

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE DECEMBER 7, 2010 WORK SESSION**

Supervisor Brenda L. Stumbo called the meeting to order at approximately 6:00 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:** Wm. Douglas Winters

**1. DISCUSS PURCHASING CAMERAS FOR PUBLIC SAFETY IN PARKS AND ROADWAYS**

Supervisor Stumbo explained this issue had been discussed at the police meetings for some time and many police agencies had implemented cameras to support public safety. She indicated cameras were used to help identify vandalism and criminal activity in township parks, specific neighborhoods and other areas and could help curb criminal activity and some communities had installed cameras at intersections and utilized the cameras to write tickets for traffic violations. She wanted to know if this was something the Board wanted to pursue before a lot of time was spent on research. She said if the Board agreed, Michael Radzik, Jeff Allen and Trustee Eldridge, if he had time could work on the research and bring it back to the Board .

Board Members indicated they supported moving forward with investigating the use of cameras for public safety in Ypsilanti Township.

**REVIEW AGENDA**

Supervisor Stumbo there was a request for three items to be place under Other Business:

1. Letter of Agreement with AFSCME 3451 and Ypsilanti Township
2. Posting of Floater II/Clerk III in the Recreation Department
3. Posting of Floater II/Clerk III as a shared position in the Treasurer/Clerk's Departments.

The Board agreed to add all three items under Other Business.

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Clerk Lovejoy Roe stated the Board needed to provide direction in regard to the new legislation that allowed Sunday morning sales of alcohol. She said municipalities could opt out and not allow the sale of alcohol on Sunday mornings.

The board indicated there was no interest in banning the sale of alcohol on Sunday mornings.

Supervisor Stumbo reviewed the agenda with information details on the following agenda items.

**ATTORNEY REPORT**

**A. AUTHORIZATION TO APPROVE:**

- 1. PROPOSAL FOR A REGIONAL POLICE AUTHORITY FEASIBILITY STUDY FOR THE CITY AND TOWNSHIP OF YPSILANTI DATED NOVEMBER 16, 2010 FROM RW MANAGEMENT GROUP INC.**
- 2. PERSONAL SERVICES CONTRACT BETWEEN CITY OF YPSILANTI, CHARTER TOWNSHIP OF YPSILANTI AND RW MANAGEMENT GROUP, INC.**
- 3. ADDENDUM TO AGREEMENT FOR REGIONAL POLICE AUTHORITY SERVICES**

Trustee Eldridge provided a brief review on the status of the Regional Police Authority Feasibility Study. He indicated the City of Ypsilanti would be voting on the proposals at their council meeting December 7, 2010 and if both parties approved the proposals, the consultant would begin work on December 8, 2010.

Supervisor Stumbo stated an account number was needed for the Personal Services Proposal expenditure.

Clerk Lovejoy Roe stated the amount of the proposal was \$8,450 and it could be included in the Budget Amendment that was on the agenda.

The board gave direction to have the budget amendment and payment for the police services agreement and contract to come out of the General Fund.

**B. REQUEST AUTHORIZATION TO INITIATE LEGAL ACTION IF NECESSARY, IN WASHTENAW COUNTY CIRCUIT COURT TO ABATE PUBLIC NUISANCE FOR THE PROPERTY LOCATED AT 2375 S. GROVE ROAD**

Ron Fulton, Building Director outlined the numerous building code violations and referenced the many photos of the property that were presented as evidence of the severity of the violations. He stressed the need for court action to protect the health and safety of the community.

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Michael Radzik, Office of Community Standards Director stated that 2375 S. Grove had been a chronic law enforcement problem for the Washtenaw County Sheriff's Office. He stated that through undercover decoys the Sheriff's Department had made three different purchases by minors of beer and alcohol during a twelve month period, which resulted in criminal sanctions against the individual clerks as well as, a ten-day license suspension for the store. Mr. Radzik said there was a penalty hearing pending with the Liquor Control Commission because of the number of violations in a short period. He said he intended to ask the Board to revoke the license of this location. Mr. Radzik said if the Board voted to revoke the license, the Liquor Control Commission must abide by the Township Board decision. He said the process would require a lot of preparation and a public hearing at the Board level.

**C. REQUEST AUTHORIZATION TO INITIATE LEGAL ACTION IF NECESSARY, IN WASHTENAW COUNTY CIRCUIT COURT TO ABATE PUBLIC NUISANCE FOR THE PROPERTY LOCATED AT 10131 TEXTILE ROAD**

Ron Fulton, Building Director outlined the numerous building code violations and referenced the many photos of the property that were presented as evidence of the severity of the violations. He stressed the need for court action to protect the health and safety of the community.

Mike Radzik stated there had been some police issues at the 10131 Textile Road location but not to the extent of the 2375 S. Grove Rd. location.

**D. REQUEST FOR FORMAL APPROVAL OF EMERGENCY LEGAL ACTION IN WASHTENAW COUNTY CIRCUIT COURT TO ABATE PUBLIC NUISANCE FOR THE PROPERTY LOCATED AT 968 ECORSE ROAD**

Ron Fulton stated that 968 Ecorse has serious safety issues due to a car that had hit and partially destroyed the house. He reported there were no utilities at the property and a power generator was used inside of the building. He included in his report that kerosene heaters were found throughout creating incredibly unsafe conditions.

**OLD BUSINESS**

**1. RESOLUTION NO. 2010-19 – BOARD MEETING DATES FOR 2011 (tabled at the November 16, 2010 meeting)**

Trustee Eldridge stated he checked with other Board Members and all supported keeping meetings on the first and third Tuesday's of the month. He further stated he had discussed with Clerk Lovejoy Roe that he would like to see more information in the minutes.

Clerk Lovejoy Roe stated that she was exploring a new recording system that would allow the board meeting tapes be uploaded to the web site immediately following the board meeting. She indicated the new system would allow the entire meeting to be posted on line.

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Supervisor Stumbo stated that the Resolution would change the meeting starting time to 6:30 p.m. but the meetings would remain on the first and third Tuesday's of the month. She also said the resolution would be for only one meeting, that there would no longer be a work session.

**NEW BUSINESS**

**1. BUDGET AMENDMENT #13**

No Comments.

**2. REQUEST OF PARK COMMISSION FOR APPROVAL OF CHARTER TOWNSHIP OF YPSILANTI NON-MOTORIZED PEDESTRIAN/BICYCLE PATHWAY SYSTEM: NON-MOTORIZED FACILITIES INVENTORY, ANALYSIS, AND PLANNING STUDY**

Supervisor Stumbo reported it was necessary to refer this item to Art Serafinski and Jeff Allen for review and recommendation by staff.

Clerk Lovejoy Roe said she had spoken with Sandra Andresen. Park Commission Chair and she requested the Study be brought back to the February 15, 2011, Board Meeting.

**3. REQUEST OF MATT RINNA FOR A 2010 CLASS C LICENSE FOR PACIFIC BEACH BURRITOS, INC., LOCATED AT 2835 WASHTENAW (referred to the Liquor Committee at the November 16, 2010 Regular Meeting)**

Treasurer Doe stated the Liquor Committee met with the owner, who wanted the license to help build his business. He reported that the Liquor Committee recommended approval of the request for the Class C License. Treasurer Doe said the owner said in the unlikely event that his business failed, he would sell the license back to the Township for the \$1,000 application fee. Treasurer Doe reported there were only four licenses left in the Township.

**4. LEASE AGREEMENT BETWEEN YPSILANTI TOWNSHIP AND YPSILANTI COMMUNITY UTILITIES AUTHORITY (YCUA) FOR "Service Center Building", LOCATED AT 2770 CLARK ROAD**

Supervisor Stumbo stated that the Township owned the Service Center building that YCUA used for maintenance. She said the Township had financed and built the building and the bonds were paid in full by YCUA. Supervisor Stumbo said the lease agreement would require YCUA to pay the Township a monthly rent for the use of the building.

Attorney Winters mentioned that a market appraisal was conducted in 2009 to establish the rate to charge for leasing the facility.

**5. RE-IMAGING WASHTENAW**

- A. RESOLUTION NO. 2010-29 – RESOLUTION OF INTENT**
- B. RESOLUTION NO. 2010-30 – CREATION OF JOINT CORRIDOR IMPROVEMENT AUTHORITY**

Joe Lawson, Planning and Development Coordinator stated he provided a presentation on the Re-Imaging of Washtenaw at an earlier Board Meeting and Terri Blackmore from WATS would be at the Board Meeting to answer any additional questions. He stated it was necessary to adopt the resolutions before the end of the year. Mr. Lawson explained that Washtenaw County would fund a staff person to continue these efforts if the four municipalities adopted the resolutions as an indication of commitment to the project. He further stated that it would be appropriate to send the resolutions to the Planning Commission for their support and to bring them back to the Township Board at the December 21, 2010 Board Meeting.

Supervisor Stumbo indicated that Ypsilanti Township was the only community that had not adopted the resolutions.

**6. TEAM (EPA) PROVIDER – SERVICE AGREEMENT RENEWAL**

Karen Wallin, Human Resource Representative reported the agenda item was a renewal for the same cost. She said that more employees were using this provider in comparison to the prior EAP provider and were satisfied. She said the renewal would be charged to line item #101.851.000.724.000.

**7. AUTHORIZATION TO FILL ACCOUNTING DIRECTOR POSITION**

Ms. Wallin stated she had sent a communication to the entire board. She reported that she received forty-seven (47) applications and all were reviewed for the qualifications of a Bachelor's Degree with an Accounting major, supervisor experience and municipal accounting background. Ms. Wallin said of the forty-seven (47) applications, eight applicants that were qualified for the next step of the interviewing process. Preliminary telephone interviews were conducted with all eight applicants and four candidates were selected for individual face-to-face interviews, one of which withdrew before the interviews were scheduled. She stated the interview committee consisted of herself, Supervisor Stumbo, Clerk Lovejoy Roe, Deputy Treasurer Agdorny, Accounting Director Olshelske, Auditor and Township Consultant, David Williamson and the entire committee interviewed the three candidates. She said she was seeking authorization to make an employment offer to Ms. Neal. She asked for confirmation that the Board had received the compensation package that was sent to each of them.

Trustee Martin asked what the Accounting Director did and if she was going to assist with Human Resources.

Ms. Wallin stated she would be providing some help to Human Resources and the organization based on her experience.

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Trustee Martin questioned if the assistance by the new Accounting Director would eliminate the need for the Board to hire additional help for Human Resources.

Ms. Wallin stated she thought it would be the goal that with the assistance of the new Accounting Director, the two would be able to handle the Human Resources needs.

Supervisor Stumbo indicated that through the budget process, funds were dedicated to help with Human Resources, if needed.

Trustee Martin stated that the new Accounting Director would be responsible for part of the family portion of healthcare benefits and that she would be the only one that was covered totally. He further stated she would pay thirty-five percent of the family coverage.

**8. GOVERNMENTAL CONSULTANT SERVICES, INC. (GCSI) 2011 CONTRACT**

Supervisor Stumbo said that Art Serafinski, Recreation Director was the lead person for the grant application process and project that was recently selected for a \$500,000 grant. She said Kirk Profit from GCSI had helped tremendously with the grant process. Supervisor Stumbo stated that Mr. Profit was also involved with helping the Township with state shared revenue and with discussions regarding the overabundance of state assisted housing in the Township.

**9. REQUEST OF JEFF ALLEN, RESIDENTIAL SERVICES DIRECTOR FOR AUTHORIZATION TO SEEK "CONNECTING COMMUNITIES" GRANT**

Jeff Allen stated the grant would be for a section of bike path located between the UAW Hall on Textile Rd. and the library, at a cost of approximately \$170,000. He said that he had worked with the road commission to arrive at the estimate. Mr. Allen further stated there was another section, just to the east of that section that was estimated to cost another \$80,000. He said he was seeking approval to seek a grant for approximately \$250,000 for construction and the cost to the Township would be \$60,000 for engineering. Mr. Allen said if the grant were approved, it would require a budget amendment in 2011 and suggested it be paid out of Fund 212. If the Board approved, he would bring a resolution to the December 21, 2010 meeting that would allow the grant application to go forward.

Supervisor Stumbo said we needed a motion to move forward and the Resolution would come to the next board meeting.

Trustee Martin questioned if the grant was not approved in full and was approved for a lower amount would it reduce the engineering costs.

Jeff Allen indicated it may not reduce the costs because of the more difficult areas to engineer. He said if the section that was more difficult to complete was not granted, the engineering costs may go down.

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**10. REQUEST OF CHIEF COPELAND TO DONATE DEFUNCT ALPHA-NUMERIC PAGER HARDWARE TO WASHTENAW COUNTY HAZARDOUS MATERIAL RESPONSE AUTHORITY.**

Trustee Eldridge asked if it was legal to donate township property.

Supervisor Stumbo said because the Township was a part of the authority it could be done.

Clerk Lovejoy Roe stated that a donation would have to benefit all the residents and this would benefit all.

**11. RESOLUTION NO. 2010-18 – FISCAL YEAR BUDGET**

Supervisor Stumbo said there would be a short presentation at the board meeting.

**12. RESOLUTIONS NOS. 2010-23, SUPERVISOR SALARY FOR 2011**

**13. RESOLUTIONS NOS. 2010- 24, CLERK SALARY FOR 2011**

**14. RESOLUTIONS NOS. 2010-25, TREASURER SALARY FOR 2011**

**15. RESOLUTIONS NOS. 2010-26, TRUSTEE SALARY FOR 2011**

Supervisor Stumbo explained the four resolutions were required by law to establish the salaries for elected officials.

**16. RESOLUTION NO. 2010 – 27 – WAGE RESOLUTION**

Supervisor Stumbo explained that this wage resolution covered all non-union employees.

**OTHER BUSINESS**

**1. LETTER OF AGREEMENT BETWEEN YPSILANTI TOWNSHIP AND AFSCME 3451**

Supervisor Stumbo said the letter of agreement that was approved by the Union, included:

- a. No lay- off clause for 2011
- b. 3% reduction in wages
- c. Return to 40 hours per week,
- d. Requirement to utilize PTO banks for shut down between Christmas and New Year's
- e. Clause regarding protection if state revenue sharing is cut more than 10% in the last quarter of 2011 – where the Union would revert back to the original contract

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without the letter of agreement which would possibly include a 32-hour workweek and/or lay-offs

Trustee Eldridge questioned the state shared revenue cut language.

Supervisor Stumbo stated that if state shared revenue was cut more than 10%, in the last quarter of 2011, the letter of agreement would be dissolved and the Township and Union would revert to the original contract that would allow a 32-hour workweek or layoffs and the 3% wage cut would be repealed.

Ron Whittenberg, Chief Steward, AFSCME 3451 stated his understanding of the language was that if the state shared revenue went down more than 10% in the last quarter of the year, the current contract would be back in place.

**2. TREASURER/ CLERK SHARED POSITION REQUEST TO POST**

Clerk Lovejoy Roe distributed a memo and reviewed (see attachment), regarding the request made at the November 29, 2010, Special Board Meeting, for more information regarding the staffing needs in the Clerk's Department. She indicated the Board had requested data regarding the type and amount of work performed in the Clerk/Election departments and the staffing levels. Clerk Lovejoy Roe said she had her staff write down all work performed the past week. She explained due to sickness and funeral leave, the numbers and amount of work was lower than would normally be expected. Clerk Lovejoy Roe shared the information regarding the number of voter registrations and explained there had been a 26.6% increase in voter registration after the 2008 Presidential election, which indicated an increase in the amount of work conducted by the Clerk's staff. She expressed a need to have the Treasurer/Clerk position shared 50/50 and stated the data presented clearly established the need.

**AUTHORIZATIONS AND BIDS**

No comments or questions

The meeting adjourned at approximately 6:57 p.m.

Respectfully submitted,

Brenda L. Stumbo, Supervisor  
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti