

COUNCIL INFORMATION LETTER
August 2023



SEPTEMBER 8, 2023

City of Ypsilanti
Andrew Hellenga, Interim City Manager



City Manager's Office

- Interim City Manager Andrew Hellenga took office on August 14th.
- Met with the DDA Board.
- Meeting with Department Heads to discuss specifics of their missions.
- Met with the HRWC to discuss the removal process of the Pen Dam.
- Attended the IJA Roundtable to discuss potential grant opportunities for green infrastructure.

Past Month Special Events

- All August – Little League Baseball at Candy Cane, Recreation and Waterworks Parks. Monday through Thursday games will be at 6:30 p.m. Saturday games begin at 10 a.m. and should conclude by 7 p.m. Fridays are used for makeup (rainouts) and practices.
- 8/1 – National Night Out at Recreation Park from 5-8 p.m.
- 8/3 – Dixon's Violin Concert at Frog Island Park from 5:30-8:30 p.m.
- 8/4 – First Fridays at Riverside and Frog Island Parks from Noon-10 p.m.
- 8/5 – Ypsilanti District Library Storytime at Riverside Park Gazebo from 10:30 a.m. to 12:30 p.m.
- 8/5 – Historic Southside Neighborhood Association Picnic on S. Washington between Wood and Catherine from 1-7 p.m.
- 8/5 – Ypsilanti Jazz Festival at Riverside Park from 6-9 p.m.
- 8/11 – Ozone House Basketball at Parkridge Park basketball courts from 2 p.m.-7 p.m.
- 8/12 – Kiwanis Club Kids Triathlon at Recreation Park from 6-11 a.m. Noise permit issued. DPS, I believe you were in discussion with them about barriers?
- 8/12 – Fundamental Sound Concert at Frog Island Park Amphitheater from Noon-10 p.m. Noise permit issued.
- 8/13 – Memorial Service at Waterworks Park Pavilion from 3-6 p.m.
- 8/13 – Memorial Service at Recreation Park Pavilion from 2-5 p.m.
- 8/13 – Birthday at Riverside Park Pavilion from 3-5 p.m.
- 8/18 – Movie Night in the Park at Frog Island Amphitheater from 7-10 p.m. Noise permit has been issued.
- 8/19 – Ypsilanti Community Schools Back to School Bash at Prospect Park from 10 a.m. to 4 p.m.
- 8/19 – Ypsilanti Bicentennial Event at Riverside Park from 8 a.m. through 11 p.m.
- 8/19 – Memorial Service at Waterworks Park from 3-6 p.m.
- 8/20 – Fresh Start Church event at Prospect Park pavilion from 10 a.m.-7 p.m.
- 8/25 – Ozone House Basketball at Parkridge Park from 2-7 p.m.
- 8/26 – Parkridge Summer Festival and Joe Dulin Community Day at Parkridge Park from 11 a.m.-6 p.m.
- 8/26 – Firetruck Muster at Riverside Park from 10 a.m.-2 p.m.
- 8/26 – 826 Michigan Student/Author Gathering at Prospect Park Pavilion from 12:30-5:30 p.m.
- 8/27 – Middle Drive Block Party on Middle Drive between Ferris and Ainsworth from 10 a.m.-4 p.m.
- 8/27 – College Heights Block Party at Candy Cane Park from 11:30 a.m.-2:30 p.m.
- 8/ Every Sunday- Latinos Unidos Soccer at the soccer field at Frog Island Park from 10 a.m.-10 p.m.

City Clerk

1. Clerk
 - a. Aaron Smith has been filling the role of City Clerk since August 14th.
2. Elections
 - a. The City will not have an election scheduled in November of 2023.
 - b. Discussion with the county to partner for nine days of early voting continue, with 23 of the 26 jurisdictions in the county being a part of the partnership.
3. Administrative Hearings Bureau
 - a. Staff continues to process liens on unpaid judgments.
4. Boards and Commissions

- a. The Arts and Parks and Receptions Commission are merged as of August 31, 2023
- b. Board of Ethics cannot meet due to limit of members.
- c. Human Relations Commission needs members.
- d. Vacancies (as of August 31, 2023)

Board	Membership Type	Last Name
Art Commission	Commissioner	Vacant
Art Commission	Youth Member	Vacant
Art Commission	Youth Member	Vacant
Dangerous Bldgs	Dangerous Buildings Officer	Vacant
Ethics	Board Member	Vacant
Fire Civil Service Commission		Vacant
Human Relations	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

Finance Department

1. Accounting and Finance
 - Processed all FY 22-23 invoices in preparation for closing the Fiscal Year.
 - Prepare all year-end entries.
 - Clark Audit Firm has conducted their fieldwork for the 6/30/2023 audit of City's Financial Statements
 - Met with Dewpoint for the monthly IT service check-in.
 - Attended demo for potential upgrades to our current Financial and HR System
2. Treasury
 - The Fire and Police Pension System has been awarded \$5,894,222 grant by the State of Michigan Treasury. Estimated disbursement will be by August 30, 2023.
 - Attended the Fire and Police Pension Meeting. Pat Quinn, President has resigned from his position and Andrew Hopper, Vice President has agreed to step in for the position. The board will start looking for a new board member.
3. Assessing

- Preparing for the upcoming PA 660 audit
- Working on organizing field checks and permits during 2023.
- Putting together the land study for 2024

Human Resources

- Completed staffing needs for Equipment Operator positions.
- Filled Recreation Aide positions.
- Recruiting for Parking Enforcement Officer, Police Officer, and School Crossing Guard positions
- Finishing hiring process for Fire Fighter/EMT and Police Officer positions

New Hire(s)



Kindred Hobbs, James Parker, and Eric Tunstull II - (from left to right)

*Equipment Operator(s)
Department of Public Services*

Provides tree care for city trees: pruning, disease control, planting, and stump removal; grass cutting, seeding, leaf removal, ball field upkeep and field markings, facility/play equipment repair and maintenance are all included in the upkeep of city parks; performs routine upkeep on city buildings and property locations, such as mowing and snow and ice removal; performs site cleanup, such as mowing and rubbish disposal, and private property protection as directed by the code enforcement officers.



Jasmine Bryant

*Recreation Aide
Parkridge Community Center*

Provides office and administrative support to the department, helps departmental databases including in data entry, reports, and quality assurance, leads individual and small group project activities, assists staff in monitoring classrooms, tutors grade school students in reading, writing, and/or math, handles inquiries from external and internal customers, employers, agencies, and college staff regarding Parkridge Center services and programs and provide referral to additional WCC and City of Ypsilanti

services as needed, serving as liaison and communication link. Maintains program files and updates them when needed, provides assistance to Parkridge Center staff with preparation of daily, weekly, monthly activities or special events, including distribution of recruitment materials.

Internal Promotions



Elize Jekabson

*Interim Planning Dept/DDA Director
Planning & Development Department*

As the prior director, Christopher Jacobs, has moved on from this position recently, Elize will be serving as the interim director.



Andrew Hellenga

*Interim City Manager
City Manager Dept*

As the most recent city manager, Frances McMullan, has retired, Andrew is serving as the Interim City Manager.

Planning & Development

Economic Development

- Katie Jones attended National Brownfields Conference
- Joined the Washtenaw County Brownfield Redevelopment Authority
- Met with Ann Arbor SPARK to understand their role in the City's Economic Development
- Attended Peninsular Dam Meetings; worked with Daniel to submit a grant for SOM and set up portal access to receive National Fish and Wildlife funding
- Attended Pre-Construction Meeting with Dorsey Estates – Construction will begin as soon as the closing is complete, which is anticipated in the coming weeks
- Held Bicentennial Event in Riverside Park, and it was a great success!
- Held the third CBA meeting for 206 N Washington
- Attended and supported the August DDA Board Meeting
- Attended a meeting with Dave Strenski of Solar Ypsi along with DTE to explore options for a solar array project off I94

- Met with the Michigan Medicine Construction team as well as the Developers for 300 W. Michigan (Old College of Business building)
- Met with a few different developers to discuss incentives.

Planning Commission

- Regular PC Meeting was held on August 16th.
 - A staff report and public hearing were conducted to consider whether or not to recommend approval for a ROW Vacation Application at Troy Street.
 - The Planning Commission voted to approve the recommendation for the right of way.
- Elections were held for Chair and Vice Chair of the Planning Commission through FY2024.
 - Matt Dunwoodie was elected as Chair to serve another term.
 - Mike Simmons was elected Vice Chair, also to serve another consecutive term.
- Non-Motorized Advisory Committee Chair, Dylan Goings updated Commissioners on the status of the Pedestrian Education Campaign.
- The Planning Commission was updated on the status of the Planning Department –
 - Departure of Planning Director, Christopher Jacobs.
 - Appointment of Elize Jakobson, Interim Planning Director.
 - Contract agreement to enlist the planning services firm, Carlisle and Wortman to audit the Planning Department for re-staffing.
 - Carlisle and Wortman’s Megan Mason-Minock to provide a la carte services for any gaps in the Planning Department’s public services.

Zoning Board of Appeals

- The first ZBA Meeting of 2023 was held on August 7th. There were no cases to present.
- Elections were held for Chair and Vice Chair of the ZBA through FY2024.
 - Jake Albers was elected as Chair to serve another term.
 - Georgina Hickey was elected to serve as Vice Chair.
- ZBA Members were updated on the status of the Planning Department in similar fashion to the PC.

Partner Development

- Michigan Fitness Foundation, MDOT, City Communications and NMAC –
 - Entered the marketing design phase for the Pedestrian Education Campaign
- Great Lakes Integrated Sciences and Assessments (a research institute at University of Michigan’s School for Environment and Sustainability) –
 - Climate Change Migration | Land Modeling and Forecast for Michigan and Ypsilanti
 - Presentation set for August 30th at 1PM in City Council Chambers.

Public Service and Reviews

- The City Planning Office is working with Pastor Waddles and Deacon Jordan to guide variance application for sign construction at the Second Baptist Church of Ypsilanti.
- On-going zoning reviews for residential and commercial projects.

Business and Development Milestones

- 220 N Park PUD –
 - The pre-construction meeting for Dorsey Estates convened on August 14th at Back Office Studios. OHM staff presented the standards for work and local impacts to an audience of City officials, construction team, designers, developers and various stakeholders.
 - Weekly meetings organized by developer firm, Renovare attended by City Planner, Holli Andrews and Econ Development / Equity Coordinator, Katie Jones
 - MSU Ext Professor, Harmony Fierke-Gmazel visited the site and analyzed the final detailed engineering drawings with City Planner Andrews.

- Andrews and Jones attended DDA Board Meeting to learn more about issues facing downtown small business owners.

Historic District Commission

- Processed 9 historic district work permit applications for August (6 applications reviewed by the historic district commission, 3 approved administratively)
- Historic district commission met August 8 and August 22, 2023
- Several commissioners and preservation planner attended a national, virtual training for historic preservation commissions in late August
- Planning a preservation education event for property owners at the Freighthouse November 5—more details to follow
- Our grant application to the State Historic Preservation Office was successful to resurvey our historic district—a consultant will be hired and there will be a community kick-off in early 2024. Much more to come!

Downtown Development Authority

- The DDA dedicated \$50,000 dedicated to Downtown business relief and to develop an application for the funds.
- Depot Town caboose maintenance project underway.
- The ExploreYpsi program was approved at \$21,600 in partnership with Engage@EMU and GameAbove. Staff is designing and implementing the program for launch at the end of August. ExploreYpsi puts \$10 gift cards in the hands of 2,000 new EMU students, faculty and staff. These gift cards can be redeemed in any participating DDA business.
- The DDA board provided a letter of support for Growing Hopes application to the MI Community Center grant. This grant would allow for new construction with the ultimate goal of having a community space centered around sharing food.

Department of Public Services

Operations/Admin

- Attended National League of Cities Local Infrastructure Hub Bridge Investment Program bootcamp.
- 9 right of way permit applications received
- Personnel updates:
 - One open Equipment Operator positions on crew (out of 17 - 8% vacancy). Note: several employees are in the process of attaining their CDLs.
 - Welcomed a new employee to Department of Public Services! Welcome Eric Tunstall II

Facilities

- Moving forward with Fire Station and Police Station concrete, retaining wall, and basement wall projects.
- DPS
 - Moving forward with temporary facility relocation exploration.
- City Hall
 - Began process of proposal approval with Schindler for elevator modernization.

Forestry

- Still working to address priority one right of way trees, as well as cleanup from the recent storms.
- We are exploring costs for working with a private contractor on tree maintenance for right-of-way-trees within 10' of utility lines.

Streets

- Patched throughout the City, including: Ballard, College Place, Collegewood, Cornell x2, Emmet x2, W Forest x4, Harriet, N Huron Parking Lot, Perrin, Second, N Washington x2, Washtenaw, Witmire
- Working with DTE to resolve ongoing right-of-way work issues.
- Continuing to work with MDOT and YCUA on their respective projects, as well as the separate MDOT contractor on the Michigan Avenue Bridge project.
 - YCUA's project is substantially complete.
 - MDOT will begin work on the Michigan Ave phase this week. This will include lane closures. We are working with the contractor to avoid full roadway closures.
- Huron River Drive (LeForge to Cornell) construction is ongoing' approximately two week behind schedule. Eastbound traffic will be maintained and westbound traffic detoured. Hours of work are Monday through Saturday, 7am to 7pm. Currently working on north portion of right-of-way.
- Forest Bridge work is ongoing and about two weeks behind schedule. Anticipate going over budget by \$100k.
- 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; identifying unique City needs.
- Issued compost drop-off passes to 13 residents/property owners
- Received both new refuse trucks. One is already in service; another requires cart tipper installation still by the upfitter.

Stormwater

- Working with Planning & Development Department to improve communication with developers and process around stormwater compliance issues.
- Swept in Area 2: N Congress, S Congress, N Normal, S Normal, Pearl, Perrin, N Summit, S Summit; Area 4: Ecorse, Ferris, Area 5: Ainsworth Cir, W Ainsworth, Brooks, Burton, Ferris, First, Franklin, Frederick, Hawkins, Hill, Jefferson, Madison, Middle, Monroe, Orchard, Perry, Second, Short, Small, Watling, Worden, Mansfield;
 - <https://cityofypsilanti.com/828/Street-Sweeping>
- Worked with Pipeline Management on investigation of storm infrastructure failures. Identified solution for one of three failures; Elm/Pearl and Elm will require open excavation to repair. Exploring additional failure locations.

Parking

- Net hourly Passport revenue (credit card only, citywide): \$4598.75 (2937 transactions)
- Gross hourly Parkeon (cc & cash, depot town) revenue: \$2314.20
- Permits issued: 251
- Tickets issued: 155
- Appeals received: 16 (note: appeals can be made up to 90 days from ticket issuance)
- One parking enforcement officer on duty.
- One kiosk in Depot Town waiting on parts to return to accepting card (in front of Sidetrack's secondary lot); all others operating normally.
- Working to finalize West Cross employee parking pass pilot program.

Police Department

Activity:

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

	June	July	August
Arrests	45	42	26
CFS	1474	1438	1406
Reports	191	194	179
Tickets	85	62	62
Warnings (NEW)	169	85	72

Ypsilanti Police Records Department will be closing at 8:00 PM on Fridays starting September 8th.

Personnel:

- Welcome back to the Ypsilanti Police Department, Lt. Timothy Anderson. We're glad to have you back at the station.
- M. Hadley highlighted modeling and envisioning the organization through positive interactions with the community—multiple comments from community members with their excellent performance.
- Breann Urbani has now been promoted to Evidence Custodian, assuming those duties every Friday.

Anniversary(s): (NEW)

- Sgt. Peter Wist celebrated 16 years with the Ypsilanti Police Department: DOH 8/11/2007.
- Breann Urbani celebrated 3 years with the Ypsilanti Police Department: DOH 8/27/2020.

Recruiting:

- YPD has created a cadet entry-level classification to sponsor great candidates in the police academy.
- As a result of our recruitment efforts, we have resulted in various candidates with interest in our organization.
- We currently have seven officer candidates in our recruitment process, with plans to attend the November Washtenaw Community College Academy with other potential prospects.
- Recruitment cards were distributed to our recruitment team for any interested in applying for YPD. An organic recruitment campaign is now active.
- We presented at a recruitment event at Schoolcraft Police Academy.

Community Engagement:

- YPD participated in this year's National Night Out community engagement event hosted by the Housing Commission.
- YPD attended two 3v3 basketball events with Ozone House and My Brothers and Sisters.
- YPD joined YCS for the meet and greet with staff and students. While also attending two backpack drives in the area. Responsible for helping with delivering in total over 75 backpacks to returning students.
- YPD attended the Touch a Truck event with YCS.
- YPD met with The Corner & Riverside Arts Center, working to expand our relationship with our community partners.

Fire Department



August 31st, 2023

City of Ypsilanti Fire Department

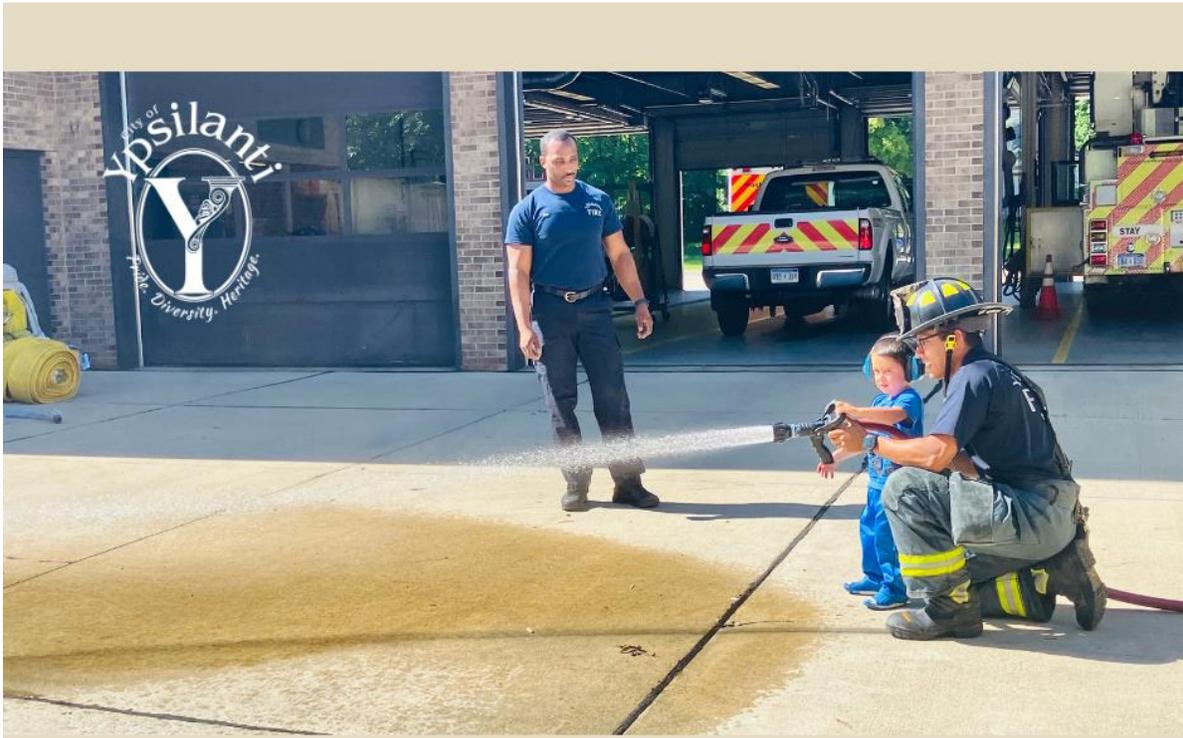
Activity Report:

	June 2023	July 2023	August 2023
Fire and EMS Calls	242	222	278
Inspections	24	13	13
Non-emergency requests	2	4	5

Training Update:

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

- Swift Water Rescue
- Hose deployments
- Tower Ops/Victim Rescue
- Tech. Rescue Training
- HAZMAT Exercise
- Provided EMU Resident Adviser Training-Use of extinguishers and building evacuation.



The child in the photograph is Nolan Sykes son of Matt Sykes from First on Site, one of the vendors at Ypsilanti Fire Department. Nolan and his mom live in the township and stopped by the station for a tour and loved their visit. Also included are FF Leonard Ray and FF Noe Gomez, who are in the picture with him.

Apparatus/Building Update:

- 8/1 Engine 1 OOS
- 8/2 Engine 3 OOS repaired and back in service 8/3.
- 8/10 Tower aerial ladder OOS.
- 8/25 Annual hose tested completed.
- 8/29 Squad 1 OOS needs alternators replaced.

Personnel:

- FF's Dave Sappington and Cory Armstrong First day on duty for YFD 8/28/23.
- 2 FFs completed the U of M car seat installation program.
- Lt. promotion process completed, FF Doug Carpus was sworn in as Lt. on Monday, July 31st.

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.
- Dewpoint replaced 1 outdated desktop computer.