025	City Council Meeting Minutes Draft - finished		all day while doing other tasks
6/6/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
6/6/2025	Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments ets., responding to phone calls and emails throughtout the day as they come in	varies	ongoing

EXHIBIT 2

Weekly Schedule of Assignments by City Clerk			
Date	To-Do	DUE DATE	Done
5/12/25	Vicki left at 11 for dentist		
5/12/25	1. Fill out Tasks Lists *Due Friday 5/16/2025 (Will discuss next week) 2. assigned verbally: Send welcome emails to B&C newly appointed and process through newly appointed process and procedure 3. on desk: Update non-profit peddler application and post to city website 4. on desk- Process non-profit peddler license for ground cover	5/16/25	1. 5/15/2025 2. 5/12/25 3. 5/14/2025 4. 5/12/25
5/13/25	Post HRC Agenda	5/13/25	5/13/25
5/14/25	Clerk work from home		
5/14/25	John called in sick		
5/14/25	Ordinance Training by Clerk (Civic Plus) - How to Publish - How to Track -How to Codify -	5/14/25	Clerk, I know you didn't have time to train me as scheduled. Please let me know what date you want to reschedule this for. 1
5/15/25	Clerk left early (11 am)		
5/15/25	HRC Meeting - Previously assigned, AHB job shadow John to cover for John's June 5, 2025 vacation- Judge Gilbreath, informal	5/15/25	5/15/25
5/16/25	Try to finish HRC Minutes	5/19/25	Im off today- FLEXTIME

Should NOT Be On List

5/19/25	Clerk Off		
5/19/25	Task List Discussion	5/19/25	Clerk off
	(Per Clerk: Not right or wrong)		
5/19/25	HRC Minutes	5/19/25	5/19/25
5/20/25	Asked Clerk for Weekly Schedule of Assignments: Clerk is behind right now and will get it to me later		
5/21/25	Clerk working from home		
5/21/25	Emailed Clerk for Weekly Schedule of Assignments		
5/21/25	UPDATE: emailed to clerk and HR		
	Monday Weekly Scheduled Assignments for the week of May 12, 2025.		
	•I completed all that was listed, other than 5/14/2025, Ordinance Training by Clerk, as the clerk didn't have time to train me.		
	Daily, Weekly, Monthly Assignments		
	•I completed this task, and submitted all that was requested on May 15, 2025, and have continued to update the excel spreadsheet daily. (I was off May 16 using flextime I had earned.)		
	Monday Task List Discussion – for week of May 12, 2025		
	•I was not able to have the Task List Discussion scheduled by the clerk on Monday, May 19, 2025, as the clerk was off, and when I asked Tuesday, I was told she was too busy but plans to follow up with me in the future.		
	Monday Weekly Scheduled Assignments for the week of May 19, 2025.		
	•Needed		
5/21/25	Vicki left at 2:43, allergic to flowers		
5/23/25	Clerk called in sick		
5/23/25	Vicki Off		
5/23/25	Update: Emailed clerk and HR		
	Monday Task List Discussion – for week of May 12, 2025		
	•Still need. Clerk not available for discussion		
	Monday Weekly Scheduled Assignments for the week of May 19, 2025.		
	•Still need.		
	Friday due date for tasks lists., 5/23/2025		
	•done and emailed		
5/26/25	Memorial Day Holiday		
5/27/25	Clerk Off		
5/27 - 5/29	LT Out Sick - with doctor's note		

5/27 - 5/29	Vicki Off	
5/30/25	LT Off	
6/2/25	Return to work after being off sick	
6/2/25	Asked Clerk for Weekly Schedule of Assignments:	1. done, 6/3/25
	verbally assigned:	2. done, 6/5/25
	1. Clerk City council meeting - TB out of town	3. done with draft, sent to AH 6/5
	2. Clerk AHB hearing - JT out of town	4. done- ongoing
	3. Complete City Council Meeting Minutes	
	4. Back up Clerk while Clerk is out for the week	
6/3/25-6/6/2025	Clerk out of the office for the week - clerk conference	
6/4/25	Vicki left for dentist (10:08)	<i>why are you tracking this? outside of scope</i>
6/5/25-6/6/2025	JT out of the office	
6/6/25	Update: Emailed clerk and HR	
	Friday due date for tasks lists	
	6/5/2025	
	•complete	
6/9/25	JT Out of the office	
6/9/25	Weekly Schedule of Assignments by City Clerk	Asked Clerk verbally - will get back with me
6/10/25	JT Out of the office	
6/10/25	No Weekly Schedule of Assignments by City Clerk	
6/11/25	No Weekly Schedule of Assignments by City Clerk	
6/11/25	Clerk left early (3:26)	
6/11/25	VS left early for vet visit (3:45)	
6/12/25	No Weekly Schedule of Assignments by City Clerk	
6/13/25	LT- OFF	

