

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE NOVEMBER 3, 2010 WORK SESSION MEETING**

The meeting was called to order by Supervisor Brenda L. Stumbo at approximately 10:00 a.m. in the Ypsilanti Township Civic Center Conference 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

1. 2011 Fiscal Year Budget – General Fund

209 - Assessing Department

Supervisor Stumbo stated the budget proposal included the salary of the part-time Assessor remaining the same.

Linda Gosselin, Assessor explained the Lead Appraiser planned to retire at the end of March 2011 and she proposed the position be changed to Assistant Assessor. She said one of the current Level III employees would most likely take the new position and the department would post for a new part-time Level I/Clerk.

Supervisor Stumbo explained the department would be replacing a full-time position with a part-time position and the department was budgeted to be on 40 hours for the entire year.

Ms. Gosselin explained her staff was currently working 40 hours on a township-wide canvas to compare the field cards and records in the equalizer data base to what was in the field. She explained the work was necessary because 90% of the homes had additions or improvements that were not being assessed. Ms. Gosselin explained a letter would be send to all residents explaining the new increases in valuations resulting from the canvas. She informed the board if the records did not accurately reflect what is in the field, the State would bring in their own appraisers and reassess the entire Township at a cost of approximately \$400,000 - \$500,000.

Trustee Martin asked about the overtime line item.

Linda Gosselin explained it was related to Board of Review.

Treasurer Doe asked about healthcare line item change. It was explained because the new position would not receive healthcare.

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Trustee Eldridge asked about a health care system called WRAP. He said the City of Ypsilanti was a part of WRAP and their insurance was only increasing 8%. He asked that Human Resources check with the City about this program.

Karen Wallin, Human Resource Department suggested the ability to shop other healthcare providers be negotiated in the next contract. She said there were a lot of companies offering good products for healthcare at less cost.

Treasurer Doe suggested offering a set amount of dollars that each employee could use for different levels of coverage.

Trustee Martin explained the difference of core plans and adding options to a core plan based on needs of employees. He stated some contracts did allow shopping different providers as long as the benefit coverage remained the same for employees.

Clerk Lovejoy Roe suggested revisiting the team approach for researching healthcare options for employees. She reminded the Board that the Township had put together a leadership team made up of leaders from the bargaining units of the various unions, together with management and Human Resources to become educated and study a variety of options for healthcare. She explained that when everyone had the same information, it was easier to form a consensus about healthcare providers and programs. Clerk Lovejoy Roe said it worked well because everyone was at the table learning together and it had positive results the first time there were major changes to the healthcare because everyone fully understood the situation and were part of the solution.

Ms. Wallin stated it was called the Healthcare Committee and she expressed it would be a good time to form such a committee because of the change in leadership that was occurring.

Supervisor Stumbo explained the change in the prescription drug program impacted everyone greatly. She also explained the challenge was with the retiree prescription program, which was an old program and cost the Township a great deal. Supervisor Stumbo suggested it might be better for the Township to pay the gap between the new program and what the employee would be charged.

Trustee Martin and Clerk Roe suggested several options that could be utilized to bring down the costs of retiree prescription drugs without costing the retirees.

Clerk Lovejoy Roe stated there were businesses that helped companies shop their healthcare and look at options. She suggested the healthcare committee look at the retirees' drug benefits, along with the other things.

Supervisor Stumbo asked Trustee Martin to be a part of researching the healthcare because of his expertise.

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190 – Elections

Clerk Lovejoy Roe presented the election budget and explained it was reduced by 25.6% or \$64,372 due primarily to not having two large elections in 2011.

Nancy Wrybkowski, Deputy Clerk explained there was currently only one school election scheduled for next year. She said it was rumored that WISD and AATA may go out next year for county wide elections. Ms. Wrybkowski informed the Board if that was the case, it would be necessary to do a budget amendment but both would be reimbursable.

Clerk Lovejoy Roe explained Precinct 17 needed to be split because of the number of voters and due to the possible change in County Commissioner districts, it may be necessary to change every voter's precinct. She stated that information would be available in late spring or early summer. Clerk Lovejoy Roe said the cost of doing the changes, possibly township-wide, were not in the budget and she would get those costs to be added to the budget. She reported the changes must be done after the census numbers come out in the spring and the reapportionment of the county commissioner districts were completed.

215 – Clerk

Clerk Lovejoy Roe explained the Clerk's budget was consistent with last year with the exception of the cost savings from not filling the part-time file clerk position and absorbing this work by current staff. She reported the budget was reduced 8.83% or \$26,092 from the 2010 budget.

Tammie Keen, Deputy Supervisor reported the salaries in Budget 215 – Clerk did include the reduction of another 30% in salaries because of a further reduction in staff. She said the current 50/50 shared position between the Clerk and Supervisor's departments would now be 20% Clerk and 80% Supervisor.

Ms. Wrybkowski reported the new 80%/20% sharing of the position was discussed with Supervisor Stumbo.

Clerk Lovejoy Roe stated the overview did not include this arrangement and she would submit a new overview that would show a further reduction and cost savings in the Clerk's budget. She stated she hoped the document management system software was in the Computer budget because if it was not, the Clerk's budget did not include the expenses related to copying permanent records unto film or permanent paper. Clerk Lovejoy Roe said she would need to bring that back at a later time if the document management system was not approved.

Trustee Eldridge questioned if Assessing was filling the retirement position with a part-time person, could the Clerk's office do the same with the position vacated by retirement.

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Ms. Wrybkowski stated the Clerk's office had agreed to reduce that position to only 20% in the 2011 budget and the other 80% would be in the Supervisor's budget.

Trustee Eldridge questioned having a person split between departments.

Ms. Wrybkowski stated it was suggested that the Supervisor take the position 100%.

Supervisor Stumbo stated she thought that FOIA and Insurance should stay in the Clerk's department and that is why she thought the 20% should remain in the Clerk's budget.

Clerk Lovejoy Roe stated it would be really difficult to further reduce personnel in the Clerk's department. She reported the staff had already been cut in half.

Supervisor Stumbo stated that Treasurer Doe had cut his staff in half and he was going to reduce further with a half-time person. She said one of the full-time positions in the Clerk's office was reduced before Clerk Lovejoy Roe was elected.

Clerk Lovejoy Roe said since 2007 the Clerk's of staff had been reduced by 50%.

Ms. Wrybkowski stated that historically the first floor staff had supported each other with the daily work load.

Trustee Eldridge stated he was just asking if it had been reviewed to see if the position needed to be filled.

Clerk Lovejoy Roe stressed that every position that came open was always reviewed to see if there was a need to fill it or change it.

Ms. Wrybkowski explained that with the elimination of the part-time file clerk and the proposed change in the shared (an additional 30% reduction) it is almost the elimination of one full time position in the Clerk's department.

Clerk Lovejoy Roe stated if the document management system was not approved, changes to the budget would be necessary.

Trustee Eldridge asked what changes would be needed.

Clerk Lovejoy Roe explained the costs outlined in the document presentation would need to be added to the budget. She estimated the documents in the vault alone, would cost approximately \$5,000 in just paper costs. She explained it would be easier, faster and more efficient use of all Township staff to implement the document management software. She reminded the board that cutting just 50% of the Township copying costs with the use of the document management system, would save maintenance costs of the new system and provide additional cuts in expenditures and help offset the software one time expenditure cost.

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Trustee Martin asked about the costs for transferring over to the document management system.

Clerk Lovejoy Roe said the plan was do it all in-house over a long period of time. She indicated staff would begin with the current files and as time allowed, older files would be done.

Treasurer Doe said it may take four to five years.

Clerk Lovejoy Roe said the longer it was delayed, more documents must be added to the system from the past.

Trustee Martin shared that he highlighted one item under the Clerk's department and that was, "the Clerk's office staff deserves much credit in helping reduce costs by absorbing work when positions have not been filled."

253 – Treasurer's Office

Treasurer Doe stated his budget was about the same as 2010 except he planned to try to fill the vacated position with a half-time position. He shared he had tried to do this in the past and it did not work out but with closing for lunch he thought it might work. He stressed that wherever his part-time person came from, he wanted the same person everyday for four hours a day.

Trustee Eldridge asked what Treasurer Doe meant by wherever this person came from.

Treasurer Doe and Clerk Lovejoy Roe explained there were several opportunities that might make that possible. Treasurer stated his department would go from 64 hours to 60 hours a week and would save about \$12,000 annually in benefits and the four reduced hours a week. Treasurer Doe stated this opening was created by one of his staff bidding to the Fire Station.

Trustee Eldridge stated he thought if staff was going back to 40 hours a week it would have come back to the board.

Treasurer Doe stated the Board could do whatever they wanted but he felt the Board needed to give those running the day-to-day operations, the latitude to make decisions to run the organization. He said he didn't think anyone was putting people on 40 hours just to do it. Treasurer Doe said he had done it twice in the Treasurer's Department for tax collection.

Trustee Eldridge said he would not disagree. He said he would ask for the same courtesy to the Trustees to let them know when departments were going on 40 hours.

Supervisor Stumbo agreed that we needed to let the Trustees know.

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Trustee Eldridge stated notification would be appropriate to all Board Members through email, voice mail, text, etc. The Board agreed that sharing information should be a priority.

Trustee Martin asked about the overtime in the Treasurer's budget.

Treasurer Doe stated he increased the overtime budget to have more dog clinics next year.

265 – Building Operations

Jeff Allen, Residential Services Director presented his budget. He stated the work of the Operations Superintendent would be absorbed by the Residential Services Director and the Public Services Superintendent. He stated he did have overtime budgeted for emergency maintenance issues like heating, boilers and leaks.

Trustee Eldridge asked about the increase in the graffiti line item.

Jeff Allen stated it was based on the 2010 budget and he projected an increase for 2011.

Trustee Eldridge questioned if this department would be on 32 or 40 hours for 2011.

Mr. Allen stated the custodians had been on 32 hours all year but indicated due to absences, additional hours would be scheduled. He also said the outdoor maintenance workers go to 32 hours in the winter months and work 40 in the summer months when seasonal workers were utilized and the need was greater. The maintenance workers have worked 40 hours on mowing and parks maintenance.

Supervisor Stumbo said she thought the parks could use more upkeep during the high user times. She said Mr. Allen had tried to keep costs down and the parks suffered.

Mr. Allen said if he had erred, it was by not having enough seasonal workers in 2010. He said he tried save dollars due to the possibility of laying off employees.

Supervisor Stumbo said it was better to keep regular employees working on the expensive equipment.

Clerk Lovejoy Roe stated she thought it was important to keep Township employees working 40 hours when scheduling seasonal workers.

762 – Residential Services

Mr. Allen stated that more of his salary and one clerical position were being charged to Environmental Services due to the increase in time that was utilized in the Environmental Services Department.

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Ms. Keen stated half of Mr. Allen's salary was in this department.

774 – Parks & Grounds

Mr. Allen said there were two group leaders and half of the mechanic in the 774 department. He said this fund was for all the park maintenance and the overtime was for snow removal. Mr. Allen stated the employees worked 32 hours in the winter and 40 hours in the spring/summer.

Trustee Eldridge asked what maintenance contractual services were for and why the increase.

Mr. Allen said it was for cutting trees around streetlights that DTE would not cut.

780 – Stormwater Management

Supervisor Stumbo and Jeff Allen shared there were several Storm Water Management Plans the Township was required to do and the Township did not have anyone with the needed expertise. He said the line item would be used to hire professionals to do this work.

There was more discussion about 32 hours while seasonal workers were employed. Clerk Lovejoy Roe said maybe more discussion was needed and she did not think it was appropriate to work seasonal workers when Township staff was on 32 hours.

Supervisor Stumbo said the labor attorney said Township workers should be on 40 hours when seasonal workers were employed.

Trustee Eldridge stated that he thought there should be consistency in moving to 40 hours in a department.

Clerk Lovejoy Roe stated that the Clerk's department must close up the elections and then we must get the back room cleaned up because election materials were in a storage room that had the real possibility of a leak and had leaked in the past. She explained that her department staff will be working to move our election room completely to the back storage room for the safety of the computers and election equipment. She agreed to give the Trustees notice of when the Clerk's department would return to 32 hours.

266 – Computer Support

Mr. Radzik presented an overview of the Computer Support budget... He explained several changes: 933.000 Equipment Maintenance went from \$3,000 to \$4,000, 933.001 Maintenance Contracts reduced to \$60,805 and 977.001 Computer Software reduced to \$78,500. He reported the total budget was reduced to \$323,072. Mr. Radzik provided supplemental detailed information to the Board. He explained the cost budgeted for a third secure offsite storage facility for our data and he said most public

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sector companies had moved to this type of offsite storage to save dollars and for security reasons.

Supervisor Stumbo questioned if purchasing software update was in the budget.

Mr. Radzik indicated he was not sure and would follow up on this issue.

Supervisor Stumbo stated that if we could move this forward electronically it would save dollars and time, including electronic signatures.

Mr. Radzik pointed out that the supplemental information showed all the different modules of software and the departments that use it. He said the budget numbers were based on the upgrades and funds were budgeted for the email upgrade. Mr. Radzik stated Travis McDugald was working to allow personal home computers to be used to access securely our Township data to reduce the need purchase more laptops.

Trustee Eldridge asked if the ability to have employees swipe in on their computers so one could determine when an employee began their workday was in this budget.

Mr. Radzik stated the expense of adding the swipe devices to the computers and the maintenance was not budgeted and it would require a budget amendment.

Trustee Eldridge said he would like to pursue the swipe devices.

Clerk Lovejoy Roe stated the decision to move from the time clock system was to save the large expense of maintaining the swiping system, as well as to change the culture of the organization. She said it was a philosophical decision for many to change the culture and to put the responsibility on the employee to turn in their time and on managers to insure their time was correct.

Mr. Radzik added there was an expense of almost \$10,000 a year that was also driving the organization to move from the swipe/time clock system. He said the new software for time and attendance would replace the time clock system but ability to have employees swipe at a machine could be added.

Supervisor Stumbo asked Board Members to contact the Supervisor's office with dates and time they could attend a follow- up budget meeting before the regular board meeting on November 16, 2010. All agreed.

Meeting Adjourned at 12:20 p.m.

Respectfully Submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti