



## Memorandum

To: Mayor Schreiber and City Council Members

*Ralph A. Lange*

From: Ralph A. Lange, City Manager

Date: March 31, 2014

Subject: Council Information Letter

### CITY MANAGER

#### Action & Request Center Report:

The following is an update of the Action Center support tickets:

- ✓ 25 online support tickets were opened since the last CIL (February 28, 2014)

Animal Control	0	<ul style="list-style-type: none"> <li>✓ 16 Closed</li> <li>✓ 1 In Progress</li> <li>✓ 8 Open</li> </ul>
Criminal Activity (Non Emergency)	2	
Graffiti	1	
Dangerous Buildings	0	
Noise Complains	1	
Other Violations	4	
Parking Complaints	2	
Public Facilities	0	
Rental Housing	4	
Sidewalks	1	
Snow Removal (commercial/residential/sidewalks)	2	
Street Conditions	6	
Streetlights	1	
Trash Pick Up	1	
Trash/Litter	0	
Weeds	0	
<b>Total</b>	<b>25</b>	

- Ms. McMullan, City Clerk, has returned to work on a full time basis.
- Currently, all departments are working diligently on the budgets for FY2014/2105 and FY2015/2016.
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- The new city-wide trash pick-up bid packet will be out for RFP in April 2014.
- The City Manager attended a reception, which was held in honor of the career of Paul Tait, Executive Director, who is retiring after 41 years. Mr. Tait is an Ypsilanti native and is well respected in the community as well as the State of Michigan. The reception was attended by many notables, including U.S. Representatives Gary Peterson and David Rutledge, Executives from Wayne County, Oakland County, Macomb County, Washtenaw County, and representatives from Governor Snyder's office, Senator Stabenow's office, Rep. Sander Levin's office and various other organizations in and around Michigan.
- The State will provide the City of Ypsilanti approximately \$68,000 in emergency funding distributed through the Act 51 formula to help with the cost incurred as a result of the extremely harsh winter and pothole season. We are expecting to get this money as part of our April Act 51 allotment.
- OHM has reviewed and established a work plan with associated costs for the twelve road segments identified by Mr. Kirton and the City Manager. We are expecting to receive this information from OHM this week.
- Aerotropolis approved our waiver requesting reduction of membership fees.

## **CITY CLERK**

- The Clerk/Treasurer's Office has begun the election process for the May 6<sup>th</sup> Special Election. Election chairpersons and inspectors have been assigned and approved by the Election Commission. Official ballots for the election are now in the office, and permanent Absent Voter applications were mailed out last week. The last day to register to vote is April 7<sup>th</sup> and the last day to submit petitions for the office of Mayor or City Councilmember is April 22<sup>nd</sup> at 4:00 p.m. Anyone interested in submitting petitions for Mayor or City Council must submit to the City Clerk an Affidavit of Identity and Receipt of Filing form, along with the petition. The form is available in the Clerk's Office.
- Last week, eight applicants were interviewed for the Deputy Clerk position and an offer was made and accepted. If the background check is successful, we hope to have the new Deputy Clerk begin within 2 to 3 weeks.
- Ms. McMullan is happy to return to work on a fulltime basis and appreciated all the flowers, cards and prayers sent during her absence.

## **DEPARTMENT OF PUBLIC SERVICES**

- Energy Revolving Loan Fund - Bids for the electrical services to install the LED retro-fits, fixtures occupancy switches were opened on Wednesday, March 26<sup>th</sup>. Five bids were received. Bids ranged from \$23,400 to \$5,025. Per the request of a member of city council, this bid is being reviewed. We are awaiting delivery of the lighting retrofit kits and fixtures. Mr. Kirton received confirmation that our order was scheduled to be shipped on March 27<sup>th</sup> and we can expect delivery early next week. Also, staff had a meeting with DTE on Friday, March 28<sup>th</sup> to finalize the rebate application.

- Sidewalk Ramp Replacement Program - A draft of the RFP for the 2014 Sidewalk Ramp Replacement Program has been forwarded to the City Attorney's Office for review and the recommended changes have been made. We are forwarding a copy of the RFP to the County CDBG Office for their review prior to issuance.
- Pavement Maintenance Program - A list of street segments that are in dire need of repairs has been forwarded to OHM. OHM will make recommendations on the type of repairs that these road segments will need and estimated costs for these repairs. Mr. Kirton spoke to MDOT about the funds that the State has allocated for repairs to roadways required due to the severity of this winter season.
- Penn Dam - The City will address the recommendations from the State Dam Inspection in the spring of 2014. The City accepted the proposal from OHM for a detailed condition assessment. The detailed assessment is approximately 50% complete, the remaining detailed condition assessment of the spillway and structures will be completed in 2014.
- CDBG - The construction drawings for the CDBG Senior Center kitchen and electrical improvement project are finished. The drawings were reviews by the County Health Department for their comments. The only comment that requires action is a change in one of the sinks
- 2015 Prospect Road Project - the Design Engineering Proposal from OHM was brought to council the March 4<sup>th</sup> meeting and approved. This design is currently under way.
- Surplus Equipment - Bidding has closed on three vehicles that were posted on MITIN. Two of the winning bidders has purchased and taken delivery of their vehicles. The one that was not purchased will be relisted as staff posts more vehicles on MITIN. Bell Equipment has expressed an interest in purchasing/bidding on the sweeper and dual stream packer truck.
- Charles Street Tot Lot - Staff has been directed to secure replacement cost quotes for a new climber structure and new swing set for the Charles Street Tot Lot. The final selections for the play equipment are being made and will be ordered soon. Installation of the new play equipment is scheduled for the spring of 2014.
- State Trunk Lines - Per the State Trunk Line Contract, MDOT has requested that the City begins street sweeping activities on the state trunk lines.
- Parkridge Park Pavillion Repair – Originally, this pavilion was scheduled to be repaired this calendar year using CDBG funds. The roof suffered additional noticeable damage this spring. Mr. Kirton has contacted WCC Construction Institute and they have offered to repair the roof on the pavilion and make an upgrade to the steps leading into the east end of the Tridge for only the cost of materials. We are going to accept this offer and transfer the CDBG money to the Senior Center kitchen project, which could use the additional funds.

## **FINANCE DEPARTMENT**

- Prepared Rutherford pool request for reimbursement.
- Met with department heads to review department budgets.
- Prepared the answers to Standard & Poor's questionnaire

## **HUMAN RESOURCES DEPARTMENT**

New Hires/Separations/Status Changes:

- Jeffrey Schulz, Angelica Placinta and Justin Massey were hired as firefighters this month.
- Eddie Davis retired on March 19, 2014

Employee/Retiree Passing:

- Floyd Walls - Ypsilanti's first African-American firefighter who was retired and serving as Chaplain of the Fire Department.

- Harry Hutchison - retired Department of Public Services Director.

#### Background Checks

- Deputy Clerk I
- Equipment Operator (1)
- P/T Fire Dept. Executive Secretary

#### Employee Absentees:

- Currently have 3 employees on Workers' Comp
- Have 1 person on light duty
- Have 1 person on FMLA

### PLANNING DEPARTMENT

- **\*Huron River Watershed Council - The Huron River Watershed Council is pleased to announce the State of the Huron Conference, Thursday, April 24, 2014, 8:30 – 4:30pm at Washtenaw Community College** - see attachment for information and website for registration information [www.hrwc.org/sohc2014](http://www.hrwc.org/sohc2014)
- **CDBG 2014/2015 Parks improvement change**  
City Council previously approved spending for tot lot improvements as well as repairs to the Parkridge Pavilion approval as part of the annual CDBG allotment in January. The Urban County approved the broader plan at it's March meeting. However, the City's request included a few tot lots that are not eligible due to CDBG income restrictions – Charles Street Tot Lot, and Candy Cane Park. The City still has General fund set aside for Charles Street tot lot improvements. The CDBG funds which are expected to come online mid/late summer will cover:
  - Parkridge Park Pavilion roof repairs
  - Carrie R. Mattingly tot lots improvements (including swing set)
  - Edith Hefley tot lot improvements (including swing set and possibly a sign)

If additional funds are available, DPS will look for other playground/pavilion improvements within eligible parks.

- **Partnership with Huron River Watershed Coalition for 2 grant opportunities**  
\*Aquatic Habitat Grant Program – the HRWC has applied for two separate grants to enhance the habitat for fish near Riverside and Frog Island parks. See attached letter for more information.
- Laura Jane Musser Foundation – HRWC brought to the City's attention a foundation that accepts proposals for environmental initiatives [http://www.musserfund.org/index.asp?page\\_seq=11](http://www.musserfund.org/index.asp?page_seq=11). The City worked with HRWC to apply for a \$32,500 grant to do full engineering plans on the section of Riverside Park that floods each year, causing large segments of the park to be unusable during the spring/summer. The engineering plans would follow previous concept plans put together for Riverside park included in the recently updated City 5-year Parks Plan.
- **Transportation Alternatives Grant**

Staff is working with MDOT to find out the specific requirements for the potential road diet on trunk lines, and has received back that MDOT requires the full analysis be done prior to TAP grant submittal. As well, they are requesting that restriping changes be included in the proposed MDOT roadwork scheduled for Hamilton and Huron for 2018. In light of that information, staff is working to put together an application that can include the midblock crossing on Michigan Avenue, potential other B2B connections and/or improvements to the existing pedestrian refuge island to Cross in front of EMU. More details will be available at the April 15 council meeting, or you can contact me directly.

- **Historic District resident workshops sponsored by the HDC**

Cynthia Kochanek, the Historic District Commission assistant and EMU historic preservation student is putting together a spring/summer educational series for Ypsilanti residents. So far, the sessions scheduled include:

- April 22<sup>nd</sup> – Weatherization workshop for historic buildings by Jessica Flores with the MI SHPO
- May 13<sup>th</sup> – Alternative Energy workshop for Historic buildings with Cynthia and Dave Strenski of Solar Ypsi

Fliers will be available in a week or two for distribution.

- **Upcoming City Council agenda items**

Staff will be bringing the revised Traffic Calming Policy to the April 15 agenda. On that same agenda, there will be a presentation/discussion on possible changes to the Water Street Marketing Strategy. As well, it's expected that staff will be presenting the scope for a Transportation Alternatives Grant – which is due April 20, 2014.

- **Temporary staffing change**

Bonnie Wessler will be taking 2-3 months of FMLA leave. Megan Minock of ENP & Associates will be filling in a few days a week to assist with Planning and zoning duties.

- **Spring demolitions**

Washtenaw County staff held a pre-bid meeting on 3/31/14 at the three locations that are scheduled to be demolished this spring. Those locations are:

- 761 Harriet
- 818 Monroe
- 875 Jefferson

Bids will be submitted in the next two weeks, with the contract to be awarded soon after. Demolition should start in the next 4-6 weeks.

- **Update on Water Street development**

Almost all approvals are in for the Family Dollar development on Water Street. Closing is expected in the next few weeks with construction expected to start soon after. Council will be updated on the timeline for construction as soon as it's available. Herman & Kittle Properties is looking to start work on formal site plans in coming weeks, and expects to initiate the PUD/site plan approval process in May or June, prior to receiving final word from the state on financing.

## POLICE DEPARTMENT

### Activity Report:

Following are the statistics for the current period reflected by the past three months with four days left in March.

<u>March Reporting Period</u>	<u>February Reporting Period</u>	<u>January Reporting Period</u>
1045 Calls for Service	1237 Calls for Service	1334 Calls for Service
80 Arrests	126 Arrests	115 Arrests
269 Tickets Issued	245 Tickets Issued	282 Tickets
451 Case Reports Written	614 Case Reports Written	451 Case Reports Written

Note: The above "Tickets Issued" statistics reflects the total number of actual charges from each ticket issued, which includes traffic and non-traffic tickets, ordinance tickets, and warning notices.

- Sergeant Eddie Davis retired after 22 years of honorable service. His last duty day was March 19<sup>th</sup>.
- Probationary Officers Anderson and Harrison are on solo patrol and performing very well. Officers Bergland and Peterson continue in the Field Training Program and are receiving high scores on their Daily Observation Reports. Both are expected to start solo patrol in early to mid-April.
- The position for Deputy Chief has been reposted and the search continues.
- We are currently processing applicants for the remaining open positions at the department. There have been three days of Oral Board Interviews, Report Writing samples and Chief's Interviews. At this time, four applicants have been moved forward to the background phase.
- A Warrant Sweep of the Ypsilanti area was conducted recently utilizing YCAT and the Michigan State Police Fugitive team. Through this collaborative effort, 33 individuals were identified for investigation. Investigation revealed many of the offenders have left the area (including leaving the state in some cases) others were not located and four (4) were located and arrested.
- Washtenaw Urban Traffic Taskforce (WUTT) conducted a traffic enforcement detail which included the Washtenaw corridor in the City. The results of this effort have not been reported at this time. W.U.T.T. is another collaborative effort that we have joined that includes many of the other Washtenaw County Law Enforcement Agencies.

\*Attachment



Contact: Elizabeth Riggs, Huron River Watershed Council  
(734) 769-5123 x 608; eriggs@hrwc.org

## FOR IMMEDIATE RELEASE

### **APRIL 24th STATE OF THE HURON CONFERENCE FEATURES OUTDOOR ADVENTURE EDUCATORS WHO KAYAKED, HIKED, AND DOGSLEDDED ACROSS NORTH AMERICA**

March 13, 2014, Ann Arbor, MI – The **State of the Huron Conference, Thursday, April 24, 2014** celebrates the Huron River with a day of talks and workshops that focus on how the river provides residents with a sense of place and drives recreation, eco-tourism, economic development and even education and social culture in our communities. The conference is organized by the Huron River Watershed Council (HRWC) and features keynote talks on outdoor adventure education and economic and environmental opportunities that leverage freshwater resources. Open to the public, it will be held at Washtenaw Community College and includes a networking breakfast and lunch. The cost is \$65 per person (\$40 for HRWC members). **Advance registration is required at [www.hrwc.org/sohc2014](http://www.hrwc.org/sohc2014).**

Outdoor adventure educators Amy and Dave Freeman who paddled, dogsledded, and hiked 11,647 miles across North America while 85,000 students helped shape their course will give a talk. A second keynote address will come from John Austin, Director of the Michigan Economic Center, who will speak in the morning to Michigan's place in the Blue Economy and the Huron's leadership role in that broader movement.

**The Conference theme is "Creating Our Own Blue Future."** Breakout sessions include presentations on the Huron's Blue Economy, Science & Policy, and Managing the River's Future Health. Speakers will include people from the State of Michigan, local Huron River communities and river-dependent businesses, HRWC, the Michigan League of Conservation Voters, the National Wildlife Foundation, the Center for Neighborhood Technology, Great Lakes climate researchers, University of Michigan, and more. HRWC will present its popular "Volunteer Awards" at lunch.

- Event:** State of the Huron Conference 2014, *Creating Our Own Blue Future*
- Date:** Thursday, April 24
- Time:** 8:30am-4:30pm (check-in and continental breakfast begin at 7:30am)
- Location:** Washtenaw Community College, Morris J. Lawrence Building  
4800 E. Huron River Drive, Ann Arbor
- Cost:** \$65 per person (\$40 for HRWC members)  
Includes breakfast and lunch of locally-sourced food
- Registration:** [www.hrwc.org/sohc2014](http://www.hrwc.org/sohc2014)

**The State of the Huron Conference 2014 is sponsored by Comerica.**

**About the Huron River Watershed Council**

HRWC is a nonprofit coalition of local communities, businesses, and residents established in 1965 to protect the Huron River and its tributary streams, lakes, wetlands, and groundwater. HRWC works to inspire attitudes, behaviors, and economies that protect, rehabilitate, and sustain the Huron River system. Services include hands-on citizen education, technical assistance in policy development, and river protection and monitoring projects. See [www.hrwc.org](http://www.hrwc.org) for information.

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*Protecting the river since 1965*

1100 N. Main Street Suite 210  
Ann Arbor, MI 48104  
(734) 769-5123  
[www.hrwc.org](http://www.hrwc.org)

March 10, 2014

Dear friends and colleagues at the City of Ypsilanti,

In 2014, The Michigan Department of Natural Resources started a new grant program based off of money obtained from the revamped fishing and hunting license system. Dubbed the "Aquatic Habitat Grant Program", this program has one million dollars to award the first year. The Huron River Watershed Council is interested in applying for around \$100,000 of this money in order to do work in the Huron River along Riverside and Frog Island Park. We also have pre-proposals in to two more grants, \$100,000 from the Sustain Our Great Lakes initiative and \$75,000 from the Great Lakes Fish and Wildlife Restoration grant. These second grants are based on Great Lakes Initiative funding (federal dollars).

If any of these grants are awarded, we will need access to the river from these parks- including some heavy machinery. We anticipate that the access will be needed in late summer or in the fall of 2014. Of course, it would be our intention to avoid any events you have going on in the park during this time. It is hard to give an exact schedule this far out because we would have to put these structures in under a low flow situation.

This project centers on putting in boulders and woody debris into the river as a way to diversify the habitat of the Huron. Fish and other aquatic life need a variety of things in order to grow and thrive. One of these things is habitat diversity. As the river is right now in Ypsilanti, the water flow is mostly "flat water" and the bottom substrate of the river is mostly gravel and medium sized rocks. By putting in boulders, water speeds change around the edges providing diversity in water speeds (faster water along the edges and slower water behind the boulders). The faster water on the edges can dig out the river substrate, providing deeper pool areas, while the slower water areas provide places for fish to rest. All of these changes will be great for providing fish habitat.

Woody debris will also be anchored into the river. This typically happens right on the edge of the river. Woody debris deflects the current and also creates fast and slow water areas. It also provides fish a place to hide. While it sounds messy, these projects are not meant to be eyesores. The woody debris placed along the bank can also prevent bank erosion.

Both the boulder clusters and woody debris would be put towards the far banks from where the general public would normally be, thus preventing any possible risk of injury of the inquisitive. For example, at Riverside Park the structures would be on the east side of the river but at Frog Island Park the structures would be on the west side of the river.

We feel like making the river more suitable for fish life would be a great complement to other work already being planned in regards to better paddling and fishing access. Let's make the river a great place for humans and fish alike! Please consider giving us permission to access the property. If we get any of the grants and start designing the project, we can give more information and bring the City of Ypsilanti into design meetings if you would like.

Thanks for considering this request.

Sincerely,

A handwritten signature in black ink that reads "Paul Steen". The signature is written in a cursive style with a large initial "P" and "S".

Paul Steen

Aquatic Ecologist

Huron River Watershed Council

If you are interested- you can learn more about boulder clusters here:

<http://projects.geosyntec.com/NPSManual/Fact%20Sheets/Boulder%20Clusters%20&%20Rock%20Riffles.pdf>

Here is an example picture of what woody debris would look like in a river:

<http://www.chenakings.org/wp-content/uploads/2008/04/2007-08-02-chenafight-91.jpg>