5/12/2025	Made excel spreadsheet for logging assignments S:\Clerk's Office	20 minutes	active document
5/12/2025	Vicki out of the office at 11 am for dental visit		
5/12/2025	Clerk out at 3		
5/12/2025	counter work- citation payments, questions, etc	ongoing	ongoing
5/12/2025	assigned verbally: Send welcome emails to B&C newly appointed and process through newly appointed process and procedure, including confirming term, updating master list, notifying clerk of error on resolution 2025-080, email newly appointed, and respond to followup emails regarding oaths of offices (4/30/25- gave John a printed copy of the resolution for making the oath of office cards)	42 minutes	5/12/2025
5/12/2025	Fufiled City Council's B&C Monthly notice requirement (usually done the 1st week of the month, after CC meeting); confirmed information in master directory was correct and up to date as of 5/12/2025, emailed to CC, posted to city bulletin board, and updated city website	45 minutes	5/12/2025
5/12/2025	Made HRC agenda, made HRC Agenda Packet, posted to city website and	4 hours 45 minutes	5/13/2025
5/13/2025	notified commissioners. Packet: 1 attorney opinion (missing/ emailed attorney yesterday), 3 resolutions and 2 requests for legislature and monthly city attorney reporting (missing/ emailed attorney yesterday)		
5/13/2025	John called in sick		
5/13/2025	Check emails at start of day, prioritizing and responding as needed throughout th varies		initial email check start
5/13/2025	verifying applicants for B&C: QVF, email council, add to city website, submitted applications	30 minutes	5/13/2025
5/13/2025	Prepare for HRC meeting; printing agenda, agenda packet, sign in sheets, motion sheets, and gathering supplies	1 hour	5/13/2025
5/13/2025	FOIA Administration and setup for May 22, 2025 Launch - setting up site, preparing for staff training, informing staff, trouble shooting staff issues	ongoing	still in process

5/13/2025	additional followup for HRC and missing items	15 minutes	still need monthly repor
5/14/2025	Clerk out		
5/14/2025	Check emails at start of day, prioritizing and responding as needed throughout the day - REPEAT, ONLY NEED ONCE	varies	initial email check start
5/14/2025	Completed peddler/ solicitor application submitted. This is the 3rd set of permits for this business in 2025, so some prep was already in place	25 minutes	5/14/2025 On the application was . whom at the police dep; To date, I have not sent been instructed to do sc webpage for the city we current valid appilcants for the clerks office. Ple
5/14/2025	FOIA Administration and setup for May 22, 2025 Launch - setting up site, preparing for staff training, informing staff, trouble shooting staff issues	ongoing	still in process
5/14/2025	Updated non-profit peddler application and updated city website	20 minutes	5/14/2025
5/15/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
5/15/2025	Clerk left at 11 for the day for meeting		
5/15/2025	Trained with John in AHB Hearing for John's upcoming vacation schedule	6 hours	5/15/2025
5/15/2025	communications with HRC and YPAC	30 minutes	5/15/2025
5/15/2025	Updated google sheet of B&C applicants on city website	10 minutes	5/15/2025
5/16/2025	LT Off- FLEXTIME		
5/19/2025	Clerk Off		
5/19/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
5/19/2025	Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments ets.,	varies	ongoing
5/19/2025	Completed minutes for HRC, posted to city website and sent to commisioners	30-40 minutes	5/19/2025
5/19/2025	Followed up to confirm we are set for FOIA training tomorrow	15 minutes	5/19/2025

