

**COUNCIL INFORMATION LETTER**  
**May 2024**



**JUNE 3, 2024**

---

**City of Ypsilanti**  
**Andrew Hellenga, City Manager**



## City Manager's Office

- Department Heads are meeting to restructure workflows in relation to other departments to ensure efficiency and eliminate redundancy.
- Department Head evaluations are scheduled for the first week of July.
- Staff have been meeting with the DDA Director to negotiate an amendment to the IGA. The intent is to clearly delineate how the city will relate to the Downtown Development Authority. Creating an environment that will be beneficial to both entities.
- A work session will be held on July 18<sup>th</sup> to present the Fee Schedule, following approval on July 2<sup>nd</sup>. This will allow Council time to properly evaluate the fees prior to ultimate approval.
- Staff will be attending a future HRC meeting to provide training on how to properly approve and recommend legislation to City Council.

## City Clerk

### Clerk

- The new City Clerk has been on the job for an entire month and is acclimating.
- The City received 18 applications for City Clerk.

### Elections

- The Special Election was held on May 7th
  - i. The City issued 466 absentee voter ballots and received and processed 375 absentee voter ballots.
  - ii. There was no Early Voting for this special election.
  - iii. 513 community members voted in person; for a total turnout of 888 voters.
  - iv. Council Member Simmons won the seat in Ward 3.
- There will be a Primary Election on August 6<sup>th</sup>, with only the seat in in Ward 3 being contested and on this ballot.
- The General Election will be November 5<sup>th</sup>, with one seat from each Ward on the ballot.

### Administrative Hearings Bureau

- Staff continue to process liens on unpaid judgments and release liens for judgments paid as special assessments on tax bills.
- The AHB will be adding a 3<sup>rd</sup> informal hearing date soon, due to the increase in volume.
- The new AHB Officer, Mark Nelson, will be training with the City Manager in June.

### Boards and Commissions

- The Board of Ethics cannot meet due to not having enough members. Their only member's term expires on February 1<sup>st</sup>, and he has been informed of this.
- Vacancies (as of May 31, 2024)

Board	Membership Type
Dangerous Bldgs	Dangerous Buildings Officer
Economic Development Corp.	Commissioner
Economic Development Corp.	Commissioner
Ethics	Board Member

Ethics	Board Member
Ethics	Board Member
Ethics	Board Member
Historic District	Commissioner
Human Relations	Youth Member
Non-Motorized Committee	Commissioner
Non-Motorized Committee	Commissioner
Police Advisory	Commissioner
Police Advisory	Commissioner
Police Advisory	Youth Member
SmartZone LDFA	
Sustainability	Youth Member (1 year)
Sustainability	Youth Member (1 year)

## Finance Department

### Accounting and Finance

- Submitted to Council the Amended Budget 2 FY 23-24 and Original Budgets for FY 24-25 and FY 25-26
- Attended MGFOA Monthly Board Meeting on May 2,2024
- Attended the City Tornado Drill on May 24,2024
- Attended the IT Monthly meeting with Dewpoint

### Treasury

- Prepared 2024 Tax Levy for Council Approval
- Attended the joint meeting between Washtenaw County Treasurer's Association and Washtenaw Assessor's Association meeting on May 21,2024.

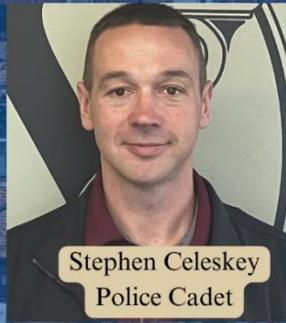
## Human Resources

- Filled Building Department Manager position, four Police Officer positions and two Police Cadet positions.
- In pre-hire process for Police Officer positions
- Conducted interviews for Equipment Operator positions.
- Recruiting for Firefighter, Police Officer, Equipment Operator and School Crossing Guard positions

## New Hire Summary - May 2024



Please welcome, Jerry Dunham as the new Building Department Manager for the City of Ypsilanti



## Planning, Community & Economic Development

- The City Planner administered 43 applications ranging from plan reviews, variance requests, food trucks, zoning verification letters, signs, etc.
- The City Planner has been meeting with Highscope to discuss the future of their complex.
- The City Planner and Code Enforcement have been working closely together to address excessive and unpermitted signage throughout the city.
- The City Planner is currently working on reappointments for PC and ZBA.

### Planning Commission

- The Planning Commission approved a PUD being proposed at 120/124 Pearl.
- The Planning Commission approved a site plan for a fourplex at 708 Pearl.
- PC will further discuss EMBs at their June meeting.
- PC nominated 2 new members for the Non-Motorized Advisory Committee.

### Zoning Board of Appeals

- The Zoning Board of Appeals meeting was not held.

### Partner Development

- Discussed Riverside Park Stormwater Grant with HRWC and interested property partners. Unfortunately, a few days later we got news that we did not get the Partners for Places grant to move forward with stormwater plans in Riverside Park. The city will continue to look for opportunities for funding.

### Business and Development Milestones

- Met with MEDC to discuss Train Depot development opportunities.
- Held lottery for 756 and 856 Harriet St. Properties.

### Water Street

- Met with the County to discuss the \$3M CPF HUD Grant several times and subsequently met with a HUD representative to discuss an environmental review, development, and remediation options.
- Discussed extending the MEDC State Grant

### Peninsular Dam

- Received a USFWS Grant for \$800,000
- Received a EGLE Grant for \$1.6M

### Dorsey Estates

- Submitted final EGLE Grant on 5/21 after having submitted the proposal on 4/19
- Met with Washtenaw County OCED to discuss Down Payment Assistance for Dorsey Estates

### Historic Preservation

- At the May 14 meeting of the historic district commission, the commission reviewed 12 agenda items and discussed one study item with a property owner and their architect. At the meeting:
  - 2 postponed items from April were approved,
  - 8 new business items were approved and one was postponed for more information.
  - 1 application for work had been administratively approved ahead of the meeting.
- During the month of May, the preservation planner administratively approved 7 applications for work.
- The contract for the historic district resurvey has been signed and work is beginning. The consultants are beginning with the historic context of the district and research. There will be a public engagement meeting closer to when the actual resurvey work from the sidewalks of the district will begin.

## Downtown Development Authority

### DDA Board of Directors Meeting

May 16, 2024

Approved:

Special Events Funding for the 4th of July Parade, Ypsi Pride, Rumble of the Bumble, Juneteenth, YDL Welcome Bash, and Ypsi Jazz Fest  
District-wide Community Event Marketing-Campaign funding  
Michigan Ave. & N. Washington St. Planter Flower Selections  
Extended Contract for Dumpster Enclosure Cleaning Services  
N. Adams Lot Dumpster Enclosure Repair

The next board meeting will be June 20th, 8:30am at the Ypsilanti Freighthouse Cafe.

### Other DDA Updates

- Downtown and West Cross Façade and Rehab Grants due March 31.
- New Businesses: Tony's Treasures, New ownership at Olde Towne Gold and Coin they have asked us to help them celebrate their grand opening on June 14th. BirdDog Baking has officially opened. Depot Town Cats and Dogs, Crowdaddys Creole
- DDA Coffee Hours with Director Elize Jekabson are held monthly. Next one from 8-12pm at Sweetwaters Ypsi on June 21<sup>st</sup>. Locations and districts rotate monthly.
- The DDA assisted Ypsi Real Staff with the logistics and coordination for WDIV Channel 4 Ypsilanti highlight aired on May 3<sup>rd</sup>.
- Summer landscaping is scheduled to be planted/installed this week and next.

## Department of Public Services

### Operations/Admin

- Working on budget, both capital and operating.
- Supported Sustainability and Parks & Arts Commissions.
- Official announcement made for third year running of Michigan Green Communities Gold Award
- Trainings completed:
  - Supervisors: Harassment series, Reasonable Suspicion (Drug & alcohol use)
- Personnel updates:
  - 2 open Equipment Operator positions on crew (out of 16- 13% vacancy).
  - 1 open Facilities Maintenance worker position (of 1)
  - 3 employees are in the process of attaining their CDLs.
  - Received Labor union & attorney approval for Seasonal Labor position establishment; brought before Council.
  - Received Labor union & attorney approval for Facilities Maintenance Worker position establishment in lieu of unfilled Equipment Operator.

### Facilities

- Moving forward with Fire Station and Police Station concrete, retaining wall, and basement wall projects; Fire dept electric project, DPS programming.
- Ongoing issues with City Hall HVAC and plumbing.
- Developing RFPs for facility condition assessments, Freighthouse floor refinishing,
- Met with 2030 District representatives to talk about energy benchmarking and energy audit assistance re: City facilities. Joined 2030 District.

### Forestry

- Stump removal continues.

## Streets

- Speedbumps have been installed; pedestrian signage installed
- Patched & swept Memorial Day parade route; swept new bike lanes in advance of tour; patched Riverside trails in advance of 5k
- 14 right of way permit applications granted
  - Permit application received from DDA for reinstallation of water fountain in Depot Town; awaiting Council license & maintenance plan/agreement
- Working with DTE to resolve ongoing right-of-way work issues.
  - Working with DTE streetlighting on a location in W Cross.
  - Working with DTE streetlighting to upgrade remaining MV & HPS lights to LED
  - DTE gas main work ongoing in the Superior/Huron River Drive area as well as Emerick/Grove area
- Scheduled preconstruction walkthrough with DTE streetlighting for N Washington
- Repaired N Washington streetlight damage
- Forest Bridge work substantially complete.
- Huron River Drive officially complete.
- The LeForge and Spring St bridge PM work has begun; Spring is closed. Additional concrete work related to sidewalk and lighting has been discovered and a budget amendment will be brought. Pework to begin on Leforge with no closures until Spring has reopened; resurfacing of Leforge section to be coordinated with closure.
- Cross St bridge has been awarded \$3.2m for its rehabilitation by MDOT via its regional bridge and big bridge competitive grant process. Awarded technical assistance grant application from SEMCOG to aid in applying for a federal grant for the balance (\$4.5m). Allocation application submitted to Stabenow's office.
- Swept (May):
  - Trunklines: N Ham, N Huron, W Cross (x2), S Ham, Washtenaw
  - Area 1 (Mon pickup): Huron River Drive, Huron River Drive Svc, Kingwood, N Mansfield (x3), Roosevelt (x2), Whittier, Witmire
  - Area 2 (Tue pickup): Ballard (x2), College Pl, N Congress (x2), Elm, Emmett (x2), Grant (x2), Hiawatha, Linden, N Mansfield, N Normal, S Normal, Oakwood, Owendale, Pearl (x2), Perrin, Pleasant, Sheridan, Sherman (x2), N Wallace, (x2), N Washington (x2), Westmoorland, Woods
  - Area 3 (Wed pickup): Arcade, W Forest, Florence, N Hamilton, N Huron, Jenness, N River, Olive, Ann, St John
- Patched (May):
  - E Cross, Hart (x2), Harriet, Pearl (x2), S Prospect, N River (x3), N Washington, Washtenaw,

## Solid Waste

- Continued work with WRRMA on joint trash pickup RFP for 2025 and beyond.
- Stevens to submit contract amendment for legal review.
- Clerk's office Issued compost drop-off passes to 12 residents/property owners & 4 Recycle Ann Arbor passes
- Yard waste pickup season has resumed April 1. Will maintain biweekly pickups until fall leaf season.
- Working with Code Enforcement to help residents practice good trash setout hygiene in light of recent inclement weather and rat reports.

## Stormwater

- Working with the Environmental Policy Innovation Center on federal grant assistance for funding for foundational stormwater work
- Partners for Places grant submitted in January (with Community Services Dept & HRWC) for Riverside Park stormwater planning was not selected.
- Outfalls currently being investigated by OHM and MS4 application being updated. Several test results came back with higher-than-expected levels of E. coli and further investigations are being pursued.

- Worked with Advanced Underground, and YCUA on investigation of storm infrastructure failures. Diagnosis and potential repairs identified. Currently approximately 20 locations in the city requiring significant near-term repair.

### Parking

- Two parking kiosks down; awaiting parts.
- Working to obtain quote for kiosk to replace meters in N Adams lot.
- 287 parking tickets issued in May.

### Parks and Special Events

- Working with partners to move north end Frog Island project forward.
- Working with Events Coordinator on events as they are scheduled.
- Moving forward with repairing/replacing five of the power/water access points in Riverside Park due to vandalism

## Police Department



### Activity:

Statistics for the current period reflected by the past three months.

	March	April	May
Arrests	18	12	7
CFS	1137	1250	1305
Reports	137	159	145
Tickets	24	36	26
Warnings	13	25	9

### Personnel:

- Four new officers to the Ypsilanti Police Department: Giancarlo Lopez, Mizan Muhammed, Charles Fowler & Lawrence Smith. These officers took their Oath of Office on May 28<sup>th</sup>.



## Events

- On May 15<sup>th</sup> the department attended the Peace Officers Memorial at the Washtenaw 100 Memorial in Downtown Ypsilanti.



- On May 20<sup>th</sup> Chief Moore participated in the Student Grow and read together program at Erickson Elementary School.
- On May 23<sup>rd</sup> Chief Moore and selected Officers attended the graduation Police Academy ceremony at Oakland University.

## Fire Department

May 28th, 2024



### City of Ypsilanti Fire Department Activity Report:

	March 2024	April 2024	May 2024
Fire and EMS Calls	226	257	217
Inspections	12	12	10
Non-emergency requests	2	2	3

- Roof Rescue/Tower1 Ops
- Rope Rescue
- WAMAA High Rise Training.
- All 3 shifts and AMA partners toured Huron Vista apartments.
- Fire Behavior
- Hose deployment, FDC, standpipe and improvised standpipe with Superior Township Fire.
- WAMAA Lines over Ladders training.
- EV training in Ypsi. Township With AMA partners.

## Apparatus/Building Update:

- All units in service
- OHM surveyed fire and police departments for parking lot and retention wall repair.

## Personnel:

- Captain Wurmlinger completed Fire Officer II classes.
- Lt. Carpus attending Fire Officer I classes.
- FM Pope completed MSP Arson School and attended Arson Investigators Conference.
- Chief Hobbs panelist for Career Pathways held at Ypsilanti High School.

## Notes:

- U of M continues to hold car seat installations at YFD every third Tuesday.

## Overall Department Status Update:

- Actively working on approved Fire Station Capital Improvements.
- Firefighter Easton Parent resigned his position effective April 1<sup>st</sup>. Civil Service Commission has been notified and we are taking applications to fill the vacant position.
- Reviewing applicants, possible interviews in June.
- **All personnel count toward staffing.**