

COUNCIL INFORMATION LETTER
October 2023



NOVEMBER 2, 2023

City of Ypsilanti
Andrew Hellenga, Interim City Manager



City Manager’s Office

- Met with members of the Ypsilanti Township staff to discuss the potential of creating a Corridor Improvement Authority for Ecorse Road.
- Provided an interview with MI HQ and look forward to the grand opening and their commitment to be good stewards of the city.
- Met with Destination Ann Arbor about potential future collaborations.
- Participated in a listening session regarding downtown businesses with staff, county representation, and other stakeholders.

Past Month Special Events

- 10/6 – First Fridays/Wyrd Byrd Festival at Riverside and Frog Island Parks from Noon-10 p.m.
- 10/7 – private wedding at Frog Island Amphitheater from 1-4 p.m.
- 10/7 – Domestic Violence Walk at Parkridge Park from 7 a.m. to Noon
- 10/13 – private wedding at the Riverside Park Gazebo from 1-5 p.m.
- 10/15 – Home of New Vision’s Fall Fest at Candy Cane Park from 1-5 p.m.
- 10/21 – Literacy Awareness 5K at Parkridge Park from 9 a.m. to 1 p.m.
- 10/27 – Depot Town Trick or Treating (along Depot Town) from 4-6 p.m.
- 10/28 – Trunk or Treat at Parkridge Park from 3-6 p.m.

City Clerk

1. Clerk
 - a. The new legislative software for agendas is a success.
2. Elections
 - a. City staff met with County staff at the Freighthouse to ensure it would be an acceptable site for early voting.
 - b. Several of the Bills the State Legislature passed concerning Election, did so without immediate effect. These Bill will become law ninety days after the legislature adjourns. This includes the ability to consolidate precincts from a 2,999 active voter threshold to 5,000. This will provide a brief window to consolidate precincts prior to the Presidential Primary. Staff’s current plan is to only consolidate precincts that share a polling location, to avoid any confusion on Election Day. Still waiting on the legislature to adjourn, which should occur in mid-November.
3. Administrative Hearings Bureau
 - a. Staff continues to process liens on unpaid judgments and release liens for judgments paid as special assessments on tax bills. The list of winter 2023 special assessments have been sent to Treasury.
4. Boards and Commissions
 - a. The Board of Ethics cannot meet due to not having enough members.
 - b. The Human Relations Commission has enough members to meet if all adult commissioners are present. They have struggled to meet so far as most of the older members have been non-responsive to requests to set a special meeting date.
 - c. Vacancies (as of October 26, 2023)

<u>Board</u>	<u>Membership Type</u>	<u>Last Name</u>
Dangerous Bldgs	Dangerous Buildings Officer	Vacant
Ethics	Board Member	Vacant
Ethics	Board Member	Vacant

Ethics	Board Member	Vacant
Ethics	Board Member	Vacant
Human Relations	Commissioner	Vacant
Human Relations	Youth Member	Vacant
Non-Motorized	Commissioner	Vacant
Non-Motorized	Commissioner	Vacant
Police Advisory	Commissioner	Vacant
Police Advisory	Commissioner	Vacant
Police Advisory	Youth Member (1 Year)	Vacant Youth
Police Advisory	Youth Member (1 Year)	Vacant Youth
Parks & Arts	Commissioner	Vacant
Parks & Arts	Commissioner	Vacant
Sustainability	Commissioner	Vacant
Sustainability	Youth Member (1 Year)	Vacant
Sustainability	Youth Member (1 Year)	Vacant

Finance Department

Accounting and Finance

- Made analysis on the new Employee Healthcare rates for 2023 and verify compliance with the PA 152-Public Employer Contributions to Medical Benefit Plans Annual Cost Limitation
- Assessing is processing small claims cases and 2024 land values for commercial and residential properties.
- Accountant 1 Brett Macek has resigned from the City on Oct 20,2023. Accountant II Jing Chen and I will be processing accounts payable until we find a replacement.
- Interest Earnings as of September 30,2023:

CITY OF YPSILANTI				
INVESTMENT REPORTAS OF 9/30/2023				
1. SUMMARY OF INVESTMENT BY TYPE				
FY	2023-2024			
Date	9/30/2023			
TYPE OF INVESTMENT	TOTAL	%		
• COMMERCIAL PAPER	\$3,117,584	12.77%		
• LGIP	\$13,003,934	53.25%		
• CERTIFICATE OF DEPOSIT	\$4,024,375	16.48%		
• MONEY MARKET	\$1,131,291	4.63%		
• GOVERNMENT BOND	\$3,143,251	12.87%		
Grand Total	\$24,420,435	100.00%		
2. INTEREST EARNED PER QUARTER				
FY	2023-2024			
Quarter	1st			
Sum of Interest	Column Labels			
TYPE		7/31/2023	8/31/2023	9/30/2023
CASH				
COMMERCIAL PAPER		13,383	13,383	12,951
LGIP		61,407	63,284	57,926
CERTIFICATE OF DEPOSIT		2,105	2,105	2,048
MONEY MARKET		4,653	4,887	4,791
GOVERNMENT BOND		3,579	3,589	3,429
UNREALIZED GAIN/LOSS				
Grand Total		85,127	87,248	81,145
AVERAGE RATE OF RETURN				
AVERAGE INTEREST INCOME		84,507		
ENDING INVESTMENT		24,420,435		
AVERAGE RATE OF RETURN		4.153%		
BENCHMARK QTR AVERAGE 6MO TREASURY BILL RATE				
AS OF 9/30/2023		5.32%		

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Human Resources

- Filled one Police Cadet position.
- Recruiting for Parking Enforcement Officer, Equipment Operator, Police Officer, and School Crossing Guard positions
- Hosted the Fall Potluck 2023 for employee engagement.

Planning & Economic Development

- Planning Department audit has been completed by Carlisle Wortman
- Held an orientation with Giffels Webster Senior Planners Andy Aamodt and Julia Upfal on 10/26. The team reviewed open projects, long term projects, and provided a city tour for the consultants.
- Finalized our Redevelopment Ready Community Status with MEDC
- Working with Ann Arbor Housing Commission and the City of Ann Arbor to apply for the PRO Housing Grant
- Submitted a Pre-Proposal Grant Application for the Pen Dam Removal through the Michigan DNR for \$500,000
- Met and Coordinated with Daytime and Overnight Shelter Partners

Planning Commission

- October 25th Planning Commission Meeting – one case and one public hearing
- Marijuana zoning research (city planner)

Zoning Board of Appeals

There were no ZBA cases in October.

Partner Development

- Preservation planner is facilitating a Depot Town walking tour for University of Michigan Retirement Association's Walking Group October 27.
- Old House Ypsi for owners of old buildings and houses November 5– more info and registration at <https://cityofypsilanti.com/263/Historic-District> .
- Planning Michigan Conference Oct 4th – 6th (city planner)
- MI Fitness Foundation and NMAC | Pedestrian Education Pilot Program liaison (city planner)
- City and DDA Staff met with the Mayor, County representatives, Ypsi Real, A2YChamber, OCED and Downtown Business owners to discuss uplifting the Downtown District this holiday season.

Public Service and Reviews

Ongoing zoning reviews for residential and commercial projects –

- MEDC and MI Municipal League | Pattern Book Homes and “Build MI Community” grant program for small-scale ADU proposed development at 810 N River (city planner)
- Childcare Center Review on 1733 Washtenaw (city planner)
- 4 in-person meetings / residential development proposals (city planner)
- Troy Street ROW Vacation case and RFL (city planner)

Business and Development Milestones

- 813 W Michigan updated plans for ADA access with review by OHM (city planner)
- 307 N River (former Cultivate) site plan history and occupancy tracking / site visit (city planner, preservation planner, planning director, economic development manager, building officials)

Historic Preservation

The Historic District Commission:

- had two commission meetings in October.
- held one public hearing.
- reviewed six applications for work.

The preservation planner:

- Administratively approved one application for work.
- has been working on the request for proposals for next year’s resurvey of the historic district (grant-funded project)

Downtown Development Authority

- About 50% of the Downtown Construction Relief Grants have been distributed.
- Staff continues to work in partnership with Engage@EMU for the ExploreYpsi Program. New students, faculty and staff are receiving \$10 gift cards to use at participating DDA businesses.
- Coffee with Elize was held on October 20th at Hyperion Coffee. DDA stakeholders utilized this time to talk to staff. Next one is November 17th at Bridge Community cafe from 10-2pm.
- Emmy Maurer was appointed to the Operations and Finance Committee.
- Attended MIHQ (300 W. Michigan) project launch meetings

- Attended regular MDOT construction update meetings.
- Continues assisting stakeholders with MEDC grants and opportunities.
- Staff attended the A2YChamber morning edition event highlighting 300 W. Michigan, MIHQ, and Michigan Medicine.
- Interim DDA Director, Elize Jakobson has been invited to speak at the Michigan Downtown Association Annual Conference on November 2nd in Birmingham, MI.

Session Four: Bringing Pride Downtown

Pride isn't just for metropolitan cities anymore. Communities across the state are celebrating Pride in their own unique ways! Join the founding members of Ypsi, Three Rivers, and Kalamazoo Prides, to hear how they have worked with their community, businesses, and organizations to host this annual celebration

- **October 19, 2023 DDA Board of Executives Meeting**

Approved:

- Financial support for the Daytime Warming Shelter at the Freighthouse. The DDA also continues its support for the Overnight Warming Shelter at \$25,000.
- DTE Meter installation For Ninde St. Cafe Lights
- Depot Town Signal Tower Repairs
- Depot Town Tree Lighting Ceremony Sponsorship
- Seasonal Marketing Campaign for Downtown
- 2023 Holiday Storefront Competition - Back for its third year!
- Downtown Dumpster Cleaning Contract renewal
- DDA Community Gift Card Program

Department of Public Services

Operations/Admin

- Working on alternate/backup location(s) for DPS operations due to condition of the main building. Anticipate operating with reduced capacity from November onward.
- Attended local bridge and regional bridge meetings, WRRMA, and other meetings.
- Continuing to shift files to offsite storage (Iron Mountain) and "cold storage" items to offsite storage due to facility challenges.
- Personnel updates:
 - 3 open Equipment Operator positions on crew (out of 17 - 18% vacancy). Note: 5 employees are in the process of attaining their CDLs.
 - 1 position posted.

Facilities

- Moving forward with Fire Station and Police Station concrete, retaining wall, and basement wall projects.
- DPS
 - Moving forward with facility relocation exploration.

Forestry

- Continuing to remove high hazard trees.
- Stump removal will run into the winter. More than 60 trees have been removed this year.

Streets

- 10 right of way permit applications approved.
- We are currently working with the Deja Vu contractors (Moltus) and AAATA to coordinate a closure of Pearl for installation of a fire suppression water line.
- Patched throughout the City.

- Swept in areas 3, 4, and 5
- Working with DTE to resolve ongoing right-of-way work issues.
 - Working with DTE gas on locations in Harriet and potentially Cross.
- Working with AT&T and other telecom providers to resolve ongoing right-of-way work issues.
 - AT&T reconstructed a failed manhole on Washtenaw at Huron. This is likely to take two weeks (beginning 10/23). Many thanks to Chief Hobbs for getting me in touch with the right person!
- Continuing to work with MDOT and YCUA on their respective projects.
 - YCUA's project is substantially complete. Planning to complete Adams Street & Adams lot paving before 11/17; if not repaved by then will be capped for the winter. **Work tentatively scheduled for 11/13.**
 - MDOT's main project is very close to substantially complete. Issues with concrete put completion date back two weeks.
 - MDOT's Michigan Ave bridge project is complete.
- Huron River Drive (LeForge to Cornell) is almost complete. Punchlist walk occurred 10/20.
- Forest Bridge work is ongoing and behind schedule due to additional damage being discovered. Anticipate going over budget by \$150k and reopening in late November.
- The LeForge and Spring St bridge PM work has been submitted to MDOT for next year work.
- Cross St bridge has been awarded \$3.2m for its rehabilitation by MDOT via its regional bridge and big bridge competitive grant process. Submitting technical assistance grant application to SEMCOG for federal grant application for the balance (\$4.5m)
- ADA ramp work complete in College Heights and downtown.
- Speedhumps and gateway treatments being pulled in late Oct/early Nov for the winter.
- Anticipate millings from summer MDOT bridge project being used in park parking lots.
- Please encourage your constituents to exercise their patience and drive safely, especially near construction zones. We have noticed many, many drivers moving barrels, barriers, and cones "out of their way" and driving into construction areas as soon as no workers appear to be present (and sometimes when they are). This practice can be very, very dangerous to the drivers and very costly to the City both in terms of delays and repair costs. We understand that construction season is frustrating- particularly this construction season- but we can all make it through together with patience and allowing some extra travel time.

Solid Waste

- Continued work with WRRMA on joint trash pickup RFP. Anticipate it being released in the next 4-6 weeks and results before Council shortly thereafter. Contract with Stevens runs through 9/2024.
- Issued compost drop-off passes to 12 residents/property owners.
- One refuse truck remains out of service due to fire; another still out of service as we await final adjustments from the upfitter. Two of the older blue trucks are performing the routes; the third sold at auction. Note that both are considered beyond fully depreciated and have only scrap value remaining.
 - Please take a moment to encourage your constituents to review the items we accept curbside for recycling... although most materials we reject, we reject as they cannot be recycled; other items, such as household toxics and batteries, simply cannot be disposed of curbside due to dangers such as these.

Stormwater

- Submitted MS4 permit renewal/report to the State; outfalls currently being investigated by OHM and MS4 application being updated.
- Employees attended IDEP training, pollution prevention training, and illicit discharge training.
- Swept streets. Sweeper was repaired and back in service 10/4.
- Worked with Pipeline Management, Advanced Underground, and YCUA on investigation of storm infrastructure failures. Diagnosis and repair identified. Working to collect quotes on repair work.

Parking

- One parking enforcement officer on duty. Other position not posted.

Police Department



Activity:

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

	August	September	October
Arrests	26	29	32
CFS	1406	1650	1617
Reports	179	184	215
Tickets	62	66	50
Warnings	72	69	65

Personnel:

- Timothy Anderson was [promoted](#) from Lieutenant to the Captain position effective on October 30th, 2023.
- Lieutenat Brooke Mullender is retiring from the YPD effective on November 7th, 2023.
- Lieutenant Murphy is retiring from the YPD effective November 12th, 2023.
- Wendy Estey has transferred from the YPD to City Hall effective on October 30th
- Cadet Darnell Tyson will start with the Washtenaw Community College Police Academy on November 6th, 2023.
- Recruit Louis Swafford will join YPD as a Lateral Officer on November 13th, 2023.

Anniversary(s):

- Ofc. Scott Donley celebrated 4 years with the Ypsilanti Police Department: DOH 10/2/2019.
- Cpt. Timothy Anderson celebrated 10 years with the Ypsilanti Police Department: DOH 10/11/2013.

Recruiting:

- Attended the job fair at Washtenaw County Community College on October 12th.
- Attended the Law Enforcement Recruitment Job Fair on October 26th at Wayne County Community College.

Community Engagement:

- Upcoming events for YPD- Shop with a Cop Dec 12th (EMUPD, MSP, Ypsi and Wash County Sheriff's Office
- DEA Prescription Takeback on Oct 28th at the Ypsilanti Farmers Market from 9 AM – 1 PM.
- YPD attended annual Trunk-or-Treat event at Parkridge Park from 3PM – 6 PM.
- Also attended the Hooping for Hope Breast Cancer event on October 28th.
- Chief Moore keynote speaker at the Annual Thrift Shop Volunteer Luncheon.
- Chief Moore conducted interview on "Ear to the Ground" radio show.

Fire Department

October 30th, 2023



City of Ypsilanti Fire Department

Activity Report:

	August 2023	September 2023	October 2023
Fire and EMS Calls	281	231	233
Inspections	13	13	13
Non-emergency requests	4	5	5

Training Update:

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

- Downed FF assessments, SCBA Emergencies, Webbing Drags, Fast and Sked Boards
- Swift Water Rescue
- E-3 Pump Ops
- Forcible Entry
- Ladder and Rope Bailouts
- FF survival/Mayday evolutions
- Fire Behavior
- AMA training with Superior Township and YTFD- Vehicle extrication and stabilization
- Probationary FF's also working to complete probationary book requirements.
- Probationary FF's attended Live training burn Oakland Community College.

Apparatus/Building Update:

- 8/1 Engine 1 OOS/ still waiting on parts.
- 10/30/23 started Phase 1 of carpet replacement.
- Bay 7 OOS waiting on parts.

Personnel:

- YFD Personnel got BLS certification to become CPR Instructors
- Captain Wurmlinger attending Fire Officer II classes.

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.
- **YFD IS FULLY STAFFED**