

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE NOVEMBER 8, 2010  
WORK SESSION MEETING**

The meeting was called to order by Supervisor Brenda L. Stumbo at approximately 8:30 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**

Supervisor Stumbo stated the Board would finish reviewing the General Fund. She said Trustee Eldridge suggested the Board not vote on the budget until the December 7, 2010 Regular Meeting to allow for public input.

**101 – TOWNSHIP BOARD**

Supervisor Stumbo said the Township Board budget was self-explanatory. She stated the biggest difference was in healthcare costs and the Professional Services line item where the lobbyist cost was budgeted for the full year.

**137 – DUE PROCESS**

Supervisor Stumbo reported a new fund was created for the 14B Court and all items reflective of the court were moved to that fund. She said prosecution and the prosecution of domestic violence had been kept in the Due Process budget. Supervisor Stumbo explained the attorney fees were decreased by \$3 an hour but the amount remained the same because prosecution had not slowed.

**171 – SUPERVISOR**

Supervisor Stumbo stated there was an increase due to healthcare costs. She further explained an additional 30% of the current 50% shared position had been moved to the Supervisor budget. The proposed budget reflected an 80/20 split. Supervisor Stumbo state when Ruth Ann Jamnick was Supervisor, there was an agreement and the union had asked that they continue to have an agreement.

**201 – ACCOUNTING**

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Clerk Lovejoy Roe stated the budget reflected the retirement of Chris Oshelske, Accounting Director and it was the hope to hire a new director for less. She explained the increase in the temporary wages line item was because the plan was to bring Ms. Oshelske back to help with the audit and the transition. Clerk Lovejoy Roe stated there was a possibility of floating a half of position, later in the year.

**202 – INDEPENDENT AUDITING**

Supervisor Stumbo said the budget had increased due to the requirement of a single audit for the energy efficiency grant.

**210 – LEGAL SERVICES**

Supervisor Stumbo explained the litigation line item was for nuisance abatements and any other issue that may arise. She said there was a 3% reduction in the retainer and the hourly rate was reduced from \$165 to \$160. She further explained a legal services line item was created in the Fire Department Fund because a lot of the legal costs were associated with fires. Supervisor Stumbo reminded the Board negotiations would begin in 2011. She also reported the labor attorney had not agreed to reduce his fees.

Trustee Eldridge stated a request to reduce fees should be sent to the labor attorney so the Township could officially be provided their decline.

Clerk Lovejoy Roe stated litigation was greatly reduced and since the nuisance abatements were not slowing down, she felt the amount should be increased. She thought \$450,000 was more realistic and it would still be a reduction of \$100,000.

Trustee Eldridge stated he was okay with it either way and suggested asking the attorney or Mike Radzik, OCS Director.

Mr. Radzik explained some of the costs were event driven but the OCS Department had been very aggressive in seeking out the nuisance problems. He agreed word was out about what the Township was doing and they were settling cases much quicker.

Trustee Eldridge stated he would still like to hear from Attorney Winters before agreeing to increase the litigation line item.

**227 – HUMAN RESOURCES**

Clerk Lovejoy Roe explained she, Supervisor Stumbo and Treasurer doe had briefly discussed giving Karen Wallin a salary increase. She explained Ms. Walling Had taken over an extreme amount of duties (comments by another Board Member were inaudible).

Supervisor Stumbo said the thought process was to give Ms. Wallin a lump sum payment and not a salary increase. She stated there were other employees that had assumed additional duties without a salary increase. Supervisor Stumbo stated her

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preference was a lump sum but the Board could decide what they wanted to do, if anything. She said \$1,000 had been discussed.

**247 – BOARD OF REVIEW**

Supervisor Stumbo said the Board needed to make a policy decision if they wanted to reduce the per diem paid to members of the Planning Commission, Zoning Board of Appeals, Board of Review, WCAC, etc. from \$50 to \$40. She said it was a policy decision and it was suggested by Joe Lawson, Planning Coordinator. The Board agreed to the reduction.

Supervisor Stumbo asked if the Board wanted to consider giving Ms. Wallin a \$1,000 lump sum payment.

Clerk Lovejoy Roe said she supported it but she thought it should be rolled into her salary.

Treasurer Doe said at some point, the Township needed to hire a Human Resource Manager. He felt it was extremely important to have a manager in that department.

Trustee Martin said he would agree to a lump sum (Board Member did not speak into the microphone and further comments were inaudible).

The Board agreed to a one-time lump sum payment to Ms. Wallin.

Supervisor Stumbo explained the Board of Review was different from the other boards and each member received \$90 per day (comments inaudible from unknown speaker).

**266 – COMPUTER SUPPORT**

Trustee Eldridge said Mr. Radzik did not complete his presentation at Monday's work session and he thought he should have the opportunity to do so.

