



# MINUTES

## REGULAR COUNCIL Meeting

6:30 PM - Monday, November 14, 2022  
Council Chambers

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The REGULAR COUNCIL of the City of Ypsilanti was called to order on Monday, November 14, 2022, at 6:32 PM, in the Council Chambers, with the following members present:

**PRESENT:** Council Member Steven Wilcoxen, Mayor Pro-Tem Nicole Brown, Mayor Richardson, Council Member Annie Somerville, Council Member Evan Sweet, and Council Member Brian Jones-Chance

**ABSENT:** Council Member Jennifer Symanns

### I CALL TO ORDER

The meeting was called to order at 6:32 PM.

### II ROLL CALL

Council Member Wilcoxen made a motion to approve the absence of Council Member J. Symanns, seconded by Mr. Jones-Chance. On a voice vote, the motion carried.

### III INVOCATION

### IV 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.

### V AGENDA APPROVAL

Mr. Jones-Chance moved to approve the meeting agenda, seconded by Council Member Somerville. On a voice vote, the motion carried.

### VI CLOSED SESSION - 6:30PM TO 7:00PM

a) Closed Session to consider a periodic personnel evaluation - MCL 15.268 (a)

**Council Member Wilcoxen moved, Seconded by Council member Brian Jones-Chance to adjourn to Closed Session.  
Approved: Yes - 6; No -0; Absent 1 (J. Symanns)**

### VII PRESENTATIONS - ADDED

a) Proclamation in honor of Veterans Day - Mayor Richardson (added)

### VIII INAUGURATION CEREMONY - OATH OF OFFICE

- Mayor - Nicole Brown
- Ward 1 - Roland Tooson
- Ward 1 - Michelle King
- Ward 2 - Jennifer Symanns
- Ward 3 - Desirea Simmons

## **IX SEATING OF NEW COUNCIL**

## **X PUBLIC COMMENT (3 MINUTES)**

Five members of the public made comments.

## **XI RESOLUTIONS/MOTIONS/DISCUSSIONS**

- a) Resolution No. 2022-256, adopting "ROBERT'S RULES OF ORDER 10th EDITION".  
**Council Member Somerville moved, seconded by Council Member Wilcoxen, to approve Resolution No. 2022-256**  
**Approved: Yes - 6; No - 0; Absent - Council Member J. Symanns**

### **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.

- b) Resolution No. 2022-257, setting the day, time and frequency of Council meetings.  
**Council Member Wilcoxen moved, seconded by Council Member D. Simmons, to approve Resolution No. 2022-257**  
**Approved: Yes - 6; No - 0; Absent - Council Member J. Symanns**

### **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.

- c) Resolution No. 2022-258, approving the procedure for transaction of Council business  
**Council Member Tooson moved, seconded by Council Member Somerville, to approve Resolution No. 2022-258**  
**Approved: Yes - 6; No - 0; Absent - Council Member J. Symanns**

**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.

- d) Resolution No. 2022-259, naming an official newspaper of record.  
**Council Member Tooson moved, seconded by Council Member Wilcoxon, to approve Resolution No. 2022-259**  
**Approved: Yes - 6; No - 0; Absent - Council Member J. Symanns**

**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.

- e) Resolution No. 2020-260, adopting policy for appointments to Boards and Commissions.  
**Council Member King moved, seconded by Council Member Somerville, to approve Resolution No. 2022-260**  
**Approved: Yes - 6; No - 0; Absent - Council Member J. Symanns**

**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.

f) Resolution No. 2022-261, setting meeting dates for 2023.

**Council Member D. Simmons moved, seconded by Council Member Wilcoxon, to approve Resolution No. 2022-261 as amended  
Approved: Yes - 6; No - 0; Absent - Council Member J. Symanns**

**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 2023 on the following dates:

January 10	July 11
January 24	July 25
February 7	August 1
February 21	
March 7	September 5
March 21	September 19
April 4	October 3
April 18	October 17
May 2	November 7
May 16	November 21
June 6	December 5
June 20	December 19

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.

g) Resolution No. 2020-262, appointing Council Liaisons to City Boards and Commissions.

**Council Member Somerville moved, seconded by Council Member Wilcoxon, to approve Resolution No. 2022-262  
Approved: Yes - 6; No - 0; Absent - Council Member J. Symanns**

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

That City Council elects Council Liaisons to the advisory commissions.

Process of selecting liaisons:

Until the next organizational meeting the Council Liaisons will be as follows:

Art Commission	Council Member Somerville
Human Relations Commission	Council Member King
Police Advisory Commission	Council Member Tooson
Parks and Recreation Commission	Council Member Somerville
Sustainability Commission	Council Member D. Simmons
<i>Planning Commission</i>	Council Member Wilcoxon
<i>Historic District Commission</i>	Council Member J. Symanns
<i>Zoning Board of Appeals</i>	Council Member J. Symanns

- h) Resolution No. 2022-263, adopting the Council Protocol for City staff.  
**Council Member Wilcoxon moved, seconded by Council Member Somerville, to approve Resolution No. 2022-263**  
**Approved: Yes - 6; No - 0; Absent - Council Member J. Symanns**

**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.

- i) Resolution No. 2022-264, approving rules for Audience Participation.  
**Council Member Tooson moved, seconded by Council Member Wilcoxon, to approve Resolution No. 2022-264**  
**Approved: Yes - 6; No - 0; Absent - Council Member J. Symanns**

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

With regard to audience participation, citizens are urged, but not required, to present requests or complaints in writing to the Administration before meetings, along with indications of desire to address Council. General audience participation normally shall be held to one hour maximum, with three (3) minutes granted to individuals.

A. Acceptable Conduct

appearance or character not related to job performance will not be tolerated.

Infractions will result in the loss of remaining time, by order of the Chair, after one warning.

i. Members of the audience are expected to respect the views of others and not interrupt or harass speakers. Persons not following this rule may be expelled from the building by order of the Chair after one warning.

B. Audience Participation. Audience participation shall be set at the beginning of the agenda, before Presentations.

C. Public Hearings

a. Speakers' remarks are limited to the subject of the public hearing.

b. Speakers are allowed a maximum of three (3) minutes.

a. Speakers shall not share, loan or borrow time.

b. Comments from speakers must be civil and respectful. Comments on physical

c. In order to designate priority in speaking, citizens shall sign up in person prior to the start of Audience Participation.

d. Each speaker may speak a maximum of three (3) minutes.

e. A maximum of sixty (60) minutes will be allowed for Audience Participation.

f. Following signed in speakers, others who wish to speak will be recognized by a show of hands.

## **XII NOMINATION AND ELECTION OF MAYOR PRO-TEM**

- a) **Council Member King nominated Council Member D. Simmons, Council Member Simmons seconded, to serve as Mayor Pro-Tem**

**Council Member Somerville nominated Council Member Wilcoxon, seconded by Roland Tooson, to serve as Mayor Pro-Tem**

**The Vote Was as Follows:**

D. Simmons - Simmons

J. Symanns - Absent

M. King - Simmons

S. Wilcoxon - Wilcoxon

N. Brown - Wilcoxon

A. Somerville - Wilcoxon

R. Tooson - Wilcoxon

## **XIII COMMUNICATIONS**

- a) 2023 Holiday Closures



#### **XIV PUBLIC COMMENT (3 MINUTES)**

Two members of the public made comments.

#### **XV REMARKS FROM THE MAYOR**

#### **XVI ADJOURNMENT**

The meeting was adjourned at 8:05 PM.

- a)** Resolution No. 2022-265, adjourning the City Council Meeting.

Council Member D. Simmons moved, seconded by Council Member Somerville, to approve Resolution No. 2022-265

Approved: Yes - 6; No - 0; Absent - Council Member J. Symanns

- 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.