

CHARTER TOWNSHIP OF YPSILANTI MINUTES OF THE SEPTEMBER 21, 2010 WORK SESSION

Supervisor Brenda L. Stumbo called the meeting to order at approximately 5:00 p.m. in the Ypsilanti Township 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 Stan Eldridge (5:50 p.m.), Jean Hall Currie and Mike Martin

Members Absent: Trustee Dee Sizemore

Legal Counsel: Wm. Douglas Winters

1. 2010 AUDIT PRESENTATION

- **ALAN PANTER, CPA – ABRAHAM & GAFFNEY, PC**

Mr. Panter provided a detailed overview of the 2010 Audit by reviewing the financial statements and explaining fund balance. He clarified that the three full-time officials and the Accounting Director reviewed the financial statements, in detail. Mr. Panter stated the audit went very well and noted there were no written audit comments. He also reported that the audit was filed with the State of Michigan by the deadline of June 30, 2010.

2. DOCUMENT MANAGEMENT PRESENTATION

- **DAVID FOSTER, GENERAL CODE**

Supervisor Stumbo stated Mr. Foster had not arrived so they would move forward and the presentation would be done when he arrived.

3. DISCUSS SETTLEMENT AGREEMENT REGARDING 2158 WOODALE WITH CHASE MANHATTAN MORTGAGE CORPORATION (THIS ITEM WILL BE DISCUSSED IN EXECUTIVE SESSION)

Supervisor Stumbo stated Attorney McLain had requested the discussion be removed from the agenda.

4. REQUEST OF WILLOW RUN SCHOOL FOR A ROAD CLOSURE

Supervisor Stumbo stated a request had been received from the Willow Run Community Schools for close the road on Friday, October 1, 210 for the Willow Run Homecoming Parade. She asked the Board if the item could be added to the agenda under Other Business. The Board agreed.

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5. DISCUSS GRANT RESEARCH AND GRANT WRITING SERVICES OF STANTEC CONSULTING MICHIGAN, INC. REGARDING FORD LAKE AERATION PROJECT

Trustee Martin stated the agenda item was the recommendation of the Water Conservation Advisory Commission (WCAC) and Mike Saranen, Hydro Station Operator would speak on behalf of the commission.

Mr. Saranen explained the WCAC approved researching grants for the aeration project. He stated the commission also supported the installation and the long-term operation of the system. The WCAC was requesting \$25,000 to apply for grants that may become available. He further explained that each grant application would vary in cost between \$2,400 and \$7,600 and the commission hoped to apply for one or two grants before the end of the year. Mr. Saranen said when grants become available, there usually was a very short window of opportunity to apply and the commission wanted to be in position to apply quickly. The commission was hoping to get action at the board meeting.

Trustee Martin explained that \$25,000 would be the cap for the fiscal year. He said he knew the commission supported the Barr report but questioned what the report said about eliminating or mitigating the algae.

Mr. Saranen explained the outcome would vary from year-to-year based on Mother Nature. He said Dr. Lehman's research had helped significantly in 2010.

Clerk Lovejoy Roe suggested that each grant application be brought back to the Board for consideration.

Trustee Martin stated that the Stantec representative said they would not apply for a grant unless they were 50% sure it would be awarded to the Township.

Attorney Winters stated that from a professional standpoint, Stantec engineers were top-notch.

Supervisor Stumbo suggested that an hourly rate be provided by Stantec. She asked the Board if the item could be added to the agenda under Other Business to retain Stantec as professional services. The Board agreed.

Clerk Lovejoy Roe suggested the Board, under Other Business could approve hiring Stantec as a professional service; require Stantec to provide an hourly rate and require Board approval before applying for any grant. Discussion followed.

6. REVIEW AGENDA

Supervisor Stumbo briefly reviewed the agenda with further discussion on the following agenda items.

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TRUSTEE REPORT

Trustee Martin said the WCAC would like a response on the proposal for biodegradable worm containers and on the deteriorating docks at the Lakeshore apartments.

Supervisor Stumbo said the WCAC should send a formal request to the Clerk's office regarding the biodegradable worm containers. She also said it was her understanding that Lakeshore apartments had worked on the docks.

SUPERVISOR REPORT

Supervisor Stumbo reported there was a final revision of the Police Services Millage letter and it would be mailed at the end of the week.

ATTORNEY REPORT

**A. REQUEST TO ACCEPT SETTLEMENT AGREEMENT REGARDING 2158
WOODALE WITH CHASE MANHATTAN MORTGAGE CORPORATION**

Supervisor Stumbo said at the request of Attorney McLain, this item would be tabled until a later date.

**B. REQUEST AUTHORIZATION TO INITIATE LEGAL ACTION IF NECESSARY, IN
WASHTENAW COUNTY CIRCUIT COURT TO ABATE PUBLIC NUISANCE FOR
THE PROPERTY LOCATED AT 7052 ST. ANDREWS**

Mike Radzik, Office of Community Standards Director provided a brief overview of the property located at 7052 St. Andrews.

Supervisor Stumbo stated there had been several homes where pipes had burst and she questioned if the Township had the legal ability to stop the electricity from being turned off.

Attorney Winters suggested meeting with DTE Energy to discuss notifying the Township of the impending shutoff of vacated homes that were in foreclosure.

**7. DOCUMENT MANAGEMENT PRESENTATION
- DAVID FOSTER, GENERAL CODE**

Mr. Radzik provided a briefly explained that Travis McDugald, IS Manager had researched various technology options related to the Township's document management needs.

Mr. McDugald provided a brief overview regarding his research on managing the volume of information processed. He explained the need to make information easily

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accessible and easy to find. Mr. McDugald said he had reviewed several different applications and because it was such a large project, he realized a solutions provider was needed. He said he was referred to General Code by one of the software vendors. He further explained that General Code had done several of the same type of municipal projects in the State of Michigan. Mr. Foster stated that the Michigan Township Association was also one of their customers.

David Foster, General Code provided a presentation on Ypsilanti Township's document management needs. He explained the concept of document management allowed users to digitize paper records, store the records on a server and provide easily searchable, retrievable records. The software included the ability to create routing and approval processes using documents and folders electronically. Mr. Foster stated the program would help with the compliance standards for the State of Michigan Records Retention and disaster recovery and he stressed that boxes of documents were prone to damage through fire or water. Mr. Foster explained General Code had a fully staffed team of experts to work with the Township during the set-up process and full help desk support, once the set-up was complete. Mr. Foster described how he arrived at the calculations in the spreadsheets.

Supervisor Stumbo stated the Township would still need to handle paper documents.

Mr. Foster replied those factors were incorporated into the calculations and said many communities now required documents to be transmitted electronically.

Clerk Lovejoy Roe agreed that many documents were sent electronically but in order to file them, it was necessary to make hard copies.

Trustee Martin said he was interested in the return of investment and his calculation was a 573% return over five years.

Mr. Foster explained much of the large percentage of saving would be in time saved.

Trustee Eldridge questioned if General Code was a single source provider, if the annual fee would remain the same, were software upgrades an additional cost and if any closer companies were considered.

Mr. McDugald stated several other companies were looked at but based on the Township's need and General Code's experience with municipal government, they were deemed the best option.

Nancy Wrybkowski, Deputy Clerk provided an overview of the overwhelming amount of paper documents processed in the Township offices. She stressed there were only three options available to the Township that would meet the State of Michigan Records Retention schedule, which were digital, off-site storage at Iron Mountain and printing permanent documents on acid-free paper. Ms. Wrybkowski provided the estimated cost for each of the options. She asked the Board Members to walk through the offices

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to see for themselves the number of paper documents generated on a daily basis and to talk with the staff about the benefits of a digital filing system.

Clerk Lovejoy Roe explained by reducing the use of the printers and with the reduction in the amount of paper used to copy files, there was a savings of approximately \$8,000 a year, which would more than cover the annual maintenance cost of a digital system.

Mr. McDugald explained the BS&A software had the ability to import documents directly into the Assessing software and the permanent software but they were only available to employees in the respective departments.

Supervisor Stumbo said she knew there was a need but she was not sure if this was the only company that could meet the needs of the Township. She said she was not sure about the bidding process and felt more details were needed.

ADJOURNMENT

The meeting adjourned at approximately 6:58 p.m.

Respectfully submitted,

Brenda L. Stumbo, Supervisor

Karen Lovejoy Roe, Clerk