5/19/2025	updated erase board calendar for the clerk	20 minutes	5/19/2025
5/19/2025	confirmed with John over coverage for AHB meeting June 5, and discussed docket and anticipated needs - plan to shadow again Thursday 5/22/2025 to prepare	10 minutes	still working on this
5/19/2025	YPAC agenda and agenda packet creation, prep for meeting	1 hour 30 minutes	5/19/2025
5/19/2025	HRC inquiries answered	10 minutes	5/19/2025
5/19/2025	Customer support at counter	20 minutes	5/19/2025
5/19/2025	Working with DDA regarding website	20 minutes	5/19/2025
5/20/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
5/20/2025	Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments etc., responding to phone calls and emails throughout the day as they come in	varies	ongoing
5/20/2025	FOIA Administration and setup for May 22, 2025 Launch - and attended webinar	varies	ongoing
5/20/2025	communications with YPAC - added to agenda and packet, updated all paperwork and website	30 minutes	5/20/2025
5/20/2025	verifying applicants for B&C: QVF, email council, add to city website, submitted applications	15 minutes	5/20/2025
5/20/2025	FOIA Administration and setup for May 22, 2025 Launch - site set up and trouble shooting	varies	ongoing
5/21/2025	Clerk working from home		
5/21/2025	Check emails at start of day, prioritizing and responding as needed throughout the day	varies	initial email check start
5/21/2025	Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments etc., responding to phone calls and emails throughout the day as they come in	varies	ongoing

I WOULD LIKE TO SEE THESE INDIVIDUAL TASKS
 CONVERTED TO RESPONSIBILITIES WITH SPECIFIC
 TIMELINES & TIME REQUIREMENTS

DAY
 WEEK
 MONTH

Time-Based To-Do List

	Date	To-Do	Time Needed (estimates)	Done
Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments etc., responding to phone calls and emails throughout the day as they come in	5/12/2025	Check emails at start of day, prioritizing and responding as needed throughout th varies		initial email check start
	5/12/2025	responded to email- Non-motorized B&C expiring member	10	5/12/2025
	5/12/2025	website update and B&C Directory - Non-motorized B&C expiring member	15	5/12/2025
	5/12/2025	Followed up with City Clerk regarding request from YPAC 4/24/25 for t-shirts for community events	5	5/19/2025
	5/12/2025	Cancelled meeting with Gregory Newman regarding B&C orientations	2	5/12/2025
	5/12/2025	Updated posted schedule for Fire and Police Pension Board and responded to email with additional information as requested by staff liaison Jannelle. Also printed and filed minutes and resolutions	15 min	5/12/2025
	5/12/2025	Emailed City Attorney - second request for attorney opinion and monthly reporting for HRC (deadline usually Friday before meeting at 1pm)	15	5/12/2025
	5/12/2025	forwarded attorney email to Clerk	1	5/12/2025
	5/12/2025	emai- HRC request for agenda items and reminder of what is currently scheduled (deadline usually Friday before meeting at 1pm)	15	5/12/2025
	5/12/2025	Meeting with HR and Clerk	15-20 minutes	5/12/2025
	5/12/2025	email- responded to Non-motorized regarding reappointment a member with an expired term and requests for additional information	3	5/12/2025
	5/12/2025	verifying applicants for B&C: QVF, email council, add to city website, submitted applications	46 minutes	5/12/2025

EXHIBIT 3

Date	To-Do	Time Needed (estimates)
Daily	Check emails at start of day, prioritizing and responding as needed throughout the day	varies
Daily	Ongoing Daily Tasks: answering phone, assisting staff and assisting residents at counter for questions, payments, backing up treasury, responding to phone calls and emails throughout the day as they come in	varies
Ongoing	Maintenance of Master Directory for Boards and Commissions with followup with staff liaisons as terms expire or new members	
as needed	respond to email- Non-motorized B&C expiring member	10
as needed	Issuing peddler and solicitor permits as needed- keeping website up to date	
as needed	Keeping the City website up to date for Clerk and Treasury department	
as needed	website update and B&C Directory - Non-motorized B&C expiring member	15
as needed	Followed up with City Clerk regarding request from YPAC 4/24/25 for t-shirts for community events	5
as needed	Cancelled meeting with Gregory Newman regarding B&C orientations	2
monthly	Updated posted schedule for Fire and Police Pension Board and responded to email with additional information as requested by staff liaison Jannelle. Also printed and filed minutes and resolutions	15 min
monthly	Emailed City Attorney - second request for attorney opinion and monthly reporting for HRC (deadline usually Friday before meeting at 1pm)	15
monthly	forwarded attorney email to Clerk	1

monthly	email- HRC request for agenda items and reminder of what is currently scheduled (deadline usually Friday before meeting at 1pm)	15
as needed	Meeting with HR and Clerk	15-20 minutes
as needed	email- responded to Non-motorized regarding reappointment a member with an expired term and requests for additional information	3
as needed	verifying applicants for B&C: QVF, email council, add to city website, submitted applications	46 minutes
as needed	Made excel spreadsheet for logging assignments S:\Clerk's Office	20 minutes
Daily	Back up for Treasury - when Vicki or John is out	ongoing
as needed	Send welcome emails to B&C newly appointed and process through newly appointed process and procedure, including confirming term, updating master list, email newly appointed, and respond to followup emails regarding oaths of offices	42 minutes
Monthly	Fufilled City Council's B&C Monthly notice requirement (usually done the 1st week of the month, after CC meeting); confirmed information in master directory was correct and up to date, emailed to CC, posted to city bulletin board, and updated city website	45 minutes
Monthly	HRC aganda, made HRC Agenda Packet, posted to city website and notified commissioners. Packet: 1 attorney opinion (missing/ emailed attorney yesterday), 3 resolutions and 2 requests for legislature and monthly city attorney reporting (missing/ emailed attorney yesterday)	4 hours 45 minutes
daily	FOIA Administration and setup for May 22, 2025 Launch - setting up site, preparing for staff training, informing staff, trouble shooting staff issues	ongoing
as needed	additional followup for HRC and missing items	15 minutes

as needed	Completed peddler/ solicitor application submitted. This is the 3rd set of permits for this business in 2025, so some prep was already in place	25 minutes
as needed	Updated non-profit peddler application and updated city website	20 minutes
as needed	Trained with John in AHB Hearing for John's upcoming vacation schedule	6 hours
as needed	communications with HRC and YPAC	30 minutes
as needed	Updated google sheet of B&C applicants on city website	10 minutes
Monthly	Completed minutes for HRC, posted to city website and sent to commisioners	30-40 minutes
Monthly	updated erase board calendar for the clerk	20 minutes
as needed	coverage for AHB hearing for John - when John is absent. Includes, the day of the hearing, and sending and filing judgments and updating AHB records and software.	10 minutes
as needed	HRC inquiries answered	10 minutes
as needed	Working with DDA regarding website	20 minutes
as needed	communications with YPAC - added to agenda and packet, updated all paperwork and website	30 minutes
Daily	FOIA Launch and setup	ongoing
as needed	Sent Welcome information and packet to new commissioner as HRC staff liasion, added to email group, informed other members, etc	30 minutes
as needed	worked with JD regarding FLIA website and memorial day notice	10 minutes
as needed	made and posted city hall closure for memorial day	10 minutes
as needed	FOIA Administration and setup after Launch - site set up and trouble shooting	varies
as needed	AHD- job shadowing	varies
as needed	FOIA REQUEST	1 hour
as needed	FOIA - Requested by Jennifer to fine tune new software	30 minutes
as needed	Swore in new commissioner	10 minutes
as assigned	Back-up for City Clerk and AHB Clerk	
	1. Clerk City council meeting - TB out of town	
	2. Clerk AHB hearing - JT out of town	
	3. Complete City Council Meeting Minutes	
daily	FOIA administration/ IT	varies

as needed	Went over council meeting with clerk	30 minutes
as assigned	City Council Meeting Minutes Draft	day while doing other tasks
Monthly	Prepared for and clerked AHB hearing	4 hours
as assigned	City Council Meeting Minutes Draft - finished	day while doing other tasks
as assigned	City Council Meeting Minutes Draft - finished and sent to CM and Clerk	
as assigned	AHB- finished paperwork, copying, filing, mailing, updating digital files	1 hour
as assigned	Finished CC resolutions and updated clerk	1 hour
as assigned	Met with clerk regarding CC minutes	30 minutes
as assigned	Correcting CC minutes per clerk	30 minutes
as needed	Corrected printed documents and laminated	20 minutes
as needed	QVF inbox and merged duplicate registrations	1 hour
as needed	Parking permit 2025-2026 pricing list and instruction sheet update	2 hours
Monthly	assisted the fire and pension board and updated posted directory	30 minutes
as assigned	Researched Ethics Board for clerk	1 hour
as needed	Highschool tour Yay!	helped a little
as assigned	Moved the mailroom, made signs and mail sorting sign for staff	30 minutes
as needed	Ordinance Index/ update ordinance book and confirm what is still needed to be published so that we can use the budget money from last year	hours :)
as needed	Maintain resolutions and ordinance records, adopted by City Council	
as assigned	Per clerk email- worked with John on City Council Research for retreat	15 minutes
as assigned	Per clerk email-Scanned and emailed the clerks contracts to WFH	15 minutes
as assigned	Research for AI - per clerk	2 hours
as assigned	AI Research for clerk with summaries	30 minutes
as needed	FOIA - Admin - adding templates	1 hour
Monthly	YPAC Resolution 30x30 and RFL	1 hour
as needed	updated mail sorting sheet and posted by new mail location	15 minutes
as assigned	made new incoming and outgoing mail labels	
as needed	Researched publication requirements	1 hour
as needed	updated city website- adopted ordinances, master sheet (meeting publication requirement)	1 hour
biweekly	payroll- AHB	10 minutes

as assigned	ADA Grant - set up walk thru with polling location	followup over several days
	1. emailed 7/3 for set up:	
	Ward 2, Precinct 4 EMU Honors College	
	Ward 3, Precinct 1 EMU Honors College	
	Ward 1, Precinct 3 Second Baptist Church	
	Ward 1, Precinct 2 Ypsilanti Senior Center	
	Ward 1, Precinct 1 Perry Early Learning Center	
	Ward 2, Precinct 1 Estabrook Elementary	
	Ward 3, precinct 2 Ypsilanti International Elementary	
as needed	Resolutions 2020, 21, 22, 23, 24 - from folder to binder- stored in break room	2 hours
as needed	Resolutions 2025 - updated	2 hours
as needed	YHC training with Carrie	30 minutes
Monthly	B& C followup for expiring terms	30 minutes
as assigned	ADA Compliance walk-thru Honors College	varied
as assigned	Updating Complaint form -the citizen complaint form has been updated to the "City of Ypsilanti Complaint form." I rearranged the forms going into the hall going to the restroom, with assessor forms on the top two rows and the last row being the three different complaint forms we provide (liability, police, and city of Ypsilanti complaint form.) The city complaint form is also available inside the clerk's office on the wall by my desk. Please note- ONLY the Police and liability form are available online at this time, per clerk	2 hours
as assigned	ADA Compliance walk-thru Senior Center	varied
as assigned	ADA Compliance walk-thru 2nd Baptist Church	varied
Weekly	QVF- Print voter cards	varies
weekly	Maintance of voter registration records - QVF	
as needed	post notices	
as needed	Act as AHB Clerk when John is absent	
as needed	Act as CC Clerk when Tracey is absent	
	During Elections	

as assigned	Contact person for election inspectors-Hire election inspectors, assigning and recording training, schedule at polling locations and payroll for inspectors
as needed	Keeping up to date on election laws and inspector training requirements
as needed	Assist with record retention and disposal
as needed	Right hand to clerk during Elections- registering voters at the counter, giving absentee ballots, etc.
as needed	visit polling locations and prepare for election

General Policies And Areas of Confusion

- It is the duty of all staff members to answer phones and assist customers at the counter – everyone should be able to perform all counter tasks.
- The Deputy Clerk can and should field all calls and questions for the Clerk, in the absence of the Clerk. →
- Your title is Deputy Clerk. *Only this for title*
- The workday is 8am-5pm, with a one-hour lunch. *[Lunch time - 11:30 - 12:30]*
- Work-from-home days will not be permitted, at this time, but may be reevaluated in the future.
- City issued cell phones should be taken home daily, so the phone may be utilized properly.
- Do not change forms or verbiage on website and/or forms without prior approval.
- Do not move forms on the shared drive without giving notice to the office.
- When sending emails, less is more
 - One or two paragraphs is sufficient
 - When referencing laws, state name or title, but don't quote entire law

"Council Members feel Clerk's office is overstepping its bounds and only giving them information and not swaying them!"

"City Clerk's office manages everything ^{for} board & commission."

o will email regards to do list instructions.

EXIBIT 5

From: Tracey Boudreau <TBoudreau@cityofypsilanti.com>

Sent: Monday, May 12, 2025 12:39 PM

To: Lorrie Thomas <lthomas@cityofypsilanti.com>

Subject: Written Explanation of Request

Lorrie – Per your request, here is a summary of what we discussed this morning regarding the “To Do” lists.

I would like you to create 3 “to do” lists: 1 – Daily Tasks; 2 – Weekly Tasks; 3 – Monthly Tasks.

Due Date: Friday, 5/16, COB. **We will discuss these Monday morning.

Please make a list of all the tasks you complete on a regular basis. Sort them by daily, weekly, and monthly. This is not a test. I just want you to write down all the tasks you are responsible for. We can then use this to move forward with and start a discussion regarding all the work you and I have to get done in this office. I think this will help us ensure all tasks are completed. I also think you will be able to use these lists as we move forward to update, change, and track your responsibilities.

The other sheet is a calendar of this week and this month. Every Monday morning I will provide this to you and we can discuss our plans, tasks, and deadlines for the week. I’m hoping this will help us get on the same page and help us manage our time and deadlines. Please let me know if you have any questions.



Tracey L. Boudreau

Tracey L. Boudreau

City Clerk

City of Ypsilanti

1 S Huron St. 48197



City of Ypsilanti

Office of the City Clerk

Disciplinary Action for Lorrie Thomas, Deputy City Clerk

By Tracey Boudreau, City Clerk

May 2, 2025

Incident #1 – Class I, E and Class III, A

Clerk delegated task of ordering name plates for Boards and Commissions to the Deputy Clerk. On or around April 9, 2025 we received an email notification that the order was ready for pick up. The following week, on or around April 15, 2025, the Deputy Clerk indicated that the name plate was ready for the Clerk to pick up. The Clerk directed the Deputy Clerk to pick up the name plate, to which the Deputy replied that she was much too busy and would try to get to it as soon as she could. This business is five minutes away and the Deputy can use the City car. The following week, on April 23, 2025, the Clerk emailed a reminder to the Deputy, and she responded that she would pick up the name plate, but later sent another email stating she had been behind all week and couldn't complete the task. The Deputy did pick up the name plate on May 1st.

- This offense is a breakdown of procedure and shows a need for improvement in the following areas: time management, reliability/dependability, judgement and decision making, and knowledge of position.

Incident #2 – Class I, E and Class III, H

Deputy Clerk contacted an ice cream truck owner, who had submitted solicitor license application to the Clerk, and made false and or misleading statements to the applicant regarding the Clerk on or about April 21, 2025.

- This offense shows a lack of tact and demeanor and undermines the reputation of the Clerk's office. More concerning is that this has occurred several times, in different ways.

While we were considering our disciplinary approach to these offenses, a third, progressively worse, offense occurred.

Incident #3 - Class I, E and Class III, A

Lorrie Thomas, Deputy Clerk was specifically directed by the City Clerk NOT to change or amend the online application for Boards and Commissions. The Deputy argued several times over this with the Clerk. The Deputy moved forward and changed the form, several times, with several different versions being used by residents to submit applications. When the Clerk instructed the Deputy to return the form to the original version, the Deputy was reluctant and confused.

- This offense made the application confusing, verbose, and off-putting. It also upset Council Members and applicants.
- **2 separate Class III offenses in one week's time are basis for termination. Had disciplinary action been taken on the #1 incident, the #3 incident would have resulted in termination. In lieu of termination, the discipline imposed is a five (5) day suspension without pay, commencing on May 5, 2025, with a return-to-work date of Monday, May 12, 2025.**

Lorrie is an important part of the team, but we need to be on the same page. The Deputy should be the right hand to the Clerk and the two should work as a cohesive team. This is what we want for Lorrie and we want to help her grow into this role. A main theme to remember is that our priorities are dictated to us by the City Manager and the City Council, and we need to be flexible and follow their lead.

Acknowledged by Lorrie Thomas, Deputy Clerk: _____



Resolution No. 2025 - 787

August 21, 2025

A RESOLUTION REQUESTING A DEFINITION FOR HARM REDUCTION SERVICES IN THE CITY OF YPSILANTI ZONING ORDINANCE

RESOLVED BY THE HUMAN RELATIONS COMMISSION OF THE CITY OF YPSILANTI:

WHEREAS: The current zoning ordinance doesn't provide a full definition of Harm Reduction Services and is currently lumped with Substance Abuse Treatment facilities. These facilities are not prohibited in brick and mortars downtown where 60% of the fatal overdoses occur.

THEREFOR BE IT RESOLVED that the HRC Commission requests that City Council direct the Zoning Department to provide a clear definition of Harm Reduction Services.