

**COUNCIL INFORMATION LETTER**  
**June 2024**



**JULY 3, 2024**

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



## City Manager's Office

- Staff have been in negotiations with the DDA to revise the Intergovernmental Agreement. The current agreement will not expire until 2040, however, to provide a greater understanding of how the city and the DDA will interact.
- Department Head evaluations are occurring in the first week of July. Yearly evaluations will now take place at the beginning of each Fiscal Year.
- The City will be releasing a Request for Proposals for Attorney Services. The last RFP occurred in April of 2015.
- The city will be receiving an earmark from the state in the amount of \$3 million for infrastructure improvements. Early discussions from the state are the earmark will be dedicated to the Frog Island Parking Lot and the DPS Yard. Once details are solidified Council will be informed.
- Needed documentation to receive the funding for the Department of Natural Resources is almost complete, staff is awaiting sign-off from OHM.

## City Clerk

### Clerk

- The Clerk and Deputy Clerk attended the MAMC (Michigan Association of Municipal Clerks) Conference where we both attended educational classes and networked with other Clerk's from across the State. Earlier in the month we also attended the BOE (Bureau of Elections) 2024 Election Cycle Training.
- Ypsilanti was randomly selected for a post-election audit of the May special election. Washtenaw County officials conducted the audit on June 25<sup>th</sup> and found no issues.
- The Clerk's office has mailed about 1,400 ballots and is preparing for the August Primary.
- Jerry Dunham, Building Department manager took their Oath of Office.



### Administrative Hearings Bureau

51 cases closed.

38 Judgments entered: \$15,805.00

\$3,265 fines collected.

### Elections

- Tuesday, August 6, 2024 STATE PRIMARY ELECTION (168.641)
- Sunday, July 7, 2024 Early voting may begin (168.720e)
- Monday, July 22, 2024 Deadline to register by mail or online and be eligible to vote in the August election. (168.497)
- Tuesday, July 23, 2024 Registration must be done in person with local clerk with proof of residency between this date and Election Day. (168.497)
- Thursday, July 17, 2024 by 4 p.m. Deadline for candidate without political party affiliation seeking partisan offices to file qualifying petitions and Affidavits of Identity and a nonpartisan nominating petition. (A \$100 nonrefundable fee may be filed in lieu of a petition.) Withdrawal deadline elapses at 4 p.m. on July 26. (168.381)

## 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 July 3rd, 2024)

| Board                      | Membership Type       |
|----------------------------|-----------------------|
| Economic Development Corp. | Commissioner          |
| Economic Development Corp. | Commissioner          |
| Ethics                     | Board Member          |
| Human Relations            | Commissioner          |
| Human Relations            | Commissioner          |
| Human Relations            | Youth Member          |
| Non-Motorized Committee    | Commissioner          |
| Non-Motorized Committee    | Commissioner          |
| Police Advisory            | Commissioner (Ward 1) |
| Police Advisory            | Commissioner (Ward 2) |
| Police Advisory            | Commissioner (Ward 3) |
| Police Advisory            | Youth Member          |
| Police Advisory            | Youth Member          |
| SmartZone LDFA             |                       |
| Sustainability             | Youth Member (1 year) |
| Sustainability             | Youth Member (1 year) |

## Finance Department

### Accounting and Finance

- Preparation for 23-24 year end and transition to 24-25 FY
- Coordinated with HR regarding changes in pay and benefits for the new FY
- Attended monthly meeting with dewpoint regarding our IT system
- Attended the annual GFOA Conference on June 8 to June 12, 2024

### Treasury

- Prepared 2024 Summer Tax Bills to be sent out by 7/1/2024
- Prepared 2024 Special Assessment that will be included in the tax bills
- Attended the Fire and Police Pension Board Meeting on June 17th
- Made an offer to our paid intern effective 7/1/2024

## Human Resources

- Filled Freighthouse Event Coordinator positions.
- In pre-hire process for Equipment Operator
- Recruiting for Facilities Maintenance Worker, Community Development Assistant and DDA Coordinator, Firefighter, Police Officer, Equipment Operator and School Crossing Guard positions

### New Hire Summary - June 2024



## Planning, Community & Economic Development

- We have been attending meetings and engaging with the AAATA team regarding the new proposed transit center.
- The City Planner administered 44 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.

### Planning Commission

- Planning Commission further discussed the EMB sign ordinance. They have directed staff to amend the proposed text. Planning Commission will review the amended text in July.

### Zoning Board of Appeals

- The Zoning Board of Appeals did not meet.

### Business and Development Milestones

- Attended Investor Realty Group Open House.

## Water Street

- Working with Washtenaw County and AKT for CPF HUD Grant
- Discussed an EPA Clean up Grant with AKT

## Peninsular Dam

- Activated the United States Fish and Wildlife Services (USFWS) Grant.

## Dorsey Estates

- Dorsey Estates received the \$1M Michigan Department of environment, Great Lakes and Energy (EGLE) Grant and the City attended the kickoff meeting.

## Historic Preservation

- 11 applications for work in the historic district were approved. Five of these were approved administratively without commission review.
- The public meeting to kick off the historic district resurvey effort will be Friday, July 12<sup>th</sup> at noon.
  - People can attend in person in Council Chambers or remotely, and the Zoom link will be posted on the historic district website at <https://cityofypsilanti.com/263/Historic-District> . It is our hope that people can attend during their lunch hour wherever they are.
  - Additionally, the meeting will be recorded and will be posted on youtube for on-demand viewing.
  - The meeting will be promoted in the newsletter, on social media, on the city's website and calendar, and a postcard will be delivered to property owners in the historic district.

## Downtown Development Authority

- The DDA is updating its website to align with ADA compliant best practices and requirements.
- Streetscape plantings and hanging baskets have been installed.
- Participated in the Ribbon Cuttings for Olde Town Gold and Coin and Depot Town Pets and the grand opening event for Investors Realty Group.
- Other new businesses:
  - Bitter Truth is open on weekends with a limited drink menu through August.
  - Plant Based Conneys is open.
- Businesses closing: Brick and Mortar Modern General store closed this month.
- The business owner of Cross Street Books, Sheridan Settler passed away this month.
- Coffee with Elize was held on May 17<sup>th</sup> at Bird Dog Baking, and at Sweetwaters on June 21.
- Staff has been continuing negotiations the IGA with the City Manager.
- The DDA held two public meetings and hosted an online survey about the Freighthouse Plaza Redesign.. The survey had over 450 responses. Fishbeck is in the drawing phase of the project.
- Staff assisted DPS with a DTE preconstruction walk-through on N. Washington St. Staff helped select locations for the new streetlights.
- Staff is meeting with City Staff to help simplify and streamline permits. A new regular meeting is in place to identify issues and gaps that will make it easier for a new business to navigate City processes.
- Staff has scheduled a repainting of the Depot Town Clock and the surrounding bollards.

### **6/27/2024 Board Meeting**

- Approved a Façade Grant for 109 W. Michigan to restore the storefront of the former Freeman Bunting Building.
- Approved a Building Rehabilitation Grant for 6 N. Huron to build out an ADA compliant restroom for the retail space. This will broaden the storefronts approved uses.
- Amended the Administrative Services Contract for the DDA Coordinator/Community Development Assistant to include language about benefits and Cost of Living adjustments.

- Reviewed the IGA with the City of Ypsilanti. The document is currently being reviewed by the DDA Attorney. The discussion was tabled to July's meeting.
- Approved the purchase of a public drinking fountain with a pet friendly fountain and a bottle filling station for Depot Town
- Approved a Special events sponsorship reallocation to Freak Fest.

## Department of Public Services

### Operations/Admin

- Supported Sustainability and Parks & Arts Commissions.
- Parks/Stormwater crossover: working with Washtenaw County Water Resources Commissioner office on design of rain garden/wet meadow/prairie concepts for Candy Cane and Recreation Park to reduce mowing area and address stormwater issues. Likely will be seeing some survey & exploratory work in those parks within the next month or so.
- 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.
  - 3 open Laborer positions (eff July 1)
  - 1 open part-time project manager position (eff July 1)

### Facilities

- Moving forward with Fire Station and Police Station concrete, retaining wall, and basement wall projects; Fire dept electric project, DPS programming.
- Moving forward with replacing portions of City Hall HVAC
- Developing RFPs for facility condition assessments, Freighthouse floor refinishing, Prospect Park archaeology, etc
- Continuing to work with 2030 district on energy auditing.
- Reached out to Solar Ypsi to evaluate efficacy of existing solar panels.

### Forestry

- Grapple truck out of service; tree removals and significant prunes paused after making significant progress in June.
- Woodpecker family rescued from felled tree.

### Streets

- 6 right of way permit applications granted
  - Working with Building Department to make the enforcement -> accomplishment pipeline more efficient
- Working with DTE to resolve ongoing right-of-way work issues.
  - Working with DTE streetlighting on a location in W Cross @ Anna.
  - 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
- DTE streetlighting for N Washington scheduled for early July; work began June 27
- Forest Bridge has passed final acceptance.
- The LeForge and Spring St bridge PM work has begun; Spring is open and LeForge closed. Cost of additional concrete work related to sidewalk and lighting on Spring is being negotiated with MDOT and budget amendment will be brought if needed. LeForge additional paving work has begun
- 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 (June):
  - 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 (June):
  - E Cross, Hart (x2), Harriet, Pearl (x2), S Prospect, N River (x3), N Washington, Washtenaw,
  - Note: generally, "hot patch" is used when available. Due to issues with the equipment used for hot patch, the patch for Congress/Elm was delayed but should be accomplished by mid-July.

## 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
- 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 25+ 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.
- 327 parking tickets issued in June.

## 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
- Refreshed engineered wood fiber play surfaces in Riverside, Parkridge, and Candy Cane

# Police Department



## Activity:

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

|          | April | May  | June |
|----------|-------|------|------|
| Arrests  | 12    | 7    | 8    |
| CFS      | 1250  | 1350 | 1295 |
| Reports  | 159   | 145  | 103  |
| Tickets  | 36    | 26   | 50   |
| Warnings | 25    | 9    | 16   |

## Personnel:

- Posted for position for Sergeant, there are currently three openings.
- Actively recruiting for lateral police officers for YPD.
- Held the shift bid for YPD officers on June 5<sup>th</sup>.
- New Officer Gian-Carlo Lopez celebrated their birthday on June 7<sup>th</sup>.

## Events

- Chief Moore participated in Violent Crimes information session/ media conference on June 12<sup>th</sup>.



- Ypsilanti Police Department Attended the Juneteenth Celebration Downtown on June 21<sup>st</sup>-23<sup>rd</sup>.

- The Department is organizing personal for the Peacenic event upcoming on August 10<sup>th</sup> at Ypsilanti Community Schools (2095 Packard Street) from 3 PM to 7 PM.

## Updates:

- Still working on revamping the 24-hour Call logs. Planning on separating them by month going forward see here: <https://cityofypsilanti.com/925/24-Hour-Call-Logs>

# Fire Department

June 26th, 2024



## City of Ypsilanti Fire Department Activity Report:

|                        | April 2024 | May 2024 | June 2024 |
|------------------------|------------|----------|-----------|
| Fire and EMS Calls     | 257        | 249      | 229       |
| Inspections            | 12         | 10       | 10        |
| Non-emergency requests | 2          | 3        | 4         |

### The following training/classes occurred during the month of June:

- Blue Card
- Bloodborne pathogens
- WAMAA Swift Water Rescue Training.
- MABAS.
- WAMAA RTF Training at Trinity Health

### Apparatus/Building Update:

- 06/21- Tower 2-1 OOS
- 06/25- Annual PM checks started on all apparatus.

### Personnel:

- Applications will be submitted to HR to begin the hiring process to fill 1 position.

### 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.
- All personnel count toward staffing.

On Thursday June 27<sup>th</sup> volunteers from Treasuring Christ Church in Ann Arbor volunteered their time and services to plant flowers and clean up the parking lots and grounds of both the fire and police departments. See pictures:

