

1. City Council Regular Meeting Agenda

Documents: [2-18-14 FINAL AGENDA.PDF](#)

2. City Council Regular Meeting Packet

Documents: [2-18-14 REVISED FINAL COUNCIL PACKET.PDF](#)



**CITY OF YPSILANTI
COUNCIL MEETING AGENDA
CITY COUNCIL CHAMBERS – ONE SOUTH HURON ST.
YPSILANTI, MI 48197
TUESDAY, FEBRUARY 18, 2014
7:00 P.M.**

I. CALL TO ORDER –

II. ROLL CALL –

Council Member Jefferson	P A	Council Member Robb	P A
Council Member Moeller	P A	Council Member Vogt	P A
Council Member Murdock	P A	Mayor Schreiber	P A
Mayor Pro-Tem Richardson	P A		

III. INVOCATION –

IV. PLEDGE OF ALLEGIANCE –

"I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

V. INTRODUCTIONS –

VI. AGENDA APPROVAL –

VII. PRESENTATIONS –

VIII. PUBLIC HEARING

Resolution approving issuance of a new Redevelopment Liquor License to Bona Sera Restaurant, located at 200 W. Michigan Ave., Ypsilanti, MI 48197.

- A. Resolution No. 2014-049, determination.
- B. Open public hearing.
- C. Resolution No. 2014-050, close public hearing.

IX. AUDIENCE PARTICIPATION –

X. REMARKS BY THE MAYOR –

XI. MINUTES –

Resolution No. 2014-051, approving the minutes of February 4, 2014.

XII. RESOLUTIONS/MOTIONS/DISCUSSIONS -

- 1. Resolution No. 2014-052, granting approval to the Boy Scout Troop 290 to control the Rice Street Parking Lot during the 2014 Color Run.

2. Resolution No. 2014-046, approving Special Events policy. (***Postponed 2/4/14***)
3. Resolution No. 2014-053, approving contract with Michigan Lighting Systems East for interior lighting upgrades to LED lighting in city facilities and parking lots.
4. Resolution No. 2014-054, approving renewal of Michigan Main Street Program contract.
5. Resolution No. 2014-055, approving the incorporation of speed humps into the Prospect Road Reconstruction project.

XIII. LIASON REPORTS –

- A. SEMCOG Update
- B. Washtenaw Area Transportation Study
- C. Washtenaw Metro Alliance
- D. Urban County
- E. Freight House

XIV. COUNCIL PROPOSED BUSINESS –

XV. COMMUNICATIONS FROM THE MAYOR –

XVI. COMMUNICATIONS FROM THE CITY MANAGER –

XVII. AUDIENCE PARTICIPATION -

XVIII. REMARKS FROM THE MAYOR -

XIX. ADJOURNMENT -

Resolution No. 2014-056, adjourning the City Council meeting.



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XIX. ADJOURNMENT -

Resolution No. 2014-056, adjourning the City Council meeting.



REQUEST FOR LEGISLATION
February 18, 2014

FROM: Frances M. McMullan, City Clerk

SUBJECT: Request from Bona Sera Café for a new Redevelopment Liquor License to be located at 200 W. Michigan Ave.

SUMMARY & BACKGROUND:

Bona Sera Café has applied to the City of Ypsilanti to obtain a new Redevelopment Liquor License to be located at 200 W. Michigan Avenue.

The location for the proposed license is within the Downtown Redevelopment Liquor License Area, which City Council created by resolution on July 15, 2008. The YDDA has reviewed the request, and on January 16, 2014 passed a resolution recommending City Council approve the Redevelopment Liquor License.

Approval of this request will allow the Michigan Liquor Control Commission (MLCC) to begin investigating the applicant who wishes to obtain a Redevelopment License, a non-transferable liquor license that requires the applicant to meet certain criteria, including a minimum amount of investment in the property in question.

ATTACHMENTS: Resolution
Resolution of approval from YDDA
Bona Sera application packet

COUNCIL AGENDA DATE: February 18, 2014

CITY MANAGER COMMENTS: _____

CITY MANAGER APPROVAL: _____

FINANCE DIRECTOR APPROVAL: _____



Resolution No. 2014 - 049
February 18, 2014

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, Bona Sera Café has applied to the City of Ypsilanti requesting a new Redevelopment Liquor License to be located at 200 W. Michigan Ave., Ypsilanti, MI 48197 in accordance with MCL 436.1531(A)(1)(b); and

WHEREAS, the proposed location of the license is within the Downtown Redevelopment Liquor License Area created by Resolution 2008-143 of the Ypsilanti City Council on July 15, 2008; and

WHEREAS, a public hearing to consider the request was duly noticed and held on February 18, 2014;

NOW, THEREFORE, BE IT RESOLVED THAT the request of Bona Sera Cafe for a Redevelopment Liquor License to be located at 200 W. Michigan Ave., Ypsilanti, MI 48197 be approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



Resolution No. 2014-050
February 18, 2014

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the public hearing to consider a new Redevelopment Liquor License for Bona Sera Café to be located at 200 W. Michigan Avenue, Ypsilanti, MI 48197 be **officially closed**.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Annette WeathersBona Sera Cafe
200 West Michigan
Ypsilanti, Michigan 48197
12/18/2013

City of Ypsilanti
Office of the City Clerk

To Whom it May Concern:

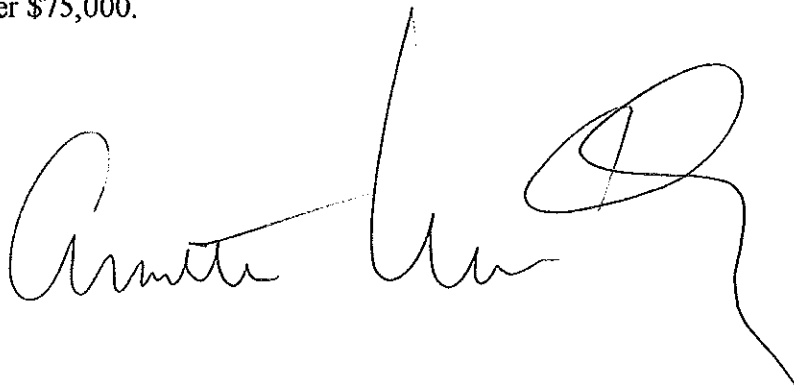
Enclosed you will find our application for a redevelopment liquor license. Bona Sera Café has been proud to be members of the Ypsilanti community since July 2012. As our business has evolved and our involvement in the community has expanded we recognize in order to continue growth in this community a liquor license is necessary. We believe that a redevelopment liquor license would assist us in maintaining and growing our business in the community.

Bona Sera Café agrees to not violate any laws of the State of Michigan or the ordinances of the city of Ypsilanti in conducting business where the liquor license will be used. We understand that a violation on the premises may be cause for the city objecting to the renewal of the license or requesting revocation of the license.

Bona Sera Café understands the City of Ypsilanti's ordinance prohibiting public nudity and that any violation of this ordinance on this premises will be cause for objecting to the renewal of the license, or for requesting revocation of the license.

We have enclosed documentation on investment to the property of 200 West Michigan. This documentation is provided in part by our landlords and owners of the property Maurer Management & Properties as well as by Bona Sera. Since 2012 together we have invested over \$75,000.

Sincerely,

A handwritten signature in black ink, appearing to read "Annette Weathers", followed by a large, stylized flourish or scribble.



City of Ypsilanti
Office of the City Clerk

APPLICATION FOR NEW
OR
TRANSFER LIQUOR LICENSE

Full Name: Annette Weathers Date of Birth: 8/8/1960
Home address: 1237 Lincolnshire Lane Apt.#
City/State/Zip code: Ann Arbor, MI 48103
Home phone: (734) 751-4458 Business Phone: (734) 340-6335
Email address (optional): bonaseraclub@gmail.com

NAMES OF ALL PARTNERS OF THE APPLICANT, IF ANY:

Francis Glorie Barbara Marcotte
Matthew Graff Michael Marcotte

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

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

Name and Address of Premise Owner: Maver Management
355 Summit St. Ypsilanti, MI 48197
Address City/State/Zip code

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

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

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

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

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

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

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

My signature acknowledges the following:

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

- o I affirm that at least \$75,000 was invested or will be invested in the property by 12/31/13, and that the liquor license may issue on or after that date.

Signature of Applicant: [Signature]

Signature of Applicant: _____

Signature of Applicant: _____

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

Signature of Current License Holder: N/A _____ Date _____

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

Date application submitted: _____ Staff's Initials: _____

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

For Department Approval:

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

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

The rental payable for usage of the Lower Level in connection with events for non-profit organizations shall be the above rental less \$25. In the event that Tenant receives a non-cancelable deposit for use of the Lower Level and the usage is cancelled, Tenant shall pay to Landlord an amount equal to 50% of such deposit retained by Tenant.

INITIAL
SECURITY
DEPOSIT:

\$0

UTILITIES:	(Provided and paid by)	Landlord	Tenant (Mark with an "X")
Gas			<u>X</u>
Electricity			<u>X</u>
Water/Sewer prorated			<u>X</u> (75/month charge)
Snow Removal			<u>X</u>

INSURANCE: Liability Limits (minimum): \$1,000,000.00 per occurrence;
\$2,000,000.00 annual aggregate combined single limit; \$100,000.00
property damage

CONTACT PERSON:

Landlord: Karen Maurer Telephone No. 734-487-7182

Tenant: _____ Telephone No. _____

USES: (Check all that apply) Industrial ☐ storage ☐ manufacturing ☐
office ☐ research ☒ other (define): restaurant

WITNESSES:

Landlord:
By:

Karen Maurer 3-29-13
Vice President
Maurer Mowbray

Tenant:
By:

Attachments:

1. General Terms and Conditions
2. Exhibit "A"
3. Addendums
 - ☒ Additional Improvements to Premises
 - ☐ Guarantor for Tenant
 - ☐ Special Provisions Addendum

Francis (Lorraine)

**OCCUPANCY
IS LIMITED TO:**

141

**BONNA SERRA
CAFÉ**



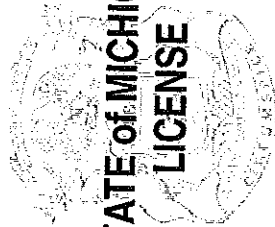
John Roe

FIRE MARSHAL

LICENSE NO.

SFE4781072707

EXPIRES: 4/30/2014



**STATE OF MICHIGAN
LICENSE**

ISSUED BY THE MICHIGAN DEPARTMENT OF
AGRICULTURE TO OPERATE A FOOD SERVICE
ESTABLISHMENT UNDER THE PROVISIONS OF
THE MICHIGAN FOOD LAW BEING ACT 92 OF
THE PUBLIC ACTS OF 2000.

200 WEST MICHIGAN AVE YPSILANTI 48198

IS GRANTED TO:

BAD WOMAN PRODUCTIONS

**BONA SERA CAFE
900 MINER STREET
ANN ARBOR, MI 48103**

THIS LICENSE IS NOT TRANSFERABLE
AS TO PERSON OR PLACE. NOTIFY
THE LOCAL HEALTH DEPARTMENT
PRIOR TO CHANGE OF OWNERSHIP.
{SECTION 4123}
RESTRICTIONS OR CONDITIONS:

DIRECT INQUIRIES TO:

WASHTENAW COUNTY HEALTH DEPT 4781

OPERATOR COPY

FAILURE TO POST IN A CONSPICUOUS PLACE IS A MISDEMEANOR SECTION [4119] FI-210 (1/2005)

Contact Information

Gas Leak or Gas Emergency 800.947.5000
 Customer Service or Power Outage 800.477.4747
 Hearing-Impaired TDD Line 800.888.6886 (Mon-Fri 8am-5pm)
 Web Site dteenergy.com

Summary of Charges

Account Number 7115 036 0001 9

Account Balance as of Nov 04, 2013	668.99
Payment Received Nov 18, 2013 Thank You!	- 668.99
Balance Prior to Current Charges	0.00
Current Charges	
For Service at 200 W Michigan Ave, Ypsilanti, MI	26.87
For Services at 200 W Michigan Ave, Ypsilanti, MI	722.32
Total Current Charges	749.19
Account Balance as of November 25, 2013	\$749.19

Your current charges are due on December 17, 2013. A 2% late payment charge will be applied if paid after the due date.

Important Information

On July 13, 2012, the MPSC issued an order in Case U-16877 approving the Revenue Decoupling Mechanism Surcharge / Credit (RDM Surch / Credit). This credit is effective for November 2013 bills.

On August 13, 2013, the MPSC issued an order in Case U-17238 approving the U-17238 Self Implementation Credit (U-17238 SI Credit). This surcharge is effective for November 2013 bills.



November 25, 2013

Costs for Renovation of 200 W. Michigan 1st floor and
Lower Level Commercial Space in years 2008-2013

Paid by Maurer Management & Properties Inc.

<i>Item</i>	<i>Cost</i>
New Front Façade door, glass	\$22,500
Tuck Pointing rear exterior	\$6,000
New Ceramic Tile	\$18,500
Tear out old grille, disposal	\$3,000
Furnace Repair	\$1,200
Roof Repair	\$2,000
Plaster Repair	\$1,500
Total	\$54,700

In regards to the 2013 tax bill for 200 West Michigan. On 9-12-2013 \$8241.60 was paid in taxes to the City of Ypsilanti. The SEV has been lowered per Doug Shaw of WCA assessing and will be adjusted at the December board of review. Once the adjustment has been made a tax bill will be mailed to me for the balance. If you have any questions, feel free to contact me at 734 487-7182.

Sincerely,

Karen Maurer
Maurer Management & Properties INC

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: EXECUTIVE DIRECTOR
SUBJECT: REDEVELOPMENT LIQUOR LICENSE APPLICATION – 200 W.
MICHIGAN AVE./BONA SERA
DATE: 1/17/2014
CC:

Bona Sera has turned in an application for a Redevelopment Liquor License (RLL) from the State of Michigan.

The review process as approved by the DDA states that when an application for an RLL is turned in to the City Clerk's office, that it be directed to the DDA to review. The DDA will review the application at the appropriate committee level and make a recommendation to the full DDA board. If the recommendation is to approve/support the application, the YDDA board will review and formally vote on. If this is approved by the full board, it will be directed to the City Clerk and appropriate departments to forward to City Council for their consideration when deliberating a request to the Liquor Control Commission (LCC).

Per the approved DDA policy I have reviewed the submitted materials and created a bullet point list of what was provided and what is still needed for full consideration of the request. The items italicized are the items we still need addressed.

1. Evidence that the applicant has the right to possess the premises.
 - a. The applicant has provided a copy of the signed lease.
2. The applicant must meet all the requirement of PA 501 which include that it is engaged in dining, entertainment, or recreation, is open to the general public not less than 10 hours a day, 5 days per week, and has a seating capacity of not less than 25 persons.
 - a. We have received proof of the seating capacity.
 - b. *We generally know to be true that the business is a restaurant that is open at least 10 hours a day, 5 days per week, but this is not explicitly stated in the application.*
3. For an existing business, the applicant must demonstrate how the issuance of a license would promote economic growth, the DDA should consider the following factors; by obtaining an RLL the applicant will maintain its occupancy of the existing space and will contribute to the mix of dining/drinking and entertainment establishments in the

Downtown.

- a. The applicant states that as the business continues to grow in the Downtown, an RLL will allow them to grow their business in the community.
4. The location is in compliance with the Zoning Ordinance.
 - a. The building is zoned B3 for which a restaurant is a by-right use.
5. Supply Certificate of Occupancy.
 - a. I have verified that the building does have a valid C or O with the Building Department.
6. Supply evidence that all taxes are current.
 - a. The applicant has provided a letter from the landlord stating that they went before the Washtenaw County Assessor and the SEV of the property has been lowered. They are still waiting on an adjusted bill from the county and will pay all 2013 taxes once received. I have verified that all previous years taxes are current on the property.
7. Supply a written statement that the applicant will not violate any laws of the State of Michigan or ordinances of the City of Ypsilanti.
 - a. This was provided in the cover letter
8. Supply a written statement that the applicant understands the City of Ypsilanti ordinance prohibiting public nudity.
 - a. This was provided in the cover letter.
9. Supply documentation that there has been an investment of at least \$75,000 for the rehabilitation or restoration of the building. This may include furniture, fixtures, and equipment.
 - a. The applicant provided a summary from the landlord that \$54,700 of restoration work has been done on the property between 2008-13.
 - b. The applicant provided cancelled checks for restoration and improvements to show the full investment of \$75,000 over the last five years. They have also provided a summary of the total investments made for the property by category/type of repairs and improvements.
10. Supply documentation that neither an on-premise escrowed license or quota license is readily available under a standard of economic feasibility, as applied to the specific circumstances of the applicant.

- a. The applicant provided a brief explanation of their research into purchasing a traditional Class C or Tavern license and the prohibitive costs of such existing licenses.
11. The applicant must acknowledge that the business will remain at the existing location while possessing the RLL and acknowledge the license is not transferable to another location.
- a. *This was not acknowledged in the application packet, however it was communicated by the applicant and they will provide the required acknowledgement.*

January 16, 2014
2014-1

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO RECOMMEND APPROVAL OF A REDEVELOPMENT LIQUOR
LICENSE REQUEST FOR 200 W. MICHIGAN AVENUE/BONA SERA**

The following preamble and resolution were offered by Member L. Greden and supported by Member A. Edmonds.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) approved a formal policy to review and recommend approval of applications for Redevelopment Liquor Licenses (RLL) in accordance with Public Act 501 of 2006 in December 2009 and amended the policy in January 2011; and

WHEREAS, Bona Sera has applied for an RLL through the City of Ypsilanti; and

WHEREAS, consistent with the YDDA's formal policy, the City of Ypsilanti has forwarded the RLL application to the YDDA for a formal recommendation of the request; and

WHEREAS, using the approved process the YDDA's Operations and Finance Committee has reviewed the application for an RLL for Bona Sera; and

WHEREAS, it is the belief of the Operations and Finance Committee that the approval of an RLL for Bona Sera will meet the following criteria; the proposed license has or will leverage significant investment at the proposed location that will likely improve the value and marketability of the property; the proposed business will increase the number of jobs available in the DDA; and the proposed use will add to the vibrancy and mix of types of businesses and support existing establishments by increasing the number of visitors to the DDA; and

WHEREAS, the Operations and Finance Committee has reviewed the application for an RLL and has found that the application to be complete and consistent with the guidelines for approval of the license; and

WHEREAS, the cost of an RLL from the State of Michigan is \$20,000, of which 55% or \$11,000 of the fee is returned to the City to support local law enforcement agencies;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA formally recommends that the Ypsilanti City Council approve the request for an RLL by Bona Sera pending all other City of Ypsilanti requirements for approval are met.
2. the YDDA request that City Council consider applying \$11,000 portion of the license fee returned to the City to offset the YDDA's portion of the Downtown Police Officer's salary match for the appropriate fiscal year.
3. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: J. Dauphine, A. Edmonds, L. French, A. Gainsley, L.Greden, K. Hill, R. Parker, R. Savvides, R. Smith, & M. Teachout

NAYS: none

YES: 10 NO: 0 ABSENT: 1 VOTE: affirmed



Resolution No. 2014 – 051
February 4, 2014

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the Minutes of February 4, 2014 be approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Draft

**CITY OF YPSILANTI
COUNCIL MEETING MINUTES
CITY COUNCIL CHAMBERS – ONE SOUTH HURON ST.
YPSILANTI, MI 48197
TUESDAY, FEBRUARY 4, 2014
7:00 p.m.**

I. CALL TO ORDER –

The meeting was called to order at 7:05 p.m.

II. ROLL CALL –

Council Member Jefferson	Present	Council Member Robb	Present
Council Member Moeller	Absent	Council Member Vogt	Present
Council Member Murdock	Present	Mayor Schreiber	Present
Mayor Pro-Tem Richardson	Present		

Mayor Pro-Tem Richardson moved, supported by Council Member Jefferson, to excuse the absences. On a voice vote, the motion carried.

III. INVOCATION –

The Mayor asked all to stand for a moment of silence.

IV. PLEDGE OF ALLEGIANCE –

"I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

V. INTRODUCTIONS –

Mayor Schreiber introduced City Clerk Frances McMullan, City Attorney John Barr, Assistant City Attorney Dan DuChene, Police Chief Tony DeGiusti, Assistant to the City Manager Ericka Savage, Ypsilanti Housing Commission Executive Director Zachary Fosler, as well as Vicki Vaughn and Ben Etheridge from Chesapeake Community Advisors.

VI. AGENDA APPROVAL –

Council Member Robb asked to move Resolution No. 2014-040 from the Consent Agenda. On a voice vote the motion carried and the item was removed and placed under Motions/Resolutions/Discussions.

VII. AUDIENCE PARTICIPATION –

None

VIII. REMARKS BY THE MAYOR –

None.

IX. MINUTES –

Resolution No. 2014-033, approving the minutes of January 21, 2014

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the Minutes of January 21, 2014 be approved.

OFFERED BY: Council Member Robb

SUPPORTED BY: Council Member Vogt

On a voice vote, the motion carried and the minutes were approved as submitted.

X. CONSENT AGENDA –

Resolution No. 2014-034

1. Resolution No. 2014-035, approving Ordinance No. 1209, an ordinance entitled, "An ordinance to enter into an option to purchase agreement with the New Parkridge LDHA Limited Partnership for the sale of all remaining city-owned low income housing projects. *(Second Reading)*

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That an ordinance entitled "An ordinance to enter into an option to purchase agreement with New Parkridge LDHA Limited Partnership for the sale of the city-owned Parkridge low income housing project (Parkridge)" be approved on Second and Final reading.

2. Resolution No. 2014-036, approving, Ordinance No. 1211, an ordinance entitled, "City of Ypsilanti Tax Exemption Ordinance – Parkridge". *(Second Reading)*

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That an ordinance entitled "City of Ypsilanti Tax Exemption Ordinance-Parkridge." be approved on Second and Final reading.

3. Resolution No. 2014-037, approving Ordinance No. 1213, an ordinance to amend Ypsilanti Code relative to litter and dumping. *(Second Reading)*

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That a ordinance entitled "AN ORDINANCE TO AMEND THE YPSILANTI CODE TO SECURE THE PUBLIC SAFETY, HEALTH, AND WELFARE OF THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF YPSILANTI BY PROVIDING FOR THE REGULATION OF LITTER AND UNAUTHORIZED USE OF RECEPTACLES BY ADDING DEFINITIONS AND PROVISIONS SIMILAR TO MCL 324.8901 ET SEQ. AND MAKING THOSE VIOLATIONS MUNICIPAL CIVIL INFRACTIONS, BY AMENDING CHAPTER 42

"ENVIRONMENT," ARTICLE II "NUISANCES," DIVISION 3 "LITTER," SECTION 42-66 "DEFINITIONS," SECTION 42-68 "BLIGHT VIOLATION" TO "BLIGHT VIOLATION UNLESS SPECIFIED AS A MUNICIPAL CIVIL INFRACTION," AND SECTION 42-72 "LITTER THROWN BY PERSONS IN VEHICLES" TO "LITTERING ON PUBLIC OR PRIVATE PROPERTY OR WATER AND UNAUTHORIZED USE OF RECEPTACLES PROHIBITED; REMOVAL OF INURIOUS SUBSTANCES DROPPED ON HIGHWAY AS A RESULT OF ACCIDENT;" AND BY DELETING SECTION 71-72 "SPECIFIC VIOLATIONS," SUBSECTION (3) "LITTERING" OF CHAPTER 71 "ADMINISTRATIVE HEARINGS BUREAU," ARTICLE III "VIOLATIONS;" AND BY DELETING SECTION 86-4 "UNAUTHORIZED USE OF RECEPTACLES" OF CHAPTER 86 "SOLID WASTE," ARTICLE I "IN GENERAL;" AND, FOR CONSISTENCY, TO AMEND VIOLATIONS OF CHAPTER 42 "ENVIRONMENT," ARTICLE II "NUISANCES," DIVISION 3 "LITTER," SECTIONS 42-72, 42-73, 42-76, 42-77, 42-78, 42-79, 42-80, AND 42-81 FROM BLIGHT VIOLATIONS TO MUNICIPAL CIVIL INFRACTIONS" be approved on Second and Final Reading.

4. Resolution No. 2014-038, approving Ordinance No. 1214, an ordinance to amend Chapter 70 "Municipal Civil Infractions" of the Ypsilanti City Code, Article II, "Municipal Ordinance Violations Bureau", Section 70-38, "Schedule of Civil Fines Established". ***(Second Reading)***

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That an ordinance entitled "AN ORDINANCE TO AMEND CHAPTER 70 "MUNICIPAL CIVIL INFRACTIONS" OF THE YPSILANTI CITY CODE, ARTICLE II "MUNICIPAL ORDINANCE VIOLATIONS BUREAU," SECTION 70-38 "SCHEDULE OF CIVIL FINES ESTABLISHED," SO THAT THE SCHEDULE OF CIVIL FINES IS SET BY CITY COUNCIL RESOLUTION" be approved on Second and Final Reading.

5. Resolution No. 2014-039, appointing Police Chief Tony DeGiusti as City representative on the Washtenaw County Emergency Telephone District Board (ETDB).

RESOLVED BY THE CITY COUNCIL OF THE CITY OF YPSILANTI:

THAT Police Chief Tony DeGiusti be appointed to serve as the City's representative for the Washtenaw County Emergency Telephone District Board (ETDB).

6. Resolution No. 2014-040, accepting SAFER grant. ***(Moved to Resolutions/Motions/Discussions)***
7. Resolution No. 2014-041, approving appointments to Boards and Commissions.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

<u>NAME</u>	<u>BOARD</u>	<u>TERM EXPIRATION</u>
Eric Seymour (open) 611 Pearl St. Apt. #5 Ypsilanti, MI 48197	Zoning Board of Appeals	5/1/2016
Anne Stevenson-Less (reappointment) 707 Collegewood Ypsilanti, MI 48197	Historic District Commission	1/31/2017
Michael Condon (reappointment) 313 Maple Ypsilanti, MI 48198	Historic District Commission	1/31/2017
Henry Prebys (reappointment) 301 N. Grove Ypsilanti, MI 48198	Historic District Commission	1/31/2017

8. Resolution No. 2014-042, recognizing "The Program" as a non-profit organization operating in the City of Ypsilanti for the purpose of charitable gaming.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, "The Program", a travel basketball team for boys ages 8-17, helps young boys and men develop their basketball skills, prepare them for college and assists with studying and college entrance exams; and

WHEREAS, "The Program" intends to apply to the State of Michigan for a Charitable Gaming License; and

WHEREAS, this license would permit "The Program" to hold fundraising events; and

WHEREAS, "The Program" has a 501(c)(3) tax exempt status and has been in existence since September 19, 2006.

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council recognizes "The Program" as a nonprofit organization

operating in the City of Ypsilanti for the purpose of obtaining a charitable gaming license.

OFFERED BY: Council Member Vogt

SUPPORTED BY: Council Member Jefferson

On a voice vote, the motion carried and the Consent Agenda was approved.

XI. RESOLUTIONS/MOTIONS/DISCUSSIONS –

1. Resolution No. 2014-043, approving Ordinance No. 1210, an ordinance entitled, "An ordinance to enter into an option to purchase agreement with the Strong Future LDHA Limited Partnership for the sale of all remaining city-owned low income housing projects (Scattered Site)". ***(Second Reading)***

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That an ordinance entitled "An ordinance to enter into an option to purchase agreement with the Strong Future LDHA Limited Partnership for the sale of all remaining city-owned low income housing projects (Scattered Site)" be approved on Second and Final reading.

OFFERED BY: Mayor Pro-Tem Richardson

SUPPORTED BY: Council Member Vogt

Housing Commission Executive Director Zachary Fosler stated the property transfer is for the Rental Assistance Demonstration (RAD) project converting the properties from public housing to Section 8, and also for applying for tax credits to the State in order to recapitalize the properties. The tax credit applications show that the Housing Commission has site control.

Council Member Robb asked about the future of the Housing Commission.

Mr. Fosler replied that the Housing Commission would still be successful with the revitalization of the properties, and they would go from being hands-on property management to being the owner of four tax credit properties. For staffing, he said there would be changes but said they'd have an Executive Director and additional staffing would depend on future endeavors of the Ypsilanti Housing Commission.

Mayor Schreiber stated the reason the Housing Commission is applying for the program is because the RAD program is a way of getting private investments intertwined with public housing, basically turning it into a project based Section 8. This would allow private funding to pay for the improvements. He stated that Ann Arbor Housing Commission has done this as well.

Mr. Fosler commented that the Ann Arbor Housing Commission has been providing a great deal of help in the process and has provided documents and other forms of support.

Council Member Robb asked Assistant City Attorney Duchene if the City is fourth in line to get paid.

Mr. Duchene responded that the City is first to get paid from the PILOT and fourth to get paid from the promissory note. He said if the City is fourth they get half of whatever is left from what Chesapeake has anticipated in the Waterfall Plan. He confirmed that he provided City Council with the Waterfall Charts.

Council Member Robb added that the default doesn't make any sense without the Waterfall plan.

Mr. Duchene stated that every year the Housing Commission is required to have an audit of each one of the different properties, and the cash flow is determined from the audit. He said if the payments aren't made on a common matter then the property is placed under default. He confirmed to Council Member Robb that as long as the Housing Commission receives the \$980,000 plus interest after the 30 years then they're okay, and that the only way for them to default is if they have money and don't pay the city within the 30 years.

Council Member Robb asked what happens if they decide to sell the property.

Mr. Duchene responded that the loan amount would be due on sale.

Mr. Barr stated the project helps how the Housing Commission is financed. He said instead of them setting up a budget they can use the money they receive from the project for ongoing repairs. He said that the \$980,000 purchase price was for them to leverage more money which will help the project work along with remodeling.

Mayor Schreiber asked for someone from Chesapeake to explain the \$980,000 promissory note in more basic terms.

Vicki Vaughn of Chesapeake Community Advisors, explained that there are two requirements for the promissory note to be utilized: acceptance in the RAD program and allocation of tax credits. Housing and Urban Development accepted their application into the RAD program so they are beginning that process and have the document necessary. The \$980,000 purchase price will be paid from cash flow and because they have the acquisition price it creates an acquisition basis which means the investor will pay \$240,000 more in equity to the project delivering additional tax credits. It raises enough money for rehabilitation that the properties need and provides an opportunity to share in the upside if the projects are successful.

Mayor Schreiber stated the Housing Commission doesn't earn much because public housing is underfunded by the federal government. The PILOT is just soft debt from cash flow.

Mayor Pro-Tem Richardson asked if the scattered sites would be rehabilitated or rebuilt.

Ms. Vaughn responded that the plan is to do a substantial renovation of all the units including new roofs, plumbing, electricity, windows, doors, flooring, kitchens, baths, etc.

Mayor Pro-Tem Richardson asked if any of the scattered sites would be enlarged.

Ms. Vaughn replied that the efficiency units at the Towner Apartments will be combined for enlargement. The 80 units at Parkridge will be replaced with 86 units because they're reducing the unit count by combining the efficiencies and creating a community space at each of the sites.

Mayor Schreiber stated that they won't be losing any housing just upgrading.

Council Member Robb asked if they were privatizing public housing.

Ms. Vaughn confirmed that public housing is being privatized.

Council Member Murdock asked if the new entity that will be the owner of the property can sell it.

Ms. Vaughn responded that a rule of the tax credit is that there can't be a change in ownership until after 15 years, and there are long term affordability restrictions also. She added that there is a 45 year requirement for Michigan State Housing Development Authority (MSHDA).

Council Member Murdock asked who has the right to sell the property.

Ms. Vaughn responded that the City has the right to approve the sale of any property that the Housing Commission owns. The investor will probably want to exit the partnership. For a nonprofit sponsor, there is a right of first refusal in which they can buyout the investor but the affordability restrictions stays. The project will be owned by the partnership. The General Partner or Manager of the Partnership is a subsidiary of the Housing Commission.

Mayor Pro-Tem Richardson asked if there was anything built into the agreement to guarantee the stability or upkeep of the property.

Ms. Vaughn responded that during the 15 year compliance period there will be oversight from the investor and from the lenders ensuring that the properties are maintained. The projects budget will have operating reserves to help cover any maintenance expenses. City Council must approve the sale of the property if the Housing Commission decided to do so.

Mayor Schreiber asked if the Housing Commission keeps the property, can they apply for more tax credits in 20 years.

Ms. Vaughn replied yes.

Mayor Schreiber asked if the \$980,000 would go with the new owner if the property was sold.

Ms. Vaughn responded that would be determined by City Council.

On a roll call, the vote to approve Resolution No. 2014-043 (Ordinance No. 1210) at Second Reading was as follows:

Council Member Moeller	Absent	Council Member Vogt	Yes
Council Member Murdock	Yes	Mayor Schreiber	Yes
Mayor Pro-Tem Richardson	Yes	Council Member Jefferson	Yes
Council Member Robb	No		

VOTE:

Yes: 5 No: 1 (Robb) Absent: 1 (Moeller) Vote: Carried

2. Resolution No. 2014-044, approving, Ordinance No. 1212, an ordinance entitled, "City of Ypsilanti Tax Exemption Ordinance – Scattered Site". ***(Second Reading)***

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That an ordinance entitled "City of Ypsilanti Tax Exemption Ordinance-Scattered Site." be approved on Second and Final Reading.

OFFERED BY: Council Member Jefferson

SUPPORTED BY: Council Member Vogt

Mr. Duchene explained the resolution as the PILOT ordinance for the properties at the scattered site project and said it will be the first payment in cash flow for the Waterfall Project.

On roll call, the vote to approve Resolution No. 2014-044 (Ordinance No. 1212) at Second Reading was as follows:

Council Member Murdock	Yes	Mayor Schreiber	Yes
Mayor Pro-Tem Richardson	Yes	Council Member Jefferson	Yes
Council Member Robb	No	Council Member Moeller	Absent
Council Member Vogt	Yes		

VOTE:

Yes: 5 No: 1 (Robb) Absent: 1 (Moeller) Vote: Carried

3. Resolution No. 2014-045, setting Municipal Civil Infraction fines.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the Ypsilanti City Council has passed Ordinance 1214 on Second Reading, which ordinance amends Chapter 70 of the Code of Ordinances, City of Ypsilanti, Michigan, entitled "Municipal Civil Infractions," Article II "Municipal Ordinance Violations Bureau," Section 70-38 "Schedule of civil fines established," authorizing the Ypsilanti City Council to establish a schedule of fines by resolution, and as amended from time to time, for Municipal Civil Infractions; and

Whereas, the Ypsilanti City Council desires to establish a schedule of civil fines for Municipal Civil Infractions which will become effective on the same date that Ordinance 1214 becomes effective;

NOW THEREFORE BE IT RESOLVED that the City of Ypsilanti hereby establishes the following schedule of civil fines for Municipal Civil Infractions to become effective on the same date that Ordinance 1214 becomes effective:

Code	Municipal Civil Infraction	First	First Repeat	Second or Subsequent Repeat

Section		Violation	Violation	Violation
<u>10-46</u>	Amusement arcade license - Section	\$ 50.00	\$150.00	\$300.00
<u>10-71</u>	Coin-operated amusement device license - Section	50.00	150.00	300.00
<u>10-136</u>	Billiard parlor or poolroom license - Section	50.00	150.00	300.00
<u>10-196</u>	Dancehall or cabaret license - Section	50.00	150.00	300.00
<u>10-223</u>	Entertainment booths - Division	50.00	150.00	300.00
<u>10-266</u>	Special event and festival permits - Division	50.00	150.00	300.00
<u>14-7</u>	Restrictions on keeping certain animals - Section	50.00	150.00	300.00
<u>14-8</u>	Restraint of animals - Section	50.00	150.00	300.00
<u>14-9</u>	Removal of animal waste - Section	50.00	150.00	300.00
<u>14-31</u>	Animal licenses - Article	50.00	150.00	300.00
<u>14-82</u>	Animal permits - Article	50.00	150.00	300.00
<u>22-32</u>	New business registration - Article	50.00	150.00	300.00

<u>22-61</u>	Bed and breakfast lodgings and inns - Article	50.00	150.00	300.00
22-116	Health Club License - Section	50.00	150.00	300.00
<u>26-48</u>	Noise or improper conduct in cemetery – Section	50.00	150.00	300.00
<u>26-49</u>	Entering and/or disturbing cemetery lot without consent - Section	50.00	150.00	300.00
<u>38-33</u>	Police alarm permit - Article	50.00	150.00	300.00
<u>38-34</u>	Fire alarm permit - Article	50.00	150.00	300.00
42-72(a)	Dumping and unauthorized use of receptacles where the amount of litter is less than 1 cubic foot in volume - Subsection	800.00	1,250.00	1,600.00
42-72(b)	Dumping and unauthorized use of receptacles where the amount of litter is 1 cubic foot or more but less than 3 cubic feet in volume – Subsection	1,500.00	2,250.00	3,000.00
42-72(c)	Dumping and unauthorized use of receptacles where the amount of litter is 3 cubic feet or more in volume - Subsection	2,500.00	3,750.00	5,000.00
42-72(d)	Where the litter consists of an abandoned vehicle - Subsection	1,500.00	2,250.00	3,000.00

42-72(e)	Failure of the person who removes a wrecked or damaged vehicle after an accident to remove from the road glass and injurious substances - Subsection	500.00	1,000.00	1,500.00
42-73	Truck loads causing litter - Section	50.00	150.00	300.00
42-76	Distribution of commercial and noncommercial handbills in public places - Section	50.00	150.00	300.00
42-77	Distribution of commercial and noncommercial handbills on vehicles - Section	50.00	150.00	300.00
42-78	Distribution of commercial and noncommercial handbills on vacant premises - Section	50.00	150.00	300.00
42-79	Distribution of commercial handbills on private premises where posted - Section	50.00	150.00	300.00
42-80	Distribution of commercial handbills in inhabited private premises - Section	50.00	150.00	300.00
42-81	Posting notices prohibited - Section	50.00	150.00	300.00
<u>42-98</u>	Noise – Division	50.00	150.00	300.00
54-43	Historic district regulations - Article	up to 5,000.00	up to 5,000.00	up to 5,000.00
<u>58-73</u>	Discrimination - Article	50.00	150.00	300.00

<u>66-1</u>	Failure to return overdue book to library - Section	50.00	150.00	300.00
<u>66-2</u>	Returning damaged items to library - Section	50.00	150.00	300.00
<u>78-122</u>	Permit for use of public building or structure – Section	50.00	150.00	300.00
94-239	Newsracks – Section	50.00	150.00	300.00
110-79	Manufactured Fertilizer - Article	50.00	150.00	300.00

OFFERED BY: Council Member Robb
SUPPORTED BY: Mayor Pro-Tem Richardson

Mr. Barr stated that the ordinance is to amend the previously approved fee schedule.

Council Member Robb asked to eliminate amusement arcade and coin-operated device licenses. He also asked about the dumpster corals and the fees associated with them.

Mr. Barr responded that there are similar dumpster laws at the state level, and that Ypsilanti Township has similar ones as well. He stated that if the fee is removed then the accompanying ordinance needs to be removed as well.

Council Member Robb asked about the abandoned vehicle fee.

Mr. Barr responded that Ypsilanti Township has a similar ordinance.

Council Member Robb asked what defines an abandoned vehicle.

Mr. Barr responded that it is clearly defined in the ordinance. An abandoned vehicle is determined by if the vehicle is presently and properly licensed, operational, has windows, etc. He said it is not if the car was left on the street for 48 hours. He added that an abandoned vehicle may be on private property in certain circumstances.

Council Member Murdock asked if abandoned vehicles would go through the Administrative Hearings Bureau (AHB).

Mr. Barr responded no and said they would go through court where fines are accessed by a judge.

Mayor Schreiber asked if the City has authority over the books and the fees associated.

Mr. Barr responded yes there is an ordinance and it falls within the city's jurisdiction. For example, he said that the Library Board has a policy on returning books and overdue payments and they can turn to the City Attorney for representation if they need to prosecute anyone.

Council Member Murdock commented that the Library Board can enforce their overdue fee schedule and can refuse to lend books to an individual if they have overdue books.

Mr. Barr stated that the library has no power to pass ordinances, misdemeanors, or civil infractions.

Mayor Pro-Tem Richardson asked about entertainment booths.

Mr. Barr responded that they were in arcades in a private room and recommended the fee stay on the schedule.

Mayor Pro-Tem Richardson asked about the distribution of commercial and non-commercial handbills.

Mr. Barr responded that there is an ordinance for handbills and this resolution sets a fee for the violation.

Mayor Pro-Tem Richardson asked how often people get fined for handbills.

Mr. Barr responded it is an enforcement issue and is based on complaints.

On a roll call, the vote to approve Resolution No. 2014-045 was as follows:

Mayor Pro-Tem Richardson	Yes	Council Member Jefferson	Yes
Council Member Robb	Yes	Council Member Moeller	Absent
Council Member Vogt	Yes	Council Member Murdock	Yes
Mayor Schreiber	Yes		

VOTE:

Yes: 6 No: 0 Absent: 0 Vote: Carried

4. Resolution No. 2014-046, approving Special Events policy.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, The City of Ypsilanti desires to become more efficient and streamline the Special Events application process; and

WHEREAS, City staff has created a Special Events Policy to combine all of the City's current policies, applications and fees related to special events; and

WHEREAS, a Special Events Application has also been created that combines all of the current special events permit applications.

NOW THEREFORE BE IT RESOLVED that the City of Ypsilanti hereby adopts a Special Events Policy that will govern the all requirements for special events, including, but not limited to the event details, classifications, required permits, insurance mandates, billing and estimate process.

BE IT FURTHER RESOLVED that the City of Ypsilanti Special Events Policy supersedes any previously approved permit applications or policies.

BE IT FURTHER RESOLVED that administrative changes to the Special Events policy may be incorporated by the City Manager, so long as the updated policy is filed with the City Clerk and posted on the city's website.

OFFERED BY: Council Member Vogt

SUPPORTED BY: Council Member Jefferson

Ericka Savage, Assistant to the City Manager, described the resolution as taking all the current event applications for Classes 1-4, gazebo, pavilion, and street closures and putting them into one policy and one application. She said there's also a process for citizens to have co-sponsorship from the city for special events and explained that the city may make donations and for-profit events will have to pay 100% of the costs.

There is a minimum permit fee of \$250 for political events. There is an online application where the policy is linked, \$25 application fee, a section describing if the city has two or more events on the same date. Annual and recurring events may be requested sooner and the date may be changed within the first six months without a penalty. There is a recurring event permit more convenient for City staff, and bringing in additional revenue. She explained that most events haven't been billed a rental fee for street barricades. The rental fee for a street barricade is \$15. She added that special event fees need to be enforced, and if permits are needed they should be pulled.

Council Member Murdock asked if those that are affected by this new policy will be notified of the changes in permit fees.

Ms. Savage responded stating that several meetings were held with the CVB and many who are affected and they are aware that there would be changes. She added that the fees are making things fair all around for everyone.

Mayor Schreiber suggested postponing the resolution until the next meeting to allow staff to develop a list of the events and the difference in their cost if this policy is applied. He stated that special event fees need to be published for every event.

Ms. Savage stated that park fees haven't changed, and that she would prefer if the resolution was not postponed because there are a lot of applications waiting. She said the only change is the addition of recurring events and said she is not opposed to removing it in order to move forward.

Council Member Murdock asked how many recurring events are there.

Ms. Savage responded the car shows and farmers market. She pointed out that barricades are left out to save on costs but they shouldn't be because they're used sometimes without the city knowing of the event.

Council Member Murdock commented that the city usually doesn't charge for recurring events and now they will so event sponsors need to know this.

Ms. Savage stated that large events aren't fully processed yet but the city will earn the security deposits under this new policy.

Mayor Schreiber stated there needs to be more public scrutiny and a comparison of the old fees to the new fees before final approval.

Ms. Savage responded that the information was sent to City Council in advance.

Mayor Schreiber stated the information wasn't available for public review.

Ms. Savage stated she will send a spreadsheet for the costs for all the events.

Mayor Pro-Tem Richardson moved, supported by Council Member Murdock to postpone Resolution No. 2014-046, approving the Special Events policy to the next meeting of February 18, 2014.

On a roll call, the vote to postpone Resolution No. 2014-046 was as follows:

Council Member Robb	Yes	Council Member Murdock	Yes
Council Member Vogt	Yes	Mayor Pro-Tem Richardson	Yes
Mayor Schreiber	Yes	Council Member Moeller	Absent
Council Member Jefferson	Yes		

VOTE:

Yes: 6 No: 0 Absent: 1 (Moeller) Vote: Carried (Resolution postponed)

5. Resolution No. 2014-040, accepting SAFER grant. **(Added)**

RESOLUTION TO APPROVE \$800,505 SAFER GRANT

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI: that the SAFER grant EMW-2013-FH-0091, in amount of \$800,505 is accepted by the City and the Fire Chief is authorized to take all action to accept and implement the grant.

OFFERED BY: Council Member Vogt

SUPPORTED BY: Council Member Jefferson

Council Member Robb stated he requested the resolution be removed from the consent agenda because it was good news and he would like to give the news a good article. He asked Mr. Lange if health care and benefits are covered under the grant as well.

Mr. Lange confirmed that salaries, health care, and benefits would be covered under the SAFER grant. He stated that each new employee would allow \$80,000 per person, for five people, for two years.

Mr. Lange further explained that the starting firefighter will earn \$35,000 and the pension benefit is \$28,000 per person. The Fire Chief has the suppression requirement at 18 instead of 19. The Fire Department has 14 firefighters with one on administrative leave. Due to the age cohort in the Fire Department, three people are scheduled to leave in the drop program within the next few years.

Council Member Murdock asked if the city needs to maintain 18 plus one employees in the Fire Department for two years of the grant.

Mr. Lange confirmed and stated that after two years the city can layoff or downsize to what the city can afford.

On a roll call, the vote to approve Resolution No. 2014-040 was as follows:

Council Member Vogt	Yes	Council Member Murdock	Yes
Mayor Schreiber	Yes	Mayor Pro-Tem Richardson	Yes
Council Member Jefferson	Yes	Council Member Robb	Yes
Council Member Moeller	Absent		

VOTE:

Yes: 6 No: 0 Absent: 1 (Moeller) Vote: Carried

XII. LIASON REPORTS –

- A. SEMCOG Update - None
- B. Washtenaw Area Transportation Study - None
- C. Washtenaw Metro Alliance - None
- D. Urban County - None
- E. Freight House - None

XIII. COUNCIL PROPOSED BUSINESS –

Mayor Pro-Richardson

- Ms. Richardson mentioned that there was no snow removal on the sidewalks on Prospect Rd. near the CITGO gas station.
- She also mentioned that there was thick ice leading to the door at the Towne Center on Michigan Avenue and said it is dangerous for the senior citizens.

Council Member Murdock

- Mr. Murdock thanked Mr. Lange and DPS for their work on the snow removal during the weather conditions.
- Commented that several properties haven't been shoveled and asked about enforcement.

Mr. Lange stated he has a report from Ms. Gillotti regarding snow removal.

- Mr. Murdock commented on establishing a \$10.10 minimum wage for city contractors, similar to what President Obama is doing with federal contractors, and mentioned that other communities have begun adopting the policy.
- He asked for more information on a job posting that only pays \$9.00 per hour.

Mr. Lange mentioned he is checking into it, and Mayor Pro-Tem Richardson supported raising the minimum wage for city contractors.

Council Member Jefferson

- Mr. Jefferson reported that he is still receiving complaints on the Michigan Avenue (Road Diet).

XIV. COMMUNICATIONS FROM THE MAYOR –

- Mayor Schreiber appreciated the approval of the Boards & Commission nominations
- He recommended that the City consider being a sponsor for the Heritage Festival.

XV. COMMUNICATIONS FROM THE CITY MANAGER –

City Manager Mr. Lange:

- Reported he is working on the arrangements for trip on Thursday to Indiana.
- Stated he has helped shovel the sidewalks and reported that city staff has placed a lot of salt on the sidewalks but it hasn't worked due to the extreme temperatures.
- Reported that three people from the DPS will be returning to Westland, their former employer.
- Read a report from Ms. Gillotti regarding snow removal on the sidewalks.

Mayor Schreiber mentioned that the snow plows have been going a lot slower and the residents appreciate it a lot because there is not as much snow in front of their driveways.

Mr. Lange added that DPS has been using underbody's instead of the front plows which helps tremendously.

- Reported that the EVIP report was completed and submitted and the recent collaboration between EMU Police, Washtenaw County Sheriff's Department, and Ypsilanti Police was highlighted.
- Reported that 684 streetlights are in conversion and a detailed inventory is being conducted.

Mayor Schreiber asked about the shields to cover the lights on some of the corners in the city.

Mr. Lange said he will look into shields to help protect residents from the beaming lights.

Council Member Jefferson asked if the city buildings still need lighting conversion.

Mr. Lange responded yes and said it will be done soon. He said DPS Director Stan Kirton is finalizing the project and has a quote of \$50,000.

- Reported that he received two official complaints regarding the Michigan Avenue road diet. He stated that nothing can be done with the stripping until early spring but City Council will have to decide whether to keep it or not.

Council Member Jefferson requested a copy of the WATS study.

- Mentioned that traditionally the City Manager has had a public evaluation so he will do so as well on February 11 at 7:00 p.m.

Mayor Pro-Tem Richardson suggested the evaluation be conducted in a special session meeting.

Council Member Robb added that the next meeting could be very long.

Council Member Vogt added that he'd rather see the evaluation separate rather than piled onto a heavy agenda.

- Mr. Lange took a poll on who was going to Indiana to see the housing development project.

XVI. AUDIENCE PARTICIPATION -

XVII. REMARKS FROM THE MAYOR -

Mayor Schreiber thanked everyone for coming to the meeting.

XVIII. CLOSED SESSION –

Closed Session to discuss pending litigation. (OMA 15.268, Sections 8(e).

On a roll call, the vote to adjourn to Closed Session was as follows:

Mayor Schreiber	Yes	Mayor Pro-Tem Richardson	Yes
Council Member Jefferson	Yes	Council Member Robb	Yes
Council Member Moeller	Absent	Council Member Vogt	Yes
Council Member Murdock	Yes		

VOTE:

Yes: 6 No: 0 Absent: 1 (Moeller) Vote: Carried

XIX. ADJOURNMENT –

Resolution No. 2014-047, adjourning the City Council meeting

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the City Council Meeting be adjourned, on call, by the Mayor or two (2) members of Council.

OFFERED BY: Council Member Jefferson

SUPPORTED BY: Council Member Vogt

On a voice vote the motion carried and the meeting adjourned at 9:03 p.m.



To: Mayor Schreiber & City Council
From: Ericka Savage, Assistant to the City Manager
Date: February 11, 2014
RE: Request from Boy Scouts to Control Rice Street Parking Lot during the Color Run

Office of the City Manager

REQUEST FOR LEGISLATION SUMMARY/BACKGROUND

Boy Scout Troop 290, chartered by Emmanuel Lutheran Church, 201 North River Street, has been in existence in the city for over 40 years. The Troop has an active program for and presently provides a scouting program for over 30 local boys.

The Troop has been active in the community and has helped out at the Heritage Festival, ushered at the Community Choir concerts and performed numerous community service projects, including a recent Eagle project to renovate the tennis courts at Candy Cane Park, providing a benefit to the city estimated to be worth upwards of \$8,000 in materials and labor.

The Troop has requested permission to control the Rice Street Parking lot during the Color Run as a money making project. The funds will be used for the Troop to advance the Scouting program for the Scouts.

ATTACHMENTS: Resolution

RECOMMENDED ACTION: Approval

DATE RECEIVED: _____ AGENDA ITEM NO. _____

CITY MANAGER COMMENTS:

FOR AGENDA OF: _____ FINANCE DIR. APPROVAL _____

COUNCIL ACTION TAKEN:



Resolution No. 2014 –052
February 18, 2014

Resolution to License Rice Street Parking Lot
For Boy Scout Troop 290 during 2014 Color Run

IT IS RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that:

WHEREAS, the City of Ypsilanti desires to support recreation, exercise and community groups within the city, and

WHEREAS, the 2014 Color Run will bring thousands of people to the city needing parking spaces, and

WHEREAS, Boy Scout Troop 290, chartered by Emmanuel Lutheran Church of Ypsilanti has been in existence in the city for over 40 years and has demonstrated experience in controlling and running parking lots during events within the city, increasing the orderly parking of autos, lessening confusion and reducing the need for city services, and

WHEREAS, Boy Scout Troop 290 has offered and requested permission to control the Rice Street Parking Lot during the 2014 Color Run.

NOW THEREFORE BE IT RESOLVED, that license is granted to Boy Scout Troop 290 to control the Rice Street Parking lot during the 2014 Color Run, with a regular license fee of \$250 payable to the city.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Frances McMullan

From: Eric Maes [emaes@provide.net]
Sent: Monday, February 03, 2014 10:13 PM
To: Frances McMullan; Ralph Lange; Paul Schreiber
Cc: joecap@escotiaworks.com; jmbarr@barrlawfirm.com; mjb_120022535@hotmail.com
Subject: 2014 Color Run Event

Good evening, Mayor Schreiber, City Manager Lange and City Clerk McMullan, this is Eric Maes from BSA Troop 290.

Troop 290 would like to request the use of the Rice St. Lot to park cars on June 21st for the 2014 Ypsilanti Color Run as a Troop fundraiser.

As you each know, Troop 290 has a successful proven track record of parking cars in not only the Rice St. lot, but other lots around town during City festivals. Troop 290 also assures the City that the lot will be properly monitored and "controlled" during event times. Over the past years of parking, YPD has been very supportive of our efforts and will likely once again welcome our uniformed presence during the event.

Additionally, similarly in events past, Troop 290 is aware of the \$250 per day fee for using a city parking lot as a fundraiser. This is no problem. In addition to helping fund our Scouting camping and training events for the boys, we plan to "tithe" at least 10% of our net profits back to either the Color Run organization itself, directly to Breast Cancer Research or youth recreation in the City. Our Troop committee can discuss this with your office to help determine what the best place is.

With all this in mind, we are interested in knowing what we would need to do to secure the Rice Street lot for our fundraising event and submit a formal request.

Please let me know what I will need to do to begin the process to secure the lot.

Thank you and I look forward to your reply.

Yours in Scouting – Eric Maes

CC: Joe Capuano – Troop 290 Scoutmaster
John Barr – Troop 290 Committee Chairperson
Marlene Barr – Troop 290 Treasurer

Eric D. Maes
734-395-4511
emaes@provide.net



To: Mayor Schreiber & City Council
From: Ericka Savage, Assistant to the City Manager
Date: January 29, 2014
RE: **Special Events Policy**

Office of the City Manager

REQUEST FOR LEGISLATION SUMMARY/BACKGROUND

In an attempt to become more efficient and streamline the Special Events application process, City staff has created a Special Events Policy to combine all of the current policies:

- Class 1 & 2 permit application
- Class 3 & 4 permit application
- Street Closure permit application
- Gazebo permit application
- Pavilion permit application

The fees and requirements contained in the above applications are now contained in one comprehensive Special Events Policy. *The vast majority of the new Policy is the same provisions listed in current applications, but in instances where it is a newly created or amended policy, the text has been highlighted in yellow.*

Additionally, for your information, City staff has streamlined a component of the Special Events process by creating an online application form that may be submitted through the website. The application is now available on the website and contains the current application requirements. Once the Special Events Policy is adopted, references to the Policy will be incorporated into the application.

ATTACHMENTS: Special Events Policy, Resolution

RECOMMENDED ACTION: Approval

DATE RECEIVED: _____ AGENDA ITEM NO. _____

CITY MANAGER COMMENTS:

FOR AGENDA OF: _____ FINANCE DIR. APPROVAL _____

COUNCIL ACTION TAKEN:



City of Ypsilanti Special Events Policy

Applicant,

Thank you for your interest in selecting the City of Ypsilanti to organize your Special Event! Please read this Special Events Policy carefully, as it will help you determine the classification, permit and fee requirements for your event.

By submitting a Special Event Application, you and/or your organization agree to the following:

- The terms outlined in the Special Events Policy
- To comply with all other ordinances, laws and City requirements that may apply to Special Events
- That a fee will be billed for ALL Special Events

Thank you!

Section 1- Overview

This policy statement on Special Events covers all Special Events, including the commercial filming of locations and events in the City of Ypsilanti ("City"). Any individual or organization wishing to sponsor or hold a Special Event in the City will be required to complete a [City of Ypsilanti Special Events Application](#). Any Special Event within the City that will be conducted on the streets, parks or other public areas is required to be approved by City Administration.

1.1 Organizing Special Events

The City of Ypsilanti Special Events season is May 1 through October 31. If you are planning an event that falls outside these dates, please contact the Special Events Coordinator prior to filling out any application materials. Limited exceptions may be made on a case by case basis.

Note: City Code Section 10-288(c) prohibits the following within the event area: dogs (except service dogs), horses, farm animals, uncaged domestic animals, snakes, exotic animals, bicycles, skateboards, roller-skates, rollerblades, and glass containers.

1.2 Special Events Coordinator

The Special Events Coordinator is the primary contact for all planning and organizing of Special Events in the City of Ypsilanti. The Special Events Coordinator will facilitate inter-departmental communications, permits, planning meetings and all other necessary activities to execute your event.

Special Events Coordinator: Amanda Holsinger
(734) 482-9825
aholsinger@cityofypsilanti.com

1.3 City Services Related to Special Events- The City will provide support to Special Events on the following basis:

- a. **City Supported Events:** The City may operate its own Special Events and may contract with one or more organizations to perform Special Event services.

FY 2013-2014 City Supported Events

-  Memorial Day Parade
-  4 of July Parade
-  Neighborhood Association/Block Parties
-  DAY/Halloween Event
-  Ypsi Pride

- b. **Co-Sponsored events:** The City may jointly sponsor certain events with other organizations when City Council determines that the event is of general interest to the public and advances the City's public image. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the Special Events Policy, and must reimburse the City for any costs in excess of the support level authorized by the budget appropriation.

- c. **Other Non-Profit Events:** The City may, in its discretion, contribute the park rental fee to assist other Special Events operated by non-profit organizations with good cause shown or hardship (See

City Code Section 10-270). For the purposes of this policy, good cause or hardship may be demonstrated by startup organizations, charitable events, or any other reasonable cause for lacking in operating capital.

Park fee contributions must be approved by City Council no less than 30 days prior the event. City Council may, in its discretion, waive park rental on a per day basis, up to three (3) days. City Council may also impose conditions and/or require repayment terms after completion of the event. These events must meet the all requirements of the Special Event Policy, and must reimburse the City for any City costs in excess of this support level. Non-Profit Organizations must submit a current IRS 501 C3 Statement.

- d. **For-Profit Events:** The City will allow Special Events operated by for-profit sponsors so long as they are beneficial to the City and the public. For-Profit events must pay 100% of all City costs related to the event and a 15% administrative fee. These events must meet all other requirements of the Special Event Policy, and must reimburse the City for any City costs in addition to the payment of the established rent.
 - o **Films:** For [instructions and regulations for obtaining a film permit in the City of Ypsilanti](#), please visit the [City's website](#).
- e. **Political or Ballot Issue Events:** The City will allow Political or Ballot Issue events providing that the political party, candidate or political organization pay 100% of all costs, including a minimum rental/usage/facility fee of \$250.00 per day.

1.4 Insurance

Special Events and/or facility rentals have prerequisite insurance requirements that are listed, where applicable, in this policy. Please submit only the Certificate of Liability/Property Damage insurance page of the policy with your application. **TIP:** Prior to purchasing a new insurance policy, check with your insurance carriers (business, organization, auto, renters, home owners, etc.) to see if they will extend your coverage to the special event.

Section 2- Special Event Application

Applications to conduct a Special Event must be made in writing to the Special Events Coordinator. Applications are available online or the City Clerk's Office.

2.1 Event Applicant/Organizer

The Event Applicant/Organizer must be the chief officer or a representative who has been authorized by the organization to complete the special event application. The contact person(s) listed on the event application must be the primary contact for all event planning meetings as well as follow up communications, as needed. Persons listed on the application must also be authorized to amend the event plan and approve expenditures on behalf of the event sponsor(s).

2.2 Event Details

Event Details must be as comprehensive as possible at the time the application is submitted. The Special Events Coordinator will process the application and formulate a billing estimate for the event

based on the application materials that are submitted. The more accurate the Event Details, the more accurate the billing estimate will be.

2.3 Annual and Recurring Events

Annual Events

For annual events, the Applicant may reserve a date for the following year. Although not required, preference will be given to Applicants who reserve the following year's event date at the time of completing the application. The proposed date may be amended once within 6 months.

Recurring Events

If an event will run recurrently, the City may issue one permit per month so long as the event will run for 30 days or longer (for weekly events), 60 days or longer (for biweekly events), or 90 days or longer (for monthly events). The Applicant must specify on the application that the event is recurring in order to qualify to receive one permit per month in accordance with the fee schedule permit fee. This section does not apply to Special Events that occur on consecutive days.

2.4 Application Deadlines

Application deadlines have been incorporated into this policy, where applicable. Late or incomplete applications will not be processed.

2.5 Application Fees

For all Special Events, applicants are required to complete a [Special Events Application](#). The application fee is \$25, which includes processing the application form, reserving the date and time of the event, preparing an estimate of costs and fees, and if necessary, a pre-event planning meeting. Additionally, all permit applications have a fee. Application fees are non-refundable, but in some instances may be applied to the final billing statement.

2.6 Security Deposit

A cash deposit, performance bond or other security acceptable to the City will be required in an amount equal to an estimate by the City to be billed for City Fees. The amount of the security deposit depends on the event classification. Security deposits are refundable and may be applied to the final billing statement for the event. Arrangements for the deposit, or other acceptable security, are to be made by event organizers not less than fourteen (14) working days before the start of the event.

Note: fees listed are only estimates; actual fees may be higher or lower.

(<http://www.cityofypsilanti.com/EventsRecreation/EventPermits>)

2.7 City Approval of Special Events

Upon receipt of all mandatory application materials, permit fees, and the security deposit, written approval will be forwarded to the individual or organization requesting the event by the Special Events Coordinator. The Special Events Coordinator will also provide an Estimate of City Fees and any special

conditions that must be met. A sample approval letter is included as Attachment A to this policy. A sample Estimate of City Fees is included as Attachment B to this policy.

Two or More Applications for the Same Event Date- In the instance that two or more completed Special Event Applications are received for the same date and time, and prior to the final approval of either event, the date and time that each application was received by the City will determine the order of preference. For the purposes of this policy, an event has received final approval once an Approval Letter has been issued (Attachment A). Once the event is approved, it shall be the policy of the City to not award further permits for the same date, time and general location.

2.8 Pre-event Planning Meeting

The Special Events Coordinator will determine whether the event requires a Pre-Event Planning Meeting. If required, the fees for the meeting are included in the application fee. It is mandatory for the event organizer(s) to attend the Pre-Event Planning Meeting with City staff in order to gather all information and determine the need for services and cost estimates. If additional planning meetings are required or requested, the applicant will be billed for staff costs to attend.

Section 3- Special Event Classifications

Review this section to determine the proper classification and permit requirements for your Special Event. Rental fees, city services and equipment are billed separately from the event classification permits.

3.1 Class 1 Events – (Low Hazard) involves no physical activity by participants and no severe exposure to spectators; Class 1 events are not open to the public. Examples of events in this category include, but are not limited to: meetings, seminars, social gatherings, block parties, family reunions, and weddings.

Application deadline:	15 days prior to event
Non-Refundable application fee:	\$25
Permit fee:	\$55
Security Deposit:	\$100

Application deadline with Street Closure	30 days prior to event
Security Deposit with Street Closure:	\$100 + \$500 + per permit, fee per street, per day

Class 1 Insurance Requirements

Insurance will be required for all Class 1 Events in the amount of \$250,000 per occurrence, naming the City of Ypsilanti as additionally insured **if any of the following instances are planned:**

- Planned/Organized athletic event.
- Any commercial service being provided, including but not limited to:
 - Setting up of tents/canopies, such as family reunions, weddings, etc.
 - A hired act – magician, animal rides, band, etc.
 - A hired service, such as caterers, portable toilets, moonwalks, rides, etc.
- Property Damage insurance may be required up to \$5,000

3.2 Class 2 Events – (Moderate Hazard) involves limited physical activity by participants and no severe exposure to spectators; Class 2 events are open to the public. Events in this category include, but are

not limited to: amateur team sports, dances, animal shows, political rallies, flea markets, farm markets, picnics, and parades with no floats.

Application deadline:	30 days prior to event
Non-Refundable application fee:	\$25
Permit fee:	\$65
Security Deposit:	\$500
Security Deposit with Street Closure:	\$500 + \$500 + permit fee, per street, per day

Class 2 Insurance requirements

Insurance will be required for all Class 2 Events in the amount of \$250,000 per occurrence, naming the City of Ypsilanti as additionally insured. **Property Damage insurance may be required up to \$5,000.**

- 3.3 Class 3 Events** – (High Hazard) involves major participation by participants and/or moderate exposure to spectators; also involves sale of tickets or donations. Events in this category include, but are not limited to: parades with floats, marathons or races, car shows, circus/carnivals/festivals, and semi-pro team sporting events.

Application deadline:	150 days prior to event
Non-refundable application fee:	\$25
Permit fee:	\$200/day
Capital Park Improvement Fee:	\$250/day
Security Deposit:	\$1000
Security Deposit with Street Closure:	\$1000 + \$500 + permit fee, per street, per day

- **Class 3a-** A Class 3 event involving the distribution or sale of alcohol.
Permit fee: \$300/day
Capital Park Improvement fee: \$1000/day
Security deposit: \$2000
Security Deposit with Street Closure: \$3000 + \$500 + permit fee, per street, per day

Class 3 Insurance requirements

Insurance will be required for all Class 3 Events in the amount of \$1,000,000 per occurrence, naming the City of Ypsilanti as additionally insured. **Property Damage insurance may be required up to \$15,000.**

- 3.4 Class 4 Events** – (Severe Hazard/High Volume) involves severe exposure to spectators and /or participants. Examples of events in this category include, but are not limited to: rock concerts, fireworks displays, ice carving events, professional or collegiate sporting events, and events involving 10,000 or more participants within a day.

Application deadline:	150 days prior to event
Non-refundable application fee:	\$25
Permit Fee:	\$400/day
Capital Park Improvement fee:	\$1000/day
Security Deposit:	\$5000
Security Deposit with Street Closure:	\$5000 + \$500 + permit fees

- **Class 4a-** A Class 4 event involving the distribution or sale of alcohol.
Permit fee: \$500/day

Capital Park Improvement fee:	\$1000/day
Security deposit:	\$6000
Security Deposit with Street Closure:	\$6000 + \$500 + permit fees

Class 4 Insurance requirements

Insurance will be required for all Class 4 Events in the amount of \$1,000,000 per occurrence, naming the City of Ypsilanti as additionally insured. **Property Damage insurance may be required up to \$20,000**

3.5 Food Permit

If any food will be prepared, distributed, or sold at the event, each vendor must apply for and receive a permit from the [Washtenaw County Environmental Health Department](#), 705 Zeeb Rd, PO Box 8645, Ann Arbor, or (734) 222-3800. You must attach a copy of food vendor permits and include vendor locations in the Event Plan/Map where food vendors will be placed.

3.6 Alcohol

Alcohol is strictly prohibited in any City Street and/or any Public Property pursuant to City Code Section 6-4 (a) without a license. A special license to sell alcohol at your event may be obtained through this application process; however applicants are required to apply with the [Michigan Liquor Control Commission](#). If the sales are on a street (trunklines), the State of Michigan requires proof that the sale has been approved by the City.

You must attach a copy of a Liquor Control Permit, Event Plan/Map indicating where alcohol sales will take place (See Section 4.1), and proof of liquor liability insurance in the amount of \$1,000,000, naming the City of Ypsilanti as additionally insured is required. [Certificate of Liability Insurance](#). All documentation must be finalized and submitted within fourteen (14) days of the event.

[Note:] The City requires that all event staff handling alcoholic beverages receive appropriate training. The event plan must include how event staff will be trained, who will perform the training and how persons of legal drinking age will be identified.

[Note:] The City requires that all events handling alcoholic beverages pay an alcohol security deposit and per day Capital Park Improvement fee (See Sections 3.3 and 3.4)

3.7 Street Closure Permit

A Street Closure Permit is required for any street closure/blockading within the city limits of Ypsilanti. A Street Closure Permit shall not be issued until the application has been reviewed and approved by the City Manager's designee according to City Code Section 10-268.

Street Closure Permit Deadlines:

- Application, 30 days prior to event date;
- Street closure map (See Section 4.1), 30 days prior to event date
- ***If you are closing a state trunkline***, applications are due 45 days prior to the event date because both the city and state are required to approve the permit.

Street Closure Permit Fees:

- Each major street: \$160/day
- Each local street: \$100/day
- \$500 security deposit

[Street Closure Permit Application](#)

Street Closure Insurance requirements

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

3.8 Noise Permit

Event coordinators are responsible for monitoring noise levels and ensuring compliance with the stated noise policy for events.

1. Permissible Noise Levels – Maximum decibel levels shall not exceed 80 dB (A) from the hours of 10 am thru 10 pm. Maximum decibel levels shall not exceed 75 dB (A) from the hours of 10 pm thru 10 am. These measurements shall be taken from the Right Of Way along the perimeters of the parks. Events in violation will be given (1) warning to correct violations. If a second violation occurs, then the event will be shut down. Event holders are responsible for any cost incurred to the YPD in this respect.
2. No obscene language or racial epithets shall be allowed during stage productions.
3. The Ypsilanti Police Department reserves the right to cancel any production for any violation of item (1) or (2). No refunds shall be given and additional costs may be deducted from the security deposit.

[Noise Permit Application](#)

3.9 Right of Way (ROW) Permit

A ROW permit is required for each location that a Special Event will use public ROWs (e.g., sidewalks, public alleys).

[ROW Permit Application](#)

Section 4- Other Event Requirements

4.1 Event Map

Event maps are required for events serving alcohol, using streets and/or sidewalks (walk, run, etc), and/or the event will use multiple locations. Please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots requested to be blocked off. Event maps must be submitted within 30 days of the event.

- **Traffic Control Plan & Street Closures-** Event maps must include a traffic control plan for the event that includes the placement of signs, barricades, etc. In addition, major and local street closures must be specified in the plan. In the event the applicant has not prepared a traffic control plan, the City will prepare one and charge an administrative fee that will be added to the final billing (see fee schedule).
- **Vendors-** Event maps must include a detailed description of where all approved vendors will be placed, including licensed alcohol and/or food vendors.
- **Parking-** Event maps must include a detailed description of the parking available in the area surrounding the event, and how attendees will be directed to parking (signage is recommended).

Public Lots: the City does not permit private parties to rent parking spaces in public lots without prior authorization (see City Code Section 22-176). Parking spaces in designated lots can be rented/reserved by event organizers on a per-day basis (see fee schedule).

Capped meters: Applicants requesting capped meters or unlimited parking for an event must specify in the Special Events Application why unlimited parking is being requested, and note the locations on the event map.

Private Lots: written authorization from the property owner(s) is required and must be attached if using school, church, or private parking lots.

- **Temporary Apparatus-** Event maps must list and include the placement of all apparatus to be used for the special event (e.g., staging, fencing, bleachers, benches, tents, etc...).
- **Restrooms-** If the event requires restroom facilities, the Event Map must include the placement of all portable restrooms and how many will be supplied for the event. **Note:** City parks do not have restroom facilities.
- **Trash Receptacles & Disposal Plan-** If event organizers will be providing trash receptacles, the Event Plan must include the number of receptacles and trash disposal plan for the event. Penalties will be assessed for the event site not being restored to its original condition (See Section 4.9).

4.2 Event Signs

The Special Event Application shall include a description of the advertising signs that are proposed to be used for the event. The use of signs shall conform to the description contained in the application, or as modified by the City. Event signs erected prior to the first day of the event shall be approved by the City and may be subject to restrictions or a permit. The City ordinances do not allow posting of flyers on any poles (utility or otherwise) within the City limits, nor does it allow posting of signs in any public right of way (space between street and sidewalk) without express permission.

[Sign Permit Application](#)

4.3 Security

Security requirements vary widely, depending on the hazard level for the event. The Ypsilanti Police Department has the authority to recommend the level of security deemed necessary. For example, the Police Department may require private bonded security for select events. The City will also assign

police officers, as necessary, and charge the permit holder for these services. The need for private security and/or police officers should be determined at, or before, the pre-event planning meeting (See Section 2.7).

If you plan to provide your own security for the event, please specify who will administer the security services for the event (e.g., event volunteers, private security). If private security, please attach a copy of the contract.

The following numbers will be determined by the Ypsilanti Police Department:

- Private security officers required
- Police officers required
- Volunteer service corps members required

4.4 Site Restoration

Site restoration and equipment removal are required by 1:00 pm the day after the event, unless prior arrangements have been made. Event organizers are required to restore the event location(s) to the condition that it was found. A fee of \$50 will be billed for every day the site is not restored. In the event the City has to restore the site, the City will bill a minimum of \$150, plus labor and fringes, and actual costs to restore the site.

Section 5- City Services & Fees

5.1 City Services

The City of Ypsilanti provides a variety of facilities and public services for events, including, but not limited to: **Parade routes, Traffic control plans, Walk/run routes**, Site improvement, Building inspections and Fire inspections. Please contact the Special Events Coordinator if you are interested in one or more City services. Fees are listed in the fee schedule.

5.2 City Parks & Facilities

Riverside & Frog Island Park-Riverside and Frog Island Rentals 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 of the event. Capital Park Improvement fees do not apply on set-up or take-down days for events, however rental charges may apply.

Special Event applicants shall reimburse the City for actual costs of cleanup required (including but not limited to Public Works employees) if applicant fails to comply with site restoration. Employee and equipment costs shall be reimbursed at hourly rate plus 10% for non-profit events, or plus 15% for for-profit events.



Riverside Park key fee

Driveway gates at Riverside Park are locked when the park is closed. To ensure that you have access to the park during the hours on the approved application, you can pick up a key for your event at the DPW office anytime Monday through Friday between 9a – 4p for a \$20 key deposit. The deposit is 100% refundable after the key is returned.

[City Parks & Facilities](#)

Pavilion Rental: Pavilions may be reserved for specials events on an hourly basis. Pavilions are located in Candy Cane Park, Parkridge Park, Penisular Park, Prospect Park, Recreation Park and Waterworks Park. Pavilion rental fees are non-refundable. A security deposit is required for all pavilions, but will be refunded, minus any expenses incurred to the facility. Utility charges may be applicable, depending on the event size and classification.

Rental Fee: \$55 first 2 hours/ \$25 each additional hour

Pavilion Rental Insurance requirements

Insurance will be required in the amount of \$250,000 per occurrence, naming the City of Ypsilanti as additionally insured if any of the following instances are planned:

- Event is open to the public
- Any commercial service being provided, including but not limited to:
 - Setting up of tents/canopies, stages etc.
 - A hired act, such as a band, etc.
 - A hired service, such as caterers, portable toilets, etc.

Rental Fee: \$55 first 2 hours/\$25 each additional hour

[Reserve a Pavillion](#)

Gazebo Rental: The Gazebo may be reserved for special events on an hourly basis. The Gazebo is located in Riverside Park. The Gazebo rental fee is non-refundable. A security deposit is required for the Gazebo, but will be refunded, minus any expenses incurred to the facility.

Rental Fee: \$100 first 2 hours/ \$25 each additional hour

Gazebo Rental Insurance Requirements

Insurance will be required in the amount of \$250,000 per occurrence, naming the City of Ypsilanti as additionally insured if any of the following instances are planned:

- Event is open to the public
- Any commercial service being provided, including but not limited to:
 - Setting up of tents/canopies, stages etc.
 - A hired act, such as a band, etc.
 - A hired service, such as caterers, portable toilets, etc.

If you are interested in holding an event in a city park, please notify the Special Events Coordinator to determine the appropriate rental/facility fees.

[Reserve the Gazebo](#)

- 5.3 City Equipment-** City Equipment may be rented for Special Events. Please see Attachment C for a list if Special Event fees related to equipment. The City will also bill for any City equipment used to execute or coordinate the event.

5.4 Fees for Special Events

Event permit holders shall reimburse the City for 100% of the cost of services provided. The fees and rates herein are for informational purposes only and do not constitute a written or implied contract. The need for services and cost estimates will be determined at the pre-event meeting between the event permit applicant and City staff.

Fees should be submitted with the application and may be paid via cash, check or money order payable to "**City of Ypsilanti**." If the actual costs differ from the amount paid, the City or the permit holder must refund or pay the difference within 30 days after the event. Penalties and interest will be charged for late payments. The penalty for late payments is 3.0% of the outstanding balance. The interest charge for late payments is 0.5% of the outstanding balance each month until paid in full. These rates are subject to change without notice and will change annually on July 1.

Fees shall be charged for City services provided to Special Events as follows (See Attachment C for a detailed fee schedule):

- a. **Hourly Rate** shall be the hourly cost for any employee working on a Special Event as established by the City Administration. Please note that these rates are reviewed and adjusted annually. Please refer to Attachment C to confirm rates. Hourly Rate shall include all expenses related to the employee working on your event, including fringe benefits and overhead.
- b. **Purchased or Rented Materials** shall include all direct costs for all materials purchased or rented by the City of Ypsilanti for use at the event. An Administrative Fee of 10% shall be added to all purchased or rented material to cover costs related to order processing and vendor payment.
- c. **Equipment Charges** shall be the current equipment rental rates charged by the City of Ypsilanti.
- d. **Replacement Costs** will be billed for missing/damaged equipment/supplies/landscaping.
- e. **Administrative Fee** will be billed to cover costs related to coordinating the special event, including, but not limited to: order processing, vendor payments, coordinating police/fire personnel, city equipment usage/rental, coordinating public services, and coordinating event planning meetings.

Administrative fees will be applied to the subtotal of Municipal Services, Municipal Service Employee time, Police Employee time, Fire Department time, Equipment Charges, Purchased Materials and/or Rented Materials. Administrative fees are not applied to facility or park rentals fees.

- 10% administrative fee will be added to Not-For-Profit Events
- 15% administrative fee will be added to For-Profit events

5.5 Billing for Special Events

Special Event billings by the City shall be itemized as follows (See Attachment B for a sample Estimate of City Fees):

Municipal Services \$
Municipal Services Employee Time \$
Police Employee Time \$

Fire Department Time \$
Equipment Charges \$
Purchased Materials \$
Rented Materials \$
Missing/Damaged Equipment/Supplies \$
 Sub-Total \$
 Administrative Fee \$+
 Rent/Facility Fee if applicable \$ +
 Less amount of City support \$ -
 Less amount of security deposit (if applicable) \$-
 NET /TOTAL BILLING \$



APPLICATION APPROVAL/DENIAL LETTER

Attachment A

DATE
APPLICANT NAME
ADDRESS
CITY, STATE ZIP

RE: (event name)

Dear

This is to inform you that your recent Special Event Application has been Approved / Denied by the City Manager on ____/____/ 20____.

If "Approved" is indicated above, please be advised that there may be charges for City Services in accordance with the Special Events Policy and Fee Schedule. Special Events fees can be found in the Special Events Policy as well as the website. In addition, we have provided an Estimate of Fees, which estimates the potential costs, if any, that you will incur for your event and lists possible additional restrictions and/ or requirements for your event. Please be advised that this cost is only an initial estimate, and your actual costs may be substantially higher depending on your need for services.

For events requiring certificates of Insurance, the City requires a copy of your certificate of insurance and it must list the City of Ypsilanti as an additional insured on your policy. The City cannot accept documentation that shows the City as a certificate holder, unless it also states that the certificate holder is an additional insured on the policy.

If "Denied" is indicated above, or if you have any additional questions regarding your application status, please contact me at 734-482-9825.

Sincerely,

Amanda Holsinger
Special Events Coordinator

Enclosures

Estimate of City Fees for Special Events

Today's Date:

EVENT NAME:

Event Category

- ☐ City Co-Sponsored
- ☐ Not-for Profit
- ☐ For-Profit

EVENT DATE:

Event Classification

- ☐ Class I – Low Hazard
- ☐ Class II – Moderate Hazard
- ☐ Class III – High Hazard
- ☐ Class IV – Severe Hazard

Note: the following fees are estimates and can increase upon assessment of services after completion of the event.

Security Deposit:

Permit Fees:

MUNICIPAL SERVICES:

Regular Time Costs: \$	Overtime Costs: \$
Equipment & Materials Costs: \$	

POLICE:

Regular Time Costs: \$	Overtime Costs: \$
Equipment & Materials Costs: \$	

FIRE:

Regular Time Costs: \$	Overtime Costs: \$
Equipment & Materials Costs: \$	

Department of Public Works:

Regular Time Costs: \$	Overtime Costs: \$
Equipment & Materials Costs: \$	

Administrative Fee:

Facility/Equipment Rental Charges:

TOTAL BILLING ESTIMATE:

	FY 2012-2013 BILLING		FY 2013-2014 Mock Estimate		(- / +) Difference	
Application fee	\$250 (park rental/day/3 days)	\$ 750.00	\$25 (online application fee)	\$ 25.00		
Park Rental	Included in application fee	\$ -	\$500/day/5 days	\$ 2,500.00		
Capital Park Improvement	1000/day/3 days	\$ 3,000.00	\$1000/day/3 days	\$ 3,000.00		
Street Closure permit		\$ -	\$160/per major street/day	\$ 320.00		320
Utilities	\$250 (electric) + \$25 (water)	\$ 250.00	\$100/day/3 days (Electric) = \$300	\$ 300.00		
		\$ 25.00	\$50/day/3 days (Water) = \$150	\$ 150.00	\$ 175.00	
Sign permit	\$ -		\$ 28.00	\$ 28.00		28
Noise permit	\$ -		\$ 20.00	\$ 20.00		20
Non-refundable fees		\$ 4,025.00		\$ 6,343.00	\$ 2,318.00	
Street Closure security deposit		\$ -	\$ 500.00	\$ 500.00		
Security Deposit	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00		
Total Upfront Fees (nonrefundable and security deposit)	\$ 6,025.00	\$ 6,025.00	\$ 12,843.00	\$ 12,843.00	\$ 6,818.00	
Police						
Parking officers	\$ 159.50	\$ 159.50	\$ 159.50	\$ 159.50		
Police officers	\$ 10,162.75	\$ 10,162.75	\$ 10,162.75	\$ 10,162.75	Heritage Fest was not billed for the Deputy Chief or Police Chief in 2013, both were present each day	
Sergeants	\$ 3,299.75	\$ 3,299.75	\$ 3,299.75	\$ 3,299.75		
Lieutants	\$ 655.50	\$ 655.50	\$ 655.50	\$ 655.50		
Command Post	\$ 514.80	\$ 514.80	\$ 514.80	\$ 514.80		
Dispatch	been \$35/hr/40 hrs)	\$ 2,680.00	\$35/hr/40 hrs	\$ 2,680.00		
Total Police Labor		\$ 17,472.30		\$ 17,472.30	\$ -	
DPS						
Labor						
Straight time (Friday)	23.84 hr/DPS Operator/30 hrs		34 hr/DPS Operator/24 hours	\$ 816.00	DPW billed Heritage Fest for "Operators" instead of "Supervisors" in 2013	
	DPS Supervisor rate was billed same as Operator rate		40 hr/DPS Supervisors/6 hours	\$ 240.00		
	\$ 715.20	\$ 715.20		\$ 1,056.00		143.04

						95.36
Overtime (Saturday)	35.76 hr/DPS Operator/16 hrs		51 hr/DPS Operator/12 hours	\$ 612.00		47.68
			60 hr/DPS Supervisor/4 hours	\$ 240.00		23.84
	\$ 572.16	\$ 572.16		\$ 852.00		309.92
Straight time (Monday)	23.84 hr/DPS Operator/6 hrs		34/hour/DPS Operator/4 hours	\$ 136.00		
			40/hour/DPS Supervisors/2 hours	\$ 80.00		
	\$ 143.04	\$ 143.04		\$ 216.00		
Straight time (Wednesday)	23.84 hr/DPS Operator/1 hr					
	\$ 23.84	\$ 23.84	40/hour/DPS Supervisors/1 hour	\$ 40.00		
Total DPS Labor (including site restoration)		\$ 1,454.24		\$ 2,164.00	\$ 709.76	
DPS Vehicles	(see attached)	\$ 672.02	(see attached)	507.22	\$ (164.80)	
DPS Site Restoration (by 1 p.m.)						
	Labor (above)	\$ -	Labor	\$ -		
	\$50/day fine = 100 (Monday and Tuesday)	\$ -	\$50/day fine = 100 (Monday and Tuesday)	\$ -	\$ 100.00	
	Wednesday)	\$ -	\$150 Penalty (removed trash Wednesday)	\$ -	\$ 150.00	
	\$10/bag/2 bags	\$ 20.00	\$28/bag/2 bags	\$ -	\$ 56.00	
					\$ 306.00	286
Damages	Light pole installation/light/freight	\$ 4,112.50	Light pole installation/light/freight	\$ -		
Total DPS Site Restoration (not including Labor)		\$ 4,132.50		\$ -		
DPS Equipment						
Custom signs	20/\$25 per 10	\$ -	20/\$25 per 10	\$ 50.00	These costs are associated with Heritage Festival	
Barricades (large)	6 barricades/\$15/day/3 days	\$ -	6 barricades/\$15/day/3 days	\$ 270.00		
Barricades (small)	8 barricades/\$4 (Friday)	\$ -	8 barricades/\$4 (Friday)	\$ 32.00		
	70 barricades/\$4 (Saturday)	\$ -	70 barricades/\$4 (Saturday)	\$ 280.00		
	8 barricades/\$4 (Saturday)	\$ -	8 barricades/\$4 (Saturday)	\$ 32.00		

Traffic cones (18/25)		\$ -		\$ -	having a parade which were not billed in 2013	
Traffic cones (42)	22 Barrels/\$3 day/3 days	\$ -	22 Barrels/\$3 day/3 days	\$ 198.00		
Road signs	2 signs/\$8 day (Friday)	\$ -	2 signs/\$8 day (Friday)	\$ 16.00		
	15 signs/\$8 (Saturday)	\$ -	15 signs/\$8 (Saturday)	\$ 120.00		
	2 signs/\$8 day (Sunday)	\$ -	2 signs/\$8 day (Sunday)	\$ 16.00		
Total DPS Equipment		\$ -		\$ 1,014.00	\$ 1,014.00	1014
EVENT SUBTOTAL		\$ 27,756.06		\$ 27,500.52	\$ (255.54)	
Subtotal Minus Damages/Site Restoration	\$ 23,456.68					
Adminitrative Fee	10% (before rental charges)		10% (before rental charges)			
	Park rental fees (\$750 + 3000)	\$ -	Park rental fees (\$2500 + 3000)		\$ 1,795.67	1795.67
		\$ -	23,546.68-5,500= 17,956.68 x 10%	\$ 1,795.67		
Late Fee		\$ -	\$ -	\$ -		
					\$ -	
EVENT GRAND TOTAL		\$ 27,756.06		\$ 29,296.19		
Net increase in fees for 2014 =	\$ 4,051.96					
(assuming no damages and all billing remains the same)						
Net amount of fees not billed in 2013	\$ 3,773.59					
Net increase in fees to Heritage Festival	\$ 278.37					
(assuming no damages and all billing remains the same)						

	FY 2012-2013 BILLING		FY 2013-2014 Mock Estimate				
Application fee	\$250 (park rental/day/2 days)	\$ 500.00	\$25 (online application fee)	\$ 25.00			
Park Rental	Included in application fee	\$ -	\$300/day/4 days	\$ 1,200.00			
Capital Park Improvement	1000/day/2 days	\$ 2,000.00	\$1000/day/2 days	\$ 2,000.00			
Street Closure permit		\$ -		\$ -			
Utilities	\$250 (electric) + \$25 (water)	\$ 250.00	\$100/day/2 days (Electric) = \$200	\$ 200.00			
		\$ 25.00	\$50/day/2 days (Water) = \$100	\$ 100.00			
Sign permit	\$ -						
Noise permit	\$ -		\$ 20.00	\$ 20.00			
Non-refundable fees	\$ 2,775.00	\$ 2,775.00	\$ 3,695.00	\$ 3,545.00	\$ 770.00		
Street Closure security deposit		\$ -		\$ -			
Security Deposit	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00			
Total Upfront Fees (nonrefundable and security deposit)	\$ 4,775.00	\$ 4,775.00	\$ 5,695.00	\$ 5,545.00	\$ 770.00		
Police							
Parking officers		\$ -	\$ 159.50	\$ -			
Police officers		\$ 2,398.25	\$ 10,162.75	\$ 2,398.25			
Sergeants		\$ 368.50	\$ 3,299.75	\$ 368.50			
Lieutants		\$ 431.25	\$ 655.50	\$ 431.25			
Command Post							
Dispatch							
Total Police Labor		\$ 3,198.00		\$ 3,198.00	\$ -		
DPS							
DPS Labor							
Straight time (Tuesday after)	23.84 hr/DPS Operator/ 1 hr	\$ 23.84	34 hour/DPS Operator	\$ -			
		\$ -	40 hour/DPS Supervisors	\$ -			
Overtime	35.76 hr/DPS Operator	\$ -	51 hour/DPS Operator	\$ -			
			60 hour/DPS Supervisor	\$ -			

Total DPS Labor		\$ 23.84		\$ -			
DPS Vehicles	(see attached)	\$ -	\$ -	\$ -			
DPS Site Restoration (by 1 p.m.)	Labor (charged above)	\$ -	Labor	\$ -			
	\$50/day fine	\$ -	\$50/day fine	\$ -			
	\$150 penalty for removal	\$ -	\$150 penalty for removal	\$ -			
	\$10/bag trash	\$ -	\$28/bag	\$ -			
Damages (excluding labor)	Light pole installation/light/freight)	\$ 4,729.90		\$ -			
Total DPS Site Restoration		\$ 4,729.90		\$ -			
DPS Equipment							
Custom signs	N/A	\$ -	N/A	\$ -			
Barricades (large)	N/A	\$ -	N/A	\$ -			
Barricades (small)	N/A	\$ -	N/A	\$ -			
Traffic cones (18/25)	N/A	\$ -	N/A	\$ -			
Traffic cones (42)	N/A	\$ -	N/A	\$ -			
Road signs	N/A	\$ -	N/A	\$ -			
Total DPS Equipment		\$ -		\$ -			
EVENT SUB TOTAL		\$ 10,726.74		\$ 6,743.00	\$ (3,983.74)		
Subtotal Minus Damages/Site Restoration	\$ 5,973.00						
Administrative Fee	10% (before rental charges)		10% (before rental charges)				
			Park rental fees (\$1200 + 2000 = \$3,200)				
		\$ -	6763-3200= 3543 x 10%	\$ 354.30			
Late Fee	\$ -	\$ -	\$ -	\$ -			
EVENT GRAND TOTAL		\$ 10,726.74		\$ 7,097.30	\$ (3,629.44)		
Net increase in fees for 2014 =	\$ 770.00						

(assuming no damages and all billing remains the same)							
Net amount of fees not billed in 2013	\$ 374.30						
Net increase in fees to Beer Festival	\$ 395.70						
(assuming no damages and all billing remains the same)							

	FY 2012-2013 BILLING		FY 2013-2014 Mock Estimate		
Application fee	\$250 (park rental day/2 days)	\$ 500.00	\$25 (online application fee)	\$ 25.00	
Park Rental	Included in application fee		\$300/day/2 days	\$ 600.00	
Capital Park Improvement	1000 day/2 days	\$ 2,000.00	\$1000/day/2 days	\$ 2,000.00	
Street Closure permit					
Utilities	\$250 (electric) + \$25 (water)	\$ 275.00	\$100/day/ 2 days (Electric) = \$	\$ 200.00	
			\$50/day/2 days (Water) = \$	\$ 100.00	
Sign permit	\$ -		\$ 28.00	\$ 28.00	
Noise permit	\$ -		\$ 20.00	\$ 20.00	
Non-refundable fees		\$ 2,775.00		\$ 2,973.00	\$ 198.00
Street Closure security deposit					
Security Deposit		\$ 1,000.00		\$ 2,000.00	
Total Upfront Fees (nonrefundable and security deposit)		\$ 3,775.00		\$ 4,973.00	\$ 1,198.00
Police					
Parking officers					
Police officers		\$ 2,093.50		\$ 2,093.50	
Sergeants		\$ 1,055.25		\$ 1,055.25	
Lieutants					
Command Post					
Dispatch					
Total Police Labor		\$ 3,148.75		\$ 3,148.75	\$ -
DPS					
DPS Labor					
Straight time (Tuesday after)	23.84 hr/DPS Operator		34 hour/DPS Operator	\$ -	
			40 hour/DPS Supervisors	\$ -	
Overtime	35.76 hr/DPS Operator		51 hour/DPS Operator	\$ -	
			60 hour/DPS Supervisor	\$ -	

Total DPS Labor		\$ -		\$ -	
DPS Vehicles	(see attached)	\$ -	\$ -	\$ -	
DPS Site Restoration (by 1 p.m.)	Labor (charged above)	\$ -	Labor	\$ -	
	\$50/day fine	\$ -	\$50/day fine	\$ -	
	\$150 penalty for removal	\$ -	\$150 penalty for removal	\$ -	
	\$10/bag trash	\$ -	\$28/bag	\$ -	
Damages (excluding labor)	Light pole installation/light/freight)			\$ -	
Total DPS Site Restoration		\$ -		\$ -	
DPS Equipment					
Custom signs	N/A	\$ -	N/A	\$ -	
Barricades (large)	N/A	\$ -	N/A	\$ -	
Barricades (small)	N/A	\$ -	N/A	\$ -	
Traffic cones (18/25)	N/A	\$ -	N/A	\$ -	
Traffic cones (42)	N/A	\$ -	N/A	\$ -	
Road signs	N/A	\$ -	N/A	\$ -	
Total DPS Equipment		\$ -		\$ -	
EVENT SUB TOTAL		\$ 5,923.75		\$ 6,121.75	\$ 198.00
Administrative Fee	10% (before rental charges)	\$ -	10% (before rental charges)		
			Park rental fees (\$600 + 2000 = \$2600)		
		\$ -	6121.75-2600= 3521.75 x 10%	\$ 352.18	
Late Fee	\$ -	\$ -	\$ -	\$ -	
EVENT GRAND TOTAL		\$ 5,923.75		\$ 6,473.93	\$ 550.18
Net increase in fees for 2014 =	\$ 550.18				

(assuming no damages and all billing remains the same)					
Net amount of existing fees not billed in 2013	\$ 372.18				
Net increase in fees to Elvis Festival	\$ 178.00				
(assuming no damages and all billing remains the same)					

	FY 2012-2013 BILLING		FY 2013-2014 Mock Estimate		
Application fee	\$ ____ (park rental day/ ____ days)		\$25 (online application fee)	\$ 25.00	
Park Rental	Included in application fee		\$ __/day/ ____ days		
Capital Park Improvement	____ day/ ____ days		\$ ____/day/ ____ days		
Street Closure permit		\$ 100.00	Recurring event permit (100 month/6 months)	\$ 600.00	
Utilities	\$250 (electric) + \$25 (water)	\$ -	\$100/day/ __ days (Electric) = \$	\$ -	
		\$ -	\$50/day/ __ days (Water) = \$	\$ -	
Sign permit	\$ -	\$ -	\$ 28.00	\$ 28.00	
Noise permit	\$ -	\$ -	\$ 20.00	\$ -	
Non-refundable fees		\$ 100.00		\$ 628.00	\$ 528.00
Street Closure security deposit	500		\$ 500.00	\$ 500.00	
Security Deposit					
Total Upfront Fees (nonrefundable and security deposit)					\$ -
Police					
Parking officers					
Police officers					
Sergeants					
Lieutants					
Command Post					
Dispatch					
Total Police Labor		\$ -		\$ -	\$ -
DPS					
DPS Labor					
Straight time (Tuesday after)	23.84 hr/DPS Operator		34 hour/DPS Operator	\$ -	
			40 hour/DPS Supervisors	\$ -	
Overtime	35.76 hr/DPS Operator		51 hour/DPS Operator	\$ -	

			60 hour/DPS Supervisor	\$ -	
Total DPS Labor		\$ -		\$ -	
DPS Vehicles	(see attached)	\$ -	\$ -	\$ -	
DPS Site Restoration (by 1 p.m.)	Labor (charged above)	\$ -	Labor	\$ -	
	\$50/day fine	\$ -	\$50/day fine	\$ -	
	\$150 penalty for removal	\$ -	\$150 penalty for removal	\$ -	
	\$10/bag trash	\$ -	\$28/bag	\$ -	
Damages (excluding labor)	Light pole installation/light/freight)			\$ -	
Total DPS Site Restoration		\$ -		\$ -	
DPS Equipment					
Custom signs	N/A	\$ -	N/A	\$ -	
Barricades (large)	N/A	\$ -	N/A	\$ -	
Barricades (small)	N/A	\$ -	N/A	\$ -	
Traffic cones (18/25)	N/A	\$ -	N/A	\$ -	
Traffic cones (42)	N/A	\$ -	N/A	\$ -	
Road signs	N/A	\$ -	N/A	\$ -	
Lost meter revenue	17.50 day/26 days	\$ 455.00			
Total DPS Equipment		\$ 455.00		\$ -	
EVENT SUB TOTAL		\$ 555.00		\$ 628.00	\$ 73.00
Adminitrative Fee	10% (before rental charges)	\$ -	10% (before rental charges)		
		\$ -			
Late Fee	\$ -	\$ -	\$ -	\$ -	
EVENT GRAND TOTAL		\$ 555.00		\$ 628.00	\$ 73.00

Net increase in fees for 2014 =	\$ 73.00				
(assuming no damages and all billing remains the same)					
Net amount of fees not billed in 2013	\$ 28.00		The city only billed for one street closure permit for the entire summer, and did not		
Net increase in fees to Growing Hope	\$ 45.00				
(assuming no damages and all billing remains the same)					

	FY 2012-2013 BILLING		FY 2013-2014 Mock Estimate		
Application fee	\$ ____ (park rental day/ ____ days)		\$25 (online application fee)	\$ 25.00	
Park Rental	Included in application fee		\$ __/day/ ____ days		
Capital Park Improvement	____ day/ __ days		\$ ____/day/ __ days		
Street Closure permit	Was incorrectly classified as a Class 1, should have been Class 3	\$ 55.00	Recurring event permit (100 month/4 months)	\$ 400.00	
Utilities	\$250 (electric) + \$25 (water)	\$ -	\$100/day/ __ days (Electric) = \$	\$ -	
		\$ -	\$50/day/ __ days (Water) = \$	\$ -	
Sign permit	\$ -	\$ -	\$ 28.00		
Noise permit	\$ -	\$ -	\$ 20.00	\$ -	
Non-refundable fees		\$ 55.00		\$ 400.00	\$ 345.00
Street Closure security deposit	500	\$ 500.00	\$ 500.00	\$ 500.00	
Security Deposit					
Total Upfront Fees (nonrefundable and security deposit)					\$ -
Police					
Parking officers					
Police officers					
Sergeants					
Lieutants					
Command Post					
Dispatch					
Total Police Labor		\$ -		\$ -	\$ -
DPS					
DPS Labor					
Straight time (Tuesday after)	23.84 hr/DPS Operator		34 hour/DPS Operator	\$ -	
			40 hour/DPS Supervisors	\$ -	

Overtime	35.76 hr/DPS Operator		51 hour/DPS Operator	\$ -	
			60 hour/DPS Supervisor	\$ -	
Total DPS Labor		\$ -		\$ -	
DPS Vehicles	(see attached)	\$ -	\$ -	\$ -	
DPS Site Restoration (by 1 p.m.)	Labor (charged above)	\$ -	Labor	\$ -	
	\$50/day fine	\$ -	\$50/day fine	\$ -	
	\$150 penalty for removal	\$ -	\$150 penalty for removal	\$ -	
	\$10/bag trash	\$ -	\$28/bag	\$ -	
Damages (excluding labor)	Light pole installation/light/freight)			\$ -	
Total DPS Site Restoration		\$ -		\$ -	
DPS Equipment					
Custom signs	N/A	\$ -	N/A	\$ -	
Barricades (large)	N/A	\$ -	N/A	\$ -	
Barricades (small)	N/A	\$ -	N/A	\$ -	
Traffic cones (18/25)	N/A	\$ -	N/A	\$ -	
Traffic cones (42)	N/A	\$ -	N/A	\$ -	
Road signs	N/A	\$ -	N/A	\$ -	
Lost meter revenue					
Total DPS Equipment		\$ -		\$ -	
EVENT SUB TOTAL		\$ 55.00		\$ 400.00	\$ 345.00
Administrative Fee	10% (before rental charges)	\$ -	10% (before rental charges)		
		\$ -			
Late Fee	\$ -	\$ -	\$ -	\$ -	
EVENT GRAND TOTAL		\$ 55.00		\$ 400.00	\$ 345.00

Net increase in fees for 2014 =	\$ 345.00				
(assuming no damages and all billing remains the same)					
Net amount of fees not billed in 2013	\$ -		The event was not properly classified and city only billed for one street closure permit for the entire summer, and did not bill for city equipment or staff time		
Net increase in fees to Cruise Nights (Linda French)	\$ 345.00				
(assuming no damages and all billing remains the same)					

**City of Ypsilanti
Event Permit**

Event Title: _____

Event Date(s): _____ Event Hours: _____

ATTESTATION

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

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

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

Applicant Name (printed) Signature Date

<u>Department Approval</u>	<u>Name (printed)</u>	<u>Approved?</u>	<u>Date</u>
Public Works	_____	_____	_____
Ypsilanti Police	_____	_____	_____
City Manager's Designee	_____	_____	_____

A permit shall not be issued until all information has been submitted, application and security deposit fees paid and approved by the City Manager's designee according to the City Code Section 10.268.



SPECIAL EVENTS APPLICATION

Contact Information

**Applicant/ Organization's
Name**

Street Address

City

State

Zip Code

Phone

Fax

Organization Website

Form of Ownership

Applicant Organization is

Located or resident of the City

Nonresident

**Brief Description of
Organization or Applicant**
(350 characters or less)

**Person(s) Principally
Responsible for Event**

Title

Contact Number

E-mail

Best method to receive written notices	E-mail
	First Class Mail
Mailing address to receive written notices	

Event Details

Event Title			
Event Date			
Proposed Location			
Event set up time	Event start time		
Additional days required for set up			
Event end time	Event break down time		
Additional days required for clean up			
Has this event occurred in Ypsilanti before?	Yes No	Is this an annual event expected to occur next year?	Yes No
Would you like to reserve an event date for next year?	Yes No	Proposed event date for next year	
Will it be a recurring event weekly, biweekly, monthly, etc?	Yes No	If recurring, how often?	

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

Type of Event (check all that apply)	Parade	Festival
	Athletic Event (run, walk, etc)	Concert
	Co-Sponsored	Non-Profit
	For-Profit	Political or Ballot Issue
	Wedding	
	Other	

Pavilion Rental:

Pavilion Rental	Yes	Pavilion Location
	No	

Will the Pavilion be open to the public?	Yes (Class 2 Events)
	No (Class 1 Events)

Gazebo Rental (Riverside Park):

Gazebo Rental	Yes	Total hours requested	Two (2) hours or less
	No		Over two (2) hours

Event Classification and Requirements

Event Category

Event Class Category
Total # of Participants Expected
Full Description & Purpose of Event (include all activities, attach additional documents if necessary)

Security Deposit

(check all that apply)

Select Event Class	Class 1 Event (\$100)		
	Class 2 Event (\$500)		
	Class 3 Event (\$1000)		
	Class 4 Event (\$5000)		
Gazebo Rental	\$100	Pavilion Rental	\$100 (Not Open to Public)
			\$500 (Open to Public)
Street Closure	\$500		

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

Food

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

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

Alcohol

Will alcohol be served?	Yes	No
-------------------------	-----	----

If yes, please attach a copy of your Liquor Control Permit and proof of liquor liability insurance in the amount of \$1,000,000 naming the City of Ypsilanti as additionally insured is required.

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

Is your event staff trained to handle alcohol?	Yes	If no, when will your event staff be trained?	
	No		
Describe how event staff is trained, or will be trained, to handle alcohol			
How will persons of legal driving age be identified?	21+ only event Wristbands Hand stamps Other		

Parking

Please attach a detailed description of the parking available in the area surrounding your event and how you intend to direct attendees to parking (signage is recommended).

Will your event use public lots	Yes	Note: The City does not permit paid parking in any public lots without a license
	No	
Will your event use private lots?	Yes	Note: Written authorization from the property owner is required and must be attached if using school, church, or other private parking lots
	No	
Are you requesting unlimited parking or capped meters?	Yes	No
Please list why unlimited parking is being requested, and the specific locations		

Street Closure

Does your event require a street closure?	Yes No
List the local street(s) you would like closed, including cross streets	
Note: Local street closure permits are \$100/per street/per day	
List the major street(s) you would like closed, including cross streets	
Note: Major street closure permits are \$160/per street/per day	
Note: Insurance will be required for all Street Closures in the amount of \$250,000 per occurrence, naming the City of Ypsilanti as an additional insured.	

Event Map

Does your event require an Event Map?	Yes No	Note: If your event will serve alcohol, use streets and/or sidewalks (walk, run, etc), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots requested to be blocked off
---------------------------------------	-----------	---

Event Signs

Are event signs required?	Yes	No
Please describe the proposed size and location for event signs		

Security

Will your event have private security?	Yes No	Will your event have volunteer security/crowd control services?	Yes No
List the name and contact information for the private security company			
Describe your plan for ejecting unruly/disorderly persons from the event			

Note: The Police Department may require private bonded security for events. The City will assign police officers as necessary and charge the permit holder for these services. The need for private security and/or police officers will be determined at or before the pre-event meeting. The numbers will be determined by the Police Department liaison.

Temporary Apparatus

Will your event include any of the following ? (check all that apply)	Tents	Portable stage(s)	Fencing
	Portable lights	Bleachers	Portable tables
	Grills		

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

Noise

Will amplified sound be used at the event?	Yes	List the days and times sound will be used	
	No		
What type of sound will be at the event? (check all that apply)	P.A. System	Live Band	Disc Jockey
	Stereo Equipment		
	Other		

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

Restrooms

Does your event require restroom facilities?	Yes	If yes, how many portable restrooms are you supplying?
	No	

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

Trash

Do you intend to provide your own trash receptacles?	Yes	If yes, how many trash receptacles do you intend to provide?
	No	
Provide the trash disposal plan for your event		

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

Site Restoration

Note: Site restoration and equipment removal are required by 1:00 p.m. the day following your event.

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

Insurance

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

Yes

No

City Services & Equipment

Permits

Permits required for your event
(check all that apply)

- Electricity
- Street Closure Permit
- Food Permit
- Temporary sign permit
- Other

- Water
- Noise Permit
- Right of Way Permit

City Services Requested

Check all that apply:

Uniformed Police Officers
Event Planning Meetings
Parade Route
Building Inspection

- Volunteer Service Corps
- Traffic Control Plan
- Walk/Run Route
- Fire Inspection

City Equipment Requested

Check all that apply:

- Electricity
- Street/Lot Sweeping
- Traffic Control Devices
- Generator
- Picnic Tables

- Water Hook-Up
- Fence Installation
- Dumpsters
- Bleachers
- Benches

Attestation

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

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

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

Applicant Full Name

Date

Proposed event date for next
year



REQUEST FOR LEGISLATION
February 18, 2014

From: Stan Kirton, Public Services Director

Subject: Bid Award to Purchase LED Lighting for City Facilities

SUMMARY & BACKGROUND:

City staff has been researching and staying abreast of the fast changing LED Lighting market and products. After extensive investigations and product research, staff has found a product that will best suit the LED Lighting needs of the city facilities. Staff is recommending LED lighting fixtures and components made by Cree, Inc. The bulk of the purchase are the LED Retro-fit kits that allows you to keep the current fluorescent lighting fixtures in place and simply changing out the ballast and installing two LED light strips. Also, included in the bids are replacement fixtures for the parking lot lights in the YFD/YPD and lower/upper city hall parking lots. There is a 4-6 six week window for delivery once the order has been placed. During this time staff will solicit bids for electrical services to install the LED retro-fit kits and LED fixtures in City Hall, Fire Station, Police Station and DPS yard.

Staff solicited bids to purchase LED retro-fit kits and LED fixtures for city facilities. Three bids were received; Madison Electric, 4649 Runway Blvd., Ann Arbor, MI 48108 submitted a bid in the amount of \$51,890.00; Park Avenue Lighting, Inc., 122 S. Main St., Suite 50, Ann Arbor, MI 48104 submitted a bid in the amount of \$61,215.00; Michigan Lighting Systems East (Cree's distributor in Michigan), 1389 Wheaton Avenue, Suite 500, Troy, MI 48083 submitted a direct buy bid in the amount of \$48,445.00.

Staff recommends accepting the bid submitted by Michigan Lighting Systems East for the amount of \$48,445.00.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Bid Proposals, Resolution

CITY MANAGER APPROVAL: _____ AGENDA DATE: February 18, 2014

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2014 - 053
February 18, 2014

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, City Council has established a Energy Efficiency Revolving Fund to fund energy efficiency projects for city facilities; and

WHEREAS, bids were solicited for interior lighting upgrades to LED lighting in city facilities and parking lots; and

WHEREAS, three bids were received for the purchase of LED retro-fit kits and fixtures from Madison Electric, Ann Arbor, MI, Park Avenue Lighting, Inc., Ann Arbor, MI and Michigan Lighting Systems East, Troy MI; and

WHEREAS; Madison Electric submitted a bid in the amount of \$51,890.00; Park Avenue Lighting, Inc. submitted a bid for the amount of \$61,215.00 and Michigan Lighting Systems East submitted a bid in the amount of \$48,445.00; and

WHEREAS; the bid submitted by Michigan Lighting Systems East, 1389 Wheaton Avenue, Suite 500, Troy, MI 48083, best meets the project specifications and is in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council awards the bid to Michigan Lighting Systems East for the amount of \$48,445.00; and

FURTHER, that the the Mayor and City Clerk are authorized to sign this contract and any change orders, subject to approval by the City Attorney.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:

Date: Jan 21, 2014

Quote: EL14-40199-1

Quote
Page 1/4



Michigan Lighting Systems East
1389 Wheaton Avenue, Suite 500
Troy MI 48083
Phone: (248) 542-2200
Fax: (248) 519-2700
From: Pete Walters
Quoter Ph:
email:

Project Ypsilanti City Buildings - Copied Bid
Location Ypsilanti MI
Quote EL14-40199-1

To: Chris Simmons
City of Ypsilanti DPW
One South Huron Street
Ypsilanti MI 48197
Phone: (734) 483-1421
Fax: (734) 483-1018
EMail: csimmons@cityofypsilanti.com

For
Bid Date Jan 17, 2014
Expires Feb 16, 2014
Lighting Designer: Pete Walters

Remarks:

Quote updated 1-21-14. Contractor to verify mounting. Designed to 0.2 min footcandles per
Chris

QTY	Type	MFG	Part	Price	UQ	ExtPrice
EXTERIOR FIRE & POLICE STATION						
1	A	CREE	ARE-SLM66-2MB-DA-02-D-UL-ZE-1000 CREE 20 LED Slim Fixture with back light control, Direct pole mount, 120-277v, bronze, 10 yr warranty	\$325.00		\$325.00
1	B	CREE	STR-SLM66-3M-DA-04-D-UL-ZE-1000 CREE 40 LED Slim Fixture, Direct pole mount, 120-277v, bronze, 10 yr warranty	\$425.00		\$425.00
2	D	CREE	ARE-SLM66-4M-DA-04-D-UL-ZE-1000 CREE 40 LED Slim Fixture, Direct pole mount, 120-277v, bronze, 10 yr warranty	\$425.00		\$850.00
19	E	CREE	ARE-SLM66-4MB-DA-02-D-UL-ZE-1000 CREE 20 LED Slim Fixture with back light control, Direct pole mount, 120-277v, bronze, 10 yr warranty	\$325.00		\$6,175.00
1	F	CREE	ARE-SLM66-4M-DA-02-D-UL-ZE-1000 CREE 20 LED Slim Fixture, Direct pole mount, 120-277v, bronze, 10 yr warranty	\$315.00		\$315.00

CITY HALL PARKING LOT

Date: Jan 21, 2014

Quote: EL14-40199-1

Quote
Page 2/4



Michigan Lighting Systems East
1389 Wheaton Avenue, Suite 500
Troy MI 48083
Phone: (248) 542-2200
Fax: (248) 519-2700
From: Pete Walters
Quoter Ph:
email:

Project Ypsilanti City Buildings - Copied Bid
Location Ypsilanti MI
Quote EL14-40199-1

QTY	Type	MFG	Part	Price	UQ	ExtPrice
5	Single	CREE	ARE-SLM66-4MB-DA-02-D-UL-ZE-1000 Cree 20 LED SLM fixture, with back light control, direct pole mount, 120-277v, Bronze 5700K, 10 yr warranty	\$325.00		\$1,625.00
PUBLIC SERVICES						
20		CREE	UR2-48-45L-40K-S-FD CREE UR2 Retrofit Kit 48 2 lightbar, 4500 lumen, 4000K with step dimming, 7 yr warranty	\$90.00		\$1,800.00
19		CREE	WS4-63L-50K-10V-FD CREE WS4 4' Linear Wash Down fixture, 6300 lumen, 5000K, 0-10v dimming std, 10 yr warranty	\$195.00		\$3,705.00
1	Mounting	CREE	WS4MBK Mounting Bracket Kit (includes two stainless steel surface mount brackets) if required	\$25.00		\$25.00
1	Mounting	CREE	WS4CSK Cable Suspension Kit (includes two stainless steel brackets with 5' aircraft cable if required)	\$40.00		\$40.00
POLICE						
53		CREE	UR2-48-45L-40K-S-FD CREE UR2 Retrofit Kit 48 2 lightbar, 4500 lumen, 4000K with step dimming, 7 yr warranty	\$90.00		\$4,770.00
4		CREE	SL40-40L-35K CREE 40" LED Surface Mount fixture, 4000 Lumen, 3500K, 10 yr warr	\$100.00		\$400.00
1		CREE	SL24-20L-35K CREE 24" LED Surface Mount fixture, 2000 Lumen, 3500K, 10 yr warr	\$85.00		\$85.00
FIRE						
136		CREE	UR2-48-45L-40K-S-FD CREE UR2 Retrofit Kit 48 2 lightbar, 4500 lumen, 4000K with step dimming, 7 yr warranty	\$90.00		\$12,240.00
8		CREE	SL40-40L-35K CREE 40" LED Surface Mount fixture, 4000 Lumen, 3500K, 10 yr warr	\$100.00		\$800.00

Date: Jan 21, 2014

Quote: EL14-40199-1

Quote

Page 3/4



Michigan Lighting Systems East
1389 Wheaton Avenue, Suite 500
Troy MI 48083
Phone: (248) 542-2200
Fax: (248) 519-2700
From: Pete Walters
Quoter Ph:
email:

Project Location Quote Ypsilanti City Buildings - Copied Bid
Ypsilanti MI
EL14-40199-1

QTY	Type	MFG	Part	Price	UQ	ExtPrice
2		CREE	SL24-20L-35K CREE 24" LED Surface Mount fixture, 2000 Lumen, 3500K, 10 yr warr	\$85.00		\$170.00
			CITY HALL			
130		CREE	UR2-48-45L-40K-S-FD CREE UR2 Retrofit Kit 48 2 lightbar, 4500 lumen, 4000K with step dimming, 7 yr warranty	\$90.00		\$11,700.00
2		CREE	SL40-40L-35K CREE 40" LED Surface Mount fixture, 4000 Lumen, 3500K, 10 yr warr	\$100.00		\$200.00
2		CREE	SL24-20L-35K CREE 24" LED Surface Mount fixture, 2000 Lumen, 3500K, 10 yr warr	\$85.00		\$170.00
25		CREE	UR3-24-36L-40K-S-FD CREE UR3 Retrofit Kit, 24" 3 Lightbar, 3600lm, 4000K, Step Dimming	\$105.00		\$2,625.00
Total:						\$48,445.00

Terms and conditions of sale:

1. Pricing is firm for 30 days from date of quotation, and release of order within 60 days from date of quotation.
2. Subject to manufacturer's published terms and conditions of sale, Std Warranties Apply unless otherwise noted.
3. Prices DO NOT include lamps, spare material, fuses, special finishes, mounting devices, installation, or applicable taxes unless otherwise noted.
4. Pricing is based on an order for the complete bill of material; any changes will result in a requote
5. Electronic Fluorescent Ballasts shall be supplied as industry standard "IS" Instant Start <20% THD unless otherwise noted.
6. The purchaser is responsible for verifying voltage, quantities, and if multiple ballasts are required for multi-level switching. Final Ballast Type, Configuration, and Switching shall be coordinated with Electrical Contractor prior to release of order if there are differences between the fixture schedule and Electrical Plan Drawings. MLS East is NOT responsible for errors due to a different type of ballast used with occupancy sensors noted on Electrical Plan Drawings.
7. Michigan Lighting Systems will NOT be responsible for errors resulting on orders released without receipt of Approved Submittals, or errors missed in the Approval Process.
8. Unless otherwise noted, Poles quoted are provided for the Fixture EPA's ONLY. Michigan Lighting Systems will not be responsible for alterations to poles such as adding Banner Arms or Speakers after the poles are calculated without written consent by each pole manufacturer.
9. This quote may contain separately invoiced drawings, documentation, and field service fees.

Date: Jan 21, 2014

Quote: EL14-40199-1

Quote

Page 4/4



**MLS
EAST**

Michigan Lighting Systems East
1389 Wheaton Avenue, Suite 500
Troy MI 48083
Phone: (248) 542-2200
Fax: (248) 519-2700
From: Pete Walters
Quoter Ph:
email:

Project Ypsilanti City Buildings - Copied Bid
Location Ypsilanti MI
Quote EL14-40199-1

10. Michigan Lighting Systems and our Manufacturers are not responsible for lost or damaged material that shows up to a job site or electrical distributors location. All material should be inspected for damage and accounted for before the freight company leaves the site. Freight Claims are too be filed immediately with the freight company by the distributor or contractor. MLS-East should be notified

Mfg Terms:

CREE Cree

Freight
Allowance
Freight Allowed

Minimum
Order

Freight Allowed: \$3000.00.

Preshipment of anchor bolts incurs freight charges.



Ann Arbor
4649 Runway Blvd.
Ann Arbor, MI 48108
Tel: 734-665-6131
Fax: 734-665-9239

QUOTE

Quote Number: 6-2754741

Order Number: Quote

Customer Number: 794760-1

TO:
CITY OF YPSILANTI
1 S HURON
YPSILANTI, MI 48197
PHONE: (734) 368-0176 FAX: (734) 483-1018

SHIP TO:
CITY OF YPSILANTI
1 S HURON
YPSILANTI, MI 48197

Quote Date	Customer PO.	Job Number	Requested By
02/04/2014		PUBLIC SERVICES	Chris Simmons

Ln	Qty	Mfg	Part Number	Description	Price	Ext. Price
1	20	CREE	CREEUR24845L40KSFD	CREE UR2-48-45L-40K-S-FD LED U PGRADE LIT	\$94.740 E	\$1,894.80
2	19	CREE	CREEWS463L50K10VFD	CREE WS4-63L-50K-10V-FD	\$205.260 E	\$3,899.94
3	1	CREE	CREEWS4MBK	CREE WS4MBK	\$26.320 E	\$26.32
4	1	CREE	CREEWS4CSK	CREE WS4CSK	\$42.110 E	\$42.11

Comment:

SubTotal: \$5,863.17
Sales Tax: \$0.00

Grand Total: \$5,863.17

Please do not hesitate to call with any questions.

Thank you,
James Eberle

Quote good for 30 days..

Signature

Date

Purchase Order

10th Prox. Net 30 Days



ISO
9001:2008

Q1





Ann Arbor
4649 Runway Blvd.
Ann Arbor, MI 48108
Tel: 734-665-6131
Fax: 734-665-9239

QUOTE

Quote Number: **6-2754756**
Order Number: **Quote**
Customer Number: **794760-1**

TO:
CITY OF YPSILANTI
1 S HURON
YPSILANTI, MI 48197
PHONE: (734) 368-0176 FAX: (734) 483-1018

SHIP TO:
CITY OF YPSILANTI
1 S HURON
YPSILANTI, MI 48197

Quote Date	Customer PO.	Job Number	Requested By
02/04/2014		FIRE	Chris Simmons

Ln	Qty	Mfg	Part Number	Description	Price	Ext. Price
1	136	CREE	CREEUR24845L40KSFD	CREE UR2-48-45L-40K-S-FD LED U PGRADE LIT	\$94.740 E	\$12,884.64
2	8	CREE	CREESL4040L35K	CREE SL40-40L-35K	\$105.260 E	\$842.08
3	2	CREE	CREESL2420L35K	CREE SL24-20L-35K	\$89.470 E	\$178.94

Comment:

SubTotal: **\$13,905.66**
Sales Tax: **\$0.00**

Grand Total: \$13,905.66

Please do not hesitate to call with any questions.

Thank you,
James Eberle

Quote good for 30 days..

Signature

Date

Purchase Order

10th Prox. Net 30 Days



ISO
9001:2008

Q1





Ann Arbor
4649 Runway Blvd.
Ann Arbor, MI 48108
Tel: 734-665-6131
Fax: 734-665-9239

QUOTE

Quote Number: 6-2754551

Order Number: Quote

Customer Number: 794760-1

TO:
CITY OF YPSILANTI
1 S HURON
YPSILANTI, MI 48197
PHONE: (734) 368-0176 FAX: (734) 483-1018

SHIP TO:
CITY OF YPSILANTI
1 S HURON
YPSILANTI, MI 48197

Quote Date	Customer PO.	Job Number	Requested By
02/11/2014		EXTERIOR FIRE & POLICE	Chris Simmons

Ln	Qty	Mfg	Part Number	Description	Price	Ext. Price
1	1	CREE	CREEARESLM662MBDA*	ARE-SLM66-2MB-DA-02-D-UL-ZE-1000	\$342.110 E	\$342.11
2	1	CREE	CREESTRSLM663MDA0*	STR-SLM66-3M-DA-04-D-UL-ZE-1000	\$447.370 E	\$447.37
3	2	CREE	CREEARESLM664MDA4*	ARE-SLM66-4M-DA-04-D-UL-ZE-1000	\$447.370 E	\$894.74
4	19	CREE	CREEARESLM664MBD2*	ARE-SLM66-4MB-DA-02-D-UL-ZE-1000	\$342.110 E	\$6,500.09
5	1	CREE	CREEARESLM66AMDA2*	ARE-SLM66-4M-DA-02-D-UL-ZE-1000	\$331.580 E	\$331.58

Comment:

SubTotal: \$8,515.89
Sales Tax: \$0.00

Grand Total: \$8,515.89

Please do not hesitate to call with any questions.

Thank you,
James Eberle

Quote good for 30 days..

Signature

Date

Purchase Order

10th Prox. Net 30 Days



ISO
9001:2008

Q1

CPI



QUOTE

Ann Arbor
4649 Runway Blvd.
Ann Arbor, MI 48108
Tel: 734-665-6131
Fax: 734-665-9239

Quote Number: 6-2754786

Order Number: Quote

Customer Number: 794760-1

TO:
CITY OF YPSILANTI
1 S HURON
YPSILANTI, MI 48197
PHONE: (734) 368-0176 FAX: (734) 483-1018

SHIP TO:
CITY OF YPSILANTI
1 S HURON
YPSILANTI, MI 48197

Quote Date	Customer PO.	Job Number	Requested By
02/04/2014		CITY HALL PARKING	Chris Simmons

Ln	Qty	Mfg	Part Number	Description	Price	Ext. Price
1	5	CREE	CREEARESLM664MBDA*	ARE-SLM66-4MB-DA-02-D-UL-ZE-1 000	\$342.110 E	\$1,710.55

Comment:

SubTotal: \$1,710.55
Sales Tax: \$0.00

Grand Total: \$1,710.55

Please do not hesitate to call with any questions.

Thank you,
James Eberle

Quote good for 30 days..

Signature

Date

Purchase Order

10th Prox. Net 30 Days



ISO
9001:2008

Q1





Ann Arbor
4649 Runway Blvd.
Ann Arbor, MI 48108
Tel: 734-665-6131
Fax: 734-665-9239

QUOTE

Quote Number: **6-2754754**
Order Number: Quote
Customer Number: 794760-1

TO:
CITY OF YPSILANTI
1 S HURON
YPSILANTI, MI 48197
PHONE: (734) 368-0176 FAX: (734) 483-1018

SHIP TO:
CITY OF YPSILANTI
1 S HURON
YPSILANTI, MI 48197

Quote Date	Customer PO.	Job Number	Requested By
02/04/2014		POLICE	Chris Simmons

Ln	Qty	Mfg	Part Number	Description	Price	Ext. Price
1	53	CREE	CREEUR24845L40KSFD	CREE UR2-48-45L-40K-S-FD LED U PGRAD LIT	\$94.740 E	\$5,021.22
2	4	CREE	CREESL4040L35K	CREE SL40-40L-35K	\$105.260 E	\$421.04
3	1	CREE	CREESL2420L35K	CREE SL24-20L-35K	\$89.470 E	\$89.47

Comment:

SubTotal: **\$5,531.73**
Sales Tax: **\$0.00**

Grand Total: \$5,531.73

Please do not hesitate to call with any questions.

Thank you,
James Eberle

Quote good for 30 days..

Signature

Date

Purchase Order

10th Prox. Net 30 Days



ISO
9001:2008

Q1





QUOTE

Ann Arbor
4649 Runway Blvd.
Ann Arbor, MI 48108
Tel: 734-665-6131
Fax: 734-665-9239

Quote Number: 6-2754776
Order Number: Quote
Customer Number: 794760-1

TO:
CITY OF YPSILANTI
1 S HURON
YPSILANTI, MI 48197
PHONE: (734) 368-0176 FAX: (734) 483-1018

SHIP TO:
CITY OF YPSILANTI
1 S HURON
YPSILANTI, MI 48197

Quote Date	Customer PO.	Job Number	Requested By
02/04/2014		CITY HALL	Chris Simmons

Ln	Qty	Mfg	Part Number	Description	Price	Ext. Price
1	130	CREE	CREEUR24845L40KSFD	CREE UR2-48-45L-40K-S-FD LED U PGRADE LIT	\$94.740 E	\$12,316.20
2	2	CREE	CREESL4040L35K	CREE SL40-40L-35K	\$105.260 E	\$210.52
3	2	CREE	CREESL2420L35K	CREE SL24-20L-35K	\$89.470 E	\$178.94
4	25	CREE	CREEUR32436L40KSFD	CREE UR3-24-36L-40K-S-FD	\$110.530 E	\$2,763.25

Comment:

SubTotal: \$15,468.91
Sales Tax: \$0.00

Grand Total: \$15,468.91

Please do not hesitate to call with any questions.

Thank you,
James Eberle

Quote good for 30 days..

Signature

Date

Purchase Order

10th Prox. Net 30 Days



ISO
9001:2008

Q1

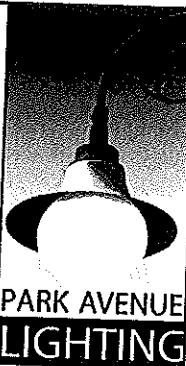
CPI

Quote Number: 2014-199

Price Quote

Sold To:
City of Ypsilanti
City Hall
One South Huron Street
Ypsilanti, MI 48197

Ship To:
Same



Quote Date	Customer PO	Job Number	Requested by
2/7/2014		CREE Retro Fit Lights	Christopher Simmons

Line Item	Qty	Mfg	Part Number	Description	Price Ea	Ext. Price
1	25	CREE	CR-UR2-24-36L-40K-S-FD	CREE 2 Lamp 24" LED Retrofit Kit, 35W, 3,600 Lumen, 40K, 120-277V, 50% Step Dimming	\$112.50	\$2,812.50
2	339	CREE	CR-UR2-48-45L-40K-S-FD	CREE 2 Lamp 48" LED Retrofit Kit, 44W, 4,500 Lumen, 40K, 120-277V, 50% Step Dimming	\$112.50	\$38,137.50
3	19	CREE	WS4-63L-50K-10V-FD	CREE WS4 4' Linear Wash Down fixture, 6300 lumen, 5000K, 0-10v dimming std, 10 yr warranty	\$243.75	\$4,631.25
4	1	CREE	WS4MBK	Mounting Bracket (includes two stainless steel surface mount brackets) if required	\$31.25	\$31.25
5	1	CREE	WS4CSK	Cable Suspension Kit (includes two stainless steel brackets with 5' aircraft cable) if required	\$50.00	\$50.00
6	14	CREE	SL40-40L-35K	CREE 40" LED Surface Mount fixture, 4000 Lumen, 3500K, 10 yr warranty	\$125.00	\$1,750.00
7	3	CREE	SL24-20L-35K	CREE 24" LED Surface Mount fixture, 2000 Lumen, 3500K, 10 yr warranty	\$106.25	\$318.75
8	24	CREE	ARE-SLM66-4MB-DA-02-D-UL-ZE-1000	CREE 20 LED SLM fixture, with back light control, direct pole mount, 120-277v, Bronze, 10 yr warranty	\$406.25	\$9,750.00
9	1	CREE	ARE-SLM66-2MB-DA-02-D-UL-ZE-1000	CREE 20 LED SLM fixture, with back light control, direct pole mount, 120-277v, Bronze, 10 yr warranty	\$406.25	\$406.25
10	1	CREE	STR-SLM66-3M-DA-04-D-UL-ZE-1000	CREE 40 LED SLM fixture, with back light control, direct pole mount, 120-277v, Bronze, 10 yr warranty	\$531.25	\$531.25
11	2	CREE	ARE-SLM66-4M-DA-04-D-UL-ZE-1000	CREE 40 LED SLM fixture, with back light control, direct pole mount, 120-277v, Bronze, 10 yr warranty	\$531.25	\$1,062.50
12	1	CREE	ARE-SLM66-4M-DA-02-D-UL-ZE-1000	CREE 20 LED SLM fixture, with back light control, direct pole mount, 120-277v, Bronze, 10 yr warranty	\$393.75	\$393.75
13	134	PAL	MISC	Custom Bracket for Fire Station Retrofit Kits	\$10.00	\$1,340.00

Comments: Price includes shipping.

Sub Total: \$61,215.00
Sales Taxes: EXEMPT
Grand Total: \$61,215.00

Please do not hesitate to call with any questions.

Best Regards,
Michael Bergren, President
Park Avenue Lighting, Inc.
(734)323-5618

Quotes are valid for 30 calendar days
LED lighting experts

122 S.Main, Suite 50, Ann Arbor, MI 48104 • Phone/Fax 734.585.5880 • www.parkavelighting.com



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John M. Barr
Karl A. Barr
~~~~~

Jesse O'Jack ~ Of Counsel  
William F. Anhut ~ Of Counsel – Retired  
Jane A. Slider ~ Legal Assistant

REQUEST FOR LEGISLATION

DATE: February 18, 2014

FROM: John M. Barr

SUBJECT: Renewal of Main Street Program

SUMMARY/BACKGROUND

Council approved the DDA participation in the Michigan Main Street Program. The Main Street Program provides an organizational model to support downtown and traditional commercial districts.

The contract is up for renewal. Tim Colbeck of the YDDA will be present to answer questions, and is requesting the council again approve the program.

ATTACHMENTS: Michigan Main Street Program Agreement

RECOMMENDED ACTION: Request council again approve the Michigan Main Street Program contract.

---

DATE RECEIVED: \_\_\_\_\_ AGENDA ITEM NO.

CITY MANAGER COMMENTS:

FOR AGENDA OF: \_\_\_\_\_ FINANCE DIR. APPROVAL

COUNCIL ACTION TAKEN:



Resolution No. 2014-054  
February 18, 2014

RESOLUTION TO APPROVE MICHIGAN MAIN STREET PROGRAM AGREEMENT

**RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that:**

The Michigan main Street Program Agreement Associate Level is approved for the city to continue as an associate member of the Michigan Main Street Program as administered by the Ypsilanti Downtown Development Authority.

The Mayor and City Clerk are authorized to sign the agreement, subject to the approval of the City Attorney.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:            NO:            ABSENT:            VOTE:

# **Michigan Main Street Program Community Requirements and Expectations Agreement**

## **Associate Level**

THIS AGREEMENT is entered into and executed by the Michigan Main Street (MMS) Program, whose address is 735 East Michigan Avenue, Lansing, MI 48909, and the **Community** of \_\_\_\_\_, County of \_\_\_\_\_, State of Michigan (the “Community”) whose address is \_\_\_\_\_, for the purpose of educating the Community on the National Main Street Four-Point Approach® and the MMS Program.

WHEREAS, the MMS Program has entered into a contract with the National Trust for Historic Preservation, National Main Street Center, Washington, D.C. (the “NTHP NMSC”), to provide technical expertise, training and services to designated Michigan communities;

WHEREAS, this agreement is for the purpose of setting forth the MMS Program requirements and expectations for the Community, pursuant to its designation as an Associate Michigan Main Street Community and pursuant to contractual arrangements between the NTHP NMSC and the MMS Program, so as to assist in the revitalization of the designated Community’s traditional commercial district;

WHEREAS, the Community has attended the MMS Program Orientation Webinar and understands, in general, the intent of the Michigan Main Street Program and the upcoming training schedule for the Associate Level;

NOW THEREFORE, in consideration of the foregoing mutual covenants and agreements contained herein, the parties have agreed to do as follows:

### **SECTION I. The Community agrees to these Minimum Participation Standards:**

1. The Community is required to participate in all scheduled MMS Program services within the term of this Agreement, including :
  - Main Street Basic Training
  - Main Street in Practice Training
  - MMS Overview Presentation (in the Community)

Travel expenses are the sole responsibility of the Community.

2. Attendance is defined by the MMS Program as:
  - A. At minimum, one (1) individual from the Community must be present for the entirety of the provided service. It is acceptable for two (2) individuals to divide the time between them, as long as the Community is represented for the entirety of the provided service.

- B. Time commitments for the services as listed in #1 are:
- i. Main Street Basic Training .....One (1) Day
  - ii. Main Street in Practice Training .....One (1) Day

C. Day-long services typically begin at 8:30am and end by 4:00pm. The MMS Program reserves the right to change the schedule if necessary. Any changes to the schedule will be communicated to the Community contact on file with the MMS Program Coordinator.

- 3. Submit biannual reports to the MMS Program by May 23 and August 29 of the program year. Reports are to state the Community's activities in furthering their education in the National Main Street Four-Point Approach®, steps and/or discussion the community has taken to prepare for making an application to become a Selected MMS community, the MMS Program, and activities in other downtown revitalization areas.
- 4. Understand the Community is not allowed to use the MMS Program name or logo until it has been designated a Selected Michigan Main Street Community. The MMS Program name and logo are trademark protected. See Section III, Number 3, of this Agreement.
- 5. Understand the Community must successfully complete all requirements and expectations of the Associate Level before applying to the Selected Level.
- 6. Understand all requirements of this Agreement must be met regardless of changes within the Community. If requirements of this Agreement are not met, MMS Program services will be suspended and a written warning to the Community will be issued requesting an explanation. Once requirements are met, MMS Program services will be reinstated. If requirements continue to not be met, this Agreement will be terminated and all rights associated with the Community's participation in the MMS Program will be revoked.
- 7. Assume full responsibility for all costs and expenses associated with the performance of the Community and its rights and responsibilities under this Agreement. The Community further acknowledges that the MMS Program is not responsible to the Community for any costs associated with this Agreement or the services provided under this Agreement, including but not limited to those costs or expenses incurred as a result of anticipated or actual participation in the MMS Program, the NTHP NMSC Program or pursuant to the Community's selection or participation as a Michigan Main Street Community.

## **SECTION II. The MMS Program agrees to provide these services:**

1. Provide one (1) year of program training as outlined in Section 1, #1 to each Associate Michigan Main Street Community. Training may be modified by the MMS Program, in its sole discretion, to meet programmatic needs:
2. Provide advice, information, and additional on-site assistance to the Community upon request and subject to MMS Program schedule, program constraints, staff availability, and costs associated with the request. The MMS Program may request the assistance of other State or Federal agencies.

## **SECTION III. The PARTIES hereto otherwise agree as follows:**

1. **TERM OF THE AGREEMENT.** The term of this agreement shall be for a period of eleven (11) months, beginning March 3 and ending December 31, 2014.
2. **CONFIDENTIAL INFORMATION.** Except for information provided to the MMS at its request or as part of this Agreement, the Community, its employees, agents, and representatives shall not disclose, other than to the extent required by law, including without limitation, the Freedom of Information Act, any information or data, including but not limited to all materials furnished to the Community by MMS (“Confidential Information”) without the written consent of MMS. Confidential information does not include information that is already in the possession of, or is independently developed by, the Community; becomes publicly available other than through breach of this Section; or is received by the Community from a third party with authorization to make such disclosures or is released with MMS’s prior written consent.
3. **LICENSING OF CERTAIN MARKS.** MMS does NOT grant to the Community a license to utilize the MMS Program trade names, trademarks, logo, and/or service marks (“MMS Program Marks”).
4. **INTELLECTUAL PROPERTY RIGHTS.** The Community acknowledges that MMS owns all rights, title and interest in and to the MMS Program Marks and that it will do nothing inconsistent with MMS’s ownership of the Program Marks.
5. **INSURANCE.** The Community shall provide and maintain its own general liability, property damage, and workers compensation insurance, which shall be written for not less than any limits of liability required by law.
6. **TOTAL AGREEMENT.** This Agreement contains the entire agreement between the parties superseding any prior or concurrent agreements as to the services being provided, and no oral or written terms or conditions which are not contained in this Agreement shall be binding. This Agreement may not be changed except by mutual agreement of the parties, reduced to writing and signed.

7. **ASSIGNMENT/TRANSFER/SUBCONTRACTING.** Except as contemplated by the Agreement, the Community shall not assign, transfer, convey, subcontract, or otherwise dispose of any duties or rights under this Agreement without the prior specific written consent of MMS. Any future successors of the Community will be bound by the provisions of this Agreement unless MMS otherwise agrees in a specific written consent.
8. **COMPLIANCE WITH LAWS.** The Community is not, and will not during the term of this Agreement, be in violation of any laws, ordinances, regulations, rules, orders, judgments, decrees or other requirements imposed by any governmental authority to which it is subject, and will not fail to obtain any licenses, permits or other governmental authorizations necessary to carry out its duties hereunder.
9. **WAIVER.** A failure or delay in exercising any right with respect to this Agreement will not be presumed to operate as a waiver unless otherwise stated in this Agreement, and a single or partial exercise of any right will not be presumed to preclude any subsequent or further exercise of that right, or the exercise of any other right.
10. **NOTICES.** Any notice, approval, request, authorization, direction or other communication under this Agreement shall be given in writing and shall be deemed to have been delivered and given for all purposes (i) on the delivery date if delivered by electronic mail or by confirmed facsimile; (ii) on the delivery date if delivered personally to the Party to whom the same is directed; (iii) one (1) business day after deposit with a commercial overnight carrier, with written verification of receipt; or (iv) three (3) business days after the mailing date, whether or not actually received, if sent by U.S. mail, return receipt requested, postage and charges prepaid, or any other means of rapid mail delivery for which a receipt is available. The notice address for the Parties shall be the address as set forth in this Agreement, with the other relevant notice information, including the recipient for notice and, as applicable, such recipient's fax number or e-mail address, to be as reasonably identified by notifying Party. The MMS and the Community may, by notice given hereunder, designate any further or different addresses to which subsequent notices shall be sent.
11. **NON-DISCRIMINATION AND UNFAIR LABOR PRACTICES.** In connection with this Agreement, the Community shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, gender, height, weight, marital status or handicap. In connection with this Agreement, the Community shall not violate 1980 Public Act 278, as amended, MCL 423.321, et seq, by entering into a sub-contract with any individual person, firm or entity who has been found in contempt of court by a Federal Court of Appeals on not less than three (3) occasions involving different violations during the preceding seven

(7) years for failure to correct an unfair labor practice as prohibited by Section 8 of Chapter 372 of the National Labor Relations Act. Violations of the law after the beginning date of this Agreement may result in its termination.

12. **SEVERABILITY.** The invalidity or unenforceability of a particular provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, provided that the principal intent of this Agreement can be preserved.
13. **GOVERNING LAW AND JURISDICTION.** This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan. The parties agree that any legal actions concerning this Agreement shall be brought in the Ingham County Circuit Court in Ingham County, Michigan, USA. The terms of this provision shall survive the termination of the cancellation of this agreement.
14. **NO EMPLOYMENT, PARTNERSHIP OR AGENCY RELATIONSHIP.**  
The MMS Program is limited to furnishing its technical services to the Community and thus nothing contained herein shall create any employer-employee relationship. Further, this Agreement does not create a partnership relationship.
15. **NO THIRD PARTY BENEFICIARIES.** There are no express or implied third party beneficiaries to this Agreement.
16. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts and by facsimile, each of which shall constitute an original, and all of which together shall constitute one and the same instrument.
17. **TERMINATION OR CANCELLATION.**
  - A. This Agreement may be terminated by MMS by providing written notice of default and termination to the Community (“Notice of Default and Intent to Terminate”) upon the occurrence of any of the following events or conditions (“Event of Default”):
    - i. any representation or covenant made by the Community is determined by MMS, in its reasonable judgment, to be incorrect at the time that such representation or covenant was made in any material respect, including, but not limited to, the Reports and compliance with laws as required under this Agreement;
    - ii. the Community’s failure to comply with any of the covenants of this Agreement;
    - iii. use of the program training, technical assistance, and resources provided pursuant to this Agreement for purposes other than as set forth in this Agreement.

- B. This Agreement may be terminated by the Community by providing written notice of termination to the MMS program. Written notice needs to be provided by the local organization that is looking to carry out the mission of the Main Street Four-Point Approach.
  - C. Notwithstanding the foregoing, the Community acknowledges that MMS's performance of its obligations under this Agreement is dependent upon the continued approval of funding and/or the continued receipt of state funding. In the event that the State Legislature, the State Government or any State official, public body corporate, commission, authority, body or employees, or the federal government (a) takes any legislative or administrative action, which fails to provide, terminates or reduces the funding or programmatic support necessary for this Agreement, or (b) takes any legislative or administrative action, which is unrelated to the source of funding or programmatic support for this Agreement, but which affects the MMS's ability to fund and administer the MMS Program, then the MMS may cancel this Agreement by providing notice to the Community of cancellation. Cancellation may be made effective immediately, upon delivery of notice to the Community, or with such other time period as the MMS, in its sole discretion, deems reasonable.
  - D. In addition to the above, either party may terminate its obligations under this Agreement without cause by giving the other party a 30-calendar day written notice of such termination.
  - E. In the event that this Agreement is terminated, neither the MMS nor the Community shall have any further obligation to perform under this Agreement. The Community shall, unless otherwise directed by the MMS in writing, immediately take all reasonable steps to terminate operations under this Agreement.
18. **RESERVATIONS.** MMS reserves the right to modify services provided to the Community as necessary.
19. **AUTHORITY TO EXECUTE THIS AGREEMENT.** The signatories below warrant that they are empowered to enter into this Agreement.
20. **Failure to sign and submit this agreement to the MMS Program on or before March, 7, 2014 will result in the termination of the Community's participation in the MMS Program.**

IN WITNESS WHEREOF, the parties have executed this agreement.

**The COMMUNITY**

BY: \_\_\_\_\_  
(City Manager or Village President) (Date)

\_\_\_\_\_, Michigan  
(City or Village)

**LOCAL ORGANIZATION seeking to use the Main Street Four-Point Approach®**

BY: \_\_\_\_\_  
(Local Organization Representative) (Position Held)

\_\_\_\_\_  
(Local Organization Name) (Date)

**MICHIGAN MAIN STREET PROGRAM**

BY: \_\_\_\_\_  
(Director) (Date)

October 17, 2013  
2013-34

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION FOR THE YPSILANTI DDA TO CONTINUE AS AN ASSOCIATE  
LEVEL MEMBER OF THE MICHIGAN MAIN STREET PROGRAM IN 2014**

The following preamble and resolution were offered by Member A. Edmonds and supported by Member L. French.

WHEREAS, the Ypsilanti DDA (YDDA) has been a Michigan Main Street Associate level community since 2008; and

WHEREAS, in the time since the YDDA has become an Associate level Main Street Community there has been a significant turnover in our board members with many of the newer members having no previous training or exposure to the Michigan Main Street Program; and

WHEREAS, YDDA staff has done considerable outreach to gauge the interest of the greater DDA community and stakeholders of the YDDA applying for a Select Level membership in Michigan Main Street; and

WHEREAS, currently the YDDA and the greater community have not yet reached a level of participation necessary to move to the Select Level; and

WHEREAS, the YDDA's Operations & Finance Committee has determined that the YDDA should stay at the Associate Level for 2014;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. the YDDA will remain in the Michigan Main Street program for 2014 as an Associate Level Community.
2. the YDDA Operations & Finance Committee will continue to evaluate the organizations commitment and preparedness to eventually move to a Select Level membership of the MMS Program.
3. the YDDA Operations & Finance Committee will continue to promote the benefits of maintaining our Associate Level membership.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 0      VOTE: affirmed

Date: February 14, 2014

To: Mayor and City Council

From: Council Member Pete Murdock

Subject: Addition of Temporary Speed Humps on Dwight, Hemphill and Stanley as part of the Prospect Road Reconstruction Project.

Residents of the Dwight, Hemphill and Stanley have been asking for relief from the increased cut through traffic caused by the conditions of Prospect Road. Speeding and other vehicular behaviors are causing safety issues in their neighborhood. The residents submitted a petition in May 2012 asking for speed humps or other traffic calming measures to slow traffic. Additional signatures were submitted at a later date.

The harsh winter we are experiencing is only going to make conditions worse on Prospect Road and increase the cut through traffic. City Council recently approved a plan for the reconstruction and resurfacing of Prospect Road in 2015. The construction will further cause traffic to re-route itself through these residential neighborhoods.

As part of our Prospect Road project, this resolution would direct that the City would install temporary speed humps on Dwight, Hemphill and Stanley in the Spring of 2014 – one in each block for a total of six. The situation then can be reviewed in Fall of 2016 after the reconstruction of Prospect Road has been in existence a year to see if they should be maintained, removed or other traffic calming measures installed that might be more effective.

These speed humps and related signage have an estimated cost of \$2,500 - \$3,000 each to purchase and install for an estimated total cost of \$18,000. Funds could come from the Local Street Fund which is projected to have a Fund Balance at the end of FY 2013-14 of just over \$600,000. Traffic calming measures are an eligible expense of Act 51 funds.

Installation of these speed humps will go a long way to responding the safety concerns of this neighborhood.



Resolution No. 2014-055  
February 18, 2014

Whereas, the condition of Prospect Road has caused traffic to divert through the residential streets of Dwight, Hemphill and Stanley causing safety issues due to speeding and other driver behavior, and

Whereas, the severe winter of 2014 is going to further deteriorate Prospect Road increasing the traffic flow on these residential streets, and

Whereas, Prospect Road is scheduled for reconstruction and resurfacing in 2015 requiring a construction traffic plan and possible detours, and

Whereas, the residents have submitted a petition expressing their concerns about neighborhood safety due to the increased traffic and speeding, and

Whereas, the residents have requested measures be taken to abate the safety issues including the installation of speed humps.

Now Therefore be it Resolved, as part of the Prospect Road reconstruction project a temporary speed hump be installed in each block of Dwight, Hemphill and Stanley (six speed humps in total) in the Spring of 2014, and

Further Resolved that, the cost of purchase and installation of these speed humps and any related signage is incorporated into the Prospect Road Reconstruction Project and if necessary be allocated from the Local Street Fund, and

Further Resolved that, the speed bump issue on these streets be reviewed in the fall of 2016 to determine the necessity of maintaining them or alternative traffic calming measures.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

Yes:

No:

Absent:

Vote:

## Pete Murdock

---

**From:** Gabriela Villanueva [gvillanueva@trafficlogix.com]  
**Sent:** Wednesday, January 29, 2014 12:23 PM  
**To:** murdock.sweeney@comcast.net  
**Subject:** Traffic Logix™ Speed Humps  
**Attachments:** Product sheet speed tables.pdf; 7ftHump.Arrows.jpg; 14FT Hump.Yellow.jpg; TRAFFIC LOGIX CATALOGUE email.pdf

Hello Pete

Thank you for taking an interest in our products!

Traffic Logix specializes in traffic calming of residential areas, we have a full line of rubberized traffic calming devices to slow down speeds from 10 mph – 30 mph.

Speed humps are parabolic in shape and will slow traffic from 15 to 20 MPH, they calm traffic more gradually than speed bumps, although less so than speed tables.

All Traffic Logix rubber solutions can be customized to any road width or length using our 18" units, made of recycled rubber with molded reflective tape; they are very sturdy, durable and are able to withstand the weight of large truck or trailers and will never crack or fade like asphalt.

We have two speed hump lengths to offer, and the difference between them would be the speed limit to address; you can increase or decrease the width by increments of 1.5', this in function of our interlocking units and the space required on each side of the road for water drain.

-  7' x 3" x 19.5' hump Reduces speeds to 15 mph. Priced at \$2, 440 USD with yellow or white reflective taping, or black with white arrows for \$ 1, 828 USD.
-  14' x 4" x 19.5' hump Reduces speeds to 20 mph. Priced at \$ 4, 844 USD with yellow or white reflective taping, or black with white arrows for \$ 3, 968 USD.

This product has a 2 year warranty however the life expectancy is longer than 5.

Here is an idea of what you should see for other rubberized solutions in our line:

-  10.5' Speed Table: Reduces speeds to 20 mph
-  14' Speed Tables: Reduces speeds to 25 mph
-  21' Speed Table: Reduces speeds to 30 mph
-  Speed Cushions: Reduces Speeds to 25 mph

We also have a helpful tool to design your own solution if you would like to give it a try, please just follow the link: <http://www.trafficlogix.com/en/customerarea/designyoursolution>, in which you just need to enter the road size and you can find the best rubber solution for you.

Attached you can find the product sheet along with our electronic catalog for reference pictures. I hope this helps for the time being. Please feel free to contact me if you have any questions. I would be glad to discuss our products with you.

Thanks and regards,

**Gabriela Villanueva**  
**Inside Sales Representative**

Traffic Logix Corp.  
Tel: 1-866-915-6449  
Fax: 1-866-995-6449  
[trafficlogix.com](http://trafficlogix.com)

**[Subscribe to our newsletter by clicking here!](#)**

**From:** TrafficLogix [mailto:info@trafficlogix.com]  
**Sent:** Wednesday, January 29, 2014 7:14 AM  
**To:** info@trafficlogix.com  
**Subject:** A "get a quote" form has been submitted

A "get a quote" form has been submitted on the Traffic Logix website. The details of this submission are below:

First Name: Pete  
Last Name: Murdock  
Phone: (734) 485-7799  
Email: [murdock.sweeney@comcast.net](mailto:murdock.sweeney@comcast.net)  
City: Ypsilanti  
State: MI  
Question, Comment, or Project Description: Three two block streets with stop sign between blocks being used as cut through. Looking at possibly putting a speed hump mid block on each block, six altogether. The street are ~20 feet wide curb to curb. Looking for suggestions and estimated costs.  
Referer: /productsservices/speedhumps

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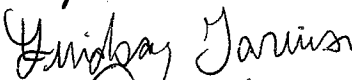
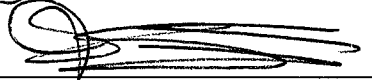
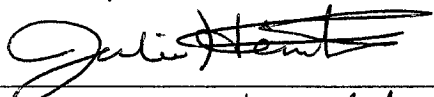
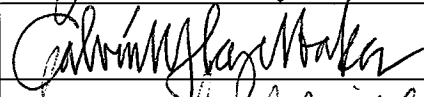
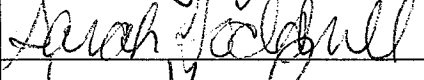
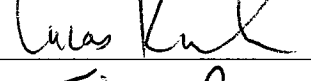
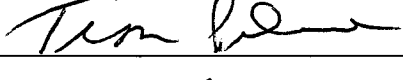
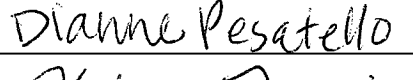
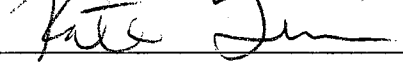
No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2014.0.4259 / Virus Database: 3681/7030 - Release Date: 01/24/14

## Petition to [Action]

**Petition Summary:** Because of the poor roadway conditions in the City of Ypsilanti on Prospect Road between Holmes and Forest Avenue as well as Holmes Road between Dwight Street and River Street, too many vehicles cut through the residential neighborhoods of Stanley Street, Hemphill Street, and Dwight Street from Holmes Road to Forest Street at unsafe speeds. To reduce the volume and speed of traffic through these neighborhoods, steps should be taken to reduce the incidence of vehicles using these neighborhoods as a thorough fare.

**Action Petitioned For:** We the undersigned are concerned citizens who urge our leaders to act now to suppress traffic through our neighborhoods and make our neighborhood streets safer by erecting stop signs on Holmes Road at Stanley Street and at Hemphill Street and "not a through way" signs at both ends of Stanley, Hemphill, and Dwight, and by installing permanent or removable speed bumps on Stanley, Hemphill, and Dwight.

| Date    | Signature        | Printed Name     | Address                               | Comment |
|---------|------------------|------------------|---------------------------------------|---------|
| 2/12/13 | Alessandra White | Alessandra White | 805 Dwight St.<br>Ypsilanti, MI 48198 |         |
| 2/12/13 | By K White       | Bryan White      | 805 Dwight<br>Ypsi MI 48198           |         |
| 2/12/13 | MS Moeller       | Mindy Moeller    | 807 Dwight<br>Yps 48198               |         |
| 2/12/13 | Rich Moeller     | Rich Moeller     | 807 Dwight<br>Ypsilanti, MI 48198     |         |
| 2/12/13 | B. Freeland      | Bethany Freeland | 809 Dwight<br>Ypsi 48198              |         |
| 2/12/13 | Randolph Gravel  | Randolph Gravel  | 809 Dwight St<br>Ypsilanti            |         |

| Date    | Signature                                                                           | Printed Name        | Address                   | Comment                                       |
|---------|-------------------------------------------------------------------------------------|---------------------|---------------------------|-----------------------------------------------|
| 4.13.13 |    | Jeff Yoder          | 303 E Forest Ave<br>48198 |                                               |
| 4-13-13 |    | Lindsay Garinger    | 303 E Forest Ave<br>48198 | Please install rumble<br>strips on Forest Ave |
| 4/19/13 |    | LAURA LEISTER       | 811 Hemphill<br>St. 48198 |                                               |
| 4/19/13 |    | Julie DeFilippo     | 703 Hemphill<br>48198     |                                               |
| 4/19/13 |    | Julie Heintz        | 705 Hemphill St.<br>48198 |                                               |
| 4/19/13 |    | Joann Hazelbaker    | 801 Dwight                |                                               |
| 4/19/13 |    | CALVIN M HAZELBAKER | 801 DWIGHT                |                                               |
| 4/21/13 |   | Sarah Foddrill      | 717 Hemphill St           |                                               |
| 4/21/13 |  | Lucas Kurke         | 715 Hemphill St           |                                               |
| 4/21/13 |  | Tim Police          | 711 Hemphill St.          |                                               |
| 4/21/13 |  | Dianne Pesatello    | 702 Hemphill St           |                                               |
| 4/21/13 |  | Kate Levin          | 734 463-3924              |                                               |

| Date     | Signature        | Printed Name     | Address      | Comment                                |
|----------|------------------|------------------|--------------|----------------------------------------|
| 04.21.13 | Elaine Rotten    | Elaine Rotten    | 714 Hemphill | People drive<br>Fast too fast and off  |
| 4/21/13  | Tony Bedagne     | Tony Bedagne     | 717 Stanley  | Fast on Holmes                         |
| 4/21/13  | Mary Cole        | Mary Cole        | 715 Stanley  |                                        |
| 4/21/13  | Mika Hazen       | Mika Hazen       | 702 Stanley  |                                        |
| 4/21/13  | Lindszy Kubant   | Lindszy Kubant   | 708 Stanley  |                                        |
| 4-21-13  | John Kort        | John Kort        | 708 Stanley  |                                        |
| 4-21-13  | Arisea Kilgore   | Arisea Kilgore   | 812 Stanley  |                                        |
| 4-21-13  | Treva Kilgore    | Treva Kilgore    | 812 Stanley  |                                        |
| 4-21-13  | Sharlene Aldrich | Sharlene Aldrich | 804 Stanley  |                                        |
| 4/21/13  | Scott Snyder     | Scott Snyder     | 823 Stanley  | Excessive speed;<br>Danger to children |
| 4/21/13  | April Bartlett   | April Bartlett   | 809 Stanley  |                                        |
| 4/21/13  | Eve Heinrichs    | Eve Heinrichs    | 803 Stanley  |                                        |

| Date    | Signature            | Printed Name      | Address                              | Comment |
|---------|----------------------|-------------------|--------------------------------------|---------|
| 4/23/13 | Sally Lunn           | Sally Lunn        | 706 Dwight St<br>Ypsilanti, MI 48198 |         |
| 4/23/13 | Cheryl Brooks        | CHEYL BROOKS      | 203 DWIGHT ST<br>48198 - YPSI        |         |
| 4/23/13 | Robert A. Krzewinski | ROBERT KRZEWINSKI | 706 DWIGHT ST<br>YPSILANTI, MI 48198 |         |
|         |                      |                   |                                      |         |
|         |                      |                   |                                      |         |
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|         |                      |                   |                                      |         |

# TRAFFIC LOGIX

TRAFFIC CALMING SOLUTIONS  
PRODUCT CATALOG



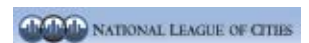
# INTRODUCTION



Definitions of traffic calming may vary but they all share the goals of reducing vehicle speeds, improving neighborhood safety, and enhancing quality of life. Traffic calming involves changes in street alignment, installation of barriers and other physical measures to reduce traffic speeds and/or cut-through volume. The goal of traffic calming is to improve street safety, and neighborhood livability.

Traffic Logix has established itself as a provider of innovative products and solutions for this growing industry. Our solutions include a range of rubber products as well as innovative radar speed signs. These solutions meet the growing concern of cities, counties, municipalities and gated communities; ensuring the safety of the streets that our children play on and that all of us live on.

Members of:



# CONTENTS

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|     |                                      |
|-----|--------------------------------------|
| 1.  | Product overview                     |
| 2.  | Speed Hump                           |
| 3.  | Speed Table                          |
| 4.  | Traffic Circle                       |
| 5.  | Speed Cushions                       |
| 7.  | Components                           |
| 8.  | Features & options                   |
| 9.  | Installation overview                |
| 10. | Lane Separators/Radar Speed Signs    |
| 11. | Private communities                  |
| 12. | Alley Bumps/Traffic Logix on the web |

# PRODUCT OVERVIEW

The Traffic Logix original engineered system consists of interlocking rubber units with molded reflective tape. These components can be assembled to create a variety of traffic calming solutions including speed humps, speed tables, speed cushions, traffic circles, traffic islands and street narrowing. The modular system presents unlimited possibilities for different configurations and can be installed on asphalt or concrete and as permanent or temporary. Our newest products, the next generation radar speed signs, offer an additional alternative to calm streets by making drivers aware of the speed they are driving at. Our line of solutions are ideal for residential roads, school zones, and constructions sites.

## MADE OF RECYCLED RUBBER



- Lightweight - easy to transport and install
- Extremely durable
- Will never fade or crack like asphalt
- Uniform and consistent profile
- Aesthetic appearance, residential appeal
- Environmentally friendly

## MOLDED REFLECTIVE TAPE



- Highly visible
- Molded tape has a much longer lifespan than paint

## SIMPLE INSTALLATION

(see page 9)



- Save labor costs
- Avoid street closures
- No heavy equipment, only basic tools are required
- Can be removed, stored and relocated

## MODULAR INTERLOCKING DESIGN

(see page 8)



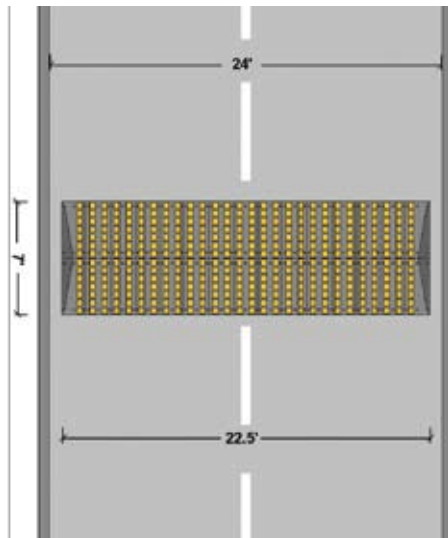
- Conforms to ITE standards
- Expandable to any size roadway
- Interlocking feature adds extra stability
- Allows for custom solution design

# SPEED HUMP



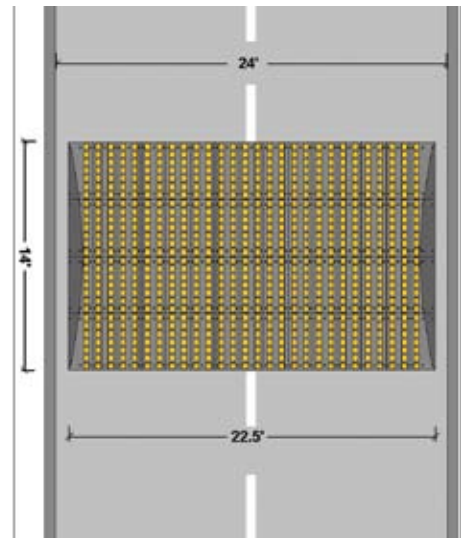
**Speed humps** are raised traffic calming devices that range in height from 3 to 4 inches. They are parabolic in shape and are placed across the road to slow traffic. Speed humps are the most popular traffic calming measure in the United States today. A speed hump will typically slow traffic in a more gradual manner than speed bumps, although less so than speed tables.

\*Traffic Logix interlocking units can be used for any road width in increments of 18".



**Dimensions:** 3" x 7' x any width\*  
width shown is 22.5'

**Units:** MSH03 - 26 units  
LSH03 - 2 units  
RSH03 - 2 units



**Dimensions:** 4" x 14' x any width\*  
width above is 22.5'

**Units:** MSH03 - 26 units  
MSH34 - 26 units  
LSH03 - 2 units  
RSH03 - 2 units  
LSH34 - 2 units  
RSH34 - 2 units

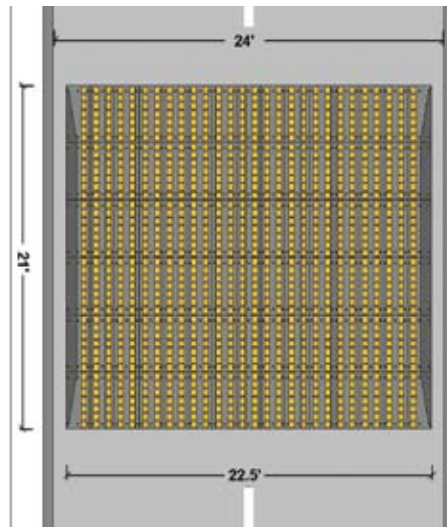


14' Hump Profile

# SPEED TABLE



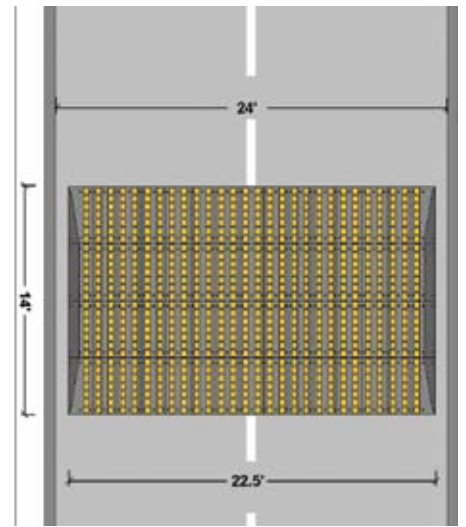
**Speed tables** are raised traffic calming devices that are 3 inches high and flat-topped. This design facilitates a smoother ride and can therefore be driven over at a higher speed than speed humps. Speed tables are used when less drastic vehicle slowing is desired.



**Dimensions:** 3" high  
\*width shown 22.5'  
\*length shown 21'

**Units:** MSH03 - 26 units  
MSH33 - 52 units  
LSH03 - 2 units  
RSH03 - 2 units  
LSH33 - 4 units  
RSH33 - 4 units

\* Traffic Logix interlocking units can be used for any road width in increments of 18" and in any desired length in increments of 3.5'.



**Dimensions:** 3" high  
\*width shown 22.5'  
\*length shown 14'

**Units:** MSH03 - 26 units  
MSH33 - 26 units  
LSH03 - 2 units  
RSH03 - 2 units  
LSH33 - 2 units  
RSH33 - 2 units

14' Table Profile

# TRAFFIC CIRCLE



**Traffic circles** are raised islands placed in intersections to slow cars down by forcing them to drive around a circle, thus reducing vehicle speed. Traffic Logix SuperFlex curbing can be used to create traffic circles. It can also be used to create curb extensions/medians, roundabouts, chicanes, and neckdowns

**The SuperFlex Curb** is made with virgin rubber. This allows for greater flexibility to create any size and shape of island, traffic circle, or curb extension that is needed.

The molded bright reflective tape ensures visibility for motorists as well as pedestrians. Each SuperFlex curb unit is 39" in lengths.

## Superflex Curb



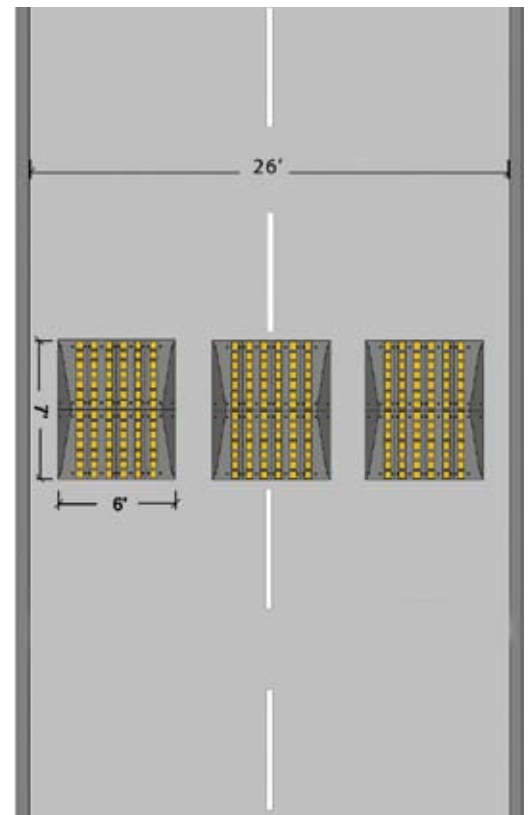
# SPEED CUSHIONS



**Speed cushions** are the latest available traffic calming device, and perhaps the most innovative. Speed cushions have several distinct advantages. Designed as small speed humps, speed cushions compel residential vehicles to reduce their speed. Emergency response vehicles can straddle the cushions, however, due to their wider axle, thereby driving over the cushions without significantly affecting response time. In addition, speed cushions are more affordable than speed humps or tables since they require less material.

**Dimensions:** 3" x 6' x 7'

**Units:** MSH03 - 4 units  
LSH03 - 2 units  
RSH03 - 2 units

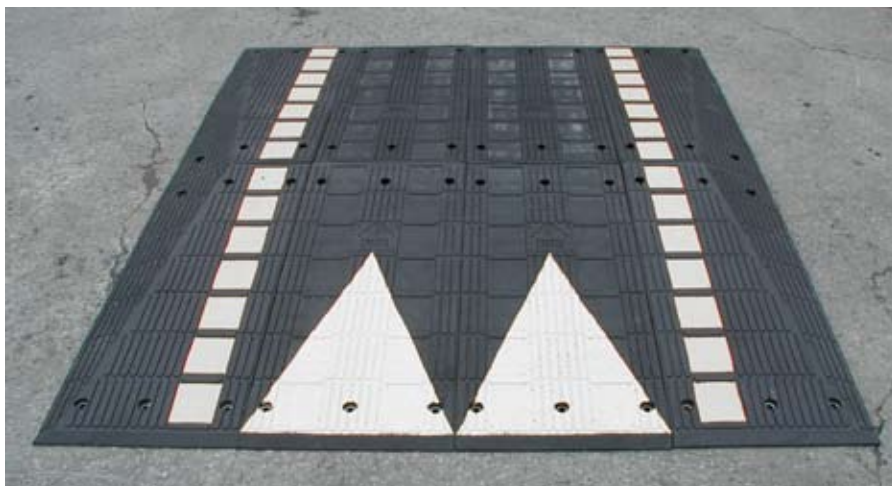




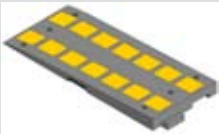
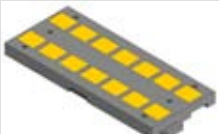
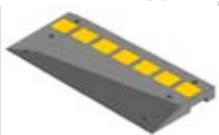
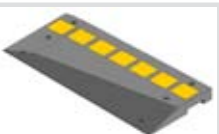
Our rubber speed cushions address a serious problem which cities often face when contemplating traffic calming - how to slow residential traffic without impeding emergency response vehicles.

**Traffic Logix rubber speed cushions are emergency response friendly- allowing fire engines and ambulances to straddle them so that response times are not affected**

**Speed Cushion** shown  
with optional arrow  
markings indicating  
direction of traffic flow

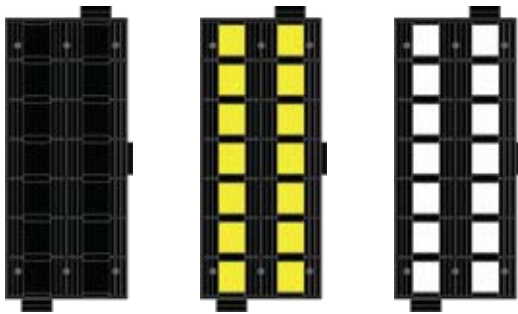


# COMPONENTS (SPEED HUMP/TABLE/CUSHIONS/TRAFFIC CIRCLE)

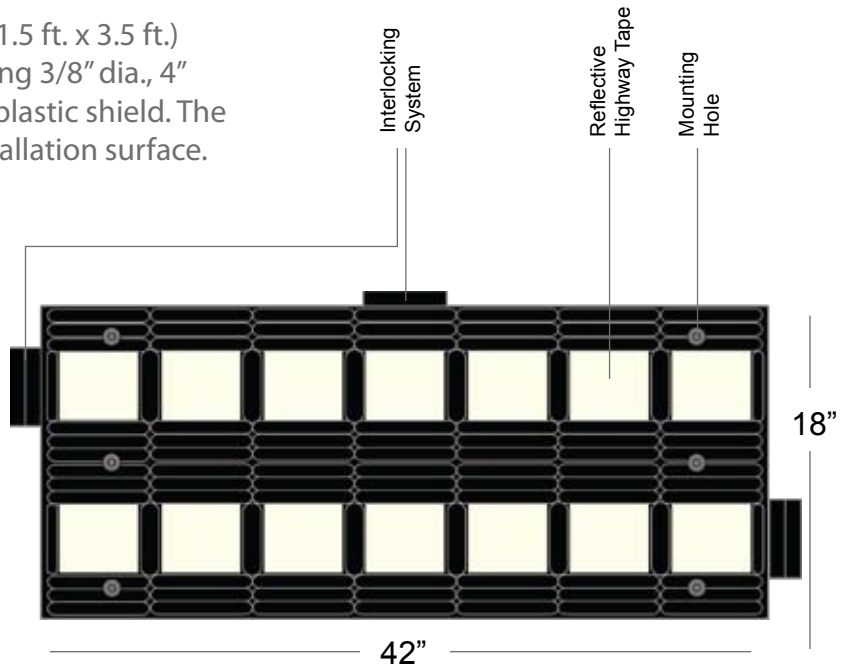
| COMPONENT           |    |                                                                                     | PRODUCT # | LENGTH (in) | WIDTH (in) | HEIGHT (in) | WEIGHT (lb.) |
|---------------------|----|-------------------------------------------------------------------------------------|-----------|-------------|------------|-------------|--------------|
| MIDDLE UNITS        | 1  |    | MSH03     | 42          | 18         | 0 - 3       | 50           |
|                     | 2  |    | MSH33     | 42          | 18         | 3           | 75           |
|                     | 3  |    | MSH34     | 42          | 18         | 3-4         | 88           |
| LEFT END CAP UNITS  | 4  |    | LSH03     | 42          | 18         | 0 - 3       | 48           |
|                     | 5  |   | LSH33     | 42          | 18         | 3           | 68           |
|                     | 6  |  | LSH34     | 42          | 18         | 3 - 4       | 75           |
| RIGHT END CAP UNITS | 7  |  | RSH03     | 42          | 18         | 0 - 3       | 48           |
|                     | 8  |  | RSH33     | 42          | 18         | 3           | 68           |
|                     | 9  |  | RSH34     | 42          | 18         | 3 - 4       | 75           |
| CURB                | 10 |  | SPRFC     | 39          | 3.125      | 4           | 13.2         |

# FEATURES & OPTIONS

Each unit has a footprint dimension of 18" x 42" (1.5 ft. x 3.5 ft.) and has six mounting holes for lag bolts measuring 3/8" dia., 4" long that are installed with a steel washer and a plastic shield. The plastic shield requires a 9/16" dia. hole in the installation surface. For details see installation section.



Striping is available in square or arrow patterns and in yellow, white or black (no tape)



All Traffic Logix rubber solutions can be customized to any road width or length using our 18" units. This allows for unique flexibility in building traffic calming solutions to fit any application or configuration.

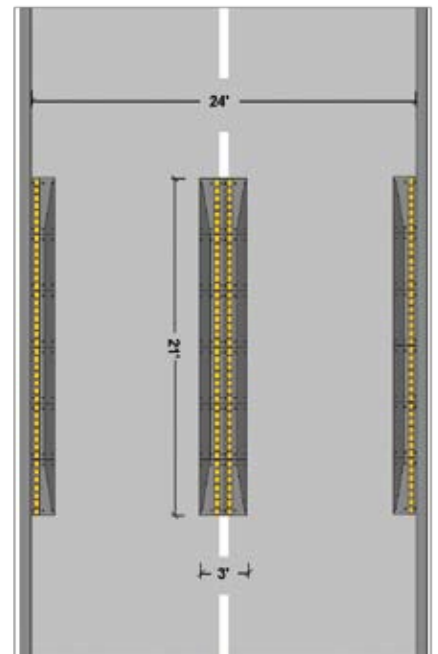
## CUSTOM SOLUTIONS

Create your own solutions by utilizing our modular components:

### 21' Traffic Island/Street Narrowing

**Dimensions:** 3" x 3' x 21'

**Units:** LSH03 - 2 units  
RSH03 - 2 units  
LSH33 - 4 units  
RSH33 - 4 units

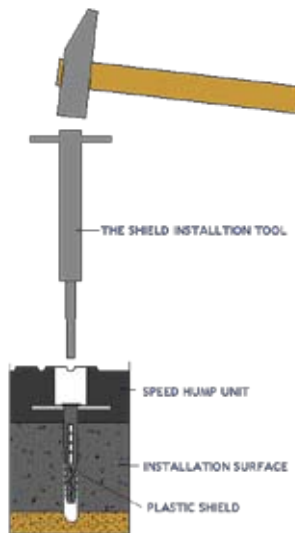


# INSTALLATION OVERVIEW

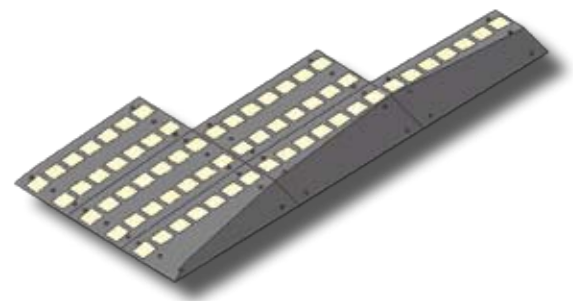
Traffic Logix products are simple to install. They are secured with anchors and bolts and can therefore be removed and relocated to an alternate street when needed. This feature is beneficial when a municipality would like to test a street or the product. Small panel size results in easier installation, less complicated removal, and more convenient storage. Panels do not require skilled labor to install, which produces greater savings for municipalities. The installation process is also designed to always allow one lane of the road to be open, thereby avoiding unnecessary street closures. The Traffic Logix system can be expanded to fit any roadway, and requires very little maintenance



Note: for detailed installation instructions please refer to our instruction manual or download the installation video from our website



**Anchors (shields)  
and bolts**



# LANE SEPARATORS

## Dimensions

Each rubber unit is 9.5" wide, mid-sections are 20.9" and end caps are 44.5".



Lane separators distinguish between lanes or types of traffic such as cars, buses, bikes, or pedestrians. They are often placed in residential areas with wide roadways and multiple approach lanes. Lane separators compel approaching traffic to slow down in order to determine the appropriate lane, with the added benefit of calming traffic as motorists slow down.

# NEW RADAR SPEED SIGNS

Have you seen our new next generation radar speed signs?

Our signs feature:

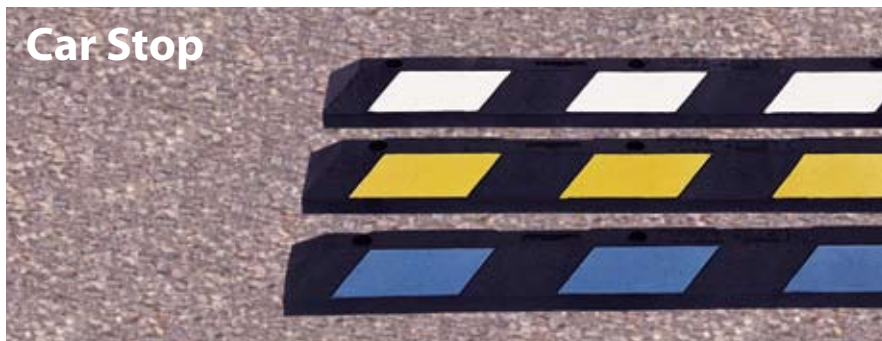
- Unique optical technology to allow LEDs to operate at optimal performance using only 30% of power supply
- Optical lens system focuses light toward approaching vehicle while appearing dimmer to cars in other lanes to avoid motorist distraction
- Most accurate internal traffic counter available
- Fully compliant with MUTCD standards
- Optional solar power
- Built in data collection software with Bluetooth wireless download
- 2 year warranty on all signs and 10 year war-



Learn more! See our Radar Speed Sign pamphlet for more details or visit us at **[www.trafficlogix.com](http://www.trafficlogix.com)** to learn about the many innovative features our signs offer.

# PRIVATE COMMUNITIES (AND PARKING LOTS)

**Car Stop**



**Speed Bump**



**Mini Speed Hump**



## Dimensions

### **Car Stop:**

3', 4' or 6' x 6" x 4"

3' - 17 lb..  
4' - 22.5 lb..  
6' - 34 lb.

### **Speed Bump:**

4' or 6' x 12" x 2 1/4"  
32 lb. (4'), 51 lb. (6')

**Speed Bump End Cap:**  
6" x 12" x 2 1/4"  
5.5 lb.

### **Mini Hump section:**

35.5" x 19.5" x 2.1"  
44 lb.

**Mini Hump End Cap:**  
35.5" x 19.5" x 2.1"  
19 lb.

# ALLEY BUMP

**Dimensions**  
4' or 6' X 12" X 3"  
51 lbs (4')  
76 lbs (6')



Alley bumps were developed to address speeding, and cut-through traffic in alleyways. They are designed for speeds of 1-5 MPH. Molded bright reflective tape alerts drivers well in advance. Channeled bottom facilitates cables and drainage. Available in 4' and 6' lengths, along with end caps to protect the alley bump ends and motorists.

## TRAFFIC LOGIX ON THE WEB



Visit us on the web at **[www.trafficlogix.com](http://www.trafficlogix.com)** for more information about our solutions, new products, and extensive traffic calming information.



**Corporate address:**

Traffic Logix  
3 Harriet Lane  
Spring Valley, NY 10977



CLEARING OUT U.S.  
LANDFILLS



**GSA Approved**  
Contract # GS-03F-0019U



Rubber products made  
from 100% recycled tires  
Each unit uses 5 tires

[www.trafficlogix.com](http://www.trafficlogix.com) 866-915-6449

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Resolution No. 2014-056  
February 18, 2014

**RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:**

That the City Council Meeting be adjourned, on call, by the Mayor or two (2) members of Council.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:      NO:      ABSENT:      VOTE: