



**CITY OF YPSILANTI  
REGULAR COUNCIL MEETING  
Tuesday, January 23, 2024 @ 6:00 PM  
Council Chambers  
One South Huron, Ypsilanti, MI 48197  
[Launch Meeting - Zoom](#)**

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

- A. 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.

**IV. AGENDA APPROVAL**

**V. GOAL SESSIONS**

- A. Session Three - Facilitated by Sharonda Simmons

**VI. PUBLIC COMMENT (3 MINUTES)**

**VII. RESOLUTIONS/MOTIONS/DISCUSSIONS**

- A. City Manager Candidate Vote
- B. Ward 2 Vacancy Appointment
- C. Resolution 2024-008, Approving a pay adjustment for the interim city manager while he is also the interim city clerk.
- D. Resolution 2024-009, Approving the Minutes of the January 9th, 10th, 16th, and 18th City Council Meetings
- E. Resolution 2024-010, Removing Commissioner Devin Shelton from the Sustainability Commission
- F. Resolution 2024-011, Approving Appointments to Boards and Commissions

**VIII. BOARD AND COMMISSION - LIAISON REPORTS**

- A. Police Advisory Commission
- B. Human Relations Commission

- C. Parks and Arts Commission
- D. Sustainability Commission
- E. Historic District Commission
- F. Planning Commission
- G. Zoning Board of Appeals

**IX. LIAISON REPORTS**

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

**X. COUNCIL PROPOSED BUSINESS**

**XI. COMMUNICATIONS FROM THE MAYOR**

**XII. COMMUNICATIONS FROM THE CITY MANAGER**

**XIII. PUBLIC COMMENT (3 MINUTES)**

**XIV. ADJOURNMENT**

- A. Resolution No. 2024-013, adjourning the City Council Meeting.
- B. Please click [here](#) to access the City Council Contact Form. This form can be used to submit any comments/concerns you might have about this agenda.

# City Council 2024 Goals



City Council: Mayor Brown, Mayor Pro-Tem Wilcoxon, Council Member King, Council Member Tooson, Council Member Simmons, and Council Member Sweet

| <b>Brown</b>  |
|---|
| 1.DPS Facility - top priority                                       |
| 2. Re-open park bathrooms - potential partnerships?                 |
| 3. Youth mini grants - continue                                     |
| 4. Staff recruitment and retention                                  |
| 5. Barrier busters - provide financial support for 97/98            |
| 6. Council/staff relationships - team retreat                       |
| 7. Infrastructure - DPS, YPD, City Hall, YFD                        |
| 8. Support current and attract new businesses in DDA districts/Ypsi |
| 9. Update City website - for ease of use & navigation               |

| <b>Wilcoxon</b>              |           |                      |   |  |
|------------------------------|-----------|----------------------|---|--|
| <b>Department</b>            | <b>Yr</b> | <b>Area</b>          | <b>Objective</b>  | <b>Goal</b>  |
| City wide                    | 2024      | Administration       | Build competent team of professionals in City Hall                                      | Hire City Manager<br>Hire Economic Development/Planning department head with planning and administrative background<br>Fill position for buliding department manager   |
| DPS                          | 2024      | Facilities           | Prepare strategic plan for revitalization of DPS yard                                   | Prioritize worker safety<br>Partner with other local entities for temporary space<br>rebuild/replace existing main building<br>expand office/staff space<br>Repair salt barn<br>mitigate environmental issues necessary to rebuild |
| Finance/Economic Development | 2024      | Facilities           | pay for DPS improvements  | prepare comprehensive plan for financing the necessary improvements to DPS yard  |
| Administration               | 2024      | Community            | Improve communication with public   | Create a comprehensive communication plan for internal and external communications. Engage Communications firm to analyze current efforts and suggest improvements.  |
| Economic Development         | 2024      | Infrastructure       | Remove Peninsular Dam:  | finish engineering plans for dewatering and deconstruction<br>secure funding for restoration plan<br>resolve impoundment resident concerns regarding deeds for uncovered lands   |
| Economic Development/DPS     | 2024      | Infrastructure       | Pave the Frog Island parking lot  | partner with County and other entities to secure funding for design and construction consistent with the parking plan including green infrastructure (bikes, charging, pervious pavement, stormwater management)                   |
| Administration               | 2024      | Economic Development | Develop Waterstreet property to reflect the Ypsilanti values                            | Finish environmental testing and remediation<br>Continue working with Carlisle Wortman to select developer and site plan<br>facilitate public discussion for goal of development   |
|                              | 2024      | Policy               | clarify the language of the city charter regarding vacating and filling the mayors seat | organize a charter commission to address the dated language and lack of language for the process   |
|                              | 2024      | Policy               | restructure zoning ordinance to allow for better utilization of current housing stock   | Planning Commission prioritize review of zoning code to facilitate   |

## King

|  |
|--|
| Professional development   |
| Repair DPS building.   |
| Build up the downtown area, support local businesses.  |
| Traffic calming ideals around schools to slow down traffic working with the community Lynn Settles |
| Community/ward Field Day   |
| Better communication with the city and community, and among each other                             |
| Develop a plan to have a Juneteenth Parade   |
| Potholes issue   |
| Selling city swag as a way to increase city revenue,   |
| <b>"Helping hand initiative"- neighbors supporting one another. Building up neighborhood</b>       |

|  |
|--|
| <b>Tooson</b>  |
| -Continue focus on affordable housing                                  |
| -City Staff retention  |
| -Parkridge community center  |
| -Attract more people into the city via events and our local businesses |

Simmons (Ward 3) Goals 2024

| Area   | Objective   | Goal   | Task   |
|--|---|--|--|
| Community Engagement, Communications, Governance                     | Build Democratic Practices, Public Trust, and Resident Leadership Opportunities | 1) Council and staff operate as a team to address needs of the City.<br>2) Residents, esp those typically not engaged, know when major decisions may impact them and how to engage in shared governance<br>3) Grow participation in commissions and elections  | <ul style="list-style-type: none"> <li>- Council and staff proactively share information in targeted areas (council alignment)</li> <li>- Recruitment fair for commissions with clear expectations and benefits</li> <li>- Share agenda preview, Livestream thread, and post summary from City online</li> <li>- Support Neighborhood Community and Care Network, Ypsi Civic Education and Action, etc to connect goals with Council resources</li> <li>- Support opportunities for voter referendum in major decision areas</li> <li>- Community education on participatory budgeting</li> </ul>  |
| Public Safety, Environmental Justice, Economic Equity, City Planning | Improve Infrastructure for Safe and Enjoyable Movement for All                  | 1) De-center motor vehicles in medium and long term infrastructure projects to increase/improve experience for walkers and cyclists and for more vibrant business districts that attract local residents<br>2) Decrease resident concerns about traffic safety across the City while building buy-in to the timeline and process by engaging them in finding solutions | <ul style="list-style-type: none"> <li>- Connect with the Planning Commission and their non-motorized committee to focus responsibilities on public facing engagement and activities</li> <li>- Work with DPS to understand process, timeline, and resources needed for road work to reach our goals</li> <li>- Work to implement recommendations from the Ped Ed campaign</li> <li>- Explore traffic-calming innovations and match ideas with the different areas of the City</li> <li>- Improve ped and cyclist signage and maintain cleared lanes for safe travel</li> </ul>  |
| Public Safety  | Invest in Alternatives to Armed Response and Promote Harm Reduction             | 1) Provide an alternative to police and law enforcement response for issues related to mental health and poverty 2) Provide resources to help community members to resolve conflicts outside of the legal system and to address gun violence, esp. impacting youth 3) Collaborate with county efforts to transform what public safety means                            | <ul style="list-style-type: none"> <li>- Learn about and connect with efforts across the county that is focused in this area (eg Ann Arbor's current process, recommendations coming from the Washtenaw Equity Partnership.)</li> <li>- Add resources in our budget to address this missing area of services</li> <li>- Decriminalize plant medicines that can be used to treat mental health issues and substance-use disorder</li> <li>- Pass a Driving Equity ordinance similar to the one passed in Ann Arbor and elsewhere</li> <li>- Resource groups/organizations working to support the unhoused and housing unstable community</li> </ul> |

|  |  |   |   |
|--|--|---|---|
| <p>Housing, Community and Economic Development, Land Use</p> | <p>Best use our current spaces to grow affordable housing, sustainable businesses, and enjoyment of our parks.</p> | <ol style="list-style-type: none"> <li>1) Support current affordable and supportive housing projects to be successful</li> <li>2) Address the need for Tenant Protections including unjust rent increases, evictions, unsafe and unhealthy living environments, barriers to housing etc.</li> <li>3) Collaborate with business leaders and the DDA to maintain a mix of ventures that respond to community needs and wants</li> <li>4) Maintain our parks as vibrant and programmed spaces</li> </ol> | <ul style="list-style-type: none"> <li>- Hold developers accountable to the CBAs that residents negotiated</li> <li>- Work with the Building Department to study the conditions of our rental housing stock</li> <li>- Resource efforts to provide professional development for new business owners</li> <li>- Explore costs and maintenance of Porta-Potties in the parks/other access to bathrooms for the public</li> <li>- Share a calendar of events at our parks, especially Riverside, with information about noise permits supplied so residents know what to expect</li> </ul> |
| <p>City Infrastructure</p>                                   | <p>Create a safe working environment for all staff.</p>  | <ol style="list-style-type: none"> <li>1) Redevelop the DPS site</li> <li>2) Create a plan to make sure other buildings don't fall into similar disarray</li> </ol>   |   |

## City Council Goals

### 2024 Budget – Evan Sweet

#### Infrastructure:

- Invest in city owned facilities and infrastructure with capital improvements that provide safe and updated spaces for staff and residents.
  - o Fund Capital Improvement Plan (CIP) projects
- Repair and update Frog Island Parking lot and infrastructure
- Identify plan and funding to replace Prospect Park Playground

#### Community Development:

- Move forward on progress for development at Water Street with contract with Carisle Wortman and obtain a letter of intent from a developer.

#### Operations:

- Implement seasonal hiring opportunities for the Department of Public Services to improve spring/summer/fall operations in the park system.
- Develop plan to implement weekly yard waste pickup
- Consolidate Frieghthouse, Special Events, and Park Pavilion Rentals into Parks and Recreation Division under the Department of Community Services

#### Organizational Stability:

- Establish non-union salary scale for all non-union city staff.
- Organizational assessment by outside organization to review city services, including salary survey to ensure we are on par with southeast Michigan for municipal government employees
  - o To retain existing employees and attract high quality future employees

#### Communication:

- Establish and implement a communication plan to ensure residents are informed on issues affecting them, and what is happening within the city, and updates to city operations.
- Establish plan for direct mailing of a city newsletter to begin with quarterly newsletters.

# City Staff 2024 Goals



Staff: Interim City Manager Hellenga, Interim City Clerk Smith, Interim Planning Director Jekabson, Finance Director Basabica, HR Director Frye, Police Chief Moore, DPS Director Wessler, and Fire Chief Hobbs

| <b>City Manager</b> |           |                    |  |  |  |                             |
|---------------------|-----------|--------------------|--|--|--|-----------------------------|
| <b>Department</b>   | <b>Yr</b> | <b>Area</b>        | <b>Objective</b>   | <b>Goal</b>  | <b>Task</b>  | <b>Long Term/Short Term</b> |
| City Manager        | FY 24-25  | Citywide           | Create greater efficiencies to better interact with the public and minimize mistakes | Update city software to better meet the needs of the public and the employees.   | Purchase BS&A Su   | Both                        |
| City Manager        | Ongoing   | Citywide           | Ensure all positions are filled to address the needs of the city.                    | Hire Department Heads where needed. Create incentives to both maintain and attract staff   | Create a line item in HR used to incentives referrals. It would be funded by un expended salaries  | Both                        |
| City Manager        | Ongoing   | City Facilities    | Ensure the facilities used for government are functional and safe                    | Create a comprehensive plan to address delapidated buildings, and attached a budget and a timeline for repairs. Create a budget lineitem in 101 to address needed maintenance throughout the year. | Hold several work sessions with Council to develop sound strategies to affect change in our infrastructure. Show our employees we care, do not just tell them. | Both                        |
| City Manager        | FY 24-25  | Community Services | Finalize the Creation of the department and separate the DDA from the City.          | Hire a Department Head and Admin. Approved the Administrative Services Contract  | DDA and Council approval of the agreement  | Short                       |

**Clerk**

| <b>Department</b> | <b>Yr</b> | <b>Area</b>                       | <b>Objective</b>                                  | <b>Goal</b>                                  | <b>Task</b>                                      | <b>Long Term/Short Term</b> |
|-------------------|-----------|-----------------------------------|---|--|--|-----------------------------|
| Clerk             | 2024      | Elections                         | Successfully Implement Early Voting               | Partner with County to run early voting site | Coordinate with County                           | Long                        |
| Clerk             | 2024      | City Council and Public Relations | Work with City Council to strengthen public trust | Increase transparency in council processes   | Implement rules changes to council agendas       | Short                       |
| Clerk             | 2024      | Day to Day Operations             | Ensure a smooth transition for new staff          | Leave detailed notes and instructions        | Create guides for daily/weekly/monthly processes | Short                       |
|                   |           |                                   |   |  |  |                             |

| <b>Community Services (Planning, Building, Code (CED))</b> |           |                          |   |  |  |                               |
|--|-----------|--------------------------|---|--|--|-------------------------------|
| <b>Department</b>  | <b>Yr</b> | <b>Area</b>              | <b>Objective</b>  | <b>Goal</b>  | <b>Task</b>  | <b>Long Term / Short Term</b> |
| Planning   | 2024-2025 | Historic District        | CLG Resurvey  | The original survey work was completed in the late 1970s and early 1980s and survey standards and technology have changed since then. We hope to resurvey and take photos of all of the 820 addresses including houses, buildings, structures, etc in our historic district. To be completed by July 2025. | Use a program like ARC GIS's Survey 1 2 3 so we can better integrate our survey records into BSA and so we can better tell the story of our district and our city. Engage EMU faculty and staff in the historic preservation program about how we can work with students to include them in this initiative. | Long Term                     |
| Planning   | 2024-2025 | Departmental             | Hire a City Services Director and Planning Administrator/DDA Coordinator        | The Planning Department has completed a departmental audit, and City Council has amended the ordinance to combine the Economic Development, Planning, and Building Departments.  | Post job descriptions, hire and onboard both positions.  | Short Term                    |
| Planning   | 2024-2025 | Walkable Urban Districts | Review building type standards and consider improvements                        | Update the building type standards for effectiveness and clarity in order to promote the greatest development outcomes that remain in line with the Shape Ypsi vision  | Provide a report to the planning commission outlining important considerations for potential amendment   | Short Term                    |
| Planning   | 2024-2025 | Center District          | Continue partnership with the AAATA to envision the future of the Transit Depot | Establish consensus on the concept and layout for the new transit station  | Work with the AAATA to develop a plan concept that aligns with the City's long term goals and complements the surrounding area and historical district   | Long Term                     |
| Planning   | 2024-2025 | City wide                | Establish consensus on marijuana regulations                                    | Amend the zoning ordinance to include appropriate regulations for new marijuana retailers that will encourage economic development, in a manner that is complementary and cohesive with surrounding land uses  | Establish a common policy vision and draft new language appropriate for marijuana retailers  | Short Term                    |

|          |           |                 |   |  |  |                               |
|----------|-----------|-----------------|---|--|--|-------------------------------|
| Planning | 2024-2025 | City wide       | Prioritize zoning amendments for discussion and action by the Planning Commission. Prioritize zoning text amendments that eliminate parking minimums.                       | Create a timeline for the study and review of amendments consistent with the Planning Commission's priorities        | Consider amendment recommendations from Planning Commission, staff, and planning consultants and determine prioritization based on consideration of each amendment's effectiveness and the amount of effort required to complete them  | Short Term                    |
| Planning | 2024-2025 | Center District | Work with J-27 Development to meet project deadlines and construct new affordable housing units in partnership with the MEDC/ RAP Grant and the Ann Arbor Housing Authority | Create approx. 60 new units of affordable housing downtown   | Provide updates and project management support to the development team, Ann Arbor Housing Authority, and MEDC as needed  | Short term (? About 6 months) |
| Planning | 2024-2025 | Ward 1          | Continue planning efforts at Water Street   | Promote redevelopment opportunities at the Water Street site   | Work with Carlisle Wortman to Conduct pre-development activities, including clean up, community engagement, and planning   | Long Term                     |
| Planning | 2024-2025 | Citywide        | Tree preservation ordinance   | Amend the zoning ordinance or create a regulatory ordinance pertaining to tree preservation.                         | Work with the City Attorney's office, Sustainability Commission if applicable, and DPS to craft an ordinance that is lawful in light of FP Development v. Canton Twp.  | Short Term                    |
| Planning | 2024-2025 | Citywide        | Conduct a zoning audit  | Identify opportunities to update the ordinance to improve effectiveness and clarity                                  | Review the ordinance to consider opportunities for improvement, including alignment with Shape Ypsi, as well as planning best practices and state and federal law. Identify logical inconsistencies, discrepancies, and other clarifications needed to refine the ordinance. | Short term (? About 6 months) |
| Planning | 2024-2025 | Departmental    | Digitization of Records   | Research and identify two or three possible programs and/or funding sources that could help us digitize our records. | Reach out to the State of Michigan Archives and researching grant programs   | Long Term                     |

| <b>Finance</b> |   |  |  |
|----------------|---|--|--|
| <b>Area</b>    | <b>Objective</b>  | <b>Goal</b>  | <b>Task</b>  |
| City-Wide      | Upgrade City Enterprise Resource Planning(ERP) System                 | Intergrate all Financial,Treasury, HR, Building and Community Development Software   | Identify the best system which is user friendly and will suit each departmet's need  |
| City-Wide      | Create an Asset Management Plan for City Assets                       | Build a guide document regarding City Assets   | Build a team that would be responsible for planning, implementation of an asset management plan  |
| City-Wide      | Fiscal Resilience   | Develop long-term fiscal plans and administer these using best practices.  | Evaluate revenue streams, implement purposeful spending. Make sure revenue is diverse and resilient to economic changes while anticipating future needs, and maintaining appropriate reserves. |
| City-Wide      | Partnerships  | Foster and maintain new partnerships. Grow a culture of innovation and continuous learning through people-centered, data-informed, experimental and collaborative efforts. | Implement City priorities in collaboration with community partners to secure financial investments and mentoring to better the community.  |
| Assessing      | Improve record and communications in database and website             | Less use of paper and better access to documents   | Scan documents to database and website   |
| Assessing      | Complete the PA 660 audit   | 100% compliance  | Continued maintenance  |
| Accounting     | Continuous training and testing of employees regarding Cyber Security | Ensure a risk free and secure environment for keeping data network and devices against security threats  | Create a system that will regularly train and update employees regarding cyber security  |
| Treasury       | Re-training and cross training of Employees                           | Employees to be able to cover other employees in case of absences or leave   | Establish efficient training procedures and creating instructional cheat sheets for different processes  |

## Human Resources

| Department | Yr        | Area                   | Objective                        | Goal  | Task  | Long Term/Short Term |
|------------|-----------|------------------------|----------------------------------|---|---|----------------------|
| HR         | 2023-2024 | HRIS                   | Move to Electronic Documentation | Alleviate the use of paper files, and pay notice changes, which would increase efficiency and reduce cost   | Implement electronic documentation system, transition to digital communication  | Long term            |
| HR         | 2023-2024 | Payroll/HRIS/Retention | Move to BS&A/Similar HRIS system | Alleviate human error and manual entry,   | Identify processes prone to human error, and continuously monitor new systems for efficiency and accuracy                     | Short term           |
| HR         | 2023-2024 | Retention              | Recognition                      | Recognize our employees on a consistent basis   | Send emails for birthdays and work anniversaries, and give out Anniversary certificates for momentous years of service        | Continuous           |
| HR         | 2023-2024 | Retention              | Employee Engagement              | Create an employee engagement budget, to keep employees engaged, which would also help us retain them   | Summer/Winter Gathering, Recognize Employee Appreciation Day  | Continuous           |
| HR         | 2023-2024 | Recruiting             | Job Fairs                        | Promote Ypsilanti as an employer of choice, Identify and attract potential candidates, create a pool of qualified individuals who may fill current or future job openings | Attend Job Fairs, create an attractive and informative booth, create promotional materials, network with potential candidates | Continuous           |

| <b>Police Department</b> |           |                            |   |   |                                     |                                      |
|--------------------------|-----------|----------------------------|---|---|-------------------------------------|--------------------------------------|
| <b>Department</b>        | <b>Yr</b> | <b>Area</b>                | <b>Objective</b>                                  | <b>Goal</b>   | <b>Task</b>                         | <b>Long Term/Short Term</b>          |
| Police Department        | 2024      | Recruitment                | Hire and retain qualified police candidates       | Hire and train 10 officers in 2024                    | Targeted recruitment educated ofcs  |                                      |
| Police Department        | 2024      | Retention                  | Retain officers                                   | Improve competitive wage gap                          | Move officer to 2024 step 6         | Provide education incentive of 3% BA |
| Police Department        | 2024      | Training and Development   | Create strategic department training plan         | Conduct leadership training with supervision          | Create Chief Leadership Cohort      |                                      |
|                          |           |                            |   | Hire consultant to conduct leadership training        | Hire consultant to conduct training |                                      |
|                          |           |                            |   | Conduct significant in-service training for all ofcs  | Identify three major topics for yr  |                                      |
| Police Department        | 2024      | Process Improvement        | Establish processes to meet best practices        | Find multi use software to for dept documentation     | Implement Guarding tracking         |                                      |
| Police Department        | 2024      | Capital Improvement        | Improve interior and exterior appearance of dept. | Remove carpet off walls and create adequate space     | Fix conference room                 |                                      |
|                          |           |                            |   | Refresh interior with paint and small improvements    | Create true briefing and class room |                                      |
|                          |           |                            |   |   | Create Sergeants office             |                                      |
|                          |           |                            |   |   | Move Lieutenants space              |                                      |
|                          |           |                            |   |   | Move Chief's Office                 |                                      |
| Police Department        | 2024      | Organization and Structure | Fully implement department reorganization         | Split organization into Operations and Support        | Reduce Lieutenant rank to two       |                                      |
| Police Department        | 2024      | Operations                 | Re-establish the investigations unit              | Identify and train 3 officers to fill roles           | Hire enough staffing to move ofcs   |                                      |
| Police Department        | 2024      | Fleet                      | Replace dated fleet                               | Replace four vehicles/ sell aging vehicles with value | Implement strategy to buy and sell  |                                      |
| Police Department        | 2024      | Operations                 | Establish Community Relations Unit                | Identify and train 2 officers to fill roles           |                                     |                                      |

|   | Area       | Goal  | Objective  | Task   | Notes/Updates   | Short Term |  |
|---|------------|---|--|--|---|------------|--|
|   | Facilities | Provide functional facilities for City business.              | Ensure all City-owned facilities are <i>safe for workers and guests</i> and can safely store records and equipment.  | Develop a plan to improve and maintain safety at all City - owned facilities.                    |   | short      |  |
|   | Facilities | Provide functional facilities for City business.              | Ensure all City-owned facilities are <i>safe for workers and guests</i> and can safely store records and equipment.  | Stabilize the DPS salt barn for the immediate future.  |   | short      |  |
|   | Facilities | Provide functional facilities for City business.              | Ensure all City-owned facilities are <i>safe for workers and guests</i> and can safely store records and equipment.  | Stabilize the DPS maintenance garage for the immediate future.                                   |   | short      |  |
|   | Facilities | Provide functional facilities for City business.              | Ensure all City-owned facilities are <i>safe for workers and guests</i> and can safely store records and equipment.  | Re-establish the Citywide Safety Committee.  |   | short      |  |
|   | Facilities | Provide functional facilities for City business.              | Ensure all City-owned facilities are <i>safe for workers and guests</i> and can safely store records and equipment.  | Establish a DPS-centric safety committee   |   | short      |  |
|   | Facilities | Provide functional facilities for City business.              | Ensure all City-owned facilities are <i>safe for workers and guests</i> and can safely store records and equipment.  | Continue to work with vendor partners to continuously improve working conditions                 |   | short      |  |
|   | Facilities | Provide functional facilities for City business.              | Ensure each City business facility (CH, PD, FD, DPS) can meet the <i>existing needs</i> of the City, and are safe for workers and guests and can safely store records and equipment.     | Schedule needed HVAC replacements  |   | short      |  |
|   | Facilities | Provide functional facilities for City business.              | Ensure each City business facility (CH, PD, FD, DPS) can meet the <i>existing needs</i> of the City, and are safe for workers and guests and can safely store records and equipment.     | Work with Clerk's office to explore digital document storage solutions                           |   | medium     |  |
|   | Facilities | Provide functional facilities for City business.              | Ensure each City facility can meet the <i>future/strategic goals</i> of City leadership (ex, fleet electrification, emergency response), and meet the existing needs of the City safely. | Develop a three year plan for assessment & funding, design, and construction.                    |   | medium     |  |
|   |            |   |  |  |   |            |  |
|   | Operations | Continue to improve recruitment and retention.                | Improve worker safety  | Provide safe working environments for City employees   |   | long       |  |
|   | Operations | Continue to improve recruitment and retention.                | Improve worker safety  | Codify existing work rules   |   | short      |  |
|   | Operations | Continue to improve recruitment and retention.                | Improve worker safety  | Develop clear and consistent training plan   | Working with consultant to develop and codify training plan   | short      |  |
|   | Operations | Continue to improve recruitment and retention.                | Improve worker safety  | Develop clear and consistent safety policy document  | Working with consultant to develop and communicate safety policies  | short      |  |
|   | Operations | <del>Continue to improve recruitment and retention.</del>     | <del>Encourage employee referrals</del>  | <del>Work with HR to develop referral policy &amp; incentives</del>                              | <del>(HR + interim CM have developed referral program for YPD as pilot for City)</del>  |            |  |
|   | Operations | Continuously evaluate staffing levels                         | Ensure staffing levels are sufficient to meet goals  | Perform review of hours of service in each major budget segment vs goals achieved in years prior | n/a: staffing levels cannot be increased due to facility constraints. Hours (at this scale) cannot be functionally tracked with InCode. |            |  |
|   | Operations | Provide a clear, consistent, and timely permit review process | Improve permitting process   | Update permit application and fee schedule to be more legible                                    | Updated.  |            |  |
|   | Operations | Provide a clear, consistent, and timely permit review process | Improve permitting process   | Develop written permit standards   | Written standards have been developed for the most frequent applications.   |            |  |
|   | Operations | Provide a clear, consistent, and timely permit review process | Improve permitting process   | Review ordinances for best practices   |   | medium     |  |
|   | Operations | Provide emergency/after-hours response                        | Continue to work with YFD, YPD, and other partners on updating City emergency response plan  | Review and update City general EAP annually (Fire lead)  |   | short      |  |
|   | Operations | Provide emergency/after-hours response                        | Continue to work with EGLE, YFD, and YPD and other partners on updating Peninsular Dam emergency response plan   | Review and update Pen Dam EAP annually (Fire lead)   |   | short      |  |
|   | Operations | Provide emergency/after-hours response                        | Continue to work with Washtenaw Emergency Department on operationalizing the Countywide Snow Emergency Plan  | Review and update existing snow removal policies as needed, including signage                    |   | short      |  |
| Note: Fleet services are crucial to all aspects of DPS operations. Without a safe and | Operations | Provide timely and efficient fleet services                   | Ensure the fleet can continue to meet the existing needs of the community  | Inventory DPS fleet (vehicle and equipment)  | annually  | short      |  |
|   | Operations | Provide timely and efficient fleet services                   | Ensure the fleet can continue to meet the existing needs of the community  | Develop full replacement schedule  | ongoing   | short      |  |
|   | Operations | Provide timely and efficient fleet services                   | Ensure the fleet can continue to meet the existing needs of the community  | Sell surplus vehicles and equipment.   | ongoing   | short      |  |

|   |   |  |   |  |   |               |  |
|---|---|--|---|--|---|---------------|--|
| Fully functional service and maintenance garage, vehicles | Operations  | Provide timely and efficient fleet services              | Ensure the fleet can continue to meet the existing needs of the community             | Develop electrification plan for passenger/light-duty fleet  | Passenger vehicles will be replaced with EVs as infrastructure is available.  | long          |  |
|   | Operations  | Provide timely and efficient fleet services              | Ensure the fleet can continue to meet the existing needs of the community             | Install EV chargers within City facility parking lots  | Partnership established with GM/State Electric; awaiting installation for City Hall upper lot.  | short         |  |
|   | Admin   | Provide continuous and predictable service to the public | Improve communication with the public   | Establish an annual mailer to those who receive recycling services with the annual recycling/yard waste rhythm, acceptable materials, and other information as appropriate |   | short         |  |
|   | Admin   | Provide continuous and predictable service to the public | Improve communication with the public   | Improve distribution of educational stormwater materials in light of changed recycle bin distribution  | In 2023, worked with HRWC to mail the 2024 calendar to all one and two family properties in the City as well as placing free calendars with partners (City Hall, Senior Center, Parkridge). This is an increase in annual cost (paid to HRWC), but should reduce enforcement and cleanup costs in the long run. | short         |  |
|   | Admin   | Provide continuous and predictable service to the public | Improve internal process documentation.   | Continue to document processes for budgeting, permitting, office procedures, and operational processes.  |   | short/ongoing |  |
|   | Admin   | Provide continuous and predictable service to the public | Improve recordkeeping   | Clear onsite storage container and increase use of Iron Mountain for long term storage   |   |               |  |
|   | Streets (& bridges, & signs/signals, & sidewalks) | Continue to maintain the City's bridges                  | Develop plan for repair of the Cross Street Bridge                                    | Continue to work with OHM and other partners to identify and apply for funding   |   |               |  |
|   | Streets (& bridges, & signs/signals, & sidewalks) | Continue to maintain the City's bridges                  | Develop plan for repair of the Cross Street Bridge                                    | Continue to work with OHM and other partners to secure funding for a target year of 2027   |   | long          |  |
|   | Streets (& bridges, & signs/signals, & sidewalks) | Continue to maintain the City's bridges                  | Complete the Forest Avenue bridge project   | Continue to work with OHM and contractor   |   | short         |  |
|   | Streets (& bridges, & signs/signals, & sidewalks) | Continue to maintain the City's roadways                 | Develop five-year preventative maintenance plan for both major and local streets      | Issue RFP for 3-year contract for cracksealing and one-year surface restoration  | First year of cracksealing successful, anticipate putting out 3-year RFP this year.   | short         |  |
|   | Streets (& bridges, & signs/signals, & sidewalks) | Continue to maintain the City's roadways                 | Complete the Huron River Drive reconstruction project                                 | Continue to work with OHM and contractor   |   |               |  |
|   | Streets (& bridges, & signs/signals, & sidewalks) | Continue to maintain the City's roadways                 | Complete Hamilton/Huron/Washtenaw road diet, watermain replacement, and I-94 crossing | Continue to work with YCUA and MDOT on local road renovation project   |   |               |  |
|   | Streets (& bridges, & signs/signals, & sidewalks) | Continue to maintain the City's roadways                 | Continue to develop pavement, signs, and signals inventory                            | Hire temporary worker to perform field inventory   |   | unknown       |  |
|   | Streets (& bridges, & signs/signals, & sidewalks) | Continue to maintain the City's roadways                 | Maximize state trunkline maintenance budget   | Identify and prioritize maintenance needs  |   | annual        |  |
|   | Streets (& bridges, & signs/signals, & sidewalks) | Mitigate active deterioration of the City's roadways     | Ensure permit requirements align with goals   | Review permit requirements and develop written standards document  |   | short         |  |

|  |   |   |  |   |  |               |  |
|--|---|---|--|---|--|---------------|--|
|  | Streets (& bridges, & signs/signals, & sidewalks)         | Mitigate active deterioration of the City's roadways  | Participate with MISS DIG as a facility  | Attend training   |  | long          |  |
|  | Streets (& bridges, & signs/signals, & sidewalks)         | Continue to work with MDOT Rail and other railway partners on rail maintenance and improvement  | Coordinate with MDOT Rail on corridor and crossing improvements and site maintenance   | Maintain communication with MDOT Rail   |  | ongoing       |  |
|  | Stormwater  | Maintain and improve stormwater quality and prevent or mitigate destructive flooding.   | Maintain compliance with the MS4 permit  | Retain contractor to inspect and perform sampling at all known outfalls   | OHM contracted in FY 23/24 to perform inspections and permit update. Inspections & sampling ongoing. |               |  |
|  | Stormwater  | Maintain and improve stormwater quality and prevent or mitigate destructive flooding.   | Repair known existing failures   | Inventory failures and solicit quotes   |  | short/ongoing |  |
|  | Stormwater  | Maintain and improve stormwater quality and prevent or mitigate destructive flooding.   | Implement asset management system.   | Hire temporary worker to perform field inventory  | Paused due to facility & staff capacity issues.  | long          |  |
|  | Stormwater  | Maintain and improve stormwater quality and prevent or mitigate destructive flooding.   | Ensure permit requirements align with goals  | Review permit requirements and develop written standards document   | Paused due to facility & staff capacity issues.  | long          |  |
|  | Forestry  | Maintain and improve the City's urban forest.   | Update tree permit standards aligned with "right tree, right place" practices with consideration for climate resilience and long-term maintainability. | Update website and application form.  | Website and permissible trees list updated; permit form underway.                                    |               |  |
|  | Forestry  | Maintain and improve the City's urban forest.   | Work with DTE and other partners to remove all known hazard trees within the rights of way and parks.  | Create inventory of hazard trees and note those with overhead utility conflicts   | begun 3/23   | short         |  |
|  | Forestry  | Maintain and improve the City's urban forest.   | Plant trees to offset those removed.   | Develop a system for accepting donations (of materials and of money) for tree planting.   |  | short         |  |
|  | Forestry  | Maintain and improve the City's urban forest.   | Track trees planted and removed  | Update digital tree inventory using existing records  | Paused due to facility & staff capacity issues.  | long          |  |
|  | Parks   | Continue to make safety and operational improvements at parks and recreation facilities in partnership with local and regional partners | Obtain funding for the upgrade of the Prospect Park Playground   |   | Work with YCS to determine capacity to plan for  | long          |  |
|  | Parks   | Continue to make safety and operational improvements at parks and recreation facilities in partnership with local and regional partners | Work with the Department of Community Services to support the Pen Dam removal  |   |  | short         |  |
|  | Parks   | Continue to make safety and operational improvements at parks and recreation facilities in partnership with local and regional partners | Work with the Department of Community Services on the planning/visioning process for Peninsular Park post-removal                                      |   |  | short         |  |
|  | Parks   | Continue to make safety and operational improvements at parks and recreation facilities in partnership with local and regional partners | Work with WCPRC and other partners to develop trail maintenance and stormwater control plan for Riverside Park   |   |  | short/ongoing |  |
|  | Solid Waste   | Continue to provide recycling, yard waste, and other solid waste disposal services  | Improve recycling quality & quantity   | Continue to work with WRRMA and MRC to improve recycling quality and quantity.  |  | ongoing       |  |
|  | Solid Waste   | Continue to provide recycling, yard waste, and other solid waste disposal services  | Improve recycling quality & quantity   | Locate and review case studies regarding multifamily & public recycling.  |  | ongoing       |  |
|  | Solid Waste   | Continue to provide recycling, yard waste, and other solid waste disposal services  | Provide value for service  | Compare costs and benefits of altering yard waste pickup schedule vs providing/promoting alternatives, including grass mulching and utilizing the Township compost center |  | short         |  |
|  | Parking   | Continue to implement the recommendations of the parking study & strategy   | Begin systematic improvement of parking lot surfaces   | Work with MDOT and/or YCUA pavement contractors to coordinate repaving of downtown lots   | Adams lot scheduled for Spring 2024.   | short         |  |
|  | Parking   | Continue to implement the recommendations of the parking study & strategy   | Develop rollout plan to update and expand paid parking downtown  | Obtain pricing from existing vendors  | Work with DDA  | short         |  |
|  | Parking   | Continue to implement the recommendations of the parking study & strategy   | Continue to work with DTE on public charger placement  | Continue to check status of "Charging forward" and other grant programs from DTE and others   | Partnership established with GM/State Electric; awaiting installation.                               | short         |  |
|  | Special Events & Internal service (abatements, DDA tasks) | Develop clear and consistent tracking for DPS "internal contracting" services   | Allocate costs correctly and accountably.  | Work with Finance to create internal service account or similar.  |  | medium        |  |

|  |   |   |   |  |  |         |  |
|--|---|---|---|--|--|---------|--|
|  | Special Events & Internal service (abatements, DDA tasks) | Continue to improve efficiency while maintaining level of service | Ensure that accurate and timely feedback can be provided from all partners. | Work with partners to fully understand goals and needs, and communicate back issues. |  | ongoing |  |
|--|---|---|---|--|--|---------|--|

| Fire Department |           |            |   |  |   |                      |
|-----------------|-----------|------------|---|--|---|----------------------|
| Department      | Yr        | Area       | Objective   | Goal   | Task  | Long Term/Short Term |
| FIRE DEPARTMENT | 2024-2025 | Apparatus  | Long term plan to replace apparatus                                 | To be compliant with NFPA  | See attachment  | Long term            |
|                 |           | Operations | Retention of personnel (fire suppression)                           | To remain fully staffed & operational  | To continue to provide training opportunities & prepare personnel for advancement   | Ongoing              |
|                 |           | Operations | Retention of personnel (administration)                             | To improve quality and service   | To increase the Fire Marshal's ability to perform inspections and investigations, through proper training and the use of updated software | Ongoing              |
|                 |           | Operations | Public education  | To Promote fire safety and awareness   | To Increase fire safety and awareness in the community by distributing fire safety materials to the schools and the public                | Ongoing              |
|                 |           | Operations | Maintain and improve existing relationships                         | To continue to create and maintain partnerships with EMU, Washtenaw County, Parkridge Community Center, Public Safety Alliance, SPARK, and neighboring businesses. | Joint training and education with our auto-aid partners, and other county agencies.   | Long Term/Ongoing    |
|                 |           | Facilities | Provide a safe environment and to extend the life of the facilities | To improve safety and reduce long term cost  | To repair the YFD & YPD parking lot and retaining wall  | in progress          |
|                 |           | Facilities | Extend the life of the current building                             | To promote a safe work environment and increase morale   | To continue to improve, update, and make safe upgrades to the YFD building  | Ongoing              |
|                 |           | Facilities | Improve safety  | To have the ability to secure the building   | Update and replace exterior doors as needed   | Long term            |
|                 |           | Facilities | Improve quality and service   | To increase the department's ability to train and prepare for emergencies  | To establish a training facility  | Long term            |
|                 |           | Grants     | Obtain AFG grants   | To reduce the city's cost for firefighter gear and equipment   | To apply for AFG grants during the upcoming open period (Spring)  | Annually             |

# Andrew Hellenga

2411 Burns St.  
Ypsilanti, MI 48197

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## Professional History

August 2023 to  
Present

### City of Ypsilanti

Interim City Manager

- Provide Supervision of all city departments.
- Ensure that all federal, state, and local ordinances are adhered to.
- Work with staff through the management of contracts, grants, and strategies to accomplish the core functions of each department.
- Engage with union members to create an environment of cohesion to achieve the mission of the city.

March 2019 to  
August 2023

### City of Ypsilanti

City Clerk

- Managed all Clerk Department Staff
- Acted as City Clerk to City Council, providing communication and information regarding city functions, the City Charter, and Code of Ordinances.
- Created and maintained five budgets associated with the Clerk Department, as well as sat on the Budget Committee.
- Developed strategies to create greater efficiencies throughout the election process.
- Oversaw all election management procedures and equipment.

April 2014 to  
March 2019

### City of Ypsilanti

Deputy City Clerk and Elections Manager

- Effectively and efficiently manage elections.
- Hired and trained all election inspectors.
- Provided excellent record retention for all city undertakings.
- Achieved interdepartmental cohesiveness through operations of the Administrative Hearings Bureau.
- Maintain website.
- August 2016 to February 2017 Interim City Clerk

January 2013  
to April 2014

### Ypsilanti Downtown Development Authority

Community Development Coordinator

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## Education

September 2009  
to August 2015

### Eastern Michigan University Graduate School

Ypsilanti, Michigan

**Master's in Public Administration:** Acquired training in budgeting, management, and statistical analysis.

- Graduate Certificate in Land-Use Planning.
- Graduate Certificate in Local Government Management.
- G.P.A. 3.57.

September 2003  
to April 2007

### Eastern Michigan University

Ypsilanti, Michigan

### B.S. in Political Science Minor in History

- Member of Pi Sigma Alpha Political Science Honorary Society.

September 1999  
Livonia, Michigan  
to April 2003

### Schoolcraft College

### Associates Degree in Liberal Arts

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## Skills

Budgeting Strategy  
Program Management

Leadership Ability  
Policy Development

Statistical Analysis

# VESTER DAVIS JR.

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29 N LaVista Blvd., Battle Creek, Michigan 49015

Cell: [REDACTED]

E-mail: [REDACTED]

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Accomplished professional with a demonstrated ability to deliver efficient and effective results. Formally trained in managing non-profit and public agencies, I am highly skilled at facilitating and working collaboratively with local, regional and state officials to evoke positive outcomes. Vester is a team player with strong management and communication skills, including: verbal, written, interpersonal and presentations. Below is an overview of the skill sets that I possess:

- *Project management*
- *Consensus building*
- *Organization and self direction*
- *Life-long learner*
- *Skilled at building partnerships*
- *Adaptive leadership skills with a lead by example and community engagement approach*
- *Creative and innovative problem solver.*
- *Grant management skills.*

## **PROFESSIONAL EXPERIENCE**

### **CITY MANAGER, 2020-PRESENT**

**City of Springfield**, Springfield, Michigan

As City Manager, I ensure all city services are delivered effectively, efficiently, and equitable. I work collaboratively with elected and appointed officials, local non-profit and for-profit agencies, and manages resources to fulfill the desires of the elected body.

#### **Accomplishments:**

- Facilitate the planning, organizing, coordinating, and administration of public services.
- Leading the implementation of an equitable spending plan of the city's \$540,000 American Rescue Plan Act (ARPA) funding allocation.
- Implement the city's updated zoning ordinance.
- Guided the policy process for adopting ordinances to regulate adult use marihuana establishments within city limits.
- Leverage the city's annual Calhoun County park millage funds to renew, refresh, and reinvigorate park amenities.

### **CITY MANAGER, 2018-2020**

**City of Stanton**, Stanton, Michigan

In this role I managed the day-to-day operations of all city services and resources to fulfill the wishes of the elected body.

#### **Accomplishments:**

- Manage several roles for the agency including human resources, finance, zoning and planning, and street administration.
- Revised and implemented a new personnel manual, updated the city website including the addition of revamped forms and community information.
- Obtained a \$30,000 grant award from Michigan State Housing Development Authority (MSHDA) to rehabilitate homes and enhance local parks.
- Obtained a \$300,000 grant award from the Michigan Natural Resources Trust Fund (MNRTF) for the Veterans Memorial Park Development Project.
- Earned a Michigan State University Extension Citizen Planner Certificate for planning and zoning administration.

- Initiated a new approach to the city's blight elimination program.

**ASSISTANT TO THE CITY MANAGER, 2014-2018**  
**City of Grand Haven, Grand Haven, Michigan**

The Assistant to the City Manager is a member of the executive staff for this full-service city. As such, the Assistant to the City Manager supports the City Manager and other departments in the daily functions of all city services. In the manager's absence, assumed all responsibilities of that office.

**Accomplishments:**

- Assigned the role of grant management specialist. To date, I have secured and managed more than \$ 3.5 million in federal, state and local grant funds for infrastructure and recreation improvements.
- Provided property management for all city-owned properties (20) on lease or license agreements.
- Implemented an employee recognition program for all city employees.
- Led the City through the Michigan Economic Development Corporation's Redevelopment Ready Communities Program®.
- Served as Community Development Manager and Zoning Administrator.
- Prepared meeting minutes, staff reports and made recommendations to various Boards and Commissions.

**EDUCATION**

**Master of Public Administration, Grand Valley State University (GVSU), School of Public, Nonprofit and Health Management**

- Dean's List recognition
- Served on the Young Alumni Council
- Annual GVSU Community Outreach Volunteer

**Bachelor of Science, Grand Valley State University, School of Public, Nonprofit and Health Management**

**PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS**

- International City/County Management Association (ICMA), 2012 – Present
- Michigan Municipal Executives, 2014 (MME) – Present
- Michigan Municipal league – Professional Development Committee, Committee Member, 2016-2022
- Michigan Municipal League – Diversity, Equity & Inclusion Committee, Committee Member, 2022-Present
- Stanton Rotary member, 2018-2020
- Michigan Infrastructure Commission (MIC), Participant
- City of Battle Creek Airport Board, Board Member, 2022-Present
- Calhoun County Economic Development Corporation, Board Member, 2022-Present



# APPLICATION FOR APPOINTMENT TO YPSILANTI CITY COUNCIL WARD #2 POSITION

## Applicant Information

(Please type or print)

Applicant Name Patrick McLean

Residence Address 1010 Pearl St

Home Phone [REDACTED] Work Phone [REDACTED]

E-Mail [REDACTED]

## Cover Letter & Resume

Please attach a one page cover letter and a resume of no more than two pages to this application.

## Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Ypsilanti on separate pages using no more than 3 pages total:

1. Why are you interested in serving as an Ypsilanti City Councilmember?
2. What strength would you bring to the Council?
3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?
4. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Ypsilanti community. Address its relevance to the position of Ypsilanti City Councilmember.
5. What do you wish to accomplish during this appointed term as an Ypsilanti City Councilmember?
6. What is your vision for our City and community?
7. Is there anything else that you may wish to add that would help us get to know you a little better?

Please return (*in person*) this form, your cover letter, resume, and answers to the supplemental questions to the City Clerk, at Ypsilanti City Hall (1 S. Huron St.) **no later than 4:00 p.m. on Thursday, January 4, 2024.**

Applications received after 4:00 p.m. will not be accepted.

The application and any correspondence should be addressed to:

**Aaron Smith, Interim City Clerk**  
City of Ypsilanti  
One South Huron Street  
Ypsilanti, MI 48197

January 1, 2024

City Council  
City of Ypsilanti  
Ypsilanti, Michigan 48197

Dear Mayor Brown and Members of City Council,

I am pleased to submit my resume for consideration for the vacant Ward 2 City Council position. As a 20 year Ypsilanti Ward 2 resident, I bring more than thirty years of professional expertise that includes economic development, city planning, housing development, municipal finance, labor negotiations, Washtenaw Community College board membership, state legislative service and advocacy, business negotiation, nonprofit management and volunteerism, and academic research. I have had a varied career that has touched a wide range of areas, giving me a perspective borne of interaction with nearly every sector of the communities where I served, including Ypsilanti.

I also bring a passion for helping to build fantastic cities with an emphasis on inclusion, equity, strong management and capitalization of the assets of the city. Our home town of Ypsilanti has so many positive aspects, but there are certainly challenges. I would welcome the opportunity to build on our positives, thoughtfully address our challenges and make sure everyone in the city is included as we move forward.

I have made a career of operating at the intersections of multiple disciplines, marrying economic development with finance, research and planning. I have been engaged as well in multiple significant volunteer activities, including a neighborhood-based, elected leadership role in Columbus for eleven years that focused on planning and economic development for my 56,000-person region within that city. This interdisciplinary approach is critical for the success of any city leader in today's economic environment.

From 2010 through 2013, I served as Finance Director for the City of Toledo. As part of then Mayor Michael Bell's senior staff, my work touched every single aspect of city governance. I had direct involvement in many of the city's economic development initiatives and balanced a budget that faced a \$48 million deficit. Working with council, I passed annual balanced budgets, including my final two budgets that passed through council unanimously and months early in spite of the challenging fiscal environment.

While much of my work has been out of town, I simultaneously have been heavily engaged locally during my 20 years in Ypsilanti. I was one of the original board members for the Friends of Rutherford Pool. I served on the Ypsilanti Housing Commission from 2006 through 2011, during which time we laid the groundwork for the redevelopment of Hamilton Crossing, and then served on the city's Ethics Committee in the early 2010s. I was an elected member of the Washtenaw Community College Board of Trustees; directed a social services nonprofit, the Washtenaw Area Council for Children, from 2004 through 2007; and worked as a grant writer for the Ann Arbor based Ecology Center for three years.

The challenges facing Ypsilanti –like Water Street redevelopment, homelessness and housing – are daunting. The council cannot solve these challenges alone. It will only be through leveraging the talents of city staff, citizens, regional assets and partner organizations that problems of this magnitude can be tackled. I bring decades of working with communities to address issues like these. I would welcome the opportunity to bring my talents and passion home to Ypsilanti. Thank you very much for your consideration. I look forward to discussing my credentials with you.



Patrick A. McLean  
1010 Pearl St.

# Patrick A. McLean

1010 Pearl St., Ypsilanti, MI 48197, cell: [REDACTED] email: [REDACTED]

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## **Professional Experience**

### **Chief of Staff, Franklin County Coroner's Office**

March 2023 - Present

Columbus, Ohio

Oversee all aspects of operations for Franklin County Coroner's Office, including finance, budgeting, workforce, toxicology lab, morgue operations, investigations, transportation and administration. Tasked with maintaining and supporting staff in a forensic field that is chronically short of qualified employees. Oversee relations with Franklin County's elected board of commissioners, who must pass the office's budget annually. Direct a staff of five direct reports and total staff of 60.

### **Chief Financial Officer, Alcohol, Drug and Mental Health Board of Franklin County**

2021 - 2023

Columbus, Ohio

Directed and oversaw all financial and budgetary aspects of the \$160 million annual budget for the ADAMH Board, as well as the financing for the design and construction of a 72,000 square foot behavioral health crisis center. Focus areas included internal ADAMH budget; budget allocations for a network of 30 plus behavioral health provider agencies; auditing; payroll; building management; and grants management. Oversaw staff of 14.

### **Director, Gerald R. Ford Institute for Leadership in Public Service, Albion College**

2013 – 2021

Directed all aspects of Ford Institute operations, including community engagement and development; prospective student recruitment; internship development (including a model local internship program); fundraising; teaching and course development; conference development and implementation; hosting visiting scholars; alumni stewardship. Unofficially served as liaison between Albion College and downtown business community. Developed tools to "tell the story" of Albion's turnaround to a broader audience. Established Diversity, Equity and Inclusion (DEI) roadmap for the institute. Developed and taught courses on innovative cities; state and local government; presidential leadership and decision making; philanthropy; and survey research.

### **Finance Director, City of Toledo, Ohio**

2010 – 2013

Member of Mayor's executive staff and policymaking team. Was responsible for all aspects of fiscal policy and \$560 million budget including revenues and tax collections, capital and operating expenditures, debt issuance, public utilities operations, grants management, payroll and purchasing. Managed city's budget, including balancing an inherited \$48 million deficit (more than one fifth of general fund budget) in 2010; completing 2011 and 2012 with a positive general fund balance; and overseeing federal grant dollars. Implemented a city-wide effort to improve operational efficiencies, overhauling antiquated payroll operation and guiding department-wide strategic planning initiative. Managed city's state government affairs in Columbus. Established internship program within department. Part of management team involved in collective bargaining with city's nine bargaining units. Frequent city spokesperson on financial and government affairs matters. Managed a staff of 65.

### **Associate Vice Chancellor for Affordability and Efficiency Ohio Board of Regents, Columbus, Ohio**

2008 - 2010

### **Chief Financial Officer**

**Office of the Ohio Attorney General, Columbus, Ohio**

2007 - 2008

|  |                |
|--|----------------|
| <b>Executive Director</b>  | 2004 - 2007    |
| <b>Washtenaw Area Council for Children, Ypsilanti, Michigan</b>  |                |
| Directed staff of nonprofit organization in designing and implementing child abuse and neglect prevention and family support programs for the Ann Arbor/Ypsilanti area. Utilized volunteers and interns extensively for both fundraising and program implementation. Expanded visibility of agency within Washtenaw County and among legislators in Lansing through involvement in statewide advocacy campaigns and through organizing numerous legislative lobbying days for members of child- and family-serving agencies. Tripled size of the agency budget in less than three years. |                |
| <b>Management, Budget, Fundraising and Political Consultant (Fundraising, Nonprofit Management, Public Policy and Political Campaigns)</b>   | 2003 - 2012    |
| <b>Ypsilanti, Michigan and multiple venues in Ohio</b>   |                |
| <b>Chief of Staff</b>  | 2000 - 2003    |
| <b>Ohio Senate, Minority Caucus, Columbus, Ohio</b>  |                |
| Served as chief administrator and strategy director for all members of the minority party in the Ohio Senate. Responsibilities included communications, policy development, committee assignments, staff management and information technology capacity development on behalf the Minority Leader and all other minority members and staffers in the Ohio Senate.  |                |
| <b>Adjunct Faculty Member</b>  | 2004 - 2011    |
| New York University, Wilmington (Ohio) College, Monroe County Community College  |                |
| <b>Policy Director and Budget Director</b>   | 1995 - 2000    |
| <b>Ohio Senate, Columbus, Ohio</b>   |                |
| <b>Budget Analyst</b>  | 1992 - 1995    |
| <b>Ohio Legislative Budget Office, Columbus, Ohio</b>  |                |
| <b>Public Affairs Coordinator</b>  | 1989 - 1992    |
| <b>Ohio Department of Development, Columbus, Ohio</b>  |                |
| <b><u>Educational Credentials</u></b>  |                |
| MA, International Relations, Freie Universität, Berlin, Germany  | 2015           |
| MA, Political Science, Miami University, Oxford, Ohio  | 1987           |
| Certificate, Philanthropy, New York University   | 2003           |
| BA, Political Science, University of Dayton, Dayton, Ohio  | 1985           |
| <b><u>Selected Board and Organizational Affiliations</u></b>   |                |
| Washtenaw Community College, Board of Trustees Member (elected)  | 2011 – 2014    |
| Albion-Homer United Way Board  | 2017 - 2021    |
| Lake Superior Watershed Conservancy (Joint US and Canada), Board Chair   | 2018 - Present |
| Calhoun County (Michigan) Land Bank Board  | 2015 – 2018    |
| Community Refugee and Immigration Services (Columbus), Member/Chair  | 1999 – 2014    |
| Greater Hilltop Area Commission (Columbus), Member/Chair (elected)   | 1992 - 2003    |
| Ypsilanti Housing Commission, Commissioner   | 2006 – 2010    |
| Ypsilanti Ethics Commission  | 2011 -- 2016   |

1. Why are you interested in serving as an Ypsilanti City Council member?

As a twenty year resident of the city, I have a strong sense of the potential for our community. But potential is only realized when strong leaders marry resources and talent with ideas and opportunities. I would like to be part of a leadership team -including the mayor, members of council, community leaders and institutional partners – that regularly makes these connections in order to address pressing issues in Ypsilanti like affordable housing, climate resiliency, economic development and regional transportation. I have spent my career mostly working in the public sector, including working with cities across the Midwest. I also am passionate about several issues, including the environment; equity and inclusion; support for immigrants; education; and responsible budgeting. I believe in giving back to my community, and I am at a point in my career where I can bring decades of experience to a city that I love. To me, that is a tremendous opportunity and one that I would wholeheartedly embrace. Finally, I enjoy engagement with community. If selected, I intend to hold regular discussion and listening sessions with constituents. I intend to reach out to a wide range of groups to better understand their needs and their vision for the city. I also hope to introduce more participatory budgeting to the community, giving people more of a say in the way the city allocates its financial resources.

2. What strength would you bring to the Council?

I would highlight three specific strengths: public budgeting background and knowledge; knowledge of the educational system, from K through post-secondary, as well as knowledge of the philanthropic community; and the ability to listen and to bring people of different backgrounds together.

3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?

- **Promote, retain and attract small businesses, with an emphasis on supporting small and disadvantaged businesses.** The businesses in our community mean employment and income for our community. We have to make sure we keep the businesses we have by supporting and promoting them. We also have to build up our small businesses and start ups, including home-based businesses. We must support summer jobs for youth, and develop internships for young people that will enhance their skills and increase their employability.
- **Climate resiliency.** This issue is on almost no one's radar screen, except when rain fills up residents' basements and backs up sewer lines. As the climate continues to change and storms become more severe, we should not be waiting for a crisis to take action. This challenge should be addressed in stages: (1) gathering information on the current capacity and condition of our water infrastructure, as well as the permeability of our soils and the impact of our impervious surfaces on runoff; (2) assessing the options (and costs) of various heavy rainwater management strategies; (3) identifying partnerships with surrounding communities to build economies of scale; and (4) building and funding the infrastructure necessary to prevent a crisis.
- **Education.** Often looked at by cities as the exclusive purview of school boards and teachers, the educational needs of Ypsilanti residents cannot be ignored. For those who do not receive a solid educational foundation, their life pathway becomes difficult at best, and the associated problems often include joblessness, homelessness, addiction. The problems around effective education are particularly acute for African American males. The city cannot afford to simply hope our public schools – already chronically underfunded by the state – will just address these problems. The city needs to be an active partner in promoting education.

4. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Ypsilanti community. Address its relevance to the position of Ypsilanti City Councilmember.

During my two decades in Ypsilanti, I have been engaged with numerous boards and organizations, some in a professional/paid capacity and others strictly as a volunteer. These have included volunteer service on the Normal Park Neighborhood Association; the Friends of Rutherford Pool; the Washtenaw Community College Board of Trustees; the Ypsilanti Housing Commission; and the Ypsilanti Ethics Commission. I have also held paid positions with the Washtenaw Area Council for Children, an organization I directed that focused on effective parenting and abuse prevention, and the Ecology Center, an organization that works primarily in southeastern Michigan on a broad range of environmental and environmental justice issues.

The common thread with all of these roles and organizations is that they are part of the educational and social services fabric of our community. Every one of these organizations is focused, in whole or in part, in inclusivity and improving the lives of those in our community. They are all the kinds of organizations that our city and our City Council should be supporting, promoting and partnering with. They are directly relevant to the work of council in that City Council, a part time body with limited resources, cannot directly provide the kinds of educational and social services supports that these groups do. But Council can, with the city administration, make sure these organizations have the tools and resources to do their work in the community.

A perfect example of this kind of partnership is the Friends of Rutherford Pool. This organization was formed more than a decade ago when it became clear that the old pool, which had an estimated life of 25 years, was more than 40 years old. The mechanicals were clearly on their last legs and were literally being held together by duct tape. The group recognized that the pool was a valuable asset. The members of that group, of which I was a part, came together and, over several years, raised more than \$1 million to completely rebuild the pool. The newly built pool was consciously designed to be inclusive in many ways: for those with physical disabilities; for groups from swimming clubs to those who cannot swim at all; for those in all corners of Ypsilanti, not just those in the surrounding neighborhood. The city provides some in-kind support for the pool (e.g., allowing pool staff to be paid through the city payroll system), but city direct funding has been very limited. The building of and programming at the pool show how the city and community groups can work together for the betterment of the community. If I were to serve on City Council, I would want to support and promote as many of these kinds of efforts throughout the city as possible.

5. What do you wish to accomplish during this appointed term as an Ypsilanti City Councilmember? This question, which asks specifically about goals "during this appointed term," focuses on the short term – roughly now until this November – so I will answer in a way that is realistic for that time frame. But I would like to state at the outset that I have several other longer term goals that I would be happy to discuss. (See also my answer to Question 3 for some major priorities.)

In the near term, my primary goals include (1) improving the city's budgeting processes and budgetary transparency; (2) regularly engaging the community, including the residents, the businesses and the relevant institutions and organizations; (3) addressing urgent challenges, including homelessness and small business support and communication and the hiring of a city manager; (4) making progress on marketing the Water Street site as a development opportunity; and (5) expanding collaboration with county government, state government, local educational institutions (YCS, WCC, EMU), SEMCOG and the

philanthropic community. Each of these items warrants several pages of discussion. I will make some brief remarks on each one and perhaps some further questions can be asked during the public hearing.

- Budgeting processes. There are ways to more fully engage the community in city budgeting and budget prioritization. We should use these with the goal of providing council with a more complete view of what the community wants and needs when establishing an annual budget.
- Community engagement. I would regularly hold coffee hours; form advisory groups; attend meetings; "walk and talk."
- Urgent challenges. These issues require resources, collaboration and creativity, and will require the city administration to engage intensively with the affected groups.
- Water Street. Requires further discussion about the incentives the city is prepared to include to move the project forward.
- Collaboration. Requires establishment or reinvigoration of relationships with these groups as well as formal platforms for regular and routine dialogue on issues of mutual interest.

#### 6. What is your vision for our City and community?

My vision for the City of Ypsilanti is that it be welcoming, inviting and inclusive for all of its residents, and that it provides the resources needed, through a lens of equity, that allows all of its residents to thrive and prosper. Further, I want the City of Ypsilanti's reputation to extend beyond its borders, so that those living outside of city boundaries know the city as a place that offers a strong quality of life for a diverse population. I want the city to truly be a community. A community is a set of people who are bound by some common element, goal, identity and/or geography. A physical boundary (e.g., like a city boundary) is not automatically a community; it is only a community when everyone within that area identifies with and shares a vision and a sense of belonging. My vision for the City of Ypsilanti is that the residents truly feel like they belong in our town, are welcomed and encouraged to be active in community affairs, and benefit from a city government that actively seeks to include and engage them. Our city government should be inclusive not because it is somehow politically correct, but rather because our leaders understand that our city can only be strong if everyone in the community has an equal seat at the table.

#### 7. Is there anything else that you may wish to add that would help us get to know you a little better?

I have a pair of core beliefs about public life. First, community service is a public trust and a noble calling. Those of us engaged in community service must truly dedicate ourselves and be prepared for long hours, challenging public discourse, and sometimes endless meetings. But, in return, we play leadership roles that shape and enhance the lives of the people in our community. To me, that is an honor and a privilege. Second, public service should be conducted in a way that is civil and respectful. Across the country, we have daily examples of city councils and school boards that have all but gone to war with themselves and with their communities. It is the responsibility of leaders to develop ways that all voices can be heard and respected, that disagreements can be aired without being disagreeable, and that a measure of civility can be restored in our public dialogues.

On a more personal note, I will share that I am a walker. I love to walk through our city, often with my dog, and I've walked through cities across the continent. Walking provides a particular vantage point and view that you don't have when driving past or through at 25 miles per hour or faster. What I have observed on my walks is that communities that are truly walkable are also vibrant. A city that has walkable neighborhoods, a downtown core that can be reached by walking and destinations that can be reached on foot is a community that is alive with activity and commerce. Ypsilanti has many elements of a walkable community, but we can do more. I would love to work with City Council, the Mayor and the community to make Ypsilanti even more walkable and, in the process, a healthier, more vibrant city.



# APPLICATION FOR APPOINTMENT TO YPSILANTI CITY COUNCIL WARD #2 POSITION

## Applicant Information

(Please type or print)

Applicant Name Jason Keech

Residence Address 965 W Cross Street, Ypsilanti MI 48197

Home Phone [REDACTED] Work Phone [REDACTED]

E-Mail [REDACTED]

## Cover Letter & Resume

Please attach a one page cover letter and a resume of no more than two pages to this application.

## Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Ypsilanti on separate pages using no more than 3 pages total:

1. Why are you interested in serving as an Ypsilanti City Councilmember?
2. What strength would you bring to the Council?
3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?
4. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Ypsilanti community. Address its relevance to the position of Ypsilanti City Councilmember.
5. What do you wish to accomplish during this appointed term as an Ypsilanti City Councilmember?
6. What is your vision for our City and community?
7. Is there anything else that you may wish to add that would help us get to know you a little better?

Please return (*in person*) this form, your cover letter, resume, and answers to the supplemental questions to the City Clerk, at Ypsilanti City Hall (1 S. Huron St.) **no later than 4:00 p.m. on Thursday, January 4, 2024.**

Applications received after 4:00 p.m. will not be accepted.

The application and any correspondence should be addressed to:

**Aaron Smith, Interim City Clerk  
City of Ypsilanti  
One South Huron Street  
Ypsilanti, MI 48197**

# Jason Keech



January 3, 2023

To Mayor Brown and Council Members,

It is with great excitement that I submit this application for the Ward 2 vacancy for City Council. I have reviewed the Ypsilanti City Charter and the Duties & Responsibilities of Elected Officials, and I believe I would bring a broad skillset and passion for service to Council if selected to represent Ward 2.

I moved to Ypsilanti with my spouse in 2005, and we were so grateful to discover an incredibly friendly, diverse, and welcoming community. In the years since, we have worked to build on that pride in our community by supporting organizations and hosting events that bring our neighbors together.

In my professional life I work in healthcare fundraising, helping people support research and programs to address cancer and other life-threatening diseases. I understand the importance of working for the greater good, and have over two decades of experience managing projects, staff, and volunteers.

Thank you for your service to our city and for considering my application. I hope for the chance to discuss my candidacy and answer your questions at the interviews scheduled on January 18.

Sincerely,  
Jason Keech

# Jason Keech

## **Qualifications:**

- Ypsilanti ward 2 resident for more than 18 years, with a passion for service and community building.

## **Career History:**

### **Associate Director of Development**

Michigan Medicine

Ann Arbor, Michigan – January 2017 to Present

- Advocate for the mission and fundraising priorities of the Departments of Anesthesiology, Pathology, Radiology, Urology, and the University at large to individuals, groups, and foundations, with a focus on advancing long term relationships and financial support.
- Manage a portfolio of major gift and planned gift donors, and assist with the development of key events, stewardship, annual solicitations, and communication initiatives.

### **Associate Director, Events**

Michigan Medicine

Ann Arbor, Michigan - November 2014 to January 2017

- Managed three direct reports responsible for large-scale fundraising and ceremonial events at Michigan Medicine.
- Built partnerships with faculty, staff, and volunteer boards to plan and execute annual fundraising events benefitting C.S. Mott Children's Hospital, the Mary H. Weiser Food Allergy Center, and the A. Alfred Taubman Medical Research Institute.
- Oversaw the Community Fundraising program, managing relationships with donors nationwide that organize fundraising events benefitting all areas of Michigan Medicine, generating over \$1.3 million annually.

### **Assistant Director, Fundraising Events**

Michigan Medicine

Ann Arbor, Michigan - August 2013 to November 2014

- Provided guidance and support to volunteers nationwide that organize fundraising events for the University of Michigan Rogel Cancer Center, raising over \$775,000 in FY14.
- Successfully managed volunteer executive committee and event logistics for The Event on Main, a fundraiser that generated nearly \$300,000 for C.S. Mott Children's Hospital.
- Partnered with leaders at the Translational Oncology Program to develop the inaugural One Day Closer event, an educational day highlighting cancer research programs at the University of Michigan.

### **Associate Director**

American Cancer Society

Southfield, Michigan - June 2011 to April 2013

Ann Arbor, Michigan - September 2007 to June 2011

- Managed the operations of sixteen Relay For Life events through five direct reports that raised over \$1.6 million.
- Consistently achieved income targets that exceeded organization goals.
- Selected for the American Cancer Society "Top Coach" award in 2012.

### **Community Development Director**

American Cancer Society

Ann Arbor, Michigan - November 2004 to September 2007

- Managed all aspects of annual fundraising events including volunteer committee management, sponsor solicitation, recruitment, event logistics, and constituent communications.

### **Internship**

Human Synergetics International

Plymouth, Michigan - January 2001 to May 2001

- Administered, analyzed, and provided feedback on results of assessment tests to improve workplace culture.

### **Direct Care Worker**

Kadima Mental Health Services

Southfield, Michigan - March 1999 to November 1999

- Counseled clients with severe mental health issues (schizophrenia, bipolar disorder) in a supported independence program.
- Resolved medical and psychiatric crisis situations.

### **Soldier**

U.S. Army, Infantry

Fort Stewart, Georgia - November 1994 to October 1996

Fort Benning, Georgia – June 1994 to November 1994

- Performed a variety of roles within a mechanized infantry squad, earning battalion "top squad" honors, Expert Infantry Badge, Soldier of the Month, Soldier of the Quarter, and various honorary medals of commendation and achievement.

### **Education:**

Bachelor of Arts, Psychology

University of Michigan – Dearborn April 2001

Coursework in management, industrial psychology, and data analysis.

## Supplemental Questions

### 1. Why are you interested in serving as an Ypsilanti City Councilmember?

I have been a resident of the Normal Park neighborhood in Ypsilanti for 18 years, and I am incredibly proud to call Ypsilanti my home. With much encouragement from friends and neighbors to apply to fill the vacancy in Ward 2, I am excited for the chance to serve my city and help Council tackle today's challenges and tomorrow's opportunities.

### 2. What strength would you bring to the Council?

I believe the Council would benefit from the skills that I could bring to the team. I consider myself to be a detail-oriented and logical decision-maker. I conduct myself with integrity, and bring a servant leadership style that would focus on the needs of our citizens. I am a pragmatist that believes in bringing people together, finding common ground, and making decisions that have a measurable impact to benefit our community.

### 3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?

**Infrastructure** - As a city that just celebrated our bicentennial, we have to deal with aging infrastructure before it reaches the point of failure. We've made some progress in recent years, but continued collaboration with MDOT and Washtenaw County is needed.

**Housing Affordability** - Although this challenge is not unique to Ypsilanti, we can be a leading voice for Washtenaw County and Southeast Michigan. The Dorsey Estates and Clark Road developments are innovative models for increasing the affordable housing supply that could be replicated in other parts of the city.

**Economic Development** - We've lost a number of downtown businesses in the last year, and it will be important to put these properties back into productive use to create jobs, raise incomes, and diversify and grow our local economy.

### 4. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Ypsilanti community. Address its relevance to the position of Ypsilanti City Councilmember.

My entire professional career has been based on nonprofit service, and the impact that can be achieved when dedicated volunteers and staff partner together.

In my personal time, I've been involved in and supported a variety of local organizations including the Ypsilanti Heritage Foundation's historic home tour, the Student Advocacy Center's Telling Tales fundraiser, campaigns for local political candidates, annual events hosted by the Normal Park

Neighborhood Association to bring neighbors together, and fundraisers for the Friends of Rutherford Pool, Ypsilanti Meals on Wheels, and Ypsilanti District Library. I believe all of these experiences are relevant to the position of Ypsilanti City Councilmember. Strong partnerships between volunteers and our local government have been crucial to maintaining community assets and social safety nets.

**5. What do you wish to accomplish during this appointed term as an Ypsilanti City Councilmember?**

Although the remaining time for this appointment is relatively brief, I would like to work with fellow Councilmembers to draft and approve an FY25 budget that reflects the spending priorities of our citizens, provides quality city services, and maintains a responsible rainy-day fund. I think it's also important that we work closely with the newly-hired City Manager to set them up for success, and the Economic Development staff to support and grow our downtown business districts.

**6. What is your vision for our City and community?**

I envision Ypsilanti as a city that welcomes and cares for everyone, where unique businesses can thrive, where diverse backgrounds and ideas are celebrated for creating a more vibrant community, and for Ypsilanti to be the best place to live in Washtenaw County.

**7. Is there anything else that you may wish to add that would help us get to know you a little better?**

I am very focused on relationship building, and I enjoy bringing a bit of fun and humor to the teams that I work with. In my free time I enjoy working on my 102 year-old home in Normal Park, and finding new adventures to go on with my spouse of 22 years, our 15 and 11 year-old daughters, and our two Bernese Mountain Dogs.

## **Ward 2 Interview Questions**

1. What experience do you have with the operations of a municipal government?
2. What are some of the most important qualities a council member should possess? What do you believe your role on city council will be for our community?
3. If appointed, what is the biggest asset you would bring to council? How will you work to achieve or incorporate this within the rest of council?
4. Explain your understanding of diversity, equity, inclusion and belonging (DEI&B) and how you see these interplay in Ypsilanti. How would you support the advancement of racial equity in Ypsilanti?
5. Why have you decided not to run during an election? Since this position will be up for election in November, how will you be sure to still run a campaign that allows residents to learn about you even with a short term “incumbency?”
6. How would you work to do community engagement within Ward 2 and help build trust with residents?
7. How would you approach a situation in which your personal opinion conflicts with the majority of your constituents?
8. How do you handle criticism?
9. What do you think is the area of largest concern currently for the city as an organization? How do you propose the city address this concern?
10. Given that the City of Ypsilanti has the highest property taxes in the area, what strategy would you use to decrease this burden on residents?
11. If the city received a million-dollar grant, where would you allocate or prioritize the funding?
12. If there was one aspect of our government you could change, what would it be and why?



REQUEST FOR LEGISLATION  
January 23, 2024

For: Mayor and City Council

From: Aaron Smith, Interim City Clerk

Subject: Resolution 2024-008, Approving a pay adjustment for the interim city manager while he is also the interim city clerk.

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**SUMMARY & BACKGROUND:** On January 19, 2024, Aaron Smith resigned from his position as Acting City Clerk for the City of Ypsilanti. Acting City Manager Andrew Hellenga will also need to serve as Acting City Clerk until a full-time city clerk can be hired. City Council needs to increase Mr. Hellenga's salary to reflect the heavy additional workload that comes with filling two vital city staff positions at the same time, particularly as election season begins in earnest. Mr. Hellenga's current hourly rate of pay is \$53.834, and Mr. Smith's hourly rate was \$39.208. Increasing Mr. Hellenga's hourly rate by \$16.166, to \$70/hour, still results in a large savings while recognizing the extra effort required to serve in two positions simultaneously. This \$16.166 premium should take effect retroactively to January 20, 2024, and remain in effect until both a full-time city manager and a full-time city clerk have been hired and started working. If Mr. Hellenga is chosen as the city manager, the premium should be added to his new salary until a full-time clerk is hired and starts working.

**RECOMMENDED ACTION:** Resolution

**ATTACHMENTS:**

1. 2024-008 Raise Acting CM and Clerk Pay

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**CITY MANAGER APPROVAL:**

**COUNCIL AGENDA DATE:** January 23, 2024

**CITY MANAGER COMMENTS:**

**FISCAL SERVICES DIRECTOR APPROVAL:**



Resolution No. 2024-008  
January 23, 2024

RESOLUTION ADJUSTING PAY FOR ACTING CITY MANAGER  
AND ACTING CITY CLERK

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

Whereas, Aaron Smith has resigned from his position as interim city clerk as of January 19, 2024; and

Whereas, Andrew Hellenga, the interim city manager, will need to fill the role of both city manager and city clerk until both positions can be hired, and

Whereas, serving in two roles will require a lot of extra work and effort, which needs to be recognized and compensated; and

Whereas, the former city clerk’s hourly rate was \$39.208; and

Whereas, paying Mr. Hellenga an additional hourly premium of \$16.166 will raise his current hourly rate of \$53.834 to \$70 while still saving \$23.042 hourly; and

Now therefore it be resolved that Andrew Hellenga’s hourly salary be increased by an hourly premium of \$16.166, effective retroactively from January 20, 2024.

Be it further resolved that this hourly premium shall be in effect until both a full-time city manager and a full-time city clerk are hired and start working. If Mr. Hellenga is hired as the full-time city manager, the \$16.166 hourly premium shall be added to his new salary and remain in effect until the start date of the new city clerk.

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

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

YES:            NO:            ABSENT:            VOTE:



Resolution No. 2024-009  
January 23, 2024

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

THAT the minutes of the January 9, 10, 16, and 18; 2024, City Council Meetings be approved.

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

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

YES:            NO:            ABSENT:            VOTE:



**ACTION MINUTES**  
**REGULAR COUNCIL MEETING Meeting**  
**6:00 PM - Tuesday, January 9, 2024**  
**Council Chambers**  
**One South Huron, Ypsilanti, MI 48197**

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**I. CALL TO ORDER**

The meeting was called to order at 6:01 PM.

**II. ROLL CALL**

**Present:** Mayor Nicole Brown, Mayor Pro-Tem Steven Wilcoxon, Council Member Evan Sweet, Council Member Desirae Simmons, Council Member Me'Chelle King, Council Member Roland Tooson (6:07 PM)

**Absent:** None

**III. PLEDGE OF ALLEGIANCE**

- A. 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.**

**IV. AGENDA APPROVAL**

**Council Member Simmons requested to add a discussion regarding the Ward 2 Interview Process.**

**Mayor Pro-Tem Wilcoxon moved to approve the agenda as amended, seconded by Council Member Sweet. On a voice vote, the motion carried.**

**Yes - 5, No - 0, Absent - 1 (Council Member Tooson)**

**V. GOAL SESSIONS - Pgs. 6-25**

- A. Session one - Facilitated by Sharonda Simmons**

**VI. PRESENTATION - Pgs. 3-5**

- A. Parks and Arts Annual Report**

**Council entered a recess after the presentation at 7:39 PM.**

**Council resumed at 7:49 PM.**

**VII. PUBLIC COMMENT (3 MINUTES)**

**Twelve members of the public made comments.**

**VIII. RESOLUTIONS/MOTIONS/DISCUSSIONS**

- A. Resolution No. 2024-001, declaring that the investigation and arrest of individuals for entheogenic plants will be the lowest priority for the city of Ypsilanti. Pgs. 26-32**

Council Member Simmons made a friendly amendment to also direct the clerk to send a copy of the resolution to other law enforcement agencies operating in the City of Ypsilanti, including the county sheriff, EMU police department, and state police.

Council Member Simmons moved to approve Resolution No. 2024-001, declaring that the investigation and arrest of individuals for entheogenic plants will be the lowest priority for the city of Ypsilanti, as amended.

Mayor Pro-Tem Wilcoxon seconded the motion.

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

No: 0 None

Absent: (0)

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

RESOLUTION DECLARING THAT THE INVESTIGATION AND ARREST OF INDIVIDUALS INVOLVED WITH THE PERSONAL USE, GROWTH, AND POSSESSION OF ENTHEOGENIC PLANTS, INCLUDING THOSE SCHEDULED AT STATE AND FEDERAL LEVELS, BE THE LOWEST PRIORITY FOR THE CITY OF YPSILANTI.

WHEREAS, Entheogenic Plants, defined herein as the full spectrum of plants, fungi, and natural materials and/or their extracted compounds, limited to those containing the following types of compounds: indole amines, tryptamines, and phenethylamines; that can benefit psychological and physical wellness, support and enhance religious and spiritual practices, and can reestablish human's inalienable and direct relationship to nature; and

WHEREAS, substance abuse, addiction, recidivism, trauma, post-traumatic stress symptoms, chronic depression, severe anxiety, end-of-life anxiety, grief, cluster headache, and other debilitating conditions are present in our community; and

WHEREAS, the use of Entheogenic Plants, which can catalyze profound experiences of personal and spiritual growth, have been shown by scientific and clinical studies and traditional practices to be beneficial to the health and well-being of individuals and communities in addressing these conditions; and

WHEREAS, practices with Entheogenic Plants have long existed and have been considered to be sacred to human cultures and interrelationships with nature for thousands of years; and

WHEREAS, individuals seeking to improve their health and well-being through the use of Entheogenic Plants fear arrest and prosecution due to current legal prohibitions; and

WHEREAS, the City Ypsilanti currently has many other priorities for the use of its funds, staff, and law enforcement resources; and

WHEREAS, the United Nations considers Entheogenic Plant material used for ritual purposes as excluded from Schedule 1 substances; and

WHEREAS, the Entheogenic Plant practices of certain groups are already explicitly protected in the U.S. under the principle of religious freedom; and

WHEREAS, Entheogenic plants such as Ibogaine have been shown to alleviate treatment resistant cases of opiate and methamphetamine addiction at higher rates than other treatment; and

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WHEREAS, Entheogenic Plants or combinations of plants such as Ayahuasca contain Dimethyltryptamine (a naturally occurring compound in the human body) that can be beneficial in treating addiction, depression, and in catalyzing profound experiences of personal and spiritual growth; and

WHEREAS, Entheogenic plants such as cacti that contain phenethylamine compounds (such as mescaline), can be beneficial in the treatment of drug and alcohol addiction and for individual spiritual growth, and have been utilized in sacred initiation and community healing by diverse religious and cultural traditions for millennia and continue to be used for healing and as religious sacraments in modern times; and

WHEREAS, The Washtenaw County District Attorney's office has issued a statement in support of the resolution to decriminalize Entheogenic plants and fungi adopted by the Ann Arbor City Council and Mayor on September 21, 2020 and accordingly adopted a policy foregoing prosecution of cases involving the cultivation, use, or possession of Entheogenic plants and fungi across Washtenaw County; and

WHEREAS, State Senator Jeff Irwin has introduced SB 499, which would amend sections 7401, 7403, and 7404 of 1978 PA 368, which states that an individual would not be in violation of PA 368 through the manufacturing, creates, delivers, or possesses with intent to manufacture, create, deliver the entheogenic plat of fungus without receiving money; and

WHEREAS, psilocybin, naturally occurring in Entheogenic mushrooms, can alleviate end-of-life anxiety for hospice and terminal cancer patients, can reduce prison recidivism; can effectively treat substance abuse, depression, and cluster headaches (a Johns Hopkins University study on "healthy-normals," found that

Entheogenic plants can occasion mystical-type experiences, which were considered one of the top five most meaningful experiences in a subject's life, and positive life style changes continued in a 14-month follow-up.

BE IT RESOLVED: That the Mayor and City Council hereby declare that it shall be the policy of the City of Ypsilanti that the investigation and arrest of persons for planting, cultivating, purchasing, transporting, distributing, engaging in practices with, or possessing Entheogenic Plants or plant compounds which are on the Federal Schedule 1 list shall be the lowest law enforcement priority for the City of Ypsilanti; and city funds or resources shall not be used in any investigation, detention, arrest, or prosecution arising out of alleged violations of state and federal law regarding the use of Entheogenic Plants.

FURTHER RESOLVED: That this resolution does not authorize or enable any of the following activities: commercial sales or manufacturing of these plants and fungi, possessing or distributing these materials in schools, driving under the influence of these materials, or public disturbance.

FURTHER RESOLVED: That if any provision of this resolution is declared by a court of competent jurisdiction to be contrary to any statute, regulation, or judicial decision, so that its applicability to any agency, person, or circumstance is held invalid, the validity of the remainder of this resolution and its applicability to any other agency, person, or circumstance shall not be affected.

FURTHER RESOLVED, that the City Council of the City of Ypsilanti, supports the passage of SB 499 and direct the City Clerk, to forward this resolution of support to the Senate Committee of Regulatory Affairs and Governor Whitmer as well as other law enforcement agencies operating in the city of Ypsilanti, including the County Sheriff, the Eastern Michigan University Police Department, and the Michigan State Police Department.

**B. Resolution No. 2024-002, approving the request to act as the fiduciary for state grant funds being provided to the Friends of the Rutherford Pool. Pgs 33-37**

Mayor Pro-Tem Wilcoxon moved to approve Resolution No. 2024-002, approving the request to act as the fiduciary for state grant funds being provided to the Friends of the Rutherford Pool, as presented. Council Member Sweet seconded the motion.

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

No: 0 None

Absent: (0)

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

Whereas, The Friends of the Rutherford Pool is seeking DNR funding to resurface the pool; and

Whereas, the City of Ypsilanti has been asked to serve as the fiduciary and submit the application for the DNR grant on behalf of the Friends of Rutherford pool.

Now therefore be it resolved that the City Council of the City of Ypsilanti accepts to act as fiduciary and authorize the City Manager to sign the application on behalf of the city.

**C. Resolution No. 2024-003, approving updates to the Poverty Application Guidelines. Pgs. 38-45**

Council Member Sweet moved to approve Resolution No. 2024-003, approving updates to the Poverty Application Guidelines, as presented. Council Member Tooson seconded the motion.

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

No: 0 None

Absent: (0)

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

WHEREAS the adoption of guidelines for poverty exemptions is required of the City Council; and

WHEREAS the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Ypsilanti, Washtenaw County adopts the following guidelines for the Board of Review to implement.

The Board of Review shall use the following guidelines to determine if a property owner qualifies for a poverty exemption from property taxes:

Exemptions will be granted to owners of homesteads only. Property must be granted at least a 50% homestead exemption from the State of Michigan.

-  
Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. The application can be made by mail, if received one day prior to the last session of the Board of Review.

-  
All applicants must file a claim with the Board of Review on a form prescribed by the State Tax Commission. The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.

-  
Per MCL 211.7u(7), a person who files a claim for Poverty exemption is not prohibited from also appealing the assessment on the property to the Board of Review in the same year.

-  
All income and assets for persons in the household are reported in accordance with a form prescribed by the State Tax Commission.

-

1. Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. A completed signed copy of each of the following should be submitted:
  1. The most recent Michigan Homestead Property Tax Credit (MI 1040 CR).
  2. The most recent Federal Income Tax Return (1040) if you are required to file federal income tax.
  3. The most recent Federal Income Tax Return (1040) for all other occupants of your home.

-

1. The following additional documents are required for assessing household income:
  1. If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that does not file taxes.
  2. The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.
  3. Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.
  4. The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
  5. If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.

-

1. The household income threshold for eligibility for the poverty tax exemption is based on the number of people in the household.

-

1. The board of review has the authority to reduce the current year taxable value 100%, 75%, 50% or 25%.

-  
For 2024 taxes, those values are list here:

| <u>Household Size</u> | <u>Federal Poverty Guidelines</u> | <u>Ypsilanti Poverty Guidelines *This amount published annually with the National School District lunch program</u> |
|-----------------------|-----------------------------------|---|
| <u>1</u>              | <u>\$14,580</u>                   | <u>\$26,973</u>   |
| <u>2</u>              | <u>\$19,720</u>                   | <u>\$36,482</u>   |
| <u>3</u>              | <u>\$24,860</u>                   | <u>\$45,991</u>   |
| <u>4</u>              | <u>\$30,000</u>                   | <u>\$55,500</u>   |
| <u>5</u>              | <u>\$35,140</u>                   | <u>\$65,009</u>   |
| <u>6</u>              | <u>\$40,280</u>                   | <u>\$74,518</u>   |

|   |          |   |          |
|---|----------|---|----------|
| 7 | \$45,420 | - | \$84,027 |
| 8 | \$50,560 | - | \$93,536 |

-  
-

1. Applicants must complete and submit a Poverty Exemption Asset Test form and meet the maximum asset eligibility test as follows: Assets other than the taxpayers' primary residence, standard mode of transportation and usual household goods valued at more than \$25,000 will be considered and added to the household income to determine eligibility. The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption. Those assets include:

-

1. A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
2. Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
3. Jewelry, antiques, artwork, equipment, and other personal property of value.
4. Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
5. Withdrawals of bank accounts and borrowed money.
6. Gifts, loans, lump-sum inheritances, and one-time insurance payments.
7. Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
8. Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
9. The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)

-

1. Poverty exemptions shall be granted for one year only. The property owner must apply every year to receive an exemption.

The City of Ypsilanti Poverty Exemption Guidelines and Application will be updated annually with the current year Poverty Income Guidelines as established by the United States Department of Health and Human Services and with the National School District lunch program without further resolutions. If alternative guidelines are adopted by this governing body a new resolution will be required.

-

NOW, THEREFORE, BE IT RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption and that City Council approve this Resolution 2024-003.

**D. Resolution No. 2024-004, approving the Interlocal Agreement with the Washtenaw Area Mutual Aid Council. Pgs. 46-83**

Council Member Tooson moved to approve Resolution No. 2024-004, approving the Interlocal Agreement with the Washtenaw Area Mutual Aid Council, as presented. Council Member Sweet seconded the motion.

Yes: (6) Michelle King, Evan Sweet, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown  
 No: 0 None  
 Absent: (0)

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

Whereas, the City of Ypsilanti routinely is faced with natural and human-caused catastrophes and it is important for the City of Ypsilanti to have ability for specialty response capabilities along with the ability to request mutual aid from surrounding communities;

Whereas, this Interlocal Agreement is for the governmental units which are parties hereto to join together to establish the Washtenaw Area Mutual Aid Council for the purposes set forth herein pursuant to and under the authority of the Urban Cooperation Act of 1967, Act 7 of the Public Acts of 1967, as amended; the Intergovernmental Contracts Between Municipal Corporations Act, Act 35 of the Public Acts of 1951, as amended, and the Joint Public Buildings Act, Act 150 of the Public Acts of 1923, as amended.

RESOLVED, That Council approves the Interlocal Agreement for the Washtenaw Area Mutual Aid Council for the purposes set forth herein pursuant to and under the authority of the Urban Cooperation Act of 1967, Act 7 of the Public Acts of 1967, as amended; the Intergovernmental Contracts Between Municipal Corporations Act, Act 35 of the Public Acts of 1951, as amended, and the Joint Public Buildings Act, Act 150 of the Public Acts of 1923, as amended.;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute the Agreement after approval as to substance by the City Manager and approval as to form by the City Attorney; and

RESOLVED, That the City Manager be authorized to take the necessary administrative actions to implement this resolution.

**E. Resolution No. 2024-005, approving the minutes of the December 19, 2024 Council meeting. Pgs. 80-85**

Council Member Simmons made two clarifications to her section of Council Proposed Business on the December 19, 2024 minutes.

1 - She clarified that she thinks the city is a good candidate for the Housing Readiness Incentive.

2 - She disputed that the exchange with Chief Moore was a discussion.

Council Member King moved to approve Resolution No. 2024-005, approving the minutes of the December 19, 2024 Council meeting, as amended. Council Member Simmons seconded the motion.

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

No: 0 None

Absent: (0)

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

THAT the minutes of the December 19, 2023, City Council Meetings be approved as amended.

**F. Resolution No. 2024-006, approving appointments to boards and commissions. Pgs. 86-90**

Council Member King moved to approve Resolution No. 2024-006, approving appointments to boards and commissions, as presented. Mayor Pro-Tem Wilcoxon seconded the motion.

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

No: 0 None

Absent: (0)

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

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

| <u>Name</u>  | <u>Board</u>                      | <u>Expiration</u> |
|--|-----------------------------------|-------------------|
| <u>Herman Humes<br/>1105 Grant<br/>Ypsilanti, MI 48197</u> | <u>Police Advisory Commission</u> | <u>2/1/2027</u>   |

|   |                                   |                 |
|---|-----------------------------------|-----------------|
| <u>Kathleen McCormick<br/>407 Ainsworth Cir<br/>Ypsilanti, MI 48197</u> | <u>Police Advisory Commission</u> | <u>2/1/2027</u> |
|---|-----------------------------------|-----------------|

**G. Ward 2 Interview Discussion**

Council decided to extend their timeline to submit questions to the clerk to Friday, January 12, 2024. They agreed to limit the number of questions to two per council member and to limit the interviews to three candidates unless their third and fourth place candidates were closely ranked, in which case there would be four candidates interviewed.

**IX. BOARD AND COMMISSION - LIAISON REPORTS**

**A. Police Advisory Commission**

Commissioners Humes and McCormick were reappointed. The next Police Advisory Commission meeting is on January 25, 2024, at 7:00 PM. Anyone who wants to know what's going on with the police in Ypsilanti, please attend. The Police Advisory Commission would like to schedule a joint meeting with City Council; the mayor mentioned YPAC's March 28th meeting as a good date.

**B. Human Relations Commission**

There is a special meeting scheduled for January 31, 2024.

**C. Parks and Arts Commission**

Thank you to the commission for the excellent report.

**D. Sustainability Commission**

The last meeting did not occur due to quorum. A community member shared information about work he does with solar energy and different ideas for serving the community.

**E. Historic District Commission**

No update.

**F. Planning Commission**

There was a proposal on the agenda to add an apartment to an 1860's historic building downtown with a fruitful discussion about meeting ADA Requirements. The meetings are currently being facilitated by Andy Aamodt, who is contracted as a part-time city planner through Giffels-Webster, and that is working well. A forthcoming agenda will discuss parking RV's, trailers, boats, etc... in residential driveways as well as cannabis zoning regulations.

**G. Zoning Board of Appeals**

No update.

**X. LIAISON REPORTS**

**A. SEMCOG Update**

No update.

**B. Washtenaw Area Transportation Study**

No update.

**C. Urban County**

Next meeting is scheduled for March 13.

**D. Ypsilanti Downtown Development Authority**

DDA met and did goal sessions/vision planning for 2024.

**E. Friends of Rutherford Pool**

No meeting in December due to illness.

**F. Bicentennial Committee**

Stopped meeting at the end of 2023.

**XI. COUNCIL PROPOSED BUSINESS**

- **Council Member King** - I express my support for Council Member Simmons during the recall effort. Council Member Simmons goes above and beyond to serve her community. If you have signed the recall petition, please reconsider. If you have signed your name and wish to remove it from the petition, please visit [desirae4ypsi.com](http://desirae4ypsi.com) to learn how to remove your name. If you have not signed the petition, please decline to sign it if approached and encourage others to do the same. We need council members like Simmons who are willing to speak up and take a stand and give a voice to their constituents. Please support your local council members and trust them to do what you the community elected them to do. Finally, as a graduate of U of M, go blue!
- **Council Member Simmons** - Thank you Council Member King for your support. There was a request to do a survey from the Washtenaw Equity Partnership Bridge Team around the report and ways we see this connecting with our community. There is a Community Bridge Session on February 2nd from 9-12 at WCC Morris Building. I attended a conversation this morning regarding the Thriving Downtown Ypsi group that the Ann Arbor Area Community Foundation hosted with partners and funders. Some city staff, local business owners, and interested stakeholders also attended. The focus today was policy-related solutions to put forward, and there were 27 ideas generated. There will be a process to make sense of the ideas and prioritize them. A few relevant ideas included a Housing Study of our market current and potential, spaces to be and to recreate, transportation including how to not be a "pass-through" town and easier access between Ypsilanti and Detroit, and how to recruit new enterprises for our spaces. There was also talk of shutting down some streets to be friendlier to pedestrians in our business districts, having an

incubator for pop-up businesses, public bathrooms, parking improvements, communications between the city and businesses, surveying who customers are and who is going downtown, needs of the community, licensing and permitting improvements, and tax abatements for new businesses. Andy French, who is on the DDA, asked that the city stop doing PILOTS. Council needs a proactive approach and policy to how we and the police handle protests. We should consider contributing more resources to the warming center and other shelters. A resident called with concerns about a tent site in Ypsilanti Township that was being evicted. I want to name that my abolitionism is important to me and I feel like it is being weaponized. I work toward ensuring that there is a future without prisons, and while that is one of my values, it does not get in the way of my council duties or considering the safety and services needs of our staff, including the police. I am in the midst of a recall, and you can find information and my response to the recall at [desirae4ypsi.com](mailto:desirae4ypsi.com).

- **Mayor Pro-Tem Wilcoxon** - A ward 2 resident has a large purple school bus and claims they have a special dispensation for leaving it in their driveway. Last year they built a screen and pulled the bus into their backyard. There is no place in the ordinance for special dispensations, so if we have been issuing them, I want to know where that authority comes from.
- **Council Member Sweet** - Council Member Simmons and I have been receiving questions regarding the Dorsey Estates project. I've been trying to work with staff to answer those and get the city's information out there for the public. There are complications since there is a private developer involved, but we've been doing our best to give factual answers. Thank you to the DDA in partnership with Washtenaw County and Ypsi Real for the lighting around town. There is confusion at Harriet and Hamilton regarding the bike lane and the vehicle traffic lane. If there is any way to work with the state to move or clarify the traffic signs, that would be appreciated.
- **Council Member Tooson** - Welcome and thank you to everyone who attended the first Ypsilanti City Council Meeting of 2024. I hope we can all continue to work well and make great decisions together. Thank you for the happy birthday wishes.

## **XII. COMMUNICATIONS FROM THE MAYOR**

I received the same call as Council Member Simmons regarding the tent evictions in Ypsilanti Township. I want to clarify for the public that the city did not issue an order to evict anyone. Happy birthday to Council Member Tooson! There is a pothole at Ferris and Middle right in the middle of the road which is slowly growing. Thank you DDA and Washtenaw County for the lighting. I will be participating in the MLK Celebration at EMU on Monday, January 15th. It is one of my favorite events of the year - lots of great speakers and programs. I will be touring the Michigan Ave Library to see the extent of the damage to better communicate with residents about why the library is still closed. I attended the funeral and end of life celebration for Superintendent Kenneth Walls III. He was born and raised in Ypsilanti and was the nephew of Bishop Dwight Walls. He was my friend, and it was amazing to see the impact he had on so many different people despite his short life. Happy new year! I'm glad to start the year with goal setting.

## **XIII. COMMUNICATIONS FROM THE CITY MANAGER**

We have staff working on an application for the Housing Readiness Incentive Grant Program. Our new city planner, Joshua Burns, started yesterday, and he's working with Giffels-Webster on a transition plan. Our new deputy clerk, Lorrie Thomas, started yesterday as well. We are still working to fill the clerk/finance generalist spot. The Planning Commission has asked for changes to buffers for marijuana licensing, likely either implementing a cap or maintaining chapter 7 as it currently exists. AKT Peerless is working with us on an RPF to remove contaminated soil.

## **XIV. COMMUNICATIONS**

- A. City Manager Interviews held January 10, 2024 at 7:00 pm**  
**The interviews will begin at 7:00 PM, not 6:00 PM.**
- B. Second Goal Session held January 16, 2024 at 6:00 pm**
- C. Ward 2 Council Member Interviews held January 18, 2024 at 6:00 pm**

## **XV. PUBLIC COMMENT (3 MINUTES)**

**One member of the public made a comment.**

## **XVI. REMARKS FROM THE MAYOR**

## **XVII. ADJOURNMENT**

**The meeting was adjourned at 9:28 PM.**

**A. Resolution No. 2024-007, adjourning the City Council Meeting.**

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



**ACTION MINUTES**  
**REGULAR COUNCIL MEETING Meeting**  
**7:00 PM - Wednesday, January 10, 2024**  
**Council Chambers**  
**One South Huron, Ypsilanti, MI 48197**

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**I. CALL TO ORDER**

The meeting was called to order at 7:00 PM.

**II. ROLL CALL**

**Present:** Mayor Nicole Brown, Mayor Pro-Tem Steven Wilcoxon, Council Member Roland Tooson, Council Member Evan Sweet, Council Member Desirae Simmons (7:02 PM), Council Member Me'Chelle King (7:02 PM)

**Absent:** None

**III. PLEDGE OF ALLEGIANCE**

- A. 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.**

**IV. AGENDA APPROVAL**

**Council Member Sweet moved to approve the agenda, seconded by Mayor Pro-Tem Wilcoxon. On a voice vote, the motion carried.**

**Yes - 4, No - 0, Absent - 2 (Council Members Simmons and King)**

**V. PUBLIC COMMENT (3 MINUTES)**

No comments were made.

**VI. CITY MANAGER CANDIDATE INTERVIEWS**

- A. Press Release - Please note that Fred Ventresco removed his name from consideration.**

- B. Andrew Hellenga**

**City Council entered a brief recess after Mr. Hellenga's interview from 7:52 PM to 8:01 PM.**

- C. Andrew Niedzinski**

**City Council entered a brief recess after Mr. Niedzinski's interview from 8:48 PM to 9:00 PM.**

- D. Vester Davis**

**City Council entered a brief recess after Mr. Davis's interview from 9:48 PM to 9:50 PM.**

**VII. PUBLIC COMMENT (3 MINUTES)**

No comments were made.

**VIII. ADJOURNMENT**

**The meeting was adjourned at 9:50 PM.**



**ACTION MINUTES**  
**REGULAR COUNCIL MEETING Meeting**  
**6:00 PM - Tuesday, January 16, 2024**  
**Council Chambers**  
**One South Huron, Ypsilanti, MI 48197**

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**I. CALL TO ORDER**

The meeting was called to order at 6:00 PM.

**II. ROLL CALL**

**Present:** Mayor Nicole Brown, Mayor Pro-Tem Steven Wilcoxon, Council Member Roland Tooson, Council Member Evan Sweet, Council Member Desirae Simmons (6:08 PM), Council Member Me'Chelle King (6:08 PM).

**Absent:** None.

**III. PLEDGE OF ALLEGIANCE**

- A. 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.**

**IV. AGENDA APPROVAL**

Council Member Tooson amended the agenda to move the Amy Cell City Manager Search Update presentation to after the Goal Session.

**Council Member Tooson moved to approve the agenda as amended, seconded by Council Member Sweet. On a voice vote, the motion carried.**

**Yes - 4, No - 0, Absent - 2 (Council Members Simmons and King)**

**V. PUBLIC COMMENT (3 MINUTES)**

Fifteen members of the public made comments.

Chief Moore and Interim City Manager Hellenga addressed City Council regarding the Water Street Encampment.

City Council entered a recess at 6:47 PM to confer with city staff and members of the public regarding the Water Street Encampment. The meeting resumed at 7:05 PM.

**VI. GOAL SESSIONS**

- A. Session Two - Facilitated by Sharonda Simmons**

**VII. PRESENTATIONS**

- A. Amy Cell City Manager Search Update**

**VIII. DISCUSSION**

- A. City Manager Candidates Discussion**

**IX. PUBLIC COMMENT (3 MINUTES)**

Two members of the public made comments.

**X. ADJOURNMENT**

The meeting was adjourned at 8:43 PM.

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



**ACTION MINUTES**  
**REGULAR COUNCIL MEETING Meeting**  
**6:00 PM - Thursday, January 18, 2024**  
**Council Chambers**  
**One South Huron, Ypsilanti, MI 48197**

---

**I. CALL TO ORDER**

The meeting was called to order at 6:00 PM.

**II. ROLL CALL**

**Present:** Mayor Nicole Brown, Mayor Pro-Tem Steven Wilcoxon, Council Member Me'Chelle King, Council Desirae Simmons, Council Member Evan Sweet, Council Member Roland Tooson.

**Absent:** None

**III. PLEDGE OF ALLEGIANCE**

- A. 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.**

**IV. AGENDA APPROVAL**

Council Member Sweet moved to add a city manager candidate discussion after the interviews and before the second public comment session, seconded by Council Member Tooson.

**Council Member Tooson moved to approve the agenda as amended, seconded by Mayor Pro-Tem Wilcoxon. On a voice vote, the motion carried.**

**Yes - 6, No - 0, Absent - 0**

**V. PUBLIC COMMENT (3 MINUTES)**

**VI. WARD 2 CANDIDATE INTERVIEWS**

**A. Patrick McLean Interview**

Council entered a recess after Patrick McLean's interview, starting at 6:59 PM and ending at 7:06 PM.

**B. Jason Keech Interview**

Council entered a recess after Jason Keech's interview, starting at 7:35 PM and ending at 7:43 PM.

**VII. CITY MANAGER CANDIDATE DISCUSSION**

The public meet-and-greet proposed during the January 16th meeting will not move forward due to one of the candidates being unavailable during the proposed dates.

**Council Member Sweet moved to extend an offer to Andrew Hellenga to hire him as the full-time city manager, seconded by Council Member Tooson.**

**Council Member Sweet moved to call the question. There was no second.**

**Council Member Sweet withdrew the motion, seconded by Council Member Tooson.**

**VIII. PUBLIC COMMENT (3 MINUTES)**

No comments were made.

**IX. ADJOURNMENT**

The meeting was adjourned at 8:46 PM.

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



REQUEST FOR LEGISLATION  
January 23, 2024

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution 2024-010, Removing Commissioner Devin Shelton from the Sustainability Commission

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**SUMMARY & BACKGROUND:** The bylaws of the Sustainability Commission provide that if a member has been absent for more than 2 consecutive "unexcused absences," 3 consecutive "excused absences," or five total absences, they will be recommended for dismissal unless extenuating circumstances exist (Article VII, Section 3). Due to recent meetings where quorum was not met, staff have reviewed the attendance of the members of this Commission over the course of the 2023 calendar year.

Appointee Devin Shelton was absent without communication for the Sustainability Commission meetings in September, October, and November of 2023.

Attached is a resolution to dismiss Devin Shelton.

**RECOMMENDED ACTION:** Approval

**ATTACHMENTS:**

1. 2024-010 Remove Devin Shelton from Sustainability Commission

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**CITY MANAGER APPROVAL:**

**COUNCIL AGENDA DATE:** January 23, 2024

**CITY MANAGER COMMENTS:**

**FISCAL SERVICES DIRECTOR APPROVAL:**



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

Whereas, the Sustainability Commission has adopted certain bylaws requiring regular attendance; and

Whereas, Devin Shelton is a member of this body who has missed 3 consecutive meetings; and

Furthermore, be it resolved that Devin Shelton be dismissed from this body.

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

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

YES:                      NO:                      ABSENT:                      VOTE:



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

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

| <u>Name</u>   | <u>Board</u>               | <u>Expiration</u> |
|---|----------------------------|-------------------|
| Michael McAtee<br>703 Virginia Place<br>Ypsilanti, MI 48198 | Parks and Arts Commission  | 2/1/2027          |
| Katherine Layton<br>313 Olive Street<br>Ypsilanti, MI 48197 | Human Relations Commission | 2/1/2027          |

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

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

YES:                      NO:                      ABSENT:                      VOTE:

## Board and Commission Application for Reappointment

|   |  |
|---|--|
| First Name  | Michael  |
| Last Name   | McAtee   |
| Address   | 703 Virginia Pl  |
| City  | Ypsilanti  |
| State   | MI   |
| Zip Code  | 48198  |
| Phone Number  | [REDACTED]   |
| Email Address   | [REDACTED]   |
| Board or Commission of Reappointment  | Parks and Arts Commission  |
| Number of Terms Served  | 2  |
| Did you hold a Position of Leadership?  | Yes  |
| Are you reapplying to continue as a youth member?   | No   |
| During your time, how did you assist your Board or Commission to achieve its purpose as stated in the enabling legislation? | As one of the initial appointees to the Arts Commission, I led the effort to build a framework for evaluating and workshopping public art project proposals of any size and sophistication with the goal of ensuring project success and that city resources would be well spent.  |
| How will you continue to assist your Board or Commission to achieve its purpose if reappointed?                             | I have about 15 years of experience with the interface between the public and private sectors with respect to the arts- specifically in event planning, compliance, and public performance. I would continue to leverage that knowledge to help artistic and recreational activities in Ypsi be as accessible and engaging as possible for all of our community. |
| Number of absences  | 1  |

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

---

|                                |          |
|--------------------------------|----------|
| Electronic Signature Agreement | I agree. |
|--------------------------------|----------|

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|                      |                   |
|----------------------|-------------------|
| Electronic Signature | Michael S. McAtee |
|----------------------|-------------------|

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## Citizen Advisory Boards and Commissions Participation Resume

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

---

### Qualifications

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

---

|  |  |
|--|--|
| Name   | Katherine (Kat) Layton                               |
| Email Address  | ██████████   |
| Address  | 313 Olive Street                                     |
| City   | Ypsilanti  |
| State  | MI   |
| Zip Code   | 48197  |
| Phone Number   | ██████████   |
| Number of Years in the Community                     | 6  |
| Ward You Live In                                     | 3  |
| Education  | Master of Social Work, University of Michigan (2018) |
| Occupation   | Project Coordinator                                  |
| Employer   | Wayne State University                               |
| Are you applying for youth membership?               | No   |
| Are you registered to vote in the City of Ypsilanti? | Yes  |

---

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

Human Relations Commission

---

Party Affiliation

*Field not completed.*

---

*Field not completed.*

---

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

I have been interested in serving on the City of Ypsilanti's Human Relations Commission for a few years now. This interest stems from a profound alignment between the Commission's purpose and my personal values and aspirations for a more inclusive and equitable Ypsilanti community. Since moving to Ypsilanti in 2017, after relocating to Michigan from Texas in 2016 for graduate school, I have strived to immerse myself in the local community. As an outsider initially, I sought to understand our community better, engaging with various organizations, attending local events, and leading mutual aid efforts.

Through these experiences, I have listened to the concerns and experiences of individuals from diverse backgrounds. My outsider perspective allowed me to take on the role of a listener and I was able to develop a deeper understanding of the challenges faced by our community members, specifically our marginalized communities. I believe this emphasizes the importance of trust-building in the process of creating meaningful change. Now, instilled with this knowledge, I am eager to contribute my skills and passion to the Human Relations Commission, working alongside community members to foster an environment of liberation and equity for all.

One of my primary motivations for joining the Commission is to contribute to dismantling discriminatory structures and practices within our city. In my social work career and as an active Ypsilanti community member, I've observed the barriers that marginalized groups face due to systemic policies and practices. From housing and employment discrimination to educational and health disparities, these issues are deeply ingrained in our social fabric. Serving on the Commission represents a valuable opportunity to work with the City Council

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and other community partners to identify and eliminate systemic barriers, ensuring equal access to opportunities and resources for all.

I also believe in the power of constructive dialogue and public engagement. The Commission's commitment to conducting public forums, town hall meetings, and educational programs resonates deeply with me. Combined with the importance of fostering mutual understanding and promoting equity among all residents, these platforms provide an avenue for community members to voice their concerns, share experiences, and work collectively toward solutions.

The presence of discriminatory practices, whether intentional or unintentional, not only hinders equal opportunity but also perpetuates inequalities and limits the potential for individuals and communities to thrive. I believe Ypsilanti City Council and Mayor share the goal of eliminating these practices, and I would be honored to support them in this endeavor as a commissioner for the Human Relations Commission. Furthermore, my dedication to Ypsilanti and its residents fuels my motivation to serve on the Human Relations Commission. I am grateful for your consideration and look forward to the opportunity to contribute to the city's continued growth and inclusivity.

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Work/volunteer experience related to the board or commission:

I believe that my diverse range of experiences and qualifications will enable me to contribute effectively to the Human Relations Commission. As a social worker, I have developed a deep understanding of the challenges faced by vulnerable communities, including those who are justice-impacted. In my current professional role, I work at a tier-1 research university, coordinating research initiatives and developing data-driven approaches to address issues for individuals with behavioral health conditions who are entangled in the criminal legal system. My past experiences as a criminal defense social worker for a number of years reinforced my holistic perspective on how intertwined most systems are. Through these professional positions, I worked closely with multidisciplinary teams, composed legal documents, and developed treatment plans that aimed to reduce incarceration and promote rehabilitation. These experiences have sharpened my analytical skills, ability to write comprehensive reports, and capacity to engage in constructive dialogue with

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individuals with differing opinions and ideologies.

In addition to my professional experiences, my community leadership roles, such as serving as a Board Member and Secretary for A Brighter Way, a local reentry support organization, and being part of the recently concluded ad-hoc Community Benefits Ordinance Committee with the City of Ypsilanti for 206 N. Washington St., have been instrumental in shaping my approach to advocacy and systemic change. Serving on the ad-hoc committee with the City of Ypsilanti for the affordable housing development proposal with Avalon Housing, I advocated in securing commitments from Avalon Housing and the City of Ypsilanti for an equitable and socially responsive affordable housing project. The experience has further motivated me to apply for the Human Relations Commission, especially to follow through on agreements to amend Chapter 58 of the Human Relations Ordinance and to readopt a Community Benefits Ordinance. My goal is to ensure that all Ypsilanti residents, both native and aspiring, have affordable and accessible housing options. Additionally, my involvement with the Washtenaw Equity Partnership's Post-Sentencing and Reentry Subcommittee has given me insight into collaborative efforts between community members and institutions.

I am committed to expanding my knowledge and staying informed, and because of this commitment, I am confident in my ability to adapt and contribute effectively to the Human Relations Commission's mission and purpose. I believe my extensive experience has equipped me with the skills, insights, and dedication needed to be an effective member of the Human Relations Commission.

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

Yes

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

Yes

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Resolution No. 2024-013  
January 23, 2024

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

That the City Council Meeting be adjourned, on call, by the Mayor or three (3) members of Council.

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

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

YES:            NO:            ABSENT:            VOTE: