

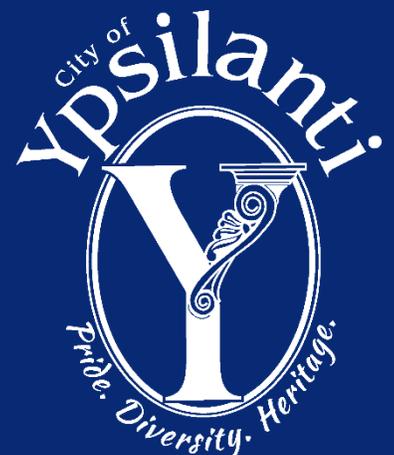
COUNCIL INFORMATION LETTER

January 2025



FEBRUARY 4, 2025

City of Ypsilanti
Andrew Hellenga, City Manager



City Manager's Office

- The BS&A cloud-based solution has been implemented. Staff is becoming accustomed to the new software and BS&A employees have been onsite to provide technical assistance and additional training.
- A contract has been signed with MML to conduct a search for the city's next police chief. Joyce Parker was selected by MML to perform the search. She is very knowledgeable about the city and will be an asset to get through this process.
- Captain Tim Anderson will act as Interim Chief until the next chief is selected. Kirk Moore has agreed to be a contract employee for two months with the potential of a third.
- A letter of support was signed to be included in the RAP 3.0 Grant Application for the DDA Depot Town Plaza project. There were no other applications submitted for city projects.

City Clerk

- Post Election work –
 - Continuing to update State Voter Database.
 - Archived 2024 Election materials, per State's retention schedule.
 - Destroyed old election materials, per State's retention schedule.
 - Working on a process to update, and possibly digitize, Voter Master Card files.
 - Ordered & Received secure, welded storage carts for election tabulator secure storage & transportation. Tabulators have been sorted & stored in the new carts, allowing for better organization & more working space in the Elections Vault.
- Updating Website – this is a continuing process; as we find issues, we search for the correct information to ensure everything is as accurate as possible.
- Marijuana Licenses – We continue to process current applications; to date, we've issued 7 Retail Licenses and 1 Grow/Process license.
- Clerk and Staff attended several webinars from CivicClerk and CivicPlus, including setting up a demo for FOIA management software.
- Clerk and Staff are currently training for the new BS&A software implementation.
- Clerk attended the Washtenaw County Election Coordinating Committee meeting and signed standard agreements for the Ypsilanti Community Schools elections.
- Clerk and Staff sorted through documents and materials in basement storage & helped with the clean-up.

Boards & Commissions Vacancies (As of February 4, 2025)

Boards & Commissions	Membership Type	Term	Vacancies	Meeting Day
AAATA Transportation Authority	Representative	5-year term	0	**
Economic Development Corp	Board Member		9	Meets as needed
Board of Ethics	Board Member		5	Meets as needed
Historic District Commission	Commissioner	3-year term	0	2nd Tuesday of month, 7pm
Huron River Watershed	City of Ypsilanti Representative		1	**
Human Relations	Commissioner	3-year term	1	3rd Thursday of month, 6pm
Human Relations	Youth Member (age 16-17)	1 year term	2	3rd Thursday of month, 6pm

Non-Motorized Vehicle	Sub-Commissioner		0	2nd Thursday of month, 7pm
Parks & Arts	Commissioner	3-year term	3	3rd Monday of month, 6:30pm
Planning	Commissioner	3-year term	1	3rd Wednesday of month, 7pm
Police Advisory (YPAC)	Commissioner	3-year term	1 (Ward 1)	4th Thursday of month, 7pm
Police Advisory (YPAC)	Youth Member (age 16-17)	1 year term	1	4th Thursday of month, 7pm
Board of Review	Board Member		0	Meets as needed
SmartZone LDFA	Board Member	4-year term	2	**
Sustainability	Commissioner	3-year term	0	2nd Monday of month, 7pm
Sustainability	Youth Member (age 16-17)	1 year term	2	2nd Monday of month, 7pm
Ypsilanti Downtown Development Authority	Board Member	4-year term	0	**
Zoning Board of Appeals	Commissioner	5-year term	0	2nd Tuesday of month, 6pm
Zoning Board of Appeals	Alternate	5-year term	1	2nd Tuesday of month, 6pm
Ypsi Community Utilities Authority	City of Ypsi Representative	4-year term	0	**
Ypsi Housing Commission	Commissioner	5-year term	0	2nd Tuesday of month, 6pm

*Note: Meeting days may change if a holiday falls on that date.

**Not city managed

Finance Department

- Submission of our Annual Comprehensive Financial Report for 6/30/24
- Submission of our F65 Financial Report for 6/30/24
- Submission of our Act 51 Street Financial Report for 6/30/24
- Submission of our Annual Qualifying Statement for 6/30/24
- Submission of our PA202 Pension and OPEB Report 6/30/2024
- Received full Funding of our PA 289 Fire Protection Reimbursement amounting to \$850K
- Attended the Fire and Police Pension Board meeting
- BS&A Upgrade continued
- Payroll database set-up
- Preliminary User Security Configuration
- Monthly meeting with dewpoint

Human Resources

- In pre-hire process for Firefighter and Police Sergeant positions

- Conducted interviews for Police Officer and Equipment Operator positions.
- Recruited for Firefighter, Police Sergeant, Police Officer, Equipment Operator, Temporary (Seasonal) Laborer and School Crossing Guard positions.
- Hosted Kickstart Brunch Potluck for employee engagement.

Community Services Department

Planning Department

City Planner

- Completed 32 administrative reviews ranging from business occupancy licenses, sidewalk signs, accessory structures, etc.
- Worked with Ann Arbor Spark to create a guide on how to open a business in Ypsilanti.
- Finalized the Planning Commission 2024 Annual Report.
- Met with developers proposing a range of projects including a small mixed-use development on Ecorse, a cross-jurisdictional senior house project, and a possible mixed-use development on Washtenaw.
- Began reviewing dark-sky compliance language to create a dark-sky compliant ordinance.

Planning Commission

- The Planning Commission approved a laundromat at 1510 Washtenaw.

Zoning Board of Appeals

- The Zoning Board of Appeals approved their 2025 Meeting Schedule.

Historic Preservation

- The Community Services department migrated to BSA Online and staff has been learning and using the new system and has been helping property owners use it as well.
- At the January 14 historic district commission meeting, the commission reviewed four applications for work in the district. They approved three and postponed one. They also discussed a study item.
- A first draft of the architectural resurvey report is being reviewed by the preservation planner and the State Historic Preservation Office. 401 properties in the historic district (about half) have been resurveyed.
- The preservation planner continued consulting about DTE's Gas Renewal Program because the program could possibly impact historic resources.
- Research on the Powerhouse at the Peninsular Paper Dam continues.

Community & Economic Development

- Peninsular Dam Review Committee recommended GEI as the Engineer team for the final design for the removal of the dam to City Council. Team Met with Inter-Fluve and GEI to review Bids and begin contracts.
- Dorsey Estates Team met with EGLE team to discuss NFA options for groundwater use on the site.
- Met with EGLE to discuss FEMA grant for Peninsular Dam
- Worked with DDA on RAP Grant
- Met with Senator Gary Peters team to discuss appropriations and the City's needs for the coming year.
- Coordinated with Legal Services, Fair Housing Center, and Washtenaw County to provide information and services to residents at Arbor One
- Working with County to execute HUD grant for Water Street Funds

Strategic Communications

- Internally reviewing and making edits to the Marketing and Strategic Communications Strategic Plan.

- Revamped the website with CivicPlus which launched on January 7th.

Downtown Development Authority

- Board Meeting 1-16-25: Strategic Planning Session with POW! Strategies.
- DDA Coffee Hour is February 21st from 8am – noon at Hyperion Coffee Co. We hold these open office hours monthly to be accessible to stakeholders and community members.
- We are applying for the Revitalization and Placemaking Grant through the MEDC for the Freighthouse Plaza.

Department of Public Services

Operations/Admin

- Supported Sustainability Commission.
- Mailer & magnet mailed!
- Personnel updates:
 - 3 open Equipment Operator positions
 - 1 Heavy Equipment Operator out on leave

Facilities

- Moving forward with Fire Station and Police Station concrete, retaining wall, and basement wall projects; Fire dept electric project, DPW programming & stabilization. DPW Facility update scheduled for 2/18 Council meeting.
- Performed safety walkthrough of City Hall and Fire departments with safety consultant.
- Developing RFPs for Freighthouse floor refinishing
- Received bids for Facilities Condition Assessment; will receive bids for reissued Ballard Street Lot on 2/4
- Continuing to work with 2030 district on energy auditing; City Hall audit complete.
 - Discussed City Hall audit findings; report notes that consultation with historic architect and electrical upgrades likely necessary to move forward with any insulation.
- Working with Solar Ypsi and Chart House Energy to resolve issues with DPW solar panels.
- Working with Parkridge Community Center to understand and resolve capacity/usage issues.

Streets

- 11 active ROW permits currently.
- Working with DTE streetlighting to upgrade remaining MV & HPS lights to LED
- Cross St bridge has been awarded \$3.2m for its rehabilitation by MDOT via its regional bridge and big bridge competitive grant process.
- Harriet (First to Hawkins) moving forward. Have been informed that FHWA does not consider the parking lane participating; adds approximately \$100k to cost.
- Sweeping: Sweeper winterized.
- Patched: N Adams 2x, W Ainsworth, Anna 2x, Ballard Parking Lot 2x, Ballard St, Cornell 3x, Courtland, E Cross, S Emerick 2x, Fairview, Ford, E Forest, W Forest, Factory, Freighthouse Parking Lot, Grant, S Grove 2x, Harriet 2x, N Huron Lot alley, Kewanee, LeForge, Lincoln, Locust 2x, Mansfield 2x, Marion, Owendale, Perry, N Prospect, N River, Roosevelt 3x, South Huron Parking lot, Spring, Vinewood, Wallace, N Washington 3x, S Washington, Washtenaw 2x, Westmoorland, Witmire.
- Writing a grant for the Michigan Urban and Community Forestry Inflation Reduction Act program for right of way/city property tree inventory & management plan.

Solid Waste

- Continued work with WRRMA. WRRMA will not be pursuing a joint RFP for solid waste. Currently evaluating other potential courses of action.
- Clerk's office Issued 7 compost drop-off passes & 5 Recycle Ann Arbor passes to residents/property owners.

Stormwater

- Stormwater mapping effort & associated GIS work underway; funded by a \$257,040 grant via the Environmental Policy Innovation Center.
- Outfall/MS4 report received and being reviewed.
- Repair of underground infrastructure (joint failures) put out to bid; bids received for approximately \$650,000. Reviewing and prioritizing.
- Normal/Congress on "the list" for YCUA contractor to make full surface repair in spring. Our repair; their contractor. Partnership!
- Miss Dig work ongoing. Workload & training currently distributed among several positions; as long-term time commitment normalizes will review permanent assignment of duties.

Parking

- Meeting with parking kiosk vendor to relocate Maple kiosk and repair existing; no longer partnering with Harvey Electronics as local vendor/maintenance contractor.
- Working to obtain quote for kiosk to replace meters in N Adams lot.

Parks and Special Events

- Working with Events Coordinator and other partners (CS, DDA, PD, FD) to draft updates to Events policies, anticipate bringing to Parks & Arts for discussion in February
- Working with DDA staff on Market Plaza concept designs, ownership issues, maintenance issues.
- Working with partners to move north end Frog Island project forward
- Evaluating new software for events management and booking with Events Coordinator
- Awarded Parks & Arts Master Plan contract to Mannik & Smith
- Replacing damaged parks signs and ordering new signs for Freighthouse, Huron Landing, Freighthouse, Recreation Park; redesigning and relocating Mattingly signage.

Police Department



Activity:

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

	November	December	January
Arrests	16	25	12
CFS	1449	1311	1243
Reports	150	129	103
Tickets	144	91	48
Warnings	17	10	1

Personnel:

- On January 24th we held a farewell luncheon for Chief Kirk Moore who is retired from the Ypsilanti Police Department.
- Starting January 27th Captain Timothy Anderson assumes the role of Interim Chief of Police for Ypsilanti Police Department.

- Police actively looking for a new Chief of Police for Ypsilanti.

Updates:

- The 24-hour Call logs are separated by month and are available on the website: <https://cityofypsilanti.com/925/24-Hour-Call-Logs>
- Pushing recruitment for the Ypsilanti Police Department, currently holding off on Academy Sponsorship but recruiting lateral hires.

Fire Department



January 27th, 2025

City of Ypsilanti Fire Department Activity Report:

	November 2024	December 2024	January 2025
Fire and EMS Calls	240	200	207
Inspections	14	17	10
Non-emergency requests	2	2	0

The following training/classes occurred during the month of January:

- Blue Card-all personnel
- All personnel completed recertification for PHTLS to include the online classes and practicals.
- TRT
- Fireground Ops and Mayday with AMA partners

Apparatus/Building Update:

- 07/18 Tower 2-1 is out of service until further notice.
- 11/25 Valve cover on station generator cracked, part ordered, will be repaired by DPW.
- 1/6 Engine 3 radiator repaired, back in service.

Personnel:

- Additional applications will be submitted to HR to continue the hiring process to fill 1 position.
- Candidate interviews are continuing, currently 2 applicants are going through background and psych evaluations. The plan is to have the Civil Service Commission approve a list of 4 candidates.

Notes:

- U of M continues to hold car seat installations at YFD every third Tuesday.
- Smoke detectors and CO monitors are available for installation. Probably due to the updated website, mailer, and word of mouth the program is very busy.

Overall Department Status Update:

- Actively working on approved Fire Station Capital Improvements.
- All personnel count toward staffing.