

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 25, 2013 WORK SESSION**

The meeting was called to order by Supervisor Brenda L. Stumbo 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, Mike Martin and Scott Martin

Members Absent: None

Legal Counsel: Wm. Douglas Winters

1. DISCUSS “AMENDED CLAIM RESOLUTION AGREEMENT” BETWEEN DUPONT AND YPSILANTI TOWNSHIP (Eagle Crest Tree Damage)

Attorney Winters gave a brief synopsis of the damage settlement regarding the pesticide, known as “Imprelis” and the damage done to the trees on the golf course. He explained Ypsilanti Township owned the golf course but leased it to Eastern Michigan University.

Supervisor Stumbo explained that DuPont had put something in the pesticide that killed trees on the golf course. Since the Township owned the property, they would have to sign the agreement and give EMU the authority to expend the funds and replace the trees.

Leigh Greden, Executive Director of Government and Community Relations at EMU agreed that by signing the agreement, the Township would be authorizing the settlement and allowing EMU to collect the funds, replace trees and properly care for any existing trees. He explained this was part of a nationwide settlement. Mr. Greden said many of the trees that were cut down had been affected by the chemical and that was the reason part of the settlement was reimbursement for the expenses already incurred. He stated any new trees would be planted pursuant to the procedures set in place for upgrades. Mr. Greden further explained settlement funds would be put into an auxiliary fund to be used for golf course operations, namely the trees, not any of the university expenses.

Clerk Lovejoy Roe said the letter from Attorney Winters regarding the settlement would be included in the meeting minutes.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 25, 2013 WORK SESSION MINUTES
PAGE 2**

2. DISCUSS COMPOSITION OF THE COMMITTEE THAT HAS BEEN MEETING WITH THE CITY, WHAT THE MEETINGS HAVE THUS FAR PRODUCED AND HOW WE MOVE FORWARD – TRUSTEE ELDRIDGE

Supervisor Stumbo explained the first scheduled meeting was not until April 4, 2013. She stated the only issue that was inquired about collaborating on was street sweeping on primary roads and using the Road Commission on subdivision roads.

Trustee Stan Eldridge said he and Trustee Mike Martin had met with the City to discuss ideas for collaboration and since he was not aware a committee was set up, he was caught off guard by the article. If a committee was already in place, he felt the Board should discuss any collaborative ideas before meeting with the City.

Trustee Hall Currie stated she was not aware of the committee until she read it in the paper and said she was also caught off guard.

Supervisor Stumbo explained the Board had discussed the article at length at the last Work Session and the fact that there had not been any meetings with the City, nor a committee formed. She acknowledged that Trustee Eldridge was not present at the last meeting. Supervisor Stumbo reiterated the Governor's mandate that collaboration must be done in order to receive EVIP funds and that it must be done in a specific manner. She said the City may view it as a committee but the Township full-time officials viewed it as part of the day-to-day operations.

Treasurer Doe said he too was surprised by the article until he realized there was some confusion as to the time frame of the committee and they had not actually met yet. He agreed that the Board should discuss their requests and agree before any ideas were presented to the committee.

Clerk Lovejoy Roe said she was not aware that Trustees Eldridge and Martin were meeting with the City, but she felt that was fine and that each elected official was free to do so.

Trustee Eldridge responded that he just wanted all seven members of the Board to be apprised of what was going on.

Supervisor Stumbo stated that at the previous Work Session, she asked the Board and Department Heads to forward her any ideas they may have regarding collaboration.

Trustee Scott Martin stated in regards to the street sweeping, it was important to notify YCUA about any contracts and where the companies would obtain water.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 25, 2013 WORK SESSION MINUTES
PAGE 3**

**3. DISCUSS IT, WEB PRESENCE AND SOCIAL MEDIA POSITION –
KAREN WALLIN**

Mike Radzik, OCS Director explained a part-time programmer was hired through Manpower last year with the purpose of improving the Township's public web presence and social networking. He said the project was well under way but since retaining Mark Perry to assist with economic development, it had become apparent that more needed to be done. Mr. Radzik stated that Karen Wallin, Human Resource and Travis McDugald, IS Manager had been asked to look at accelerating the process and to obtain the cost.

Travis McDugald, IS Manager presented an overview of the servers and what they hoped to accomplish. He explained the overall goal was to be able to easily obtain all the information the employees needed internally and then to be able to do the same for the public. Mr. McDugald said one responsibility of this job would be to look at what people were searching for and then make sure they were able to obtain that information easily. He said it was imperative to keep the social media arena up to date and explained the golf course, recreation and compost, which generated revenue, would greatly benefit from those services.

Karen Wallin, Human Resource said the project started last summer and Rebecca Bush was hired in a part-time capacity through Manpower. She stated it had become apparent that more time was needed to accomplish those goals. Ms. Wallin recommended creation of a salaried, Teamster position and provided cost projections and job responsibilities. She asked the Board for direction.

Supervisor Stumbo asked for clarification of the salary and explained that Mark Perry had spoken to the need for a web presence for Economic Development.

Treasurer Doe reassured the Board that using Manpower was the best way to find someone with the skills that would best suit the Township's need.

Mr. Radzik viewed utilizing Manpower as an audition for a full-time position without the obligation. He felt the Township had been fortunate to find someone with the needed job skills. Mr. Radzik added that Mr. Perry had likened a community's web presence as being the storefront for an easy connection to a potential resident or business.

Clerk Lovejoy Roe stated in meeting with Mr. Perry and focusing on other communities, the realization that we were very far behind in the area of technology had become apparent. She encouraged the Board to move toward accomplishing this goal. Clerk Lovejoy Roe felt it was imperative to get to the place where residents could use the internet to conduct Township business.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 25, 2013 WORK SESSION MINUTES
PAGE 4**

Trustee Eldridge commented that two dozen positions had been cut and the current employees had been asked to do more. He asked Mr. McDugald if there was any current employee that could do this task with additional training.

Mr. McDugald explained the projects they had lined up would require forty hours per week to accomplish and Rebecca Bush had attended classes for several years to acquire her set of skills for programming. It was not something that could be learned easily or quickly.

4. RENTAL PROGRAM PRESENTATION – MIKE RADZIK, OCS DIRECTOR

Mr. Radzik, OCS Director updated the Board regarding the new Ordinance Administrator who would begin April 1, 2013. He said the new hybrid position of Ordinance Enforcement Assistant with the Teamster's Agreement would be starting at a lower salary and smaller benefit package and would begin April 1, 2013. The current Ordinance Enforcement Assistant, Mike Gooden had resigned, effective the end of April due to personal obligations.

Mr. Radzik stated the Board passed the Rental Inspection ordinance at the end of 2007, which allowed for registering and inspecting single-family homes in neighborhoods. The Township experienced an explosion of rental properties, with approximately 2,100 single family homes spread throughout the Township and the OCS Department had successfully inspected and certified over 1,700 rental properties. He explained they envisioned including apartment rental communities but had not been able to do so. He felt revenues were favorable enough to include the apartments this year, but it would require Board approval to amend the ordinance. He also felt the current funds generated by the program and current spending was enough to allow the opportunity to add another half-time person. Mr. Radzik stressed that the Township had invested a tremendous amount of time and training into Mike Gooden and he had been functioning at a high level as a Rental Inspector. He felt Mr. Gooden would fill this half-time position perfectly and his personal circumstances requiring him to resign the full-time position would allow this as well.

Clerk Lovejoy Roe felt it was important to make the single-family rental homes a priority.

Mr. Radzik said he really wanted to get into the apartment issues. He cited an example at the Bryn Mawr complex of a railing on the 2nd floor balcony giving way causing serious injury to a resident. Mr. Radzik said the OCS Department responded to a Fire Department referral and instituted some major code enforcement causing the owners to evaluate, replace and properly attach every railing throughout their complex. He felt that if the Township inspected on a regular basis, that type of tragedy would be averted.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 25, 2013 WORK SESSION MINUTES
PAGE 5**

Mr. Radzik said rental homes were inspected every 24 months with one full-time employee and a second full-time employee would be shared between rental and code inspection. He said he planned to request an additional part-time employee with an hourly rate and no benefits in the next few months.

Trustee Scott Martin asked if they were able to keep up with the inspections.

Mr. Radzik said that was part of the reason for his request for the new hybrid position, as well as adding the half-time position. He explained that at least one and often as many as three or four inspections were needed to obtain certification at one address.

Attorney Winters stated the Township had dealt with many apartment issues that were complaint driven. He cited the Riley Court Apartments as an example, saying they had finally been able to get every unit into compliance of Township codes. He explained that apartments were in need of being brought into compliance as soon as possible.

Mr. Radzik updated the Board on the status of Liberty Square and said he hoped to come back to the Board at the second meeting in April with the contract from the Michigan Land Bank to receive the funds. He hoped demolition would commence by mid-May.

Chief Copeland said he had seen substandard electrical, plumbing and heating issues in some of the apartments and felt it was more cost effective to inspect those, since it assisted the Fire Department by minimizing the amount of fire damage and would generate revenue.

REVIEW AGENDA

The Board reviewed the following agenda items.

CONSENT AGENDA

Supervisor Stumbo commented that she had requested Nancy Wrybkowski, Deputy Clerk to add that the Board Members and the Directors had been asked for input for the City meeting to the Work Session minutes.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

Attorney Winters said his legal secretary, Reba Kriston was retiring from his office after 32 years of service and he would be presenting her with a proclamation and gift at the board meeting.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 25, 2013 WORK SESSION MINUTES
PAGE 6**

NEW BUSINESS

1. BUDGET AMENDMENT

Clerk Lovejoy Roe stated the budget amendment was for the agreement with the Washtenaw County Road Commission for road improvements for Heather Ridge, Molly, Grove, Harry, Lynn, Dorothy, McCartney and Andrea.

Trustee Scott Martin asked if YCUA was replacing water and sewer mains in that area at the same time. Discussion followed.

**2. PA 116 FARMLAND AGREEMENT APPLICATION, PROPERTY
#K-11-34-200-002 – MICHAEL & SUSAN BUTZIN – YPSILANTI
TOWNSHIP**

Clerk Lovejoy Roe explained the PA 116 Farmland Agreement allowed property owners to commit their land to agricultural use and in return, receive a reduction in property taxes.

Supervisor Stumbo said it was for a period of twenty years and the property was located on Martz Road.

**3. REQUEST OF JOE LAWSON, PLANNING DIRECTOR TO APPROVE
LETTER OF AGREEMENT BETWEEN PULTE AND YPSILANTI
TOWNSHIP REGARDING CREEKSIDE VILLAGE EAST, CONTINGENT
UPON POSTING OF SURETY BOND BY S. E. MICHIGAN LAND
HOLDINGS, LLC AND AUTHORIZE SIGNING OF THE
AGREEMENT**

Joe Lawson, Planning Director explained that when Pulte sold Creekside East and Creekside South to Lombardo Homes, Pulte agreed to maintain their Letters of Credit to assure the utilities and infrastructure were properly done and Lombardo was allowed to built under Pulte's Letters of Credit. Pulte had now requested a refund of their Letters of Credit and in exchange, Lombardo would post their own.

**4. REQUEST OF JOE LAWSON, PLANNING DIRECTOR TO APPROVE
LETTER OF AGREEMENT BETWEEN PULTE AND YPSILANTI
TOWNSHIP REGARDING CREEKSIDE VILLAGE SOUTH, CONTINGENT
UPON POSTING OF SURETY BOND BY S. E. MICHIGAN LAND
HOLDINGS, LLC AND AUTHORIZE SIGNING OF THE AGREEMENT**

Attorney Winters stated both agreements were in proper form.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 25, 2013 WORK SESSION MINUTES
PAGE 7**

**5. RESOLUTION NO. 2013-5, AUTHORIZING PURCHASE OF 1091
RAMBLING RD. FOR A PUBLIC PURPOSE, NOT TO EXCEED \$15,000,
BUDGETED IN LINE ITEM #101.950.000.969.011**

Supervisor Stumbo reminded the Board the house on Rue Deauville was purchased in the same manner and sold to Habitat for Humanity as part of the neighborhood stabilization. She said this house would also be sold to Habitat in an effort to facilitate home ownership.

Mike Radzik stated their vision was to stabilize the neighborhood, help reduce blight and return the parcel to an owner occupied, tax paying, code compliant property.

Treasurer Doe explained a meeting was set up with Catherine McClary, County Treasurer to obtain her cooperation.

**6. CONTRACT BETWEEN MICHIGAN DEPARTMENT OF
TRANSPORTATION (MDOT) AND YPSILANTI TOWNSHIP ACCEPTING
THE GRANT FOR THE INSTALLATION OF LIGHTING AT CARPOOL
LOT AT I-94 AND HURON STREET AND AUTHORIZE SIGNING OF THE
CONTRACT**

Clerk Lovejoy Roe explained agenda item #6 was acceptance of the MDOT grant, which would pay for the installation of lighting at the Park and Ride. She further explained agenda item #7 was the agreement with DTE for the type of lighting and how many lights would be installed. Clerk Lovejoy Roe stated that DTE would receive payment directly from MDOT.

Supervisor Stumbo clarified that the Township would only be responsible for the annual operational cost.

**7. DTE ENERGY STREET LIGHTING AGREEMENT FOR SEVEN (7) LED
STREET LIGHTS AT MDOT CARPOOL LOT AT I-94 AND HURON
STREET IN THE AMOUNT OF \$20,048,81, TO BE PAID BY MDOT AND
AUTHORIZE SIGNING OF THE AGREEMENT**

**8. REQUEST OF MIKE RADZIK, OCS DIRECTOR TO AUTHORIZE LEGAL
ACTION, IF NECESSARY, IN CIRCUIT COURT TO ABATE PUBLIC
NUISANCE FOR PROPERTIES LOCATED AT 30 OHIO STREET AND
5777 MERRITT ROAD, BUDGETED IN LINE ITEM #101.950.000.818.023**

Ron Fulton, Building Director presented a brief slideshow of the deplorable condition at both locations.

9. GREEN OAKS GOLF COURSE 2013 RATES

Treasurer Doe said the Greens Commission met and recommended the rates remain the same as 2012.

10. WCRC 2013 YPSILANTI TOWNSHIP AGREEMENT IN THE ESTIMATED AMOUNT OF \$261,000.00, WITH PARTIAL COST PAID BY CDBG GRANT AND REMAINDER FROM FUND BALANCE, BUDGETED IN LINE ITEM #212.970.000.818.022 AND AUTHORIZE SIGNING OF THE AGREEMENT

Supervisor Stumbo stated the agreement was explained when the budget amendment was reviewed.

11. AUTHORIZE SIGNING OF EMERGENCY OPERATIONS PLAN FOR YPSILANTI TOWNSHIP TO BE USED IN CONJUNCTION WITH WASHTENAW COUNTY EMERGENCY ACTION GUIDELINES

Supervisor Stumbo explained an internal meeting would be held to review the Township's part in the Emergency Operations Plan to insure staff was properly prepared.

12. REQUEST OF KAREN WALLIN, HUMAN RESOURCE TO POST, ADVERTISE AND FILL A SECOND ORDINANCE ENFORCEMENT ASSISTANT POSITION IN THE OCS DEPARTMENT, WITH A NEGOTIABLE SALARY BETWEEN \$37,400 AND \$41,600

Supervisor Stumbo stated a vacancy was created due to a recent resignation.

13. REQUEST OF ERIC COPELAND, FIRE CHIEF TO APPROVE AGREEMENT WITH WASHTENAW COUNTY TO ACQUIRE AND INSTALL ONE OUTDOOR WARNING SIREN IN THE WEST WILLOW/WIARD/STATE AREA, WITH YPSILANTI TOWNSHIP PAYING ANNUAL MAINTENANCE COST OF \$390 FOR A MINIMUM OF 15 YEARS, BUDGETED EACH YEAR IN LINE ITEM #206.206.000.933.000 AND AUTHORIZE SIGNING OF THE AGREEMENT

Supervisor Stumbo said the cost of the siren and the installation would be paid with county grant dollars and the Township would be responsible for the annual maintenance cost.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 25, 2013 WORK SESSION MINUTES
PAGE 9**

OTHER BUSINESS

Treasurer Doe said the Township had voted to place a plaque by the Playground Adventures structure at Ford Heritage Park in recognition of Jan Hale's involvement. He said he had thought a lot about the timing of the action and suggested a process or a committee be formed to establish future recognitions.

Trustee Scott Martin said he supported the idea.

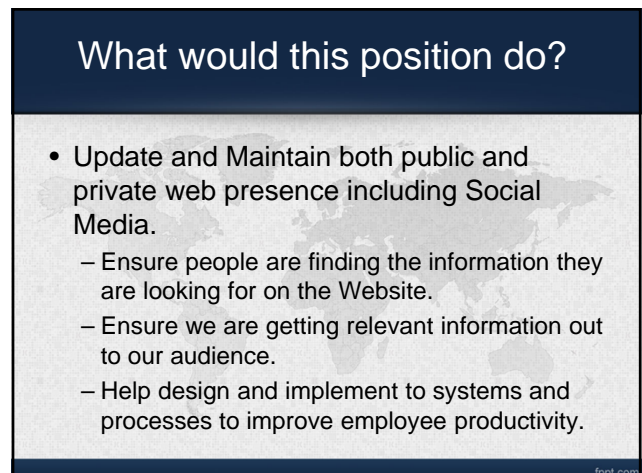
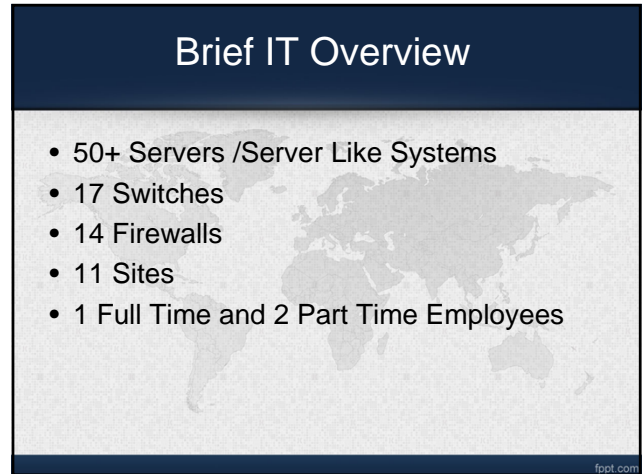
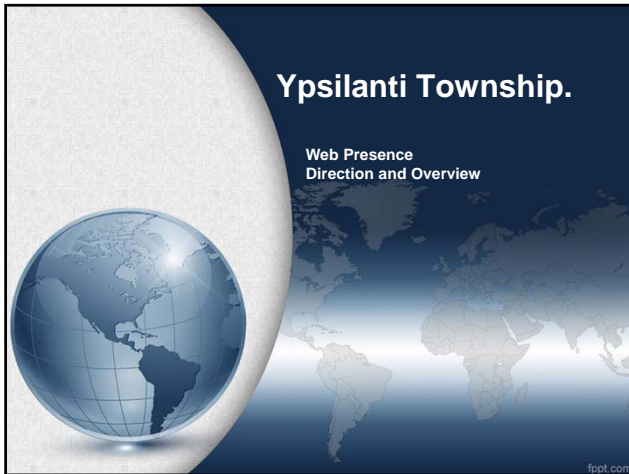
Clerk Lovejoy Roe thanked everyone who came out and supported the Meals on Wheels annual fundraiser.

ADJOURNMENT

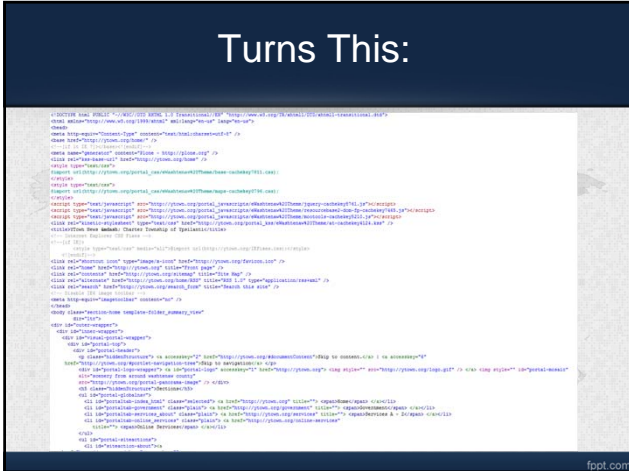
The meeting adjourned at approximately 6:47 p.m.

Respectfully submitted,

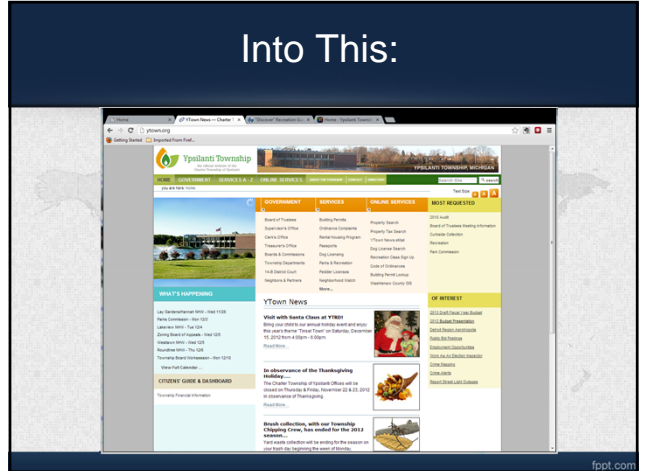
Karen Lovejoy Roe, Clerk



Turns This:



Into This:



Social Media?

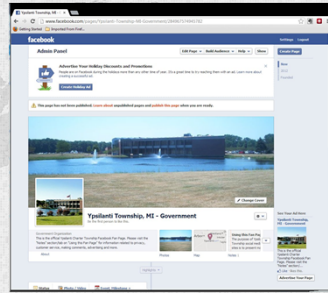
- People want information to come to them.
- Attention spans are shorter. Many people read the first line and decided if its of interest.
- Services we plan to start with:
 - Facebook
 - Twitter
 - Pinterest
- We intend to take a cautious approach to Social Media

Our Goals Social Media Strategy.

- Stay Current.
- Promote the Township brand.
- Promote Township services. (Rec, Golf)
- Be proactive.
- Persistence.
- Progress in stages.

Facebook

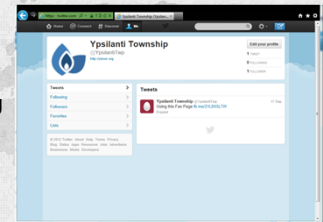
- Yes we have a Facebook account.
 - Its currently not published.
 - <http://goo.gl/pnxS5>
- Public Posting
 - Currently restricted. Only approved post will get published.



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Twitter

- Yes we have a Twitter account.
 - There are no tweets
 - <http://goo.gl/hJEJa>
- We will not be responding to tweets.
- We may retweet if of interest to our target audience.



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What's On The Roadmap

- Maintain the public Web presence.
- Keep our Social Media intuitive alive.
- Citizen Services Requ^est System for email.
- Rewrite of SupportWeb
- Develop Digital Signage for Facilities
- Develop Self Service Kiosks

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The End

- Criticism may not be agreeable, but it is necessary. It fulfills the same function as pain in the human body. It calls attention to an unhealthy state of things.

– Winston Churchill

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