



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, December 9, 2025 @ 6:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197
[Launch Meeting - Zoom](#)**

[IGNORE_INDENT]

I. CALL TO ORDER

II. ROLL CALL

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

V. CLOSED SESSION

- A. Resolution No. 2025-241 entering into a Closed Session for the following purposes:
 - 1. pursuant to MCL 15.268 (c), for strategy and negotiation sessions connected with the negotiation of the POAM collective bargaining agreement.
 - 2. pursuant to MCL 15.268 (e), for the purpose of discussing the pending litigation of VTP River Woods LLC and VTP Arbor One LLC v City of Ypsilanti.
- B. Resolution No. 2025-242 Leaving the Closed Session and returning to the Open Session of this meeting.

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

VII. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Resolution No. 2025-243 Approving the minutes of the November 18, 2025 Regular City Council Meeting.
- B. Resolution No. 2025-244 Adopting Ordinance No. 1456, an ordinance to amend CHAPTER 2 "ADMINISTRATION" ARTICLE V "FINANCE", DIVISION 2 "FUNDS", SUBDIVISION V "BUDGET STABILIZATION FUND" upon second and final reading.
- C. Resolution No. 2025-245 Reappointing resident Alexander Pettit to the Historic District Commission with a term ending December 31, 2028.
- D. Resolution No. 2025-246 Appointing resident Ingrid Lao to the Planning Commission, with a term ending May 1, 2027.
- E. Resolution No. 2025-247 Approving the process laid out by staff to utilize the Ad Hoc Citizens committee to develop community benefits for the Water Street Redevelopment Area.

- F. Resolution No. 2025-236 A Resolution To Make Veterans Day a Holiday in Ypsilanti beginning in 2026.
- G. Resolution No. 2025-237 Designating a Social District within the City, which may be used by qualified licensees that obtain a social district permit from the Michigan Liquor Control Commission (the "MLCC"), pursuant to Section 551 of the Michigan Liquor Control Code of 1998 (MCL 436.1101, et seq.), as amended.
- H. Resolution No. 2025-238 Adopting the attached fee schedule, pursuant to the Ypsilanti City Code, and Establishing certain fees relating to various sections of the City Code and activities of the City, also authorizing the various City Departments to charge and collect such fees, effective immediately.
- I. Resolution No. 2025-239 Approving the 2026 Regular City Council Meeting Schedule.
- J. Resolution No. 2025-240 Approving the Council Onboarding and Orientation Process and directing the City Clerk to provide this to each Council Member and future Council Member upon certification of the election; also directing the City Clerk to schedule all meetings as instructed in the Onboarding and Orientation Process.
- K. Resolution No. 2025-248 Approving the new collective bargaining agreement between the City of Ypsilanti and the POAM, for the term commencing on January 1, 2026, and terminating on December 31, 2030, as presented; also authorizing the Mayor, City Manager, and City Clerk to execute the agreement on behalf of the city after approval by the City Attorney as to form.
- L. Resolution No. 2025-249 Approving a one-year contract with EHIM to administer the self-funded Simply Blue PPO 100% for the IAFF membership in addition to Community Blue PPO 100%.
- M. Resolution No. 2025-250 Approving a three-year contract, with 2, one-year renewal options, with Dewpoint for Managed Services, in the amount of \$186,000 for the first year.
- N. Discussion regarding annual review of City Manager and City Clerk.
- O. Discussion regarding Parks and Events.
- P. TABLED Discussion Regarding scope of Third Party Investigation for September 23, 2025 Hearing to Review A Removal Action.

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

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

XV. REMARKS FROM THE MAYOR

XVI. ADJOURNMENT

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



Resolution No. 2025-241
December 9, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That this Council enter into a Closed Session for the following purposes:

1. pursuant to MCL 15.268 (c), for strategy and negotiation sessions connected with the negotiation of the POAM collective bargaining agreement.
2. pursuant to MCL 15.268 (e), for the purpose of discussing the pending litigation of VTP River Woods LLC and VTP Arbor One LLC v City of Ypsilanti.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



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

The Ypsilanti City Council will hold a special CLOSED SESSION during the regular meeting on Tuesday, December 9, 2025, at 6:00 PM.

This Closed Session has been called for the following purposes:

- 1. pursuant to MCL 15.268 (c), for strategy and negotiation sessions connected with the negotiation of the POAM collective bargaining agreement.**
- 2. pursuant to MCL 15.268 (e), for the purpose of discussing the pending litigation of VTP River Woods LLC and VTP Arbor One LLC v City of Ypsilanti.**

****PLEASE NOTE:** The regular meeting agenda will begin following the Special Closed Session.

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

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

Tracey L. Boudreau
City Clerk



Resolution No. 2025-242
December 9, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
December 9, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-243 Approving the minutes of the November 18, 2025 Regular City Council Meeting.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No 2025-243 Minutes
2. City Council Meeting Minutes - November 18, 2025

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-243
December 9, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



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

[IGNORE_INDENT]

I. CALL TO ORDER

Mayor Brown called the meeting to order at 7:05p.m.

II. ROLL CALL

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

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

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

Mayor Pro-Tem Wilcoxon moved to Amend the AGENDA by moving Items J, K, N, O, and Q to the meeting of December 9th. Council Member Simmons seconded the motion.

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

No: 0 None

Absent: (0)

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

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

No: 0 None

Absent: (0)

Council Member Fellows moved, supported by Council Member Simmons, to delay the Cease and Desist order issued by the Building Department for the Dzanc House. After discussion, Council Member Simmons withdrew her support and the motion died.

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

22 Members of the public spoke.

VI. PRESENTATIONS

- A. Presentation by LEAF Harm Reduction on support for the unhoused population and people who use drugs.**

VII. ORDINANCES FIRST READING

- A. Ordinance No. 1456 - Entitled "An ordinance to amend CHAPTER 2 "ADMINISTRATION" ARTICLE V "FINANCE", DIVISION 2 "FUNDS", SUBDIVISION V "BUDGET STABILIZATION FUND".
Public Hearing Resolution No. 2025-226, close the public hearing.
Resolution No. 2025-225, determination.**

Council Member McLean moved to Approve Ordinance No. 1456 - Entitled "An ordinance to amend CHAPTER 2 "ADMINISTRATION" ARTICLE V "FINANCE", DIVISION 2 "FUNDS", SUBDIVISION V "BUDGET STABILIZATION FUND". Council Member Tooson seconded the motion.

Public Hearing Resolution No. 2025-226, close the public hearing.

Council Member McLean moved, supported by Mayor Pro Tem Wilcoxon, to amend Ordinance No. 1456. The amendment passed.

Resolution No. 2025-225, 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. Resolution No. 2025-227 Approving the minutes of the regular meeting of October 21, 2025.

Council Member Tooson moved to Approve Resolution No. 2025-227 Approving the minutes of the regular meeting of October 21, 2025. 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)

B. Resolution No. 2025-228 Awarding Youth Mini Grants to 826Michigan, Washtenaw International Theatre, and Ypsi Youth Athletic Association.

Council Member Tooson moved to Approve Resolution No. 2025-228 Awarding Youth Mini Grants to 826Michigan, Washtenaw International Theatre, and Ypsi Youth Athletic Association. Council Member King seconded the motion.

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

Mayor Pro Tem Wilcoxon moved, supported by Council Member King to extend the meeting until 11p.m. The motion passed unanimously.

C. Resolution No. 2025-229 Adopting Ordinance No. 1454, entitled "Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project" with conditions, as recommended in the request for legislation memo, upon Second and Final Reading.

Council Member Fellows moved to Approve Resolution No. 2025-229 Adopting Ordinance No. 1454, entitled "Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project" with conditions, as recommended in the request for legislation memo, upon Second and Final Reading. Council Member McLean seconded the motion.

Mayor Brown left the Council Chambers at 9:41p.m. and returned at 9:43p.m.

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

D. Resolution No. 2025-230 appointing residents to certain Boards and Commissions.

Council Member McLean moved to Approve Resolution No. 2025-230 appointing residents to certain Boards and Commissions. 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)

E. Resolution No. 2025-231, approving a new Class C On-Premises Retailer Permit for Mama Pizza LLC, for use at 5 North Hamilton.

Public Hearing Resolution No. 2025-232, closing the public hearing.

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2025-231, approving a new Class C On-Premises Retailer Permit for Mama Pizza LLC, for use at 5 North Hamilton.

Public Hearing Resolution No. 2025-232, closing the public hearing. Council Member McLean seconded the motion.

Yes: (6) Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows
 No: 1 Michelle King
 Absent: (0)

F. Resolution No. 2025-233 Authorizing the City Treasurer to levy and assess on the December 2025 tax roll the attached listing of unpaid bills totaling \$340,669.79.

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2025-233 Authorizing the City Treasurer to levy and assess on the December 2025 tax roll the attached listing of unpaid bills totaling \$340,669.79. 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)

G. Resolution No. 2025-234 Authorizing the City Manager to sign the support services agreement with GiveDirectly to administer the program to launch RxKids in the City of Ypsilanti, subject to approval of the City Attorney.

Council Member Simmons moved to Approve Resolution No. 2025-234 Authorizing the City Manager to sign the support services agreement with GiveDirectly to administer the program to launch RxKids in the City of Ypsilanti, subject to approval of the City Attorney. Council Member McLean seconded the motion.

Council Member Fellows left the Chambers at 10:05p.m. and returned at 10:08p.m.

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

No: 0 None

Absent: (0)

H. Resolution No. 2025-235 Authorizing up to \$50,000 of support towards the Shelter Association of Washtenaw County operating an overnight warming shelter in Ypsilanti beginning in November 2025 and ending by March 2026.

Council Member King moved to Approve Resolution No. 2025-235 Authorizing up to \$50,000 of support towards the Shelter Association of Washtenaw County operating an overnight warming shelter in Ypsilanti beginning in November 2025 and ending by March 2026. Council Member McLean seconded the motion.

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

No: 0 None

Absent: (0)

I. TABLED Resolution No. 2025-224 Approving the process laid out by staff to utilize the Ad Hoc Citizens committee to develop community benefits for the Water Street Redevelopment Area.

Council Member Fellows moved to Approve Resolution No. 2025-224 Approving the process laid out by staff to utilize the Ad Hoc Citizens committee to develop community benefits for the Water Street Redevelopment Area. Council Member Simmons seconded the motion.

Discussion ensued.

Council Member Tooson left the Chambers at 10:23p.m and returned to Chambers at 10:25p.m.

The discussion continued until someone realized the extension time of 11p.m. had passed, and the meeting was abruptly halted and adjourned.

J. Resolution No. 2025-236 A Resolution To Make Veterans Day a Holiday in Ypsilanti beginning in 2026.

K. Resolution No. 2025-237 Designating a Social District within the City, which may be used by qualified licensees that obtain a social district permit from the Michigan Liquor Control Commission (the "MLCC"), pursuant to Section 551 of the Michigan Liquor Control Code of 1998 (MCL 436.1101, et seq.), as amended.

L. Resolution No. 2025-238 Adopting the attached fee schedule, pursuant to the Ypsilanti City Code, and Establishing certain fees relating to various sections of the City Code and activities of the City, also authorizing the various City Departments to charge and collect such fees, effective immediately.

M. Resolution No. 2025-239 Approving the 2026 Regular City Council Meeting Schedule.

N. Resolution No. 2025-240 Approving the Council Onboarding and Orientation Process and directing the City Clerk to provide this to each Council Member and future Council Member upon certification of the election; also directing the City Clerk to schedule all meetings as instructed in the Onboarding and Orientation Process.

- O. Discussion regarding Annual Review of City Manager and City Clerk**
- P. Discussion regarding Parks and Events.**
- Q. TABLED Discussion Regarding scope of Third Party Investigation for September 23, 2025 Hearing to Review A Removal Action.**

IX. BOARD AND COMMISSION - LIAISON REPORTS

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

X. LIAISON REPORTS

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

XI. COUNCIL PROPOSED BUSINESS

XII. COMMUNICATIONS FROM THE MAYOR

XIII. COMMUNICATIONS FROM THE CITY MANAGER

XIV. COMMUNICATIONS

A. Washtenaw Regional Resource Management Authority Communications

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

XVI. REMARKS FROM THE MAYOR

XVII. ADJOURNMENT

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



REQUEST FOR LEGISLATION
December 9, 2025

For: Mayor and City Council

From: Patrick McLean, Council Member

Subject: Resolution No. 2025-244 Adopting Ordinance No. 1456, an ordinance to amend CHAPTER 2 "ADMINISTRATION" ARTICLE V "FINANCE", DIVISION 2 "FUNDS", SUBDIVISION V "BUDGET STABILIZATION FUND" upon second and final reading.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2nd Reading Budget stablization Ord
2. Ordinance for Use of Budget Stab Fund 090225 (002)

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

NOW THEREFORE BE IT RESOLVED THAT Ordinance No. 1456, an ordinance to amend CHAPTER 2 "ADMINISTRATION" ARTICLE V "FINANCE", DIVISION 2 "FUNDS", SUBDIVISION V "BUDGET STABILIZATION FUND" be approved upon second and final reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



CITY OF YPSILANTI

Ordinance No. 1456

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

Funds may be removed from the budget stabilization fund through the normal appropriations process for any of the following three circumstances.

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.

Or

Section 2-284 – Or under circumstances not otherwise permitted by this ordinance in the event of an affirmative vote of five of the seven members of Ypsilanti City Council can reallocate funds where needed

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
December 9, 2025

For: Mayor and City Council

From: Patrick McLean, Council Member, Steve Wilcoxon, Mayor Pro-Tem

Subject: Resolution No. 2025-245 Reappointing resident Alexander Pettit to the Historic District Commission with a term ending December 31, 2028.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2025-245 Reappointment - Pettit
2. Pettit, Alexander ReApp_Redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-245
December 9, 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>
Alexander Pettit 945 Sheridan St Ypsilanti, MI 48197	Historic District Commission	12/31/2028

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Board and Commission Application for Reappointment - Submission #7693

Date Submitted: 11/17/2025

First Name*

Alexander

Last Name*

Pettit

Address (legal residence)*

945 Sheridan St

City*

Ypsilanti

State*

MI

Zip Code*

48197

Email Address*

[REDACTED]

Phone Number*

[REDACTED]

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*

Historic District Commission

Number of Terms Served*

4 or Over

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?*

The enabling legislation empowers the commission to regulate the construction, addition, alteration, repair, moving, excavation, and demolition of resources within the district. As a commissioner, and chairperson, I have kept these essentials at the core of my contributions to the commission and in support of the City's historic district ordinance. The work of the Commission requires the input of a spectrum of viewpoints and I believe my input as someone who has experience rehabilitating historic resources and working with the rest of the commission to evaluate and make decisions regarding a wide variety of projects in the district has been a significant contribution.

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

I intend to continue to apply my learned experience and education to continue to support the directives of the historic district ordinance. Historic preservation is indeed a public purpose and one of Ypsilanti's great resources is its history of built resources. I am committed to serving and respecting that history

Number of absences*

1

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

N/A

Electronic Signature Agreement*

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

☒ I agree.

Electronic Signature*

Alexander J. Pettit



REQUEST FOR LEGISLATION
December 9, 2025

For: Mayor and City Council

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

Subject: Resolution No. 2025-246 Appointing resident Ingrid Lao to the Planning Commission, with a term ending May 1, 2027.

SUMMARY & BACKGROUND: This appointment is to fill the partial term from the Michael Simmons vacancy.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2025-246 Appointment - Lao
2. Lao, Ingrid App_Redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-246
December 9, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

<u>Name</u>	<u>Board</u>	<u>Expiration</u>
Ingrid Lao 930 N Congress St Ypsilanti, MI 48197	Planning Commission	05/01/2027

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Citizen Advisory Boards and Commissions Participation Resume - Submission #7663

Date Submitted: 11/9/2025

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*

Ingrid Lao

Email Address*

Address (legal residence)*

930 N Congress St

City*

Ypsilanti

State*

MI

Zip Code*

48197

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

- ☒ Yes
☐ No

Which Ward do you live or reside in?*

- ☐ Ward 1
☒ Ward 2
☐ Ward 3
☐ NA

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

Party Affiliation

Are you applying for youth membership?*

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

☐ Yes

☒ No

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

While trained as an architect, I have a longstanding interest in urban and economic development, and keep up with relevant discussions in the Detroit metro area. I am particularly invested in how we promote equitable, place-based growth in legacy cities like Ypsilanti. I love Ypsi's unique culture and character, and am eager to contribute to thoughtful local governance, particularly at a pivotal moment as regional growth pressures from Ann Arbor continue to shape our city's future.

Work/volunteer experience related to the board or commission:

- Master of Architecture degree and 4+ years of professional experience in practice, including projects in urban design, mixed-use redevelopment, and commercial real estate strategy
- 2 years of experience in higher education, teaching and conducting research on topics including historic preservation and equitable development
- Familiar with local planning processes, zoning ordinances, and development codes in Ypsilanti and surrounding communities

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*

Ingrid S. Lao



REQUEST FOR LEGISLATION
December 9, 2025

For: Mayor and City Council

From: Katie Jones, Economic Development/Equity Coordinator

Subject: Resolution No. 2025-247 Approving the process laid out by staff to utilize the Ad Hoc Citizens committee to develop community benefits for the Water Street Redevelopment Area.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL for CommunityBenefits_WaterStreet
2. Time_Council_updated

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION

Date: December 9, 2025

For: Mayor and City Council
From: Katie Jones, Manager, Strategic Communications
Economic Development and Equity
Subject: Water Street MEDC funds

SUMMARY & BACKGROUND:

We are in the process of finishing up the remediation of PCBs in the DUR Storage Yard on Water Street, given that milestone, both our consultants AKT Peerless and Carlisle Wortman and Associates along with City staff believe we are at a good moment to release a Request for Qualifications (RFQ) for the development of Water Street. Council has approved an Ad Hoc Citizen Committee to assist in developing community benefits to be included in an RFQ for Water Street, ensuring that the appropriate community benefits are conveyed to any potential developer. My recommendation is that the Community Participation meeting be noticed, mailed & posted virtually on the City's website. Following the notice, we will host the Community Participation Meeting on January 21, 2025.

Then, interested parties will apply to be on the Ad Hoc Citizens Committee and council will select and approve members of the committee. That committee will convene to review data from the previous focus group sessions, will ensure that the RFQ contains community benefits needed in the development of Water Street, help to select a developer(s) with the best qualifications for the development of the site, and ensure the benefits are included in the site design of the chosen developer(s) from the RFQ process.

RECOMMENDED ACTION:

Staff recommends approving the community benefits process recommendation outlined by staff.

CITY MANAGER APPROVAL: _____

COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2025-247
December 9, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the City of Ypsilanti has an interest in remediating and developing Water Street, and

WHEREAS, the City of Ypsilanti will be engaging an Ad Hoc Citizens Committee to develop a Request For Qualifications (RFQ), and

The City has interest in utilizing that committee in the most comprehensive way to develop the best community benefits for the Water Street Redevelopment Area.

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Ypsilanti approve the process laid out by staff to utilize the Ad Hoc Citizens committee to develop community benefits for the Water Street Redevelopment Area.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

**Community Benefits Process Recommendation
for Water Street Development and RFQ Release**

December 9, 2025 City Council decision on community engagement and benefits process

December 19, 2025 Meeting Noticed to all City Residents (30 days)

January 21, 2025 Community Participation Meeting

Applications open to participate on ad hoc committee

Ad Hoc Committee selected and approved by council

Three- six meetings as needed by ad hoc committee

One meeting in conjunction with city council

August 2026 Release RFQ

Optional site walk for interested developers

Questions regarding RFQ due to City of Ypsilanti

Answers posted on website

Qualifications due and opened in Clerk's office

Ad hoc committee and staff review qualifications

Ad hoc committee and staff meet / interview potential firms or work through any additional due diligence as needed

Fall 2026 Recommendation taken to City Council on firm(s) to engage with on Water Street

Staff, ad hoc committee, and developer meet to discuss community benefits (before site plan design)

Staff, ad hoc committee, and developer meet to discuss community benefits and review 50% site design plans once ready to review by developer

Staff, ad hoc committee, and developer meet to discuss community benefits and review 90% site design plans

Developer presents site plan at Planning Commission for approval

Developer presents site plan, and ad hoc committee presents community benefits agreement for approval by City Council (1st and 2nd reading for a Planned Unit Development)

Spring/Summer 2027 Construction Commences



REQUEST FOR LEGISLATION
December 9, 2025

For: Mayor and City Council

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

Subject: Resolution No. 2025-236 A Resolution To Make Veterans Day a Holiday in Ypsilanti beginning in 2026.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Vets Day Resolution 2025-236

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-236
~~November 18, 2025~~
December 9, 2025

**A Resolution To Make Veterans Day a Holiday in Ypsilanti
Beginning in 2026**

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, more than 41 million Americans have honorably served their country in the US Army, Air Force, Marines, Coast Guard and Navy and are therefore defined as Veterans, including approximately 16 million alive today; and

WHEREAS, more than 1.3 million of them have died in this service, with millions of others suffering grievous injuries to both mind and body; and

WHEREAS, in 1926, the United States Congress approved a resolution establishing Armistice Day as a national observance commemorating the end of World War I; and

WHEREAS, in 1938, Congress enacted legislation designating November 11 as a federal holiday known as Armistice Day, dedicated to the cause of world peace; and

WHEREAS, following World War II and the Korean War, Congress passed legislation in 1954 to expand the purpose of the holiday to honor all who have served in the Armed Forces of the United States; and

WHEREAS, in October 1954, President Dwight D. Eisenhower signed the legislation officially changing the name of the holiday to Veterans Day; and

WHEREAS, the city of Ypsilanti does not currently recognize Veterans' Day as a holiday;

WHEREAS, Ypsilanti has had numerous citizens serve, including Medal of Honor awardee Lt Col Charles Kettles; and

WHEREAS, the unpopularity of some wars has resulted in the service of members of Army, Air Force, Marines, Coast Guard and Navy being denigrated in spite of them having answered the call of their country; and

WHEREAS, the willingness to place oneself in harm's way, and the willingness to make the ultimate sacrifice on behalf of one's country is, in itself, meritorious, independent of the circumstances and theater in which they served; and

NOW, THEREFORE, BE IT RESOLVED, that beginning in 2026, the city of Ypsilanti recognizes and honors our veterans and celebrates Veterans' Day on the 11th day of the 11th month of each year in honor and recognition of those who have served their country and were willing to make the ultimate sacrifice for these United States; and

BE IT FURTHER RESOLVED, that the city of Ypsilanti shall honor our veterans by making the day a holiday from work for all appropriate city employees; and

BE IT FURTHER RESOLVED, that all Ypsilanti citizens, institutions and organizations are encouraged to recognize our veterans in all appropriate ways.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



REQUEST FOR LEGISLATION
December 9, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager, Elize Jekabson, DDA Director

Subject: Resolution No. 2025-237 Designating a Social District within the City, which may be used by qualified licensees that obtain a social district permit from the Michigan Liquor Control Commission (the "MLCC"), pursuant to Section 551 of the Michigan Liquor Control Code of 1998 (MCL 436.1101, et seq.), as amended.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. DTSD Res and RFL
2. DDA-Social District Map
3. DTSD Operations and Maintenance Plan
4. SD Presentation for Council
5. 2020-PA-0124
6. COY SD Application - Draft

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Depot Town Social District

SUMMARY & BACKGROUND:

During the July 17, 2025, Ypsilanti DDA meeting, the board passed a resolution requesting a social district in Depot Town.

Social Districts were approved in 2020 in Michigan through the adoption of PA 124. The Act added Section 551.

Staff are recommending a yearly fee of \$50, which is included in the fee schedule item on this agenda.

RECOMMENDED ACTION: Approval

ATTACHMENTS : Resolution, DDA Resolution, operation and maintenance plan, PA 124 of 2020, and application.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

BUDGET PRIORITY REFERENCE _____



Resolution No. 2025-237
November 18, 2025
December 9, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, Section 551 of the Michigan Liquor Control Code of 1998 (MCL 436.1101, *et seq.*), as amended ("the Act"), authorizes a municipality's governing body to designate a social district with a commons area which may be used by qualified licensees that obtain a social district permit from the Michigan Liquor Control Commission (the "MLCC"); and

WHEREAS, if a municipality's governing body designates a social district with a commons area, the governing body must define and clearly mark the commons area with signs, establish local management and maintenance plans (including, but not limited to, hours of operation) for submission to the MLCC, and maintain the commons area in a manner that protects the health and safety of the community; and

WHEREAS, City staff have prepared a social district management and maintenance plan, attached as Exhibit A (the "Social District Management Plan"), and a map identifying the social district's boundaries and potential establishments, attached as Exhibit B (the "Social District Map"); and

WHEREAS, the City of Ypsilanti Downtown Development Authority (the "DDA") has recommended adoption of the Social District Management Plan and the Social District Map; and

WHEREAS, the City Council finds that designating a social district and commons area pursuant to the Act, and as recommended by the DDA, will enhance economic vitality, encourage social engagement in downtown Ypsilanti, and otherwise promote the best interests of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED:

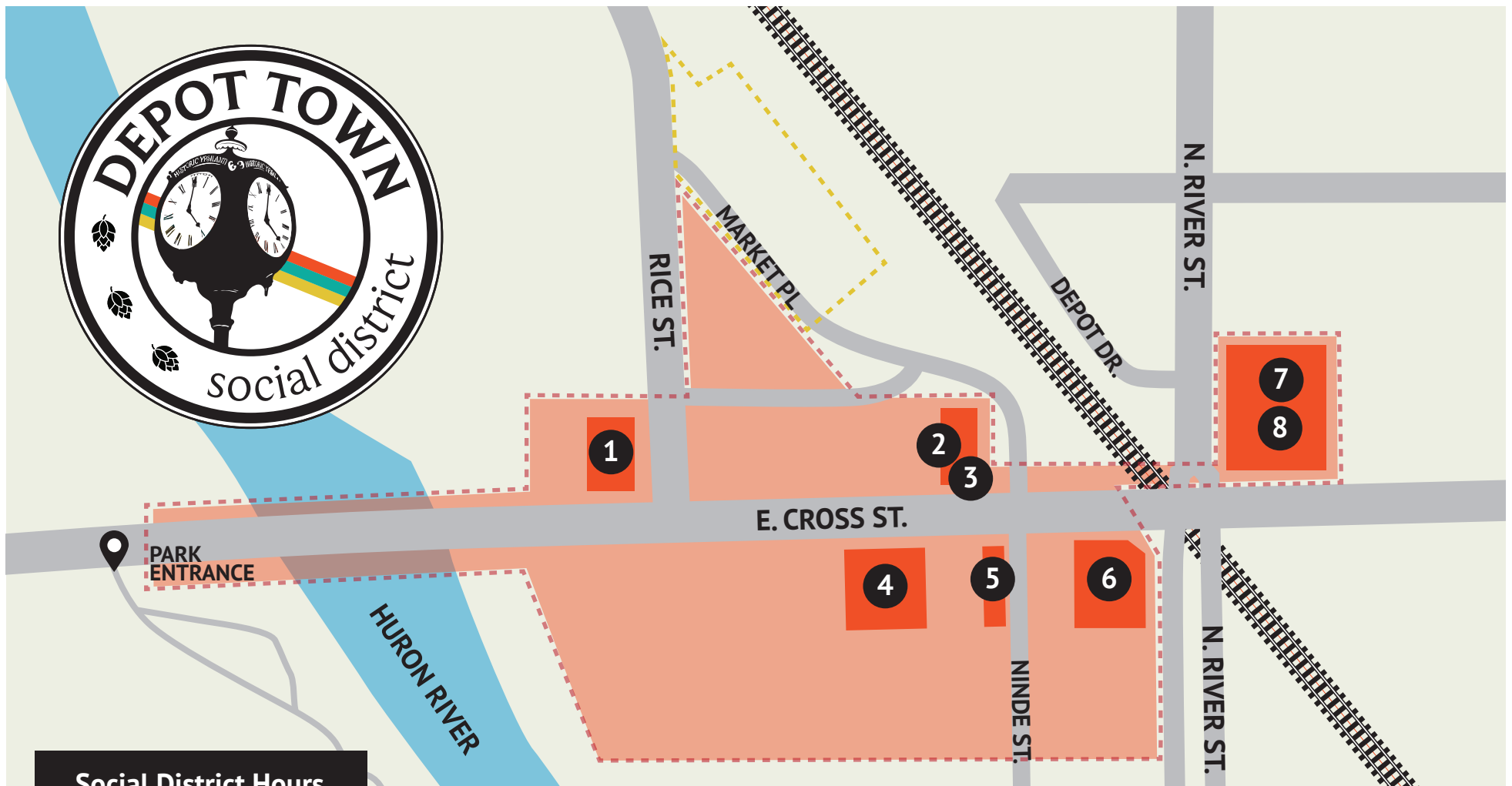
1. That, pursuant to the Act, the social district and commons area identified in the Social District Map are hereby designated as the Depot Town Social District.
2. That the Social District Management Plan is approved and adopted, and the Depot Town Social District shall be operated and maintained by the DDA in accordance with the Social District Management Plan.
3. That the City Manager and the DDA are authorized and directed to take such actions that are reasonably necessary to implement this Resolution and comply with the Act.
4. That the City Clerk is authorized and directed to file this Resolution and the attached exhibits with the MLCC as required by the Act.

5. That an annual fee of \$50 is required at the time of application and in subsequent renewal years
6. That all resolutions or parts of resolutions in conflict herewith are hereby rescinded.
7. This Resolution shall take effect immediately.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Social District Hours
10am – 10pm



Social District



Participating Business



**Freighthouse area
included during select
special events only**

- 1 734 Brewing Company
15 E Cross St.
- 2 Aubrees Pizzeria
and Grill
39 E. Cross St.
- 3 Sticks
39 E. Cross St.

- 4 Maiz Mexican Cantina
36 E. Cross St.
- 5 WaxBar
44 E. Cross St.
- 6 Sidetrack
56 E. Cross St.

- 7 Mash Bar
400 N. River St.
- 8 Thompson & Co.
400 N. River St.





Depot Town Social District Operations and Maintenance Plan

I. Introduction

On July 1, 2020, Governor Whitmer signed House Bill 5781 into law creating the Social District Permit which allows for the sale of cocktails-to-go and alcohol consumption in established Social Districts. Local governmental units now have the authority to establish commons areas within Social Districts that multiple on-premises licensees can use to increase sales via permit.

II. What is a Social District?

A Social District is an area designated by the governing body of a Local Government within their boundaries where consumers are able to drink beer, wine, or spirits in designated commons areas outside the walls or patio/parklet spaces of a licensed establishment. A Social District is not a taxing entity and is overseen by the Michigan Liquor Control Commission.

III. What is the difference between a Social District and a Commons Area?

A Social District is the entire area designated by the Local Government, which includes the commons areas within the Social District. Establishment of a Social District does not mean consumers may drink alcoholic beverages throughout the entire district. Consumption of those beverages is only permitted within the defined commons areas. The Michigan Liquor Control Commission defines a commons area as area(s) within the established Social District that are clearly designated and marked by the Local Government and that are shared by and contiguous to the premises of at least two qualified licensees. Social Districts can include more than one commons area.

IV. What is a Qualified Licensee?

The words “qualified licensee” shall mean any of the following:

- (i) a retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises;
- (ii) a manufacturer within an on-premises tasting room permit issued under Section 536 of 1998 PA 58;
- (iii) a manufacturer with an off-premises tasting room license issued under Section 536 of 1998 PA 58; and
- (iv) a manufacturer that holds a joint off premises tasting room license issued under Section 536 of 1998 PA 58.

V. Differences between City and Business Owner Process

Per Michigan House Bill 5781, Local Governments are responsible for the creation, maintenance, operation, and signage throughout the Social District. Creation of a Social District does not give local businesses permission to serve to-go alcoholic drinks automatically. Businesses need to go through a separate process with the Michigan Liquor Control Commission and obtain a Social District Permit which allows them to serve to-go beverages within the commons area(s).

VI. Purpose of this plan

This plan is in-place to comply with requirements outlined in House Bill 5781 and required by the Michigan Liquor Control Commission. This plan can change at any time per the discretion of

City Council and City Administration. This plan includes steps that the City will take to maintain and operate the Social District and commons areas to maintain consumer and resident safety.

VII. District Boundaries and Commons Area

The boundaries of the Depot Town Social District shall start at the East side entrance of the Riverside Park entryway on E. Cross St, extending down on both the north and south sides of E. Cross St to N. River St., and continue north up N. River Street on both the east and west sides of the street ending at the parcel line of 400 N. River Street.

Sidewalks and cross walks in this area, the Depot Town Pedestrian Alleyway, and the Freighthouse Plaza are considered common areas. Commons area does not include the licensed premises of any qualified licensee. During street closures, the common areas include the closed off areas of the street. The Depot Town Social District will be open from 10am - 10pm daily.

Special events may request an extended social district commons area to include Market Place Drive and the Ypsilanti Freighthouse (for public events only). Though the Freighthouse has events that may serve alcohol, beverages purchased or served at the Freighthouse may not be taken off premises. Extended social district hours may be requested for December 31st until 1am. The Social District may be temporarily suspended during the hours of operation of a beer tent for an event within the Social District borders that raises money with its alcohol sales.

VIII. Operations Plan

The operations of the Depot Town Social District will be overseen jointly by the City of Ypsilanti and the Ypsilanti Downtown Development Authority with assistance from the City Department of Public Works with oversight provided by the Chief of Police.

The Depot Town Social District is solely in place to support the economic vitality of the Depot Town district and local businesses owners, and has no regulatory or taxing authority. The City of Ypsilanti will provide supporting documentation that local businesses need for their social district permit applications to the Michigan Liquor Control Commission.

Depot Town Social District Hours of Operation are as follows:

- Daily 10am-10pm.

The Ypsilanti DDA will provide signage placed throughout the district that clearly marks the boundaries of the entire Social District and Commons Areas. Special events utilizing the extended social district borders will place additional signage provided by the DDA. Additionally, the hours of operations signs will also be placed at the north, south, east, and west boundary lines. Public Safety Officers will be utilized to enforce the hours of operations and commons areas boundaries when necessary and appropriate.

Both the City and the Ypsilanti DDA will also have a dedicated section of its website that will include a copy of this plan, hours of operation, maps showcasing boundaries and participating businesses. All of the City and Ypsilanti DDA's communication channels will be utilized to notify consumers when the Social District and/or Commons Areas are closed for maintenance,

or other days determined to present concerns for public Safety.

IX. Maintenance Plan

The City, under regulation established by the City Administration and in conjunction with the Chief of Police, shall maintain the commons areas in a manner that protects the health and safety of the public. Sidewalk and street repairs/maintenance throughout the Social District will follow schedules already in place by the City. Any safety concerns that arise will be addressed by the Department of Public Works on an as needed basis. Other services, including landscaping and snow removal, will continue to be provided by the City and Ypsilanti DDA as well. The Ypsilanti DDA will ensure that all signage remains in good condition and will replace weathered signs as needed.

X. Revocation of Designation

The City Council may revoke the designation of a commons area if it determines that the commons area threatens the health, safety and welfare of the public or has become a nuisance. Before revoking the designation of a commons area, the City Council shall give notice as required under the Open Meeting Act, MCL 15.261 et. seq and hold at least one public hearing on the proposed revocation. The City shall file the revocation of the designation with the Michigan Liquor Control Commission.

XI. Requirement of Permit Holders

A qualified licensee whose licensed premises is shared by and contiguous to a commons area in a Social District designated hereunder shall obtain from the Michigan Liquor Control Commission an annual social district permit. The holder of a social district permit issued by the Michigan Liquor Control Commission may sell alcoholic liquor for consumption within the confines of a commons area if both of the following requirements are met:

- The holder of a social district permit only sells and serves alcoholic liquor on the holder's licensed premises.
- The holder of a Social District permit only serves alcoholic liquor to be consumed in the commons area in a container to which all of the following shall apply:
 - (i) the container prominently displays the social district permittee's trade name or logo or some other mark that is unique to the Social District permittee's on-premises license;
 - (ii) the container prominently displays a logo or some other mark that is unique to the commons area;
 - (iii) the container is not glass; and
 - (iv) the container has a liquid capacity that does not exceed 16 ounces.

A purchaser may remove a container of alcoholic liquor sold by the holder of a Social District permit from the Social District permittee's licensed premises if both of the following conditions are met:

- The purchaser does not remove the container from the commons area

- While possessing the container, the purchaser does not enter the licensed premises of a Social District permittee other than the Social District permittee from which the purchaser purchased the container.
- The consumption of alcoholic liquor in the commons area as allowed herein may only occur during the legal hours of the sale of alcoholic liquor of the social district permittee.

X.

It is critical that businesses sell beverages from within their establishment and/or within the area that their liquor license allows. Businesses cannot sell beverages from the street or sidewalk, but they may sell from a formal patio or other area IF their primary liquor license extends to it. For example: Maiz Mexican Cantinas's seasonal patio is included in its liquor license service area, so staff can serve beverages from the patio. Social District beverages that are sold by a permit holder can be taken outdoors and enjoyed within the Commons Area. However, beverages sold at one establishment cannot enter the premises of any other licensed establishment. For example: a drink purchased at the Wax Bar cannot be taken into Sidetracks, or any other licensed premise.

Key Recommendations:

Businesses are encouraged to write the initials and/or birthdate of the individual to whom each alcoholic beverage is sold on the cup itself, as well as the date of purchase. Drink purchasers should be encouraged to keep their receipt, showing the date the drink was purchased. These recommendations exist to help prevent over service and unlawful transfer of alcoholic beverages to minors, and to promote the general health and safety of the community.

Qualified Licensees as of 11/12/25

734 Brewing Company - 15 E Cross St.
 Aubrees Pizzeria and Grill Ypsilanti - 39 E. Cross St.
 Sticks - 39 E. Cross St.
 Maiz Mexican Cantina - 36 E. Cross St.
 Mash Bar - 400 N. River St.
 Thompson & Co. - 400 N. River St.
 WaxBar - 44 E. Cross St.



What is a Social District?



Social Districts allow customers to legally purchase alcoholic beverages from participating licensed establishments, that they can consume within the common areas of the district's boundaries.

Businesses must have approval from the City and a special permit from the State to serve Social District Beverages.

The beverages must be served in a non-glass container, 16 oz or less. The container must have the logo of the Establishment, and the logo of the Social District prominently displayed on the cup.



Social Districts:

- Boost local economy
- Creates new sales opportunities for bars and restaurants
- Create sense of community
- Create “third places”
- Make Downtowns more vibrant
- Encourage longer visits to the DDA district

Commons Area

Sidewalks and crosswalks within the borders, the Depot Town Pedestrian Alleyway and the Freighthouse Plaza are considered common areas.

During street closures, the common areas include the closed off areas of the street.

Hours of Operation

10am - 10pm daily

Extended social district hours may be requested for December 31st until 1am.

The Social District may be temporarily suspended during the hours of operation of a beer tent for an event within the Social District borders that raises money with its alcohol sales.

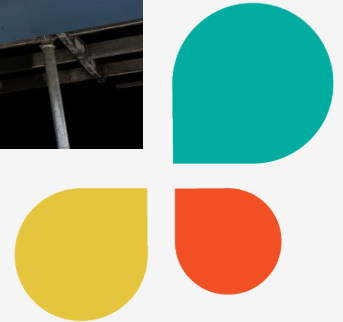
Special Events Expansion

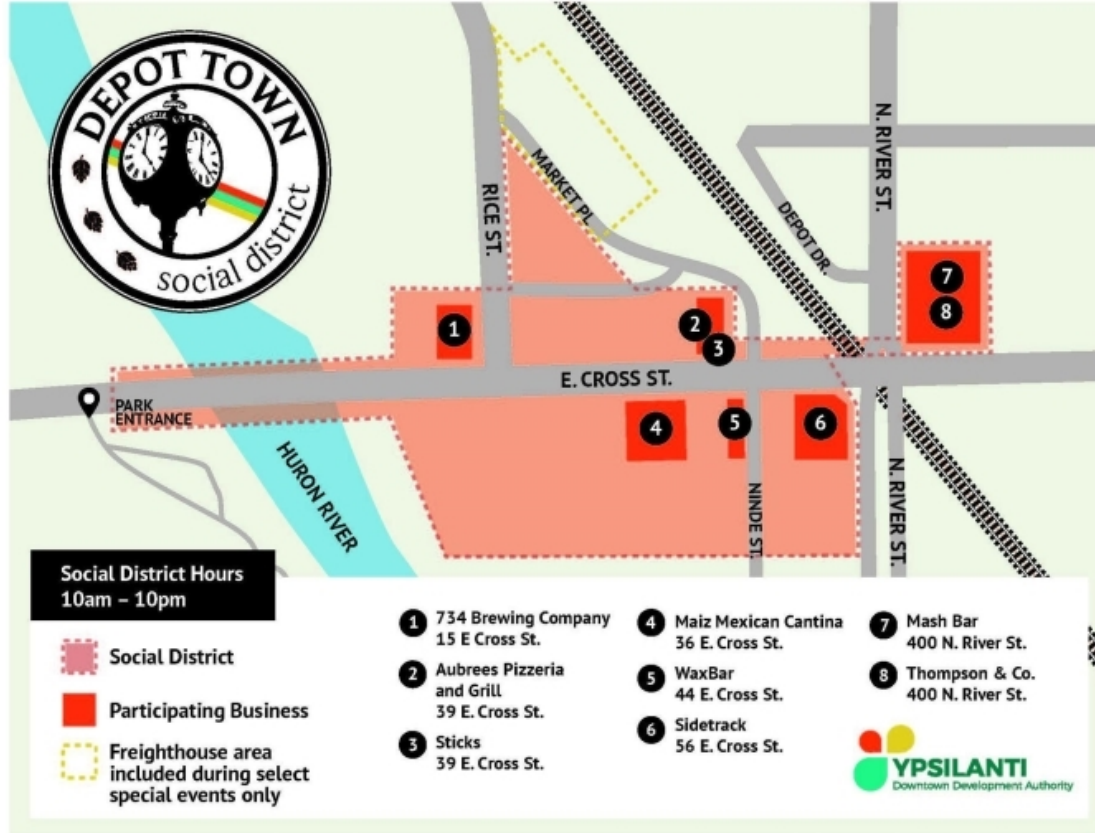
Special events may request an extended social district commons area to include Market Place Drive and the Ypsilanti Freighthouse (for public events only). Public events that utilize the Ypsilanti Freighthouse can allow social district drinks on the premises, and not be required to stop guests with beverages from local establishments. Though the Freighthouse hosts events that serve alcohol, no beverages sold or served at the Freighthouse can be taken off the premises.



Qualified Licensees

- 734 Brewing Company - 15 E Cross St.
- Aubrees Pizzeria and Grill Ypsilanti - 39 E. Cross St.
- Sticks - 39 E. Cross St.
- Maiz Mexican Cantina - 36 E. Cross St.
- Mash Bar - 400 N. River St.
- Thompson & Co. - 400 N. River St.
- WaxBar - 44 E. Cross St.





Signage

**NOW ENTERING
THE SOCIAL
DISTRICT**

10am - 10pm



21+ to drink
please drink responsibly



**NOW EXITING
THE SOCIAL
DISTRICT**



Please visit again!

Additional Signage



Rules of a Social District

For licensees:

- Establishments can only serve to-go drinks in non-glass containers that do not exceed 16 ounces. To-go beverages must prominently display the logo of the establishment, and the Depot Town Social District Logo.
- Beverages may only be served on premise of the liquor license, not in the common areas.
- All other alcohol serving laws apply.

For customers:

- Only alcohol purchased from participating establishments in the approved drinking cups may be consumed in the social district.
- Enjoy your drink responsibly within the marked social district.
- You may not enter another food or beverage establishment or its outdoor seating area with your to-go drink.
- You may not reuse your cup. Please dispose of your glass in the proper recycling receptacle prior to departing the district.



Timeline for Social District Establishment*

1. Council approves Depot Town Social District boundaries, Operations/Maintenance Plan, and City Application.
2. DDA will move forward with signage plan production, printing, website, etc.
3. Establishments within the Social District apply to the City.
4. Council reviews/approves local application(s).
5. Approved applicant submits to MLCC.
6. MLCC permits for Social Districts are estimated at 1-2 months.
7. The DDA will install required signage for the district.
8. Once applicant is approved by MLCC and final checks by City the applicant may serve Social District Beverages.

*Timeline assuming no specific start date is identified by council, and applicants apply for Dec. 9 meeting. Estimated mid-February start time.

Application Process for Businesses

1. Submit a City Application for the Social District
2. Council Review / Approval
3. Submit application to the MLCC along with Council Resolution.
4. Provide the City of Ypsilanti with a copy of the MLCC approval.
5. Final review by City.
6. Pick up City of Ypsilanti Social District License and Social District Window Sticker.
7. Pick up Social District Starter Pack from the DDA Office.
8. Begin selling Social District beverages.

FAQ:

Can I bring my drink into other stores?

Drinks must be consumed in the establishment it was purchased, or within the Commons Areas before entering another food service venue. However, you're welcome to bring your drink into participating retail locations that permit it, as indicated by signage on their doors.

Can I bring an empty Social District cup into a business to reuse it?

No, Social District containers (cans or cups) can not be reused at any participating location. A new container must be used for each additional beverage purchased

Can I bring my own drink, pour it into a Social District cup, and walk around the area?

No, the only drinks allowed are those purchased from businesses participating in the Social District program. No outside drinks are permitted within the boundaries per State and local law.

Can I be drunk in public now?

No, being drunk in public is still an offense under MCL 750.1671 (E).

What liability does the city have?

None, except to enforce the law were practical. Approved licensed businesses must not over-serve patrons and will be responsible for such actions or other violations. Patrons will also be held responsible for their action under the law.



Social District Facts:

As of September 2025, 144 municipalities have established Social Districts in the State of Michigan.

In Washtenaw County: Ann Arbor, Chelsea, Dexter, Manchester, Milan, and Saline have established Social Districts. Ypsilanti is the only City in Washtenaw County that does not have a Social District.

The Social District law does not have a sunset provision like, for example, the “Cocktails to Go” legislation which sunsets in 2025.

There are no communities in Michigan that have revoked their Social Districts for health and safety reasons.
-Grand Rapids reduced SD zones in 2021 because of conflicting licensing issues for events.

questions?



Ypsilanti DDA Community



@ypsi.dda

www.ypsilantidda.com

contact: elize@ypsilantidda.org

Act No. 124
Public Acts of 2020
Approved by the Governor
July 1, 2020
Filed with the Secretary of State
July 1, 2020
EFFECTIVE DATE: July 1, 2020

**STATE OF MICHIGAN
100TH LEGISLATURE
REGULAR SESSION OF 2020**

Introduced by Reps. Webber, Sabo, Steven Johnson, Bollin, Slagh, Rendon, Paquette, Crawford, Hall, Huizenga, Kahle, Lightner, Meerman, Hood, Elder, Leutheuser and Reilly

ENROLLED HOUSE BILL No. 5781

AN ACT to amend 1998 PA 58, entitled “An act to create a commission for the control of the alcoholic beverage traffic within this state, and to prescribe its powers, duties, and limitations; to provide for powers and duties for certain state departments and agencies; to impose certain taxes for certain purposes; to provide for the control of the alcoholic liquor traffic within this state and to provide for the power to establish state liquor stores; to prohibit the use of certain devices for the dispensing of alcoholic vapor; to provide for the care and treatment of alcoholics; to provide for the incorporation of farmer cooperative wineries and the granting of certain rights and privileges to those cooperatives; to provide for the licensing and taxation of activities regulated under this act and the disposition of the money received under this act; to prescribe liability for retail licensees under certain circumstances and to require security for that liability; to provide procedures, defenses, and remedies regarding violations of this act; to provide for the enforcement and to prescribe penalties for violations of this act; to provide for allocation of certain funds for certain purposes; to provide for the confiscation and disposition of property seized under this act; to provide referenda under certain circumstances; and to repeal acts and parts of acts,” by amending section 1021 (MCL 436.2021), as amended by 2013 PA 235, and by adding section 551.

The People of the State of Michigan enact:

Sec. 551. (1) The governing body of a local governmental unit may designate a social district that contains a commons area that may be used by qualified licensees that obtain a social district permit. A governing body of a local governmental unit shall not designate a social district that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road. If the governing body of a local governmental unit designates a social district that contains a commons area under this section, the governing body must define and clearly mark the commons area with signs. The governing body shall establish local management and maintenance plans, including, but not limited to, hours of operation, for a commons area and submit those plans to the commission. The governing body shall maintain the commons area in a manner that protects the health and safety of the community. Subject to this subsection, the governing body may revoke the designation if it determines that the commons area threatens the health, safety, or welfare of the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least 1 public hearing on the proposed revocation. The governing body shall give notice as required under the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, of the time and place of the public hearing before the public hearing. The governing body shall file the designation or the revocation of the designation with the commission. As used in this subsection:

(a) “Local road agency” means a county road commission or designated county road agency or city or village that is responsible for the construction or maintenance of public roads within this state.

(b) “Road authority” means a local road agency or the state transportation department.

(2) Subject to subsection (3), the holder of a social district permit may sell alcoholic liquor for consumption within the confines of a commons area if both of the following requirements are met:

(a) The holder of the social district permit only sells and serves alcoholic liquor on the holder's licensed premises.

(b) The holder of the social district permit only serves alcoholic liquor to be consumed in the commons area in a container to which all of the following apply:

(i) The container prominently displays the social district permittee's trade name or logo or some other mark that is unique to the social district permittee under the social district permittee's on-premises license.

(ii) The container prominently displays a logo or some other mark that is unique to the commons area.

(iii) The container is not glass.

(iv) The container has a liquid capacity that does not exceed 16 ounces.

(3) If the commission issues a special license to a special licensee located in a social district, the holder of a social district permit shall not sell and serve alcoholic liquor under subsection (2) during the effective period of the special license.

(4) A purchaser may remove a container of alcoholic liquor sold by a holder of a social district permit under subsection (2) from the social district permittee's licensed premises if both of the following conditions are met:

(a) Except as otherwise provided in subdivision (b), the purchaser does not remove the container from the commons area.

(b) While possessing the container, the purchaser does not enter the licensed premises of a social district permittee other than the social district permittee from which the purchaser purchased the container.

(5) The consumption of alcoholic liquor from a container described in subsection (2)(b) in the commons area as allowed under this section may only occur during the legal hours for the sale of alcoholic liquor by the social district permittee.

(6) A qualified licensee whose licensed premises is shared by and contiguous to a commons area in a social district designated by the governing body of a local governmental unit under this section may obtain from the commission an annual social district permit as provided in this section. The social district permit must be issued for the same period and may be renewed in the same manner as the license held by the applicant. The commission shall develop an application for a social district permit and shall charge a fee of \$250.00 for a social district permit. An application for a social district permit must be approved by the governing body of the local governmental unit in which the applicant's place of business is located before the application is submitted to the commission and before the permit is granted by the commission. The \$250.00 permit fee under this subsection must be deposited into the liquor control enforcement and license investigation revolving fund under section 543(9).

(7) This section does not apply after December 31, 2024.

(8) As used in this section:

(a) "Commons area" means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.

(b) "Local governmental unit" means a city, township, village, or charter authority.

(c) "Qualified licensee" means any of the following:

(i) A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises.

(ii) A manufacturer with an on-premises tasting room permit issued under section 536.

(iii) A manufacturer that holds an off-premises tasting room license issued under section 536.

(iv) A manufacturer that holds a joint off-premises tasting room license issued under section 536.

Sec. 1021. (1) The commission shall not require a licensee to sell or serve food to a purchaser of alcoholic liquor. The commission shall not require a class A hotel or class B hotel to provide food services to registered guests or to the public.

(2) Except as otherwise provided in section 551 and subsection (3), a purchaser shall not remove alcoholic liquor sold by a vendor for consumption on the premises from those premises.

(3) A vendor licensed to sell wine on the premises may allow an individual who has purchased a meal and who has purchased and partially consumed a bottle of wine with the meal, to remove the partially consumed bottle from the premises on departure. This subsection does not allow the removal of any additional unopened bottles of wine unless the vendor is licensed as a specially designated merchant. The licensee or the licensee's clerk, agent, or employee shall cap the bottle or reinsert a cork so that the top of the cork is level with the lip of the bottle. The

transportation or possession of the partially consumed bottle of wine shall be in compliance with section 624a of the Michigan vehicle code, 1949 PA 300, MCL 257.624a.

(4) This act and rules promulgated under this act do not prevent a class A or B hotel designed to attract and accommodate tourists and visitors in a resort area from allowing its invitees or guests to possess or consume, or both, on or about its premises alcoholic liquor purchased by the invitee or guest from an off-premises retailer and does not prevent a guest or invitee from entering and exiting the licensed premises with alcoholic liquor purchased from an off-premises retailer.

(5) Notwithstanding section 901(6), an on-premises licensee may, in a manner as determined by that licensee, allow for the consumption of wine that is produced by a wine maker, a small wine maker, or an out-of-state entity that is the substantial equivalent of a wine maker or small wine maker and that is brought into the licensed premises in its original sealed container by a consumer who is not prohibited under this act from possessing wine. The licensee shall not allow the consumer to remove a partially consumed bottle of wine brought by the consumer unless the licensee or the licensee's clerk, agent, or employee caps the bottle or reinserts the cork so that the top of the cork is level with the lip of the bottle. The licensee may charge a corkage fee for each bottle of wine brought by the consumer and opened on the premises by the licensee or the licensee's clerk, agent, or employee. This subsection does not exempt the licensee or the consumer from any other applicable requirements, responsibilities, or sanctions imposed under this act.

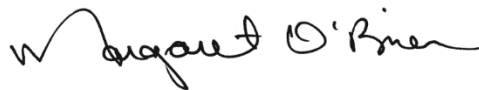
Enacting section 1. This amendatory act does not take effect unless all of the following bills of the 100th Legislature are enacted into law:

- (a) Senate Bill No. 942.
- (b) House Bill No. 5811.

This act is ordered to take immediate effect.



Clerk of the House of Representatives



Secretary of the Senate

Approved _____

Governor



CITY OF YPSILANTI SOCIAL DISTRICT LICENSE APPLICATION

1 S. Huron St. Ypsilanti, MI 48197

The following outlines the step-by-step process for obtaining a City of Ypsilanti social district license.

1. Submit a complete application and **all** its requirements to the city for review. Requirements are listed below.
2. You will be notified when the application is accepted. The City Clerk will notify you of the date of the City Council meeting the application will be scheduled for review.
3. The application will be reviewed by the City Council, and then you will be notified of their approval and provided with a Resolution document to include with your application to Michigan Liquor Control Commission (MLCC).
4. Submit your application to MLCC along with the Resolution document.
5. The MLCC will notify you of their approval. It is a requirement to provide the City of Ypsilanti with a copy of this approval. You do not have City of Ypsilanti approval at this point.
6. The city will do a final review of your application after all the above steps have been taken and are satisfied.
7. Upon final City approval, you will receive a Social District License and will be issued a Social District sticker to be placed on a public facing entrance in your establishment. This can be picked up at City Hall.
8. Then you may begin selling Social District beverages.

Submittal Requirements

- Completed Application
- Certificate of Insurance naming the City of Ypsilanti as Additional Insured
- \$____ fee, cash or check payable to the City of Ypsilanti
- Copy of your liquor license
- A depiction of your business's logo/marker/signifier to be used on your social district cups.

Please note:

- The allowed hours for serving social district drinks are 10 a.m. – 10 p.m.
- Social District cups cannot be glass, must be a maximum of 16 oz., and have both the logo provided with your application and the social district logo on them. An electronic copy of the social district logo can be emailed to you.
- Your establishment must post a copy of the Social District map and rules.
- Approval of a social district permit issued by the City is within the City's discretion notwithstanding any approval by the Michigan Liquor Control Commission.
- The City may revoke the Applicant's social district license within its discretion at any time.
- Revocation by the Commission of the Applicant's social district license issued by the Commission constitutes automatic revocation of any social district license issued by the City to the Applicant without appeal as otherwise provided by the Ypsilanti City Code.



CITY OF YPSILANTI SOCIAL DISTRICT LICENSE APPLICATION

1 S. Huron St. Ypsilanti, MI 48197

New Application Submittal - Fee \$____

APPLICANT

Name:
Phone:
Business Name:
Address:
Email:

HAVE YOU HAD A LICENSE OR PERMIT REQUIRED BY THE CITY OF YPSILANTI OR ANY OTHER STATE OR MUNICIPAL AUTHORITY REVOKED, SUSPENDED, OR DENIED IN THE LAST THREE YEARS? IF YES, PLEASE PROVIDE DETAILS:

HOLD HARMLESS ACKNOWLEDGEMENT

To the fullest extent permitted by law, _____, agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Ypsilanti, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Ypsilanti or the Ypsilanti Downtown Development Authority against all claims, demands, suits or loss, including all costs connected therewith, and for any damages, which may be asserted, claimed, or recovered against or from the City of Ypsilanti or the Ypsilanti Downtown Development Authority, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Ypsilanti or the Ypsilanti Downtown Development Authority, by reason of personal injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this application.

Printed Name: _____ Date: _____

Signature: _____



REQUEST FOR LEGISLATION
November 18, 2025

For: Mayor and City Council

From: Andrew Hellenga

Subject: Updates to the Fee Schedule

SUMMARY & BACKGROUND:

Staff are recommending a decrease in street closure fees for Special Events permits.

- Major Streets – \$300/per lane per day
- Local Streets - \$100/per lane per day

Staff are recommending a decrease in street closure fees for Right- Of -Way construction permits.

- Major Streets – \$50/per day per travel lane, w/flaggers \$250/day/lane, total closures
- Local Streets - \$25/day/travel lane, w/flaggers \$100/day, total closure

Annual fee for participating in businesses for social districts.

- \$50

Right-of-way – RES \$25/week, COM \$50/week first week; \$50 and \$100 per week thereafter

Right-of-way (4th from the top pg 11)– Language Change and adding underground \$350

Change in Right-of-Way Language (3rd from the top Pg 11) - Other work not in roadway, includes; driveway approach repair or replacement, new sidewalk installation, curbcut repair, boring/trenching.

Small Cell Annual Rent (Pg 13)

- \$22/Facility
- \$138/Requiring Support Structure

DPS – Remove Abetment Fees

DPS – Adding Bonding Section (Pg 13)

Recommended changes are highlighted

RECOMMENDED ACTION: Approval

ATTACHMENTS: Resolution and Fee Schedule

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

BUDGET PRIORITY REFERENCE _____



Resolution No. 2025-238
~~November 18, 2025~~
December 9, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI

That the attached fee schedule is adopted pursuant to the Ypsilanti City Code, and the following fees relating to various sections of the City Code and activities of the City are hereby established, and the various City Departments are authorized to charge and collect such fees effective immediately.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



City of Ypsilanti Amended Fee Schedule Fiscal Year 2024 - 2025

Resolution 2025-150
Approved by City Council July 15, 202

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Administrative Hearings Bureau (AHB)

Ord. Sec. No.	Building Regulations	1st	2nd	3rd
18-52	State construction code	\$75	\$150	\$300
18-92	Property maintenance code	\$75	\$150	\$300, \$350 after 10 business days
18-115	Violations generally	\$75	\$150	\$300
18-134 A&B	Allow occupancy without a certificate of compliance	\$200	\$400	\$500
42-55	Property maintenance nuisance	\$50	\$100	\$200
42-68	Litter (see 70-38)	\$50	\$150	\$300
71-72	Specific Violations (raw building materials, junk waste, abandoned refrigerators)	\$75	\$150	\$300
50-34	Fire Prevention Code (when designated as a blight violation)	\$100	\$300	\$500
86-32	Disposal arrangements	\$50	\$100	\$200, \$225 after 10 business days
86-33	Commercial properties	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days
86-34	Residential properties	\$25	\$50	\$200, \$225 after 10 business days
86-35	Multiple dwellings	\$50	\$100	\$200, \$225 after 10 business days
86-54	Peak times	\$50	\$100	\$200, \$225 after 10 business days
94-136	Snow removal from the sidewalk adjacent to residential and commercial premises	\$15	\$50	\$200, \$225 after 10 business days
94-136	Snow removal from the parking lot serving fewer than 10 dwelling units	\$15, \$40 after 10 business days	\$50, \$75 after 10 business days	\$200, \$225 after 10 business days
94-136	Snow removal from the parking lot serving 10 or more dwelling units	\$15, \$40 after 10 business days	\$50, \$75 after 10 business days	\$200, \$225 after 10 business days

AHB Cont'd

Ord. Sec. No.	Building Regulations	1 st	2 nd	3 rd
110-34	Trees and shrubs	\$75, \$100 after 10 business days	\$150, \$175 after 10 business days	\$300, \$325 after 10 business days
110-81	Grass and weed control	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days
122-375	Zoning	\$100, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days
	Abatement costs	Actual cost, plus fee		
	Prosecution costs	\$75		
	Building costs	\$75		
	Administrative Hearings Bureau Formal costs	\$250		
	Administrative Hearings Bureau Informal costs	\$125		
	Administrative Hearings Bureau costs – Waiver	Waive \$50 in AHB costs if paid within 30 days		
	State JSA (set by state statute)	\$10		
	Continuance/Adjournment	\$75		
	Default	\$0		
	Show Cause	\$0		
	Motion to Set Aside Default	\$50		

Assessor

Ord. Sec. No.		
22-35	Business License Application Fee	See Commercial Business Inspection
	Real Estate agent access to the sketch program	\$0
	Copy of building sketch	\$0

Building

Ord. Sec. No.	Certificate of Compliance Inspection Fees (Residential)	
18-153	Single Family* - Initial Inspection	\$155 per unit
18-153	Single Family* - Recertification (2-year)	\$105
18-153	Reinspection	\$60 per inspection
18-153	Multi-Family Building – Recertification (2-year)	
18-153	20 or fewer units	\$75 per unit
18-153	21 or more units	\$65 per unit
18-153	Reinspection	\$60 per inspection
18-153	Multi-Family Complex – Recertification (2-year)	\$350 per building inspected plus \$50
18-153	Reinspection	\$60 per inspection
18-153	Townhouse/Condo – Recertification (2-year)	\$75 per unit
18-153	Reinspection	\$60 per unit
18-153	Rooming House – Recertification (2-year)	\$120 per structure
18-153	Reinspection	\$60 per inspection
18-153	No Show/Late Cancelation Fee – Multi-Family (per unit)	\$60 per inspection
18-153	No Show/Late Cancelation Fee – 1 & 2 Family (per unit)	\$85 per unit
18-153	Late Payment Fees	Original fee plus 20% the original fee
18-153	Lien Collection Fee	\$100
18-153	Administrative Review Fee	\$75 per unit
18-153	Search Warrants obtained for inspection	\$100 per unit
Ord. Sec. No.	Certificate of Compliance Inspection Fees (Commercial)	
18-153	Business Occupancy Permit (with and without change of use)	\$90
	Late Payment Fee (original fee plus 20% of original fee)	(original fee plus 20% of original fee)
	Business Inspection – No Show/Late Cancelation	\$55
	Business Re-inspection (2 or more)	\$55
18-153	Assembly (hall, church, etc.)	\$150
18-153	Automotive (sales/repair/gas station)	\$175
	Business (General – Large)	\$150
	Business (General – Small)	\$75
	Chapel/Funeral Home	\$150
	Educational	\$100
18-153	Industrial/Manufacturing/Warehousing – Small (under 5,000 sq ft)	\$250
18-153	Industrial/Manufacturing/Warehousing – Large (over 5,000 sq ft)	\$350
	Office Complex	
	Office – Large	\$150

Building Cont'd.

Ord. Sec. No.	Commercial/Residential Certificate of Occupancy Con't	
	Office – Small	\$75
18-153	Personal Service (barber, salon, tattoo, etc.)	\$150
	Retail Complex	
18-153	Retail – Small (under 2,500 sq ft)	\$75
18-153	Retail – Large (over 2,500 sq ft)	\$150
18-153	Restaurant – Small (under 2,500 sq ft)	\$75
18-153	Restaurant – Large (over 2,500 sq ft)	\$150
	Lien Collection Fee	\$100
Ord. Sec. No.	Certificate of Occupancy (each unit/tenant)	
18-153	Residential	\$50
Ord. Sec. No.	Contractor Registration	
	Residential builders, alteration, and maintenance	\$35
	Sign contractor license/registration	\$35
	Electrical contractor	\$35
	Plumbing contractor	\$20
	Mechanical contractor	\$20
18-31(b)	Appeals to the Building Board of Appeals per	County fees + \$55
	Outdoor Cafe	
94-193	Outdoor Café, Restaurant, and Beer Garden Annual Fee	\$90
Ord. Sec. No.	Permits	
	Plan review note: If sent to a 3rd-party review additional fees may be incurred	20% of the permit as a deposit + balance of
18-3	Building Permit	
	First \$1,000 of construction value or less	\$70
	Each additional \$1,000 or fraction thereof up to \$1,000,000 in building value	\$11
	For building values over 1,000,001 to \$5,000,000 in building value	\$10
	For building values over \$5,000,001 and above in building value	\$9
18-3	Demolition Permit	\$90
	First \$1,000 of work contract or less	\$11
	Application for trade permit	\$30
18-3	Plumbing Permit (per inspection/service/unit/appliance)	\$75
18-3	Electrical Permit (per inspection/service/unit/appliance)	\$75
18-3	Mechanical Permit (per inspection/service/unit/appliance)	\$75
18-3	Sign Permit (per sign)	\$100

14-13	Domestic Foul & Bee permit application	\$25
	All other permit (minimum fee)	\$70
	Zoning review-accessory structure and fences	\$70
Ord. Sec. No.	Vacant Buildings	
18-190	Vacant Building Inspection Fee	\$150
18-190	Escrow Account (monthly)	\$300
18-190	Vacant building – not “regularly occupied”	\$75
18-190	New building/structure	\$50
18-190	All other vacant buildings – including dangerous buildings	\$300
42-69	Maintenance of exterior premises – City cleanup *Plus actual cost of hired contractor	\$50+*

City Manager

Ord. Sec. No.		
102-255	Truck Route Special or Emergency Exception Permit	\$150

Clerk

Ord. Sec. No.		
	City Charter	Actual cost; see FOIA policy
Ord. Sec. No.	Liquor License Fees	
6-31	"A" Hotel	\$500
6-31	"B" Hotel	\$500
6-31	"C" Hotel	\$500
6-31	"Tavern" beer and by the glass	\$500
6-31	"SDD" package liquor	\$500
6-31	"SDM" package beer and wine	\$500
6-31	If more than one class of license held	
	(Fee per class held)	\$25
6-31	Transfer of ownership, including partner	\$500
	Transfer location	\$300
6-31	Addition of space	\$300
6-31	Deletion of partner	\$300
	Addition of special permit, i.e. entertainment, dancing or Sunday sales	\$315
6-31	Wine Maker License	\$500
6-31	Micro Brewer License	\$500
6-43	Application for license to sell	\$500
	Application for social district participation	\$50/Annually
10-45	Additional fee for DDA location	\$110
Ord. Sec. No.	Entertainment & Misc. Fees	
22-76	Bed & Breakfast application fee	\$80
22-80	Annual bed & breakfast, inn license fee	\$175
22-117	Health club license application fee	\$80
22-121	Annual health club fee	\$175
22-178	Peddlers license application fee, investigation fee	\$100
Ord. Sec. No.	Entertainment & Misc. Fees Cont'd	
82-47	Secondhand dealer license application fee	\$100
82-49	Issuance of annual 2 nd hand dealer license	\$100
22-182	House to house soliciting by established business, various fee (monthly rates)	\$80
	Mayor Officiating Wedding Ceremony	\$25
	Qualified vote file (disks, Printed Voter Listing, Polling location maps)	Actual cost; see FOIA Policy

Department of Public Services (DPS)

Ord. Sec. No.		
	Right of Way permit (Dumpsters, material/equipment staging)	RES \$25/week, COM \$50/week first week; \$50 and \$100 per week thereafter
	Right of Way permit (sidewalk repair/replacement)	\$50
	Right of Way permit (Other work not in roadway, includes; driveway approach repair or replacement, new sidewalk installation, curbcut repair, boring/trenching)	\$100
	Right of Way permit (Public Utility)	\$200/Arial; \$350/Underground
	Right of Way permit (roadway, including NEW curbcuts	\$250
	Right of Way permit (street closure major streets)	\$50/per day per travel lane, w/flaggers \$250/day/lane, total closures
	Right of Way permit (street closure local streets)	\$25/day/travel lane, w/flaggers \$100/day, total closure
	Stump removal	\$25
	Penalty fee for failing to apply for Right of Way permit before work begins. Fee is in addition to permit fee.	TRIPLE INITIAL PERMIT FEE or \$150, whichever is greater
	Bond amount: Contractor shall furnish either a cash bond or a performance bond.	
	Property line to back of curb	\$3,000
	Property line to 1/2 pavement width	\$5,000
	Property line to full pavement width	\$10,000
	Existing utility repair/modification	\$3,000
	New utility installation	\$5,000
	each boring pit	\$1,000
94-112	Moving building, license application fee (*Owner also responsible for materials used)	\$320 + *
	Recycle carts – each	\$25

DPS Cont'd

Ord. Sec. No.		
	Bulk Item stickers	\$20
	Freon Removal stickers	\$35
110-77	Manufactured Fertilizer Commercial Applicator	\$25
Ord. Sec. No.	Small Cell Wireless Facilities Deployment	
	When such deployment will require a new or replacement pole in right of way	\$300
	When such deployment will not require a new or replacement pole in right of way	\$200
	For zoning applications to install or modify a wireless support structure in right of way	\$1,000
	To install or modify a small wireless facility outside the right of way	\$500
	Annual rent: per small cell wireless facility per year	\$22
	Annual rent: for utility pole or support structure erected by or on behalf of a wireless provider after March 12, 2019	\$138
	Bonding	
EXCAVATION or USE		
	Margin Excavation/Curbcut	\$3000
	Street cut, up to centerline	\$5000
	Street cut, full width	\$10000
PUBLIC UTILITY		
	Repair or Modification, existing structure	AERIAL \$3000 UNDERGROUND \$6000
	New Utility Installation	AERIAL \$5000 UNDERGROUND \$10000
	Underground bore, trench, pothole	\$1000/per access point
Ord. Sec. No.	Administrative Fees	
	Administration fee (monthly billing & special service	10% for annual
	Administration fee (monthly billing & special service	5% for annual amounts
	Late fee for invoices	
	Over 30 days	2%
	Over 60 days	Additional 2%
	Removal of abandoned materials in City Right-of- Way	\$75
	Daily storage fee per item for abandoned materials	\$10

Film Permits

Ord. Sec. No.		
10-312	Permit for Film on Public Property	\$250
	Permit for Film on Private Property	\$100
	Deposit (if City Services are required)	\$3,000
	Daily Public Property Use – per day	\$107

Fire

50-34	Fire Prevention	
	Initial Certificate of Occupancy Inspection	\$75
	First re-inspection	\$0
	Additional re-inspections or no show.	\$50 per re-inspection
	Annual Fire Safety Inspection	
	Annual inspection (no fee if compliance is maintained since last year)	\$0
	Additional necessary annual re-inspection or no show	\$50
	Inspection in large facilities or requiring more than one hour	\$50/hr
	Acceptance Tests	
	Sprinkler systems, fire alarms, fire pump...	\$50/hr
	Plan Review	\$0
	Occupancy calculation, fireworks, special venues, concerts...	\$50/hr
	Fire Investigation	
	Origin and cause	\$50/hr
	Fire Suppression	
	Class 1 Engine	\$450 with crew
	Aerial Truck	\$650 with crew
	Support Vehicle	\$150 with crew
	Fire Fighter	\$36
	Fire Officer	\$43
	Fire Inspector	\$43
	EMS Standby (2 EMTs)	\$80/hr
	Fire Standby Pyrotechnic (includes inspection)	\$250
	Fire Display (includes inspection)	\$250
	Fire Inspection	\$75
*	Fire re-inspection	\$50
	Fire Investigation (additional fee if over 10 hours)	\$500
	Fire Permits	\$50
38-40	False Alarms	
	First occurrence in a calendar year	Warning
	Second occurrence in a calendar year	\$200

	Third occurrence in a calendar year	\$400
	Fourth occurrence in a calendar year	\$600
	Each additional occurrence in calendar year	Add \$200 to previous fine

Fiscal Services

	Reprint of W-2/1099-R, Copy of Payroll check stub (non-public)	Actual cost, see FOIA policy
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Freedom of Information Act (FOIA) Requests

	Freedom of Information Act (FOIA) Request	Actual cost; see FOIA policy
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Freighthouse

	Private Resident/Private Non-Resident per hr	Community Event
Application Fee		\$100
Security Deposit		\$500 (plus 50% of total rent fee)
Entire Building – Weekdays	\$150/\$300	\$150
Entire Building – Weekends	\$350/\$500	\$350
Great Hall – Weekdays	\$100/\$200	\$100
Great Hall – Weekends	N/A	N/A
Café and Kitchen –	\$100/\$200	\$100
Café and Kitchen –	N/A	N/A
Wedding – Weekdays	\$150/\$300	N/A
Wedding - Weekends	\$250/\$500	N/A

Medical Marijuana

22-205	Medical Marijuana Application	\$5,000
22-205	License Revocation Appeal	\$1,100
22-205	Relocation Application	\$5,000
22-205	Application Renewal	\$5,000

Notary Public Service

	Notary Public Service – Signature and seal (per notarized document)	\$10
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Parking Fees

	Parking Fees	
102-61(a)	Parking rates: per hour	
101-104(a)(3)	Service/Landlord Vehicle Pass	\$100
101-104(a)(3)	Contractor Service Pass	\$25
102-132	Downtown Employee Parking (prorated monthly)	
	4 months	\$115
	1 Year	\$300
	West Cross Employee Parking (prorated monthly)	
	4 months	\$40
	1 Year	\$100
	Permits for Residents in C District (prorated monthly)	
	4 months	\$65*
	1 Year	\$175*
	Annual Renewal	\$175*
102-105(d)	Residential Parking Permit Fees	
	Each permit	\$45*
	Renewal	\$30*
	First Visitor Pass	\$0
	Second Visitor Pass	\$30*
	Discount Downtown Permit (employee or resident (prorated monthly)	
	4 months	\$85*
	1 Year	\$175*
	Annual Renewal	\$135
	Replace lost physical passes	\$25
	Online payments fees and credit card fees are set by the contract with the vendor	
102-62	Impound Vehicles:	
	Impound – private property	\$30
	Impound – police – tow – admin. Fee	\$40
	Impound Release Fee	\$40

Ord. Sec. No.	Parking Violation Fees Cont'd	Base Fee	Next Day	After 21 Days
	Parking: blocking fire hydrant	\$100		\$120
	Parking on street during maintenance hours (2 am to 6 am, where signed)	\$50		\$70
	Parking on margin	\$35		\$55
	Parking on front or side lawn	\$35		\$55
	Parking over legal limit	\$25	\$15	\$40
	Parking w/expired meter	\$25	\$15	\$40

Ord. Sec. No. 102-82	Parking Violation Fees Cont'd	Base Fee	Next Day	After 21 Days
	Unauthorized parking on private property	\$50		\$70
	Unauthorized parking on city property	\$50		\$70
	Truck gvw >10,000 or length >22' on residential street more than 3 hours	\$25		\$45
	Use of a visitor permit by a resident	\$50		\$70
	Parking w/o permit / residential permit required	\$50		\$70
	Parking w/o permit / downtown permit required	\$50		\$70
	Counterfeit permit	\$100		\$120
	Parking in emergency snow route	\$150		\$170
	Parking in alley (not loading/unloading)	\$25		\$45
	Display advertising	\$50		\$70
	Displaying cars "for sale" on City property or in ROW	\$50		\$70
	Selling merchandise from vehicle unless authorized by a Special Events or Peddler's Permit	\$75		\$95
	Parking for over 48 hours	\$25		\$45
	Parking prohibited zone, including bus stop, taxi stand and loading zone	\$75		\$95
	Parking not fully within metered space	\$25	\$15	\$45
	Parking to wash/polish/grease/repair vehicle	\$25		\$45
	Parking of inoperative vehicle	\$50		\$70
	Parking on a sidewalk	\$50		\$70
	Parking in front of a public or private driveway	\$75		\$95
	Within an intersection	\$100		\$95
	Parking within 15 ft of a fire hydrant	\$75		\$95
	On a crosswalk	\$75		\$95
	Parking within 20 ft of a crosswalk, or if there is not a crosswalk, then within 15 ft of the intersection of property lines at an intersection of highways	\$50		\$70

	Parking within 30 ft of a flashing beacon, stop sign, or traffic-control signal	\$25		\$45
	Between a safety zone and the adjacent curb or within 30 ft of a point on the curb immediately opposite the end of a safety zone	\$50		\$70
	Parking within 50 ft of nearest rail of a R/R crossing	\$100		\$120
	Parking opposite of fire station curb/Within 20 ft of driveway entrance to a fire station on the side of a street opposite the entrance to a fire station	\$50		\$70
Ord. Sec. No. 102-82	Parking Violation Fees Cont'd	Base Fee	Next Day	After 21 Days
	Parking alongside/opposite street excavation, if the stopping, standing, or parking would obstruct traffic	\$100		\$120
	Parking: double parking	\$50		\$70
	Upon bridge or other elevated highway structure or within a highway tunnel	\$50		\$70
	At a place where an official sign prohibits stopping or parking	\$50		\$70
	In front of a theater	\$50		\$70
	Blocking an emergency exit of a building	\$100		\$120
	Blocking a fire escape	\$100		\$120
	Parking in handicap space or zone (public or private property)	\$150		\$170
	Parking in or blocking a marked access for parking by persons with disabilities	\$150		\$170
	Blocking or interfering with the use of a curb-cut or ramp by persons with disabilities	\$100		\$120
	In violation of an official sign restricting the period of time or manner of parking	\$50		\$70
	Parking: night parking in prohibited zone	\$50		\$70
	Blocking the delivery of mail to a rural mailbox by a carrier of the United States Postal service	\$50		\$70
	Blocking an alley	\$50		\$70
	Parking in or blocking a fire lane	\$100		\$120
	Parking over 12" from curb	\$25		\$45
	Parking left side to curb (except on one-way streets)	\$25		\$45
	Parking motor running, car unattended	\$25		\$45
	Improper parking	\$33		\$53

78-125	Park Reservation Fees	
	Gazebo Rental (Riverside Park)	\$200/first 2 hours
	Amphitheater Rental (Frog Island Park)	\$200/first 2 hours
	Pavilion Rental (resident)	\$100/first 2 hours
	Pavilion Rental (nonresident)	\$150/first 2 hours
	Each addition hour of pavilion rental	\$50 per hour
	Riverside Park Key (refundable deposit)	\$50
	Water Utility Fee (refundable deposit)	\$50
	Security deposit for the Gazebo and Pavilions are merged info Class 1 and 2 application fees.	
	Rental fees for Riverside and Frog Island Park are merged into Class 3 and 4 permit application fees and are subject to additional Capital Park Improvement and/or Administrative Fees for coordinating public park use, per day.	
	Special Event Applicant shall reimburse City for actual costs of cleanup (including but not limited to Public Works employees) required if applicant fails to comply with cleanup agreement. [employee and equipment costs shall be reimbursed at hourly rate + 10% (non-profit events) or +15% (for-profit events)]	

Planning and Development

	General & Administrative	
	Zoning Map or Text copies; Copies of adopted plans	Actual cost; see FOIA policy
	Marihuana Location Letter	\$200
	Code Compliance Letter	\$100
	Zoning	
122-303	Zoning Map amendment	\$1,500
	Zoning Text amendment	\$1,000
	Appeal of staff interpretation	\$500
	Specific interpretation	\$500
	Area Variance – SF Residential	\$500
	Area Variance – other use	\$1,000
	All variance types: each variance requested beyond first on same site/application	\$250
	Pre-development meeting (related to site plan)	\$150
	Administrative fee for site work started without issuance of applicable permit	\$50

	Site Plan Review *plus engineering review fees as applicable	\$1,000 +*
	Site Plan review (additional revision review)	\$400
	Sketch Plan Review	\$400
	Site inspections by P&D Dept. staff after first compliance inspection	\$50
	Special Exception permit for fee in-lieu of providing off street parking (per space)	\$600/Per space annually
	Address Assignment	\$100/Per address or \$500 per development
	Special Use permit	\$750
	Designation of Special Nonconforming Status	\$750
	Temporary Use – Concession Sale Review	\$60
	Garden on vacant residential lot	\$25
	Use of a public commercial area parking space during construction, see Special Events	
	Sidewalk Signs	See sign permit fee
122-704	PUD Application*	\$2,000+ * *plus \$5/1,000 sf of new or redeveloped non-residential or \$5/unit of new or redeveloped residential construction and engineering review fees
	Zoning Map or Text copies; Copies of adopted plans	Actual cost; see FOIA policy
	Marihuana Location Letter	\$200
	Code Compliance Letter	\$100
	Zoning	
122-303	Zoning Map amendment	\$1,500
	Zoning Text amendment	\$1,000
	Appeal of staff interpretation	\$500
	Specific interpretation	\$500
	Area Variance – SF Residential	\$500
	Area Variance – other use	\$1,000
	All variance types: each variance requested beyond first on same site/application	\$250
	Pre-development meeting (related to site plan)	\$150
	Administrative fee for site work started without issuance of applicable permit	\$50
	Site Plan Review *plus engineering review fees as applicable	\$1,000 +*

	Site Plan review (additional revision review)	\$400
	Sketch Plan Review	\$400
	Site inspections by P&D Dept. staff after first compliance inspection	\$50
	Special Exception permit for fee in-lieu of providing off street parking (per space)	\$600/Per space annually
	Address Assignment	\$100/Per address or \$500 per development
	Special Use permit	\$750
	Designation of Special Nonconforming Status	\$750
	Temporary Use – Concession Sale Review	\$60
	Garden on vacant residential lot	\$25
	Use of a public commercial area parking space during construction, see Special Events	
	Sidewalk Signs	See sign permit fee
122-704	PUD Application*	\$2,000+ * *plus \$5/1,000 sf of new or redeveloped non-residential or \$5/unit of new or redeveloped residential construction and engineering review fees

Zoning Cont'd		
	Meeting Fees: any development that requires over 3 meetings with staff shall pay a per meeting fee based on scale.	\$150
	PUD Application (Adaptive Re-Use)	\$550
94-271	Alley/Street Closure (Application fee plus construction escrow)	\$750 fee + \$1,000 escrow
94-291	Alley/Street Vacation	\$1,500
122-625	Lot split application	\$50
Tax Abatement		
	Creation of a District (public notice, preparation for City Council)	\$1,000
	Application review and recommendation	\$1,000
Historic Preservation		
54-81	Historic District work permit application fee	\$48 + * *plus \$5 per \$3,000 of labor and material

	Administrative Fee for HDC work started without issuance of applicable permit	\$60
	Historic District work permit application fee, flat fee for paint-only application	\$10
122-309	Engineering: Site Review Phase	
	Site Plan Review	\$500
	Site Plan Review - Beyond Initial Two	\$250
	Site Plan Review – Planned Unit Development – Adaptive Reuse PUD	\$500
	Site Plan Review – Planned Unit Development – Less than 5 acres	\$1,000
	Site Plan Review – Planned Unit Development – More than 5 acres	\$1,800
	Planned Unit Development Review – Beyond Initial Two	\$500
	Preapplication Meeting	\$200
122-309	Engineering: Plan Review Phase	
	Construction Estimate less than \$50,000	6% - Minimum \$500
	Construction Estimate between \$50,000 - \$100,000	5% + Minimum \$3,500
	Construction Estimate between \$100,000 - \$500,000	3% - Minimum \$6,000
	Construction Estimate more than \$500,000	2.5% - Minimum \$12,000
122-309	Engineering: Plan Review Phase	
	Notes:	
122-309	Engineering: Construction Phase	
	Construction Estimate less than \$50,000	9% - Minimum \$1,000 Construction
	Construction Estimate between \$50,000 - \$100,000	\$6,000 + 8% of amount over \$50,000
	Construction Estimate between \$100,000 - \$500,000	\$11,500 + 6% of amount over \$100,000 construction
	Construction Estimate more than \$500,000	\$35,000 + 5% of amount over \$500,000 construction

	Notes: -Engineering Site Plan and Engineering Plan Review fees are nonrefundable. -Initial Engineering Site Plan Review Fee covers two (2) reviews. -Initial Engineering Plan Review Fee covers three (3) reviews. -Construction Escrow collected in excess of incurred costs will be refunded upon final acceptance of project. -These fees are for the City Engineer only. Additional fees from other City Departments may apply.	
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Police

38-40	False Alarms	
	Police	
	First occurrence in calendar year	Warning
	Second occurrence in calendar year	\$100
	Third occurrence in calendar year	\$200
	Fourth occurrence in calendar year	\$300
	Each additional occurrence in calendar year	Add \$100 to previous fine
38-78	Incidents Involving Persons Driving Under The Influence	
	OWI	\$155
	OWI with accident	\$205
	OWI with blood draw	\$230
	All reports	Actual cost, see FOIA policy
	Bicycle Registration Fees	
102-34	Bicycle registration fee	\$5
102-34	Bicycle registration fee – change of ownership	\$5
102-34	Bicycle registration fee – loss of license plate	\$5
	Bike license	N/A
	Transfer of bike license	N/A
	Audio/Visual	
	Photographs, Audio, Visual	Actual cost, see FOIA policy
	Misc. Police Fees	
	Public vehicle license	\$30
	Replacement of valid public vehicle license	\$30
	Gold and silver registration (approval)	\$55
	Gold and silver registration (if denied)	\$35
	Preliminary Blood Testing (court ordered)	\$20
	Fingerprinting (court ordered and liquor control only)	No charge

	Fingerprinting (Live scan)	\$65
	Fingerprinting (Ink prints)	\$20/card
	Gun purchase (first card)	\$0 (State law)
	Processing bond money for other departments	\$10 (State law)
	24 hour Liquor License	N/A

Special Events

	Labor Fees	
10-312/10-268	Parking Space Rental/per day	\$25 (commercial non-metered) / \$50 (commercial metered)
	Notes: The City reserves the right to approve public parking lot rentals on a case by case basis as well as charge for parking during special events.	
	Application and Permit Fees	
10-268	Festival – Special Events use fees and Park Registration fees (merged in	
	Special Events Application (nonrefundable)	\$35
	Special Events Permit Fees (non-refundable; due in 14 days in advance)	
	Class 4a events (alcohol, more than 10,000 participants)	\$2,000/day
	Class 4 events (more than 10,000 participants)	\$1,500/day
	Class 3a events (alcohol)	\$1,250/day
	Class 3 events	\$600/day
	Class 2 events	\$350
	Class 1 events	\$250
	Local Street Closure Permit (per lane/per day)	\$100/per lane
	Major Street Closure Permit (per lane/per day)	\$300/per lane
	Recurring Event Permit	See Special Events Policy
	Wedding Permit	See Special Events Policy
	Noise Permit	\$150
	Sign/Banner Permit	\$50
	Banner Installation & Removal Fees (non-refundable, due 30 days in advance, must receive approval from business district	\$50/banner, \$500 min
	Event Security Deposit (refundable; due 14 days in advance)	

	Class 4a events (alcohol, more than 10,000 participants)	\$6,000
	Class 4 events	\$5,000
	Class 3a events (alcohol, less than 10,000 participants)	\$4,000
	Class 3 events	\$2,000
	Class 2 events	\$500
	Class 1 events	\$250
	Surety bond in lieu of damage deposit (subject to City Attorney approval)	\$25,000
	Capitol Park Improvement Fee	Per Day
	Class 1 events	\$0
	Class 2 events	\$0
	Class 3 events	\$750
	Class 3a events	\$1,500
	Class 4 events	\$1,500
	Class 4a events	\$1,500
	Utility Free – Electric	
	Class 4 events	\$500
	Class 3 events	\$250
	Class 2 events	\$50
	Class 1 events	\$50
	Utility Free – Water	
	Class 4 events	\$250
	Class 3 events	\$250
	Class 2 events	\$20
	Class 1 events	\$20
	Trash and Clean Up	
	Applicant(s) shall reimburse City for actual costs of cleanup (including but not limited to Public Works employees) required if applicant fails to comply with cleanup agreement.	\$250, plus actual cost + 15%
	Trash per cubic yard	\$100 per cubic yard of bagged trash; additional
	Site Restoration	
	Failure to restore site by 1:00 p.m. day following event	\$200/day
	City site restoration	\$500, plus actual cost + 15%

Special Events Parking

10-312/10-268	Parking Space Rental Use – per day	\$25 (commercial non-metered) / \$50 (commercial metered)

Treasurer

Ord. Sec.	Traffic and Vehicle Fees	
102-104 (a)	Contractor service pass (each)	\$33
102-104 (a)	Employee service pass (each)	\$300
	Annual renewal	\$300
102-106 (a)	Fine for parking without permit	\$50
102-104 (a)	Contractor service pass (each)	\$33
102-104 (a)	Employee service pass (each)	\$300
	Annual renewal	\$300
102-105 (d)	Residential parking permit fee, first permit	\$33
	Each additional permit	\$33
	Renewal	\$17
	Second resident visitor pass	\$17
	Non-resident service vehicle pass	\$33
	Non-resident service vehicle pass renewal	\$17
	Non-resident visitor pass issued with first service vehicle pass	\$0
	Replace lost visitor pass	\$33
	Replace lost service vehicle pass	\$33
	Replace lost residential pass	\$33
102-106 (b)	Use of non-owned permit	\$100
	Use of permit for commuter parking	\$100
102-35 (d)	Parking permit fee for residents in C District	
	For 4 months	\$115
	For 1 year	\$300
102-192	Civil Infraction – Pedestrian or other traffic on the median	\$50
	Misc. Fees	
	Return check for NSF	
	First check	\$50
	Second & subsequent NSF check form same person or entity within 1 year	\$60
	Downtown Employee Parking	
	For 4 months	\$115
	Annual	\$300
	Online Payment Fees	
	Amount of payment due is between \$2 - \$66	\$2/payment
	Payment amount that exceeds \$67	\$3% of payment



REQUEST FOR LEGISLATION
December 9, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-239 Approving the 2026 Regular City Council Meeting Schedule.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL 2026 Council Meeting Schedule
2. Res 2025-239 Council Meetings 2026DRAFT

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



November 18, 2025

REQUEST FOR LEGISLATION

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Proposed 2026 Council Meeting Schedule

Cancelled Dates:

- January 6th - City Hall holiday closures on the days the agenda and items are due.
- August 4th – Primary Election
- November 3 – General Election

Council Resolution No. 2025 – 019 approved a schedule for agenda due dates, and per that resolution, please see the dates below that will correspond to the proposed 2026 Council Meeting Schedule, if adopted as presented.

Item titles, or subjects due Monday (8 days before a meeting) at 9am. The Clerk will email this list to Council Members by noon Monday for review. All items and back up documents due Tuesday by 3pm. The agenda will be posted Wednesday by noon, sooner if possible. If the Monday due date falls on a holiday, all deadlines will be moved back by one day.**

Council Mtg Date	Agenda Titles Due – 9AM	Agenda Items Due – 3PM	Agenda Published - NOON
Tue., Jan. 20	Mon., Jan. 12	Tue., Jan 13	Wed., Jan 14
Tue., Feb. 3	Mon., Jan. 26	Tue., Jan. 27	Wed., Jan. 28
Tue., Feb. 17	Mon., Feb. 9	Tue., Feb. 10	Wed., Feb. 11
Tue., March 3	Mon., Feb. 23	Tue., Feb. 24	Wed., Feb. 25
Tue., March 17	Mon., March 9	Tue., March 10	Wed., March 11
Tue., April 7	Mon., March 30	Tue., March 31	Wed., April 1
Tue., April 21	Mon., April 13	Tue., April 14	Wed., April 15
Tue., May 5	Mon, April 27	Tue., April 28	Wed., April 29
Tue., May 19	Mon., May 11	Tue., May 12	Wed., May 13
Tue., June 2**	Tue., May 26	Wed., May 27	Thu., May 28
Tue., June 16	Mon., June 8	Tue., June 9	Wed., June 10
Tue., July 7	Mon., June 29	Tue., June 30	Wed., July 1
Tue., July 21	Mon., July 13	Tue., July 14	Wed., July 15
Tue., Aug. 18	Mon., Aug. 10	Tue., Aug. 11	Wed., Aug. 12
Tue., Sept. 1	Mon., Aug. 24	Tue., Aug. 25	Wed., Aug. 26
Tue., Sept. 15**	Tue., Sept. 8	Wed., Sept. 9	Thu., Sept. 10
Tue., Oct. 6	Mon., Sept. 28	Tue., Sept. 29	Wed. Sept. 30
Tue., Oct. 20	Mon., Oct. 12	Tue., Oct. 13	Wed., Oct. 14
Tue., Nov. 17	Mon., Nov. 9	Tue., Nov. 10 NOON*	Tue., Nov. 10 COB*
Tue., Dec. 1	Mon., Nov. 23	Tue., Nov. 24	Wed., Nov. 25
Tue., Dec. 15	Mon., Dec. 7	Tue., Dec. 8	Wed., Dec. 9

*Veterans Day



Resolution No. 2025-239
~~November 18, 2025~~
December 9, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

The Ypsilanti City Council will hold Regular Meetings at 7:00 p.m. in the City Council Chambers, located at One South Huron Street, Ypsilanti, Michigan 48197, **for the year 2026** on the following dates:

January 20	July 7
February 3	July 21
February 17	August 18
March 3	September 1
March 17	September 15
April 7	October 6
April 21	October 20
May 5	
May 19	November 17
June 2	December 1
June 16	December 15

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
December 9, 2025

For: Mayor and City Council

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

Subject: Resolution No. 2025-240 Approving the Council Onboarding and Orientation Process and directing the City Clerk to provide this to each Council Member and future Council Member upon certification of the election; also directing the City Clerk to schedule all meetings as instructed in the Onboarding and Orientation Process.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Res Orientation Packet
2. City Council Onboarding (1)

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025 - 240
~~November 18, 2025~~
December 9, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the attached Council Onboarding and Orientation Process be approved and direct the City Clerk to provide this to each Council Member and future Council Member upon certification of the election.

BE IT FURTHER RESOLVED THAT the City Clerk schedules all meetings as instructed in the Onboarding and Orientation Process.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

City of Ypsilanti Council Onboarding and Orientation

The City of Ypsilanti is committed to ensuring newly elected or appointed City Council members have the resources and support to effectively participate in city governance. An effective onboarding process will equip new Council members with the tools, knowledge, and connections to contribute to decision-making. The City Council recognizes the importance of clear expectations to help new members fulfill their responsibilities. Therefore, City Council and staff have developed an onboarding process for new City Council members that includes:

1. Information Packet

Staff will provide new Council members with a digital packet containing:

- [City Charter, Ordinances, and Budget](#)
- [Committee Structure](#) (Council-Manager plan), and [Contact Information](#) for Key Staff ([City Manager](#), [City Clerk](#), [City Attorney](#))
- [Ethics Guidelines](#) and [Conflict of Interest Policies](#)
- [Community Demographics and Key Issues](#)
- [MML Handbook for Municipal Officials](#)
- [Council-Manager Form of Government](#)

2. Orientation Sessions

Staff will provide orientation for new Council members including:

- **Staff Roles** ([Organizational Chart](#))
- [Explanation of Decision-Making Processes](#)
- [Budget Process](#)
- **City unions and contracts**
 - [International Association of Firefighters](#)
 - [Command Officers Association of Michigan](#)
 - [Patrol Officers Association of Michigan](#)
 - [Technical, Professional, and Office workers Association of Michigan](#)

3. Training Sessions

Staff will provide new Council members with training on:

- **Parliamentary Procedure** - [Roberts Rules of Order](#)
- [Conflict Resolution](#)
- [Trust building](#), and [Open Meetings Act \(OMA\)](#)

- Following the General Election in which a Council Member is elected the City Manager, City Clerk, and City Attorney will meet with the Council Member Elect. During this meeting staff will instruct the new member on city operations
- The City Manager will schedule meetings with each Department Head to provide an overview of their respective departments. (Departments of the City)
 - [City Manager](#)
 - [City Clerk](#)
 - [City Attorney](#)
 - [Department of Public Works](#)
 - [Police](#)
 - [Fire](#)
 - [Finance](#)
 - [Community Services](#)
 - [Human Resources](#)

4. Mentorship and Networking

Staff may arrange for new Council members to be offered to pair with experienced Council members as mentors and to meet with community leaders and stakeholders.

5. Committee Assignments

Staff will provide New Council members with clear explanations of committee roles and responsibilities.

6. Clear Expectations

Staff will provide new Council members with clear expectations that include:

- [Council Rules](#)
 - Adopting Robert's Rules of Order
 - Council Meeting Scheduling Protocol
 - Adopting the publication of record
 - Adopting procedure for transaction of business
 - Adopting protocol for Council interaction with staff
 - Adopting Board and Commission Appointment Procedure
 - Adopting Public Comment Rules
- [City Council Meeting Schedule](#)
- [Forfeiture of Office](#)

7. Protocol for Contacting Newly Elected Members

- **Initial Contact:** The City Clerk's office will contact new members within two business days of election certification and outline onboarding steps.

- **Administrative Paperwork:** New members will complete necessary forms (oath of office, conflict of interest) prior to their first meeting.
- **Orientation Scheduling:** The City Clerk's office will schedule initial orientation and connect new members with mentors.

8. Ongoing Support

City staff will provide continued training and regular check-ins throughout the first year.

The City Manager and relevant staff will work to ensure the onboarding process is efficient, comprehensive, and tailored to the needs of new Council members.



REQUEST FOR LEGISLATION
December 9, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Resolution No. 2025-248 Approving the new collective bargaining agreement between the City of Ypsilanti and the POAM, for the term commencing on January 1, 2026, and terminating on December 31, 2030, as presented; also authorizing the Mayor, City Manager, and City Clerk to execute the agreement on behalf of the city after approval by the City Attorney as to form.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL - POAM 2026-2030 Collective Bargaining Agreement

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION

December 9, 2025

To: Honorable Mayor and Ypsilanti City Council

From: Andrew Hellenga, City Manager

Subject: POAM 2026-2030 COLLECTIVE BARGAINING AGREEMENT

SUMMARY & BACKGROUND:

POAM, representing the city's patrol officers, and the city have reached a tentative agreement on a new collective bargaining agreement for the term of January 1, 2026, through December 31, 2030.

PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

Please refer to the tentative agreement for specific details.

ATTACHMENTS:

CITY MANAGER APPROVAL: _____

COUNCIL AGENDA DATE: 12/9/2025

CITY MANAGER COMMENTS: Approve the new POAM 2026-2030 collective bargaining agreement as presented.

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2025-248
December 9, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the POAM, collective bargaining agreement with the city will expire on December 31, 2025; and

WHEREAS, the city and the union have been engaged in contract negotiations for a successor contract; and

WHEREAS, the city and the union have reached a tentative agreement on a new collective bargaining agreement for the term commencing on January 1, 2026, and terminating on December 31, 2030; and

WHEREAS, the city desires to approve the new contract as presented.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF YPSILANTI that the city council does hereby approve the new collective bargaining agreement between the City of Ypsilanti and the POAM, for the term commencing on January 1, 2026, and terminating on December 31, 2030, as presented and authorize the Mayor, City Manager, and City Clerk to execute the agreement on behalf of the city after approval by the City Attorney as to form.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
December 9, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Resolution No. 2025-249 Approving a one-year contract with EHIM to administer the self-funded Simply Blue PPO 100% for the IAFF membership in addition to Community Blue PPO 100%.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. 1. RFL and Res. No. 2025 - PPO 100%
2. COY 2026 Illustrative rates ACTIVES REVISED 12022025-2

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION

December 9, 2025

To: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Current Health Care Plans for Employees and Retirees

Summary & Background:

On October 21, 2025, City Council approved healthcare for all non-union and union employees.

During that meeting staff informed council that rates had increased by 25%, which total roughly \$400,000. To minimize the financial impact staff recommended switching to Simply Blue PPO 80%. The change would decrease the impact to roughly \$90,000.

As a part of that approval, the Ypsilanti International Fire Fighter Union can select Community Blue PPO 100% plan per contract. This is not available to other unions or non-union employees.

Since approving healthcare, the IAFF have filed a grievance that any change in healthcare must be agreed upon by the union.

Article 9, Section 2

"Upon mutual agreement of the Union and the City, either the nature or the carrier of health and medical insurance may be changed provided that the new insurance coverage is equivalent or greater than the current insurance."

This section was added to the contract with approval of the 2017-2022 contract.

Staff engaged with the union to explain the change in costs, but the union was not agreeable.

To maintain costs for the city, and avoid costs of arbitration, staff suggest that IAFF members be able to select Simply Blue PPO 100%, as well as Community Blue PPO 100%.

The total financial impact is \$11,377.13

Recommended Action: Approval

Attachments: Resolution and Rates

Budget Priority 5: Staffing Capacity

City Manager Approval: _____ Council Agenda Date: _____

City Manager Comments: _____

Finance Director/Treasurer Approval: _____



Resolution No. 2025-249
December 9, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, on October 21, 2025, City Council approved healthcare for City employees; and

Whereas, the Council of the City of Ypsilanti approved a one-year contract from January 1, 2026, to December 31, 2026, to offer the following Blue Cross Blue Shield and Blue Care Network benefit plans to all eligible participating employees and retirees: Community Blue PPO, Simply Blue PPO 80%, BCN HMO H.S.A., and Medicare Advantage; and

WHEREAS, Staff recommended Council approve a change from Simply Blue PPO from 100% to 80% to save the city \$400,000 with the city covering half, and the remaining be allocated evenly among employees; and

WHEREAS, the IAFF Union was not agreeable to the change.

NOW FOR IT BE RESOLVED, that the Council of the City of Ypsilanti approves a one-year contract with EHIM to administer the self-funded Simply Blue PPO 100% for the IAFF membership in addition to Community Blue PPO 100%.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

COY Illustrative Rates 2026 **ACTIVES**
PPO HSA 3400 80% Alternate plan

Rates before Illustrative Rate Calculation
Active
PPO 4000 Plan with EHIM RX and WRAP

	Med	RX	WRAP	Total	
Single	\$736.61	\$22.13	\$64.06	\$822.80	\$9,873.60
2 Person	\$1,767.85	\$53.10	\$128.54	\$1,949.49	\$23,393.88
Family	\$2,209.81	\$66.38	\$156.18	\$2,432.37	\$29,188.44
BCN HSA 3400					
	Med/RX	HSA \$\$		Total	
Single	\$611.24	\$275		\$886.24	\$10,634.88
2 Person	\$1,466.96	\$550		\$2,016.96	\$24,203.52
Family	\$1,833.70	\$550		\$2,383.70	\$28,604.40
PPO HSA 3400 80% Alternate					
	Med/RX	HSA \$\$		Total	
Single	\$748.22	\$125.00		\$873.22	\$10,478.64
2 Person	\$1,795.73	\$250.00		\$2,045.73	\$24,548.76
Family	\$2,244.66	\$250.00		\$2,494.66	\$29,935.92
PPO HSA 3400 100% plan					
	Med/Rx	HSA \$\$		Total	
Single	\$832.39	\$125.00		\$957.39	\$11,488.68
2 Person	\$1,997.74	\$250.00		\$2,247.74	\$26,972.88
Family	\$2,497.17	\$250.00		\$2,747.17	\$32,966.04

Rates after Illustrative Rate Calculation
Active
PPO 4000 Plan with EHIM RX and WRAP

	Med	RX	WRAP	Total	
Single	\$557.39	\$22.13	\$64.06	\$643.58	
2 Person	\$1,337.75	\$53.10	\$128.54	\$1,519.39	
Family	\$1,672.18	\$66.38	\$156.18	\$1,894.74	
BCN HSA 3400					
	Med/RX	HSA \$\$		Total	
Single	\$462.53	\$275		\$737.53	
2 Person	\$1,110.06	\$550		\$1,660.06	
Family	\$1,387.58	\$550		\$1,937.58	
PPO HSA 3400 80% Alternate					
	Med/RX	HSA \$\$		Total	
Single	\$566.18	\$125.00		\$691.18	
2 Person	\$1,358.83	\$250.00		\$1,603.83	
Family	\$1,698.54	\$250.00		\$1,948.54	
PPO HSA 3400 100% plan					
	Med/Rx	HSA \$\$		Total	
Single	\$629.87	\$125.00		\$754.87	
2 Person	\$1,511.69	\$250.00		\$1,761.69	
Family	\$1,889.61	\$250.00		\$2,139.61	

										15%						PROJECTED				EE COST PER PAY 2026
										Annual Cost Illustrative	EE SHARE	CITY SHARE	MONTHLY EE	% ER Share	ENROLLMENT / EE	TOTAL EE SHARE	TOTAL ER SHARE	TOTAL HC COST		
Single										\$7,722.96	\$1,158.44	\$8,715.16	\$96.54	88.27%	1	1,158.44	8,715.16	9,873.60		\$48.27
2 Person										\$18,232.68	\$2,734.90	\$20,658.98	\$227.91	88.31%	1	2,734.90	20,658.98	23,393.88		\$113.95
Family										\$22,736.88	\$3,410.53	\$25,777.91	\$284.21	88.32%	5	17,052.66	128,889.54	145,942.20		\$142.11
BCN HSA 3400																				
Single										\$8,850.36	\$1,327.55	\$9,307.33	\$110.63	87.52%	13	17,258.20	120,995.24	138,253.44		\$55.31
2 Person										\$19,920.72	\$2,988.11	\$21,215.41	\$249.01	87.65%	9	26,892.97	190,938.71	217,831.68		\$124.50
Family										\$23,250.96	\$3,487.64	\$25,116.76	\$290.64	87.81%	16	55,802.30	401,868.10	457,670.40		\$145.32
PPO HSA 3400 80% Alternate																				
Single										\$8,294.16	\$1,244.12	\$9,234.52	\$103.68	88.13%	21	26,126.60	193,924.84	220,051.44		\$51.84
2 Person										\$19,245.96	\$2,886.89	\$21,661.87	\$240.57	88.24%	11	31,755.83	238,280.53	270,036.36		\$120.29
Family										\$23,382.48	\$3,507.37	\$26,428.55	\$292.28	88.28%	16	56,117.95	422,856.77	478,974.72		\$146.14
PPO HSA 3400 100% plan																				
Single										\$9,058.44	\$1,358.77	\$10,129.91	\$113.23	88.17%		-	-	-		\$56.62
2 Person										\$21,140.28	\$3,171.04	\$23,801.84	\$264.25	88.24%		-	-	-		\$132.13
Family										\$25,675.32	\$3,851.30	\$29,114.74	\$320.94	88.32%		-	-	-		\$160.47

Plan	100% Alternate	80% Plan	Difference	Less EE Share	Net Cost	Annual	IAFF	Estimated Financial Impact
Single	957.39	873.22	84.17	(10.10)	74.07	888.84	2	1,777.67
2 Person	2,247.74	2,045.73	202.01	(24.24)	177.77	2,133.23	2	4,266.45
Family	2,747.17	2,494.66	252.51	(30.30)	222.21	2,666.51	2	5,333.01
								11,377.13



REQUEST FOR LEGISLATION
December 9, 2025

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2025-250 Approving a three-year contract, with 2, one-year renewal options, with Dewpoint for Managed Services, in the amount of \$186,000 for the first year.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution 2025-250 Dewpoint Contract
2. Dewpoint Managed Services Renewal updated 11.20.25

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-250
December 9, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the City of Ypsilanti currently has a contract with Dewpoint for Managed Services, which expires February 1, 2026; and

WHEREAS, Dewpoint has offered to renew the contract for a three year period, with 2, one-year renewal options, with the cost for the first year in the amount of \$186,000; and

NOW FOR IT BE RESOLVED, that the Council of the City of Ypsilanti approves a three-year contract, with 2, one-year renewal options, with Dewpoint for Managed Services, in the amount of \$186,000 for the first year.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

CITY OF YPSILANTI MANAGED SERVICES RENEWAL

Current Contract

End Date: February 1, 2026

Current Billing

Monthly	Yearly
\$16,310.43	\$195,725.16

Customer Satisfaction (CSAT) Score: 3.94 (scale = 1-4 date range 07/24/24-6/30/25)

Added Dewpoint Managed Services Capabilities included with a contract renewal:

- Security Operations (SecOps)
 - Managed antivirus
 - Email protection
 - Incident investigation
 - Threat management
 - A cyber assessment measuring Ypsilanti against best practices, with a focus on: asset and software inventory, secure configuration of assets, access control management, vulnerability and malware defenses, email and web browser protections.
 - Added proactive onsite scheduled IT support visits (4x per year)

Volume Changes from Original Contract

	2019 RFP	Current
End Users	120	140 (106 desktops)
Data	3.8 TB	7.5 TB

Contract Renewal

Contract Term: 3 years with 2 optional 1-year renewals

Billing

	Monthly	Yearly
Year 1	\$15,500	\$186,000 (includes cyber assessment and scheduled onsite visits)
Year 2	\$15,645	\$187,740
Year 3	\$16,425	\$197,100

Dewpoint proposed network infrastructure upgrades Ypsi FY 26-30

<i>Ypsilanti Fiscal Year</i>	<i>Network Hardware Replacement and Maintenance</i>	<i>Dewpoint Installation Services</i>	<i>Manufacturer Support</i>	<i>Totals</i>	<i>Notes</i>
2026	\$30,000.00	\$10,000.00	\$-	\$40,000.00	
2027	\$-	\$-	\$4,056.00	\$4,056.00	
2028	\$2,000.00	\$1,500.00	\$4,056.00	\$7,556.00	
2029	\$5,000.00	\$1,000.00	\$4,056.00	\$10,056.00	
2030	\$70,000.00	\$15,000.00	\$-	\$85,000.00	Firewall Upgrades
				\$146,668.00	

Assumes one-to-one replacement using same manufacturer, no engineering work, no rearchitecture. If like-for-like is not possible, additional project will be spun off for this purpose. Pricing is also assumed based on 2025 market rates for hardware and services

Dewpoint suggested IT projects (additional budget required)

- **InTune project-** Dewpoint suggests a project aimed at addressing identified security gaps within Ypsilanti's Microsoft 365 tenant. The scope of the project includes utilizing enhanced security features available through Microsoft 365 G3 licensing, deploying protections offered by Defender for M365 P1, implementing Intune, and expanding the tenants Conditional Access Policies. Estimated cost = 4.5k
 - The project above would also require Ypsilanti to adjust its Microsoft licensing at an estimated additional 6K per year.
- **AI Readiness project** – Dewpoint suggests an AI readiness project to be delivered to Ypsilanti in Q1 of 2026. This project will help identify the data classification and leakage risks associated with the implementation of MicroSoft CoPilot technologies within the Ypsilanti environment. Estimated cost = 10K

Other items requested

- **KnowB4 Licensing review** – 25 Platinum licenses were renewed in August 2025 for a three-year term. Additional licenses must align with the current Platinum tier unless upgraded to Diamond. Downgrades to Silver or Gold are only permitted at renewal.
 - Dewpoint would be happy to set up a KnowB4 rep/Dewpoint discussion to make Ypsilanti aware of the features within the licenses you own and how they can best be applied.
- **T&M services**- rate card to be included in the contract renewal to allow for small projects to be completed and invoiced without the need for a SOW or contract change control.

Role	Rate
Agile Consultant - Career	\$139.50
Application Administrator - Career	\$91.75
Application Administrator - Intermediate	\$73.25
Application Administrator - Senior	\$102.50
Application Architect - Senior	\$161.00
Application Developer - Career	\$115.00
Application Developer - Entry	\$68.50
Application Developer - Intermediate	\$109.25
Application Developer - Senior	\$142.50
Application Solution Architect - Senior	\$141.75
Business Analyst - Career	\$111.00
Business Analyst - Senior	\$118.25
Business Analyst - Intermediate	\$71.00
Database Administrator - Career	\$125.25
Database Architect - Career	\$148.25
Delivery Executive	\$183.00
Delivery Manager - Entry	\$97.25
Delivery Manager - Intermediate	\$127.00

Delivery Manager - Senior	\$184.75
Desktop Administrator - Career	\$71.00
Desktop Administrator - Intermediate	\$66.25
Organizational Change Management - Career	\$123.75
Program Manager - Career	\$142.25
Program Manager - Intermediate	\$116.50
Program Manager - Senior	\$156.50
Project Coordinator - Intermediate	\$64.50
Project Manager - Career	\$118.50
Project Manager - Intermediate	\$115.75
Project Manager - Senior	\$136.25
Scrum Master - Career	\$115.50
Scrum Master - Senior	\$136.25
Security Analyst - Career	\$128.25
Security Analyst - Intermediate	\$82.00
Security Architect - Senior	\$153.25
Solutions Architect - Career	\$158.75
Solutions Architect - Senior	\$176.00
System Engineer - Career	\$112.75
System Engineer - Intermediate	\$96.00
System Engineer - Senior	\$145.25
Technical Architect - Senior	\$153.75
Technical Delivery Lead - Career	\$143.25
Technical Delivery Lead - Senior	\$157.50
Video Coordinator - Career	\$68.50
Video Coordinator - Intermediate	\$63.50



REQUEST FOR LEGISLATION
December 9, 2025

For: Mayor and City Council

From: Steve Wilcoxon, Mayor Pro-Tem

Subject: Discussion regarding annual review of City Manager and City Clerk.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

1. City Manager Eval 2023
2. City Clerk Eval 2023

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



CITY MANAGER PERFORMANCE EVALUATION 2023

Evaluation Instructions

This evaluation is a critical look at the performance of the City Manager. This is also an introspective look at the relationship between the City Council and the City Manager; a communication and an opportunity on the part of the City Council to align expectations. It is an opportunity to re-establish the goals and objectives for the City of Ypsilanti. **It should be a positive exchange and learning process for both parties.**

Responsibilities

To provide an accurate evaluation, it is recommended that City Council members keep personal notations on a regular basis so as to be able to refresh individual memories at the time the evaluation process begins. These personal notations should not be shared with other members of the City Council. In order to meet the objectives of a fair and unbiased evaluation it is important to have evaluations from all members.

Forms and Process

The following evaluation will consist of several categories for which the City Manager is responsible or has regular involvement. A five-point assessment scale is provided in order to provide a numerical value to each question and/or category. A score of 1 would be unsatisfactory while a score of 5 would be exceptional. If you feel that you do not have enough information in which to rate a particular category, you may leave it blank and it will not be included as part of the tabulations.

Evaluations will be signed and should be completed independently. Comments in the comment area should be used to support numerical point assessments. All evaluations will be submitted to the Mayor for tabulation. After tabulation, a meeting will be set for an oral evaluation based on written evaluations. This meeting may be a closed session at the request of the City Manager. It is hoped that a positive free flowing oral discussion will provide the City Manager with the direction of the City Council for the future.

To aid in the discussion of the evaluation, the City Manager will use the same form for a self-evaluation. The City Manager's self-evaluation will be completed and given to the Mayor prior to the evaluation forms being sent to the City Council. Each member of the City Council will receive the City Manager's self-evaluation and Job Description, along with a blank evaluation form to be completed and returned to the Mayor for tabulation.

The Mayor will provide a Tabulation Summary Page to the City Manager and each member of the City Council. This page will include individual council members (but not identified by name) scoring, as well as a combined score of the board. Also, on this page will be the City Manager's self-evaluation score. Additionally, there will be a summary of notations, listed by question categories, or City Council comments. After the oral evaluation, the Tabulation Summary, subject to changes by the Council at the evaluation, will be kept as a permanent record. The evaluations themselves will be destroyed.

There are no perfect evaluations but this should be a thoughtful, sensitive, positive, and effective attempt to move forward the needs of the City of Ypsilanti.

CITY OF YPSILANTI

CITY MANAGER EVALUATION

RATING:

- 5 = Outstanding Performance
- 4 = Good Performance
- 3 = Satisfactory Performance
- 2 = Needs strengthening
- 1 = Unsatisfactory

Fiscal Management	RATING
	54321
1. Plans and prepares the annual budget with the input of the Mayor and the City Council with documentation and full explanation of the annual budget.	
2. Administers the adopted budget within the framework of the approved revenues and expenditures. Prepares and presents to the City Council appropriate budgetary transfers, as necessary.	
3. Plans and provides for a system of reports, as requested, for the City Council to evaluate expenses and revenues.	
4. Analyzes financial condition of the city and proposes to City Council short-term and long-range plans with the necessary information especially as it relates to bonding or borrowing of funds.	
5. Plans for, organizes, and supervises the most economical utilizations of staffing, materials, and equipment for City services.	
6. Plans and provides for future economic growth in relationship to projected revenues and expenditures.	
COMMENTS/SUGGESTIONS:	
Intergovernmental Relationships	RATING
	54321
1. Maintains awareness of developments and plans in other jurisdictions, which may impact the City.	
2. Effectively communicates with other governmental entities or outside parties, which the City may be involved with or become involved while maintaining a professional image of self and the City.	
3. Attends and relays appropriate information from current intergovernmental agreement meetings to the City Council.	
4. Willingness to participate with other governmental entities in potential resource or equipment sharing as appropriate.	

COMMENTS/SUGGESTIONS:				
Relationship with the Public				RATING
				5 4 3 2 1
1. Establishes and maintains an image of the City of Ypsilanti to the community that represents service, enthusiasm, and professionalism.				
2. Establishes and maintains a liaison with private organizations, service groups or individuals involved in areas of concern that relate to the service or activities of the City.				
3. Participates in city-sponsored community activities and affairs in an effort to build strong, positive community relationships.				
COMMENTS/SUGGESTIONS:				
Management of Employees				RATING
				5 4 3 2 1
1. Develops and executes consistent, fair, and fiscally sound personnel procedures and practices.				
2. Plans, organizes, and maintains appropriate training and development of staff to maximize performance.				
3. Maintains contact and professional interaction with employees at all levels of the organization.				
4. Periodically reviews and reorganizes staffing levels, staff duties, and/or staff responsibilities to take full advantage of the staff's competencies.				
5. Supervises overall operations of the city and insists on competent and efficient performance from staff.				
COMMENTS/SUGGESTIONS:				
Relationship with City Council				RATING
				5 4 3 2 1
1. Maintains effective communication, both verbal and written, with the City Council and provides information needed for City Council in a timely manner.				
2. Maintains a system of regular and timely reporting to the City Council of current City plans and activities.				

3. Provides for clear presentations to the City Council in the most concise, clear and comprehensive manner possible.	
4. Provides the City Council with all perspectives of an issue and provides a recommendation and reason to support that recommendation.	
5. Maintains availability to City Council and communicates as a liaison between the City Council and city staff.	
COMMENTS/SUGGESTIONS:	
Leadership & Professionalism	RATING
	54321
1. Administers the city in accordance with Michigan statutes and the ordinances, rules, regulations, and policies adopted by the City Council.	
2. Seeks and supports professional improvement through pertinent seminars and conferences, etc. in order to maintain current knowledge of developments in city management and municipal government.	
3. Demonstrates a willingness to adapt and work cooperatively with others.	
4. Demonstrates the ability to reach timely decisions and initiate action.	
COMMENTS/SUGGESTIONS:	

OTHER COMMENTS THAT MAY BE RELEVANT TO THIS EVALUATION:

_____ Signature

_____ Date



CITY CLERK

PERFORMANCE EVALUATION 2023

Evaluation Instructions

This evaluation is a critical look at the performance of the City Clerk. This is also an introspective look at the relationship between the City Council and the City Clerk; a communication and an opportunity on the part of the City Council to align expectations. It is an opportunity to re-establish the goals and objectives for the City of Ypsilanti. **It should be a positive exchange and learning process for both parties.**

Responsibilities

To provide an accurate evaluation, it is recommended that City Council members keep personal notations on a regular basis so as to be able to refresh individual memories at the time the evaluation process begins. These personal notations should not be shared with other members of the City Council. In order to meet the objectives of a fair and unbiased evaluation it is important to have evaluations from all members.

Forms and Process

The following evaluation will consist of several categories for which the City Clerk is responsible or has regular involvement. A five-point assessment scale is provided in order to provide a numerical value to each question and/or category. A score of 1 would be unsatisfactory while a score of 5 would be exceptional. If you feel that you do not have enough information in which to rate a particular category, you may leave it blank and it will not be included as part of the tabulations.

Evaluations will be signed and should be completed independently. Comments in the comment area should be used to support numerical point assessments. All evaluations will be submitted to the Mayor for tabulation. After tabulation, a meeting will be set for an oral evaluation based on written evaluations. This meeting may be a closed session at the request of the City Clerk. It is hoped that a positive free flowing oral discussion will provide the City Clerk with the direction of the City Council for the future.

To aid in the discussion of the evaluation, the City Clerk will use the same form for a self-evaluation. The City Clerk's self-evaluation will be completed and given to the Mayor prior to the evaluation forms being sent to the City Council. Each member of the City Council will receive the City Clerk's self-evaluation and Job Description, along with a blank evaluation form to be completed and returned to the Mayor for tabulation.

The Mayor will provide a Tabulation Summary Page to the City Clerk and each member of the City Council. This page will include individual council members (but not identified by name) scoring, as well as a combined score of the board. Also, on this page will be the City Clerk's self-evaluation score. Additionally, there will be a summary of notations, listed by question categories, or City Council comments. After the oral evaluation, the Tabulation Summary, subject to changes by the Council at the evaluation, will be kept as a permanent record. The evaluations themselves will be destroyed.

There are no perfect evaluations but this should be a thoughtful, sensitive, positive, and effective attempt to move forward the needs of the City of Ypsilanti.

CITY OF YPSILANTI CITY CLERK EVALUATION

RATING:

- 5 = Outstanding Performance
- 4 = Good Performance
- 3 = Satisfactory Performance
- 2 = Needs strengthening
- 1 = Unsatisfactory

CLERK OFFICE DUTIES/RECORDS MANAGEMENT	RATING
	54321
1. Attends all regular and special meetings of City Council and successfully provides accurate official minutes of the proceedings.	
2. Packets for City Council meetings are timely, complete and contain all necessary materials for meetings.	
3. Ensures for proper staffing/administration of the City's various boards and commissions meetings for minute taking and record keeping as required.	
4. Publishes all City notices and ordinances as required by law.	
5. Properly maintains custody of City documents and records and effectively manages for retrieval, access, and use, as appropriate.	
6. Maintains and handles information and records in a way to convey the message that the affairs of the City of Ypsilanti are open to public scrutiny.	
COMMENTS/SUGGESTIONS:	
ELECTIONS MANAGEMENT	RATING
	54321
1. Effectively oversees administration of all procedures related to elections held in the City of Ypsilanti as required by State law and City Charter.	
2. Exhibits knowledge of principles and practices of pertinent election law and executes accordingly.	
COMMENTS/SUGGESTIONS:	

	RATING
--	---------------

RELATIONSHIP WITH THE PUBLIC		5	4	3	2	1
1. Establishes and maintains an image of the City of Ypsilanti to the community that represents service, integrity, and professionalism by handling affairs of the office in a fair and impartial manner.						
2. Properly delivers service to customers by providing accurate information and maximizing access to municipal government in an efficient, timely, and courteous manner.						
3. Consistently delivers a high level of customer service to the public that is pleasant and positive with a willingness to go above and beyond.						
COMMENTS/SUGGESTIONS:						
MANAGEMENT OF STAFF		RATING				
		5	4	3	2	1
1. Manages staff effectively and ensures a high level of integrity and honesty in performance of work duties.						
2. Plans, organizes, and maintains appropriate training and development of staff to maximize performance and ensure compliance with appropriate laws, ordinances, policies, and procedures, etc.						
3. Periodically reviews and reorganizes staffing levels, staff duties, and/or staff responsibilities to take full advantage of the staff's competencies.						
4. Maintains professional interaction with employees at all levels of the organization.						
COMMENTS/SUGGESTIONS:						
RELATIONSHIP WITH CITY COUNCIL		RATING				
		5	4	3	2	1
1. Maintains effective communication, both verbal and written, with the City Council and provides information needed for City Council in a timely manner.						
2. Supports and executes the actions of the City Council using the City Charter and applicable laws and procedures as a guide.						
3. Maintains availability to City Council and communicates as a liaison between the City Council and the Clerk's Office.						
COMMENTS/SUGGESTIONS:						

LEADERSHIP & PROFESSIONALISM					RATING				
					5	4	3	2	1
1. Seeks and supports professional improvement through pertinent training, seminars, and conferences, etc. in order to maintain current knowledge of developments affecting the practice of local government and elections management.									
2. Explores and utilizes best practices in management and technology to ensure efficient and effective operations in execution of duties.									
3. Demonstrates a willingness to adapt and work cooperatively with others.									
4. Consistently makes service to the City a priority over personal interests.									
COMMENTS/SUGGESTIONS:									

OTHER COMMENTS THAT MAY BE RELEVANT TO THIS EVALUATION:

_____ Signature

_____ Date



REQUEST FOR LEGISLATION
December 9, 2025

For: Mayor and City Council

From:

Subject: Discussion regarding Parks and Events.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
December 9, 2025

For: Mayor and City Council

From:

Subject: TABLED Discussion Regarding scope of Third Party Investigation for September 23, 2025
Hearing to Review A Removal Action.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: December 9, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL: