

**CHARTER TOWNSHIP OF YPSILANTI
SPECIAL WORK SESSION MINUTES OF OCTOBER 29, 2009**

The Work Session was called to order by Supervisor Brenda L. Stumbo at approximately 2:00 p.m. in the Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

Members Present: Supervisor Brenda L. Stumbo, Clerk Karen Lovejoy Roe, Treasurer Larry Doe, Trustees Jean Hall Currie, Stan Eldridge and Mike Martin

Members Absent: Trustee Dee Sizemore

Legal Counsel: None

1. 2010 Fiscal Year Budget

Supervisor Stumbo explained the intent of the Work Session was to discuss the preliminary 2010 Budget with the Board. She said the department heads would not be doing a formal presentation but would answer any questions concerning their budget.

She stated the draft budget was distributed on August 31, 2009 and the budget before them was the preliminary budget. The public hearing on the preliminary budget was scheduled for November 17, 2009.

REVENUES

Supervisor Stumbo reviewed the proposed 2010 revenues. She highlighted the major changes and stated the largest decreases were in Property Tax Collection, Property Tax Administration Fees, State Shared Revenue and Earned Interest. Supervisor Stumbo said every budget reflected a decrease because of lower revenues with the exception of those using Fund Balance.

Supervisor Stumbo explained that Recreation was moved to a separate fund in an effort to see the true cost of the department.

GENERAL FUND

101 – Township Board

Supervisor Stumbo provided a brief overview of the proposed budget. She said she would like to discuss discontinuing life insurance for the Trustees, as it was for pensions. Discussion followed.

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Trustee Martin said the life insurance was a non-issue for him. He questioned the monthly fee paid to GCSI.

Supervisor Stumbo explained that GCSI provided much more than the two items listed in the overview, such as Aerotropolis legislation, Mobile Home legislation and other issues affecting the Township. Discussion followed. The contract was changed to six months, reduced by 25 percent and would be brought to the Board for approval.

136 – 14-B District Court

Supervisor Stumbo explained that the Township allocated a set amount of money to the court budget and they allocated it as they saw fit. She further explained that the court was a separate entity and the Township was the funding source. She said Kathy Collins, Deputy Court Administrator was available for questions.

Trustee Eldridge asked what the cost and the savings would be if the Township opted to buy two years of service/MERS credit to allow Harold Owings to retire.

Ms. Collins said she did not have the actual cost and that other options had since been discussed with Mr. Owens. Discussion on the remaining items followed.

137 –14-B Due Process

Supervisor Stumbo provided a brief summary of the budget and stated there was a \$20,000 reduction from the 2009 adopted budget.

171 – Supervisor' Office

Supervisor Stumbo provided a summary of the Supervisor's budget. She stated there was a 3% decrease for all administrative and confidential employees. The increase in healthcare and MERS, due to elected officials being added, was absorbed by decreasing other line items. Discussion followed.

Chris Olson stated the life insurance (101-171-000-720-000) should be increased to \$415 for 2010 to include the Supervisor and Deputy Supervisor.

190 – Elections Department

Clerk Lovejoy Roe provided a summary of the Elections budget. She said the budget included one school election, the August Primary and November General election.

Trustee Eldridge asked about the increase in office supplies, postage and equipment rental and why the equipment line item was needed.

Clerk Lovejoy Roe explained the two precincts at the Washtenaw Country Club may need to be relocated due to the expected purchase by the Polo Fields, which would require notifying voters and the possibility of splitting precinct 17. Both instances would require sending new voter ID cards, which accounted for the increase in supplies and

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postage. She said the equipment rental was for the rental of the Country Club and the equipment line item was for the repair of three tabulators.

201 – Accounting

Chris Oshelski, Account Director stated her budget remained the same with the exception of the healthcare increase due to an employee opting to receive healthcare from the Township.

202 – Independent Auditing

Supervisor Stumbo provided a summary of the Independent Auditing budget and stated there were no changes. Discussion followed.

201 – Assessing Department

Supervisor Stumbo provided a summary of the Assessing Department budget. She stated a part-time IV Assessor had been hired and the supervision salary was reduced to \$40,000. She also stated that one vacant position was eliminated in the 2010 budget with the retirement of Sharon Brown. Discussion followed. (Auto Maintenance would be deleted)

210 – Legal Services

Supervisor Stumbo provided a brief explanation of the legal services budget. She stated the retainer for McLain and Winters was reduced by 3% and litigation was reduced by \$67,000. Discussion followed.

215 – Clerk's Office

Clerk Lovejoy Roe provided a summary of the Clerk's and said the biggest change was to MERS which now included her retirement. Discussion followed.

227 – Human Resources

Supervisor Stumbo provided a summary of the Human Resource Department budget.

247 –Board of Review

Supervisor Stumbo provided a summary of the Board of Review budget and stated it was reduced as much as possible.

253 – Treasurer's Office

Treasurer Doe provided a summary of the Treasurer's budget and stated there was an approximate \$9,000 reduction in the 2010 budget. He said his staff would be loaned to various departments when possible.

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265 – Building Operations

Supervisor Stumbo provided a brief overview of the Building Operations budget. Jeff Allen, Residential Services Director stated he was operating with one less full-time custodian at the Civic Center. Discussion followed.

266 – Computer Support

Mike Radzik, Office of Community Standards Director provided a summary of the Computer Support budget. Discussion followed.

PLEASE NOTE: DUE TO A DEFECTIVE TAPE, THE SECTION FROM GENERAL SERVICES THROUGH PARKS AND GROUNDS DID NOT RECORD.

400 – Planning Commission

Trustee Martin recommended reducing the number of Park Commissioners from nine to seven, reducing the per diem pay and change meeting schedule to once a month. Discussion followed and the Board agreed.

780 – Stormwater Management

Supervisor Stumbo stated the budget had been reduce to \$5,000 from \$15,000. She explained the Township was part of a federal mandate for stormwater management, which required periodic reporting.

851 – Fringes

Supervisor Stumbo stated the account covered hospital, physicals, employee assistance program and flex spending accounts.

956 – Other Functions

Chris Oshelski, Accounting Director explained the increase to unemployment expense was anticipated lay-offs in 2011. She explained the Township was self-funded and unemployment was a direct cost.

Trustee Martin stated he was concerned about reducing the amount sent to Meal on Wheels because they were already in dire need and he felt it was an important program. He recommended maintaining the current amount.

The Board agreed to reinstate the \$1,000 to the Meals on Wheels line item.

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991 – Debt Services

There were no questions regarding the Debt Services Fund.

Supervisor Stumbo thanked everyone that worked toward reducing their budgets. She explained that General Fund revenues were significantly reduced and decreases to individual budgets allowed the budget to be balanced without using fund balance.

206 – Fire Department Fund

Supervisor Stumbo stated the fire department was in negotiations and the budget reflected a 3% reduction in wages for the firefighters and the Chief's salary. She said although the Board agreed not to reduce the Chief's salary, the Chief said it was only fair to reduce his salary.

Chief Copeland provided a summary of the Fire Department Fund budget.

Chris Oshelski, Accounting Director said she verified with Human Resources that firefighters had received a one-time payout of 3% for signing their one-year contract. It did not increase their salaries so the 3% decrease would mean they would be receiving a 6% reduction. She said she would change the 3% reduction. Discussion followed.

208 – Park Fund

Supervisor Stumbo provided a summary of the Park Fund budget. She explained that the Park Fund accounted for revenue generated by the hand ball courts. The revenue paid the salaries of Park Commissioners with some additional money for dues, professional service, education and training. She said this fund may be moved into the Recreation Fund in the future.

211 – Bike Path, Sidewalk and Recreation Fund

There were no questions regarding this fund.

212 – Bike Path, Sidewalk and Recreation Fund

Supervisor Stumbo explained that \$312,715 was transferred into the Recreation Fund 230 and there was a onetime expenditure of \$600,000 for upgrades to the Civic Center Energy Project. She stated that no capital improvements were budgeted for 2010 and recommended each request come before the Board.

225 – Environmental Cleanup

Ms. Olson explained the account contained money set aside for the old Wayne/Fonz cleanup and eventually, the money would be paid out to the appropriate party.

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226 – Environmental Services

Jeff Allen, RSD Director provided a summary of the Environmental Services budget and his proposed changes. He explained that 72% of the expenses were contracts with Waste Management. Discussion followed.

230 – Recreation Fund

Supervisor Stumbo stated the Recreation Fund was newly created and Art Serafinski had provided a very detailed narrative. Discussion followed.

245 – Public Improvement Fund

There were no revenues or expenditures in this fund.

248 – Rental Inspection Fund

Mike Radzik reminded Board Members the Rental Inspection Fund was funded entirely by grant money and program income.

249 – Building Fund

Mike Radzik provided a summary of the Building Fund. He proposed moving 50% of the Building Director's salary into the Ordinance budget because half of his time was spent on work not eligible under Act 54.

250 – LDFA Fund

There were no questions regarding the LDFA Fund.

252 – Hydro Station Fund

There were no questions regarding the Hydro Station Fund.

266 – Police Services Fund

Supervisor Stumbo stated the largest change included the reduction of 10 officers until the outcome of the millage election was known.

Mike Radzik stated the proposed budget assumed no additional tax revenue. If the millage passed, the budget would be revised.

280 – State Grant Fund

Supervisor Stumbo explained no dollars were allocated to this fund.

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283 – Neighborhood Stabilization Fund

Mike Radzik provided a summary of the Neighborhood Stabilization Fund. He stated it was fully funded by a federal grant through Urban County and explained the process for receiving funds. Mr. Radzik the funds would be processed through a budget amendment.

301, 396, 397, 398 & 498 – Debt Funds

Supervisor Stumbo stated that these funds were related to debt service.

584 – Golf Fund

Treasurer Doe provided a summary of the Golf Course budget and stated there were major reductions from the prior year.

590 – Compost Fund

Supervisor Stumbo provided a summary of the Compost Fund budget.

595 – Motor Pool Fund

Supervisor Stumbo provided a summary of the Motor Pool Fund budget.

893 – Nuisance Abatement Fund

Supervisor Stumbo provided a summary of the Nuisance Abatement Fund budget.

Mike Radzik explained the Township recovered the cost of the statutory mowing of vacant properties through property taxes. Board-ups and court-ordered clean-ups billed by invoice.

The Work Session adjourned at approximately 5:45 p.m.

Respectfully submitted,

Karen Lovejoy Roe, Clerk