



MINUTES

REGULAR COUNCIL Meeting

7:00 PM - Monday, November 9, 2020

Zoom Meeting

The REGULAR COUNCIL of the City of Ypsilanti was called to order on Monday, November 9, 2020, at 7:00 PM, in the Zoom Meeting, with the following members present:

PRESENT: Council Member Jennifer Symanns, Council Member Steven Wilcoxon, Mayor Pro-Tem Nicole Brown, Mayor Lois Richardson, Council Member Anthony Morgan, Council Member Brian Jones-Chance, and Council Member Annie Somerville

I. CALL TO ORDER

The meeting was called to order at 7:02 p.m.

II. ROLL CALL

III. AGENDA APPROVAL

The agenda was approved as amended.

IV. DISCUSSION OF WARD 1 COUNCIL APPOINTMENT PROCESS

Moved following the agenda approval.

V. INAUGURATION CEREMONY - OATH OF OFFICE

Ward 1 – ~~Lois Allen Richardson~~ - Vacant

Ward 2 – Steve Wilcoxon

Ward 3 – Annie Somerville

VI. SEATING OF NEW COUNCIL

VII. ROLL CALL

VIII. PUBLIC COMMENT (3 MINUTES)

7 people spoke.

IX. RESOLUTIONS/MOTIONS/DISCUSSIONS

- a) Resolution No. 2020-229, adopting “ROBERT’S RULES OF ORDER 10th EDITION”.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the Ypsilanti City Council adopts “ROBERT’S RULES OF ORDER, 10TH EDITION” as the official rules of order for procedures of the Ypsilanti City Council meetings.

For the purpose of Council rules, each separate meeting of City Council shall constitute a “session” as that term is used in Robert’s Rules of Order.

A motion for reconsideration of a motion may be made and considered at the same session or in the next immediate session.

A motion may be amended by a “friendly amendment” if both the member making the motion and the member supporting (seconding) the motion agree.

Council Member Anthony Morgan moved, seconded by Council Member Jennifer Symanns, to approve Resolution No. 2020-229.

RESULT:	CARRIED.
MOVER:	Council Member Anthony Morgan
SECONDER:	Council Member Jennifer Symanns
AYES:	Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, Brian Jones-Chance, and Annie Somerville

- b) Resolution No. 2020-230, setting the day, time and frequency of Council meetings.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That regular Council meetings shall be held on the first and third Tuesdays of the month. When a Council meeting falls on a holiday or an Election Day, the next day after said holiday or Election Day will be the meeting day for the regular meeting, except when Council designates another day. Such a change will be given public notice.

Further, that all regular meetings of the Ypsilanti City Council shall be held at 7:00p.m. in the City Council Chambers, located at One South Huron Street, except when the Council designates another time and location. Such a change will be given public notice.

Further, that all Council meetings end by 10:00 p.m., unless Council agrees by majority vote to extend the deadline.

Council Member Anthony Morgan moved, seconded by Council Member Jennifer Symanns, to approve Resolution No. 2020-230.

RESULT:	CARRIED.
MOVER:	Council Member Anthony Morgan
SECONDER:	Council Member Jennifer Symanns
AYES:	Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, Brian Jones-Chance, and Annie Somerville

- c) Resolution No. 2020-231, approving the procedure for transaction of Council business.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the procedure for transaction of business shall be that business raised by at least one Council Member, supported by a second Council Member, under Council Proposed Business be referred to the next regular meeting for transaction. This procedure may be waived by the consent of two-thirds (2/3) vote of Council.

Council Member Steven Wilcoxon moved, seconded by Council Member Nicole Brown, to approve Resolution No. 2020-231.

RESULT:	CARRIED.
MOVER:	Council Member Steven Wilcoxon
SECONDER:	Council Member Nicole Brown
AYES:	Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, Brian Jones-Chance, and Annie Somerville

- d) Resolution No. 2020-232, naming an official newspaper of record.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That *Washtenaw County Legal News* be designated as the official newspaper of the City of Ypsilanti, for placement of all required publication notices and display advertisements.

Council Member Steven Wilcoxon moved, seconded by Council Member Jennifer Symanns, to approve Resolution No. 2020-232.

RESULT:	CARRIED.
MOVER:	Council Member Steven Wilcoxon
SECONDER:	Council Member Jennifer Symanns
AYES:	Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, Brian Jones-Chance, and Annie Somerville

- e) Resolution No. 2020-233, adopting the Council Protocol for City staff.

RESOLVED, by the Ypsilanti City Council that the Council Protocol for City Staff shall be as follows.

COUNCIL PROTOCOL FOR CITY STAFF

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, who analyze problems and issues, make recommendations, implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Conduct Toward Staff

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

Channels of Communication

Questions of City staff and/or requests for additional background information should be directed only to the City Manager, Assistant City Manager, City Attorney, City Clerk, or Department Heads. The City Manager should be copied on any request to Department Heads. Council Members should not set up meetings with department staff directly, but work through Department Heads, who will attend any meetings with Council Members. When in doubt about what staff contact is appropriate, Council Members should ask the City Manager for direction.

Equal Access to Information

Materials and information supplied to a Council Member in response to a request will be made available to all members of the Council so that all have equal access to information. The City Manager should ensure that such access is provided when appropriate.

Public Criticism of Employees

Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff

performance should only be made to the City Manager through private correspondence or conversation.

Involvement in Administrative Functions

Do not get involved in administrative functions. Council Members must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

Attendance at Staff Meetings

Do not attend staff meetings unless requested by staff. Even if the Council Member does not say anything, the Council Member's presence may imply support, show partiality, intimidate staff, or hampers staff's ability to do its job objectively. Requests for staff support.

It shall require two members of Council to request staff support through the City Manager, who is responsible for allocating City resources in order to maintain a professional, well-run City government. It is up to the City Manager to ensure that staff resources are allocated in accordance with overall Council priorities. Research or preparation of material by the City Attorney may be requested directly by the Mayor, or two Council Members.

Response to Citizen Complaints

Depend upon the staff to respond to citizen complaints and concerns. It is the role of Council Members to pass on concerns and complaints on behalf of their constituents. It is not, however, appropriate to pressure staff to solve a problem in a particular way. Refer citizen complaints to the City Manager, who will follow up with appropriate staff. The staff should respond to all approved requests for information in an agreed upon timeframe. It is appropriate for Council Members to follow up with the Manager to determine how the concerns were resolved.

Council Member Steven Wilcoxon moved, seconded by Council Member Jennifer Symanns, to amend language from "Do not" to "Council shall not."

RESULT:	DEFEATED.
MOVER:	Council Member Steven Wilcoxon
SECONDER:	Council Member Jennifer Symanns
AYES:	Jennifer Symanns and Steven Wilcoxon
NAYS:	Nicole Brown, Lois Richardson, Anthony Morgan, Brian Jones-Chance, and Annie Somerville

Council Member Steven Wilcoxon moved, seconded by Council Member Jennifer Symanns, to approve Resolution No. 2020-233

RESULT:	CARRIED.
MOVER:	Council Member Steven Wilcoxon
SECONDER:	Council Member Jennifer Symanns
AYES:	Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, Brian Jones-Chance, and Annie Somerville

f) Resolution No. 2020-234, adopting policy for appointments to Boards and Commissions.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That City Council adopts the following City Council Boards and Commission Appointment Procedure:

NOTICE

That the City Clerk shall provide the City Council, monthly, a report consisting of all council appointees, their address and contact information, the committee or commission appointed to, and the date of the expiration of their term for all appointees who terms expire within the next sixty (60) days.

That the Mayor or any City Staff person shall notify the City Council and City Clerk of any vacancy or pending vacancy occurring in any committee or commission as soon as it becomes known.

Notice shall be posted to the City Web sites soliciting nominations for those positions mentioned above at the time of the report or notice to City Council.

PROCEDURE

That any Mayoral nomination for appointment shall be submitted to City Council under the Mayor's reports at one Council meeting and held for action until the following Council meeting. Nominations may also be brought forward by two members of Council and will follow the same procedure.

Nominations shall include a letter of interest from and resume of the nominee.

VACANCY IN OFFICE

A vacancy in office shall occur when the current appointee discontinues membership by death, resignation, or removal from office; by not seeking reappointment in writing prior to the expiration of his or her term; or by not being reappointed by the appointing authority.

TERM OF OFFICE

Members of Boards and Commissions of the City shall serve for the terms specifically stated in the charter or in the law or ordinance creating the office

With the consent of two-thirds of the Council, an appointee may continue provisionally, in office, after the expiration of their term of office, until a successor has been elected or appointed and has qualified for and assumed the duties of the office. No member of any board or commission shall be allowed to hold over for more than 60 days beyond the term of office fixed by ordinance whether or not a successor has been appointed.

QUALIFICATIONS

Appointees to City Boards and Commission shall meet the affiliation qualification requirements of the City Code, Section 2-111, below, as well as any specific qualifications required by City Ordinance or State Statute.

Sec. 2-111. Applicability of section.

(a) Except as otherwise specifically provided, members of boards and commissions shall be affiliated with the city. This requirement shall be fulfilled in the following ways:

(1) An individual shall have been a resident of the city for a minimum of two years; or

(2) An individual shall demonstrate ownership/interest for a minimum of two years in a business established in the city for a minimum of two years.

(b) Exceptions to subsections (a)(1) and (2) of this section shall only be permitted if it is determined by the city council that a board or commission requires the membership of an individual with a specific position, knowledge, experience or expertise not available in another individual who may otherwise comply with the terms of subsections (a)(1) and (2) of this section.

Council Member Steven Wilcoxon moved, seconded by Council Member Nicole Brown, to approve Resolution No. 2020-234.

RESULT:	CARRIED.
MOVER:	Council Member Steven Wilcoxon
SECONDER:	Council Member Nicole Brown
AYES:	Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, Brian Jones-Chance, and Annie Somerville

g) Resolution No. 2020-235, setting meeting dates for 2021.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

The Ypsilanti City Council will hold Regular Meetings at 7:00 p.m. in the City Council Chambers, located at One South Huron Street, Ypsilanti, Michigan 48197, for the year 2021 on the following dates:

January 5	July 13 (following holiday)
January 26 (following holiday)	July 20
February 2	
February 16	August 17
March 2	September 14 (following holiday)
March 16	September 21
April 6	October 5
April 20	October 19
May 4	November 2
May 18	November 16
June 1	December 7
June 15	December 21

The City of Ypsilanti encourages persons with disabilities to participate and will provide necessary reasonable auxiliary aids and services, such as signed for the hearing impaired, Limited English Proficiency (LEP) services, and audios of printed materials being considered at the meeting to individuals with disabilities upon two (2) days notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling the following:

**City Clerk's Office
One South Huron Street
Ypsilanti, Michigan 48197-5420
(734) 483-1100**

All persons are welcome to attend. Additional information may be obtained at the City Clerk's Office and written comments may be sent to the City Clerk's Office at the above listed address.

Council Member Nicole Brown moved, seconded by Council Member Jennifer Symanns, to remove the August 3rd meeting date.

RESULT:	CARRIED.
MOVER:	Council Member Nicole Brown
SECONDER:	Council Member Jennifer Symanns
AYES:	Jennifer Symanns, Steven Wilcoxen, Nicole Brown, Lois Richardson, Anthony Morgan, Brian Jones-Chance, and Annie Somerville

Mayor Pro-Tem Nicole Brown moved, seconded by Council Member Annie Somerville, to approve Resolution No. 2020-235 as amended.

RESULT:	CARRIED.
MOVER:	Council Member Nicole Brown
SECONDER:	Council Member Annie Somerville
AYES:	Jennifer Symanns, Steven Wilcoxen, Nicole Brown, Lois Richardson, Anthony Morgan, Brian Jones-Chance, and Annie Somerville

h) Resolution No. 2020-236, appointing Council Liaisons to City Boards and Commissions.

Council Member Steven Wilcoxen moved, seconded by Council Member Nicole Brown, to approve Resolution No. 2020-236.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, members of City Council will act as liaisons to City Boards and Commissions to act as conduits of information both to City Council and to individual Boards and Commissions; and

Whereas, Council Liaisons will hold that position for two years, until the seating of the next City Council; and

Whereas, Council will determine through nomination and majority vote which Council Member will act as liaison to individual Boards and Commissions.

Whereas, it has been determined the below Boards and Commission will have a Council Liaison.

- Art Commission** _____
- Human Relations Commission** _____
- Police Advisory Commission** _____
- Parks and Recreation Commission** _____
- Sustainability Commission** _____
- Planning Commission** _____
- Historic District Commission** _____
- Zoning Board of Appeals** _____

RESULT:	CARRIED.
MOVER:	Council Member Steven Wilcoxen
SECONDER:	Council Member Nicole Brown
AYES:	Jennifer Symanns, Steven Wilcoxen, Nicole Brown, Lois Richardson, Anthony Morgan, Brian Jones-Chance, and Annie Somerville

X. NOMINATION AND ELECTION OF MAYOR PRO-TEM

- a) Nomination and Election of Mayor Pro-Tem.

Council Member Annie Somerville moved, seconded by Council Member Brian Jones-Chance, to nominate Nicole Brown as Mayor Pro-Tem.

RESULT:	CARRIED.
MOVER:	Council Member Annie Somerville
SECONDER:	Council Member Brian Jones-Chance
AYES:	Jennifer Symanns, Steven Wilcoxon, Nicole Brown, Lois Richardson, Anthony Morgan, Brian Jones-Chance, and Annie Somerville

XI. REMARKS FROM THE MAYOR

XII. ADJOURNMENT

- a) Resolution No. 2020-237, adjourning the City Council Meeting.

The meeting was adjourned at 9:37 p.m.

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