

# COUNCIL INFORMATION LETTER

February 2023

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APRIL 25, 2023

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City of Ypsilanti  
Frances McMullan, City Manager



## City Manager's Office

Can you believe already March? Spring is right around the corner, and the official first day of the new season is March 20th. The days are getting longer, and the colder days are becoming fewer, and what a freeing feeling.

- We wrapped up the city council goals for the year ahead with Sharonda Simmons.
- I attended the Michigan Municipal Executives (MME) 2023 Winter Institute in Grand Rapids.
- Continuing to maintain the city calendar and newsletter with events occurring within the city, including the [UMS PILOT partnership](#) at the Freighthouse beginning in April.
- Met with all Department Heads to discuss their budgets for the upcoming 23/24 FY.
- Starting on March 1st, [Indian Trails will expand its daily routes](#) to include a new service between Detroit and Chicago with three roundtrips per day. The new service will connect with all its daily schedules north of I-94. There will be stops in Ann Arbor and Ypsilanti near our bus terminals.
- The special City Council meeting is being called to hear appeals for marijuana facility permit denials on February 28th.
- Working with Lt. Brent Yuchasz to address options for the Police Department including the budget and staffing.
- We are working with Michigan Municipal League (MML) for an enhanced Executive Police search. There were eight candidates for the open role of the Police Chief.
- Reviewing several citizen complaints and directing those to the appropriate departments.
- Attended several meetings regarding the upcoming decontamination work and redevelopment proposals at Water Street.
- Met with the city's lobbyists Kirk Profitt and Dwayne Gill on February 6<sup>th</sup>.
- The Human Resources Director officially resigned on February 17th.
- Attended meeting with outside legal counsel to strategize next steps in Anderson vs City of Ypsilanti police case.



## City Clerk

- Election
  - All Election equipment has been provided a software upgrade. This will assist the speed of tabulation, helping mostly in the Absentee Voter Count Board.
- Administrative Hearings Bureau
  - Staff is continuing to process liens for properties with unpaid fines. All unpaid liens will be assessed to the Summer Tax Bill.
- Boards and Commissions
  - Board of Ethics Cannot meet due to limit of members.
  - Arts Commission cannot meet due to limit of members.
  - Vacancies (as of February 28, 2023)

<b>Board</b>	<b>Membership Type</b>	
Art Commission	Commissioner	Vacant
Art Commission	Youth Member	Vacant
Art Commission	Youth Member	Vacant
Dangerous Bldgs	Dangerous Buildings Officer	Vacant
Ethics	Board Member	Vacant
Ethics	Board Member	Vacant
Ethics	Board Member	Vacant
Historic District	Commissioner	Vacant
Historic District	Commissioner	Vacant
Human Relations	Youth Member	Vacant
Human Relations	Youth Member	Vacant
Police Advisory	Commissioner	Vacant
Police Advisory	Commissioner	Vacant
Police Advisory	Youth Member	Vacant Youth
Police Advisory	Youth Member	Vacant Youth
Parks & Recreation		Vacant
Parks & Recreation	Commissioner	Vacant
Parks & Recreation	Commissioner	Vacant
Parks & Recreation	Commissioner	Vacant
Parks & Recreation	Youth Member	Vacant
Sustainability	Commissioner	VACANT
Sustainability	Commissioner	Vacant
Sustainability	Youth Member (1 year)	Vacant
Sustainability	Youth Member (1 year)	Vacant

## Finance Department

### Accounting and Finance

- Moody’s has upgraded the City’s Credit Rating from A2 to **A1** on our General Obligation Long Term Debt (Water Street Debt)
- Department Heads submitted their budget request for the Amended Budget FY 22-23 and FY 23-24

### Assessing

- 2023 Assessment notice for real and personal property will be sent out

- Completed data entry for residential and commercial 2023 field inspections.
- Completed ECF and Land value analysis

## Treasury

- Last day of tax collection will be Feb 28, 2023.
- Meeting of Fire and Police Pension Meeting will be on Feb 27, 2023.
  - Retirement Applications for Police Detective Annette Coppock and Firefighter Michael Loria.
  - Resignation by Firefighter Amanda Derington
- Calculated Brownfield Redevelopment Authority tax payouts
- Extended an offer to our Finance Generalist II, she is expected to start on March 13, 2023.

## Human Resources

- Filled Finance Generalist II, Fire Fighter/EMT and Equipment Operator position.
- Recruiting for Human Resources Director, Police Officer, Equipment Operator, Public Services Laborer, and School Crossing Guard positions.

## Planning & Development

### Planning Commission

- Planning Commission met on February 15<sup>th</sup> at the regular monthly meeting –
- To review the special use permit application and site plans submitted by Avalon Housing for 206-210 N Washington. **The Commission voted to approve the special use and site plans contingent upon a detailed engineering review, a photometric plan and bike parking plan to offset a parking space reduction variance attached to the project.**
- To review the status of the September 2022 Marijuana Moratorium (due to expire in April 2023) and provide recommendation for a proposal created by Community Development Director, Christopher Jacobs to regulate the number of marijuana-related facilities. **The Planning Commission approved to recommend a rollback cap on the number of marijuana licenses allowed in the city –**
- Medical Marijuana Provisioning Centers: 3 permits
- Adult-Use Recreational Retail: 13 existing permits will roll back to 7 as businesses cease to operate (i.e. if a permit holder fails to renew, or the permit is revoked)
- Marijuana microbusiness: 1 permit
- **To review the 2022 Annual Planning Commission Report** for edits, revisions, and a final draft for voting to approve at the March 2023 meeting. City planning staff compiled the report in February and commissioners made recommendations for 2023 special topics, including a ZTA for the current light ordinance.
- To review the activities and approve new members **to the Non-Motorized Advisory Committee.**
- City planner, Holli Andrews presented **two cases for Zoning Text Amendment at City Council –**
- To eliminate discrimination by effect in the Zoning Ordinance by removing the **Supportive Housing** definition and regulations. Council approved amendments at the February 21<sup>st</sup> meeting that Supportive Housing shall be considered as any other multifamily residential housing.
- To consider whether **Roominghouses shall be considered a permissible use in the Historic Corridor** zoning district. Council voted to deny the Roominghouse zoning text amendment on February 21st.

### Zoning Board of Appeals

There were no ZBA cases in February.

### Training

- Two commissioners, one planning staff person and one ZBA member signed up for the Citizen Planner Series – six in-person classes (18 training hours) led by the MSU Extension. Tuition (\$250 per person) was paid for through the Redevelopment Ready Communities available TA funds for Ypsilanti.
- Three commissioners opted for the Citizen Planner self-paced online classes. Tuition was covered by the CPED Department’s own budget.
- City staff will complete the six-week Citizen Planner course and three Michigan Association of Planners planning and zoning workshops in March.

#### RRC Renewal Efforts

- **Staff throughout the department began to hold meetings in February to update the City’s RRC status and data** – DDA, HDC, planning and community development staff are working on these requirements to retain Ypsilanti’s RRC status with staff from MEDC.

#### Historic District Commission

- The Historic District Commission (HDC) had one scheduled meeting in February. It took place February 14 in person at City Hall and over Zoom. There were eight applications for work in the historic district for the month. At the meeting, the commission held a public hearing and approved the demolition application for 206-210 N Washington and approved five other applications. One application was postponed, and staff approved one application administratively.
- On January 23, the State Historic Preservation Office opened the State Historic Preservation Tax Credit 2023 application. Owner-occupied residential properties that contribute to the local historic district or to the National Register district are eligible. Owners of eligible properties can receive a state income tax credit for up to 25% of their estimated qualified expenses. Please visit <https://www.miplace.org/historic-preservation/programs-and-services/historic-preservation-tax-credits/state-historic-tax-credit-program/> for more information, and preservation planner Ellen Thackery is always happy to answer any questions or help homeowners with their projects and applications. She can be reached at [ethackery@cityofypsilanti.com](mailto:ethackery@cityofypsilanti.com) and 734.482.9709. The credits for homeowners will be open until the program maximum has been reached.
- The commission has two vacancies in case anyone would like to spread the word to a candidate interested in historic places.

#### Downtown Development Authority

- The DDA Board approved several items at our meeting in January. Those include:
  - Approval of the Administrative Services Contract with the City of Ypsilanti.
  - FY-2023/2024 Budget
  - MEDC Match on Main Program: DDA Staff will be submitting applications on behalf of Mama Pizza and Bird Dog Baking Co
  - DDA Thank You Cards
- The DDA is working with Downtown business owners to create a sidewalk snow removal program.
- DDA Staff will now hold monthly DDA staff open hours, *Coffee with Chris and Elize* at local coffee shops. Stakeholders are invited to share ideas, learn about the DDA and how to get involved, get help with DDA grant applications or navigating business orientated permitting processes. The location will rotate between districts and will be held the day after each DDA Board Meeting. The next one will be held Friday, March 24<sup>th</sup> from 10am-2pm at Hyperion Coffee Co – 306 N. River St.

#### Community Development

- The Parkridge Video Game Coding Project funded by a two-year grant from the Ann Arbor Community Foundation kicked off in February takes place twice weekly on a rotating schedule throughout the Ypsilanti Housing Commission properties like New Parkridge, Hamilton Crossing and Sauk Point Trail. Code 313

instructors are on hand providing access to technology and software as well as teaching valuable curriculum to more than a dozen students each week. The year 1 program will wrap up by the end of the YCS Semester.

- Embracing our Differences has requested Riverside Park to host their 2023 youth art exhibit and City Council will hear this request and review the selected art on March 21st.
- The Arts Commission is putting forward a proposal for a Youth Poet Laurette program and is programming its grant funding for Council to consider the first meeting on March 7th.
- Funding remains for the Grace Sweeney Solar Rebate program so please encourage your neighbors to consider a solar project.
- University Musical Society has announced their April residency programming schedule and developed a press release with the city that can be found here: <https://ums.org/season/ums-at-ypsilanti-freighthouse/>

## Economic Development

- 220 N Park is closing on their financing and work will begin soon.
- 845-945 Clark Rd development continues to advance through pre-construction and is hoping to begin tree removal in mid-March.
- 206/210 N Washington begins its approval process at HDC in January followed by Planning Commission in February and a formal incentive request triggering the CBO in January.
- Staff attended meetings about Water Street decontamination efforts and proposals for development and Council will hear presentations from two developers in March.
- There were two proposed additions to the residential lot program from Washtenaw County, one requiring foundation demolition. Council will consider a demolition request and the two additions to the residential lot program in March.
- Work has begun at the old College of Business.

## Department of Public Services

### Operations/Admin

- Celebrating the well-earned retirement of General Superintendent Bradford Holman after 35 years of service. Congratulations, Brad!
- Continuing Capital Improvement Plan update
- Continuing budget development.
- 6 right of way permit applications received
- Attended and assisted Parks and Recreation with administrative tasks. Sustainability Commission was cancelled in February for lack of quorum.
- Attended the Michigan Infrastructure Council [Asset Management Champion program](#).
- Working on participating as a facility with Miss Dig to help safeguard stormwater systems.
- Five open positions on crew (out of 17 - 29% vacancy). Held interviews for Equipment Operator; made two offers. One began 2/27.
- One Mechanic vacancy is upcoming at the end of March (congrats to John Sherwood on retiring after 15 years!). The position posted internally.

### Facilities

- Repaired windows at DPS office and Parkridge of alleged bullet damage, years old.
- Installed a portico roof over employee/rear entrance at DPS office building to improve safety and comfort during inclement weather; repaired flooring at rear entrance from weather damage; installed customer service window.
- Performed routine service of DPS gate opener to improve function in times of cold/inclement weather
- Released RFQ for City Hall elevator modernization & held prebid walkthrough.

## Streets

- Patched Arnet (x2), Ann, Ballard (x3), College Place, Cornell (x2), Courtland, Dwight, Elm (x2), N Emerick, S Emerick, Emmet (x3), Ecorse, Factory, E Forest (x2), W Forest, Factory (x2), Grant, N Hamilton, S Hamilton (x2), N Huron, S Huron, Harriet, Huron River Dr, LeForge (x2), Lincoln, Maus (x3), E Michigan (x2), W Michigan (x2), Osband (x2), Owendale, Pearl, N River (x2), Sherman (x2), Spring (x3), Wallace, Washtenaw (x5), Westmooreland; Ballard Parking Lot.
- Cracksealing bid opening was Feb 10th; bid awarded at Council on 2/21.
- Mast arms have arrived and been installed for the MDOT project
- Installation has begun of lighting on City side of Huron/94 crossing.
- DTE is continuing gas main improvement work at Huron/Cross and on Emerick south of I-94.
- Attended [SEMCOG Traffic Safety Task Force](#).

## Solid Waste

- Working with Recycle Ann Arbor on contract renewal
- Requested presentation from WRRMA on potential joint solid waste contract RFP
- Issued 8 compost drop-off passes (each applicant gets 4)
- Issued 30 recycle bins.

## Stormwater

- Performed temporary make-safe repairs on manholes & sinkholes to protect for winter as we pursue a more permanent repair.
- Cleared drains during rain/melt event(s) on 2/8.

## Parking

- Net hourly Passport revenue (credit card only, citywide): \$4738 (2961 transactions)
- Gross hourly Parkeon (cc & cash, depot town) revenue: \$2190
- Permits issued: 8
- Tickets issued: 441
- Appeals received: 21 (note: appeals can be made up to 90 days from ticket issuance)

## Parks & Special Events

- Met with Washtenaw County Emergency Management and Chief Hobbs on updating the Pen Dam EAP.
- Received word on the Prospect Park Spark Grant application: not awarded.
- Worked with Pen Dam removal team on grant application
- Working with partners to move north end Frog Island project forward
- Upgraded reservation software to modernize booking and payment acceptance.

## Police Department

### Activity:

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

	<b>December</b>	<b>January</b>	<b>February</b>
<b>Arrests</b>	40	19	38
<b>CFS</b>	1207	1081	1040
<b>Reports</b>	190	156	126
<b>Tickets</b>	48	58	53
<b>Warnings (NEW)</b>			42

## Staffing:

- Ofc Hadley is nearing the end of phase two of the FTO program.
- Ofc Alexopoulos is nearing the end of phase two of the FTO program.
- Ofc Dennis Masterman began phase one of the FTO program.

## Training:

Detective Lewandowski and Detective Sergeant Lowry attended homicide investigation training on Feb 20<sup>th</sup> and 21<sup>st</sup>.

## Infrastructure:

A remodel of the secure evidence and property storage area was completed on 2/17/23. The project included the addition of high-density mobile shelving units which approximately doubled the storage capacity of the room. Although the project had a cost of almost \$11,000.00 there was no impact on the budget as it was able to be completely funded by a grant from the Department of Justice.



# Fire Department

**February 27th, 2023**



City of Ypsilanti Fire Department

Activity Report:

Training Update:

**December 2022**

**January 2023**

**February 2023**

	<b>December 2022</b>	<b>January 2023</b>	<b>February 2023</b>
<b>Fire and EMS Calls</b>	<b>250</b>	<b>199</b>	<b>261</b>
<b>Inspections</b>	<b>7</b>	<b>6</b>	<b>9</b>
<b>Non-emergency requests</b>	<b>1</b>	<b>1</b>	<b>0</b>

The following trainings/classes occurred during the month of February:

- Forcible Entry
- SCBA/PPE
- Hose lays
- Aerial Placement/Victim Rescue
- Battery Emergencies
- RTF (Active Shooter) Integrated Response
- Search and Rescue- EMU is allowing YFD to use Hoover Hall for training.

**Apparatus/Building Update:**

- AC unit replaced. The new unit will be more efficient and will provide better air quality, work is still ongoing, and some updates are still needed.
- Humidifiers- Were found to be not functioning and have been repaired.
- 2/7/23- Engine 2-3 taken out of service and sent for repairs.
- 2/20/23- Engine 2-3 back in service and Engine 2-1 moved to reserve status due to ongoing problems.
- 2/24/23- Engine 2-1 had to be put in service for ice storm and is now out of service indefinitely.

**Personnel:**

- Captain Loria retired on 1-18-23 creating the need to promote Lt. Wurmlinger to captain.
- Contacted Civil Service Commission and the process has started to fill vacant lieutenant's position.
- Lt. written exam scheduled for June 12<sup>th</sup>, 6 firefighters will be taking the exam.
- Job offer has been made to fill 1 vacant position in the fire department, still need to fill 3 positions.
- FF Zachary Lappan accepted a job offer, his first day on duty was February 1<sup>st</sup>.

**Notes:**

- Station and apparatus deconned weekly.

## Overall Department Status Update:

- Actively working on approved Fire Station Capital Improvements.

YFD Responded to 100+ calls for service during the ice storm. Please see the [attached calls for service](#).