

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE AUGUST 26, 2013 WORK SESSION**

The meeting was called to order by Supervisor 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 (arrived at 5:20 p.m.), Jean Hall Currie and Mike Martin

Members Absent: Trustee Scott Martin

Legal Counsel: None

AUDIT PRESENTATION

A. RANA M. EMMONS, C.P.A. - POST, SMYTHE, LUTZ AND ZIEL OF PLYMOUTH LLP

Rana Emmons, PSLZ provided a brief overview of the 2012 Audit and distributed historic Revenue/Expenditure Graphs to the Board (see attached).

Ms. Emmons explained that a letter attached to the audit was a requirement under U.S. General Accepted Accounting Standards, solely for the purpose of communicating to the Board that there were no issues with management regarding the audit.

Ms. Emmons voiced her appreciation for the cooperation she received while conducting the audit.

DISCUSS PROPOSED RESOLUTION REQUESTING MEMBERSHIP IN THE ANN ARBOR AREA TRANSPORTATION AUTHORITY

Supervisor Stumbo stated the Board had agreed to join a countywide transportation authority in 2012 but Ann Arbor was not quite ready at that time. She said Ypsilanti City had already joined the new Ann Arbor Area Transportation Authority (AAATA) and Pittsfield was considering joining. She explained that since 1974 the Township had contracted with AATA for a Purchase of Service Agreement but this proposed Resolution would be committing the funding for transportation services to AAATA.

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Clerk Lovejoy Roe explained that the draft resolution back-up material in the Board Packet listed the steps that the Township would have to take to be included in AAATA. She said the Urban Core Transit Plan included improvements for increased routes and improved hours of service for the cities of Ann Arbor and Ypsilanti, and the Townships of Pittsfield and Ypsilanti. Clerk Lovejoy Roe said the Board Packet also included the legal requirements for adding new communities to the Authority.

Michael Benham, Strategic Planner for AAATA briefly reviewed the services that would be improved and provided maps to the Board. He explained the Urban Core working group consisted of the local elected officials from the townships and municipalities that are closest to Ann Arbor. He pointed out the map included a new route that would provide service from downtown Ypsilanti to the Civic Center, Court and Library complex and the Paint Creek Shopping Center, along with some residential areas.

Clerk Lovejoy Roe provided an update on the possibility of upgrading the asphalt parking lot at the Civic Center, including paving the connecting gravel road to the library, which would facilitate the proposed new AAATA route.

Mr. Benham further reviewed proposed improvements, including new and extended routes, an Express Ride Service that would extend to downtown Ann Arbor and the U of M Medical Center area, a new Park-n-Ride at Huron and I-94, and a Township wide Dial-A-Ride.

Mr. Benham said a formal request from the Township Board to the Ann Arbor Area Transportation Authority (AAATA) Board would be needed for inclusion. He said the process would probably take 60 – 90 days.

Trustee Stan Eldridge asked how a membership with the AAATA would benefit Ypsilanti Township and what it would cost.

Mr. Benham said it would help to cement the relationship between the Township and the AAATA and explained it would afford the Township representation on the AAATA Board. He said the AAATA had the power to seek independent funding and the Township could be involved in that process. He explained that the amount the Township was already paying for the Service Agreements would be accepted for membership into AAATA.

REVIEW AGENDA

Supervisor Stumbo reviewed the agenda with additional discussion on the following agenda items:

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CLERK REPORT

Clerk Lovejoy Roe, thanked her staff and the election inspectors for a doing a great job on election day. She also thanked the Residential Services Department for their service, along with the Treasurer's Department and Supervisor's office for their help in answering phones.

Clerk Lovejoy Roe shared that the Police, Fire and Trash/Recycling millages were supported by approximately 70% of the voters and the General Fund, Road, Bike Path, Park, etc. millage was supported by about 60% of the voters.

Clerk Lovejoy Roe provided a brief update regarding the HUD's First Look Program. She explained that the Township would be allowed to purchase the homes, with Township Board approval and then Habitat for Humanity would reimburse the Township with NSP funds. The Clerk said a letter of agreement for this program would be brought to the Board for approval. She explained that Habitat's Director, Rob Nissley was anxious to get this program going and had already identified several properties for purchase.

Clerk Lovejoy Roe said copies of the following Clerk's Report were available on the back table:

- **Gault Village Community Planning Meeting** - On Tuesday, July 23, 2013 Clerk Lovejoy Roe attended a Community Planning Meeting facilitated by Habitat for Humanity for all the residents of Gault Village. The event was well attended by a broad section of Gault Village residents. Time was spent discussing and developing priorities for items the residents would like to work on for the future improvement of their neighborhood. There were surveys available for the residents to fill out and also take and share with their neighbors. The results of the survey will be shared by Habitat once the surveys are completed. Another meeting will be planned for the future.
- **Ann Arbor Convention And Visitors Bureau** - Supervisor Stumbo, Clerk Lovejoy Roe and Art Serafinski, Parks and Recreation Director attended the July 26, 2013 Stakeholders meeting of the Ann Arbor Convention and Visitors Bureau. The meeting was held to share the updated marketing publications for increasing visitor stays and visits in our community. Ideas were shared about reaching larger audiences as preparations are made for the future of the AACVB.
- **Tuesday, August 6, 2013 Millage Election** - All four ballot proposals passed. The voter turnout was 9.53%. Proposal A-Fire Services passed by 2713 (71.32%) yes and 1091 (28.68%) no. Proposal B-Police Services passed by 2687 (70.60%) yes and 1119 (29.4%) no. Proposal C-Recreation, Bike Path, Sidewalks, Roads, Parks & General Obligations passed by 2245 (59.33%) yes and 1539 (40.67%) no. Proposal D-Garbage, Recycling, Composting, Energy conservation, etc. passed by 2585 (67.97%) yes and

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1218 (32.03%) no. The election went very well. Clerk Lovejoy Roe thanks all her staff, the Residential Services Department staff and all the election inspectors for a job well done!

- **AATA Urban Core Transit Meeting** - Clerk Lovejoy Roe and Supervisor Stumbo continued to represent the Ypsilanti Township Board of Trustees at the Urban Core Transit meeting on Thursday, June 27, 2013 at Pittsfield Township. The meeting included discussions on ways to improve transit in Washtenaw County. The AATA Urban Core will continue to meet to move transit forward. The municipalities that are meeting to discuss the future of AATA transit in the Urban Core communities of Washtenaw County are the Cities of Ann Arbor and Saline, and the Townships of Pittsfield and Ypsilanti. Discussions are still underway with the Urban Core municipal leaders to plan for long term transit improvements and financial support in Washtenaw County.
- **Habitat For Humanity** - Work continued with Habitat to finalize the property purchases from the Tax Foreclosure Auction list for sale to Habitat. The township attorney is continuing to facilitate the board action to purchase these properties under the Right of First Refusal upon receiving the deeds to the properties recently. The elected officials met on Thursday, August 8, 2013 with representatives from Habitat for Humanity to discuss the Gault Village neighborhood survey and the planning process for community engagement. Habitat will continue their work in Gault Village and will work closely with Ypsilanti Township as implementation begins on projects residents identify as priority projects for their neighborhood.
- **2012 Audit** - The Charter Township of Ypsilanti 2012 Audit is complete and has been filed with the State of Michigan. A presentation will be made to the Township Board at the August board meeting. The exit audit meeting was held on Wednesday, June 26, 2013 with the Auditor, Javonna Neel, Accounting Director and Supervisor Stumbo, Treasurer Doe and Clerk Lovejoy Roe. The Auditor reported that the audit went extremely well and shared with the elected officials the great job and preparation that was done by Javonna Neel, Accounting Director.
- **DTE Meeting** - The three full time officials met with Paul Ganz from DTE and Mike Witkowski, DTE Engineer to discuss upgrades to the electrical distribution system in Ypsilanti Township. DTE representatives explained that the new upgrades would help minimize the power outages in Ypsilanti Township.
- **Grant Writer** - Supervisor Stumbo, Treasurer Doe and Clerk Lovejoy Roe met with a possible grant writer on Thursday, June 27, 2013. A follow up conference call/meeting occurred on Monday, July 15, 2013. The grant consulting company will present some ideas to the elected officials in the near future.

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- **Reimagine Washtenaw** - Elected officials, Township staff and Planning Consultants attended a meeting with representatives from Washtenaw County regarding the HUD Sustaining Communities Grant that is a part of the Reimagine Washtenaw Project on Monday, June 24, 2013 at the Civic Center. Analysis and progress of the grant requirements was shared and plans for meeting the grant timelines were agreed upon. The discussion revolved around the coordinated planning process and Master Plan updates with the Charter Townships of Ypsilanti and Pittsfield and the City of Ypsilanti. Clerk Lovejoy Roe and Zoning & Planning Director Joe Lawson attended the Reimagine Washtenaw meeting on Wednesday, August 14, 2013. The agenda included a presentation regarding the inclusion of Art in external landscaping/building of developments and the impact of Art on a community's image and economic development. It was discussed that there is a need to include the concept and vision of Art in a community's Master Plan and then ordinance revisions that would require/encourage Art as a part of redevelopment and new development in the participating communities.
- **Fire Department Budget Review** - The Fire Chief Eric Copeland, Accounting Director Javonna Neel and the three elected officials met on Wednesday, August 14, 2013 to review the Fire Department Budget and the forecasting for the next four years and beyond.
- **Election Committee Meeting** - Trustee Jean Hall Currie and Clerk Lovejoy Roe met on Monday, June 24, 2013 to approve the election inspectors that will be working in the special August 6, 2013 election for the millages.
- **MDOT I-94 Sound Wall Barrier Repair** - Supervisor Stumbo, Clerk Lovejoy Roe and Treasurer Doe met with representatives from MDOT to discuss plans for a large project to repair the sound wall barrier along I-94 in Ypsilanti Township. MDOT will be contacting township residents where it is necessary to access their property to repair the wall. MDOT will also host a public meeting in Ypsilanti Township before the project begins to inform Ypsilanti Township residents of the plans for the project.
- **Racer Trust** – The elected officials, Economic Development Consultant Mark Perry and Township Attorney, Doug Winters met with representatives from the RACER Trust on Friday, June 28, 2013. RACER Trust representatives requested the township to work closer with the Trust in the redevelopment and sale of the GM/Powertrain Plan. Updates were provided on both the clean-up of the property and on the demolition bids for the property. RACER Trust representatives gave a presentation at the New West Willow Association meeting on Monday, July 15, 2013. Supervisor Stumbo and Clerk Lovejoy Roe attended the West Willow meeting.

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- **Washtenaw County Treasurer's Foreclosure Auction**-Clerk Lovejoy Roe has been working with the Washtenaw County Treasurer's Office to conduct open houses for Tax Foreclosed Homes scheduled for the upcoming Auctions. The open houses were held on Saturday, July 13, 2013 for three township properties. Park Commission Chairperson Lonnie Scott and Clerk Lovejoy Roe assisted with the open houses. There were a lot of township residents that attended the open houses.
- **Senior Nutrition Program**-County Representatives Mary Jo Callahan and Andrea Plavek met with the elected officials to discuss the Senior Nutrition Program in the county and in Ypsilanti Township. This meeting occurred on Friday, June 28, 2013. Plans are underway for contracting out part of this service to the locations that are hosting the nutrition program. A contract for this service will be presented to the Township Board at the August board meeting.
- **League Of Women VOTERS**-Clerk Lovejoy Roe and Deputy Clerk Wrybkowski met with representatives of the League of Women Voters. The League of Women Voters met with Clerks throughout Washtenaw County to discuss ways to improve the voting process. All parties agreed that Absentee Voting was the best and most effective way to increase voter participation and increase access to voting. The representatives were also interested in assisting with recruiting election inspectors from colleges and high schools in Washtenaw County.
- **Creekside South Homeowners Association**-Clerk Lovejoy Roe attended the CSS Association meeting on Thursday, July 11, 2013. The residents in attendance had questions regarding the millage election. Overall the residents shared they understood the need for the millages and were in support. Several residents requested absentee applications for absentee ballots. The Fire Department and Sheriff's departments gave reports.
- **MDOT Grant For Lighting At The Park & Ride Lot Huron Street/I-94**-The lights have been installed and will be painted a decorative green soon. The entire funds for this project were paid for from a MDOT safety enhancement grant.
- **SEMCOG Public Meeting On Bikepaths & Non-Motorized Paths In South Eastern Michigan**-Clerk Lovejoy Roe attended a public workshop on Wednesday, July 31, 2013 in Saline designed to present the current status of non-motorized paths and bikepaths in Washtenaw County. The workshop was also designed to receive input regarding the needs for future non-motorized paths and connecting current paths in Washtenaw County. SEMCOG is seeking public input through a survey that is available on the ytown.org site and on the SEMCOG website.

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- **Liberty Square Demolition**-The demolition began the week of August 5, 2013. Supervisor Stumbo, Clerk Lovejoy Roe, Treasurer Doe and Trustee Eldridge along with Office of Community Standards staff Mike Radzik, Ron Fulton and Bill Elling, Attorney Denny McLain and representatives from the Michigan State Land Bank Authority attended the kickoff of the demolition.
- **Jan Hale Playground Adventures Dedication**-The dedication was held on Saturday, August 10, 2013 at Ford Heritage Park at the site of the Playground Adventures. Many residents, supporters, family and church members attended the dedication to Jan Hale. It was a beautiful ceremony. The Township Board was represented by Supervisor Stumbo, who spoke at the event, Clerk Lovejoy Roe, Treasurer Larry Doe and Trustee Eldridge. The Park Commission was represented by Chairperson, Lonnie Scott, who also spoke at the event and Vice Chairperson, Keith Jason. Friends of Jan Hale's from Willow Run Schools presented a beautiful park bench in Jan's memory. The Charter Township of Ypsilanti Board of Trustees and the Park Commission unveiled a bronze plaque in honor of Jan Hale.
- **Washtenaw County Office Of Community & Economic Development**-Supervisor Stumbo, Clerk Lovejoy Roe and Treasurer Larry Doe met on Monday, August 12, 2013 with staff from the Washtenaw County OCED to discuss the HUD Sustainability Grant and also the ongoing community and neighborhood development work in West Willow.
- **HUD First Look Program**-Clerk Lovejoy Roe applied and received certification for Ypsilanti Township to participate in the HUD First Look Program. This was originally brought to the attention of the township by Attorney Winters and Rob Nissly from Habitat for Humanity. This program will allow the township to purchase properties before they are listed to the public that HUD owns and are being foreclosed upon. Once they are purchased they will be sold to Habitat to renovate for homeowners. This is another project to continue to stabilize township neighborhoods. The Township Board of Trustees will be asked to approve this program and process in the near future.

OLD BUSINESS

1. **REQUEST TO APPROVE MASTER EXCLUSIVE LISTING AGREEMENT WITH MARK PERRY TO SELL TOWNSHIP OWNED, VACANT LAND FOR A TERM OF TERM OF ONE (1) YEAR (REMOVED FROM THE JUNE 24, 2013 REGULAR MEETING AGENDA FOR FURTHER DISCUSSION AT THE JULY 22, 2013 WORK SESSION)**

Supervisor Stumbo stated the dates for the Agreement had been changed to September 1, 2013 to September 1, 2014.

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Supervisor Stumbo said that the broker fee would remain at a 10% commission fee if another broker brought it to the Board, but if Mr. Perry sold it himself, his commission fee would be 8%.

There were no other comments or questions regarding the Listing Agreement.

NEW BUSINESS

- 1. REQUEST TO AUTHORIZE PAYMENT TO HABITAT FOR HUMANITY FOR THE PURCHASE OF 1169 LEXINGTON PARKWAY, 1094 RAMBLING ROAD AND 1101 RAMBLING ROAD IN THE AMOUNT OF \$90,000, BUDGETED IN LINE ITEM #101.950.000.969.010**

Supervisor Stumbo stated this was a budgeted item for 2013. She explained that Habitat did not have enough purchasers at first, but they currently had a waiting list.

Clerk Lovejoy Roe reported that Habitat for Humanity's Board had authorized expansion of their budget to meet the demand that this waiting list had generated.

- 2. 1st READING PROPOSED ORDINANCE NO. 2013-432, SEWAGE DISPOSAL RATE INCREASE**

Jeff Castro, YCUA Director provided a brief overview of the proposed water rate increase of 5% and the increase of 4.5% for the sewer rate, representing a 4.75% increase in the bi-monthly bill to Township residents.

Larry Doe, Treasurer reported that Detroit had actually raised the rates approximately 12%.

- 3. RESOLUTION NO. 2013-22, TEMPORARY ROAD CLOSURE FOR RUNNING FIT "RUN SCREAM RUN" 5K AND 10K RUN ON OCTOBER 12, 2013**
- 4. REQUEST OF RON FULTON, OCS BUILDING DIRECTOR TO AUTHORIZE LEGAL ACTION, IF NECESSARY, IN WASHTENAW COUNTY CIRCUIT COURT TO ABATE PUBLIC NUISANCE FOR PROPERTIES LOCATED AT 667 N. IVANHOE AVENUE AND 1775 HOLMES ROAD**

Ron Fulton, Building Director said that 667 N. Ivanhoe had already received administrative approval from the elected officials for court action. He explained that a modest fire had been extinguished at the back door, but upon further investigation, several structural deficiencies were discovered inside the residence which warranted this request for legal action.

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Mr. Fulton explained that 1775 Holmes was the former parsonage of the Word of God Deliverance Church. The residence is located directly in front of Sensitile. He said the condition of the house warranted a Notice of Violation, which was issued March 2012. He said the Office of Community Standards has tried to assist them in every way, but very little progress has been made.

5. REQUEST OF JEFF ALLEN, RSD DIRECTOR TO APPROVE PROFESSIONAL SERVICES PROPOSAL FROM OHM FOR ARCHITECTURAL SPECIFICATION SERVICES & CONTRACT ADMINISTRATION PERTAINING TO CIVIC CENTER STRUCTURE MAINTENANCE NOT TO EXCEED \$17,000, BUDGETED IN LINE ITEM #101.970.000.971.008 PENDING BUDGET AMENDMENT APPROVAL AND AUTHORIZATION TO SEEK SEALED BIDS PERTAINING TO THE REPAIRS

Jeff Allen, Residential Services Director provided an update on the 14-B Court roof replacement.

Mr. Allen said OHM reviewed the structural issues that were required for property maintenance of the Civic Center building and had provided a proposal, which was included in the packet.

Discussion followed on the bids, spectrum of work and the timing of the work, since the season for construction was coming to a close.

6. REQUEST OF KAREN WALLIN, HR DEPARTMENT TO APPROVE AN ADDITIONAL 457 RETIREMENT PLAN THROUGH MERS AS AN EMPLOYEE OPTION

Supervisor Stumbo explained that this request for an additional option regarding retirement had come from the employees.

Karen Wallin, Human Resources provided an overview of the plan provided by MERS, which would incur no additional cost to the Township.

Trustee Mike Martin asked what was driving this request.

Karen Wallin said that the employees had asked for another option, other than what was available with Nationwide. Discussion followed on what had been available in the past and what MERS was willing to offer.

7. 2013 TAX RATE REQUEST – L4029

Supervisor Stumbo explained the L-4029 set the millage rates.

8. BUDGET AMENDMENT #11

Clerk Lovejoy Roe reviewed the items on the Amendment.

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Supervisor Stumbo explained some clarification was needed regarding the Nutrition Program.

Supervisor Stumbo said a careful review of the new health care program and number of hours that an employee worked would be necessary. She explained this was especially pertinent regarding seasonal employees.

- 9. SET PUBLIC HEARING DATE OF MONDAY, SEPTEMBER 9, 2013 FOR THE 2013 SPECIAL ASSESSMENT LEVY AT APPROXIMATELY 7:00 P.M.**

AUTHORIZATIONS AND BIDS

- 1. REQUEST OF TRAVIS MCDUGALD, IS MANAGER TO APPROVE THE LOW PROPOSAL FROM HP DIRECT GOVERNMENT SALES FOR THE PURCHASE OF 21 CUSTOM COMPUTER WORK STATIONS PURSUANT TO THE 2013 WORKSTATION REPLACEMENT SCHEDULE NOT TO EXCEED \$28,309, BUDGETED IN LINE ITEM #101.266.000.977.000**

OTHER DISCUSSION

Jeff Allen said inquiries would be made regarding the feasibility of repairing the Civic Center roof during 2013 and the findings brought back to the Board.

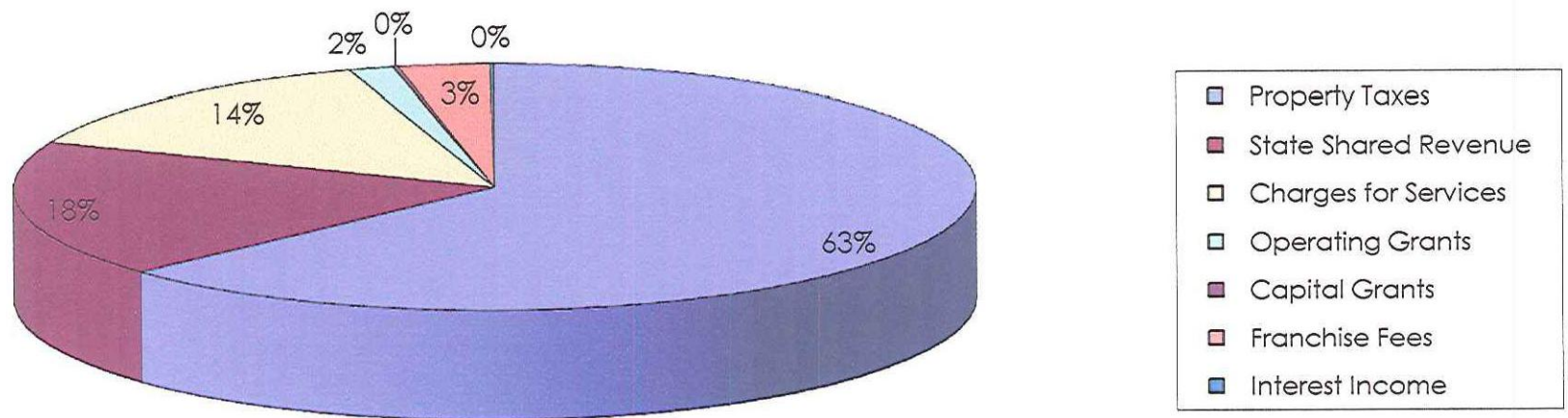
ADJOURNMENT

The meeting adjourned at approximately 6:05 p.m.

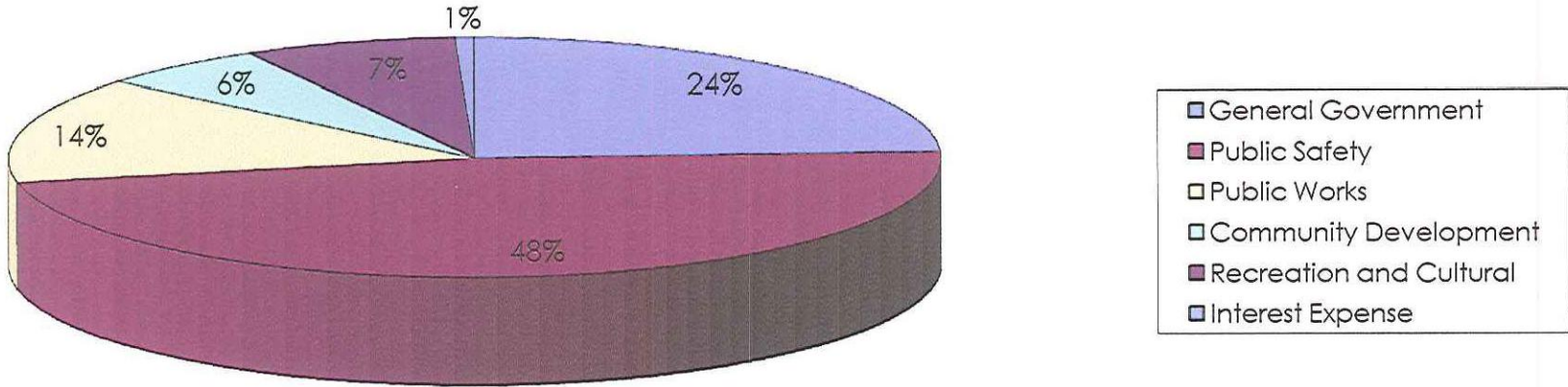
Respectfully submitted,

Karen Lovejoy Roe, Clerk

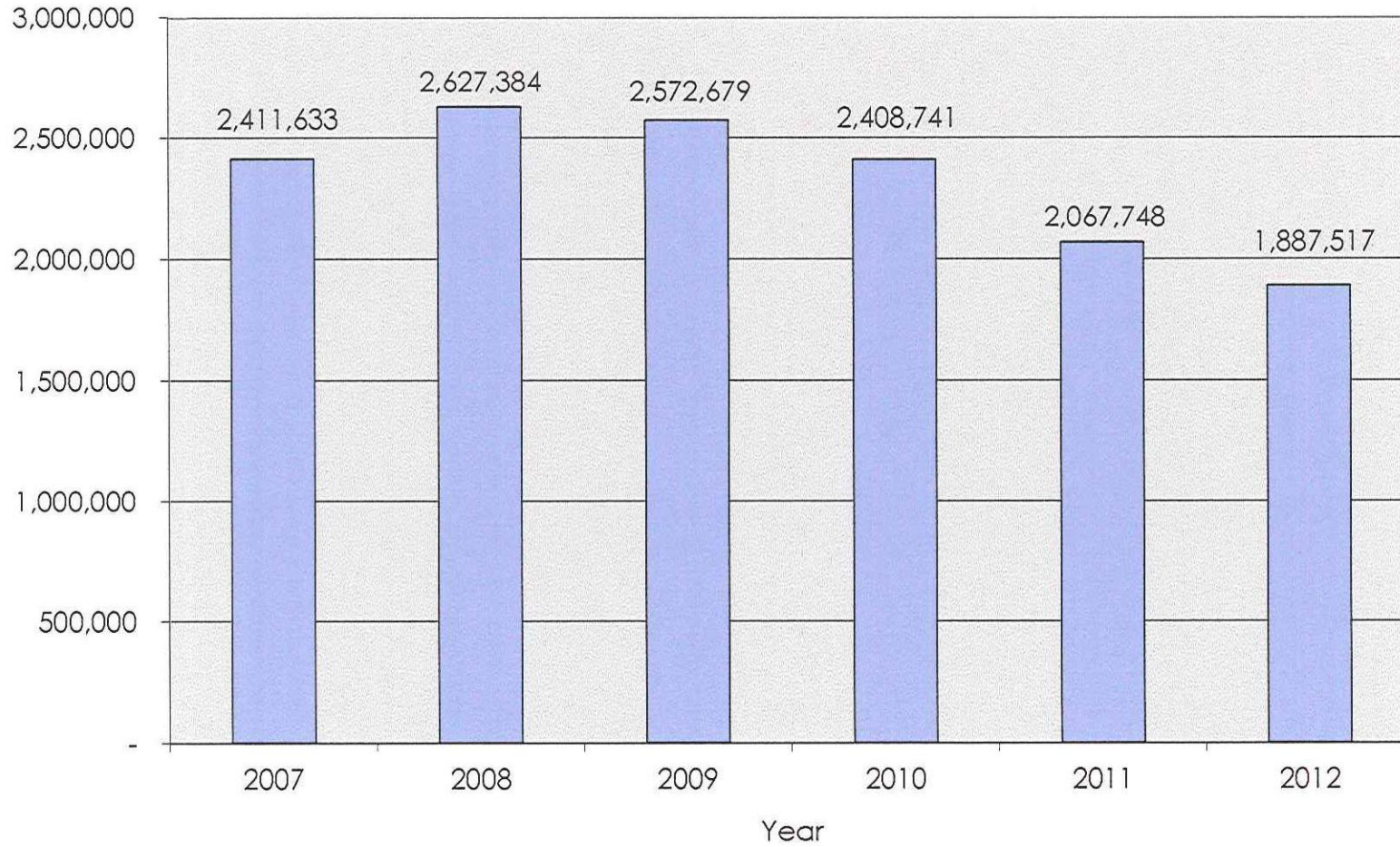
Charter Township of Ypsilanti
Statement of Activities - Revenues Full Accrual (pages 11-12)
Governmental Activities
Fiscal Year 2012



**Charter Township of Ypsilanti
Statement of Activities - Expenses - Full Accrual (pages 11-12)
Governmental Activities
Fiscal Year 2012**



**Charter Township of Ypsilanti
Property Tax Revenues - General Operating Millage
Fiscal Years 2007 - 2012**



Charter Township of Ypsilanti State Shared Revenue- By State Fiscal Year