Mr. Radzik stated he had an updated presentation in response to questions raised by Trustee Eldridge at Monday's work session.

Printing Supply Cost: Accounts for toner for all non-Ricoh device printers, which included the large plotter in the OCS department and all but one printer at the Recreation department.

Internet Access: TDS was the primary internet access for the Civic Center and the guts of the network and their contract was due to expire in 2012. VPN/Inet for the Compost Center, Recreation, Hydro and the Civic Center was through Comcast. The savings for off-site storage could be measured in terms of what would happen in case of a catastrophe or natural disaster.

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Document Management System (DMS): The move to a DMS would insure all data would be backed up outside the County connection, which would provide independent backup controlled by the Township.

Software Upgrades: All software agreements were listed and the BS&A maintenance cost was based on the .net upgrade. Sofo was the email spam filter and equipment costs included replacement of the fax server and backup firewall.

Workstation Upgrades: There were 95 workstations and of those stations there were 16 notebooks and 4 tablet computers.

Computer Software: Cost included document management, adobe upgrades, and Zimbra was proposed to replace the current use of GroupWise.

Mr. Radzik explained the BS&A cost of \$16,500 was budgeted under the assumption that an upgrade would be purchased this years. He further explained he did not believe an off-site company would ever have the need to purchase a new server in order to handle the Township's data. Mr. Radzik said the budget did not include the maintenance cost for the DMS because the cost would depend on what system the Township chose to use. He stated the initial purchase and implementation was budgeted but not the annual maintenance cost.

Clerk Lovejoy Roe stated the initial cost provided by General Code included the first year but the use of the system would provide actual cost savings in the future. She stressed the DMS, along with the off-site data storage would meet the document retention requirements and would eliminate the need to transfer documents to linen paper/microfilm and storage of documents in an off-site facility.

Supervisor Stumbo explained the department directors had been asked to present the budgets for the department (s) they managed but all would be present at the public hearing.

## **267 – GENERAL SERVICES**

Supervisor Stumbo stated the Genral Services budget was self-explanatory. She asked if the Board was interested in doing more newsletters since there was no longer a newspaper. She explained that one had been budgeted but she thought there should be more.

## **POLICE SERVICES**

Supervisor Stumbo explained that originally she had removed the ordinance costs from the Law Enforcement Fund but since the millage had passed, those costs could be put back if that was the wish of the Board.

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Trustee Martin said he was okay with putting ordinance back into the fund since the millage had passed.

The Board agreed to keep ordinance in the Law Enforcement Fund.

Supervisor Stumbo stated she read in the paper that the Police Services Committee had come up with a cost of \$176,000 per contract deputy. She said based on the article, the County Board of Commissioners said the detective bureau and the patrol should be in the cost per unit. Supervisor Stumbo expressed her concern about the Sheriff's proposal of a 5-year contract (additional comments by other Board Members were inaudible).

**371 – COMMUNITY DEVELOPMENT (PLANNING**

Supervisor Stumbo stated they were looking to rezone the mobile home park on Michigan Avenue.

Mr. Radzik stated the Master Plan review process would begin next year and it would require contract assistance so money was budgeted for LSL.

Treasurer Doe questioned if Mr. Lawson was given a salary increase.

Supervisor Stumbo stated it could be considered later.

**400 – PLANNING COMMISSION**

Supervisor Stumbo stated it was self-explanatory.

**410 – ZONING BOARD OF APPEALS**

Supervisor Stumbo stated it was self-explanatory.

**446 – HIGHWAYS AND STREETS**

Supervisor Stumbo stated the lift station cost was reduced and drain costs were provided by the Drain Commission.

**851 – FRINGES**

Supervisor Stumbo stated the Teamsters' one-week payout was eliminated.

**956 – OTHER FUNCTIONS**

Supervisor Stumbo stated it was self-explanatory. She said AATA costs had increased by \$32,000.

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Clerk Lovejoy Roe suggested meeting with Habitat to try and fast track picking up some of the foreclosed homes that could be held until Habitat was ready for them. She said it would be similar to our own land bank for residential homes. Clerk Lovejoy Roe stated it would take some research to work out the details if the Board was interested.

Supervisor Stumbo said it was also suggested that money be put aside to provide dollars for spay/neutering. She stated all the changes that were discussed would be made.

**2. 2010 TAX RATE (I-4029)**

Supervisor Stumbo stated the revised tax rate had to be to the County on November 12, 2010 in order to be placed on the December tax rolls

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve the 2010 Tax Rate, L-4029. The motion carried unanimously.

Meeting Adjourned at 10:00 a.m.

Respectfully Submitted,

Brenda L. Stumbo, Supervisor  
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti