

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE NOVEMBER 16, 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, Jean Hall Currie and Mike Martin

Members Absent: Trustees Dee Sizemore

Legal Counsel: Attorney Douglas Winters

Supervisor Stumbo state the Board would be reviewing the 2011 proposed, non- general funds in the budget. She indicated the public hearing for the budget would be held at the Regular Board Meeting and discussed but would be adopted later.

FIRE FUND 206

Chief Eric Copeland presented the Fire Fund 206 budget for 2011. He said the fire millage was projected to raise just under \$4 million for operating in 2011. The proposed budget included 21 Firefighters, 6 Officers, 1 Clerical Staff, 1 40 hour Fire Marshall and himself. He said he proposed reducing expenditures to stay in line with projected revenues but there was a shortfall of approximately \$1 million dollars. Chief Copeland stated the Board approved the early retirement package, which had helped reduce the number of staff and the minimum staffing number. He further stated the reduction in staff was projected to result in a \$300,000 to \$400,000 savings annually. He planned to propose concessionary bargaining with Local IAFF 1830 to recoup another \$500,000 in savings to reach his target goal of reducing expenditures by \$1 million dollars to provide a balanced budget. He did not anticipate closing the gap between revenues and expenditures in 2011.

Chief Copeland reported that the 2011 proposed budget included an almost \$800,000 appropriation of fund balance and over the next three years, at the current level of expenditures the fund balance would be depleted. He stated his aim was to work through negotiations to reduce the expenditures to allow a balanced budget without the use of fund balance. Chief Copeland explained that by cutting his line items by 15%, he would have a balanced budget. Included in the budget was capital outlay of about \$300,000 to secure an aerial ladder device related to the ISO review. He said an attempt would be made to workout cooperative agreements with neighboring departments on the first alarm use of a tower or aerial device, with a minimum capability of reaching 75 feet.

Chief Copeland stated the overtime line item was reduced by \$25,000 but healthcare, pension and OPEB obligations had increased. He further stated he planned to replace

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the HVAC system at the main fire station to make it more efficient and to drive down long term operating costs.

Trustee Eldridge stated he thought the budget was very good.

PARKS FUND 208

Art Serafinski, Recreation Director reviewed this budget. He explained the fund included revenues from racquetball/wallyball courts, expenditures for the Park Commission and some travel.

BSR I FUND 211

Supervisor Stumbo explained this was the old millage fund and she had included an expenditure of \$20,000 for bike paths, which would clear out the fund at the end of 2011.

BSR II FUND 212

Supervisor Stumbo explained this was a millage fund for operations and \$485,554 was not specifically budgeted. She stated there had been several ideas discussed, such as Ford Heritage Park restrooms and gatehouse, repairs to all the parks, bike paths, aeration project for Ford Lake, splash spray pad to generate revenues, security cameras in the community for public safety and additional roads could come from this fund.

Ms. Kaiser, resident, questioned if this budget could be carried over to another year and Supervisor Stumbo stated it could.

ENVIRONMENTAL CLEANUP FUND 225

Chris Olshelske, Accounting Director indicated this fund would be closed at the end of the year and the auditor had to provide information to allow the balance to be moved over to the general fund. She explained the \$250,000 was still owed until a legal opinion indicated otherwise and it would become a future obligation for the general fund once the balance was transferred.

ENVIRONMENTAL SERVICES FUND 226

Jeff Allen, Residential Services Director presented the budget for Fund 226. He stated the Water Conservation Advisory Commission's pay was not included in this fund and in prior years had been paid out of the Hydro Fund. He explained most of Fund 226 handled all the Waste Management expenditures for waste, recycling and yard waste pick up.

RECREATION FUND 230

Art Serafinski, Recreation Director reminded the Board that the Recreation Fund was removed from the General Fund in 2010 and the 230 Fund was created. Mr. Serafinski stated he cut 23 line items in 2010 and an additional 22 line items in 2011.

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Supervisor Stumbo stated the Recreation Department would have a vacancy on November 29, 2010.

Trustee Eldridge asked Mr. Serafinski if there were funds to do the restrooms at Ford Heritage Park.

Mr. Serafinski indicated the funds were not available in the 230 Fund but indicated it would be a worthwhile expenditure.

Trustee Eldridge asked Mr. Serafinski if there were plans to fill the vacancy in his department.

Mr. Serafinski said he hoped to post the position and he had moved his one Clerk position to 40 hours due to the vacancy.

Supervisor Stumbo stated position was funded in the current budget.

Trustee Eldridge asked if the Board voted to remove the position from the Recreation Department that evening, would it be required to come back to the Board to create the position later.

Supervisor Stumbo indicated it was a public hearing and the Board would not be voting on the budget that evening but the Board could indicate what they wanted in the budget.

Trustee Eldridge stated if there was an open position in a department, there was not clear indication that the position would be filled now or in the future and if he was not, going to be included in the decision to fill the position, he may at some point take the position to pull the position out of the budget. He said it would not be to keep the position away from Mr. Serafinski but to have some say in the process. Trustee Eldridge stated the funds could remain in the budget and he did not want to be involved in who gets positions but wanted to be informed on everything. He said his request for information/involvement would be a consistent theme for the evening.

Supervisor Stumbo stated the union contract dictated how positions were filled when a vacancy occurred. She said it was brought to the Board if the planning was not to fill the open position. She further explained the Township was very skinny in regards to the help and number of employees.

Trustee Eldridge added that he did not want anyone to think he wanted to get rid of a position in the Recreation Department but he clarified that he wanted to be informed when there was a vacancy.

Clerk Lovejoy Roe stated a commitment was made to the union to fill the Recreation position although it had not been determined whether the position would be full-time or not.

Supervisor Stumbo stated it was made clear to the union that it was up to the Board to approve the position in the budget.

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Trustee Eldridge stated the Board had not made a commitment and Trustee Currie agreed.

Trustee Martin questioned the OPEB line item that was in the Recreation Fund for the first time and the bank charges.

Supervisor Stumbo said OPEB was previously funded in the General Fund but was now budgeted in each specific fund.

Mr. Serafinski explained the bank charge was for accepting credit cards He said the ability to accept credit cards made it convenient for residents and the charge was folded into the program fees.

14-B COURT FUND 236

Kathy Collins, Court Administrator presented the court fund budget.

Treasurer Doe expressed concern that revenues were down for 2010 and questioned the Court's ability to meet the 2010 budget. He said that with the projections for higher revenues in the 2011 budget, he was not sure the Court could meet the 2011 budget.

Ms. Collins said she and the Judge had met on that issue and she listed several things that were being done to collect more revenue, including setting show cause hearings to collect costs owed to the court. She stated more cuts were being done for both the remainder of 2010 and 2011 and she was confident of the courts ability to make budget for both 2010 and 2011.

Supervisor Stumbo stated the court should not fill positions without bringing it to the Board.

ECONOMIC DEVELOPMENT CORPORATION FUND 244

Supervisor Stumbo explained there was only interest revenues listed in this fund.

PUBLIC IMPROVEMENT FUND 245

Supervisor Stumbo stated the proposal was to use all the fund balance in this fund for road projects before utilizing funds from Fund 212 so that this fund would be closed out at the end of 2011.

RENTAL INSPECTION FUND 248

Mike Radzik, Office of Community Standards Director presented the budget for Fund 248. He said the budget included expanding the mandatory rental inspection program, township-wide. He also said he was requesting the inspection renewal cycle and fee schedule be adjusted to a two-year cycle with the fee reduced to \$75. Mr. Radzik said the change would have to be done by resolution.

Supervisor Stumbo requested a comparison of the rental inspection charges with other communities.

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Mr. Radzik further stated he would be bringing to the Board, a proposal to expand the rental inspection program to apartment complexes.

BUILDING DEPARTMENT FUND 249

Mike Radzik stated the Building Department Fund was completely supported by fees collected from building permits. He said the budget included a continued 10% decline in revenue and there would be \$225,000 in the fund balance at the end of 2010. He further stated that OPEB was not included.

LDFA FUND 250

Chris Olshelske, Accounting Director stated Fund 250 included the tax recapture the Township received from taxes that taxing authorities gave up to pay for infrastructure improvements as a part of the LDFA. She said with the new 1.5 mills for Police Services, the amount increased to \$138,000 and it would be used to pay the bonds for the infrastructure road improvements.

HYDRO FUND 252

Jeff Allen, Residential Services Director stated the fund was for the Hydro Dam operations. He also added the Water Conservation Advisory Commission expenses were moved to Fund 226.

Supervisor Stumbo reported the Hydro Operator was doing a great job.

LAW ENFORCEMENT FUND 266

Mr. Radzik distributed a graph and a fund overview for the presentation. He said the two millages would generate about \$6.7 million in 2011 and the budget projections for millage funds required expenditure and revenue projections over the life of the millage. He stated that over the life of the millage-3 years, with a staffing level of 31, the police services fund balance would be down to approximately \$270,000. Mr. Radzik explained the two unknown factors that would impact Fund 266 were the price Washtenaw County charged for police services and the taxable values in the Township. He said based on the 3-year projections for both expenditures and revenues, he recommended the Township remain at the current level of 31 deputies contracted with Washtenaw County for 2011.

NEIGHBORHOOD STABILIZATION FUND 283

Mr. Radzik reported all grant funds would be expended in 2010, in excess of \$300,000 and he did not expect any new revenues for this fund. Mr. Radzik further stated this fund was required for federal grants.

GENERAL OBLIGATION DEBT FUND 301

Supervisor Stumbo explained this fund was for bonds that the Township had to pay off.

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DEBT SERIES A/B FUND 396/397

Supervisor Stumbo explained this fund was for bonds that the Township had to pay off.

BOND/CAPITAL IMPROVEMENT SEAVER FARM FUND 398/498

Chris Olshelske, Accounting Director explained this fund was for bond payments.

GOLF COURSE FUND 584

Larry Doe, Treasurer reported the budget was balanced and the Green's Committee would be asking to raise some fees for 2011.

COMPOST FUND 590

No questions or comments.

MOTORPOOL FUND 595

Trustee Eldridge asked if Township vehicles were available for employees so they would not have to utilize their own vehicles. He expressed concern about the liability for employees utilizing their own vehicles.

Clerk Lovejoy Roe stated she would request the insurance company to provide information to address Trustee Eldridge's concerns.

NUISANCE ABATEMENT FUND 893

Mr. Radzik explained this budget was for noxious weeds and statutory mowing for vacant homes and some vacant commercial properties.

COMMUNITY STABILIZATION FUND 950

Supervisor Stumbo explained that a new fund was created in the General Fund called Community Stabilization-Fund 950 for establishing a Township land bank. She said this would allow the township to work with Habitat for Humanity to purchase and rehab homes for homeownership. Supervisor Stumbo explained policies and procedures for this fund would be brought back to the board for approval.

OTHER FUNCTIONS FUND 956

Supervisor Stumbo explained this fund was for professional services that would also be required to bring back to the board for approval.

Supervisor Stumbo also said funds were added to General Services as discussed at the Work Session, for newsletters to the residents.

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Trustee Eldridge asked about the Clerk's budget revisions.

Clerk Lovejoy Roe stated the only change was in the overview. She further stated information was provided on the cost of microfilming permanent documents and records, as requested by the Board. Clerk Lovejoy Roe provided information on State requirements regarding record retention. She also announced her employees would be returning to 32 hours on December 13, 2010.

Trustee Eldridge asked if it had been considered about merging the Clerk and Election Department budgets. Clerk Lovejoy Roe stated the funds could be merged.

Trustee Eldridge requested the two funds be merged for the 2010 budget.

Supervisor Stumbo reported a future vacancy in the Clerk's office.

Clerk Lovejoy Roe stated she would provide the memo to the union regarding the proposed vacancy in the Clerk and Recreation Departments to the Trustees.

Supervisor Stumbo asked if there were any questions regarding other agenda items.

The meeting adjourned at approximately 6:54 p.m.

Respectfully submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti