

CHARTER TOWNSHIP OF
YPSILANTI BOARD OF TRUSTEES

Supervisor

BRENDA L. STUMBO

Clerk

KAREN LOVEJOY ROE

Treasurer

LARRY J. DOE

Trustees

JEAN HALL CURRIE

STAN ELDRIDGE

MIKE MARTIN

SCOTT MARTIN

October 18, 2016

Work Session – 4:00 p.m.

Regular Meeting – 7:00 p.m.

**Ypsilanti Township Civic Center
7200 S. Huron River Drive
Ypsilanti, MI 48197**

DEPARTMENTAL REPORTS

14-B District Court

Monthly Disbursements

September 2016

Revenue received as a Fine for violation of a State Statute is disbursed to the Washtenaw County Treasurer, for library purposes.

Revenue received as a Fine for violation of a Township Ordinance and all Court Costs are disbursed to the Ypsilanti Township Treasurer. Local revenue also includes Probation oversight fees and Bond Forfeitures.

Revenue received as State Filing Fee, State Court Fund, Justice System Fund, Juror Compensation, Crime Victims Rights Fund and Dept. of Natural Resources Judgment Fee is forwarded to the State Treasurer.

Money received as Garnishment Proceeds, Criminal Bonds, Restitution, and Court Ordered Escrow are deposited in the Escrow Account of the Court.

All other revenues are transferred to the Ypsilanti Township Treasurer.

September 2016 Disbursements:

Washtenaw County:	\$ 4,615.99
State of Michigan:	\$ 59,849.90
Ypsilanti Township Treasurer:	\$155,340.95

TOTAL: \$219,806.84

14-B District Court

Revenue Report for September 2016

General Account

Account Number	
Due to Washtenaw County	
(101-000-000-214.222)	<u>\$4,615.99</u>
Due to State Treasurer	
Civil Filing Fee Fund (MCL 600.171):	\$14,329.00
State Court Fund (MCL 600.8371):	\$1,170.00
Justice System Fund (MCL 600.181):	\$29,936.93
Juror Compensation Reimbursement Fund:	
Civil Jury Demand Fee (MCL 600.8371):	\$0.00
Drivers License Clearance Fees (MCL 257.321a):	\$1,860.00
Crime Victims Rights Fund (MCL 780.905):	\$6,228.97
Judgment Fee (Dept. of Natural Resources):	\$0.00
E-File Fee (228.56):	\$4,465.00
Due to Secretary of State	
(101-000-000-206.136)	\$1,860.00
Total:	<u>\$59,849.90</u>

Due to Ypsilanti Township

Court Costs (101-000-000-602.136):	\$47,006.44
Civil Fees (101-000-000-603.136):	\$29,651.00
Probation Fees (101-000-000-604.000):	\$9,911.38
Ordinance Fines (101-000-000-605.001):	\$69,071.78
Bond Forfeitures (101-000-000-605.003):	\$500.00
Interest Earned (101-000-000-605.004):	\$0.00
State Aid-Caseflow Assistance (101-000-602.544):	\$0.00
Expense Write-Off:	\$0.00
Bank Charges (Expense - 101.136.000.957.000):	(\$799.65)
Total:	<u>\$155,340.95</u>

Total to General Account - (101.000.000.004.136): **\$219,806.84**

Escrow Account

(101-000-000-205.136)

Court Ordered Escrow:	\$985.00
Garnishment Proceeds:	\$0.00
Bonds:	\$27,103.99
Restitution:	\$8,299.01

Total to Escrow Account - (101.000.000.205.136): **\$36,388.00**

		Year to Date	
	Prior Year Comparison		
Month	Revenue	Revenue	
	2015	2016	
January	\$101,726.02	\$ 121,678.02	
February	\$127,974.93	\$ 175,343.69	
March	\$119,020.09	\$ 154,916.76	
April	\$119,225.82	\$ 133,933.35	
May	\$90,046.85	\$ 136,097.41	
June	\$87,731.39	\$ 138,669.47	
July	\$103,821.60	\$ 131,882.07	
August	\$110,392.69	\$ 156,356.14	
September	\$124,547.06	\$ 155,340.95	
October	\$112,911.89		
November	\$91,790.74		
December	\$108,226.82		
Grant:	\$41,250.00	\$ 82,500.00	
Standardization			
Payment:	\$45,724.00	\$ 45,724.00	
Year-to Date			
Totals:	\$1,384,389.90	\$ 1,432,441.86	
Expenditure			
Budget:	\$1,328,089.00	\$ 1,443,321.00	
Difference:	\$56,300.90	\$ (10,879.14)	

YPSILANTI TOWNSHIP FIRE DEPARTMENT
MONTHLY REPORT

AUGUST 2016

Fire Department staffing levels are as follows:

1 Fire Chief	3 Shift Captains	17 Fire Fighters
1 Clerk III/Staff Support	3 Shift Lieutenants	2 Probationary Fire Fighters

All fire department response personnel are licensed as Emergency Medical Technicians by the State of Michigan Public Health. During the month, the fire department responded to 395 requests for assistance. Of those requests, 261 were medical emergency service calls, with the remaining 134 incidents classified as non-medical and/or fire related.

Department activities for the month of August, 2016:

- 1) The Public Education Department participated in the following events:
 - a) Truck Demonstration at West Willow Park for Neighborhood Picnic
 - b) United Ways' Stuff The Bus Campaign
 - c) Truck Demonstration at Chestnut Lake Apartments
 - d) Truck Demonstration at GM Plant Open House & Picnic
 - e) Truck Demonstration at Hunter Ave for Neighborhood Block Party
 - f) Toured Wiard's Orchard
 - g) Truck Demonstration at Ypsilanti Heritage Festival
 - h) Car Seat fittings for U of M Buckle Up program

- 2) Fire fighters attended 8 neighborhood watch meetings

- 3) Fire fighters received training in the following areas:
 - a) Saws
 - b) Water Rescue
 - c) Washtenaw County HazMat

The Fire Chief attended these meetings / events for the month of August, 2016:

- 1) Welcomed a new Firefighter to the staff
- 2) Fire Investigation at Princeton Place
- 3) Hosted Primary Election at Headquarters
- 4) Alarm Test at 1200 Joe Hall Drive
- 5) Plan Reviews for Sensitile, Ghaleb, & Med Express
- 6) Toured Wiards Orchard
- 7) Inspection at Huron Heights
- 8) Issued 3 Burn Permits
- 9) Thunder Over Michigan at Willow Run Airport
- 10) Heritage Festival
- 11) Participated in Stuff The Bus campaign
- 12) Meeting with Signal Restoration
- 13) Pre-Application meeting
- 14) Liquor Inspection meeting
- 15) Meeting with MJ White
- 16) Civil Service Special meeting
- 17) Awarded Bid for new furnaces at Headquarters
- 18) Deposition meeting
- 19) Welcomed 2 Probationary Firefighters to permanent staff

There was 0 injuries and 0 deaths reported this month for civilians.

There was 0 injuries and 0 deaths reported this month for fire fighters.

This month the total fire loss, including vehicle fires, is estimated at ***\$159,500.00***. All occurred at the following locations:

DATE OF LOSS	ADDRESS	ESTIMATED LOSS
1) 08/01/2016	1705 Watson	\$ 12,500.00 (building)
2) 08/02/2016	Tyler @ Nash	\$ 0.00 (dumpster)
3) 08/08/2016	820 Eugene	\$ 2,500.00 (vehicle)
4) 08/08/2016	1360 Crestwood	\$ 40,000.00 (building)
5) 08/09/2016	180 Stevens Drive	\$ 0.00 (cooking)
6) 08/09/2016	1411 Candlewood Lane	\$ 500.00 (cooking)
7) 08/13/2016	219 Devonshire	\$ 23,000.00 (building)
8) 08/14/2016	5850 Pineview Drive	\$ 1,000.00 (mobile property – riding mower)
9) 08/16/2016	5669 Princeton Place	\$ 60,000.00 (building)
10) 08/20/2016	2445 Lakeshore #735	\$ 8,000.00 (building)
11) 08/22/2016	680 Nash	\$ 0.00 (outside equipment)
12) 08/26/2016	730 Browning	\$ 0.00 (cooking)
13) 08/26/2016	665 N Miami	\$ 0.00 (dumpster)
14) 08/28/2016	1125 Hawthorne	\$ 7,000.00 (building)
15) 08/31/2016	7172 Hitchingham	\$ 5,000.00 (building)

Respectfully submitted,

Rhonda Bates, Clerical Support Staff
Charter Township of Ypsilanti Fire Department

Attachment: Fire House Incident Type Report (Summary) 08/01/2016 – 08/31/2016

Fire Department

Incident Type Report (Summary)

Alarm Date Between {08/01/16} And {08/31/16}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	7	1.77%	\$155,500	97.49%
113 Cooking fire, confined to container	3	0.76%	\$500	0.31%
130 Mobile property (vehicle) fire, Other	1	0.25%	\$1,000	0.62%
131 Passenger vehicle fire	1	0.25%	\$2,500	1.56%
154 Dumpster or other outside trash receptacle fire	2	0.51%	\$0	0.00%
162 Outside equipment fire	1	0.25%	\$0	0.00%
	15	3.80%	\$159,500	100.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
200 Overpressure rupture, explosion, overheat other	1	0.25%	\$0	0.00%
251 Excessive heat, scorch burns with no ignition	1	0.25%	\$0	0.00%
	2	0.51%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	25	6.33%	\$0	0.00%
311 Medical assist, assist EMS crew	11	2.78%	\$0	0.00%
320 Emergency medical service, other	11	2.78%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	90	48.10%	\$0	0.00%
322 Motor vehicle accident with injuries	8	2.03%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	2	0.51%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	14	3.54%	\$0	0.00%
	261	66.08%	\$0	0.00%
4 Hazardous Condition (No Fire)				
410 Combustible/flammable gas/liquid condition, other	1	0.25%	\$0	0.00%
424 Carbon monoxide incident	1	0.25%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	1	0.25%	\$0	0.00%
444 Power line down	3	0.76%	\$0	0.00%
445 Arcing, shorted electrical equipment	2	0.51%	\$0	0.00%
463 Vehicle accident, general cleanup	1	0.25%	\$0	0.00%
481 Attempt to burn	2	0.51%	\$0	0.00%
	11	2.78%	\$0	0.00%
5 Service Call				
510 Person in distress, Other	1	0.25%	\$0	0.00%
5111 Lock-in	2	0.51%	\$0	0.00%
520 Water problem, Other	1	0.25%	\$0	0.00%
531 Smoke or odor removal	3	0.76%	\$0	0.00%

Fire Department

Incident Type Report (Summary)

Alarm Date Between {08/01/16} And {08/31/16}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
5 Service Call				
5501 Neighborhood Watch	6	1.52%	\$0	0.00%
551 Assist police or other governmental agency	4	1.01%	\$0	0.00%
553 Public service	3	0.76%	\$0	0.00%
554 Assist invalid	1	0.25%	\$0	0.00%
561 Unauthorized burning	2	0.51%	\$0	0.00%
571 Cover assignment, standby, moveup	1	0.25%	\$0	0.00%
	24	6.08%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, Other	6	1.52%	\$0	0.00%
611 Dispatched & cancelled en route	21	5.32%	\$0	0.00%
6111 Canceled on Arrival	15	3.80%	\$0	0.00%
622 No Incident found on arrival at dispatch address	6	1.52%	\$0	0.00%
631 Authorized controlled burning	1	0.25%	\$0	0.00%
651 Smoke scare, odor of smoke	5	1.27%	\$0	0.00%
	54	13.67%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	10	2.53%	\$0	0.00%
730 System malfunction, Other	1	0.25%	\$0	0.00%
733 Smoke detector activation due to malfunction	1	0.25%	\$0	0.00%
735 Alarm system sounded due to malfunction	3	0.76%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.25%	\$0	0.00%
740 Unintentional transmission of alarm, Other	1	0.25%	\$0	0.00%
741 Sprinkler activation, no fire - unintentional	1	0.25%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	1	0.76%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	5	1.27%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	2	0.51%	\$0	0.00%
	28	7.09%	\$0	0.00%

Total Incident Count: 395

Total Est Loss:

\$159,500

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement

October 10, 2016

To: Planning Commission

From: Joe Lawson
Planning Director

Re: Planning Division (OCS) October 2016

Please be advised of the following activities related to the Planning Department for October 2016

Plans in Process

Majestic Lakes – The final engineering plans for the 392 unit Majestic Lakes has been submitted and are in the process of being reviewed. This phase of the project is very early in the process with very few reviews received thus far. Once the final engineered plans are approved, the applicant may then apply for final site plan approval which will be presented to the Planning Commission and Township Board for consideration.

Nautica Point – Final site plan approval has been granted by the Township Board for the construction of the 142 unit Nautica Point development. Staff is currently awaiting the return of an executed copy of the development agreement before scheduling the necessary pre-construction meeting and issuance of the first set of building permits. Construction is anticipated to begin later this month.

Yankee Air Museum (YAM) – The Yankee Air Museum continues their journey through the plan review process. The construction team has completed the construction of the exterior walls and new hanger door on the norther portion of the building. The design engineer continues to work with the RACER Trust, the Wayne County Airport Authority and now the American Center for Mobility (ACM) to resolve utility and other site related issues. These utility issues need to be resolved prior to final engineering submittal and ultimately final site plan approval. The Yankee Air Museum plans to complete their approval process and being renovations and upgrades in order to prepare for their grand opening in late 2018 or early 2019 depending on funding.

RoundHaus Pizza and Party Shop – The Round Haus preliminary site plan received approval from the Planning Commission on June 28th and subsequently received the necessary variances from the Township Zoning Board of Appeals during a special hearing held on July 20th. Staff continues to wait for the submittal of the final engineered plans for review. As you may recall, the project calls for the demolition of

the existing facility and the construction of a new 6,000 square-foot convenience store and carryout restaurant along with a 4 pump island fuel station.

MedExpress – 2169 Washtenaw : The preliminary site plan application is scheduled to be presented to the Planning Commission during a special meeting to be held on Tuesday, October 11th at 6:30pm. As the applicant is very motivated to see this project under construction yet this year, the applicant has also applied for final engineering review in anticipation of approval by the Planning Commission. The plans call for the construction of a 4,733 square-foot medical office building that will house the MedExpress Urgent Care facility. The plan also calls for a number of site improvements including new pedestrian facilities in accordance with the ReImagine Washtenaw redevelopment plan.

Fresh Thyme: Construction is complete. Final building and site inspections have begun and final punch list has been provided to the developer. Representatives from InSite state that the store will be turned over to Fresh Thyme as early as next year. Staff is told that Fresh Thyme generally takes 4-8 weeks to equip the store and hire staff. Though no specific grand opening date has been announced, the community eagerly awaits the opening of our newest community partner. The new \$5 million facility will employ between 75 and 100 people when fully operational.

Sensitile: 1735 Holmes Road – The final engineered plans continue to be reviewed by the appropriate agencies. Sensitile also was granted a new Industrial Facilities Exemption by the in relation to their \$2.6 million dollars of improvement to the facility. As part of this agreement, Sensitile has agreed to create between 3-6 new jobs while retaining their existing 25 employee staff. Construction is anticipated to being later this year.

VMAX USA - 1879 West Michigan Avenue: The final engineered plans are still in the process of being reviewed by the applicable reviewing agencies. Once final approval has been granted, staff will schedule the necessary pre-construction meeting with construction beginning shortly thereafter. Construction is anticipated later this fall. The plans call for the construction of a 29,000 square-foot office and industrial warehouse facility used in the research and development of solar panel and back-up batter electrical systems.

American Center for Mobility (ACM): Township Officials and staff have attended a number of ongoing meetings in relation to the redevelopment of the Willow Run Bomber Site. As you may recall, a number of parties are working toward the goal of establishing the American Center for Mobility at the Willow Run Site. This center will act as a testing, research and certification center for the next generation of automated vehicles. The estimated investment into the community has been stated at over \$120 million. Initial infrastructural improvements are planned to begin in the fall of 2016 and continue through the fall of 2017.

Checkers – 2835 Washtenaw: On August 29th, the Township Building Department issued a building permit for the renovation of the former A&W Restaurant. The overall plans call for the complete renovation of the interior and exterior of the building,

installation of a public sidewalk along their frontage, restriping of the existing parking lot and landscape improvements. Though a grand opening date has not been announced, staff anticipates the opening to take place later this fall.

Fairfield Inn – 326 James L Hart Parkway: Construction is underway for the new 59,000 square-foot, 100 room hotel. Construction is anticipated to continue through the winter and spring of 2017 with a grand opening in the summer of 2017.

Hidaya Mosque – Staff has suggested a plan review meeting with the representatives of the Hidaya Mosque. Due to the number and severity of the review comments received thus far, it was felt that offering a meeting with the design professionals would be most beneficial as opposed to going through another expensive and time consuming round of reviews. Additional updates will be provided as information becomes available.

Tim Horton's/Wendy's – 760 S. Hewitt: The existing Tim Horton's/Wendy's has submitted plans in order to permit a \$100,000.00 renovation to the existing facility. As of this report, no inspections have been conducted in relation to this renovation project. Further updates will be provided as they become available.

Taco Bell – 2655 Washtenaw: The existing Taco Bell located at 2655 Washtenaw has submitted plans in order to permit a \$232,000 interior and exterior renovation of the existing facility. The renovations have been moving at a brisk pace. The facility has nearly completed all necessary inspections and should be fully operational in the coming weeks.

Next Generation Environmental – 10750 Martz: Next Generation Environmental has submitted a preliminary site plan application for a 3.0 acre expansion of their outdoor equipment storage area associated with their headquarters located at 10750 Martz Road. The proposed plan calls for the expansion of the storage area and improvements to the properties landscaping and Stormwater management system. The plans are currently being reviewed by the Township's reviewing agents. Once the plans are in proper form, the plans will be presented to the Commission for consideration.

NAPA Auto Parts – 265 S. Harris Rd: Plans were recently approved for the re-use of a former industrial warehouse building located at 265 S. Harris for a new NAPA Auto Parts. The plans call for the renovation of the interior of the building, exterior building upgrades to improve the accessibility of the building and a refurbishment of the parking lot. The store will be renovated over the next several weeks with a grand opening before the end of the year.

Planning Projects:

Seaver Farm Master Plan – Recently hired planning consultant Carlisle-Wortman has been commissioned to assist the Township with the development of a sub-area plan or master plan for the Township owned Seaver Farm property. The Seaver Farm property is a 36 acre parcel located on the west side of Huron Street just south of the post office. The master plan will provide the township with a layout that will provide for the highest and best use of the property. An update meeting was recently held with Township

Official and staff in order to discuss the layout of property line and the roadway network. The Carlisle staff will prepare a draft plan for the property so that said plan may be presented to the community for public input. This plan is important to the future use of the property as the plan will assist in the future marketing of the property as any future user will be aware of the Township's goals for the property and further know how their use will fit in as part of this *placemaking* project.

Zoning Ordinance Updates – Staff is currently working with the Township Attorney's office and Carlisle-Wortman in order to update a number of sections of the zoning code. The Planning Commission is scheduled to hold a public hearings during their upcoming October 25th meeting to consider an amendment that would regulate the length of stay within a hotel/motel within the Township. As proposed, a length of stay could not be shorter than 24 hours and not longer than 30 days within any given calendar year. The second public hearing scheduled for the October meeting relates to a zoning code amendment in order to more strongly define "boarding house" or "rooming house". Currently the use of a home in a single-family residential district may not be used as a boarding house/rooming house. The proposed text amendment will update the ordinance language in order to make the intent of the ordinance clearer and better defined.

The Planning Commission will also be requested to schedule a public hearing to be held during the October meeting date in order to consider ordinance language relating to the keeping of back yard hens on parcels less than 5 acres as is currently required by ordinance.

If you should have any question or comments as it relates to this report, please contact me at my office (734-544-3651) or by email at jlawson@ytown.org.



WASHTENAW COUNTY

OFFICE OF THE SHERIFF



JERRY L. CLAYTON
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL sheriff@ewashtenaw.org

MARK A. PTASZEK
UNDERSHERIFF

To: Brenda Stumbo, Ypsilanti Township Supervisor
From: Mike Marocco, Police Services Lieutenant
Cc: Mike Radzik, Ypsilanti Township Police Administrator & Ypsilanti Township Board
Marlene Radzik, WCSO Police Services Commander
Date: October 12, 2016
Re: September 2016 Police Services Monthly Report

In September of 2016, there were 3865 calls for service in Ypsilanti Township, which is a .4% increase in calls for service as compared to September of 2015.

OPERATIONS

During September 2016, Patrol Operations has been efficient in handling calls for service, traffic enforcement and community engagement in pursuit of our total policy philosophy. The traffic unit continues to be an excellent initiative and currently is shouldering a significant portion of the traffic related incidents, crashes and enforcement. This is allowing Patrol additional time to work on case management, investigations and proactive policing. There was a significant increase in Stolen Vehicle complaints throughout the Township this month. The majority of the incidents involve a group of identified juveniles and young adults. There are several cases pending against the perpetrators. The Sheriff's Office continues to work through social media, neighborhood watch and direct communication to educate the community about locking up their vehicles. The majority of the vehicles being stolen have been left unlocked and running creating an opportunity for offenders. Direct communication with Supervisor Stumbo and Director Radzik is open and ongoing. My cell phone number is 734-545-6684. Please feel free to call me directly with questions, comments or concerns.

YOUTH INITIATIVE

The Sheriff's Office continues to partner with courts, probation and social services to ensure that there is accountability beyond Sheriff's Office contact with the offenders that are consistently involved in crimes. Through placement and intensive oversight of the juveniles, and in some cases the guardians of those juveniles, we are making headway. It is an on-going process that our Team is actively engaged in. Deputy Alyshia Dyer is the Youth Officer. Her passion for the position has taken communication with the leadership of our partners to a new level.

COMMUNITY ACTION TEAM

During the month of September, the Sheriff's Office executed several narcotics related search warrants within Ypsilanti Township which resulted in seizures of narcotics, firearms, stolen property and currency. Investigations stemming from those search warrants are on-going. cost to Ypsilanti Township. Ypsilanti Township would be responsible for expenses incurred due to prosecution of the offender following charges or citation issuance.

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT



Month:	September
Year:	2016
Print Option:	Print Both Monthly and YTD
Include Unfounded:	No
Report Offenses:	Include All (1,2,3,4)
Attempted/Completed/NA:	Includes Attempted, Completed
City:	Ypsilanti Twp-YPT

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

For The Month Of September

Classification	Sep/2015	Sep/2016	%Change
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	0%
10001 KIDNAPPING/ABDUCTION	0	1	0%
10002 PARENTAL KIDNAPPING	0	2	0%
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	1	4	300%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	0%
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	0%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	0%
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	0%
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	3	0%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	0	3	0%
12000 ROBBERY	4	4	0%
13001 NONAGGRAVATED ASSAULT	43	52	20.93%
13002 AGGRAVATED/FELONIOUS ASSAULT	15	38	153.3%
13003 INTIMIDATION/STALKING	1	7	600%
20000 ARSON	1	0	-100%
21000 EXTORTION	0	0	0%
22001 BURGLARY -FORCED ENTRY	15	16	6.666%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	4	6	50%
23001 LARCENY -POCKETPICKING	0	1	0%
23002 LARCENY -PURSESNAATCHING	0	0	0%
23003 LARCENY -THEFT FROM BUILDING	10	12	20%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	1	0	-100%
23005 LARCENY -THEFT FROM MOTOR VEHICLE	20	23	15%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	3	4	33.33%
23007 LARCENY -OTHER	9	14	55.55%
24001 MOTOR VEHICLE THEFT	7	23	228.5%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	0	0	0%
24003 MOTOR VEHICLE FRAUD	0	0	0%
25000 FORGERY/COUNTERFEITING	2	4	100%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	6	11	83.33%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	4	11	175%
26003 FRAUD -IMPERSONATION	0	0	0%
26005 FRAUD -WIRE FRAUD	0	2	0%
26007 FRAUD - IDENTITY THEFT	5	14	180%
26008 FRAUD - HACKING/COMPUTER INVASION	0	0	0%
27000 EMBEZZLEMENT	1	2	100%
28000 STOLEN PROPERTY	0	2	0%
29000 DAMAGE TO PROPERTY	37	35	-5.40%
30001 RETAIL FRAUD -MISREPRESENTATION	0	2	0%
30002 RETAIL FRAUD -THEFT	8	7	-12.5%
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	0%
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	11	13	18.18%
35002 NARCOTIC EQUIPMENT VIOLATIONS	8	9	12.5%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

For The Month Of September

Classification	Sep/2015	Sep/2016	%Change
37000 OBSCENITY	0	0	0%
40001 COMMERCIALIZED SEX -PROSTITUTION	0	0	0%
52001 WEAPONS OFFENSE- CONCEALED	1	3	200%
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	0%
52003 WEAPONS OFFENSE -OTHER	2	0	-100%
Group A Totals	219	328	49.77%
09003 NEGLIGENT HOMICIDE -VEHICLE/BOAT	0	0	0%
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	0%
22004 POSSESSION OF BURGLARY TOOLS	0	0	0%
26006 FRAUD -BAD CHECKS	1	3	200%
36003 PEEPING TOM	0	0	0%
36004 SEX OFFENSE -OTHER	0	0	0%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	4	3	-25%
38003 FAMILY -OTHER	0	0	0%
41002 LIQUOR VIOLATIONS -OTHER	2	4	100%
48000 OBSTRUCTING POLICE	8	7	-12.5%
49000 ESCAPE/FLIGHT	0	0	0%
50000 OBSTRUCTING JUSTICE	9	10	11.11%
53001 DISORDERLY CONDUCT	4	4	0%
53002 PUBLIC PEACE -OTHER	0	0	0%
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	1	4	300%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	12	17	41.66%
55000 HEALTH AND SAFETY	1	0	-100%
57001 TRESPASS	0	0	0%
58000 SMUGGLING	0	0	0%
59000 ELECTION LAWS	0	0	0%
61000 TAX/REVENUE	0	0	0%
62000 CONSERVATION	1	0	-100%
63000 VAGRANCY	0	2	0%
70000 JUVENILE RUNAWAY	7	4	-42.8%
73000 MISCELLANEOUS CRIMINAL OFFENSE	1	3	200%
77000 CONSPIRACY (ALL CRIMES)	0	0	0%
Group B Totals	51	61	19.60%
2800 JUVENILE OFFENSES AND COMPLAINTS	53	62	16.98%
2900 TRAFFIC OFFENSES	22	17	-22.7%
3000 WARRANTS	51	42	-17.6%
3100 TRAFFIC CRASHES	99	120	21.21%
3200 SICK / INJURY COMPLAINT	104	97	-6.73%
3300 MISCELLANEOUS COMPLAINTS	851	770	-9.51%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	1	0%
3500 NON-CRIMINAL COMPLAINTS	1238	877	-29.1%
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	688	977	42.00%
3800 ANIMAL COMPLAINTS	62	101	62.90%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

For The Month Of September

Classification	Sep/2015	Sep/2016	%Change
3900 ALARMS	161	187	16.14%
Group C Totals	3329	3251	-2.34%
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	0	0%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	0	0%
4200 PARKING CITATIONS	4	1	-75%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	0	0	0%
4400 WATERCRAFT CITATIONS	0	0	0%
4500 MISCELLANEOUS A THROUGH UUUU	9	6	-33.3%
Group D Totals	13	7	-46.1%
5000 FIRE CLASSIFICATIONS	1	0	-100%
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	2	0%
Group E Totals	1	2	100%
6000 MISCELLANEOUS ACTIVITIES (6000)	28	21	-25%
6100 MISCELLANEOUS ACTIVITIES (6100)	153	148	-3.26%
6300 CANINE ACTIVITIES	3	9	200%
6500 CRIME PREVENTION ACTIVITIES	49	29	-40.8%
6600 COURT / WARRANT ACTIVITIES	1	2	100%
6700 INVESTIGATIVE ACTIVITIES	2	7	250%
Group F Totals	236	216	-8.47%
City : Ypsilanti Twp Totals	3849	3865	0.415%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

Year To Date Through September

Classification	2015	2016	%Change
Group F Totals	0	0	0%
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	2	0%
10001 KIDNAPPING/ABDUCTION	3	10	233.3%
10002 PARENTAL KIDNAPPING	3	3	0%
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	19	18	-5.26%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	6	6	0%
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	1	5	400%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	3	3	0%
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	1	0	-100%
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	2	9	350%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	6	12	100%
12000 ROBBERY	36	48	33.33%
13001 NONAGGRAVATED ASSAULT	359	411	14.48%
13002 AGGRAVATED/FELONIOUS ASSAULT	171	231	35.08%
13003 INTIMIDATION/STALKING	22	49	122.7%
20000 ARSON	4	11	175%
21000 EXTORTION	1	0	-100%
22001 BURGLARY -FORCED ENTRY	151	153	1.324%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	34	46	35.29%
23001 LARCENY -POCKETPICKING	0	2	0%
23002 LARCENY -PURSESNAATCHING	1	3	200%
23003 LARCENY -THEFT FROM BUILDING	102	120	17.64%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	2	2	0%
23005 LARCENY -THEFT FROM MOTOR VEHICLE	137	199	45.25%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	22	12	-45.4%
23007 LARCENY -OTHER	90	80	-11.1%
24001 MOTOR VEHICLE THEFT	71	129	81.69%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	7	15	114.2%
24003 MOTOR VEHICLE FRAUD	1	0	-100%
25000 FORGERY/COUNTERFEITING	17	28	64.70%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	60	75	25%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	52	96	84.61%
26003 FRAUD -IMPERSONATION	0	1	0%
26005 FRAUD -WIRE FRAUD	4	8	100%
26007 FRAUD - IDENTITY THEFT	62	79	27.41%
26008 FRAUD - HACKING/COMPUTER INVASION	0	1	0%
27000 EMBEZZLEMENT	10	24	140%
28000 STOLEN PROPERTY	14	16	14.28%
29000 DAMAGE TO PROPERTY	280	350	25%
30001 RETAIL FRAUD -MISREPRESENTATION	6	5	-16.6%
30002 RETAIL FRAUD -THEFT	71	133	87.32%
30003 RETAIL FRAUD -REFUND/EXCHANGE	1	2	100%
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	116	147	26.72%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

Year To Date Through September

Classification	2015	2016	%Change
35002 NARCOTIC EQUIPMENT VIOLATIONS	41	65	58.53%
37000 OBSCENITY	1	2	100%
40001 COMMERCIALIZED SEX -PROSTITUTION	0	1	0%
52001 WEAPONS OFFENSE- CONCEALED	17	34	100%
52002 WEAPONS OFFENSE -EXPLOSIVES	0	1	0%
52003 WEAPONS OFFENSE -OTHER	11	12	9.090%
Group A Totals	2018	2659	31.76%
09003 NEGLIGENT HOMICIDE -VEHICLE/BOAT	0	1	0%
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	3	14	366.6%
22004 POSSESSION OF BURGLARY TOOLS	0	1	0%
26006 FRAUD -BAD CHECKS	6	10	66.66%
36003 PEEPING TOM	0	1	0%
36004 SEX OFFENSE -OTHER	2	5	150%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	23	38	65.21%
38003 FAMILY -OTHER	0	1	0%
41002 LIQUOR VIOLATIONS -OTHER	16	29	81.25%
48000 OBSTRUCTING POLICE	58	78	34.48%
49000 ESCAPE/FLIGHT	5	4	-20%
50000 OBSTRUCTING JUSTICE	84	122	45.23%
53001 DISORDERLY CONDUCT	31	25	-19.3%
53002 PUBLIC PEACE -OTHER	1	4	300%
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	8	35	337.5%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	91	199	118.6%
55000 HEALTH AND SAFETY	19	12	-36.8%
57001 TRESPASS	8	5	-37.5%
58000 SMUGGLING	3	3	0%
59000 ELECTION LAWS	0	1	0%
61000 TAX/REVENUE	0	1	0%
62000 CONSERVATION	2	2	0%
63000 VAGRANCY	4	6	50%
70000 JUVENILE RUNAWAY	79	76	-3.79%
73000 MISCELLANEOUS CRIMINAL OFFENSE	19	23	21.05%
77000 CONSPIRACY (ALL CRIMES)	1	0	-100%
Group B Totals	463	696	50.32%
2800 JUVENILE OFFENSES AND COMPLAINTS	557	573	2.872%
2900 TRAFFIC OFFENSES	278	196	-29.4%
3000 WARRANTS	469	515	9.808%
3100 TRAFFIC CRASHES	980	951	-2.95%
3200 SICK / INJURY COMPLAINT	810	966	19.25%
3300 MISCELLANEOUS COMPLAINTS	7156	7077	-1.10%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	15	15	0%
3500 NON-CRIMINAL COMPLAINTS	10103	9176	-9.17%
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	8045	9034	12.29%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

Year To Date Through September

Classification	2015	2016	%Change
3800 ANIMAL COMPLAINTS	667	670	0.449%
3900 ALARMS	1634	1573	-3.73%
Group C Totals	30714	30746	0.104%
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	9	12	33.33%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	3	0%
4200 PARKING CITATIONS	34	25	-26.4%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	7	10	42.85%
4400 WATERCRAFT CITATIONS	0	1	0%
4500 MISCELLANEOUS A THROUGH UUUU	82	85	3.658%
Group D Totals	132	136	3.030%
5000 FIRE CLASSIFICATIONS	4	2	-50%
5100 18A STATE CODE FIRE CLASSIFICATIONS	3	13	333.3%
Group E Totals	7	15	114.2%
6000 MISCELLANEOUS ACTIVITIES (6000)	282	266	-5.67%
6100 MISCELLANEOUS ACTIVITIES (6100)	1039	1135	9.239%
6300 CANINE ACTIVITIES	42	63	50%
6500 CRIME PREVENTION ACTIVITIES	322	266	-17.3%
6600 COURT / WARRANT ACTIVITIES	9	15	66.66%
6700 INVESTIGATIVE ACTIVITIES	54	83	53.70%
Group F Totals	1748	1828	4.576%
City : Ypsilanti Twp Totals	35082	36080	2.844%

**BUILDING DEPARTMENT REPORT
ALEX MAMO - CHIEF BUILDING OFFICIAL**

BUILDING DEPARTMENT REPORT - September 2016													
Permit Type	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Building	46	66	77	138	183	158	107	129	106				1,010
	\$ 15,022	\$ 12,486	\$ 51,384	\$ 29,532	\$ 50,604	\$ 36,148	\$ 29,746	\$ 27,432	\$ 128,847				\$ 381,201
Electrical	43	43	30	38	23	76	38	59	44				394
	\$ 4,780	\$ 3,630	\$ 2,855	\$ 6,205	\$ 2,110	\$ 6,680	\$ 3,235	\$ 4,925	\$ 4,830				\$ 39,250
Mechanical	95	83	70	63	56	124	95	125	99				810
	\$ 7,150	\$ 8,655	\$ 7,980	\$ 5,185	\$ 4,315	\$ 9,795	\$ 7,125	\$ 9,772	\$ 9,711				\$ 69,688
Plumbing	44	54	45	32	62	55	35	59	50				436
	\$ 4,345	\$ 3,975	\$ 3,440	\$ 2,580	\$ 4,575	\$ 7,795	\$ 2,960	\$ 5,770	\$ 3,425				\$ 38,865
Zoning	1	4	5	19	13	17	10	14	23				106
	\$ 35	\$ 140	\$ 250	\$ 935	\$ 650	\$ 850	\$ 485	\$ 700	\$ 1,150				\$ 5,195
Sub Totals	229	250	227	290	337	430	285	386	322	-	-	-	2,756
TOTAL YTD	\$ 31,332	\$ 28,886	\$ 65,909	\$ 44,437	\$ 62,254	\$ 61,268	\$ 43,551	\$ 48,599	\$ 147,963	\$ -	\$ -	\$ -	\$ 534,199

INSPECTION RUNNING TOTALS (Building/Trades & Rental)													
Inspections	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Total 2016	542	381	564	398	509	592	526	654	677				4,843
Rental Inspections	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Total 2016	414	420	374	244	181	238	266	315	271				2,723

**BUILDING DEPARTMENT REPORT
ALEX MAMO - CHIEF BUILDING OFFICIAL**

BUILDING DEPARTMENT REPORT - 2015													
Permit Type	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Building	46	61	87	116	114	128	148	125	152	125	75	79	1,256
	\$ 3,081	\$ 9,211	\$ 20,850	\$ 16,030	\$ 13,320	\$ 23,326	\$ 19,613	\$ 35,654	\$ 34,430	\$ 55,071	\$ 12,482	\$ 18,519	\$ 261,587
Electrical	23	78	38	43	59	51	62	59	60	44	30	23	570
	\$ 1,530	\$ 4,715	\$ 2,775	\$ 3,375	\$ 4,090	\$ 3,525	\$ 4,975	\$ 3,910	\$ 4,305	\$ 4,135	\$ 2,725	\$ 2,160	\$ 42,220
Mechanical	78	89	119	101	130	155	69	107	117	91	72	79	1,207
	\$ 4,600	\$ 6,140	\$ 9,060	\$ 7,370	\$ 8,650	\$ 10,110	\$ 5,924	\$ 8,890	\$ 9,400	\$ 7,850	\$ 6,260	\$ 5,680	\$ 89,934
Plumbing	31	49	48	53	39	46	41	51	53	32	34	36	513
	\$ 1,625	\$ 2,830	\$ 3,775	\$ 4,825	\$ 2,605	\$ 3,445	\$ 3,695	\$ 4,660	\$ 4,095	\$ 2,625	\$ 3,060	\$ 2,830	\$ 40,070
Zoning	2	-	3	13	20	27	17	14	8	15	4	4	127
	\$ 90	\$ -	\$ 105	\$ 455	\$ 740	\$ 945	\$ 645	\$ 455	\$ 280	\$ 525	\$ 140	\$ 140	\$ 4,520
Sub Totals	180	277	295	326	362	407	337	356	390	307	215	221	3,673
TOTAL YTD	\$ 10,926	\$ 22,896	\$ 36,565	\$ 32,055	\$ 29,405	\$ 41,351	\$ 34,852	\$ 53,569	\$ 52,510	\$ 70,206	\$ 24,667	\$ 29,329	\$ 438,331

BUILDING DEPARTMENT REPORT - 2014													
Permit Type	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Building	55	44	66	90	127	124	91	128	91	112	62	79	1,069
	\$ 16,244	\$ 16,632	\$ 12,783	\$ 18,614	\$ 96,726	\$ 56,621	\$ 12,936	\$ 17,586	\$ 16,583	\$ 20,770	\$ 14,954	\$ 17,582	\$ 318,031
Electrical	16	16	23	18	49	43	41	30	25	39	28	18	346
	\$ 1,290	\$ 2,175	\$ 1,815	\$ 1,800	\$ 3,855	\$ 2,775	\$ 3,465	\$ 2,670	\$ 2,250	\$ 2,820	\$ 2,325	\$ 1,290	\$ 28,530
Mechanical	85	51	50	58	81	98	75	35	59	96	80	66	834
	\$ 4,980	\$ 2,760	\$ 3,095	\$ 4,185	\$ 5,925	\$ 10,000	\$ 7,161	\$ 3,390	\$ 6,110	\$ 7,125	\$ 5,385	\$ 4,682	\$ 64,798
Plumbing	28	30	83	35	46	107	39	36	49	53	16	26	548
	\$ 2,145	\$ 2,010	\$ 4,545	\$ 2,745	\$ 3,525	\$ 6,300	\$ 2,955	\$ 2,430	\$ 3,885	\$ 3,780	\$ 1,080	\$ 1,905	\$ 37,305
Zoning	2	-	1	14	13	26	16	10	7	9	8	7	113
	\$ 90	\$ -	\$ 45	\$ 630	\$ 585	\$ 1,170	\$ 720	\$ 450	\$ 315	\$ 405	\$ 360	\$ 270	\$ 5,040
Sub Totals	186	141	223	215	316	398	262	239	231	309	194	196	2,910
TOTAL YTD	\$ 24,749	\$ 23,577	\$ 22,283	\$ 27,974	\$ 110,616	\$ 76,866	\$ 27,237	\$ 26,526	\$ 29,143	\$ 34,900	\$ 24,104	\$ 25,729	\$ 453,704

**BUILDING DEPARTMENT REPORT
ALEX MAMO - CHIEF BUILDING OFFICIAL**

INSPECTION RUNNING TOTALS													
Inspections	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Total 2015	337	442	456	584	417	624	556	713	458	572	419	441	6,019
Total 2014	318	253	354	417	429	501	581	496	445	516	360	344	5,014
Total 2013	336	328	239	306	445	404	389	507	459	647	410	378	4,848
Total 2012	852	259	592	328	340	268	275	419	317	382	340	276	4,648
Total 2011	319	238	280	311	371	369	319	411	349	432	316	143	3,858
Total 2010	292	220	361	366	379	358	427	405	350	449	322	140	4,069
Total 2009	323	315	340	337	350	372	440	401	463	374	341	137	4,193
Total 2008	460	352	326	432	432	628	727	562	533	577	393	128	5,550

Rental Inspections	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Total 2015	327	287	361	339	297	318	286	287	354	420	411	342	4,029
Total 2014	234	225	303	337	310	290	267	291	296	310	256	264	3,383
Total 2013	197	237	206	175	226	251	291	302	222	297	215	175	2,794
Total 2012	142	165	228	194	209	202	185	258	225	265	231	131	2,435
Total 2011	95	49	102	146	129	179	183	243	177	214	187	153	1,857
Total 2010	214	170	139	216	223	158	264	179	212	183	83	48	2,089
Total 2009	(Began tracking separate rental inspection totals Oct, 2009)									57	160	77	294



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK KAREN LOVEJOY ROE • TREASURER LARRY DOE
TRUSTEES: JEAN HALL CURRIE • STAN ELDRIDGE • MIKE MARTIN • SCOTT MARTIN

WORK SESSION AGENDA CHARTER TOWNSHIP OF YPSILANTI TUESDAY, SEPTEMBER 20, 2016

4:00pm

**CIVIC CENTER
BOARD ROOM
7200 HURON RIVER DRIVE**

1. 2017 PRELIMINARY BUDGETSUPERVISOR STUMBO AND JAVONNA NEEL
 - a) FUND 225 – ENVIRONMENTAL CLEAN UP
 - b) FUND 248 – HOUSING AND BUSINESS INSPECTION
 - c) FUND 249 - BUILDING
 - d) FUND 250 – LDFA
 - e) FUND 252 – HYRDRO
 - f) FUND 266 – LAW ENFORCEMENT
 - g) FUND 301 – GENERAL OBLIGATION DEBT
 - h) FUND 397 – SERIES B BONDS
 - i) FUND 398 – 2013 BONDS
 - j) FUND 498 – CAPITAL IMPROVEMENT FUND
 - k) FUND 584 – GOLF COURSE
 - l) FUND 595 – MOTORPOOL
 - m) FUND 893 – NUISANCE ABATEMENT

2. TRUSTEE ATTENDANCE POLICYJAVONNA NEEL
AND KAREN WALLIN

3. PROPOSED SNOW ORDINANCE.....TOWNSHIIP BOARD

4. AGENDA REVIEW..... SUPERVISOR STUMBO

5. OTHER DISCUSSION BOARD MEMBERS

Fund 225 – Environmental Cleanup

Revenues

Line Item	Explanation
225-000-000-699-000 – Appropriated Prior Year Balance	This line item reflects funds needed from Fund Balance to transfer to Fund 252 – Hydro for the professional services of Stantec for design and engineering for the Tyler Dam.

Expenditures

Line Item	Explanation
225-225-000-968-252 – Transfer to Hydro Station	This line item reflects funds transferred to Fund 252 – Hydro for the professional services of Stantec for design and engineering for the Tyler Dam.

9/14/16

10/11/2016

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2016



GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Fund 225 - ENVIRONMENTAL CLEANUP							
Dept 000.000							
225-000.000-664.001	INTEREST EARNED	129	115			471	
225-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				72,000		44,800
	NET OF REVENUES/APPROPRIATIONS - 000.000-	129	115		72,000	471	44,800
Dept 225.000-ENVIRONMENTAL CLEANUP							
225-225.000-968.252	TRANSFER TO HYDRO STATION				72,000	72,000	44,800
	NET OF REVENUES/APPROPRIATIONS - 225.000-ENVIRONMENTAL CLEANUP				(72,000)	(72,000)	(44,800)
ESTIMATED REVENUES - FUND 225							
		129	115		72,000	471	44,800
APPROPRIATIONS - FUND 225							
					72,000	72,000	44,800
NET OF REVENUES/APPROPRIATIONS - FUND 225							
		129	115			(71,529)	

Fund 248 – Housing & Business Inspection

Revenues

Line Item	Explanation
248-000-000-451-300 – Bus Lic-Rental Registration Fee	This line item reflects fees collected from landlords to register new rental properties (\$10 fee, one time charge to register). Revenue is projected to increase with the addition of multifamily rental inspections.
248-000-000-607-300 – Charge for Serv-SF Rental Inspect	This line item reflects revenue from single family rental inspection fees collected from landlords (\$100 for inspections, \$30 for re-inspections). Revenue is projected to slightly decrease due to stabilization in the number of new rental properties.
248-000-000-607-310 – Tax Sp Assess-SF Rental Inspect	This line item reflects revenue from 2015-16 delinquent single family rental inspection invoices that will be designated as a special assessment and added to Winter 2016 property tax bills. Revenue is projected based upon an estimate of delinquent invoices at the time of budget preparation.
248-000-000-607-320 – Charge for Serv-MF Rental Inspect	This line item reflects revenue from multifamily rental inspection fees collected from landlords. The fees for these inspections have not been established yet, they are currently being considered by the Board. This is a new line item for a program initiated in the fall of 2016. Revenue is projected based upon anticipated workload as this new program is developed.

Line Item	Explanation
248-000-000-607-330 – Tax Sp Assess-MF Rental Inspect	This line item reflects revenue from 2015-16 delinquent multifamily rental inspection invoices that will be designated as a special assessment and added to Winter 2016 property tax bills. Revenue is projected based upon an estimate of delinquent invoices at the time of budget preparation.
248-000-000-607-400 – Charge for Serv-Vacant Prop Inspect	This line item reflects revenue from vacant building inspection fees.
248-000-000-607-410 – Tax Sp Assess-Vacant Prop Inspect	This line item reflects revenue from 2015-16 delinquent vacant building inspection invoices that will be designated as a special assessment and added to Winter 2016 property tax bills. Revenue is projected based upon an estimate of delinquent invoices at the time of budget preparation.
248-000-000-664-001 – Interest Earned	This line item reflects interest earned on banked revenue.
248-000-000-694-004 – Misc Revenue-Insurance Reimb	This line item reflects reimbursement from insurance proceeds or court orders.
248-000-000-699-000 – Appropriated Prior Year Balance	This line item reflects appropriations of prior year fund balance to meet current operating expenses. The increase is due to additional clerical and OEA support and is offset by revenue.

Expenditures

Line Item	Explanation
248-248-000-705-000 – Salary-Supervision	This line item reflects expenses for 12.5% of the salary for the OCS Executive Coordinator who provides administrative oversight of staff funded in this budget. Even though a 1.5% increase is budgeted for 2017 (the same as AFSCME and Teamsters employees), the amount shown is lower since no payroll accrual is needed.
248-248-000-706-000 – Salary-Permanent Wages	This line item reflects wage expenses for three (3) full-time Ordinance Enforcement Assistants (OEA) to perform inspections of rental properties and vacant buildings, as well as one full-time clerical position. Expenses have increased due to the addition of ½ time clerical support and conversion of an OEA from part-time to full-time status. A contractual 1.5% increase is also budgeted for 2017.
248-248-000-706-014 – Rental Inspections	This is a new line item for 2017 and reflects the portion that will be charged to Fund 248 for rental inspections performed, that are not covered under Act 54. Corresponding line item in Fund 249 is 249-249-000-706-014.
248-248-000-708-004 – Salaries Pay Out-PTO&Sick Time	Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted.
248-248-000-708-010 – Health Insurance Buyout	This line item is used for the health insurance buyout for employees who receive health insurance through another source.

Line Item	Explanation
248-248-000-709-000 – Reg Overtime	This line item reflects overtime expenses for clerical and field inspection special projects.
248-248-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
248-248-000-719-000 – Health Insurance	We were notified of our health care renewal rates and will only receive a .16% increase in 2017. A larger increase is shown due to the increase in staff.
248-248-000-719-001 – Sick & Accident	The overall increase in rates is 19.45%, good through 8/31/18. It is recommended that we stay with our current carrier since only the LTD rates increased. Figures were provided by Human Resources. A larger increase is shown due to the increase in staff.
248-248-000-719-003 – Employee Paid Health Contra	This is a new line item for 2016. The amount employees pay toward their health care coverage is budgeted here.
248-248-000-719-015 – Dental Benefits	We received a two year rate guarantee in 2016 so there will be no change in dental rates for 2017. Even though there will be no increase in rates, an increase is budgeted due to the increase in staff.
248-248-000-719-016 – Vision Benefits	We will be receiving a 10% increase in vision rates for 2017. A larger increase is shown due to the increase in staff.

Line Item	Explanation
248-248-000-719-020 – Health Care Deduction	This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. An increase is shown due to the increase in staff.
248-248-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies. An increase is shown due to the increase in staff.
248-248-000-720-000 – Life Insurance	We will not be receiving an increase in life insurance rates for 2017. Even though there will be no increase in rates, an increase is budgeted due to the increase in staff.
248-248-000-727-000 – Office Supplies	This line item reflects expenses for office supplies to support inspection programs, such as business cards, pens, forms placards, etc. No change.
248-248-000-730-000 - Postage	This line item reflects expenses for postage to support inspection programs. Budgeted funds are reduced based on 2016 actual expenses and projected need.
248-248-000-741-001 – Uniforms-New & Badges	This line item reflects expenses for new and replacement uniforms for field employees. No change.
248-248-000-800-001 – Administration Fee	This is an internal cost allocation charged to the Housing & Business Inspection Fund for township office space, technology and equipment for staff funded within this budget. Figures provided by the Accounting Director.

Line Item	Explanation
248-248-000-867-000 – Gas & Oil	This line item reflects expenses for gasoline and oil for vehicles allocated for use by inspectors. Budgeted funds are reduced based on 2016 actual expenses.
248-248-000-876-000 – Retirement/MERS	Employer’s portion is based on a flat rate (\$461.00 per employee times 24 pays = \$11,064 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 5.16% is paid. Figures provided by Accounting Director. A large increase is shown due to the increase in staff.
248-248-000-913-000 – Insurance & Bonds	Figures provided by the Accounting Director.
248-248-000-917-000 – Workers Compensation Insurance	Figures provided by the Accounting Director.
248-248-000-943-000 – Motorpool Lease/Maintenance	This line item reflects expenses to lease and maintain vehicles from the motor pool assigned to employees in this department.
248-248-000-977-000 - Equipment	This line item reflects expenses for new and replacement field equipment for field inspectors. No change.

10/10/16

* Changes from draft budget are highlighted.

10/11/2016

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2016



GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Fund 248 - HOUSING & BUSINESS INSPECTION FUND							
Dept 000.000							
248-000.000-451.300	BUS LIC-RENTAL REGISTRATON FE		950	250	250	1,870	2,000
248-000.000-607.300	CHRG FOR SERV-SF RENTAL INSPECT	156,325	141,652	160,000	160,000	90,357	135,000
248-000.000-607.310	TAX SP ASSESS -SF RENTAL PROP INSPECT		11,335	10,000	10,000	47,183	15,000
248-000.000-607.320	CHRG FOR SERV-MF RENTAL INSPECT						90,000
248-000.000-607.330	TAX SP ASSESS -MF RENTAL PROP INSPECT						500
248-000.000-607.400	CHRG FOR SERV-VACANT PROP INSPECT	12,377	26,980	19,529	19,529	16,730	18,000
248-000.000-607.410	TAX SP ASSESS - VACANT PROP INSPECT		25,683	40,000	40,000	42,967	23,000
248-000.000-664.001	INTEREST EARNED	39	39			211	100
248-000.000-694.004	MISC REVENUE - INSURANCE REIMB		258			223	
248-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				438		36,469
NET OF REVENUES/APPROPRIATIONS - 000.000-		168,741	206,897	229,779	230,217	199,541	320,069

10/11/2016

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Dept 248.000-RENTAL INSPECTION							
248-248.000-705.000	SALARY - SUPERVISION		7,472	7,759	7,759	5,445	7,727
248-248.000-706.000	SALARY - PERMANENT WAGES	57,920	113,060	116,494	116,494	81,409	165,443
248-248.000-706.014	RENTAL INSPECTIONS	16,500					21,000
248-248.000-706.050	YE ODD DAY ACCRUAL			1,405	1,405		
248-248.000-707.400	TEMP/SEASONAL - VACANT PROP INSPECT	38,773					
248-248.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	576	516	1,628	2,035	523	2,664
248-248.000-708.010	HEALTH INS BUYOUT		375	375	375	188	3,375
248-248.000-709.000	REG OVERTIME	1,627	91	1,300	1,300	9	1,000
248-248.000-715.000	F.I.C.A./MEDICARE	6,210	9,506	9,843	9,874	6,649	15,392
248-248.000-719.000	HEALTH INSURANCE	10,927	17,475	19,880	19,880	16,566	31,683
248-248.000-719.001	SICK AND ACCIDENT	447	773	1,053	1,053	911	1,975
248-248.000-719.003	EMPLOYEE PAID HEALTH CONTRA		(1,740)				(5,400)
248-248.000-719.015	DENTAL BENEFITS	966	1,222	1,326	1,326	1,105	3,136
248-248.000-719.016	VISION BENEFITS		219	253	253	177	620
248-248.000-719.020	HEALTH CARE DEDUCTION	553	1,088	8,663	8,663	3,256	11,550
248-248.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	185	205	225	225	154	270
248-248.000-720.000	LIFE INSURANCE	216	377	520	520	433	817
248-248.000-723.000	DEFERRED COMPENSATION EMPLOYE	489	15	210	210		
248-248.000-727.000	OFFICE SUPPLIES	293	290	300	300	272	300
248-248.000-730.000	POSTAGE	2,204	1,505	2,500	2,500	696	2,000
248-248.000-741.001	UNIFORMS-NEW AND BADGES	1,250	500	1,000	1,000	300	1,000
248-248.000-800.001	ADMINISTRATION FEES			15,055	15,055	11,291	16,877
248-248.000-867.000	GAS & OIL	2,368	5,199	5,000	5,000	3,111	4,000
248-248.000-876.000	RETIREMENT/MERS	6,422	7,885	8,166	8,166	5,999	19,641
248-248.000-913.000	INSURANCE & BONDS FLEET		1,645	1,884	1,884	1,383	1,943
248-248.000-917.000	WORKERS COMPENSATION INSURANCE	1,284	2,411	2,323	2,323	1,602	1,806
248-248.000-943.000	MOTORPOOL LEASE/MAINTENANCE	7,840	8,014	14,500	14,500	10,875	10,250
248-248.000-956.000	MISCELLANEOUS		1,105				
248-248.000-977.000	EQUIPMENT	701		1,000	1,000		1,000
NET OF REVENUES/APPROPRIATIONS - 248.000-RENTAL INSPECTION		(157,751)	(179,208)	(222,662)	(223,100)	(152,354)	(320,069)
ESTIMATED REVENUES - FUND 248		168,741	206,897	229,779	230,217	199,541	320,069
APPROPRIATIONS - FUND 248		157,751	179,208	222,662	223,100	152,354	320,069
NET OF REVENUES/APPROPRIATIONS - FUND 248		10,990	27,689	7,117	7,117	47,187	

Fund 249 - Building
Revenues

Line Item	Explanation
249-000-000-476-477 – Non Bus Lic – Lic & Reg	This line item reflects revenue generated from collection of fees to register licensed contractors doing business in the Township. This revenue is projected to increase 36% based upon 2016 data and projections.
249-000-000-476-478 – Non Bus Lic Refrigeration	This line item reflects revenue generated from collection of fees for refrigeration permits (primarily air conditioning systems) that require Act 54 mechanical inspections. This revenue is projected to increase 125% based upon 2016 data and projections.
249-000-000-476-479 – Non Bus Lic Building Permit	This line item reflects revenue generated from collection of fees for building permits that require Act 54 building inspections. This revenue is projected to increase 37% based on 2016 data and new developments currently being proposed or under review. No fee increases are expected for building permits in 2017.
249-000-000-476-480 – Non Bus Lic Electrical Permit	This line item reflects revenue generated from collection of fees for electrical permits that require Act 54 electrical inspections. This revenue is projected to increase 56% based upon 2016 data and projections. We are discussing a revision of the fee schedule for all trade permits in 2017.
249-000-000-476-481 – Non Bus Lic Heating Permit	This line item reflects revenue generated from collection of fees for heating system permits that require Act 54 mechanical inspections. This revenue is projected to increase 16% based upon 2016 data and projections. We are discussing a revision of the fee schedule for all trade permits in 2017.

Line Item	Explanation
249-000-000-476-482 – Non Bus Lic Plumbing Permit	This line item reflects revenue generated from collection of fees for plumbing permits that require Act 54 plumbing inspections. This revenue is projected to increase 56% based upon 2016 data and projections. We are discussing a revision of the fee schedule for all trade permits in 2017.
249-000-000-476-484 – Non Bus Lic Misc/Reinspect	This line item reflects revenue generated from collection of fees for Act 54 re-inspections required to give final approval of all permitted construction and installations when the job/work fails the initial inspection due to lack of code compliance. This revenue is projected to increase 47% based upon 2016 data and projections.
249-000-000-476-486 – Non Bus Lic Sign Permits	This line item reflects revenue generated from collection of fees for sign permits that require zoning compliance review and Act 54 building inspection. This revenue is projected to increase 60% based upon 2016 data and projections.
249-000-000-607-010 – Charge for Srvcs-Envir/Plot Plan	This line item reflects revenue generated from collection of fees for soil erosion permits that require inspection by a certified inspector. This revenue is projected to increase 26% based upon 2016 data and projections.
249-000-000-607-270 – Charge for Serv-Liquor Inspection	This line item reflects revenue generated from collection of fees for Act 54 building inspections conducted for the purpose of on-premise liquor license renewal. This revenue is projected to remain consistent with no change.
249-000-000-664-001 – Interest Earned	This line item reflects interest earned on banked revenue.
249-000-000-699-000 – Appropriated Prior Year Balance	This line item reflects the amount transferred from the Fund Balance to meet current year operating expenses. Fund transfer is anticipated due to restoration of Act 54 inspector positions in order to meet increased development demands.

Expenditures

Line Item	Explanation
249-249-000-705-000 – Salary-Supervision	This line item reflects salary expenses for the Chief Building Official who administers the state building codes and coordinates all Act 54 inspection services. This line item also covers 25% of the OCS Executive Coordinator position, who performs administrative management of building department staff and related support functions under the OCS umbrella. Even though a 1.5% increase is budgeted (the same as AFSCME and Teamsters employees), a reduction is shown since no payroll accrual is needed for 2017. All salaries are determined by Board resolution.
249-249-000-706-000 – Salary-Permanent Wages	This line item reflects wages for one clerical position (AFSCME) whose salary is determined by labor contract. Even though a contractual 1.5% increase is budgeted, a reduction is shown since no payroll accrual is needed for 2017.
249-249-000-706-004 – Building Inspection	This line item reflects wages for two Act 54 building inspectors (AFSCME) who conduct inspections for building and soil erosion permit activity, as well as building plan reviews for residential and commercial projects. Expenses are increased 85% due to restoration of the second building inspector position that had been vacant since 2006 and that was restored as of August, 2016. This new employee also performs multifamily rental inspections with expenses funded by revenue from Fund 248.

Line Item	Explanation
249-249-000-706-005 – Electrical Inspection	This line item reflects wages for one Act 54 electrical inspector (AFSCME) who conducts inspections for electrical permit activity. This employee also performs multifamily rental inspections with expenses funded by revenue from Fund 248. This account had been inactive since 2009 and has been restored as of August, 2016.
249-249-000-706-006 – Plumbing Inspection	This line item reflects wages for one Act 54 plumbing inspector (AFSCME) who conducts inspections for plumbing permit activity. This employee also performs multifamily rental inspections with expenses funded by revenue from Fund 248. This account had been inactive since 2008 and has been restored as of August, 2016.
249-249-000-706-014 – Rental Inspections	This is a new line item for 2017 and reflects the portion that will be charged to Fund 248 (248-248-000-706-014) for rental inspections performed, that are not covered under Act 54.
249-249-000-708-004 – Salaries Pay Out-PTO & Sick Time	Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted.
249-249-000-708-010 – Health Insurance Buyout	This line item is used for the health insurance buyout for employees who receive health insurance through another source.
249-249-000-709-000 – Regular Overtime	This line item reflects overtime wages for departmental clerical staff and the Act 54 building inspector (AFSCME) for special projects and emergency response situations. Expenses are increased 50% due to addition of new inspector positions.
249-249-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.

Line Item	Explanation
249-249-000-719-000 – Health Insurance	We were notified of our health care renewal rates and will only receive a .16% increase in 2017. A greater increase is budgeted due to the increase in staff.
249-249-000-719-001 – Sick & Accident	The overall increase in rates is 19.45%, good through 8/31/18. It is recommended that we stay with our current carrier since only the LTD rates increased. Figures were provided by Human Resources. A greater increase is budgeted due to the increase in staff.
249-249-000-719-003 – Employee Paid Health Contra	This is a new line item for 2016. The amount employees pay toward their health care coverage is budgeted here.
249-249-000-719-015 – Dental Benefits	We received a two year rate guarantee in 2016 so there will be no change in dental rates for 2017. Even though there will be no increase in rates, an increase is budgeted due to the increase in staff.
249-249-000-719-016 – Vision Benefits	We will be receiving a 10% increase in vision rates for 2017. A larger increase is budgeted due to the increase in staff.
249-249-000-719-020 – Health Care Deduction	This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. An increase is budgeted due to the increase in staff.
249-249-000-719-021 – Admin Fees-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies. An increase is budgeted due to the increase in staff.

Line Item	Explanation
249-249-000-720-000 – Life Insurance	We will not be receiving an increase in life insurance rates for 2017. Even though there will be no increase in rates, an increase is budgeted due to the increase in staff.
249-249-000-727-000 – Office Supplies	This line item reflects office supply expenses, such as inspection forms, placards, pens, etc. This budget is increased 40% based on the addition of three inspector positions and projected higher permit activity.
249-249-000-730-000 – Postage	This line item reflects postage expenses. Based on 2016 data and projected construction activity, expenses are budgeted to increase 120%.
249-249-000-740-001 – Ordinance & Zoning Code Books	This line item reflects expenses to purchase applicable State of Michigan code publications and software required for reference for inspectors.
249-249-000-741-001 – Uniforms-New and Badges	This line item reflects expenses to purchase uniform clothing apparel and other uniform related items. No change.
249-249-000-800-001 – Administration Fees	Figures provided by the Accounting Director.
249-249-000-818-000 – Contractual Services	This line item reflects expenses for contract mechanical inspection services and other fill-in inspection services for sick calls and scheduled vacations. There is a 65% projected reduction based on 2016 mechanical inspection data and the addition of full time electrical and plumbing inspectors.
249-249-000-867-000 – Gas & Oil	This line item reflects expenses for gasoline and oil for vehicles used by building department staff. Budgeted 66% increase due to the addition of inspection staff and vehicles.

Line Item	Explanation
249-249-000-876-000 – Retirement/MERS	Employer’s portion is based on a flat rate (\$461.00 per employee times 24 pays = \$11,064 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 5.16% is paid. Figures provided by Accounting Director.
249-249-000-913-000 – Insurance & Bonds	Figures provided by the Accounting Director.
249-249-000-917-000 – Workers Compensation Insurance	Figures provided by the Accounting Director.
249-249-000-943-000 – Motorpool Lease/Maintenance	This line item reflects lease payments to the township motor pool and maintenance expenses for vehicles assigned to the building department. Budgeted 233% increase due to the addition of three new vehicles for additional inspection staff.
249-249-000-958-000 – Membership & Dues	This line item reflects the cost of mandatory memberships and dues in professional organizations required for continuing education classes for inspectors to maintain ACT 54 state certification. Budgeted 200% increase due to added inspection staff.
249-249-000-977-000 - Equipment	This line item reflects expenses for the purchase of new equipment and replacement of old equipment no longer serviceable. Budgeted 20% decrease from the 2016 original budget (new employees were equipped in 2016).

9/29/16

* Changes from draft budget are highlighted.

10/11/2016

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2016



GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Fund 249 - BUILDING DEPARTMENT							
Dept 000.000							
249-000.000-476.477	NON BUS. LIC. LIC & REG.	7,995	5,040	5,000	5,000	5,220	6,800
249-000.000-476.478	NON BUS. LIC. REFRIGERATION	5,670	6,850	4,000	4,000	6,950	9,000
249-000.000-476.479	NON BUS. LIC. BUILDING PERMIT	295,912	260,784	280,000	280,000	381,101	385,000
249-000.000-476.480	NON BUS. LIC. ELECTRICAL PERM	29,295	41,358	32,000	32,000	39,093	50,000
249-000.000-476.481	NON BUS. LIC. HEATING PERMIT	54,368	79,528	60,000	60,000	59,921	70,000
249-000.000-476.482	NON BUS. LIC. PLUMBING PERMIT	35,765	37,753	32,000	32,000	39,998	50,000
249-000.000-476.484	NON BUS. LIC. MISC / REINSPEC	17,910	23,315	17,000	17,000	21,195	25,000
249-000.000-476.486	NON BUS. LIC. SIGN PERMITS	2,835	2,435	2,000	2,000	2,629	3,200
249-000.000-607.010	CHARGE FOR SRVCS-ENVIR/PLOT P	5,911	2,921	3,000	3,000	400	3,800
249-000.000-607.012	CHARGE FOR SERV-ADDRESS ASSIG					15	
249-000.000-607.270	CHARGE FOR SERV-LIQUOR INSPEC	855	1,000	1,000	1,000	850	1,000
249-000.000-664.001	INTEREST EARNED	135	129			685	800
249-000.000-694.004	MISC REVENUE - INSURANCE REIMB		258			223	
249-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			21,476	125,343		121,342
NET OF REVENUES/APPROPRIATIONS - 000.000-		456,651	461,371	457,476	561,343	558,280	725,942

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Dept 249.000-BUILDING DEPARTMENT							
249-249.000-705.000	SALARY - SUPERVISION	38,560	67,960	90,941	90,941	63,538	90,563
249-249.000-706.000	SALARY - PERMANENT WAGES	36,767	41,973	42,994	42,994	30,170	42,806
249-249.000-706.004	BUILDING INSPECTION	49,297	46,154	61,904	61,904	14,223	216,775
249-249.000-706.005	ELECTRICAL INSPECTION				21,545	5,569	51,708
249-249.000-706.006	PLUMBING INSPECTION				21,545	1,696	51,708
249-249.000-706.014	RENTAL INSPECTIONS						(21,000)
249-249.000-706.050	YE ODD DAY ACCRUAL			2,214	2,214		
249-249.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	3,709	2,154	2,956	25,314	1,047	3,000
249-249.000-708.010	HEALTH INS BUYOUT	1,500	2,160	3,750	3,750	2,625	3,750
249-249.000-709.000	REG OVERTIME	1,472	6	1,000	1,000	1,171	1,500
249-249.000-715.000	F.I.C.A./MEDICARE	9,901	13,141	15,741	20,749	9,006	25,772
249-249.000-719.000	HEALTH INSURANCE	19,371	23,785	24,850	35,108	20,708	81,176
249-249.000-719.001	SICK AND ACCIDENT	665	806	1,303	1,450	781	2,993
249-249.000-719.003	EMPLOYEE PAID HEALTH CONTRA		(7,120)				(9,000)
249-249.000-719.015	DENTAL BENEFITS	2,567	2,424	2,818	3,598	2,348	7,069
249-249.000-719.016	VISION BENEFITS		404	505	614	348	1,326
249-249.000-719.020	HEALTH CARE DEDUCTION	4,430	5,689	8,663	21,563	3,860	25,988
249-249.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	125	176	180	203	123	450
249-249.000-720.000	LIFE INSURANCE	346	444	644	753	536	1,238
249-249.000-727.000	OFFICE SUPPLIES	2,415	1,143	1,000	1,000	943	1,400
249-249.000-730.000	POSTAGE	968	1,264	1,000	1,800	1,318	2,200
249-249.000-740.000	OPERATING SUPPLIES				200		
249-249.000-740.001	Ordinance & Zoning Code Books	1,111	248	2,000	1,800	1,222	2,000
249-249.000-741.001	UNIFORMS-NEW AND BADGES		969	1,000	1,000		1,000
249-249.000-800.001	ADMINISTRATION FEES	16,618	16,823	18,162	18,162	13,622	21,076
249-249.000-801.000	PROFESSIONAL SERVICES	6,902					
249-249.000-818.000	CONTRACTUAL SERVICES	127,550	150,565	130,000	120,000	109,880	45,000
249-249.000-860.000	TRAVEL	848					
249-249.000-867.000	GAS & OIL	2,238	1,636	3,000	2,200	1,191	5,000
249-249.000-876.000	RETIREMENT/MERS	19,484	20,327	21,567	24,902	15,198	35,690
249-249.000-913.000	INSURANCE & BONDS FLEET		1,645	1,884	1,884	1,383	1,943
249-249.000-917.000	WORKERS COMPENSATION INSURANCE	1,284	3,414	4,400	4,400	3,078	3,611
249-249.000-943.000	MOTORPOOL LEASE/MAINTENANCE	11,905	11,800	7,000	12,750	5,250	22,200

10/11/2016

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2016

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GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
249-249.000-958.000	MEMBERSHIP AND DUES	125	860	1,000	1,000	380	3,000
249-249.000-960.000	EDUCATION AND TRAINING	285					
249-249.000-977.000	EQUIPMENT	3,849	5,348	5,000	15,000	11,781	4,000
249-249.000-977.001	COMPUTER SOFTWARE		6,925				
NET OF REVENUES/APPROPRIATIONS - 249.000-BUILDING DEPARTMENT		(364,292)	(423,123)	(457,476)	(561,343)	(322,995)	(725,942)
ESTIMATED REVENUES - FUND 249		456,651	461,371	457,476	561,343	558,280	725,942
APPROPRIATIONS - FUND 249		364,292	423,123	457,476	561,343	322,995	725,942
NET OF REVENUES/APPROPRIATIONS - FUND 249		92,359	38,248			235,285	

2017 BUDGET
LDFA, GENERAL OBLIGATION DEBTS, BONDS & CAPITAL ACCOUNTS

Fund 250

LDFA Fund

The 2017 revenues are based on the 2016 property tax values for the LDFA District. The captured funds are then transferred to Fund 398 - 2013 Bond Fund to cover the bond payments for the infrastructure improvements.

<i>2016 Recaptured Tax for 2017 revenues</i>	143,526
<i>Expenditure for Fund 398 - 2013 Series B Bond</i>	<u>(230,740)</u>
<i>For \$170,000 principal, \$60,240 interest, and \$ 500 fees for 2017 payments</i>	
Recaptured taxes are insufficient to cover bond expenditures	(87,214)
 Need to use prior year Fund Balance in LDFA 250	 73,500
Need to use prior year Fund Balance in Fund 398	6,000
General Fund will need to transfer additional funds to cover expenditures for the Bond payment.	<u>7,714</u>
	87,214
 Total amount transferred from Fund 250 directly to Fund 398	 217,026
Total amount transferred from General Fund through to Fund 398	7,714

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GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTH							
Dept 000.000							
250-000.000-402.250	CURRENT TAX REVENUE-CAPTURED	210,459	245,534	246,751	246,751	246,965	143,526
250-000.000-664.001	INTEREST EARNED	13	18			102	
250-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.						73,500
NET OF REVENUES/APPROPRIATIONS - 000.000-		210,472	245,552	246,751	246,751	247,067	217,026
Dept 991.000-DEBT SERVICES							
250-991.000-968.398	TRANSFER TO: 2006 BOND DEBT	200,000	200,000	229,760	229,760	229,760	217,026
NET OF REVENUES/APPROPRIATIONS - 991.000-DEBT SERVICES		(200,000)	(200,000)	(229,760)	(229,760)	(229,760)	(217,026)
ESTIMATED REVENUES - FUND 250		210,472	245,552	246,751	246,751	247,067	217,026
APPROPRIATIONS - FUND 250		200,000	200,000	229,760	229,760	229,760	217,026
NET OF REVENUES/APPROPRIATIONS - FUND 250		10,472	45,552	16,991	16,991	17,307	

Fund 252 - Hydro

Revenues

Line Item	Explanation
252-000-000-641-003 – Ford Lake Hydro Station	Revenues from the selling electricity from the Hydro Station to DTE Energy. Estimated revenue was calculated by averaging actual revenues from 2009 to 2014 and the performance of the Power Contract.
252-252-000-650-300 - Renewable Energy Credit	Funds received from the transfer/sale of Renewable Energy Credits. Nothing is budgeted for 2017.
252-000-000-664-001 – Interest Earned	Reflects interest earned on funds deposited in the bank.
252-000-000-697-007 – Transfer In: Environmental Cleanup	This line item reflects funds transferred in from Fund 225 – Environmental Cleanup that will be used for the professional services of Stantec for design and engineering for the Tyler Dam.

Expenditures

Line Item	Explanation
252-252-000-706-000 – Salary-Permanent Wages	This line item reflects the salary of the Hydro Operator. Even though a 1.5% increase is budgeted (the same as AFSCME and Teamsters employees), the amount shown is reduced since no payroll accrual is needed for 2017.
252-252-000-707-000 – Salary-Temporary/Seasonal	Wages for the part time operator(s), a part-time position, who are responsible for the weekend and holiday operations.
252-252-000-708-004 – Salaries Pay Out-PTO & Sick Time	Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted.
252-252-000-709-000 – Regular Overtime	Accounts for the necessary overtime for the full time operator when he is called in or necessary work exceeds 40 hours to avoid loss of revenue, dam safety or handle compliance issues.
252-252-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
252-252-000-719-000 – Health Insurance	We were notified of our health care renewal rates and will only receive a .16% increase in 2017.

Line Item	Explanation
252-252-000-719-001 – Sick & Accident	The overall increase in rates is 19.45%, good through 8/31/18. It is recommended that we stay with our current carrier since only the LTD rates increased. Figures were provided by Human Resources.
252-252-000-719-003 – Employee Paid Health Contra	This is a new line item for 2016. The amount employees pay toward their health care coverage is budgeted here
252-252-000-719-015 – Dental Benefits	We received a two year rate guarantee in 2016 so there will be no change in dental rates for 2017.
252-252-000-719-016 – Vision Benefits	We will be receiving a 10% increase in vision rates for 2017.
252-252-000-719-020 – Health Care Deduction	This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended.
252-252-000-719-021 – Admin Fees-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies.
252-252-000-720-000 – Life Insurance	We will not be receiving an increase in life insurance rates for 2017.
252-252-000-723-000 – Deferred Comp Employer	Figures provided by the Accounting Director.

Line Item	Explanation
252-252-000-727-000 – Office Supplies	Cover the cost of supplies and material used in completing reports by the department. This is unchanged from prior year.
252-252-000-730-000 - Postage	Cover cost in mailing business related material. This amount is unchanged from last year.
252-252-000-740-000 – Operating Supplies	Cost related to operation of the Hydro. Oil analysis test are one of the expenses used in the line item. Amount remains unchanged from prior year.
252-252-000-741-000 – Boot Reimb & Uniforms Purchase	Funds to purchase operators uniforms and boot allowance. Amount is up from last year due to hiring new operator(s). 1 new operator was needed to fill a retirement and 1 is anticipated in 4 th quarter of 2016. New hires would be able to get boots and uniforms in January 2017.
252-252-000-776-000 – Maintenance Supplies	Cost associated in maintaining Hydro Station including housekeeping, general maintenance supplies, and hand tools. The amount is unchanged from 2016 original budget.
252-252-000-801-000 – Professional Services	Covers cost for an independent engineering firm for technical support related to dam safety and compliance for the Ford Lake Dam. The Township does not have a Professional Engineer with dam experience on staff. Requested funds for 2017 are down from last year, since it is not a heavy compliance year. 1 project is planned for 2017, engineering (design and planning) to replace an obsolete PLC.

Line Item	Explanation
252-252-000-801-250 – Professional Services-Other Dams	This line item will be used for the professional services of Stantec for design and engineering for the Tyler Dam. The total project was \$79,800. A portion will be paid in 2016 with the remainder paid in 2017.
252-252-000-818-013 – Contractual Services/Hydro Station	Associated cost for services routinely used by the department for operations or maintenance activities. Onsite Confine Space Team, safety inspection for the crane and port-a-john rental is charged to this line item. This remains unchanged from last year.
252-252-000-850-000 - Telephone	Cost related for communication lines for the department. Cost will decrease in 2017 with the installation of the new DTE system in 2016, thus removing 2 AT&T lines. The proposed amount of \$1,000 for 2017 is down from the 2016 amended budget of \$ 50,000.
252-252-000-867-000 – Gas & Oil	Covers cost related to fuel used by the department in equipment and vehicle. In 2014, the department was issued a department truck. This will be the 3 rd budget year for this line item. A usage history has been established and for 2017, a decrease is being recommended.
252-252-000-876-000 – Retirement/MERS	Employer’s portion is based on a flat rate (\$461.00 per employee times 24 pays = \$11,064 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 5.16% is paid. Figures provided by Accounting Director.

Line Item	Explanation
252-252-000-917-000 – Workers Comp Insurance	Figures provided by the Accounting Director.
252-252-000-915-000 – Insurance and Bonds	Figures provided by the Accounting Director.
252-252-000-920-017 – Utilities-Hydro	Cost related in heating powerhouse in winter months. Also, accounting for an increase in usage due to a new natural gas standby generator planned to replace a 28 year old diesel unit.
252-252-000-930-000 – Repairs Maintenance-Machinery	Accounts for cost related repairs and maintenance for the equipment related to generating electricity.
252-252-000-930-001 – Repairs/Maint Hydro Infrastructure	Cost related to maintaining the Hydro Station structure-powerhouse and dam. Activities include concrete repairs to spalling concrete, Substation improvements, lake sensor intake maintenance and general repairs.
252-252-000-931-013 – Repairs & Maint-Other Dams	Cost associated in maintaining Tyler and Sargent Charles Dams. A large project is planned for 2016/2017 at Tyler Dam. Funding for that project is coming from Environmental Cleanup and the General Fund.
252-252-000-943-000 – MotorPool Lease/Maintenance	Cost associated with the lease of department issued vehicle.
252-252-000-956-000 - Miscellaneous	Cover cost for bank fees associated with the DTE Escrow Fund and small expenses. This amount unchanged from 2016.

Line Item	Explanation
252-252-000-956-009 – City Share/Hydro Station	Expected amount that the Twp. will have to pay the City (10% gross of DTE revenue) from a judgment when JYRO was dissolved.
252-252-000-956-019 – Hydro-Fish Study-Escrow Expense	Expected amount that the Twp. will have to put into Fish Escrow for future fish enhancement. This is required by the FERC License agreement.
252-252-000-956-025 – Licenses and Fees/FERC	Annual fee assessed by the Federal Energy Regulatory Commission. Cost varies each year; propose the same amount as last year.
252-252-000-976-000 – Capital Outlay-New Equipment	It is proposed for 2017 that the substation receive some improvements to extend the life of the existing transformer.
252-252-000-977-000 - Equipment	For 2017, we plan to replace the 28 year old diesel emergency standby generator with a new natural gas unit.

- In June 2016, the Board approved funding in 2017 for Tyler Dam Phase 3 construction. This project is planned for 2016/2017 at Tyler Dam. Funding for that project is coming from Environmental Cleanup and the General Fund. \$2,000,000 will be needed in the 2017 budget for this project. Project is being coordinated with YCUA trestle Bridge Replacement Project.

9/29/16

* Changes from the draft budget are highlighted.

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GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Fund 252 - HYDRO STATION FUND							
Dept 000.000							
252-000.000-641.003	FORD LAKE HYDRO STATION	478,801	353,895	350,000	350,000	242,991	350,000
252-000.000-650.300	RENEWABLE ENERGY CREDITS			1,200	1,200		
252-000.000-664.001	INTEREST EARNED	242	136	200	200	380	200
252-000.000-694.001	OTHER INCOME-MISCELLANEOUS	59	4,295				
252-000.000-694.004	MISC REVENUE - INSURANCE REIM	345	417			267	
252-000.000-697.000	TRANSFER IN: GENERAL FUND	19,111	52,889				
252-000.000-697.007	TRANSFER IN: ENVIRO CLEANUP				72,000	72,000	44,800
252-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				132,712		
NET OF REVENUES/APPROPRIATIONS - 000.000-		498,558	411,632	351,400	556,112	315,638	395,000

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GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Dept 252.000-HYDRO STATION: FORD LAKE							
252-252.000-706.000	SALARY - PERMANENT WAGES	55,289	56,993	58,069	58,069	40,750	57,828
252-252.000-706.050	YE ODD DAY ACCRUAL			648	648		
252-252.000-707.000	SALARY - TEMPORARY/SEASONAL	16,146	14,884	24,808	19,808	8,012	24,804
252-252.000-708.004	SALARIES PAY OUT-PTO&SICKTIME			877	877		890
252-252.000-708.009	AUTO ALLOWANCE	1,609					
252-252.000-709.000	REG OVERTIME	5,862	4,989	4,000	9,000	5,906	4,000
252-252.000-715.000	F.I.C.A./MEDICARE	4,933	5,015	5,102	5,102	3,564	5,158
252-252.000-719.000	HEALTH INSURANCE	14,901	17,839	18,637	18,637	15,531	18,667
252-252.000-719.001	SICK AND ACCIDENT	298	332	401	401	347	479
252-252.000-719.003	EMPLOYEE PAID HEALTH CONTRA		(3,960)				(1,800)
252-252.000-719.015	DENTAL BENEFITS	1,651	1,417	1,417	1,417	1,181	1,417
252-252.000-719.016	VISION BENEFITS		233	233	233	177	257
252-252.000-719.020	HEALTH CARE DEDUCTION	758	1,134	5,775	5,775	1,558	5,775
252-252.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	92	92	90	90	62	90
252-252.000-720.000	LIFE INSURANCE	144	162	198	198	165	198
252-252.000-723.000	DEFERRED COMPENSATION EMPLOYE	214	195	323	323	108	322
252-252.000-727.000	OFFICE SUPPLIES	1,117	239	350	350	106	350
252-252.000-730.000	POSTAGE	61	35	100	100	7	100
252-252.000-740.000	OPERATING SUPPLIES	323	388	400	400	62	400
252-252.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	407	148	450	550	550	700
252-252.000-757.000	OPERATING SUPPLIES		70				
252-252.000-776.000	MAINTENANCE SUPPLIES	6,752	6,485	7,550	8,400	7,138	7,550
252-252.000-801.000	PROFESSIONAL SERVICES	45,394	30,134	40,000	40,000	8,914	20,000
252-252.000-801.250	PROFESSIONAL SER - OTHER DAMS	22,238	52,719		72,000	37,000	44,800
252-252.000-818.013	CONTRACTUAL SERVICES/HYDRO ST	6,896	2,595	7,500	7,500	2,265	7,500
252-252.000-850.000	TELEPHONE	21,513	34,953	20,000	50,000	34,055	1,000
252-252.000-867.000	GAS & OIL	3,537	2,255	4,200	4,200	1,591	3,500
252-252.000-876.000	RETIREMENT/MERS	8,365	8,380	8,321	8,321	6,361	11,064
252-252.000-915.000	INSURANCE AND BONDS	1,860	2,128	2,261	2,261	1,659	2,331
252-252.000-917.000	WORKERS COMPENSATION INSURANC	1,527	1,612	2,001	2,001	1,384	1,563
252-252.000-920.017	UTILITIES - HYDRO	1,560	1,266	1,400	1,400	749	1,800
252-252.000-930.000	REPAIRS MAINTENANCE-MACHINERY	291,946	8,793	9,000	9,000	3,520	9,000
252-252.000-930.001	REPAIRS/MAINT HYDRO INFRASTRU	8,185	55,835	40,000	39,900	11,066	45,000
252-252.000-931.013	REPAIRS & MAINT - OTHER DAMS		43	1,000	150	149	1,000
252-252.000-943.000	MOTORPOOL LEASE/MAINTENANCE		3,000	6,000	6,000	4,500	6,000

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GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
252-252.000-956.000	MISCELLANEOUS	3,248	1,600	1,800	1,800	1,615	1,800
252-252.000-956.009	CITY SHARE/HYDRO STATION	47,880	35,390	35,000	35,000	26,460	35,000
252-252.000-956.019	HYDRO-FISH STUDY-ESCROW EXPEN	7,377	5,735	8,000	8,000		8,000
252-252.000-956.025	LICENSES AND FEES/FERC	3,288	2,415	3,800	3,800	2,934	3,800
252-252.000-976.000	CAPITAL OUTLAY NEW EQUIPMENT		238,421		132,712	127,762	10,000
252-252.000-977.000	EQUIPMENT	180,000		30,000			50,000
NET OF REVENUES/APPROPRIATIONS - 252.000-HYDRO STATION: FORD I		(765,371)	(593,964)	(349,711)	(554,423)	(357,208)	(390,343)
ESTIMATED REVENUES - FUND 252		498,558	411,632	351,400	556,112	315,638	395,000
APPROPRIATIONS - FUND 252		765,371	593,964	349,711	554,423	357,208	390,343
NET OF REVENUES/APPROPRIATIONS - FUND 252		(266,813)	(182,332)	1,689	1,689	(41,570)	4,657

Fund 266 – Law Enforcement

Revenues

Line Item	Explanation
266-000-000-403-000 – Current Property Taxes	This line item reflects revenue from property taxes based on property values and millage rates. The total millage rate is 5.95 mills for law enforcement, ordinance enforcement and neighborhood watch services. 2017 revenue is projected to increase 0.86% from 2016.
266-000-000-403-001 – ESA Reimbursement Operating	This is a new line item for 2017 for Essential Service Assessment (ESA) reimbursement for Personal Property due to loss attributed to the small business taxpayer exemption and eligible manufacturing personal property. The reimbursement is expected to be received in February of each year from the State of Michigan. This is the first year for ESA reimbursement.
266-000-000-574-001 – State Revenue-Liquor Enforcement	This line item reflects revenue received each year from the state derived from fees for liquor licenses. The funds are restricted for use to enforce MLCC rules and regulations.
266-000-000-607-270 – Charge for Serv-Liquor Inspec	This line item reflects revenue from local inspection fees collected from businesses that hold state liquor licenses.
266-000-000-699-000 – Appropriated Prior Year Balance	This line item reflects funds needed from Fund Balance. This is needed in 2017 to repay the General Fund for the improvements done at the LEC and the increase in OPEB.

Expenditures

Line Item	Explanation
266-301-000-705-000 – Salary-Supervision	This line item reflects the salary for the Police Services/OCS Director and 25% of the salary for the OCS Executive Coordinator. Even though a 1.5% increase is budgeted (the same as AFSCME and Teamsters), the amount shown is lower since no payroll accrual is needed for 2017.
266-301-000-706-000 – Salary – Permanent Wages	This line item shows the cost for a part-time custodian to maintain the Law Enforcement Center at 1501 S. Huron. Even though a 1.5% increase is budgeted, the amount shown is lower since no payroll accrual is needed for 2017.
266-301-000-706-013 – GIS Service	This line item reflects 25% of the cost for GIS specialist services split between OCS and Assessing.
266-301-000-708-004 – Salaries Pay Out-PTO & Sick Time	Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted.
266-301-000-708-009 – Auto Allowance	This line item is used for the auto allowance for the Police Services/OCS Director. No change.
266-301-000-708-010 – Health Insurance Buyout	This line item is used for the health insurance buyout for employees who receive health insurance through another source.

Line Item	Explanation
266-301-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
266-301-000-719-001 – Sick & Accident	The overall increase in rates is 19.45%, good through 8/31/18. It is recommended that we stay with our current carrier since only the LTD rates increased. Figures were provided by Human Resources.
266-301-000-719-015 – Dental Benefits	We received a two year rate guarantee in 2016 so there will be no change in dental rates for 2017.
266-301-000-719-016 – Vision Benefits	We will be receiving a 10% increase in vision rates for 2017.
266-301-000-720-000 – Life Insurance	We will not be receiving an increase in life insurance rates for 2017.
266-301-000-727-000 – Office Supplies	This line item reflects office supply expenses for police services. No change.
266-301-000-730-000 - Postage	This line item reflects postage expenses for police services including neighborhood watch mailings. This account is budgeted at a 50% decrease based on 2016 actual use.
266-301-000-740-000 – Operating Supplies	This line item reflects operating supplies for police services such as neighborhood watch signs and customized first responder maps. This account is budgeted at a 17% decrease based on anticipated expenses.

Line Item	Explanation
266-301-000-800-001 – Administration Fees	This is an internal cost allocation charged to the police millage fund for township office space, technology and equipment for staff funded by the millage. Figures provided by the Accounting Director.
266-301-000-831-000 – Sheriff Patrol Contract	This line item reflects the Washtenaw County police contract formula price for 35 Police Service Units (PSU) budgeted at a 1% increase over 2016. Each PSU includes wages and fringe benefits for one sheriff's deputy; prorated wages and fringe benefits for shift supervision at a rate of one sergeant per 7.5 deputies; prorated wages and fringe benefits for an operational lieutenant at a rate of one lieutenant per 45 deputies; vehicle and fleet maintenance costs; metro dispatch costs; computer and technology costs; insurance and legal liability costs, etc. The police services contract for 35 PSU's provides deployment of 41 sworn officers in Ypsilanti Township, as well as services of civilian support staff, the sheriff's detective bureau and specialty support teams such as SWAT, CNT, computer forensics and K-9. Further, a sheriff's office collaboration with the Detroit Fugitive Apprehension Team (DFAT) operated by the US Marshal's Service maintains an office at the Law Enforcement Center that provides federal law enforcement presence and support services in our community.
266-301-000-831-001 – Sheriff Patrol-Overtime	This line item reflects overtime expenses related to the police services contract including patrol shift extensions, backfilling of sick calls and vacations, directed neighborhood enforcement, special investigations and off-duty court. The deputy overtime rate is set each year based on the changes in labor contracts and fringe benefit costs. Overtime funding has been reduced 7% in accordance with actual 2016 YTD expenses and trends.

Line Item	Explanation
266-301-000-831-005 – Community Service – Sheriff Dept	This line item reflects expenses for a summer youth employment program that provides community beautification services. Youth from the community are employed and supervised by the Sheriff’s Office and perform various tasks that contribute to a cleaner and safer community. All costs associated with the program are funded by Ypsilanti Township. This will be the second year of a pilot experience for this program with no cost increase.
266-301-000-831-007 – Liquor Inspection Expenditure	This line item reflects expenses for a student decoy jobs program for enforcement services pertaining to the sale of alcohol to minors. Underage youth from area high schools and colleges assist sheriff’s deputies with sting operations and appear in court to provide witness testimony. No change is budgeted.
266-301-000-831-008 – Sheriff Patrol-Schl Collb Ctr	This line item reflects contract costs for two School Resource Officers (SRO) during summer collaborations with the Lincoln Consolidated Schools and the Ypsilanti Community Schools. SRO’s are re-assigned to Ypsilanti Township during summer months when school is out of session and focus on youth crime and mentoring activities in neighborhoods. The duration of the summer SRO contracts have been reduced from 12 weeks to 10 weeks and are budgeted pursuant to a 1% increase in the standard PSU contract formula.

Line Item	Explanation
266-301-000-831-010 – Public Nuisance Abatement	This line item reflects funds allocated for special investigations conducted by the sheriff’s Community Action Team to address violent crime and narcotics trafficking in neighborhoods. Funding is reduced based on actual expense trends.
266-301-000-831-012 – Animal Control Enforcement Cont.	This line item reflects funds allocated to offset the cost of enforcing the Township’s animal control ordinances above and beyond state law. Funds are allocated to Washtenaw County to support the county’s service contract with the Humane Society of Huron Valley. No change.
266-301-000-876-000 – Retirement/MERS	Employer’s portion is based on a flat rate (\$461.00 per employee times 24 pays = \$11,064 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 5.16% is paid. Figures provided by Accounting Director.
266-301-000-876-003 – OPEB Funding-Retiree Health	Figures provided by the Accounting Director.
266-301-000-913-000 – Insurance & Bonds Fleet	Figures provided by the Accounting Director.
266-301-000-917-000 – Workers Compensation Insurance	Figures provided by the Accounting Director.
266-301-000-920-015 – Utilities/1405 Holmes Road	This line item reflects utility expenses for the Holmes Rd police substation. The station is operated as a 24hr/7day deputy drop-in detachment in the northeast section of the township. There is no change budgeted.
266-301-000-920-016 – Utilities/2057 Tyler Police	This line item reflects public utility expenses for the West Willow community resource center (CRC). There is a slight decrease budgeted based on 2016 actual expenses.

Line Item	Explanation
266-301-000-920-019 – Utilities – 1501 S. Huron Station	This line item reflects utility expenses for the primary Law Enforcement Center (LEC) which houses the township's contracted sheriff's deputies, shift sergeants, operational lieutenant, civilian support personnel, sheriff K-9 Teams, and the federal Detroit Fugitive Apprehension Team. In addition, the LEC is made available as a drop-in station to Michigan State Police troopers from the Brighton Post, FBI agents from the Ann Arbor office, parole/probation agents from the Michigan Department of Corrections, and members of the county Metro SWAT Team from other local police agencies. There is a 17% budget reduction based on actual use in 2016, which was the first full year of operation for the facility.
266-301-000-931-011 – Building Maintenance/1405 Holmes	This line item reflects expenses for maintenance of the Holmes Rd police station. The station is operated as a 24hr/7day deputy drop-in detachment.
266-301-000-931-012 – Building Maintenance/2057 Tyler	This line item reflects expenses to maintain the West Willow community resource center. No change.
266-301-000-931-015 – Building Maintenance/1501S. Huron	This line item reflects expenses to maintain the primary Law Enforcement Center (LEC), including building repairs, custodial supplies and grounds maintenance. There is a 14% budget reduction based on actual use in 2016, which was the first full year of operation for the facility.
266-301-000-933-000 – Equipment Maintenance	This line item reflects expenses to maintain township owned police equipment for use by contract deputies, such as motor carrier truck scales, JAMAR radar units, FlashCam unit, digital cameras, etc. No change.

Line Item	Explanation
266-301-000-933-020 – Public Camera Maintenance	This line item reflects operations expenses to maintain public surveillance cameras that are installed at selected locations as a police investigative resource not attributed to any neighborhood special assessment districts. The budget is reduced by 33% based on anticipated expenses.
266-301-000-942-000 – Lease-Motorpool	This line item reflects expenses for occasional vehicle rentals for use by sheriff's deputies for undercover assignments. Funds budgeted at 25% decrease.
266-301-000-958-000 – Membership and Dues	This line item reflects expenses for professional organization memberships and a subscription to an investigative search service for use by police services and OCS departments. There is a budgeted increase of \$500 based on anticipated need.
266-301-000-968-100 – Trans to General for LEC Bldg	This is a new line item for 2016 and will be used to repay the General Fund over a five (5) year period for the improvements to the LEC, located at 1501 S. Huron Street.
266-301-000-975-266 – Cap Outlay – Huron Police Station	This line item reflects funds budgeted for a planned infrastructure improvement to construct carports at the primary Law Enforcement Center at 1501 S. Huron St. Carports will provide shelter from snow and ice accumulation on 24 patrol vehicles necessary due to harsh winter weather. \$50,000 is budgeted based on current estimates of construction costs.
266-301-000-977-000 - Equipment	This line item reflects funds allocated to purchase or replace Township equipment assigned to sheriff's deputies, such as digital cameras and radar units, as well as public surveillance cameras not attributed to any neighborhood special assessment district. The budget is decreased 25% based on actual use and anticipated purchases.

Ordinance Department

Expenditures

Line Item	Explanation
266-304-000-705-000 – Salary-Supervision	This line item reflects 25% of the OCS Executive Coordinator’s salary. The executive coordinator provides administrative oversight for all departments and programs under the OCS umbrella including ordinance enforcement and directly supervises ordinance clerical staff. Even though a 1.5% increase is budgeted (the same as AFSCME and Teamsters employees) a reduction is shown since no payroll accrual is needed for 2017.
266-304-000-706-000 – Salary-Permanent Wages	This line item reflects the salaries of two Ordinance Administrators and one Floater II/Clerk III position. Even though a 1.5% increase is budgeted, a reduction is shown since no payroll accrual is needed for 2017.
266-304-000-706-012 – Salary-Neighborhood Watch	This line item reflects wages for Neighborhood Watch Coordinator services. This was formerly a full-time position that was vacated by retirement in 2009. These services are now provided by the township supervisor and deputy supervisor during evenings and weekends outside of traditional business hours. This important work continues to be done without the benefit of an additional full-time employee which results in significant savings to the Township. Budgeted funds are increased in order to provide compensation commensurate with actual time dedicated to this program based on the individual’s equivalent wages.
266-304-000-708-004 – Salaries Pay Out-PTO & Sick Time	Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted.

Line Item	Explanation
266-304-000-708-010 – Health Insurance Buyout	This line item is used for the health insurance buyout for employees who receive health insurance through another source.
266-304-000-709-000 – Regular Overtime	This line item funds clerical expenses for special projects and dog licensing clinics; also funds neighborhood project-based overtime for ordinance officers. Budgeted funding reduced 17% from the 2016 original budget based on anticipated need.
266-304-000-715-000 – FICA/Medicare	Figures provided by the Accounting Department.
266-304-000-719-000 – Health Insurance	We were notified of our health care renewal rates and will only receive a .16% increase in 2017. In 2016, one employee in the department was budgeted 50% in this budget and 50% in Fund 248. In 2017, that employee will be budgeted 100% in this budget resulting in a greater increase in this line item.
266-304-000-719-001 – Sick & Accident	The overall increase in rates is 19.45%, good through 8/31/18. It is recommended that we stay with our current carrier since only the LTD rates increased. Figures were provided by Human Resources.
266-304-000-719-003 – Employee Paid Health Contra	This is a new line item for 2016. The amount employees pay toward their health care coverage is budgeted here.
266-304-000-719-015 – Dental Benefits	We received a two year rate guarantee in 2016 so there will be no change in dental rates for 2017. A decrease is reflected in this line item due to employee changes within the department.

Line Item	Explanation
266-304-000-719-016 – Vision Benefits	We will be receiving a 10% increase in vision rates for 2017. A lesser increase is shown due to employee changes within the department.
266-304-000-719-020 – Health Care Deduction	This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. An increase is shown due to employee changes within the department.
266-304-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies.
266-304-000-720-000 – Life Insurance	We will not be receiving an increase in life insurance rates for 2017.
266-304-000-727-000 – Office Supplies	This line item reflects office supply expenses for the Ordinance Department, such as envelopes, portable printer ink, etc. No change is budgeted.
266-304-000-730-000 - Postage	This line item reflects postage expenses for the Ordinance Dept. No change from the 2016 original budget.
266-304-000-740-000 – Operating Supplies	This line item reflects operating supplies for the Ordinance Dept, such as batteries, digital media, software, inspection tools and supplies, etc. No change.
266-304-000-741-001 – Uniforms-New & Badges	This line item reflects expenses for Ordinance officer uniform items. No change.
266-304-000-860-000 – Travel	This line item reflects expenses for mileage reimbursement for neighborhood watch services and the cost of motor pool loaner vehicles as needed during scheduled and unscheduled vehicle maintenance and repair. Budgeted

	funds are reduced by 17% based on actual use.
Line Item	Explanation
266-304-000-867-000 – Gas & Oil	This line item reflects expenses for gasoline and oil for two vehicles used by the Ordinance Dept. The budget is reduced 40% based on 2016 YTD actual expenses.
266-304-000-876-000 – Retirement/MERS	Employer’s portion is based on a flat rate (\$461.00 per employee times 24 pays = \$11,064.00 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 5.16% is paid. Figures provided by Accounting Director.
266-304-000-943-000 – Motorpool Lease/Maintenance	This line item reflects lease payments to the township motor pool and maintenance/repairs for two vehicles used by the Ordinance Dept. No change.

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* Changes from the draft budget are highlighted.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

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GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Fund 266 - LAW ENFORCEMENT FUND							
Dept 000.000							
266-000.000-403.000	CURRENT PROPERTY TAXES	6,564,898	6,555,628	6,688,785	6,688,785	6,689,203	6,746,112
266-000.000-403.001	ESA REIMBURSEMENT OP						52,055
266-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	39,882	11,223			(3,014)	
266-000.000-405.000	IN LIEU OF TAXES	12,036	12,046			12,036	
266-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	8,339	6,847				
266-000.000-574.001	STATE REVENUE-LIQUOR ENFORCMN	41	21,978	20,000	20,000	23,654	22,000
266-000.000-574.002	STATE REVENUE-RETURN FEE LEDG	20,205					
266-000.000-607.270	CHARGE FOR SERV-LIQUOR INSPEC	1,665	1,700	1,000	1,000	1,450	1,200
266-000.000-655.266	PUBLIC NUISANCE ABATEMENT	4,500		2,500	2,500		
266-000.000-664.001	INTEREST EARNED	626	465			2,817	
266-000.000-694.001	OTHER INCOME-MISCELLANEOUS	85	15			600	
266-000.000-694.004	MISC REVENUE - INSURANCE REIM	363	681			490	
266-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			96,376	101,432		194,268
NET OF REVENUES/APPROPRIATIONS - 000.000-		6,652,640	6,610,583	6,808,661	6,813,717	6,727,236	7,015,635

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Dept 301.000-SHERIFF SERVICES							
266-301.000-705.000	SALARY - SUPERVISION	81,969	99,440	101,608	101,608	71,304	101,187
266-301.000-706.000	SALARY - PERMANENT WAGES			17,469	17,469	12,520	17,399
266-301.000-706.013	GIS SERVICE		454	520	520	370	520
266-301.000-706.050	YE ODD DAY ACCRUAL			1,345	1,345		
266-301.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	5,637	5,552	1,530	2,343	2,346	1,557
266-301.000-708.009	AUTO ALLOWANCE	6,000	6,000	6,000	6,000	4,500	6,000
266-301.000-708.010	HEALTH INS BUYOUT	3,000	3,750	3,750	3,750	1,875	3,750
266-301.000-715.000	F.I.C.A./MEDICARE	7,383	8,999	10,076	10,139	6,976	9,937
266-301.000-719.001	SICK AND ACCIDENT	298	415	501	501	434	599
266-301.000-719.015	DENTAL BENEFITS	1,651	1,614	1,614	1,614	1,345	1,614
266-301.000-719.016	VISION BENEFITS		243	272	272	177	299
266-301.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE		92			62	
266-301.000-720.000	LIFE INSURANCE	144	202	248	248	206	248
266-301.000-727.000	OFFICE SUPPLIES	103	96	300	300	103	300
266-301.000-730.000	POSTAGE		4	10,000	10,000	2,078	5,000
266-301.000-740.000	OPERATING SUPPLIES	2,497		6,000	6,000	1,325	5,000
266-301.000-800.001	ADMINSTRATION FEES	26,333	27,230	27,369	27,369	20,527	28,037
266-301.000-820.000	HOUSING INVESTIGATOR - CONTRACT			37,000	37,000		
266-301.000-831.000	SHERIFF PATROL CONTRACT	4,478,750	4,576,040	5,484,815	5,484,815	4,113,611	5,539,660
266-301.000-831.001	SHERIFF PATROL - OVERTIME	456,333	339,220	500,000	484,000	215,035	450,000
266-301.000-831.003	SHERIFF PATROL - SERGEANTS	710,465	717,570				
266-301.000-831.004	SHERIFF PATROL - LIEUTENANTS	135,520	136,885				
266-301.000-831.005	COMMUNITY SERVICE- SHERIFF DEPT				26,000	4,058	25,000
266-301.000-831.007	LIQUOR INSPECTION EXPENDITURE			3,000	3,000		3,000
266-301.000-831.008	SHERIFF PATROL-SCHL COLLB CTR	52,281	58,758	72,328	72,328	58,386	67,000
266-301.000-831.010	PUBLIC NUISANCE ABATEMENT	693		5,000	5,000	2,070	2,000
266-301.000-831.012	ANIMAL CONTROL ENFORCEMENT CONTRIB	30,000		30,000	30,000	30,000	30,000
266-301.000-876.000	RETIREMENT/MERS	9,761	10,389	10,401	10,401	7,953	13,830
266-301.000-876.003	OPEB FUNDING- RETIREE HEALTH	34,359	34,127	33,782	33,782	33,782	51,401
266-301.000-913.000	INSURANCE & BONDS FLEET	2,729	3,844	4,143	4,143	3,042	4,274
266-301.000-917.000	WORKERS COMPENSATION INSURANC	2,853	4,365	5,027	5,027	3,497	4,012
266-301.000-920.015	UTILITIES/ 1405 HOLMES RD	7,185	7,289	8,000	8,000	4,987	8,000
266-301.000-920.016	UTILITIES/2057 TYLER POLICE	1,888	1,903	2,800	2,800	1,228	2,500
266-301.000-920.018	UTILITIES-CIVIC CTR POLICE	12,860	1,442				
266-301.000-920.019	UTILITIES 1501 S HURON STATIO	8,845	24,263	24,000	24,000	13,816	19,800
266-301.000-931.011	BLDG MAINT/1405 HOLMES	2,269	3,347	4,000	4,000	2,038	4,000
266-301.000-931.012	BLDG MAINT/2057 TYLER RD	2,090	1,978	2,500	2,500	1,436	2,500

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2016



GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
266-301.000-931.014	BLDG MAINT-SHERIFF-CIVIC CTR	6,286	91				
266-301.000-931.015	BLDG MAINT - 1501 S HURON STA	36,640	14,902	35,000	35,000	15,829	30,000
266-301.000-933.000	EQUIPMENT MAINTENANCE	5,641	1,525	5,000	5,000	344	5,000
266-301.000-933.020	PUBLIC CAMERA MAINTENANCE	13,307	732	15,000	15,000	2,397	10,000
266-301.000-942.000	LEASE - MOTORPOOL	1,340	450	2,000	2,000	1,103	1,500
266-301.000-956.010	TAX REFUND EXPENSE		20				
266-301.000-958.000	MEMBERSHIP AND DUES		840	1,000	1,000	775	1,500
266-301.000-960.000	EDUCATION AND TRAINING	1,441					
266-301.000-968.100	TRANS TO GENERAL FOR LEC BLDG						181,865
266-301.000-975.266	CAP OUTLAY - HURON POLICE STATION	177,624	184,862				50,000
266-301.000-977.000	EQUIPMENT	20,068	13,243	50,000	40,000	420	30,000
NET OF REVENUES/APPROPRIATIONS - 301.000-SHERIFF SERVICES		(6,346,243)	(6,292,176)	(6,523,398)	(6,524,274)	(4,641,955)	(6,718,289)

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2016



GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Dept 304.000-ORDINANCE							
266-304.000-705.000	SALARY - SUPERVISION	38,559	15,390	15,518	15,518	10,890	15,453
266-304.000-706.000	SALARY - PERMANENT WAGES	138,558	143,275	151,877	151,877	101,529	148,636
266-304.000-706.012	WAGES-NEIGHBRD WATCH/ENFORCEM	10,205	9,808	10,385	10,385	7,263	19,008
266-304.000-706.050	YE ODD DAY ACCRUAL			1,823	1,823		
266-304.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	7,602	5,284	2,433	6,315	5,363	2,524
266-304.000-708.010	HEALTH INS BUYOUT	6,000	5,250	5,250	5,250	6,375	3,750
266-304.000-709.000	REG OVERTIME	2,399	309	3,000	2,000		2,500
266-304.000-715.000	F.I.C.A./MEDICARE	15,475	14,875	14,608	14,906	9,298	13,827
266-304.000-719.000	HEALTH INSURANCE	20,862	24,974	26,092	26,092	21,743	33,601
266-304.000-719.001	SICK AND ACCIDENT	1,042	1,080	1,303	1,303	1,015	1,556
266-304.000-719.003	EMPLOYEE PAID HEALTH CONTRA		(5,680)				(3,600)
266-304.000-719.015	DENTAL BENEFITS	3,913	3,133	3,133	3,133	2,611	2,818
266-304.000-719.016	VISION BENEFITS		528	544	544	383	556
266-304.000-719.020	HEALTH CARE DEDUCTION	6,824	8,180	8,663	8,663	9,050	11,550
266-304.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	137	137	270	270	123	180
266-304.000-720.000	LIFE INSURANCE	504	528	644	644	536	644
266-304.000-723.000	DEFERRED COMPENSATION EMPLOYE	7				159	
266-304.000-727.000	OFFICE SUPPLIES	189	70	300	300	24	300
266-304.000-730.000	POSTAGE	476	603	500	1,500	306	500
266-304.000-740.000	OPERATING SUPPLIES	769	710	1,200	1,200	420	1,200
266-304.000-741.001	UNIFORMS-NEW AND BADGES	274	750	1,000	1,000	898	1,000
266-304.000-860.000	TRAVEL		529	1,200	1,200	474	1,000
266-304.000-867.000	GAS & OIL	10,682	3,525	5,000	5,000	2,186	3,000
266-304.000-876.000	RETIREMENT/MERS	24,082	21,606	20,520	20,520	15,624	27,343
266-304.000-943.000	MOTORPOOL LEASE/MAINTENANCE	11,714	11,580	10,000	10,000	7,500	10,000
NET OF REVENUES/APPROPRIATIONS - 304.000-ORDINANCE		(300,273)	(266,444)	(285,263)	(289,443)	(203,770)	(297,346)
ESTIMATED REVENUES - FUND 266		6,652,640	6,610,583	6,808,661	6,813,717	6,727,236	7,015,635
APPROPRIATIONS - FUND 266		6,646,516	6,558,620	6,808,661	6,813,717	4,845,725	7,015,635
NET OF REVENUES/APPROPRIATIONS - FUND 266		6,124	51,963			1,881,511	

2016 BUDGET

LDFA, GENERAL OBLIGATION DEBTS, BONDS & CAPITAL ACCOUNTS

Fund 301

General Obligation Debt Fund

This fund is used as a central point to collect funds and disperse to the two bond debt funds in order to make payments. The 2017 principal and interest payment for Series B Bond in Fund 397 is \$507,000 and the 2017 principle and interest payment for the Capital Improvement infrastructure Bond in Fund 398 is \$230,240. We will need to transfer a total of \$487,714** from the General Fund to cover the \$480,000 principal on the Series B Bond in Fund 397 and \$7,714 to cover the shortfall of the LDFA capture for the Seaver Farms Infrastructure Bond in Fund 398 for the 2017 budget year.

In Fund 397, the 2011 Remarketing Series B Bond, for Seaver Farm’s principal payment of \$480,000 and an estimated \$27,000 for interest and fees is due in 2017. We will need to transfer \$480,000 to Fund 397, the additional needed funds will be appropriated from the prior year fund balance of Fund 397. The General Obligation Debt Fund will be short by \$480,000 and will need to have funds transferred in from the General Fund to meet obligations for 2017.

In Fund 398, there will not be enough from the LDFA tax capture to pay the debt obligation on the 2013 Series B Bond in Fund 398. We will need to transfer \$7,714 from Fund 301 General Obligation Debt Fund to Fund 398.

The funds in the General Obligation Fund 301 can only be used to pay the Township’s general obligation debts. Consequently, these funds are budgeted to make the needed payments on the Series B Bonds for 2017 and will require a transfer in to this fund from the General Fund (101) in order to meet those debt obligations. The 2016 General Obligation Debt Fund 301 has a beginning fund balance of \$5,167.

Fund 301	Estimated available fund balance ending 2016	\$	5,167.00
Fund 101	Transfer in from General Fund	\$	487,714.00 **
Fund 397	Transfer to 2011 Remarketing Series B Bond Fund 397	\$	(480,000.00)
Fund 398	Transfer to 2013 Series B Bond Fund 398	\$	<u>(7,714.00)</u>
Fund 301	Estimated available fund balance ending 2017	\$	5,167.00

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

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GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Fund 301 - GENERAL OBLIGATION DEBT FUND							
Dept 000.000							
301-000.000-664.001	INTEREST EARNED	199	50			6	
301-000.000-694.001	OTHER INCOME-MISCELLANEOUS	9,992					
301-000.000-697.000	TRANSFER IN: GENERAL FUND		135,000	481,000	481,000	481,000	487,714
301-000.000-697.396	TRANSFER IN: DEBT FUND SERIES A	6,579					
301-000.000-697.397	TRANSFER IN: DEBT FUND SERIES B	150					
NET OF REVENUES/APPROPRIATIONS - 000.000-		16,920	135,050	481,000	481,000	481,006	487,714
Dept 991.000-DEBT SERVICES							
301-991.000-969.397	TRANSFER OUT: TO DEBT FUND B	15,500	343,000	481,000	481,000	481,000	480,000
301-991.000-969.398	TRANSFER TO: 398 DEBT 06 BOND						7,714
NET OF REVENUES/APPROPRIATIONS - 991.000-DEBT SERVICES		(15,500)	(343,000)	(481,000)	(481,000)	(481,000)	(487,714)
ESTIMATED REVENUES - FUND 301		16,920	135,050	481,000	481,000	481,006	487,714
APPROPRIATIONS - FUND 301		15,500	343,000	481,000	481,000	481,000	487,714
NET OF REVENUES/APPROPRIATIONS - FUND 301		1,420	(207,950)			6	

2016 BUDGET
LDFA, GENERAL OBLIGATION DEBTS, BONDS & CAPITAL ACCOUNTS

Fund 397

Series B Bonds (General Obligation Bonds)

Original \$4,745,000 General Obligation Limited Tax Capital Improvement Bonds, Series 2005B, dated February 17, 2005, due in annual installments ranging from \$300,000 to \$540,000 starting December 31, 2016 through December 31, 2019, with a variable interest rate, payable monthly. Principal reduction made in 2006 and 2007 of \$1,405,000 and \$1,060,000 respectively. Remarketing Agreement entered on August 23, 2011 reduced the variable interest rate from an average of 2.75% to 0.31% weekly. (\$1,530,000 principal at December 31, 2016)

<i>2017 Payment Required</i> (Principal)	\$ 480,000
<i>2017 Payment Required</i> (Interest & fees)	\$ 27,000

General Obligation Debts Fund 301 will transfer \$480,000 into Fund 397 and the remaining \$27,000 will be appropriated from the prior year Fund Balance.

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Calculations as of 09/30/2016

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GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Fund 397 - DEBT FUND SERIES B							
Dept 000.000							
397-000.000-664.001	INTEREST EARNED	8	11			72	
397-000.000-697.301	TRANSFER IN: GEN OBLIG DEBT	15,500	343,000	481,000	481,000	481,000	480,000
397-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			110	110		27,000
	NET OF REVENUES/APPROPRIATIONS - 000.000-	15,508	343,011	481,110	481,110	481,072	507,000
Dept 991.000-DEBT SERVICES							
397-991.000-957.000	BANK CHARGES			175	175		
397-991.000-969.301	TRANSFER OUT: TO GEN OBLIGATION	150					
397-991.000-991.020	DEBT REPAYMENT- BONDS-SEAVER		300,000	450,000	450,000	450,000	480,000
397-991.000-991.021	DEBT INTEREST BONDS-SEAVER	4,421	3,164	7,000	7,000	3,630	7,000
397-991.000-991.023	BOND COST OF ISSUANCE	29,597	28,562	23,935	23,935	18,400	20,000
	NET OF REVENUES/APPROPRIATIONS - 991.000-DEBT SERVICES	(34,168)	(331,726)	(481,110)	(481,110)	(472,030)	(507,000)
	ESTIMATED REVENUES - FUND 397	15,508	343,011	481,110	481,110	481,072	507,000
	APPROPRIATIONS - FUND 397	34,168	331,726	481,110	481,110	472,030	507,000
	NET OF REVENUES/APPROPRIATIONS - FUND 397	(18,660)	11,285			9,042	

2016 BUDGET
LDFA, GENERAL OBLIGATION DEBTS, BONDS & CAPITAL ACCOUNTS

Fund 398

2013 Bonds (General Obligation Bonds) – Seaver Farm Infrastructure Bonds

Original \$3,200,000 General Obligation Limited Tax Capital Improvement Bonds, Series 2006, dated August 30, 2006, due in annual installments ranging from \$50,000 to \$250,000 through May 1, 2029, with interest ranging from 3.7 percent to 4.5 percent, payable semi-annually. (\$2,595,000 principal at December 31, 2016)

2013 Refunding of Improvement Bonds, Series 2006 dated June 6, 2013 with an interest rate of 2.4%

2016 Payment Require (\$170,000 prin & \$60,240 Int & 500 fees) **\$ 230,740**

The amount of \$217,026 will be transferred from the LDFA Fund 250, \$7,714 will be transferred from General Obligation Debt Fund 301, and \$6,000 will be appropriated from prior year fund balance.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2016



GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Fund 398 - DEBT 2006 BOND FUND							
Dept 000.000							
398-000.000-581.250	TRANSFER IN: FROM LDFA FUND	200,000	200,000	229,760	229,760	229,760	217,026
398-000.000-664.001	INTEREST EARNED	15	12			43	
398-000.000-697.301	TRANSFER IN: GEN OBLIG DEBT						7,714
398-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.						6,000
NET OF REVENUES/APPROPRIATIONS - 000.000-		200,015	200,012	229,760	229,760	229,803	230,740
Dept 991.000-DEBT SERVICES							
398-991.000-991.020	DEBT REPAYMENT- BONDS-SEAVER	140,000	160,000	165,000	165,000	165,000	170,000
398-991.000-991.021	DEBT INTEREST BONDS-SEAVER	72,469	68,160	64,260	64,260	33,120	60,240
398-991.000-991.023	BOND COST OF ISSUANCE	250	250	500	500	250	500
NET OF REVENUES/APPROPRIATIONS - 991.000-DEBT SERVICES		(212,719)	(228,410)	(229,760)	(229,760)	(198,370)	(230,740)
ESTIMATED REVENUES - FUND 398		200,015	200,012	229,760	229,760	229,803	230,740
APPROPRIATIONS - FUND 398		212,719	228,410	229,760	229,760	198,370	230,740
NET OF REVENUES/APPROPRIATIONS - FUND 398		(12,704)	(28,398)			31,433	

2016 BUDGET
LDFA, GENERAL OBLIGATION DEBTS, BONDS & CAPITAL ACCOUNTS

Fund 498

Capital Improvement Fund - Seaver Farm Infrastructure

2017 Payment Required

\$ 10,000

Costs for 2017 are required by the original contract. Approximately \$10,000 a year for wetland services/review. This is funded by an appropriation of prior year fund balance

10/11/2016

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2016



GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Fund 498 - CAPITAL IMPROV-SEAVR INFRASR							
Dept 000.000							
498-000.000-664.001	INTEREST EARNED	673	674			505	
498-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			10,000	10,000		10,000
	NET OF REVENUES/APPROPRIATIONS - 000.000-	673	674	10,000	10,000	505	10,000
Dept 970.000-CAPITAL OUTLAY							
498-970.000-801.000	PROFESSIONAL SERVICES			10,000	10,000		10,000
	NET OF REVENUES/APPROPRIATIONS - 970.000-CAPITAL OUTLAY			(10,000)	(10,000)		(10,000)
ESTIMATED REVENUES - FUND 498							
		673	674	10,000	10,000	505	10,000
APPROPRIATIONS - FUND 498							
				10,000	10,000		10,000
NET OF REVENUES/APPROPRIATIONS - FUND 498							
		673	674			505	

Fund 584 – Golf Course

Revenues

Line Item	Explanation
584-000-000-650-000 – Sales Merchandise Pro Shop	This line item reflects revenue received from the sale of merchandise sold in the golf pro shop. We split sales of merchandise and sales of food & beverage into two general ledger numbers in order to track our sales more efficiently. Recommended budget amount for 2017 is \$20,000.
584-000-000-650-005 – Sales Food and Beverage	This line item reflects revenue received from the sale of food and beverage sold in the golf pro shop. We split sales of merchandise and sales of food & beverage into two general ledger numbers in order to track our sales more efficiently. Recommended budget amount for 2017 is \$25,000.
584-000-000-651-001 – Use & Admission Fee-18 Holes	This line item reflects revenue received from 18-hole play. It is recommended that the budget remain at \$190,000 for 2017.
584-000-000-651-002 – Use & Admission Fee-9 Holes	This line item reflects revenue received from 9-hole play. It is recommended that the budget remain at \$70,000 for 2017.
584-000-000-651-003 – Use & Admission Fee-Leagues	This line item reflects revenue received from League play. Based on what has been received in 2016, it is recommended to reduce the budget to \$30,000 for 2017.

Note: The Golf Course season runs until October/November. We will have better estimates as the season continues.

Line Item	Explanation
584-000-000-651-004 – Gift Cards and Coupons	This line item reflects revenue received from gift cards and coupons outstanding at year end. It is recommended that the budget remain at \$500 for 2017.
584-000-000-651-005 – Use & Admission Fee-Seas Pass	This line item reflects revenue from the sale of seasonal membership passes. We anticipate a lower amount in 2016 due to a special early sale of season passes in 2015, we will not run this type of special in the fall of 2016. Therefore, it is recommended to increase the budget to \$55,000 for 2017.
584-000-000-664-001 – Interest Earned	This line item reflects interest earned on funds deposited at various banks.
584-000-000-667-004 – Equipment Rentals-Carts	This line item reflects revenue received from the rental of golf carts. Based on what has been received in 2016, it is recommended to reduce the budget to \$140,000 for 2017.
584-000-000-667-005 – Golf Cart Storage Rental	This line item reflects revenues received from the storage of personal golf carts. Due to the removal of several personal golf carts and proof of insurance requirements, it is recommended that the amount be reduced to \$1,500 in 2017.
584-000-000-694-001 – Other Income-Miscellaneous	This line item reflects revenues received from one-time deposits, including advertising fees collected for ads on score cards and special revenues that do not have a designated line item.

Line Item	Explanation
584-000-000-697-212 – Transfer In: From BSR II Fund	This line item reflects funds needed from Fund 212 – BSR II. An increase is requested due to budgeting for family health care coverage for both the Golf Director and Assistant (this wasn't budgeted in 2016), as well as the Capital Outlay for the new equipment lease.
584-000-000-699-000 – Appropriated Prior Year Balance	Amount needed from Fund Balance.

Expenditures

Line Item	Explanation
584-584-000-702-001 – Salaries-Greenskeeper	This line item reflects the salary of the golf course superintendent/greens keeper. A 1.5% increase is budgeted for 2017, the same as AFSCME & Teamster employees. Even though an increase is budgeted, this line has been reduced since no payroll accrual is needed.
584-584-000-702-002 – Salaries-Pro Shop Director	This line item reflects the salary of the Golf Director. A decrease is shown since no payroll accrual is needed in 2017.
584-584-000-706-000 – Salary-Permanent Wages	This line item is for the salary of the assistant to the Greenskeeper. A 1.5% increase is budgeted for 2017, the same as AFSCME and Teamster employees. Even though an increase is budgeted, this line has been reduced since no payroll accrual is needed.
584-584-000-706-008 – Salary-Wages Pro Shop Assistant	We are requesting that the position of Pro Shop Assistant be restored and this line item reflects the proposed salary.
584-584-000-707-001 – Wages-Temporary Maintenance	This line item is used for the employment of seasonal employees who work on the maintenance of the golf course.
584-584-000-707-002 – Wages-Temporary Pro Shop	This line item is used for seasonal employees who work in the pro shop. It is recommended that this line be reduced to \$30,000 with the hire of a full-time pro shop assistant for the 2017 budget.

Line Item	Explanation
584-584-000-708-010 – Health Insurance Buy Out	This line item is used for the health insurance buyout for employees who receive health insurance through another source.
584-584-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
584-584-000-719-000 – Health Insurance	We were notified of our health care renewal rates and will only receive a .16% increase in 2017. Even though the increase is only .16%, a greater increase is shown in this line since we are budgeting family health coverage for both the Golf Director and Assistant. Once these positions are filled, this amount may be reduced.
584-584-000-719-001 – Sick & Accident	The overall increase in rates is 19.45%, good through 8/31/18. It is recommended that we stay with our current carrier since only the LTD rates increased. Figures were provided by Human Resources. A greater increase is shown in this line since we are budgeting coverage for the new Assistant position.
584-584-000-719-003 – Employee Paid Health Contra	This is a new line item for 2016. The amount employees pay toward their health care coverage is budgeted here.
584-584-000-719-015 – Dental Benefits	We received a two year rate guarantee in 2016 so there will be no change in dental rates for 2017. Even though no increase in rates is budgeted, an increase is shown due to the addition of the Assistant to the Golf Director position.
584-584-000-719-016 – Vision Benefits	We will be receiving a 10% increase in vision rates for 2017. Even though no increase in rates is budgeted, an increase is shown due to the addition of the Assistant to the Golf Director position.

Line Item	Explanation
584-584-000-719-020 – Health Care Deduction	This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. An increase is shown due to budgeting health care for the Golf Director and the Assistant to the Golf Director positions. Once these positions are filled, this amount may be reduced.
584-584-000-719-021 – Admin Fees – Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies. An increase is shown due to budgeting health care for the Golf Director and the Assistant to the Golf Director positions. Once these positions are filled, this amount may be reduced.
584-584-000-720-000 – Life Insurance	We will not be receiving an increase in life insurance rates for 2017. Even though no increase in rates is budgeted, an increase is shown due to the addition of the Assistant to the Golf Director position.
584-584-000-723-000 – Deferred Compensation Employer	Figures based on part time seasonal wages provided by the Accounting Director.
584-584-000-724-001 – Unemployment Expense	Figures provided by the Accounting Director.
584-584-000-727-001 – Office Supplies Maintenance	This line is used for office supplies in the maintenance area. It is recommended that the budget remain at \$100 for 2017.
584-584-000-727-002 – Office Supplies Pro Shop	This line is used for office supplies in the pro shop. It is recommended that the budget remain at \$200 for 2017.

Line Item	Explanation
584-584-000-757-001 – Operating Supplies-Maintenance	This line item is used to purchase general operating supplies regarding the maintenance of the golf course. It is recommended that the budget remain at \$5,500 for 2017.
584-584-000-757-002 – Operating Supplies-Pro Shop	This line item is used for the purchase of operational supplies needed in the pro shop such as credit card processing supplies, miscellaneous food related equipment, score pencils, and employee uniforms. It is recommended that the budget remain at \$3,500 for 2017.
584-584-000-757-003 – Operating Supplies-Cart Rental	This line item covers the lease of the golf carts. The golf cart lease with PNC Equipment is a five-year lease which began May 2016 and ends October 2020. We pay 6 payments a year at \$7,022.07 monthly or \$42,132.42 annually. We also have to pay personal property taxes. It is recommended to increase the budget to \$48,405 for 2017.
584-584-000-757-007 – Cost of Sales-Pro Shop	This line item is used for recording the cost of merchandise inventory after it is sold. We split the cost of inventory sold for merchandise and food & beverage into two general ledger numbers in order to track our costs more efficiently. This is in correlation with the revenue for sales of merchandise. The net effect is the profit of goods sold. Recommended budget at \$15,000 for 2017.
584-584-000-757-008 – Cost of Sales-Food & Beverage	This line item is used for recording the cost of food & beverage inventory after it is sold. We split the cost of inventory sold for merchandise and food & beverage into two general ledger numbers in order to track our costs more efficiently. This is in correlation with the revenue for sales of food & beverage. The net effect is the profit of goods sold. Recommended budget at \$20,000 for 2017.

Line Item	Explanation
584-584-000-776-004 – Bldg Maint Supplies-Pro Shop	This line item is for the purchase of maintenance supplies for the pro shop. It is recommended that the budget remain at \$250 for 2017.
584-584-000-776-005 – Bldg Maint Supplies-Maintenance	This line item is for the purchase of maintenance supplies for the pro shop. It is recommended that the budget remain at \$750 for 2017.
584-584-000-783-001 – Seed Planting-Fertilizer	This line item reflects the cost of fertilizer to be used on the golf course. It is recommended that the budget remain at \$26,000 for 2017.
584-584-000-783-002 – Seed Planting-Chemicals	This line item reflects the cost of planting chemicals to be used on the golf course. It is recommended that the budget increase to \$18,000 for 2017.
584-584-000-783-003 – Seed Planting-Top Soil	This line item reflects the cost of planting top soil to be used on the golf course. It is recommended that the budget increase to \$5,000 for 2017.
584-584-000-783-004 – Tree Maintenance	This line item is used in the event that a tree either has fallen or needs to be taken down by professionals in order to prevent a danger to our staff. It is recommended to budget \$1,000 for 2017.
584-584-000-800-001 – Administration Fees	Figures provided by the Accounting Director.
584-584-000-801-000 – Professional Services	This line item is used for professional services including the alarm company, pest control, gutter cleaning, locksmith, etc. It is recommended to increase the budget to \$3,500 for 2017.

Line Item	Explanation
584-584-000-818-000 – Contractual Services	This line item is used to cover the costs of deep root aeration and back flow prevention. It is recommended that it be reduced to \$1,200 for 2017.
584-584-000-867-000 – Gas & Oil	This line item is used for gas and oil in the golf carts. Based on what has been spent to date in 2016, it is recommended that a reduction to \$8,000 be budgeted in 2017.
584-584-000-867-100 – Gas & Oil-Other Equipment	This line item is used for gas and oil for the golf equipment. Based on what has been spent to date in 2016, it is recommended that a reduction to \$15,000 be budgeted in 2017.
584-584-000-876-000 – Retirement/MERS	Employer's portion is based on a flat rate (\$461.00 per employee times 24 pays = \$11,064 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 5.16% is paid. Figures provided by Accounting Director.
584-584-000-900-000 – Publishing	This line item is used to cover the cost of scorecards and printed marketing materials. The golf director will try secure sponsors to reduce the cost, however an amount of \$2,000 should be budgeted in the event that sponsors are not secured.
584-584-000-900-003 – Golf Course Advertising	This line item is for the advertisement of the course. It is recommended this line item remain at \$2,000 to purchase our booth at the Novi Golf Show and for the purchase of a professional display and marketing materials that promote the golf course.

Line Item	Explanation
584-584-000-914-000 – Insurance & Bonds Fire & Liab	Figures provided by the Accounting Director.
584-584-000-917-000 – Workers Compensation Insurance	Figures provided by the Accounting Director.
584-584-000-920-008 – Utilities-Maintenance Electric	This line item is used for electric service for the maintenance building at the golf course. Based on what has been spent to date, it is recommended that it remain at \$13,000 in 2017.
584-584-000-920-009 – Utilities-Maintenance Heating	This line item is used for gas service in the maintenance building. Based on what has been previously spent, it is recommended that it remain at \$3,000 in 2017.
584-584-000-920-010 – Utilities-Maintenance Phone	This line item is used for phone service at the maintenance garage. Based on what is been spent to date, it is recommended that it remain at \$700 in 2017.
584-584-000-920-011 – Utilities-Maintenance Water	Based on what has been spent to date, it is recommended that this line item remain at \$1,000 for 2017.
584-584-000-920-013 – Utilities-Pro Shop	This line item is used for phone service and Comcast service in the pro shop. We are moving Comcast from the miscellaneous line and placing here in utilities. Based on what has been spent in previous years, it is recommended to increase the budget to \$3,000 for 2017.
584-584-000-930-000 – Repairs Maintenance Machinery	This line item is used for repair and winter maintenance of machinery at the golf course. Since we will be getting new equipment, it is recommended that the budget be reduced to \$3,500 in 2017.

Line Item	Explanation
584-584-000-931-009 – Building Maintenance	This line item is used to cover the cost of maintenance at the golf course. It is recommended that it remain at \$500 for 2017.
584-584-000-931-010 – Building Maintenance Pro Shop	This line item is used to cover the cost of maintaining the pro shop. It is recommended that \$2,000 be budgeted for small general upgrades at the pro shop in 2017.
584-584-000-933-000 – Equipment Maintenance	This line item is to cover the cost of maintaining the golf course equipment. We need to replace bearings in the pumps though out the golf course. It is recommended that we increase the budget for 2017 to \$25,000.
584-584-000-939-001 – Vehicle Maintenance	It is recommended that this line item remain at \$500 for 2017.
584-584-000-939-003 – Golf Cart Expense	This line item is used to cover the cost of repairs and supplies for the golf carts. Since the carts are new, it is recommended that the budget be reduced to \$200 for 2017.
584-584-000-943-000 – Motorpool Lease/Maintenance	This line item is used for motor pool lease charges. It will remain at \$600 for 2017.
584-584-000-956-008 – Miscellaneous Expenses-Pro Shop	This line item is for incidental items occasionally needed. In prior years, Comcast costs were placed here. We have moved those expenditures to the line for utilities in pro shop. It is recommended to reduce the budget to \$500 for 2017.
584-584-000-957-000 – Bank Charges	Figures provided by the Accounting Director.

Line Item	Explanation
584-584-000-958-001 – Memberships & Dues Nat'l Super	Line item is used for the payment of membership dues for the golf course superintendent and it is recommended that this line item remain at \$400 for 2017.
584-584-000-958-004 – Memberships & Dues Pro Shop	This line item is for the payment of PGA national membership dues for the golf director. Due to an increase in membership dues it is recommended that this line item be increased to \$600 for 2017.
584-584-000-968-001 – Depreciation Expense	Figures provided by the Accounting Director.
584-584-000-971.000 – Capital Outlay	This line item will be used for the new equipment lease for the golf course. Depending on the financing of the 5-year lease, this amount could be for the total amount then reallocated to capital assets and the depreciation. It will be recorded with the depreciation expense line item 968-001 over the life of the equipment. Estimated depreciation for this equipment is \$75,000 annually.

10/10/16

The Golf Course budget was prepared by the Accounting Director, Deputy Treasurer and the Interim Golf Director.

10/11/2016

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2016



GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Fund 584 - GOLF COURSE FUND							
Dept 000.000							
584-000.000-650.000	SALES MERCHANDISE PRO SHOP	26,820	72,975	45,000	21,000	24,334	20,000
584-000.000-650.005	SALES FOOD & BEVERAGE				35,000	35,699	25,000
584-000.000-651.001	USE & ADMISSION FEE 18 HOLES	232,304	215,978	190,000	190,000	186,013	190,000
584-000.000-651.002	USE & ADMISSION FEE 9 HOLES		76,976	70,000	70,000	33,460	70,000
584-000.000-651.003	USE & ADMISSION FEE LEAGUES	32,403	27,222	35,000	35,000	32,689	30,000
584-000.000-651.004	GIFT CARDS AND COUPONS		1,034	500	500	613	500
584-000.000-651.005	USE& ADMISSION FEE SEASON PAS	70,883	60,443	42,000	42,000	23,046	55,000
584-000.000-664.001	INTEREST EARNED	259	263	150	150	218	200
584-000.000-667.004	EQUIPMENT RENTALS -CARTS	127,798	139,327	150,000	150,000	94,472	140,000
584-000.000-667.005	GOLF CART STORAGE RENTAL		3,734	1,750	1,750	1,371	1,500
584-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.	5,912					
584-000.000-694.001	OTHER INCOME-MISCELLANEOUS	67	1,880	3,500	3,500	1,999	
584-000.000-694.004	MISC REVENUE - INSURANCE REIM	7,784	1,421			1,652	
584-000.000-697.000	TRANSFER IN: GENERAL FUND	159,081					
584-000.000-697.212	TRANSFER IN: FROM BSRII FUND	27,786	65,300	109,071	109,071		188,796
584-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				23,820		80,341
NET OF REVENUES/APPROPRIATIONS - 000.000-		691,097	666,553	646,971	681,791	435,566	801,337

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Dept 584.000-GOLF COURSE FUND							
584-584.000-702.001	SALARIES - GREENSKEEPER	75,194	76,361	77,768	77,768	54,589	77,467
584-584.000-702.002	SALARIES - PRO SHOP DIRECTOR	19,200	50,776	51,712	49,037	22,300	50,750
584-584.000-706.000	SALARY - PERMANENT WAGES	29,650	30,110	30,665	30,665	36,668	30,546
584-584.000-706.008	WAGERS PROSHOP	49,497					31,200
584-584.000-706.050	YE ODD DAY ACCRUAL			1,787	1,787		
584-584.000-707.001	WAGES- TEMPORARY MAINTENANCE	67,103	60,670	60,000	63,000	54,023	60,000
584-584.000-707.002	WAGES- TEMPORARY PRO SHOP	55,893	58,178	60,000	60,000	49,163	30,000
584-584.000-708.004	SALARIES PAY OUT-PTO&SICKTIME				1,106	1,105	
584-584.000-708.010	HEALTH INS BUYOUT	3,000	5,743	6,000	4,286	2,786	3,000
584-584.000-709.000	REG OVERTIME	456	32			21	
584-584.000-715.000	F.I.C.A./MEDICARE	14,159	14,510	14,589	14,704	9,471	16,067
584-584.000-719.000	HEALTH INSURANCE	11,880	5,946	6,212	6,212	5,177	43,842
584-584.000-719.001	SICK AND ACCIDENT	447	640	802	802	548	1,436
584-584.000-719.003	EMPLOYEE PAID HEALTH CONTRA		(5,520)				(5,400)
584-584.000-719.015	DENTAL BENEFITS	2,262	2,503	2,621	2,621	1,594	4,038
584-584.000-719.016	VISION BENEFITS		447	467	467	274	770
584-584.000-719.020	HEALTH CARE DEDUCTION	7,813	1,385	2,905	2,905	721	14,438
584-584.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	138	92	90	90	62	270
584-584.000-720.000	LIFE INSURANCE	216	312	396	396	264	594
584-584.000-723.000	DEFERRED COMPENSATION EMPLOYE	1,811	1,546	1,560	1,560	1,524	1,170
584-584.000-724.001	UNEMPLOYMENT EXPENSE	632	2,528		3,069		5,000
584-584.000-727.000	OFFICE SUPPLIES		7		200	180	
584-584.000-727.001	OFFICE SUPPLIES MAINTENANCE	87	70	100	100		100
584-584.000-727.002	OFFICE SUPPLIES PRO SHOP	528	483	400	200		200
584-584.000-757.001	OPERATING SUPPLIES MAINTENANC	4,968	5,417	5,500	5,500	5,303	5,500
584-584.000-757.002	OPERATING SUPPLIES PRO SHOP	2,370	3,751	3,500	3,500	2,613	3,500
584-584.000-757.003	OPERATING SUPPLIES-CART RENTA	42,834	43,195	42,000	45,214	46,795	48,405
584-584.000-757.007	COST OF SALES PRO SHOP	28,562	55,404	20,000	15,000	20,098	15,000
584-584.000-757.008	COST OF SALES FOOD & BEV				20,000	21,273	20,000
584-584.000-776.004	BLDG MAIN SUPPLIES PRO SHOP	1,169	262	750	250	127	250
584-584.000-776.005	BLDG MAIN SUPPLIES MAINTENANC	1,964	949	750	750	754	750
584-584.000-783.001	SEED PLANTING -FERTILIZER	18,617	27,582	26,000	26,000	21,194	26,000
584-584.000-783.002	SEED PLANTING -CHEMICALS	14,429	14,516	15,000	18,000	14,193	18,000
584-584.000-783.003	SEED PLANTING -TOP SOIL	2,194	5,667	2,500	5,000	3,476	5,000
584-584.000-783.004	TREE MAINTENANCE	495	495	500	2,000		1,000
584-584.000-800.001	ADMINSTRATION FEES	21,129	21,709	23,294	23,294	17,471	23,294
584-584.000-801.000	PROFESSIONAL SERVICES	3,318	3,592	3,000	3,500	1,913	3,500

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
584-584.000-818.000	CONTRACTUAL SERVICES	5,400	2,000	3,000	1,000	466	1,200
584-584.000-867.000	GAS & OIL	10,475	9,694	11,000	9,000	6,674	8,000
584-584.000-867.100	GAS & OIL - OTHER EQUIP	25,839	15,482	20,000	15,500	9,174	15,000
584-584.000-876.000	RETIREMENT/MERS	13,959	10,155	10,272	10,272	7,335	15,293
584-584.000-900.000	PUBLISHING	2,171	1,043	2,000	2,000	500	2,000
584-584.000-900.003	GOLF COURSE ADVERTISING	186	970	2,000	2,000	1,391	2,000
584-584.000-914.000	INSURANCE & BONDS FIRE & LIAB	7,031	7,984	8,476	8,476	6,224	8,740
584-584.000-917.000	WORKERS COMPENSATION INSURANC	4,053	4,376	5,051	5,051	3,582	4,466
584-584.000-920.008	UTILITIES-MAINTENANCE ELECTRIC	12,730	11,944	13,000	13,000	11,861	13,000
584-584.000-920.009	UTILITIES MAINTENANCE HEATING	2,791	2,610	3,000	3,000	1,505	3,000
584-584.000-920.010	UTILITIES MAINTENANCE PHONE	714	571	700	700	306	700
584-584.000-920.011	UTILITIES MAINTENANCE WATER	903	1,208	1,000	1,000	811	1,000
584-584.000-920.013	UTILITIES PRO SHOP	772	669	700	700	438	3,000
584-584.000-930.000	REPAIRS MAINTENANCE-MACHINERY	3,667	3,913	4,000	4,000	3,660	3,500
584-584.000-931.009	BLDG MAINTENANCE	502	464	500	500	500	500
584-584.000-931.010	BLDG MAINTENANCE PRO SHOP	9,450	6,215	3,500	3,500	925	2,000
584-584.000-933.000	EQUIPMENT MAINTENANCE	7,347	7,461	13,000	12,500	6,642	25,000
584-584.000-939.001	VEHICLE MAINTENANCE	1,060	378	500	1,000	683	500
584-584.000-939.003	GOLF CARTS EXPENSE	80	175	500	1,000	743	200
584-584.000-941.000	EQUIPMENT RENTAL/LEASING	7,639					
584-584.000-943.000	MOTORPOOL LEASE/MAINTENANCE			600	600	450	600
584-584.000-956.008	MISCELLANEOUS EXP-PRO SHOP	1,327	2,872	1,300	2,800	1,702	500
584-584.000-956.136	MISC-CASH OVER/SHORT	(279)					
584-584.000-957.000	BANK CHARGES	5,991	4,660	6,500	6,500	4,614	5,000
584-584.000-958.001	MEMBERSHIPS & DUES NATL SUPER	365	375	400	400	375	400
584-584.000-958.004	MEMBERSHIPS & DUES PRO SHOP	110	500	600	600		600
584-584.000-968.001	DEPRECIATION EXPENSE	75,116	76,844	74,504	74,504		74,451
584-584.000-971.000	CAPITAL OUTLAY/OTHER	7,878	3,050		13,205	13,205	75,000
NET OF REVENUES/APPROPRIATIONS - 584.000-GOLF COURSE FUND		(689,292)	(664,971)	(646,971)	(681,791)	(478,946)	(801,337)
ESTIMATED REVENUES - FUND 584		691,097	666,553	646,971	681,791	435,566	801,337
APPROPRIATIONS - FUND 584		689,292	664,971	646,971	681,791	478,946	801,337
NET OF REVENUES/APPROPRIATIONS - FUND 584		1,805	1,582			(43,380)	

Fund 595 - Motorpool

Revenues

Line Item	Explanation
595-000-000-607-502 – Flat Fee-Parks Motorpool/Monthly	This line item reflects fees charged to the parks for miscellaneous fluids, etc. (\$100/month).
595-000-000-607-515 – Combined Lease/Repair Revenue	Lease revenue from other departments, including repair is shown in this line item.
595-000-000-607-520 – Fuel and Fluids Revenue	This line item reflects the fuel surcharge received from other departments. This is being decreased to \$45,000 due to the decrease in fuel prices and less use of our in-house fuel tanks.
595-000-000-664-001 – Interest Earned	Interest earned on fund deposited at various banks is shown here.
595-000-000-699-000 – Appropriated Prior Year Balance	This line item reflects the amount needed from Fund Balance.

Expenditures

Line Item	Explanation
595-595-000-706-000 – Salary-Permanent Wages	25% of a Floater II/Clerk III is budgeted in this line item. Even though a contractual 1.5% increase is budgeted, the amount shown is reduced since no payroll accrual is needed in 2017.
595-595-000-708-004 – Salaries Pay Out-PTO & Sick Time	Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted.
595-595-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
595-595-000-719-000 – Health Insurance	We were notified of our health care renewal rates and will only receive a .16% increase in 2017.
595-595-000-719-001 – Sick & Accident	The overall increase in rates is 19.45%, good through 8/31/18. It is recommended that we stay with our current carrier since only the LTD rates increased. Figures were provided by Human Resources.
595-595-000-719-003 – Employee Paid Health Contra	This is a new line item for 2016. The amount employees pay toward their health care coverage is budgeted here.
595-595-000-719-015 – Dental Benefits	We received a two year rate guarantee in 2016 so there will be no change in dental rates for 2017.

Line Item	Explanation
595-595-000-719-016 – Vision Benefits	We will be receiving a 10% increase in vision rates for 2017.
595-595-000-719-020 – Health Care Deduction	This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended.
595-595-000-719-021 – Admin Fees-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies.
595-595-000-720-000 – Life Insurance	We will not be receiving an increase in life insurance rates for 2017.
595-595-000-776-500 – Auto Parts	This line item is used to purchase small item for automobiles.
595-595-000-776-550 – Shop Supplies	Rags and other small items for the garage are purchased from this line item.
595-595-000-818-000 – Contractual Services	This line item is used for the GPS Vehicle System. It is recommended that it be increased to \$10,500 due to higher fleet costs.
595-595-000-818-032 – Contractual Svc-Fuel Tank Repair	Monitoring of fuel tanks according to State regulations is charged to this line item. It is recommended that it be reduced to \$4,000 for 2017.
595-595-000-818-033 – Contractual Svc-Auto/Equip Maint	This line item is used to hire outside contractors to work on Township vehicles. It is recommended that it remain the same in 2017.

Line Item	Explanation
595-595-000-867-000 – Gas & Oil	The purchase of fuel is charged to this line item. It is recommended that it be reduced due to the decrease in fuel costs.
595-595-000-876-000 – Retirement/MERS	Employer's portion is based on a flat rate (\$461.00 per employee times 24 pays = \$11,064 per employee for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 5.16% is paid. Figures provided by the Accounting Director.
595-595-000-968-001 – Depreciation Expense	This line item covers the cost of auto depreciation. Figures provided by the Accounting Director.

10/11/16

* Changes from the draft budget are highlighted.

Calculations as of 09/30/2016

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GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Fund 595 - MOTORPOOL / REPAIRS							
Dept 000.000							
595-000.000-607.502	Flat Fee-Parks MotorpoolMnthl	1,200	1,200	1,200	1,200	900	1,200
595-000.000-607.515	COMBINED LEASE/REPAIR REVENUE	97,676	102,300	130,400	136,150	142,445	199,320
595-000.000-607.520	FUEL AND FLUIDS REVENUE	66,442	50,516	55,000	55,000	29,340	45,000
595-000.000-664.001	INTEREST EARNED	78	77	100	100	242	100
595-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.	24,290		1,000	1,000		
595-000.000-694.004	MISC REVENUE - INSURANCE REIM					1,387	
595-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			18,113	699,002		4,411
NET OF REVENUES/APPROPRIATIONS - 000.000-		189,686	154,093	205,813	892,452	174,314	250,031
Dept 595.000-MOTORPOOL							
595-595.000-706.000	SALARY - PERMANENT WAGES	11,378	11,769	11,989	11,989	8,368	11,939
595-595.000-706.050	YE ODD DAY ACCRUAL			136	136		
595-595.000-708.004	SALARIES PAY OUT-PTO&SICKTIME			181	181		184
595-595.000-715.000	F.I.C.A./MEDICARE	827	881	941	941	601	927
595-595.000-719.000	HEALTH INSURANCE	1,242	595	1,553	1,553	1,294	1,627
595-595.000-719.001	SICK AND ACCIDENT	74	83	100	100	87	120
595-595.000-719.003	EMPLOYEE PAID HEALTH CONTRA		(990)				(450)
595-595.000-719.015	DENTAL BENEFITS	124	104	114	114	87	104
595-595.000-719.016	VISION BENEFITS		19	19	19	15	21
595-595.000-719.020	HEALTH CARE DEDUCTION	735	712	726	726	967	726
595-595.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	23	23	23	23	15	25
595-595.000-720.000	LIFE INSURANCE	36	41	50	50	41	50
595-595.000-776.500	AUTO PARTS	622	9,824	2,000	2,000	1,155	2,000
595-595.000-776.550	SHOP SUPPLIES	268	919	2,000	2,000	513	2,000
595-595.000-818.000	CONTRACTUAL SERVICES	4,946	5,733	9,800	9,800	4,372	10,500
595-595.000-818.032	CONTRACT'L SRV-FUEL TANK REPA	1,030	4,355	4,200	4,200	62	4,000
595-595.000-818.033	CONTRACT'L SRV-AUTO/EQUIP MAI	9,765	25,587	21,000	21,000	12,649	21,000
595-595.000-867.000	GAS & OIL	60,701	45,223	50,000	50,000	27,422	41,000
595-595.000-876.000	RETIREMENT/MERS	1,899	2,095	2,080	2,080	1,560	2,766
595-595.000-968.001	DEPRECIATION EXPENSE	96,080	102,901	98,901	98,901	59,522	151,492
595-595.000-985.000	CAPITAL OUTLAY/VEHICLES		120		686,639	68,069	
NET OF REVENUES/APPROPRIATIONS - 595.000-MOTORPOOL		(189,750)	(209,994)	(205,813)	(892,452)	(186,799)	(250,031)
ESTIMATED REVENUES - FUND 595		189,686	154,093	205,813	892,452	174,314	250,031
APPROPRIATIONS - FUND 595		189,750	209,994	205,813	892,452	186,799	250,031
NET OF REVENUES/APPROPRIATIONS - FUND 595		(64)	(55,901)			(12,485)	

Fund 893 – Nuisance Abatement
Revenues

Line Item	Explanation
893-000-000-626-631 – Charge Services-Blight	This line item reflects fees collected from property owners invoiced for blight clean-up activities performed by the Ordinance Dept. Revenue is projected to increase consistent with 2016 actual expenses.
893-000-000-626-632 – Charge Services-Board Ups	This line item reflects fees collected from property owners invoiced for board-ups of vacant buildings performed by the Ordinance Dept. No change.
893-000-000-626-636 – Charge Services-Weeds	This line item reflects fees collected from property owners invoiced for vegetation and noxious weeds abatement performed by the Ordinance Dept. Revenue is projected to decline due to fewer vacant properties being mowed.
893-000-000-672-002 – Board-up Revenue-Vac Res	This line item reflects reimbursement of delinquent invoices added to property tax bills for boarding up doorways and windows at vacant houses. No change.
893-000-000-672-003 – Noxious Weed Rev-Tax Reimb	This line item reflects reimbursement of expenses for vegetation and noxious weeds abatement in cases where uncollected fees become a special assessment and get added to a property tax bill. Slight decrease projected.
893-000-000-699-000 – Appropriated Prior Year Bal.	This reflects funds transferred from the fund reserve to cover budgeted operating expenses.

Expenditures

Line Item	Explanation
893-893-000-704-000 – Appointed Officials	This line item reflects payment to the senior ordinance administrator in the capacity of noxious weed commissioner, which is a statutory position required by ordinance.
893-893-000-707-000 – Salary-Temporary/Seasonal	This line item reflects wages paid to temporary seasonal workers for nuisance abatement activity to assist the Ordinance Department and Residential Services Department.
893-893-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
893-893-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
893-893-000-806-001 – Blight Enforcement Costs	This line item reflects funding for curbside clean-ups of eviction debris and court ordered clean-ups of blighted properties by the Ordinance Dept. No change.
893-893-000-806-002 – Board Up Enforcement Costs	This line item reflects funding to board up and secure vacant, blighted buildings by the Ordinance Dept. No change.
893-893-000-806-003 – Noxious Weed Enforcement Costs	This line item reflects funding to mow vegetation and eradicate noxious weeds on private property when property owners fail to do so. Expenses are projected to slightly decrease based on 2016 expense data and projections.

8/11/16

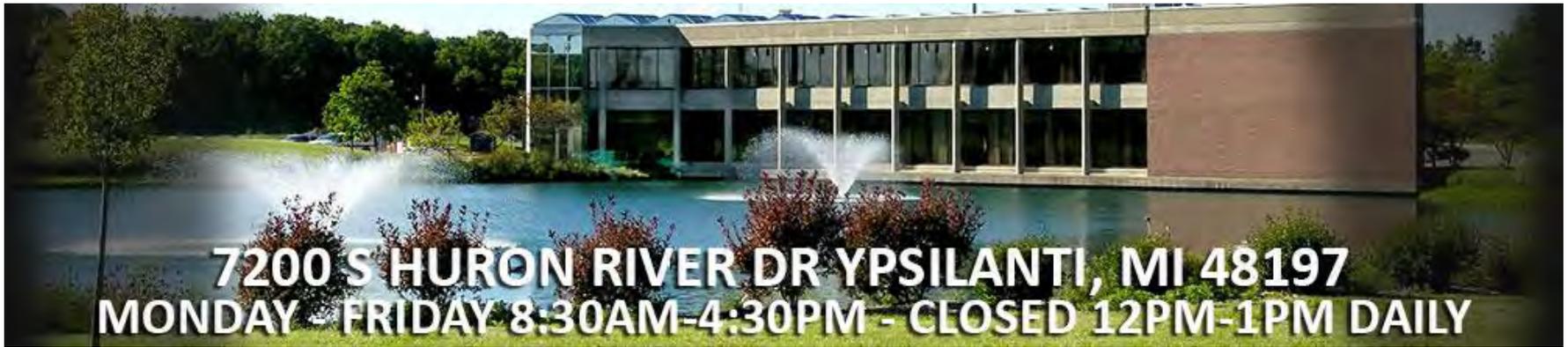
10/11/2016

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2016



GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2017 REQUESTED BUDGET
Fund 893 - NUISANCE ABATEMENT FUND							
Dept 000.000							
893-000.000-626.631	CHARGE SERVICES - BLIGHT	4,551	5,261	2,500	2,500	5,269	8,000
893-000.000-626.632	CHARGE SERVICES - BOARD UPS	4,779	2,649	2,000	2,000	683	2,000
893-000.000-626.636	CHRG SERVICES WEEDS	10,081	12,901	2,500	2,500	6,771	1,000
893-000.000-664.001	INTEREST EARNED	16	14			66	
893-000.000-672.002	BOARD-UP REVENUE-VAC RES	1,694	5,149	10,000	10,000	4,536	10,000
893-000.000-672.003	NOXIOUS WEED REVENUE-TAX REIM	28,382	23,981	19,000	19,000	26,716	17,000
893-000.000-694.001	OTHER INCOME-MISCELLANEOUS	327					
893-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			7,097	7,097		597
NET OF REVENUES/APPROPRIATIONS - 000.000-		49,830	49,955	43,097	43,097	44,041	38,597
Dept 893.000-NUISANCE ABATEMENT DEPARTMENT							
893-893.000-704.000	APPOINTED OFFICIALS	500	500	500	500	500	500
893-893.000-715.000	F.I.C.A./MEDICARE	38	37	51	51	37	51
893-893.000-723.000	DEFERRED COMPENSATION EMPLOYE			46	46		46
893-893.000-806.001	BLIGHT ENFORCEMENT COSTS	5,911	11,533	8,000	8,000	6,226	8,000
893-893.000-806.002	BOARD-UP ENFORCEMENT COSTS	13,021	15,658	12,000	12,000	8,931	12,000
893-893.000-806.003	NOXIOUS WEED ENFORCEMENT COST	25,451	21,023	22,500	22,500	17,744	18,000
893-893.000-876.000	RETIREMENT/MERS	66	67			65	
NET OF REVENUES/APPROPRIATIONS - 893.000-NUISANCE ABATEMENT		(44,987)	(48,818)	(43,097)	(43,097)	(33,503)	(38,597)
ESTIMATED REVENUES - FUND 893		49,830	49,955	43,097	43,097	44,041	38,597
APPROPRIATIONS - FUND 893		44,987	48,818	43,097	43,097	33,503	38,597
NET OF REVENUES/APPROPRIATIONS - FUND 893		4,843	1,137			10,538	



7200 S HURON RIVER DR YPSILANTI, MI 48197

MONDAY - FRIDAY 8:30AM-4:30PM - CLOSED 12PM-1PM DAILY

**2017 BUDGET REQUEST –
LINE BY LINE BUDGETS WITH
NARRATIVES ARE AVAILABLE
ON OUR WEBSITE -
YTOWN.ORG**

<https://ytown.org/supervisor-s-office/budget-information>

2017 TAX REVENUE BUDGET OVERVIEW

- ❖ The percentage change of taxable values from 2015 to 2016 for all properties increased by 1.1%.
- ❖ The percentage change for tax revenues from 2015 to 2016 increased by .86%. The revenue budget is calculated allowing for Headlee Rollback, Michigan Tax Tribunal, and loss from foreclosures.
- ❖ “Headlee Rollback” is scheduled for a millage reduction fraction of .9942 on the 2016 millages. Headlee Rollback is implemented when the annual growth on existing property is greater than the rate of inflation.
- ❖ Essential Service Assessment (ESA) reimbursement is for Personal Property due to loss attributed to the small business tax payer exemption and eligible manufacturing personal property. This reimbursement is expected to be received in February of each year from the State of Michigan. This is the first year for ESA reimbursement from the State.
- ❖ PA 235 Fire Pension millage increase of .2000 mills to cover the annual required contributions of the pension and retiree health care.

Revised

2016 Tax Rate Request (This form must be completed and submitted on or before September 30, 2016)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw	2016 Taxable Value of ALL Properties in the Unit as of 5-23-16 1,149,212,674
Local Government Unit Requesting Millage Levy Charter Township of Ypsilanti	For LOCAL School Districts: 2016 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2016 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2015 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2016 Current Year "Headlee" Millage Reduction Fraction	(7) 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Gen Op	N/A	1.1160	1.0322	.9942	1.0262	1.0000	1.0262		1.0262	N/A
Voted	Fire Prot	8/6/13	3.1250	3.1250	.9942	3.1069	1.0000	3.1069		3.1069	2016
Voted	Sld Waste	8/6/13	2.1550	2.1550	.9942	2.1425	1.0000	2.1425		2.1425	2016
Voted	Police	8/6/13	5.9500	5.9500	.9942	5.9155	1.0000	5.9155		5.9155	2016
Voted	Rec/BP	8/6/13	1.0059	1.0059	.9942	1.0001	1.0000	1.0001		1.0001	2016
PA 235	FPen/HC	N/A						1.2000		1.2000	2016

Prepared by Javonna Neel	Telephone Number (734) 484-3702	Title of Preparer Accounting Director	Date 8/25/16
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only: Complete if requesting millage to be levied: See STC Bulletin 3 of 2016 for instructions on completing this section.

<input checked="" type="checkbox"/>	Clerk	Signature	Print Name Karen Lovejoy Roe	Date 8/25/16
<input type="checkbox"/>	Secretary			
<input type="checkbox"/>	Chairperson			
<input checked="" type="checkbox"/>	President	Signature	Print Name Brenda L. Stumbo	Date 8/25/16

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

2017 WAGE & BENEFITS EXPENDITURE BUDGET OVERVIEW

- ❖ Personnel Wages - 1.5% increase
- ❖ Health Care - increased .16% - draft budget was calculated at a 15% increase.
- ❖ Vision – 10% increase
- ❖ Disability Insurance – 19.45% increase
- ❖ Dental & Life – no increase

2017 WAGE & BENEFITS EXPENDITURE BUDGET OVERVIEW

- ❖ MERS -increased 30.5% overall due to the new assumptions of lowered interest returns from 8% to 7.75% and longer life expectancy on mortality table
 - ❖ Flat rate per Employee - \$8,472 for 2016 increased to \$11,064 for 2017
 - ❖ Hired after January 1, 2014 – increased 1.43% from 3.73% to 5.16%
 - ❖ 72% FUNDED
- ❖ Fire Pension – decreased 3.2%
 - ❖ 87% FUNDED
- ❖ OPEB Retiree Health Care
 - ❖ General Fund – decreased 5.49% -- 44.5% FUNDED
 - ❖ Fire Fund – increased 7.17% -- 41.7% FUNDED

OPEB Annual Required Contribution (ARC) Summary - BUDGET OVERVIEW

FUNDS	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	% change 2015 to 2016	% change 2016 to 2017
General Fund	493,291	485,193	458,560	-1.64%	-5.49%
Environmental Fund	13,797	13,748	15,843	-0.36%	15.24%
Recreation Fund	48,874	46,041	40,972	-5.80%	-11.01%
14B Court Fund	77,451	75,481	79,387	-2.54%	5.17%
Law Enforcement Fund	34,127	33,782	51,401	-1.01%	52.15%
Total ACR – Except Fire	667,540	654,245	646,163	-1.99%	-1.24%
Fire Fund	590,744	587,148	629,226	-0.61%	7.17%

Municipal employees' Retirement System MERS

Annual Actuarial Valuation Report December 31, 2015 page 20

Actuarial Accrued Liabilities - Comparative Schedule

Table 7

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2001	\$ 8,563,964	\$ 7,883,773	92%	\$ 680,191
2002	9,555,195	8,287,051	87%	1,268,144
2003	10,214,254	9,147,480	90%	1,066,774
2004	11,349,056	9,857,507	87%	1,491,549
2005	12,442,438	10,556,735	85%	1,885,703
2006	13,390,091	11,496,625	86%	1,893,466
2007	14,832,528	12,407,220	84%	2,425,308
2008	15,685,957	12,801,717	82%	2,884,240
2009	16,116,831	13,177,984	82%	2,938,847
2010	17,186,167	14,009,840	82%	3,176,327
2011	18,456,883	14,241,731	77%	4,215,152
2012	18,929,596	14,326,779	76%	4,602,817
2013	18,993,773	14,717,028	78%	4,276,745
2014	19,645,884	15,075,280	77%	4,570,604
2015	21,624,184	15,482,518	72%	6,141,666

Notes: Actuarial assumptions were revised for the 2004, 2008, 2009, 2010, 2011, 2012 and 2015 actuarial valuations.

Charter Township of Ypsilanti Firefighters' Retirement System Annual Actuarial Valuation Report December 31, 2015 page A-15

Actuarial Valuation Date December 31,	(a) Actuarial Value of Assets	Entry Age Actuarial Accrued Liability	Unfunded Accrued Liability (UAL)	(a/b) Funded Ratio	(c) Annual Covered Payroll	[(b-a)/c] UAL as a Percentage of Covered Payroll
1995	\$ 14,957,910	\$ 11,098,119	\$ (3,859,791)	135 %	\$ 1,463,341	- %
1996	15,848,190	11,672,783	(4,175,407)	136	1,637,213	-
1997	17,102,734	12,005,001	(5,097,733)	142	1,660,635	-
1998	18,868,177	12,486,609	(6,381,568)	151	1,658,459	-
1999 #	20,704,196	14,433,723	(6,270,473)	143	1,862,245	-
2000	22,122,513	15,010,643	(7,111,870)	147	1,850,554	-
2001	23,036,055	15,848,237	(7,187,818)	145	1,972,538	-
2002	23,738,457	16,957,687	(6,780,770)	140	1,977,181	-
2003	23,632,588	18,055,207	(5,577,381)	131	2,143,204	-
2004	23,815,715	19,060,810	(4,754,905)	125	2,274,281	-
2005 #	24,105,951	20,780,318	(3,325,633)	116	2,449,553	-
2006	25,338,997	21,766,018	(3,572,979)	116	2,422,211	-
2007	27,173,331	23,911,443	(3,261,888)	114	2,752,251	-
2008	27,097,583	24,935,159	(2,162,424)	109	2,641,821	-
2009	27,211,032	26,117,456	(1,093,576)	104	2,669,178	-
2010 #	27,042,094	28,278,783	1,236,689	96	1,879,944	66
2011	26,161,102	29,478,634	3,317,532	89	2,046,691	162
2012	25,629,166	29,842,164	4,212,998	86	1,967,312	214
2013 @	27,178,122	31,850,507	4,672,385	85	1,768,793	264
2014	27,335,154	32,058,665	4,723,511	85	2,016,307	234
2015	27,526,195	31,803,061	4,276,866	87	1,934,576	221

After changes in benefit provisions.

@ After changes in actuarial assumptions.

Charter Township of Ypsilanti Firefighters' Retirement System
 Annual Actuarial Valuation Report December 31, 2015
 page A-15. All Funds except Fire \$6,162,964 & Fire \$6,894,128

DETERMINATION OF UNFUNDED ACTUARIAL ACCRUED LIABILITY -7.0%
AS OF DECEMBER 31, 2015

	101-102	101-136	206	226	230	249	266	584
A. Present Value of Future Benefits								
1. Retirees and Beneficiaries	\$4,855,141	\$ 322,406	\$ 8,259,819	\$ 0	\$233,094	\$478,607	\$378,419	\$136,029
2. Retired Members in Deferral Period	224,146	0	0	0	0	0	0	0
3. Active Members	<u>2,928,453</u>	<u>1,011,972</u>	<u>4,439,599</u>	<u>241,411</u>	<u>501,643</u>	<u>186,090</u>	<u>509,499</u>	<u>155,688</u>
Total Present Value of Future Benefits	\$8,007,740	\$1,334,378	\$12,699,418	\$241,411	\$734,737	\$664,697	\$887,918	\$291,717
B. Present Value of Future Employer Normal Costs	\$ 538,434	\$ 213,011	\$ 492,078	\$ 64,825	\$ 65,762	\$ 64,647	\$92,152	\$ 20,715
C. Present Value of Future Contributions from Current Active Members	\$ 0	\$ 0	\$ 387,813	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
D. Actuarial Accrued Liability (A.-B.-C.)	\$7,469,306	\$1,121,367	\$11,819,527	\$176,586	\$668,975	\$600,050	\$795,766	\$271,002
E. Market Value of Assets	\$3,323,322	\$ 498,931	\$ 4,925,399	\$ 78,569	\$297,647	\$266,981	\$354,061	\$120,577
F. Unfunded Actuarial Accrued Liability (D.-E.)	\$4,145,984	\$ 622,436	\$ 6,894,128	\$ 98,017	\$371,328	\$333,069	\$441,705	\$150,425
G. Funded Ratio (E./D.)	44.5%	44.5%	41.7%	44.5%	44.5%	44.5%	44.5%	44.5%

HOUSING & BUSINESS INSPECTIONS FUND #248 2017 REQUESTED BUDGET

CLASSIFICATION SUMMARY, HISTORY, AND OVERVIEWS

2017 HOUSING & BUSINESS INSPECTION FUND REVENUE BUDGET BY CLASSIFICATION SUMMARY

Fund 248 ESTIMATED REVENUES	DESCRIPTION	2015 ORIGINAL ACTIVITY	2016 BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET	% OF REVENUE
BUSINESS LICENSES & PERMITS		950	250	250	2,000	0.62%
CHARGES FOR SERVICES	VACANT PROPERTY & RENTAL INSPECTIONS	168,632	179,529	179,529	243,000	75.92%
SPECIAL ASSESSMENTS	TAXES	37,018	50,000	50,000	38,500	12.00%
INTEREST INCOME		39			100	0.03%
OTHER REVENUES		258				0.00%
APPROPRIATED BY FUND BALANCE				438	36,469	11.39%
TOTAL ESTIMATED REVENUES		206,897	229,779	230,217	320,069	

2017 Housing & Business Inspection Fund Expenditure Budget by Classification Summary

APPROPRIATIONS	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET	% OF APPROP
PERSONNEL SERVICES	Salary & Wages - Add'l 50% clerical & Bldg Inspect rentals	121,139	128,586	128,993	197,834	61.81%
FRINGE BENEFITS	FICA, Health, MERS, Life	37,400	50,514	50,545	83,059	25.95%
PROFESSIONAL & CONTRACTUAL	Admin fees		15,055	15,055	16,877	5.27%
LEASE RENTAL	Motor Pool	8,014	14,500	14,500	10,250	3.20%
TRANSPORTATION	Travel & Gas	5,199	5,000	5,000	4,000	1.25%
INSURANCE & BONDS	Insurance Liab & Workers Comp	4,056	4,207	4,207	3,749	1.17%
OFFICE SUPPLIES	Office supplies	1,795	2,800	2,800	2,300	0.72%
OTHER SERVICES AND CHARGES	Uniforms & Badges	500	1,000	1,000	1,000	0.31%
CAPITAL OUTLAY	Field Equipment - Inspections		1,000	1,000	1,000	0.31%
OTHER EXPENDITURES		1,105				0.00%
TOTAL APPROPRIATIONS		179,208	222,662	223,100	320,069	

2017 Housing & Business Inspection Fund Budgeted Fund Balance

Fund 248	2015	2016	2016	2017
	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	REQUESTED BUDGET
NET OF REVENUES/APPROPRIATIONS	27,689	7,117	7,117	
BEGINNING FUND BALANCE	131,993	159,682	159,682	166,361
LESS APPROPRIATED PY FUND BALANCE			(438)	(36,969)
ENDING FUND BALANCE	159,682	166,799	166,361	129,392
Fund balance % of Appropriations				40.4%

BUILDING INSPECTION FUND #249 2017 REQUESTED BUDGET

STATE REGISTERED INSPECTOR – REQUIREMENT
OF PUBLIC ACT 54 OF 1986

CLASSIFICATION SUMMARY, HISTORY, AND OVERVIEWS

2017 BUILDING INSPECTION FUND REVENUE BUDGET BY CLASSIFICATION SUMMARY

Fund 249 - BUILDING DEPARTMENT	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET	% OF REVENUE
ESTIMATED REVENUES						
NON-BUSINESS LICENSES & PERMIT	Inspections & Permits	457,063	432,000	432,000	599,000	82.51%
CHARGES FOR SERVICES	Plot Plan permit & Liquor inspection	3,921	4,000	4,000	4,800	0.66%
INTEREST INCOME		129			800	0.11%
OTHER REVENUES		258				0.00%
APPROPRIATED PY FUND BALANCE			21,476	125,343	121,342	16.72%
TOTAL ESTIMATED REVENUES		461,371	457,476	561,343	725,942	

2017 Building Inspection Fund Expenditure Budget by Classification Summary

APPROPRIATIONS	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET	% OF APPROP
PERSONNEL SERVICES	Supervisor, Inspectors, Clerical, & OCS Exec	158,247	202,009	267,457	437,060	60.21%
FRINGE BENEFITS	FICA, Health, MERS, Life	62,236	80,021	112,690	176,452	24.31%
PROFESSIONAL & CONTRACTUAL	Admin Fees & Contract Mechanical Inspector	167,388	148,162	138,162	66,076	9.10%
LEASE RENTAL	Motor Pool	11,800	7,000	12,750	22,200	3.06%
INSURANCE & BONDS	Insurance Liab. & Workers Comp	5,059	6,284	6,284	5,554	0.77%
TRANSPORTATION	Travel & Gas	1,636	3,000	3,000	5,000	0.69%
CAPITAL OUTLAY	New field equipment	12,273	5,000	15,000	4,000	0.55%
OFFICE SUPPLIES	Supplies	2,407	2,000	2,000	3,600	0.50%
DUES/MEMBERSHIPS	Mandatory memberships & dues	860	1,000	1,000	3,000	0.41%
OPERATING SUPPLIES	Supplies & ordinance code books	248	2,000	2,000	2,000	0.28%
OTHER SERVICES AND CHARGES	Uniforms & Badges	969	1,000	1,000	1,000	0.14%
TOTAL APPROPRIATIONS		423,123	457,476	561,343	725,942	

2017 Building Inspection Fund Budgeted Fund Balance

Fund 249	2015	2016	2016	2017
	ACTIVITY	ORIGINAL	AMENDED	REQUESTED
		BUDGET	BUDGET	BUDGET
NET OF REVENUES/APPROPRIATIONS	38,248			
BEGINNING FUND BALANCE	476,024	514,270	514,270	388,927
LESS APPROPRIATED PY FUND BALANCE		(21,476)	(125,343)	(121,342)
ENDING FUND BALANCE	514,272	492,794*	388,927*	267,585*
Fund balance % of Appropriations				36.9%
*corrections				

HYDRO FUND #252 2017 REQUESTED BUDGET

CLASSIFICATION SUMMARY, HISTORY, AND OVERVIEWS

2017 HYDRO FUND REVENUE BUDGET BY CLASSIFICATION SUMMARY

Fund 252 – ESTIMATED REVENUES	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET	% OF REVENUE
FORD LAKE DAM REVENUES	Sales of Electricity to DTE	353,895	350,000	350,000	350,000	88.61%
OTHER REVENUES		4,712	1,200	1,200		0.00%
INTEREST INCOME		136	200	200	200	0.05%
CONTRIBUTION FROM OTHER FUNDS	Environmental Clean Up for Tyler Dam	52,889		37,000	44,800	11.34%
APPROPRIATED PY FUND BALANCE				132,712		0.00%
TOTAL ESTIMATED REVENUES		411,632	351,400	521,112	395,000	

2017 Hydro Fund Expenditure Budget by Classification Summary

APPROPRIATIONS	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET	% OF APPROP
PERSONNEL SERVICES	Wages Hydro Operator & Temp Operator	76,866	88,402	88,402	87,522	22.42%
PROFESSIONAL & CONTRACTUAL	Engineering Dam Safety & Compliance, Inspections, & Port-a-Johns	85,448	47,500	84,500	72,300	18.52%
REPAIRS & MAINTENANCE	Supplies, Hydro structure repair, & Maint Other Dams	71,156	57,550	57,450	62,550	16.02%
CAPITAL OUTLAY	Improvement transformers, Replace emergency standby generator	238,421	30,000	132,712	60,000	15.37%
OTHER EXPENDITURES	10% to City of Ypsi, Fish Study	45,140	48,600	48,600	48,600	12.45%
FRINGE BENEFITS	FICA, Health, MERS, Life	30,839	40,497	40,497	41,627	10.66%
LEASE RENTAL	Motor Pool	3,000	6,000	6,000	6,000	1.54%
INSURANCE & BONDS	Insurance Liab & Workers Comp	3,740	4,262	4,262	3,894	1.00%
TRANSPORTATION	Gas	2,255	4,200	4,200	3,500	0.90%
UTILITIES	Electric & Gas	1,266	1,400	1,400	1,800	0.46%
COMMUNICATIONS	Telephone	34,953	20,000	50,000	1,000	0.26%
OTHER SERVICES AND CHARGES	Boots & Uniforms	148	450	550	700	0.18%
OFFICE SUPPLIES	Supplies	274	450	450	450	0.12%
OPERATING SUPPLIES	Supplies	458	400	400	400	0.10%
TOTAL APPROPRIATIONS		593,964	349,711	519,423	390,343	

2017 Hydro Fund Budgeted Fund Balance

Fund 252	2015	2016	2016	2017
	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	REQUESTED BUDGET
NET OF REVENUES/APPROPRIATIONS	(182,332)	1,689	1,689	4,657
BEGINNING FUND BALANCE	457,993	275,663	275,663	144,640
LESS APPROPRIATED PY FUND BALANCE			(132,712)	
ENDING FUND BALANCE	275,661	277,352	144,640	149,297
Fund balance % of Appropriations				38.2%

ENVIRONMENTAL CLEAN UP FUND 225 2017 REQUESTED BUDGET

Funds from a previously completed site clean up
agreement for Willow Run Creek

2017 BUDGET REQUEST FOR ENVIRONMENTAL CLEAN UP FUND REVENUE AND APPROPRIATIONS BY CLASSIFICATION AND FUND BALANCE INFORMATON

	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET
ESTIMATED REVENUES				
INTEREST INCOME	115			
APPROPRIATED PY FUND BALANCE			72,000	44,800
TOTAL ESTIMATED REVENUES	115		72,000	44,800
APPROPRIATIONS				
TRANSFERS OUT – HYDRO FUND FOR TYLER DAM PROJECT			72,000	44,800
TOTAL APPROPRIATIONS			72,000	44,800
NET OF REVENUES/APPROPRIATIONS	115			
BEGINNING FUND BALANCE	444,345	444,460	444,460	372,460
LESS APPROPRIATED PY FUND BALANCE			(72,000)	(44,800)
ENDING FUND BALANCE	444,460	444,460	372,460	327,660

LAW ENFORCEMENT FUND 2017 REQUESTED BUDGET

CLASSIFICATION SUMMARY, HISTORY, AND OVERVIEWS

2017 LAW ENFORCEMENT FUND REVENUE BUDGET BY CLASSIFICATION SUMMARY

	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL B	2016 AMENDED B	2017 REQUESTED B	2017 % of EST REV
ESTIMATED REVENUES						
PROPERTY TAXES	Millage 5.9155	6,585,744	6,688,785	6,688,785	6,798,167	96.90%
STATE REVENUE SHARING	St Liquor Enforcement	21,978	20,000	20,000	22,000	0.31%
CHARGES FOR SERVICES	Liquor Inspections	1,700	1,000	1,000	1,200	0.02%
FINES AND FORFEITS			2,500	2,500		
INTEREST INCOME		465				
OTHER REVENUES		696				
APPROPRIATED PY FUND BALANCE			96,376	101,432	194,268	2.77%
TOTAL ESTIMATED REVENUES		6,610,583	6,808,661	6,813,717	7,015,635	

2017 Law Enforcement Fund Expenditure Budget by Classification Summary for Sheriff Services – Department 301

APPROPRIATIONS	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL B	2016 AMENDED B	2017 REQUESTED BUDGET	2017 % of APPROP
Dept 301.000-SHERIFF SERVICES						
CONTRACTUAL - SHERIFFS	Washtenaw County Sheriff 1% increase	5,828,473	6,057,143	6,041,143	6,056,660	90.15%
TRANSFERS OUT	GF - LEC Capital Improvement 5 years				181,865	2.71%
PERSONNEL SERVICES	Police Services/OCS Director & 25% Exec Co.	111,446	128,472	129,285	126,663	1.89%
PROFESSIONAL & CONTRACTUAL	Admin Fee, Animal Control, Community Serv	27,962	117,369	143,369	98,037	1.46%
FRINGE BENEFITS	FICA, Health, MERS, Life	59,831	60,644	60,707	81,678	1.22%
CAPITAL OUTLAY	LEC - Car Ports, Digital Cameras & Radar Units	198,105	50,000	40,000	80,000	1.19%
REPAIRS & MAINTENANCE	Buildings & equipment	21,843	46,500	46,500	41,500	0.62%
UTILITIES	Gas & Electric @ Huron, Holmes, Tyler	34,897	34,800	34,800	30,300	0.45%
INSURANCE & BONDS	Insurance Liab. & Workers Comp	8,209	9,170	9,170	8,286	0.12%
OFFICE SUPPLIES		100	10,300	10,300	5,300	0.08%
OPERATING SUPPLIES			6,000	6,000	5,000	0.07%
LEASE RENTAL	Motor Pool	450	2,000	2,000	1,500	0.02%
DUES/MEMBERSHIPS		840	1,000	1,000	1,500	0.02%
OTHER EXPENDITURES		20				0.00%
Totals for dept 301.000-SHERIFF SERVICES		6,292,176	6,523,398	6,524,274	6,718,289	26

2017 LAW ENFORCEMENT EXPENDITURE BUDGET OVERVIEW

- Washtenaw County Sheriff contract formula price for 35 Police Service Units (PSU) – 1% increase
- Transfer to General Fund for the Law Enforcement Center (LEC) located at 1501 Huron – paying for capital improvement of the Center in the amount of \$909,325 over 5 years at \$181,865 annually
- Capital budget of \$50,000 for car ports at the Huron Station.
- Equipment \$30,000 budgeted for cameras & radar units.

2017 Law Enforcement Fund Expenditure Budget by Classification Summary for Ordinances – Department 304

APPROPRIATIONS	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL B	2016 AMENDED B	2017 REQUESTED B	2017 % of APPROP
Dept 304.000-ORDINANCE						
PERSONNEL SERVICES	2 Ordinance Officers	174,066	185,036	187,918	188,121	63.27%
FRINGE BENEFITS	FICA, Health, MERS, Life	74,611	81,027	81,325	92,225	31.02%
LEASE RENTAL	Motor Pool	11,580	10,000	10,000	10,000	3.36%
TRANSPORTATION	Travel & Gas	4,054	6,200	6,200	4,000	1.35%
OPERATING SUPPLIES		710	1,200	1,200	1,200	0.40%
OTHER SERVICES AND CHARGES	Uniforms	750	1,000	1,000	1,000	0.34%
OFFICE SUPPLIES		673	800	1,800	800	0.27%
Totals for dept 304.000-ORDINANCE		266,444	285,263	289,443	297,346	

2017 Law Enforcement Fund Budgeted Fund Balance

	2015 ACTIVITY	2016 ORIGINAL B	2016 AMENDED B	2017 REQUESTED B
TOTAL ESTIMATED REVENUES	6,610,583	6,808,661	6,813,717	7,015,635
TOTAL APPROPRIATIONS FOR DEPT 301 & 304	6,558,620	6,808,661	6,813,717	7,015,635
NET OF REVENUES/APPROPRIATIONS	51,963			
BEGINNING FUND BALANCE	1,506,651	1,558,616	1,558,616	1,457,184
LESS APPROPRIATED PY FUND BALANCE		(96,376)	(101,432)	(194,268)
ENDING FUND BALANCE	1,558,614	1,462,240	1,457,184	1,262,916
FUND BALANCE % OF APPROPRIATIONS				18%

**2017 BUDGET
LDFA, GENERAL OBLIGATION
DEBTS, BONDS & CAPITAL
ACCOUNTS**

Fund 250

LDFA Fund

The 2017 revenues are based on the 2016 property tax values for the LDFA District. The captured funds are then transferred to Fund 398 - 2013 Bond Fund to cover the bond payments for the infrastructure improvements.

2016 Recaptured Tax for 2017 revenues **143,526**

Expenditure for Fund 398 - 2013 Series B Bond **(230,740)**

For \$170,000 principal, \$60,240 interest, and \$ 500 fees for 2017 payments

**Recaptured taxes are insufficient to cover bond expenditures
(87,214)**

Need to use prior year Fund Balance in LDFA 250 73,500

Need to use prior year Fund Balance in Fund 398 6,000

General Fund will need to transfer additional funds to cover
expenditures for the Bond payment. 7,714
87,214

Total amount transferred from Fund 250 directly to Fund 398 217,026

Total amount transferred from General Fund through to Fund 398 7,714

Fund 301

General Obligation Debt Fund

This fund is used as a central point to collect funds and disperse to the two bond debt funds in order to make payments. The 2017 principal and interest payment for Series B Bond in Fund 397 is \$507,000 and the 2017 principle and interest payment for the Capital Improvement infrastructure Bond in Fund 398 is \$230,240. We will need to transfer a total of \$487,714** from the General Fund to cover for the \$480,000 principal on the Series B Bond in Fund 397 and \$7,714 to cover the shortfall of the LDFA capture for the Seaver Farms Infrastructure Bond in Fund 398 for the 2017 budget year.

In Fund 397, the 2011 Remarketing Series B Bond, for Seaver Farm's principal payment of \$480,000 and an estimated \$27,000 for interest and fees is due in 2017. We will need to transfer \$480,000 to Fund 397, the additional need funds will be appropriated from the prior year fund balance of Fund 397. The General Obligation Debt Fund will be short by \$480,000 and will need to have funds transferred in from the General Fund to meet obligations for 2017.

In Fund 398, there will not be enough from the LDFA tax capture to pay the debt obligation on the 2013 Series B Bond in Fund 398. We will need to transfer \$7,714 from Fund 301 General Obligation Debt Fund to Fund 398.

Fund 301 Continued
General Obligation Debt Fund

The funds in the General Obligation Fund 301 can only be used to pay the Township's general obligation debts. Consequently, these funds are budgeted to make the needed payments on the Series B Bonds for 2017 and will require a transfer in to this fund from the General Fund (101) in order to meet those debt obligations. The 2016 General Obligation Debt Fund 301 has a beginning fund balance of \$5,167.

Fund 301	Estimated available fund balance ending 2016	\$	5,167.00
Fund 101	Transfer in from General Fund	\$	487,714.00
		**	
Fund 397	Transfer to 2011 Remarketing Series B Bond Fund 397	\$	(480,000.00)
Fund 398	Transfer to 2013 Series B Bond Fund 398	\$	(7,714.00)
Fund 301	Estimated available fund balance ending 2017	\$	5,167.00

Fund 397

Series B Bonds (General Obligation Bonds)

Original \$4,745,000 General Obligation Limited Tax Capital Improvement Bonds, Series 2005B, dated February 17, 2005, due in annual installments ranging from \$300,000 to \$540,000 starting December 31, 2016 through December 31, 2019, with a variable interest rate, payable monthly. Principal reduction made in 2006 and 2007 of \$1,405,000 and \$1,060,000 respectively. Remarketing Agreement entered on August 23, 2011 reduced the variable interest rate from an average of 2.75% to 0.31% weekly. (\$1,530,000 principal at December 31, 2016)

<i>2017 Payment Required</i> (Principal)	\$ 480,000
<i>2017 Payment Required</i> (Interest & fees)	\$ 27,000

General Obligation Debts Fund 301 will transfer \$480,000 into Fund 397 and the remaining \$27,000 will be appropriated from the prior year Fund Balance.

Fund 398

2013 Bonds (General Obligation Bonds) – Seaver Farm Infrastructure Bonds

Original \$3,200,000 General Obligation Limited Tax Capital Improvement Bonds, Series 2006, dated August 30, 2006, due in annual installments ranging from \$50,000 to \$250,000 through May 1, 2029, with interest ranging from 3.7 percent to 4.5 percent, payable semi-annually. (\$2,595,000 principal at December 31, 2016)

2013 Refunding of Improvement Bonds, Series 2006 dated June 6, 2013 with an interest rate of 2.4%

2016 Payment Require (\$170,000 prin & \$60,240 Int & 500 fees) **\$ 230,740**

The amount of \$217,026 will be transferred from the LDFA Fund 250, \$7,714 will be transferred from General Obligation Debt Fund 301, and \$6,000 will be appropriated from prior year fund balance.

Fund 498

Capital Improvement Fund - Seaver Farm Infrastructure

2017 Payment Required

\$ 10,000

Costs for 2017 are required by the original contract. Approximately \$10,000 a year for wetland services/review. This is funded by an appropriation of prior year fund balance.

GOLF COURSE ENTERPRISE FUND 2017 REQUESTED BUDGET

CLASSIFICATION SUMMARY, HISTORY, AND OVERVIEWS

2017 GOLF COURSE FUND REVENUE BUDGET BY CLASSIFICATION SUMMARY

Fund 584 – ESTIMATED REVENUES	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL B	2016 AMENDED B	2017 REQUESTED B	2017 % of EST REV
GOLF COURSE REVENUES	18 & 9 Holes, League, Season Pass	381,653	337,500	337,500	345,500	43.12%
CONTRIBUTION FROM OTHER FUNDS	BSRII Fund	65,300	109,071	109,071	188,796	23.56%
RENTALS/LEASES/FRANCHISES	Golf Carts & Storage Rental	143,061	151,750	151,750	141,500	17.66%
APPROPRIATED PY FUND BALANCE				23,820	80,341	10.03%
CHARGES FOR SERVICES-SALES	Merchandise, Food & Beverage	72,975	45,000	56,000	45,000	5.62%
INTEREST INCOME		263	150	150	200	0.02%
OTHER REVENUES	Insurance Reimbursements	3,301	3,500	3,500		0.00%
TOTAL ESTIMATED REVENUES		666,553	646,971	681,791	801,337	

2017 Golf Course Fund Expenditure Budget by Classification Summary

Total Appropriation \$801,337

APPROPRIATIONS	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET	2017 % of APPROP
PERSONNEL SERVICES	Pro Shop Manager, Greenskeeper, Asst Greenskeeper & New Asst Pro shop mgr & Temp Grounds & Shop	276,127	281,932	283,363	279,963	34.94%
FRINGE BENEFITS	FICA, Health, MERS, Life	40,287	45,914	47,384	100,518	12.54%
CAPITAL OUTLAY	New 5 year equipment lease	3,050		13,205	75,000	9.36%
DEPRECIATION	Depreciation of Capital Assets	76,844	74,504	74,504	74,451	9.29%
OPERATING SUPPLIES	Operating supplies, fertilizer, Chemicals, top soil, trees	57,428	53,000	60,000	59,000	7.36%
LEASE RENTAL	Golf Cart Lease & Motor Pool	43,195	42,600	45,814	49,005	6.12%
COST OF GOODS SOLD	Cost of Merchandise, Food & Beverage	55,404	20,000	35,000	35,000	4.37%
REPAIRS & MAINTENANCE	BLDG, Equipment, & cart	19,817	23,500	23,500	32,700	4.08%
PROFESSIONAL & CONTRACTUAL	Admin fees, Alarm, Pest Control	27,301	29,294	27,794	27,994	3.49%

2017 Golf Course Fund Expenditure Budget by Classification Summary Continued

APPROPRIATIONS	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET	2017 % of APPROP
TRANSPORTATION	Gas & oil	25,176	31,000	24,500	23,000	2.87%
UTILITIES	Gas & electric Pro shop & Maint Garage	17,002	18,400	18,400	20,700	2.58%
INSURANCE & BONDS	Insurance Liab. & workers comp	12,360	13,527	13,527	13,206	1.65%
OTHER EXPENDITURES	Misc & Bank charges	7,532	7,800	9,300	5,500	0.69%
PRINTING & PUBLISHING	Golf Advertising	2,013	4,000	4,000	4,000	0.50%
DUES/MEMBERSHIPS	National Super & PGA of America	875	1,000	1,000	1,000	0.12%
OFFICE SUPPLIES		560	500	500	300	0.04%
TOTAL APPROPRIATIONS		664,971	646,971	681,791	801,337	

2017 Golf Course Fund Appropriation Budget Overview

- Request to reinstate a Pro Shop Assistant to the Golf Course Fund to help in the day to day operations. Full time position estimated salary \$31,200 and fringes for family coverage of \$28,990
- Equipment – Need to negotiate a new 5 year equipment lease. The current lease expires December 31, 2016. In prior years, General Fund paid lease agreement and Golf Course paid long term debt back to General Fund over the 5 year period to avoid high interest rates.

2017 Golf Course Fund

Budgeted Fund Balance – Estimated Unrestricted Net Position

	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET
NET OF REVENUES/APPROPRIATIONS	1,582			
BEGINNING FUND BALANCE	2,032,562	2,034,143	2,034,143	2,010,323
LESS APPROPRIATED PY FUND BALANCE			(23,820)	(80,341)
ENDING FUND BALANCE	2,034,144	2,034,143	2,010,323	1,929,982
LESS EST NET INVESTMENT IN CAPITAL	(1,790,314)	(1,832,474)	(1,832,474)	(1,832,474)
ESTIMATED UNRESTRICTED NET POSITION	243,830	201,669	177,849	97,508

**MOTOR POOL FUND
INTERNAL SERVICE FUND
2017 REQUESTED BUDGET**

2017 MOTOR POOL FUND REVENUE BY CLASSIFICATION

Fund 595 - MOTORPOOL	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET	2017 % OF REV
ESTIMATED REVENUES						
CHARGES FOR SERVICES	LEASES FROM ALL FUNDS	154,016	186,600	192,350	245,520	98.20%
INTEREST INCOME		77	100	100	100	0.04%
OTHER REVENUES			1,000	1,000		
APPROPRIATED PY FUND BALANCE	2016 Fire Truck \$595,215 & 3 new Vehicles		18,113	699,002	4,411	1.76%
TOTAL ESTIMATED REVENUES		154,093	205,813	892,452	250,031	

2017 MOTOR POOL FUND REVENUE OVERVIEW

- All funds pay annual lease fees for the vehicles they use.
 - Fees calculated out over the life of vehicle and normal maintenance of vehicle.
- \$595,215 Fire truck originally purchased from General Fund
 - Board approved to transfer purchase to Motor Pool.
 - Fire Fund to pay Motor Pool \$59,520 annually over a 10 year period

2017 MOTOR POOL FUND APPROPRIATIONS BY CLASSIFICATION

APPROPRIATIONS	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET	2017 % OF APPROP
DEPRECIATION	Depreciation of Fixed assets over life	102,901	98,901	98,901	151,492	60.59%
TRANSPORTATION	Fuel & Oil	45,223	50,000	50,000	41,000	16.40%
PROFESSIONAL & CONTRACTUAL	Monitor fuel tank, Outside work vehicles	35,675	35,000	35,000	35,500	14.20%
PERSONNEL SERVICES	Wages 25% clerical/floater	11,769	12,306	12,306	12,123	4.85%
FRINGE BENEFITS	25% FICA, MERS, Health Insurances	3,563	5,606	5,606	5,916	2.37%
REPAIRS & MAINTENANCE	Normal parts & shop supplies	10,743	4,000	4,000	4,000	1.60%
CAPITAL OUTLAY	Fixed Capital Assets – becomes part of Depreciation	120		686,639		0.00%
TOTAL APPROPRIATIONS		209,994	205,813	892,452	250,031	

NUISANCE ABATEMENT FUND 2017 REQUESTED BUDGET

Nuisance Abatement Fund Revenues by Classification

Fund 893 - NUISANCE ABATEMENT FUND	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET
ESTIMATED REVENUES					
CHARGES FOR SERVICES RENDERED	Blight, Board Ups, Weeds, & Tax reimbursements	49,941	36,000	36,000	38,000
INTEREST INCOME		14			
APPROPRIATED PY FUND BALANCE			7,097	7,097	597
TOTAL ESTIMATED REVENUES		49,955	43,097	43,097	38,597

Nuisance Abatement Fund Appropriations by Classifications

APPROPRIATIONS	DESCRIPTION	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET
PERSONNEL SERVICES		500	500	500	500
FRINGE BENEFITS		104	97	97	97
OTHER SERVICES AND CHARGES	Enforcement Costs - Blight, Board Ups, & Weeds	48,214	42,500	42,500	38,000
TOTAL APPROPRIATIONS		48,818	43,097	43,097	38,597

Nuisance Abatement Fund Budgeted Fund Balance

	2015 ACTIVITY	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	2017 REQUESTED BUDGET
NET OF REVENUES/APPROPRIATIONS - FUND 893	1,137			
BEGINNING FUND BALANCE	50,769	51,906	51,906	44,809
LESS APPROPRIATED PY FUND BALANCE		(7,097)	(7,097)	(597)
ENDING FUND BALANCE	51,906	44,809	44,809	44,212

PROPOSAL #1

CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES TOWNSHIP TRUSTEE'S MEETING ATTENDANCE POLICY

1. **PURPOSE:**

This policy is intended to provide a fair, consistent and transparent procedure that outlines the expectations and standards for all elected township trustees in regard to their attendance at both regularly scheduled and special meetings of the Charter Township of Ypsilanti Board of Trustees. In the case of a Special Meeting being called, proper notification shall be provided to all elected Township Trustees in order to hold them accountable to this policy. While the current State Law mandates a minimum posting time of least 18 hours prior to a Special Meeting, this policy shall require that the posting for all Special Meetings provide a minimum 72 hour notice so as to allow each elected township trustee to adjust their personal schedule and regular work commitments to allow for their attendance. Any Special Meeting with less than 72 hours advance notice shall be exempt from the Attendance portion of this policy.

2. **POLICY STATEMENT:**

This policy shall establish the guidelines regarding attendance of township trustees at both regularly scheduled and special meetings of the Charter Township of Ypsilanti Board of Trustees.

3. **PRINCIPLES:**

- A. To encourage all elected township trustees to attend as many meetings as possible.
- B. To achieve a fair balance between an elected township trustees commitment to their elected position, their employment commitment outside of their elected position, as well as their personal and community commitments.
- C. To provide support, where appropriate, to assist elected township trustees with attendance barriers, for example; by providing the opportunity to participate, even if unable to vote per state law, in a meeting by the means of audio (phone) or audio-visual conferencing system or by providing advance notice of meeting schedules.

4. **PROCEDURES:**

Notification of a known absence

The elected township trustees shall contact the Charter Township of Ypsilanti Supervisor's Office in advance of the scheduled start time of the meeting to advise the Supervisor of their impending absence. This contact shall be done either via an email to the Supervisor's Township email address, or via a text message to the Supervisor's Township

cell phone. A phone call can also be made to the Supervisor's, however an email or text message should still be sent.

5. NON-PAYMENT TO AN ELECTED OFFICIAL:

Any elected township trustee who fails to attend the minimum required regularly scheduled, or special, meetings as outlined below shall not be paid for the missed meeting. The time frame that will be used to dictate this process shall be a rolling 12-month schedule that will commence on the same day that the elected township trustee begins their term of office. The elected township trustee shall maintain their office per State of Michigan Laws.

6. MEETING ATTENDANCE REQUIREMENTS:

The Charter Township Board of Trustees meet regularly on the 1st and 3rd Tuesdays of the month for an average of 20 meetings per year, although the total number of meetings may vary from year to year. This total does not include special meetings that may be called.

It is understood that circumstances may arise that The Charter Township Board of Trustees may need to be absent from a regularly scheduled board meeting. Trustees will be allowed a total of five (5) board meeting absences during a rolling 12 month period. Any additional absences beyond five (5) shall result in loss of salary in the amount of \$749.20 per meeting missed.

Attendance at Special Meetings called with less than 72 hours advance notice shall be exempt from the attendance policy.

Bereavement Leave of one Board Meeting will be granted due to the death of an immediate family member. A member of his/her immediate family shall be: parent, step-parent, spouse, spouse's parent, spouse's step-parent, child, step-child, grand-parent, spouse's grandparent, grandchild, brother, sister, Trustees brother-in-law, sister-in-law, aunt or uncle in a direct blood relation and great grandparent. Bereavement Leave shall not be counted toward the five (5) absences.

7. AMENDMENTS:

No amendments shall be made to this policy without the express approval of a super majority of the full Charter Township Board of Trustees, Thus, changes in any way to this policy shall require the approval of at least five (5) of the current seven (7) elected Board Members and that approval must take place at a regularly scheduled public meeting of the Charter Township of Ypsilanti Board of Trustees so that the public has prior notification of any such pending changes and also the opportunity to provide public comment.

8. EFFECTIVE DATE:

This policy shall become effective on November 20, 2016.

CHARTER TOWNSHIP OF YPSILANTI TRUSTEES:

Stan Eldridge Date

Mike Martin Date

Scott Martin Date

Jean Hall Currie Date

DRAFT

PROPOSAL #2 (Recommended by HR and the Accounting Director)

CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES TOWNSHIP TRUSTEE'S MEETING ATTENDANCE POLICY

1. **PURPOSE:**

This policy is intended to provide a fair, consistent and transparent procedure that outlines the expectations and standards for all elected township trustees in regard to their attendance at both regularly scheduled and special meetings of the Charter Township of Ypsilanti Board of Trustees. In the case of a Special Meeting being called, proper notification shall be provided to all elected Township Trustees in order to hold them accountable to this policy. ~~While~~ The current State Law mandates a minimum posting time of least 18 hours prior to a Special Meeting, ~~this policy shall require that the posting for all Special Meetings provide a minimum 72 hour notice so as to allow each elected township trustee to adjust their personal schedule and regular work commitments to allow for their attendance.~~ Any Special Meeting with less than 72 hours advance notice shall be exempt from the Attendance portion of this policy.

2. **POLICY STATEMENT:**

This policy shall establish the guidelines regarding attendance of township trustees at both regularly scheduled and special meetings of the Charter Township of Ypsilanti Board of Trustees. **Trustees shall be compensated on a per meeting basis.**

3. **PRINCIPLES:**

- A. To encourage all elected township trustees to attend as many meetings as possible.
- B. To achieve a fair balance between an elected township trustees commitment to their elected position, their employment commitment outside of their elected position, as well as their personal and community commitments.
- C. To provide support, where appropriate, to assist elected township trustees with attendance barriers, for example; by providing the opportunity to participate, even if unable to vote per state law, in a meeting by the means of audio (phone) or audio-visual conferencing system or by providing advance notice of meeting schedules.

4. **PROCEDURES:**

Notification of a known absence

The elected township trustees shall contact the Charter Township of Ypsilanti Supervisor's Office in advance of the scheduled start time of the meeting to advise the Supervisor of their impending absence. This contact shall be done either via an email to the Supervisor's Township email address, or via a text message to the Supervisor's Township

cell phone. A phone call can also be made to the Supervisor's, however an email or text message should still be sent.

5. MEETING ATTENDANCE REQUIREMENTS:

The Charter Township Board of Trustees meets regularly on the 1st and 3rd Tuesdays of the each month for a total of 24 scheduled annual Board meetings. Trustees shall be compensated \$625.00 per meeting totaling \$15,000 annually. Meetings cancelled during the summer months (June – September); or for special events such as elections, shall be treated as meetings attended and Trustees shall be compensated the meeting rate of \$625.00. It is also understood that should a second meeting be needed during the summer months (June-September) it shall take place on the 1st Tuesday of the month and shall not be considered a special meeting. ~~for an average of 20 meetings per year, although the total number of meetings may vary from year to year.~~

Any special meetings called outside of the 24 scheduled, Trustees shall be compensated \$625.00 per meeting rate. ~~This total does not include special meetings that may be called.~~

It is understood that circumstances may arise that The Charter Township Board of Trustees may need to be absent from a regularly scheduled board meeting. Trustees will be allowed a total of three (3) ~~five (5)~~ board meeting absences during a rolling 12 month period. Any additional absences beyond three (3) ~~five (5)~~ shall result in loss of the \$625.00 per meeting rate. ~~salary in the amount of \$749.20 per meeting missed.~~

~~Attendance at Special Meetings called with less than 72 hours advance notice shall be exempt from the attendance policy.~~

Bereavement Leave of one Board Meeting will be granted due to the death of an immediate family member. A member of his/her immediate family shall be: parent, step-parent, spouse, spouse's parent, spouse's step-parent, child, step-child, grand-parent, spouse's grandparent, grandchild, brother, sister, Trustees brother-in-law, sister-in-law, aunt or uncle in a direct blood relation and great grandparent. Bereavement Leave shall not be counted toward the three (3) ~~five (5)~~ absences.

6. ON-PAYMENT TO AN ELECTED OFFICIAL:

~~Any~~ Elected township trustees who fails to attend ~~the minimum required~~ regularly scheduled or special meetings as outlined ~~above~~ ~~below~~ shall not be paid for the missed meetings. The time frame that will be used to dictate this process shall be a rolling 12-month schedule that will commence on the same day that the elected township trustee begins their term of office. The elected township trustee shall maintain their office per State of Michigan Laws.

7. AMENDMENTS:

No amendments shall be made to this policy without the express approval of a super majority of the full Charter Township Board of Trustees, Thus, changes in any way to this policy shall require the approval of at least five (5) ~~of the current seven (7)~~ elected Board Members and that approval must take place at a regularly scheduled public

meeting of the Charter Township of Ypsilanti Board of Trustees so that the public has prior notification of any such pending changes and also the opportunity to provide public comment.

8. EFFECTIVE DATE:

This policy shall become effective on November 20, 2016.

DRAFT

REVIEW AGENDA

- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

OTHER DISCUSSION

- A. BOARD MEMBERS HAVE THE OPPORTUNITY TO DISCUSS ANY OTHER PERTINENT ISSUES



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK KAREN LOVEJOY ROE • TREASURER LARRY DOE
TRUSTEES: JEAN HALL CURRIE • STAN ELDRIDGE • MIKE MARTIN • SCOTT MARTIN

REGULAR MEETING AGENDA

TUESDAY, OCTOBER 18, 2016

7:00 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC HEARING
 - A. 7:00PM –2016 SPECIAL ASSESSMENT LEVY - REVISED TO INCLUDE HOLMES RD. CAMERA SPECIAL ASSESSMENT DISTRICT – RESOLUTION NO. 2016-55 (PUBLIC HEARING SET AT THE SEPTEMBER 20, 2016 REGULAR MEETING)
4. PUBLIC COMMENTS
5. CONSENT AGENDA
 - A. MINUTES OF THE OCTOBER 4, 2016 WORK SESSION AND REGULAR MEETING
 - B. STATEMENTS AND CHECKS
 1. STATEMENTS AND CHECKS FOR OCTOBER 18, 2016 IN THE AMOUNT OF \$881,303.86
 2. CHOICE HEALTH CARE DEDUCTIBLE ACH EFT FOR SEPTEMBER 2016 IN THE AMOUNT OF \$26,221.00
 3. CHOICE HEALTH CARE ADMIN FEE FOR AUGUST 2016 IN THE AMOUNT OF \$1,207.50
 - C. SEPTEMBER 2016 TREASURER’S REPORT
6. SUPERVISOR REPORT
7. CLERK REPORT
8. TREASURER REPORT
9. TRUSTEE REPORT
10. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

OLD BUSINESS

1. 2ND READING OF RESOLUTION 2016-39, PROPOSED ORDINANCE 2016-467 AMENDING THE TOWNSHIP CODE OF ORDINANCES, CHAPTER 46, ARTICLE II PARK REGULATIONS TO PROHIBIT SMOKING IN TOWNSHIP PARKS (1ST READING HELD AT THE SEPTEMBER 20, 2016 REGULAR MEETING)

2. 2ND READING OF RESOLUTION 2016-40, PROPOSED ORDINANCE 2016-468 AMENDING THE TOWNSHIP ZONING CODE REGARDING CHILD DAYCARE CENTERS IN RESIDENTIAL DISTRICTS
(1ST READING HELD AT THE SEPTEMBER 20, 2016 REGULAR MEETING)
3. 2ND READING OF RESOLUTION 2016-41, PROPOSED ORDINANCE 2016-469, AMENDING THE YPSILANTI TOWNSHIP CODE OF ORDINANCES CHAPTER 58, TO PROHIBIT TEXTING WHILE DRIVING
(1ST READING HELD AT THE SEPTEMBER 20, 2016 REGULAR MEETING)
4. 1ST READING OF RESOLUTION 2016-51, PROPOSED ORDINANCE 2016-470 AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF YPSILANTI CODE OF ORDINANCES, CHAPTER 48 ENTITLED PROPERTY MAINTENANCE TO ADD A PROVISION REGARDING SNOW REMOVAL FROM SIDEWALKS AND SNOW EMERGENCIES
(TABLED AT THE OCTOBER 4, 2016 REGULAR MEETING)

NEW BUSINESS

1. BUDGET AMENDMENT #14
2. RESOLUTION 2016-54, CHARTER TOWNSHIP OF YPSILANTI SUPPORT FOR RENAISSANCE ZONE WITHIN THE CHARTER TOWNSHIP OF YPSILANTI FOR WILLOW RUN ARSENAL OF DEMOCRACY LAND HOLDINGS LIMITED PARTNERSHIP AND THE AMERICAN CENTER FOR MOBILITY
3. REQUEST OF MARK NELSON, 14B MAGISTRATE/COURT ADMINISTRATOR FOR AUTHORIZATION OF THE RENEWAL OF AN INFORMATION TECHNOLOGY AGREEMENT WITH WASHTENAW COUNTY IN THE AMOUNT OF \$29,118.00 AND BUDGETED IN LINE ITEM #236-136-000-819-010
4. REQUEST OF MARK NELSON, 14B MAGISTRATE/COURT ADMINISTRATOR FOR AUTHORIZATION TO ACCEPT THE DRUG COURT DOCKET GRANT IN THE AMOUNT OF \$156,000.00 FOR THE REMAINDER OF 2016 AND 2017
5. RESOLUTION 2016-53, AUTHORIZING THE DIVISION OF PLATTED LOTS IN HURON CENTER COMMERCIAL AND INDUSTRIAL PARK
6. REQUEST OF DEBBIE AUE, SENIOR COORDINATOR TO APPROVE THE SENIOR NUTRITION AGREEMENT WITH WASHTENAW COUNTY, FUNDED THROUGH A FEDERAL GRANT AND TO AUTHORIZE SIGNING OF THE AGREEMENT
7. REQUEST OF ERIC COPELAND, FIRE CHIEF TO APPROVE THE AMENDED MICHIGAN MUTUAL AID BOX ALARM SYSTEM ASSOCIATION AGREEMENT
8. REQUEST TO APPROVE THE REVISED L-4029 AND AUTHORIZE SIGNING
9. REQUEST TO SET A PUBLIC HEARING DATE OF NOVEMBER 1, 2016 AT APPROXIMATELY 7PM FOR THE 2017 FISCAL YEAR BUDGET

OTHER BUSINESS

AUTHORIZATIONS AND BIDS

1. REQUEST OF TRAVIS MCDUGALD, IS MANAGER FOR AUTHORIZATION TO SEEK PROPOSALS THROUGH MITN FOR WINDOWS SERVER 2016 LICENSING

PUBLIC HEARING

A. Resolution No. 2016-55, 2016 Special Assessment Levy Revised to Include the Holmes Rd. Camera Special Assessment District

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2016-55

Special Assessment Levy – Revised to Include the
Holmes Rd. Camera Special Assessment District

WHEREAS, the Charter Township of Ypsilanti Board of Trustees, on September 20, 2016 held a public hearing on the proposed special assessment roll prepared by the Assistant Assessor, a copy of which is on file in the Clerk's Office, after advertising the same in a newspaper of record in the Township, and;

WHEREAS, on September 20, 2016 the Ypsilanti Township Board approved Resolution 2016-42, Special Assessment Levy but also requested to revise the Special Assessment Levy to include the newly created Holmes Rd. Camera Special Assessment District

WHEREAS, the Charter Township of Ypsilanti Board of Trustees, on October 18, 2016 held a public hearing on the proposed special assessment roll prepared by the Assistant Assessor, a copy of which is on file in the Clerk's Office, after advertising the same in a newspaper of record in the Township, and;

WHEREAS, on October 18, 2016 the Ypsilanti Township Board heard comments on said proposed special assessment roll prepared by the Assistant Assessor.

NOW THEREFORE, BE IT RESOLVED that the proposed special assessment roll prepared by the Assistant Assessor for the Charter Township of Ypsilanti be adopted and the amounts set forth on the special assessment roll be levied on the 2016 Winter Tax Roll.

**PUBLIC ACT 188 OF 1954 PROCEEDINGS
CHARTER TOWNSHIP OF YPSILANTI
WASHTENAW COUNTY, MICHIGAN
NOTICE OF PUBLIC HEARING
ON SPECIAL ASSESSMENT ROLL**

PLEASE TAKE NOTICE that the Supervisor and Assessing Officer of the Township has reported to the Township Board and filed in the Office of the Township Clerk for public examination a special assessment roll prepared by the Assessor covering all properties within the Special Assessment Districts benefited by the districts listed below.

PLEASE TAKE FURTHER NOTICE that the Assessing Officer has further reported that the assessment against each parcel of land within said district is such relative portion of the whole sum levied against all parcels of land in said district as the benefit to such parcels bears to the total benefit to all parcels of land in said district.

PLEASE TAKE FURTHER NOTICE that the Township Board will hold a public hearing at the Ypsilanti Township Civic Center, 7200 S. Huron River Drive, Ypsilanti, MI on **October 18, 2016**, for the purpose of reviewing said special assessment roll and hearing any objections thereto. Said roll may be examined at the office of the Township Clerk during regular business hours of regular business days until the time of said hearing and may further be examined at said hearing. Appearance and protest at the hearing held to confirm the special assessment roll is required in order to appeal the amount of the special assessment to the Michigan Tax Tribunal.

An owner, or partner in interest, or his or her agent may appear in person at the hearing to protest the special assessment, or shall be permitted to file his or her appearance or protest by letter and his or her personal appearance should not be required. (The owner or any person having an interest in the real property who protests in person or in writing at the hearing may file a written appeal of the special assessment with the Michigan Tax Tribunal within 30 days after the confirmation of the special assessment roll.

THE FOLLOWING ARE THE PROPOSED SPECIAL ASSESSMENT ROLLS TO BE LEVIED ON THE 2016 WINTER TAX ROLL

<u>SPECIAL ASSESSMENT</u>	<u>CODE</u>
Sherman Oaks Water	051
Sugarbrook Security Cameras	060
West Willow Security Cameras	061
Thurston Area Security Cameras	062
Apple Ridge Area Security Cameras	063
Bud- Blossom Area Security Cameras	064
Holmes Road Area Security Cameras	066

STREET LIGHT SPECIAL ASSESSMENTS

<u>DISTRICT</u>	<u>CODE</u>	<u>DISTRICT</u>	<u>CODE</u>
Shady Knoll 1-6	101	Nancy Park 1-3	102
Nancy Park 5-6	103	West Willow #1	104
Ypsi Twp Area	105	West Willow #2	106
Hickory Hill	107	Washtenaw Orchard	108
Washtenaw Ridge	109	Nancy Park #7	111
Rambling Road	112	Hickory Hill #1	113
Onandaga Street	114	West Willow Dist 3	115
S. Devonshire	116	Washtenaw Concourse	117
Delaware Street	118	Washtenaw CC #4	119
Ivanhoe Area	120	Oswego/Cayuga	121
Hawthorne Street	122	Hunt/Hollis	123
Turtle Creek	124	Turtle Creek 2	125
Debby Court	126	Lynne Street	127
West Willow 10&11	129	Johnson Place	130
Huron Hearthside	131	Oakland Estates	132
Washtenaw Clubview	133	Oakland Estates #3	134
Brookside Street	135	Huron Commercial	136
Crestwood Sub	137	Kansas St	138
Hayes Street	139	Ford Lake Village	140
Ford Lake Village #2	141	Streamwood 1-7	142
Deauville Parrish	146	Spruce Falls	147
Bagley Street	148	Partridge Creek #1	149
Georgetown Condos	150	Streamwood #8	151
Smokler Textile	152	Greene Farms #1 & #2	153
Golf Estates	154	Ohio St 2000	155
N. Kansas	156	Russell St	157
Dakota	158	Paint Creek Farms	159
Whispering Meadows #1	160	Amberly Grove	162
Greenfields #1	163	Partridge Creek 2&3	164
Partridge Creek North	165	Campbell St	166
Preserves	167	S Ivanhoe St	168
Clubview Sub	169	Wash Clubview	170
Taft Ave	171	Devonshire & Oregon	172
Greene Farms #3	173	Greene Farms #4	174
Raymond Meadows	175	Tyler Rd	176
Washtenaw Bus Park	177	Whittaker Village	178
Tremont Park #1	179	Tremont Park #2	180
Kirk St	181	Greene Farm 5	182
Greene Farm 6	183	Woodlawn St	184
Greenfields 2 & 3	185	Greene Farms #7	186
Whispering Meadows	187	Huron Meadows	188
Rivergrove	189	Aspen Ridge	191
Gates Ave	193	Fairway Hills	194
Washtenaw Clubview	196	Bradley Ave	197
Creekside West	198	Creekside South	199
Creekside East	201	Lakeview Area	202
Majestic Lake	203	Firwood Area	204
Bradley St	205	136- 177 Conversion	206
Lakeview #2	207		

KAREN LOVEJOY ROE, CLERK
Charter Township of Ypsilanti

The Ypsilanti Township Board will provide necessary reasonable auxiliary aids and services to individuals with disabilities requiring auxiliary aids or services. Individuals should contact the Ypsilanti Township Board by writing or calling the following: KAREN LOVEJOY ROE, CLERK, 7200 S. Huron River Drive, Ypsilanti, MI 48197, PHONE: (734) 484-5156 or E-MAIL: klovejoyroe@ytown.org

PUBLIC COMMENTS

CONSENT AGENDA

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 4, 2016 WORK SESSION

Supervisor Stumbo called the meeting to order at approximately 4:45 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, Scott Martin

Members Absent: Trustee Jean Hall Currie, Trustee Mike Martin

Legal Counsel: Wm. Douglas Winters

1. AAATA UPDATE – CHRIS WHITE AND JEFF MURPHY

Chris White from AAATA reported he was at the meeting to discuss the Adopt the Stop program and to answer questions regarding super stops and their maintenance. Mr. White stated that a super stop would have a bus pull off so the stop would not interfere with traffic. Mr. White said that the stop must be after the traffic light because they need the break in the traffic so the bus could make a smooth transition back into the flow of traffic. Supervisor Stumbo stated that the sheriff's department had indicated there were several rear end accidents because of where the bus stopped. Mr. White stated he did not agree that the bus stop was the reason for those accidents. He said they have looked at the records extensively and a deputy came into the AAATA office to review the accidents and concluded none of the accidents was due to the stop. Supervisor Stumbo stated because of those accidents the Sheriff said they would like the bus stop out of the road so the bus would not be stopping in traffic so close to a traffic light. Mr. White stated that the Fresh Thyme stop was an issue for them because its' so far away from the intersection that if they do the stop there it would invite people to cross the road midblock and not use the intersection. Mr. White stated the bus stops in traffic all along Washtenaw Avenue. Trustee Eldridge asked if there was a stop on the opposite side of the road. Mr. White said that one was planned that would be west of Golfside and the current stop was right across Washtenaw from Fresh Thyme. Treasurer Doe along with Trustee Eldridge questioned stopping the bus in the road on Washtenaw east of Golfside. Treasurer Doe said that his concern wasn't as much about cars getting rear ended as it was for cars trying to get in the

CHARTER TOWNSHIP OF YPSILANTI
OCTOBER 4, 2016 WORK SESSION MINUTES
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other lane to go past the bus and causing an accident. Mr. White stated that research shows it would be better to stop after an intersection then before but stopping after an intersection also can cause accidents. Mr. White said whenever there was transit service in an urban area they would be stopping in the street. Treasurer Doe asked if the right of way was obtained how long would it take to get the super stop. Mr. White said he didn't know because they need funding to build super stops. Trustee Eldridge questioned Mr. White if it was because of man power that they don't provide maintenance of bus shelters. Mr. White said that it was especially hard when it snows. Trustee Eldridge stated that although the township would use personnel to maintain the bus stop at the Civic Center he said he was concerned that AAATA had a big millage which passed to get these bus stops but now AAATA does not want to take responsibility with maintaining them. Mr. White said that when it snows they bring in extra manpower but could not maintain all the stops at the same time and continue to keep them cleared. Trustee Eldridge asked if AAATA had discussed with the municipalities regarding maintaining the stops or did AAATA just think the municipalities would be responsible for maintaining them. Mr. White stated that they had hired more staff and they work with property owners to help maintain the stops. Mr. White said if the township did not want to maintain the stop AAATA would have to maintain it. Jeff Allen, Residential Director stated the Township could maintain the front of the shelter Monday through Friday between 7:00am – 3:00pm and said we are not open on weekends and would not be able to maintain them after 3:00pm or on weekends. Mr. Allen stated that because Fresh Thyme is not opening the store until early 2017 the township could not maintain their stop. Supervisor Stumbo stated that the agreement would not include Fresh Thyme and we would only maintain the stop during the days and hours the Civic Center was open. Treasurer Doe asked if AAATA had an agreement with the Library to maintain the library stop and Mr. White confirmed that they did. Mr. White said they do not service the stops on holidays or weekends. Supervisor Stumbo said that there were requests for shelters at stops such as the Marriott and at Walmart. Mr. White stated that at the Walmart stop there was a problem with a change in elevation from the sidewalk to the curb. AAATA was still working to see if a shelter could be installed. Supervisor Stumbo confirmed with Mr. White that there were over 100 agreements where people agree to maintain stops and that AAATA does regular maintenance on stops such as cleaning and repairs. Mr. White stated they have 1300 stops with 112

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shelters and it was the logistics that do not allow AAATA to maintain the shelters when it snows. Trustee Eldridge asked if the municipalities were reimbursed for maintaining the shelters and Mr. White said they were not. Mr. White said it was a volunteer program and if they find one location wasn't maintained then AAATA would maintain it.

Clerk Lovejoy Roe asked about utilizing CDBG funding next year for shelters and if AAATA had decided on the stops where the CDBG funding would be used for new shelters. Mr. White said sidewalks have been an issue because AAATA can't have a shelter if there wasn't an assessable path. Clerk Lovejoy Roe said that the Township needed to know because the funding cycle would be here soon and the Township needed to decide how much money would be needed to do one shelter or two and if the CDBG funds would pay for any of the sidewalks. Mr. White stated AAATA planned to pay for the shelters and pad but needed the sidewalk to make the shelter accessible. Clerk Lovejoy Roe confirmed that AAATA would like the township to use the CDBG funding for sidewalks. Mr. White said November would be a good time for them to meet with the Township and discuss the cost.

2. WOLVERINE PIPE PROGRAM – BRIAN WILSON, SUPERVISOR
LOU KRAUSS, RIGHT OF WAY SPECIALIST

Brian Wilson presented an overview on the Wolverine Pipe Program. Wolverine is a transportation based company. Mr. Wilson stated their company was like Fed Ex and UPS because they transport a product they don't own. He said Wolverine was a local company which has 67 employees most based in Portage, Michigan. Mr. Wilson said the pipeline begins in Chicago area moving northeast into Indiana and then into Michigan. He said they transport about 300,000 barrels of product a day which is roughly 12.4 million gallons annually. Mr. Wilson said that about a third of Michigan uses the petroleum product a day. He said the product includes gasoline, diesel fuels, and blended stocks. He said that the pipeline begins in Ypsilanti Township on US-12 and moves east towards Detroit. Mr. Wilson stated that they have a new line called Detroit Metro Assess Project and construction began August 29, 2016. He said it would be a new 13 inch 36 mile pipeline that would run through Washtenaw County. He said this pipeline would exceed industry standards and once it is finished it will be on the Michigan Mystic System which is also called

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811. Mr. Wilson stated that Wolverine's number one priority was public safety and that they were heavily regulated. Mr. Wilson explained all the safety and training programs that Wolverine utilizes.

Lou Krauss, Right of Way Specialist discussed emergency preparedness and response. Mr. Krauss presented slides that showed both the right and the wrong way of maintaining the pipeline for public safety, safety of the environment, and the safety of property.

Treasurer Doe asked if the pipeline travels to Detroit or only as far as Metro Airport. Mr. Krauss stated that they do not transport jet fuel but at Metro they have existing pipe that delivers it to the Woodhaven station.

Supervisor Stumbo asked if the workers were union. Mr. Wilson stated that Wolverine has their own union and the northern workers are part of the United Steel Workers Union.

Arloa Kaiser, Township Resident asked since they have been in existence since 1953 have they had any breaks and if so what was the amount of spillage. Mr. Krauss said that in 1999 in Blackman County near Jackson they had a pipeline release that was a significant release and in the past there have been third party excavation releases. Supervisor Stumbo asked how much they lost and Mr. Krauss said he would look it up and get that information to the Township.

**3. 2017 PRELIMINARY BUDGET – BRENDA STUMBO, SUPERVISOR
JAVONNA NEEL, ACCOUNTING DIRECTOR**

Javonna Neel, Accounting Director explained the preliminary budget for 2017. She stated the presentation was on the township website. Ms. Neel asked if anyone had questions from the last meeting. Ms. Neel presented an overview of the following funds: 226 Environmental Services Fund, 230 Recreation Fund. Maria Batianis township employee questioned whether a clerical position was to be eliminated at the Recreation Center. Javonna Neel stated that in the budget there were no cuts. Clerk Lovejoy Roe stated that because programming at the Recreation Center was down she had been discussing with Angela Verges,

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Recreation Services Manager and Karen Wallin, Human Resource Generalist about whether the township should continue to fund the clerk positions at the Community Center. Clerk Lovejoy Roe felt that now might be the time to make a decision since the township would be adding a clerical position in the OCS department. Clerk Lovejoy Roe stated it would be a Board decision. Trustee Eldridge stated that if there had been discussion about cutting a clerical position requiring an employee to come to the board meeting to ask about the cut, the three Township Trustees knew nothing about it and were not involved in the discussion. Clerk Lovejoy Roe stated that there were no meetings about the cuts she said she looked at the budget after the meeting last month and felt maybe the township should not continue to fund the two positions when there was decreased participation in the programs offered. Clerk Lovejoy Roe said that the decision would always come from the board after discussing the budget. She said that when the budget was presented it was the appropriate time to discuss cuts with the full board. Treasurer Doe suggested a committee including Angela Verges along with one of her staff discuss this issue next week and come up with a solution to bring back to the board. He said any Trustee was welcome to be present at the meeting. Clerk Lovejoy Roe stated that the reason they were thinking of this cut was only because nothing would be worse than creating a new position, which was on our agenda tonight, and in December decide to cut a position at the Recreation Center. Clerk Lovejoy Roe stated that we need to change things so our fund balance increases and does not decrease so there is funding for big projects that are required like road improvements. Clerk Lovejoy Roe stated that the Recreation department functioned very well with one clerical in the past and now that the numbers were down it was time to reevaluate the need for two positions. She said it was a lot of money probably about \$70,000. of a \$600,000.00 subsidized budget. Clerk Lovejoy Roe stated that Angela Verges and her staff were working on coming up with new programs which would help to bring in more revenues. Myla Harris, AFSCME Chief Steward, stated that eliminating one clerical position would not solve the financial crisis at the Recreation Center. Ms. Harris said that if the Board decides to eliminate the position she had faith that the board would communicate with the union so that none of the union employees would be displaced. Ms. Harris also said that not only were the union positions being reviewed but the Township has non-union employees at the Recreation Center and the non-union should be eliminated first. Ms. Harris stated that there were about 10 nonunion, full time,

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temporary, seasonal employees at the Recreation Center and she felt that if you have that many seasonal employees there would be a need for the two clerical positions if the nonunion positions were eliminated. She suggested that if the board decides to reduce one of the clerical positions that they would freeze the position and not eliminate it. Ms. Harris also suggested raising the membership for the senior program which was set at \$12.00 a year. She said that if the township would improve our parks that more people would use them for sports activities along with shelter rentals which would bring in more revenue. Ms. Harris stated that she would be against eliminating any position but would work with the board assuring no employee would be displaced. Trustee M. Martin asked Ms. Harris whether she was notified about the possibility of a position being cut at the Recreation Center. She stated she was notified that this meeting would include discussing financial issues at the Recreation Center but not about a displacing an employee. Ms. Harris stated that the board could not eliminate a union position without notifying the union. Supervisor Stumbo stated that Thursday before the meeting Clerk Lovejoy Roe said that she would like to discuss the possibility of reducing one of the Recreation clericals because of the possibility of a new position in the OCS department. Supervisor Stumbo stated she did not want to blind side the rest of the board, the union, or Angela Verges. She said Clerk Lovejoy Roe set up a meeting with Angela Verges and along with Supervisor Stumbo they discussed concerns. Supervisor Stumbo stated that it was Clerk Lovejoy Roes' right along with everyone to be able voice their concerns about the budget. She said the final budget would be a board decision and the budget currently presented includes two positions at the community center. Supervisor Stumbo stated that the Recreation Department has decreased their temporary staff from \$56,000.00 to \$37,000.00 which was a 34% reduction. Supervisor Stumbo said that there were more recreation programs being provided by other entities and some were being offered for free. Ms. Harris stated that she was glad to see the decrease in temporary staff down 34% but was still concerned and that 2 union employees with 15 plus years of seniority should still be keeping their positions when there were still temporary full time employees. Ms. Harris said the cuts should not begin with union employees. Trustee M. Martin asked if the union agreed to the temporary employees at the Recreation Center. Ms. Harris stated the union did not agree to have any clerical temporary employees. She said that the temporary employees were never meant to do clerical work. Angela Verges, Recreation Director stated

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that they have a Program Aide which may crossover to do some clerical but the position does travel planning and scheduling programs for the Senior Department and its' not a union position. Trustee Martin stated that if the nonunion employee was doing union work the union would have to had agreed to it otherwise it would be a contractual violation. Ms. Harris stated that the local union had not been aware what was going on in the recreation department and moving forward they would make sure there would be no crossover. Ms. Verges said she and her staff are looking for ways to generate revenue.

Arloa Kaiser, Township Resident stated that the board must work together. She said she feels there is one person who wants to run the board. She said that she believes money wasn't a concern only in certain departments. Ms. Kaiser stated that she would miss the two Trustees but with the new board she hopes they would work together.

Javonna Neel, Accounting Director continued with the presentation of the preliminary budget. Ms. Neel continued to present the revenue and expenditures for the following funds: 236-14B District Court and due to the short time left for the meeting she presented the 590 Compost Fund.

Supervisor Stumbo stated that we would continue with the budget at our next work session.

The Board adjourned the work session meeting at approximately 6:50p.m.

Respectfully Submitted,

Karen Lovejoy Roe, Clerk

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 4, 2016 REGULAR BOARD MEETING

Supervisor Stumbo called the meeting to order at approximately 7:00pm in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township. The Pledge of Allegiance was recited and a moment of silent prayer observed.

Members Present: Supervisor Brenda L. Stumbo, Clerk Karen Lovejoy Roe, Treasurer Larry Doe and Trustees: Stan Eldridge, Mike Martin, Scott Martin

Members Absent: Trustee Jean Hall Currie

Legal Counsel: Wm. Douglas Winters

PUBLIC COMMENTS

Lonnie Scott, Township Resident and Chair for Park Commission, expressed his thanks to the Board for taking up and passing on 1st reading the smoking and tobacco ban in all Township Parks.

Arloa Kaiser, Township Resident would like more discussion on the snow removal. She stated that she was against the smoking ban in parks and she felt that we should not take that freedom away from individuals who smoke.

Linda Mealing, Township Resident stated she was against the ban on smoking in the parks. She said she understands the health factor but feels by having this ban on smoking it would deter some of our people from using our parks. Ms. Mealing said she would suggest having a designated area for smoking in the park. She also said she wondered how it would be enforced, and added that the Township doesn't have a total ban of smoking on township property at the Civic Center.

Debbie Swanson, Park Commissioner, agrees with Lonnie Scott and she said that banning smoking from parks was about the well-being of our community. She said that the park commission felt that the park system was part of having a healthy community. Ms. Swanson feels that by implementing smoke free parks it would help the amount of children in our community with asthma. Ms. Swanson thanks the board and stated she hoped they would pass it on the 2nd reading.

Jo Ann McCollum, Township Resident supports the smoking ban in the parks. She said that this ban was one more way to support healthy living.

Monica Ross-Williams, Park Commissioner, supports the smoking ban. She said the park commission studied this issue nearly five years before they brought this to the board. Ms. Ross-Williams said she was a former smoker who quit after the loss of 3 loved ones to cancer. She said parks are for recreation and about a healthy lifestyle.

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Donald Shipley, Township Resident does not agree with the smoking ban. He said he would support a designated area for smokers or feels it should be banned on all township property. Mr. Shipley asked if the board was going to vote on snow removal tonight. Supervisor Stumbo stated they did not get to that item at the work session and it was suggested to table it until the next board meeting.

Angela Verges, Recreation Director stated the Recreation Department received a Grant from the Michigan Recreation and Park Association to do park improvements. She stated they have done improvements to Appleridge Park and she thanked the board and the township attorney for helping them in utilizing the funds which helped add park benches and signage along the trail at Appleridge Park.

Roy Townsend, Managing Director of Washtenaw County Road Commission discussed road funding which was on the ballot for November. He said two years ago the county board put on PA2283 which was a 1 year, ½ mil tax to raise money for roads. He stated the roads that were done in the Township two years ago were Martz Rd., a section of Munger Rd, a section of Golfside Rd., a section of Superior Rd., and a section of New Meadow. Mr. Townsend said that this year they did a section of Textile Rd., a section of Grove Rd., and a section of Prospect Rd. He stated that what they would be proposing this year was a 4 year millage. He said they have a list of the projects but some of the major projects would be North Harris Rd. making a street with curbs, bike lanes, sidewalks, new underground drains all the way from Michigan Ave. to Holmes Rd also a section Textile Rd., a section S. Harris Rd., Bunton Rd., Munger Rd., Congress Rd., Clark Rd., and Ford Blvd. He said it was ½ mil and it would cost the average property owner about \$35.00 a year. Mr. Townsend stated this millage would include 200 miles of roads in the county and about 20% would be set aside for non-motorized projects. He said the trails border to border program would go through Ypsilanti Township. He stated this millage would be on November 8, 2016 election.

Linda Mealing, Township Resident stated on behalf of West Willow they appreciate the townships support by coming to the meeting with MDOT and for the support the board had always had for the neighborhood watch group.

Dennis Dickinson, Township Resident supports the ban on smoking in township parks. Mr. Dickinson said he came for the snow removal ordinance and found out that it was being tabled.

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CONSENT AGENDA

- A. MINUTES OF THE AUGUST 16, 2016 SPECIAL MEETING, WORK SESSION AND REGULAR MEETING
- B. MINUTES OF THE SEPTEMBER 20, 2016 WORK SESSION AND REGULAR MEETING
- C. STATEMENTS AND CHECKS
 - 1. STATEMENTS AND CHECKS FOR OCTOBER 4, 2016 IN THE AMOUNT OF \$690,198.69

A motion was made by Treasurer Doe, supported by Trustee S. Martin to approve the consent agenda.

The motion carried unanimously.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

Attorney Winters explained the progress with sale of the property for the Autonomous Vehicle Research Center. He said the closing for the sale of the property from Racer Trust was scheduled for November 4, 2016. Attorney Winters said the Township must approve a development agreement but it has not been delivered to his office. He said he was told it he would receive it by October 6, 2016. Attorney Winters said the approval of the development agreement must be done before the closing on November 4, 2016. He stated that the Township would be asked to create a Renaissance tax free zone for the 332 acre property. Attorney Winters said there were only a few Renaissance zoned designations remaining in the state and the Board would request this property be considered to receive it. Attorney Winters said they have a resolution and other documents that would be delivered to the board members this week. He said the Washtenaw County Board of Commissioners have been requested to approve this at their board meeting on October 19, 2016. He said the County must be the one to make the application for the designation because under Michigan law the Township was not an eligible distressed community and so by default the applicant must be Washtenaw County. Attorney Winters stated there were other issues such as the lowering of the Tyler Dam and the creation of a Special Assessment District. He said the board would have to determine what type of agreement they would have with WRAD for a payment in lieu of taxes. Attorney Winters said that it would be called a Municipal Services Agreement because they would be a nontaxable entity and the Township would negotiate what would be an appropriate financial agreement to offset the loss of tax revenue. Attorney Winters stressed that there

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were other locations being considered for this Research Center but Ypsilanti Township continues to be one of them.

Supervisor Stumbo stated that the Renaissance zone was new for the township. She said they have not dealt with this before. Supervisor Stumbo stated redeveloping this site was a great opportunity for the township. Supervisor Stumbo stated that the board would make sure within the Agreement the Township and its' residents would be protected. She said the Agreement would include that they would be required to pay for Police and Fire and the debt for the school millages. Supervisor Stumbo said she appreciated all the entities that have helped with this project and believes that this project would carry us into the future.

OLD BUSINESS

- 1. REQUEST OF JEFF ALLEN, RESIDENTIAL SERVICES DIRECTOR, FOR AUTHORIZATION OF THE ADOPT A STOP MAINTENANCE AGREEMENT WITH THE ANN ARBOR AREA TRANSPORTATION AUTHORITY FOR A PASSENGER SHELTER AT BUS STOP #2499 LOCATED AT THE CIVIC CENTER (1ST READING HELD AT THE JULY 19, 2016 REGULAR MEETING)**

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to remove this from tabled.

S. Eldridge:	Yes	S. Martin:	Yes	Stumbo:	Yes
Lovejoy Roe:	Yes	Doe:	Yes	M. Martin:	Yes

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Request of Jeff Allen, Residential Services Director, for Authorization of the Adopt A Stop Maintenance Agreement with the Ann Arbor Area Transportation Authority for a Passenger Shelter at Bus Stop #2499 Located at the Civic Center (see attached).

The motion carried unanimously.

NEW BUSINESS

- 1. BUDGET AMENDMENT #13**

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to support Budget Amendment #13 (see attached).

The motion carried unanimously.

2. 1st READING OF RESOLUTION 2016-51, PROPOSED ORDINANCE 2016-470 AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF YPSILANTI CODE OF ORDINANCES, CHAPTER 48 ENTITLED PROPERTY MAINTENANCE TO ADD A PROVISION REGARDING SNOW REMOVAL FROM SIDEWALKS AND SNOW EMERGENCIES

A motion was made by Treasurer Doe, supported by Trustee S. Martin to be tabled until next board meeting.

Eldridge:	Yes	S. Martin:	Yes	Stumbo:	Yes
Lovejoy Roe:	Yes	Doe:	Yes	M. Martin:	No

3. RESOLUTION 2016-52, AMENDED RENTAL HOUSING INSPECTION PROGRAM FEE SCHEDULE

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Resolution 2016-52, Amended Rental Housing Inspection Program Fee Schedule (see attached).

Mike Radzik, OCS Director explained the fee schedule which now includes rental apartments, manufactured housing for both owner occupied and rentals. Mr. Radzik stated there were 67 apartment complexes in the township, 675 individual buildings within the apartment complexes and 6890 individual units within the apartment complexes. He said that they assume approximately 75% of the existing manufactured homes are rentals and there are about 1280 manufactured housing sites approved by the State of Michigan in the 7 parks in Ypsilanti Township. Mr. Radzik explained each fee for the different dwellings. Supervisor Stumbo stated that its' a great program and thanked Mr. Radzik for putting it together.

The motion carried unanimously.

4. REQUEST OF MIKE RADZIK, DIRECTOR OFFICE OF COMMUNITY STANDARDS FOR THE AUTHORIZATION TO ADD ONE ADDITIONAL FLOATER II/CLERK III POSITION TO THE OFFICE OF COMMUNITY STANDARDS FUNDED IN THE AMOUNT OF \$19,790.00 IN THE HOUSING AND BUSINESS INSPECTION BUDGET (248)

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Request of Mike Radzik, Director Office of Community Standards for the Authorization to Add One Additional Floater II/Clerk III Position to the Office of Community Standards Funded in the Amount of \$19, 790.00 in the Housing and Business Inspection Budget (248).

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
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5. REQUEST OF ERIC COPELAND, FIRE CHIEF FOR AUTHORIZATION OF THE ASSISTANCE TO FIREFIGHTERS GRANT (AFG) PROGRAM MEMORANDUM OF UNDERSTANDING AND FOR THE YPSILANTI TOWNSHIP FIRE DEPARTMENT TO BE A PARTICIPATING PARTNER

A motion was made by Clerk Lovejoy Roe, supported by Trustee S. Martin to Approve Request of Eric Copeland, Fire Chief for Authorization of the Assistance to Firefighters Grant (AFG) Program Memorandum of Understanding and for the Ypsilanti Township Fire Department to be a Participating Partner (see attached)

Eric Copeland, Fire Chief explained the grant program memorandum of understanding. He said it involves Pittsfield Township purchasing a new ladder truck which would be part of the working agreement automatic aid. Automatic Aid is an agreement which would allow Pittsfield to respond in Ypsilanti Township when needed. Chief Copeland stated that there would not be a cost to the Township but Township Firefighters would need to be trained on using the truck.

The motion carried unanimously.

6. REQUEST TO MAIL A SURVEY FOR NEIGHBORHOOD CAMERAS TO THE RESIDENTS OF THE ROSEWIND SUBDIVISION

A motion was made by Treasurer Doe, supported by Trustee M. Martin to Approve Request to Mail a Survey for Neighborhood Cameras to the Residents of the Rosewind Subdivision.

Supervisor Stumbo explained the survey was used to receive feedback from residents on whether they would like cameras in the Rosewind Subdivision. She said they would use solar panels to operate the cameras.

The motion carried unanimously.

OTHER BUSINESS

Steve Gray, Township Resident introduced himself and explained that he was a candidate running for school board for the Ypsilanti Community Schools. Mr. Gray stated he has lived on the east side of the county for 25 years. He said he served along with Trustee M. Martin on the Washtenaw Democratic Executive Board. Supervisor Stumbo asked if there were 2 vacancies on the school board. Mr. Gray stated there were 2 vacancies and 4 candidates seeking the positions and two were incumbents.

Monica Ross-Williams, Township Resident stated that when GM was in the township they had given West Willow Grant money for various opportunities within West Willow. She said she would like the board to remember that when seeking financial compensation with the redevelopment of the former GM property.

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OCTOBER 4, 2016 REGULAR MEETING
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A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Adjourn.

The motion carried unanimously.

The meeting was adjourned at approximately 8:30 p.m.

Respectfully Submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti



ADOPT-A-STOP MAINTENANCE AGREEMENT

The Ann Arbor Area Transportation Authority (hereinafter, “ The Ride”) 2700 S.Industrial Hwy, Ann Arbor, MI 48104 and Ypsilanti Charter Township hereinafter, “SPONSOR”), located at 7200 S.Huron River Dr. Ypsilanti , MI 48197 in consideration of the mutual promises contained herein agrees as follows this 7th day of July 2016.

AMENITIES

The Ride agrees to install a passenger shelter with a bench at bus stop #2499 located at Ypsilanti Charter Township Civic Center.

MAINTENANCE

The SPONSOR agrees to empty the trash receptacle weekly and clear snow as needed at the bus stop and surrounding pedestrian facilities during winter snow events on weekdays during normal business hours of the Ypsilanti Charter Township Civic Center. No winter maintenance will be performed on weekends at this location.

The Ride agrees to clean the bus shelter glass every 6 weeks in keeping with this agreement.

The Ride will repair the passenger shelter and bench in the event they become damaged. The Ride agrees to install trash receptacles at the bus stop to be maintained by the sponsor if requested. The sponsor may choose to provide their own receptacle at any time.

TERM

This agreement shall continue for one (1) year, and shall automatically be extended for one-year periods unless either party notifies the other no less than 120 days before the end of a period that the agreement will terminate at the end of said period.

INDEMNIFICATION

The Ride shall hold SPONSOR harmless from liability for damages to person or property arising from the use of a Ride trash receptacle, bench, or concrete pad except to the extent that said damages result from the negligence or intentional wrongdoing of the SPONSOR, or its officers, agents, or employees.

The SPONSOR understands and acknowledges that caution should be used when handling the trash receptacles. The SPONSOR agrees to provide adequate supervision to individuals performing these services.

ANN ARBOR AREA TRANSPORTATION AUTHORITY

By: _____
Matt Carpenter
Chief Executive Officer
Date

By: Brenda L. Stumbo / Karen Lovejoy Roe _____ Oct. 5, 2016
Brenda L. Stumbo
Supervisor
Ypsilanti Charter Township
Karen Lovejoy Roe
Clerk
Date

The Ride may report problems related to this work by calling the sponsor's representative. The sponsor may report concerns to The Ride at jmurphy@theride.org or 734-794-1758





Bus shelter will be installed at the existing concrete pad on Civic Center Dr.

**CHARTER TOWNSHIP OF YPSILANTI
2016 BUDGET AMENDMENT #13**

October 4 , 2016

248 - HOUSING & BUSINESS INSPECTION FUND

Total Increase \$19,790.00

Request to increase the budget for an additional clerical person for the Housing & Business Inspection Fund. Anticipated start date October 17, 2016. Wages and benefits were calculated assuming the position would be filled internally with family coverage, therefore there would be no delay in the benefits . The numbers will be lower if a new person is hired due to the probation period. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	248-000-000-699.000	\$19,790.00
			<hr/>
		Net Revenues	\$19,790.00
			<hr/> <hr/>
Expenditures:	Salary - Permanent Wages	248-248-000-706.000	\$10,220.00
	FICA	248-248-000-715.000	\$780.00
	Health Insurance	248-248-000-719.000	\$4,659.00
	Sick & Accident	248-248-000-719.001	\$100.00
	Dental Benefits	248-248-000-719.015	\$397.00
	Vision Benefits	248-248-000-719.016	\$58.00
	Health Care Deduction	248-248-000-719.020	\$1,425.00
	Admin Fee - Health Deductible	248-248-000-719.021	\$21.00
	Life Insurance	248-248-000-720.000	\$50.00
	MERS	248-248-000-876.000	\$2,080.00
		Net Expenditures	\$19,790.00
			<hr/> <hr/>

Motion to Amend the 2016 Budget (#13):

Move to increase the Housing & Business Inspection Fund budget by \$19,790 to \$250,007 and approve the department line item changes as outlined.

**CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2016-52**

**AMENDED RENTAL HOUSING INSPECTION PROGRAM FEE
SCHEDULE**

Whereas, the Charter Township of Ypsilanti adopted Ordinance No. 2016-464 expanding the rental inspection requirement to include multi-family residential units that are subject to rental agreements, which became effective on September 29, 2016; and

Whereas, the rental inspection ordinance provides that the fees to be charged in the administration of the ordinance shall be established by a resolution of the Township Board; and

Whereas, the fee schedule is being established to offset the Township's cost of registration, inspection and recordkeeping.

Now Therefore, Be it resolved, that the Charter Township of Ypsilanti hereby adopts the following inspection fee schedule effective on October 13, 2016 as follows:

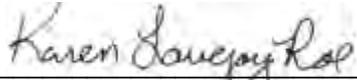
SINGLE FAMILY & DUPLEX RENTAL INSPECTION FEE SCHEDULE

Registration for One and Two Unit Dwellings (one-time fee)	
• Single Family, Duplex, Manufactured Home (per unit)	\$ 10
Failure to Register Penalty Fee	\$ 100
Initial/Renewal Inspection (24-month cycle)	\$ 100
Re-Inspections as Necessary	\$ 30
No Show/No Access for Scheduled Inspection.....	Inspection Fee
Late Cancellation for Initial Inspection (< 4 business days' notice).....	\$ 50
Late Cancellation for Re-Inspection (< 4 business days' notice)	\$ 30
Tenant Complaint Inspection	No Charge
Search Warrant Fee	\$ 100
Appeal to Construction Board of Appeal	\$ 150

MULTI-FAMILY RENTAL INSPECTION FEE SCHEDULE

Registration for Multi-Family Dwellings (one-time fee)	
• Building with 3-8 Units	\$ 50
• Building with 9 or More Units	\$ 75
• High Rise Building per floor	\$ 50
Exterior Inspection per Building	\$ 50
Common Area Inspection	
• Stairways/Hallways	\$ 20
• Laundry Area	\$ 20
• Storage Area.....	\$ 20
• Mechanical Room	\$ 20
• High Rise Rooftop.....	\$ 20
Interior Inspection per Unit	\$ 40
Re-Inspections as Necessary	\$ 30
No Show/No Access for Scheduled Inspection.....	Inspection Fee
Late Cancellation for Initial Inspection (< 4 business days' notice).....	\$ 50
Late Cancellation for Re-Inspection (< 4 business days' notice)	\$ 30
Tenant Complaint Inspection	No Charge
Search Warrant Fee	\$ 100
Appeal to Construction Board of Appeal.....	\$ 150

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2016-52 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 4, 2016.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti



Office (734) 544-4225
Fire Chief (734) 544-4110
Fire Marshal (734) 544-4107
Fax (734) 544-4195

FIRE DEPARTMENT
222 SOUTH FORD BOULEVARD
YPSILANTI, MICHIGAN 48198-6067

MEMORANDUM

To: Charter Township of Ypsilanti Trustees

From: Ypsilanti Township Fire Chief Eric Copeland 

Date: September 21, 2016

Subject: Authorization for YTFD participation in a Regional Grant as a Participating Partner and signature of the 2016 AFG Program Memorandum of Understanding:

- 1) Pittsfield Township FD as the grant's fiduciary and the Regional Participating Partners including Augusta Twp. FD, Milan FD, Saline FD and Ypsilanti Twp. FD collaborate for a 2016 Assistance to Firefighters Grant (AFG) Program for Vehicle Acquisition of an Aerial Apparatus. The grant will provide an Aerial Apparatus for regional safety services for MABAS response agencies in the south/eastern Washtenaw County and Ypsilanti areas.. There is no required funding match for this grant. There is required training for YTFD personnel on the use and operation of the Aerial Apparatus similar to the 2015 MOU - Aerial grant with Superior Township.

The purpose of this grant is to enhance Aerial apparatus assistance to Ypsilanti Township along the Clark Rd / Golfside / Ellsworth / Textile / Munger / Bemis corridors per our Automatic Aid and MABAS pacts with Pittsfield. A copy of the MOU is attached.

MEMORANDUM OF UNDERSTANDING BETWEEN
THE PITTSFIELD TOWNSHIP FIRE DEPARTMENT AND ITS
REGIONAL PARTICIPATING PARTNERS

2016 ASSISTANCE FOR FIREFIGHTERS GRANT PROGRAM
VEHICLE ACQUISITION AERIAL APPARATUS

PREAMBLE

This Memorandum of Understanding (“MOU”) is entered into between the Pittsfield Township Fire Department (hereafter “Hosting Organization”) and by and among each municipal and township that executes this MOU and adopts its terms and conditions, in view of the following:

Whereas, the Hosting Organization has agreed and will be responsible for submission of the Regional Application to the 2016 Assistance for Firefighters Grant Program, in its own name on behalf of itself and the other regional participating partners who have executed this MOU on behalf of their respective government entities, for the acquisition of an Aerial Apparatus;

Whereas, if awarded the grant the Hosting Organization has agreed to perform all programmatic and financial responsibilities as grant recipient and accept the awarded equipment and share it with its Regional Participating Partners in accordance with the terms of the grant;

Whereas, each Regional Participating Partner, as evidenced by their execution of this MOU agrees to accept the terms under which facilitation of their use of the training and equipment as may be specified by the grant award and/or this MOU.

TERMS

I. Purpose

The purpose of this MOU is to establish a cooperative agreement between the Pittsfield Township Fire Department, the programmatic and financial administrator (host) for the Pittsfield Township Fire Department (hereinafter "PTFD"), and its Regional Participating Partners, (hereinafter the “Regional Participating Partners”) to secure a 2016 Assistance to Firefighters Grant and to provide an Aerial Apparatus for the region’s safety services. This purchase will help protect the health and safety of the public and safety service personnel through obtaining this apparatus on a regional basis allowing for increased efficiencies in response and support by and among local jurisdictions.

The Township and the Regional Participating Partners accept and agree to abide by the terms and conditions of the grant, including but not limited to those specifically enumerated in this MOU.

All parties agree that Federal funds under this award will be used to supplement, but not supplant, State or local funds for first responder preparedness.

II. Definitions

Authorized Representative: The chief executive and fire chief of a participating governmental entity, or his/her designee, who has authorization to execute this MOU.

Equipment: Aerial Apparatus and appropriate associated accessories

Host Organization: The Pittsfield Township Fire Department

Regional Participating Partners: Any government entity that executes this MOU.

III. Background to the Assistance Firefighters Grant Project

Purpose and Objective:

The purpose of the AFG Program is to enhance, through direct financial assistance, the health and safety of the public and firefighting personnel and to provide a continuum of support for emergency responders regarding fire, medical, and all-hazard events.

The objective of the FY 2016 AFG Program is to award grants directly to fire departments, nonaffiliated EMS organizations, and SFTAs for critically needed resources to protect the public, train emergency personnel, foster interoperability, and support community resilience.

Eligible activities requested that have an immediate impact on the safety of emergency responders; other personnel, or the public may receive additional consideration during the application review process.

FY 2016 AFG Programs play an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient Nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government.

Problem Statement:

In the Greater Ypsilanti Area, the PTFD and the said Regional Participating Partners lack an appropriate aerial apparatus to provide better firefighter safety on fire scenes.

The AFG-Funding Opportunity Announcement reflects the Center for Domestic Planning's recommendations for program priorities designed to address:

1. *Protecting the public and first responder safety* - providing the Apparatus would be the first step in implementing common use among Regional Participating Partners providing safety service personnel enhanced fire responder safety.

2. *Enhancing capabilities and resilience (local, regional, and national)* – provides/enhances the opportunity to build long-term interagency relationships through better understanding of each local partners Aerial Apparatus functionality.

3. *Enhancing National Capabilities* -grant funding will assist in moving the Authority and the Regional Participating Partners closer in meeting one of the national priorities under the National Preparedness Goal by strengthening common capabilities.

4. *Risk* - Risk Based Prioritization -grant funding will assist in moving the Authority and the Regional Participating Partners closer to common equipment amongst all Regional Participating Partners. The Township and the Regional Participating Partners will build and/or leverage on existing resources to strategically invest in enhancing future interpretational capabilities and working relationships.

5. *Interoperability* - Grant funding will allow the Authority and the Regional Participating Partners to develop short and long term goals, activities and a continuing training program to continue to enhance regional interoperability, consistent, in concert, and/or in parallel with the Michigan Automatic Box Alarm System (MABAS) program in which all the Regional Participating Partners are officially part of the newly developed Washtenaw County MABAS division.

IV. Responsibilities of the Pittsfield Township Fire Department

As the Hosting Organization for the 2016 Assistance Firefighters Grant, the Authority will:

- a. Oversee the grant application, implementation and coordination with the grantor.
- b. Manage grant activities including, but not limited to, project and fiscal reports for the grantor.
- c. Procuring the Training and Apparatus after receiving input from the Regional Participating Partners.
- d. Act as the fiscal agent for the grant including:
 1. Contributing the required ten percent match of funds.
 2. Housing and Maintenance of the new aerial apparatus.
 3. Arranging payment to vendors.
 4. Preparing program and fiscal reports required by the grantor.
 4. Auditing and tracking grant funds and deliverables as required by the grantor.
 5. Coordinate procurement of the Apparatus through a competitive bidding process in compliance with the Township of Pittsfield's Purchasing Policy.

- e. Coordinate communications with the Regional Participating Partners throughout the grant term.

IV. Responsibilities of the Regional Participating Partners

Each of the Regional Participating Partners will:

- a. Participate and train its employees on the operation of the new aerial device which will be documented.
- b. Provide the following assigned liaison(s):
 - 1. Primary Contact who is responsible for: the Regional Partner's point of contact.
 - 2. Training Contact who is responsible to oversee the Regional Partner's training
- c. Promptly provide any additional documentation to the Authority as requested that may be necessary in connection with the grant.

VI. Local/Regional Mutual Aid or Reciprocal Aid Compacts and Agreements

Nothing in this MOU, including participation in or requests for assistance by any eligible Regional Participating Partner shall preclude, abrogate or supersede the fulfillment of the terms of any local or regional mutual aid or reciprocal aid compacts and agreements and the duty of the Hosting Organization to provide equipment and other available resources during a threat or actual occurrence of any emergency, disaster or serious threat to public health and safety.

VII. Arbitration of Disputes

Any controversy or claim arising out of or relating to this MOU, or the breach thereof by the parties, shall be resolved in the following manner:

- a. The party asserting noncompliance shall serve written notice to the other party or parties. The notice shall identify the specific provision alleged to have been violated and shall specify the factual and legal basis for the alleged noncompliance.
- b. In the event the controversy or claim is not resolved to the satisfaction of both parties within 90 days after service of the notice set forth in subsection a above, either party may request that controversy or claim be resolved through mediation or any other available legal proceedings.

- c. Nothing herein shall be construed to waive, limit or restrict any defense that is otherwise available to either party.

VIII. Indemnification

- a. All liability and/or loss or damage as a result of claims, demands, costs, or judgments arising out of activities that are the responsibility of the Pittsfield Township Fire Department pursuant to the terms of this MOU shall be the responsibility of the Pittsfield Township Fire Department if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Pittsfield Township Fire Department or its employees either directly or indirectly, provided that nothing herein shall be construed as a waiver of any governmental immunity available to the government body or unit of government or its employees by common law, statute, or court decision.

IX. Insurance

Each party to this MOU shall bear the risk of its own actions as it would with normal, day-to-day operations and determine for itself what kinds and amounts of insurance it should carry.

X. Termination of the MOU

- a. This MOU shall terminate when all AFG Program obligations are completed and/or expired.
- b. A Regional Participating Partner may terminate its participation in this MOU any time prior to the Regional Participating Partners purchasing the Training and Equipment and with 30 days' written notice to the Authority's Project Lead.

XI. Points of Contact

The PTFD will designate a Primary Lead, as well as identify Points of Contact for Training, Fiscal, and Documentation responsibilities. The Regional Participating Partners will designate a Primary Point of Contact, as well as identify Points of Contact for Training and Fiscal responsibilities. Points of Contact are set forth in the attached Exhibit A.

XII. Notice

Notice of termination or withdrawal from this MOU shall be made in writing and shall be served personally or by registered mail upon the Pittsfield Township Fire Department's Project Lead. Termination or withdrawal shall not be effective until 30 days after the Pittsfield Township Fire Department has received written notice. The termination or withdrawal from the MOU shall

apply only to the Regional Participating Partner that has tendered the required notice; this MOU shall otherwise remain in full force and effect until all AFG Program obligations are completed and/or expired.

XIII. Choice of Law; Severability

This MOU will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity and construction. Whenever possible, each provision of this MOU will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this MOU or the application of any provision to any party or circumstance will be prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this MOU or the application of the provision to other parties and circumstances.

XIV. Authority to Enter into *MOU*; Execution by Counterpart

The persons executing this MOU on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this MOU on behalf of the entity for which they sign.

This MOU may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.

XV. Extent of Agreement; Amendments

This MOU, together with any affixed exhibits or other documentation, constitutes the entire understanding between the Hosting Organization and the Regional Participating Partners with respect to the subject matter of the MOU and it supersedes, unless otherwise incorporated by reference herein, all prior representations, negotiations, agreements or understandings whether written or oral. No party has relied on any prior representations, of any kind or nature, in entering into this MOU. This MOU may be amended by written agreement by all parties if approved in accordance with grant contract terms and conditions. Notice of any amendments or revisions of the MOU must be made in writing to all parties by the requesting entity. Amendments shall only take effect upon acceptance and execution of an amended instrument by all parties.

Pittsfield Township
(Regional Participating Partner)

_____ Date: _____
Mandi Grewel, Township Supervisor

_____ Date: _____
Sean Gleason, Fire Chief

ACCEPTANCE AND AGREEMENT TO MEMORANDUM OF
UNDERSTANDING AS A REGIONAL PARTICIPATION PARTNER

BY YPSILANTI TOWNSHIP

Ypsilanti Township, a Michigan municipal corporation, hereby agrees to the foregoing MOU and obligations therein, on behalf of Ypsilanti Township.

Ypsilanti Township
(Regional Participating Partner)

Brenda L. Stumbo Date: 10-5-16

Brenda Stumbo, Township Supervisor

Karen Lovejoy-Roe Date: 10-5-16

Karen Lovejoy-Roe, Township Clerk

_____ Date: 10-5-16

Eric Copeland, Fire Chief

ACCEPTANCE AND AGREEMENT TO MEMORANDUM OF
UNDERSTANDING AS A REGIONAL PARTICIPATION PARTNER

BY AUGUSTA TOWNSHIP

Augusta Township, a Michigan municipal corporation, hereby agrees to the foregoing MOU and obligations therein, on behalf of Augusta Township.

Augusta Township
(Regional Participating Partner)

_____ **Date:** _____

Pete Hafler, Township Supervisor

_____ **Date:** _____

David Music, Fire Chief

ACCEPTANCE AND AGREEMENT TO MEMORANDUM OF
UNDERSTANDING AS A REGIONAL PARTICIPATION PARTNER
BY SALINE AREA FIRE DEPARTMENT

Saline Area Fire Department, hereby agrees to the foregoing MOU and obligations therein, on behalf of the Saline Area Fire Department

Saline Area Fire Department
(Regional Participating Partner)

_____ **Date:** _____

Brian Marl, Mayor City of Saline

_____ **Date:** _____

Craig Hoeft, Fire Chief

ACCEPTANCE AND AGREEMENT TO MEMORANDUM OF
UNDERSTANDING AS A REGIONAL PARTICIPATION PARTNER

BY CITY OF MILAN

The City of Milan, a Michigan municipal corporation, hereby agrees to the foregoing MOU and obligations therein, on behalf of the City of Milan.

**City of Milan / Milan Area Fire Department
(Regional Participating Partner)**

_____ Date: _____

Jade Smith, City Administrator

_____ Date: _____

Bob Stevens, Fire Chief

2016 Regional Grant MOU for Vehicle Acquisition Aerial Apparatus

Exhibit A

Points of Contact

Agency	Title	Name	Phone Number	Email
Pittsfield Township	Primary	Sean Gleason	734-822-4926	gleasons@pittsfield-mi.gov
	Fiscal	Sean Gleason	734-822-4926	gleasons@pittsfield-mi.gov
	Training	Jeff Foulke	734-323-3771	foulkej@pittsfield-mi.gov
Saline Area	Primary	Craig Hoeft	734-368-3986	salinefire@aol.com
	Fiscal	Craig Hoeft	734-368-3986	salinefire@aol.com
	Training	Craig Hoeft	734-368-3986	salinefire@aol.com
Ypsilanti Township	Primary	Eric Copeland	734-554-4225	ecopeland@ytown.org
	Fiscal	Eric Copeland	734-554-4225	ecopeland@ytown.org
	Training	Steve Wallgren	734-554-4225	swallgr@ytown.org
Augusta Township	Primary	Dave Music	734-385-6315	Capt367@hotmail.com
	Fiscal	Pete Hafler	734-461-6117	augutahafler@yahoo.com
	Training	Mike Troy	734-751-4857	mtroy30@msn.com
Milan	Primary	Bob Stevens		

OFFICE OF THE TREASURER
LARRY J. DOE



MONTHLY TREASURER'S REPORT
SEPTEMBER 1, 2016 THROUGH SEPTEMBER 30, 2016

Account Name	Beginning Balance	Cash Receipts	Cash Disbursements	Ending Balance
101 - General Fund	2,460,634.22	529,032.93	932,203.93	2,057,463.22
101 - Payroll	169,398.56	755,430.12	752,009.45	172,819.23
101 - Willow Run Escrow	142,543.73	23.37	0.00	142,567.10
206 - Fire Department	1,547,987.89	574.65	524,780.76	1,023,781.78
208 - Parks Fund	1,023.80	0.12	359.64	664.28
212 - Roads/Bike Path/Rec/General Fund	756,090.58	15,505.56	27,082.45	744,513.69
225 - Environmental Clean-up	407,871.98	59.58	35,000.00	372,931.56
226 - Environmental Services	2,640,425.05	1,231.01	370,067.91	2,271,588.15
230 - Recreation	131,907.65	37,356.25	78,998.15	90,265.75
236 - 14-B District Court	340,834.94	167,969.73	110,199.53	398,605.14
244 - Economic Development	67,265.00	9.83	0.00	67,274.83
248 - Rental Inspections	224,249.67	10,175.61	26,363.07	208,062.21
249 - Building Department Fund	663,050.55	151,471.52	53,935.26	760,586.81
250 - LDFA Tax	92,301.68	13.48	0.00	92,315.16
252 - Hydro Station Fund	335,059.41	35,046.44	25,148.46	344,957.39
266 - Law Enforcement Fund	4,126,180.03	564.76	576,982.46	3,549,762.33
280 - State Grants	18,407.12	2.69	0.00	18,409.81
301 - General Obligation	5,173.16	0.75	0.00	5,173.91
397 - Series "B" Cap. Cost of Funds	44,234.45	5.78	4,687.03	39,553.20
398 - LDFA 2006 Bonds	37,987.34	5.56	0.00	37,992.90
498 - Capital Improvement 2006 Bond Fund	337,740.22	55.37	0.00	337,795.59
584 - Green Oaks Golf Course	183,979.15	56,271.46	89,897.91	150,352.70
590 - Compost Site	983,694.61	97,748.53	23,276.44	1,058,166.70
595 - Motor Pool	128,978.60	103,710.17	56,719.67	175,969.10
701 - General Tax Collection	64,954.48	7,194.36	8,389.68	63,759.16
703 - Current Tax Collections	5,757,453.50	27,220,006.00	30,763,321.04	2,214,138.46
707 - Bonds & Escrow/GreenTop	800,395.77	19,624.91	63,767.36	756,253.32
708 - Fire Withholding Bonds	101,425.16	159,836.07	195,819.91	65,441.32
893 - Nuisance Abatement Fund	70,873.45	3,248.45	6,923.04	67,198.86
ABN AMRO Series "B" Debt Red. Cap.Int.	12,283.48	0.00	0.00	12,283.48
GRAND TOTAL	22,654,405.23	29,372,175.06	34,725,933.15	17,300,647.14

SUPERVISOR REPORT

- A. SUPERVISOR STUMBO WILL REPORT ON MEETINGS ATTENDED BY OFFICIALS AND STAFF

CLERK REPORT

OCTOBER 18, 2016

Submitted by Karen Lovejoy Roe, Clerk

- **NOVEMBER 8, 2016 PRESIDENTIAL ELECTION**-Absentee ballots are being issued daily and many are being returned also. The staff is extremely busy and overtime is necessary to process the daily amount of new voter registrations, requests for new absentee ballots and the processing of returned ballots. The number of applications for absentee ballots are over 4,500 so far. This is an increase of over 1,000 from the August Primary election and there are still three weeks until the election. Work is being conducted to schedule and train about 200 election inspectors to work on election day. The office is extremely busy with election preparations. The analysis of the new voting booths, the table tops, used for the first time at the August primary election, was that they were successful. There was some adjusting to them by both the election workers and the voters but overall they worked. The plan is to double the number of voting booths or stations that were utilized in all prior elections in order to attempt to have shorter lines of voters on election day. Of course with more voting booths the bottle neck is expected to be at the computer and not with people waiting for an open booth. The State Bureau of Elections has now approved the utilization of dual computers at all locations in the State of Michigan to help with processing voters at the computer station. The Clerk's office has analyzed the number of registered voters, absentee voters and determined that dual computers will be utilized at the precincts where the larger number of voters are registered and vote at the polls. Nine precincts will be utilizing the dual poll books in the November, 2016 Presidential election. The new computers the board approved are being updated and prepared to use for the November 8, 2016 election. The ballot is a complete two side ballot with several proposals including Ypsilanti Township's four millage renewal proposals. It will take voters a long time to read all the proposals and cast their votes. The Clerk's office is encouraging voters to request an absentee application. Absentee applications can be requested by calling 734.484.4700 or emailing klovejoyroe@ytown.org.
- **PASSPORTS**-The Clerk's office is not taking Passports until after the Tuesday, November 8, 2016 election, starting up again on Monday, November 14, 2016
- **AFFORDABLE HOUSING REGIONAL EQUITY LEADERSHIP GROUP MEETING**-Clerk Lovejoy Roe and Supervisor Stumbo attended the meeting of the Affordable Housing Regional Equity Leadership Group on Wednesday, October 12, 2016 at the Washtenaw County Learning Resource Center on Washtenaw Ave less.
- **WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING**- Clerk Lovejoy Roe attended the Washtenaw Urban County Executive Committee Meeting on Wednesday, September 7, 2016. The October meeting was canceled due to a lack of agenda items.
- **MDOT-US12/DORSET MEETING IN WEST WILLOW**-Clerk Lovejoy Roe and Supervisor Stumbo attended the public open house on Wednesday, September 21,

2016 that was hosted by MDOT to discuss the new proposed changes to the roads for the American Center for Mobility and also the changes proposed to increase safety at the US-12/Dorset interchange. The open house was well attended and MDOT has agreed to host another public meeting to allow the public to provide more comments regarding the proposed changes by MDOT.

- **HABITAT PROPERTY CLOSING WITH YPSILANTI TOWNSHIP**-Clerk Lovejoy Roe and Supervisor Stumbo closed on all the properties that the township purchased through the tax foreclosure process earlier this year. Habitat for Humanity paid the township the price for the properties plus closing costs. These purchases are a part of the stabilization of neighborhood plans for Ypsilanti Township.
- **GRAPHIC SCIENCES DIGITALIZATION PROJECT FOR RECORDS**-Work continues with converting township paper records into digital format. The Planning Commission meeting minutes are now being worked on along with all the township board packets. Currently all work session and board meeting minutes, all resolutions and all ordinances are completed.
- **HABITAT RECOGNITION OF JOHNSON CONTROLS AND WORK ON 1358 ANDREA WITH YPSILANTI TOWNSHIP** –On Wednesday, October 12, 2016 Clerk Lovejoy Roe and Supervisor Stumbo visited 1358 Andrea to recognize the contribution of Johnson Controls to Habitat for Humanity and the work they are doing on a home at 1358 Andrea. The future homeowner, Johnson Controls staff and workers, Habitat representatives and Ypsilanti Township Supervisor and Clerk were in attendance to honor Johnson Controls.

TREASURER REPORT

THERE IS NO WRITTEN TREASURER REPORT

TRUSTEE REPORT

THERE IS NO WRITTEN TRUSTEE REPORT

ATTORNEY REPORT

GENERAL LEGAL UPDATE

OLD BUSINESS

RESOLUTION 2016-39
(In Reference to Ordinance 2016-467)

**Amending the Township Code of Ordinances,
Chapter 46, Article II Park Regulations**

Whereas, the Township Board has authority to adopt ordinances which protect public health and safety; and

Whereas, The Township Board believes that tobacco use in Township Parks is detrimental to the health of children and adults enjoying recreational activities within Township Parks; and

Whereas, cigarette butts are the most littered item in the United States, requiring clean-up expense, diminished parkland beauty, and causing a significant risk of fire damage to parkland grasses, landscaping and other natural areas; and

Whereas, the Township Park Commission and the Township Board has determined that prohibiting tobacco use within Township Parks will serve to protect the health, safety and welfare of the citizens of Ypsilanti Township; and

Whereas, the Ordinance 2016-467 makes it unlawful for persons within Township Parks to use tobacco products including smokeless tobacco products;

Now Therefore,

Be it resolved, that Ordinance No. 2016- 467 is hereby adopted by reference.

CHARTER TOWNSHIP OF YPSILANTI

PROPOSED ORDINANCE NO. 2016-467

*An Ordinance to Amend the Code of Ordinances, Chapter 46, Article II,
Concerning Township Park Regulations*

The Charter Township of Ypsilanti hereby ordains that the Code of Ordinances, Chapter 46, Article II, Park Regulations, is amended as follows:

Add the following new provision: It shall be unlawful for any person to smoke or use tobacco products, including smokeless tobacco, within a Township park.

Severability

Should any provision or part of the within Ordinance be declared by any court of competent jurisdiction to be invalid or enforceable, the same shall not affect the validity or enforceability of the balance of this Ordinance which shall remain in full force and effect.

Effective Date and Repeal of Conflicting Ordinances

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

This ordinance shall take effect after publication in a newspaper of general circulation as required by law.

Tobacco-Free Parks : Ypsilanti Township

Stephen Wade, MUP
Health Equity Policy Analyst
Sharon P. Sheldon, MPH
Program Administrator
May 2, 2016

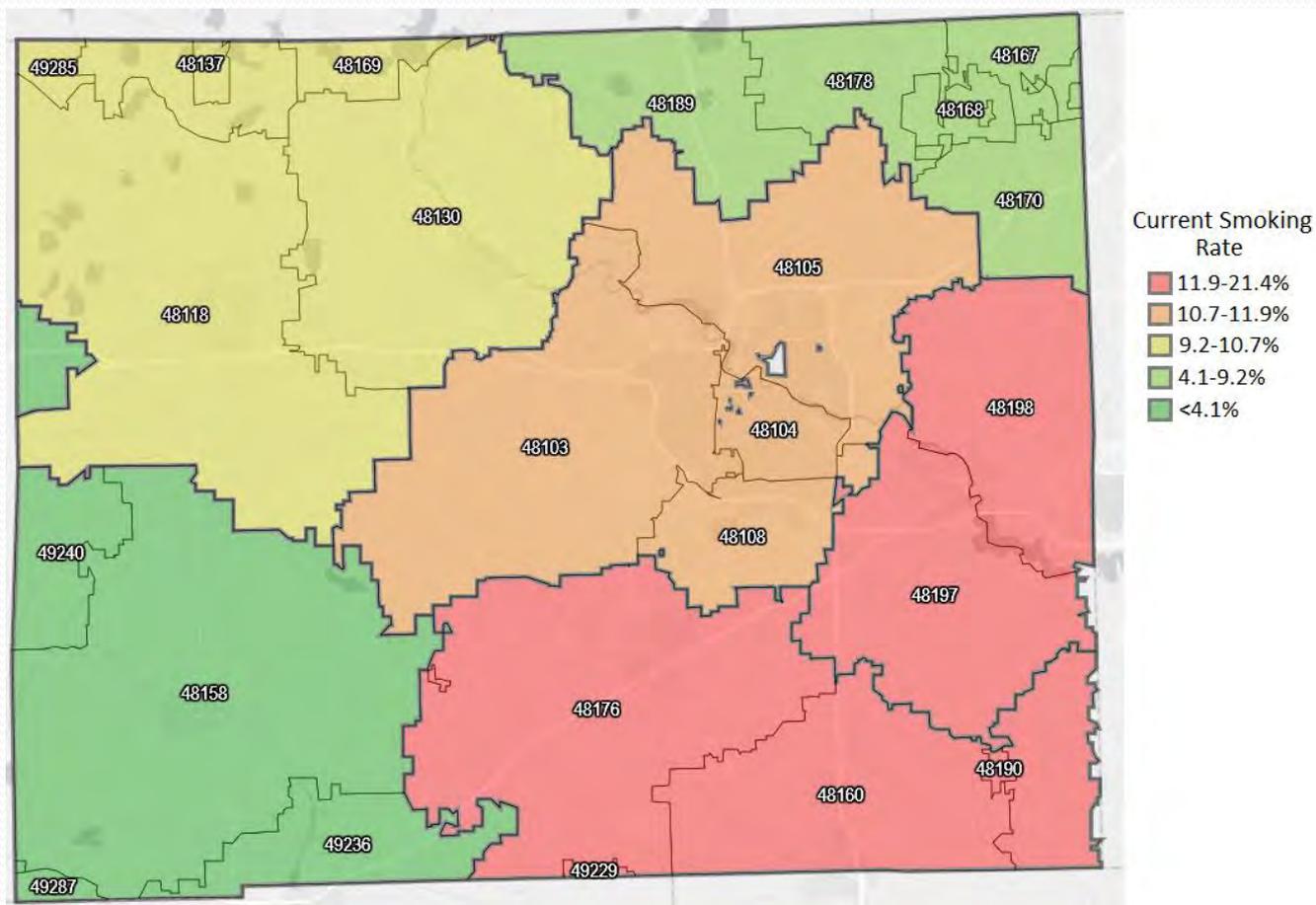
Benefits of TF Parks

- Protection from Secondhand Smoke exposure
 - Children, families, young people, pregnant women, older persons, persons with special health needs, workers
- Protect young children from dangers associated with tobacco-related litter
- Model healthy behavior

Benefits of TF Parks

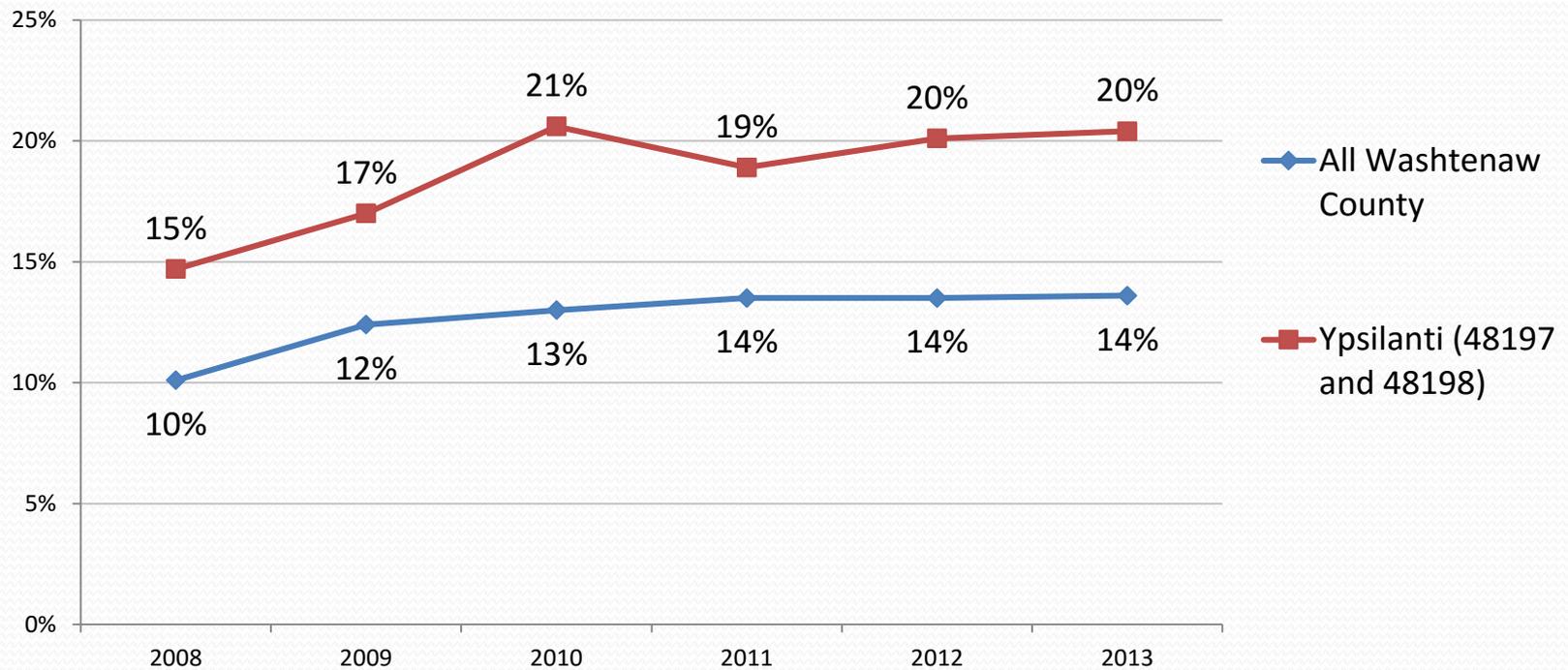
- Protect the natural environment
- Promote clean water
- Aligns with Pure Michigan campaign promoting tourism
- Reduce fire risk
- Reduce maintenance costs

Smoking Rates in Washtenaw County – HIP 2015



Smoking Rates in Washtenaw County

Smoking Rates in Pregnant Women 2008-2013, Singleton Only



Need for Tobacco-Free Policy

- Tobacco use #1 cause of preventable death and disease
- Secondhand smoke (SHS) is a health hazard with no safe level of exposure (U.S. Surgeon General, 2006)
- Smokeless tobacco or e-cigarettes are not a safe alternative to cigarette smoking and cause significant death and disease



Need for Tobacco-Free Policy: Secondhand Smoke

- Exposure to SHS in outdoor environments has negative health effects
 - To be completely free from exposure to SHS in outdoor places, a person may have to move nearly 25 feet away from the source of the smoke, about the width of a two-lane road

Need for Tobacco-Free Policy: Secondhand Smoke

- Exposure to SHS in outdoor environments has negative health effects
 - Can reach levels attained indoors depending on
 - Direction and amount of wind
 - Number and proximity of smokers
 - Smoking cigarettes near building entryways can
 - Increase air pollution levels by more than two times
 - Reach the “hazardous” range on the US EPA’s Air Quality Index at maximum levels
 - Washtenaw County CIAR uses “a reasonable distance”

Need for Tobacco-Free Policy: Cigarette Butts

- Discarded cigarette butts pose a fire risk
- Cigarette butts and tobacco-related litter are costly to clean up



Need for Tobacco-Free Policy

Cigarette Butts

- Cigarette butts are the most littered item in the US and have a negative impact on the environment
 - Frequently discarded onto sidewalks, streets, beaches, and nature trails, and in parks, gardens and other public places, ending up in storm drains that flow into the water supply
 - Cigarette filters, made of plastic cellulose acetate, are not biodegradable and take approximately 15 years to decompose

Need for Tobacco-Free Policy

Cigarette Butts

- Littered cigarette butts pose a health risk to young children
 - In 2009, American poison control centers received nearly 8,000 reports of children poisoned by the ingestion of cigarettes, cigarette butts, and other tobacco products
 - Children who ingest cigarette butts can experience vomiting, nausea, lethargy, and gagging



Need for Tobacco-Free Policy: Healthy Norms

- Tobacco use in outdoor areas where youth recreate sends a negative health message
- Tobacco-Free policies reduce the number of youth who begin using tobacco by demonstrating a tobacco-free community norm



Parks Commission Core Values

- Maintain, preserve, and protect Ypsilanti Township parks and amenities.
- Value partnering with the community to support and sustain Ypsilanti Township parks.
- Promote nature, recreation and health.

Public Support for TF Parks in Ypsilanti Township

- Washtenaw County Clean Indoor Air Regulation
- Michigan Smoke-Free Air Law
- Smoke-free schools regulations (during school hours)
- Parks & Other Public Spaces
 - City of Ann Arbor (parks and some public spaces)
 - City of Ypsilanti (tot lots only)
 - Village of Dexter
- Public Housing
 - Ann Arbor and Ypsilanti Housing Commissions

Michigan Jurisdictions with TF Park and/or Beach Policies

- Greenville
- City of Sault Ste. Marie
- Kinross Charter Township
- City of Traverse City
- City of Escanaba
- Grand Haven Township
- Howell
- Ottawa County
- Portage
- Holland Township
- Ingham County Park System (playgrounds and beaches)

Authority to Adopt Tobacco-Free Parks/Beaches Policy

- Both townships and villages have the authority under state law to adopt ordinances and regulations
- There is no Constitutional right to smoke or use other tobacco products

Resources Available

- Sample signage
- Smoke-Free Environments Law Project
 - Model policy
 - Technical support and consultant from attorneys
- Michigan Tobacco Quitline cessation services



Policy Enforcement

- Education
- Clear and adequate signage
- Public and staff participation (i.e. ask violator to comply with policy)
- Model policy includes sample enforcement language to be adapted locally

Stephen Wade, MUP

Washtenaw County Public Health

wades@ewashtenaw.org

Welcome to the Community Health Committee



Carrie Rheingans, MPH, MSW
Community Health Committee Chair
Project Manager
Washtenaw Health Initiative



Stephen Wade, MUP
Health Equity Policy Analyst
Washtenaw County Public Health

Today's Topic (3/8/2016):

Promoting Smoke-Free Environments for Families:
Data, Policy and Practice

Health Improvement Plan (HIP)

HIP is a county-wide partnership working to improve the community's health

1. Facilitate **partnerships**
2. Collect and analyze local health **data** and set health improvement objectives
3. Promote evidence-based **strategies**



HIP Goals

Partnerships

- Grow partnerships across sectors and disciplines.

Data

- Collect, analyze, and disseminate data on health factors, outcomes, and disparities in Washtenaw County.
- Establish long term health objectives and monitor progress.

Strategies

- Increase understanding of evidence-based strategies.
- Increase understanding of policy and environmental approaches.
- Further address social determinants of health, social justice, and health equity.
- Develop, implement, and monitor shared countywide health improvement plan.

Data

- Community Health Assessment
- 2015 HIP Survey – *results will be posted to HIP website by April*

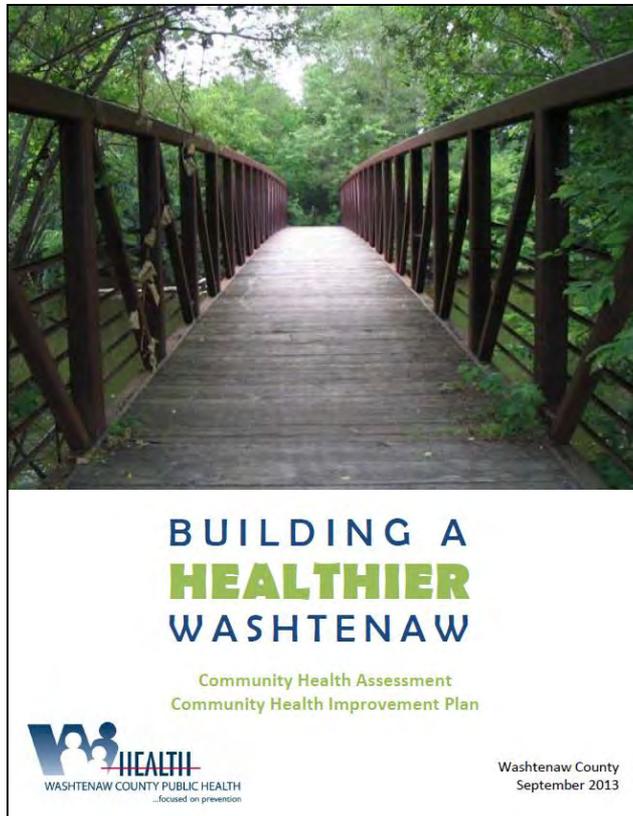


United Way
of Washtenaw County



Evidence-Based Strategies

- Community Health Improvement Plan



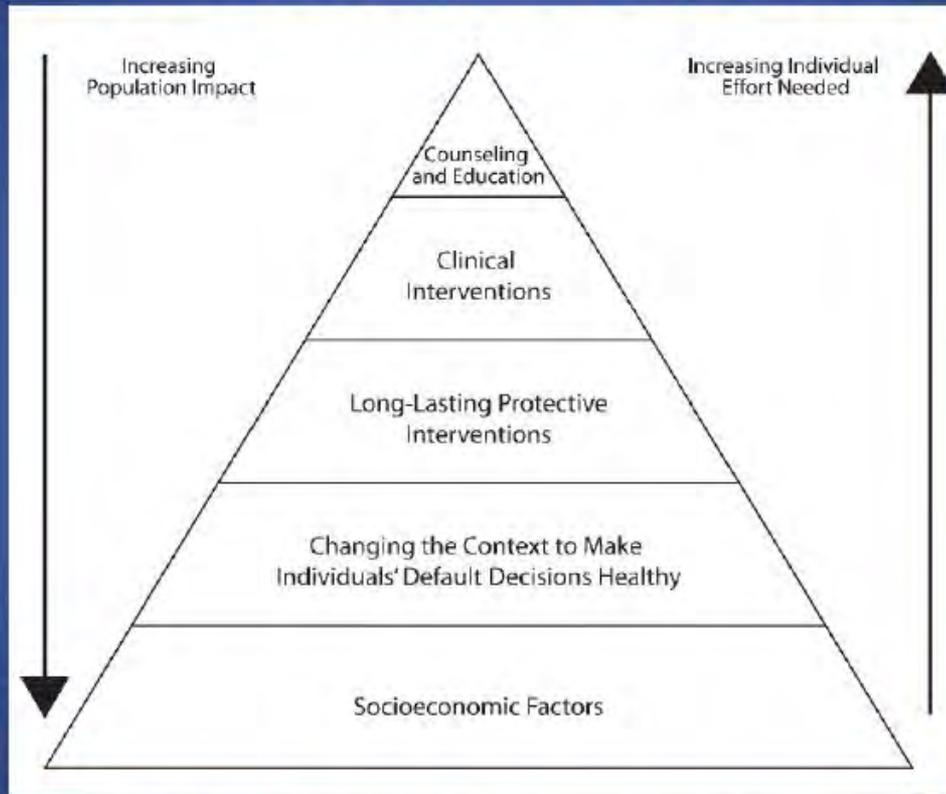
- Priority Health Issues and Plans:*
- ✓ Access to Care
 - ✓ Perinatal Health
 - ✓ Vaccine Preventable Diseases
 - ✓ Mental Health
 - ✓ Substance Use Disorders
 - ✓ Obesity

PROMOTING SMOKE-FREE ENVIRONMENTS FOR FAMILIES

Data, Policy and Practice

Social Determinants of Health

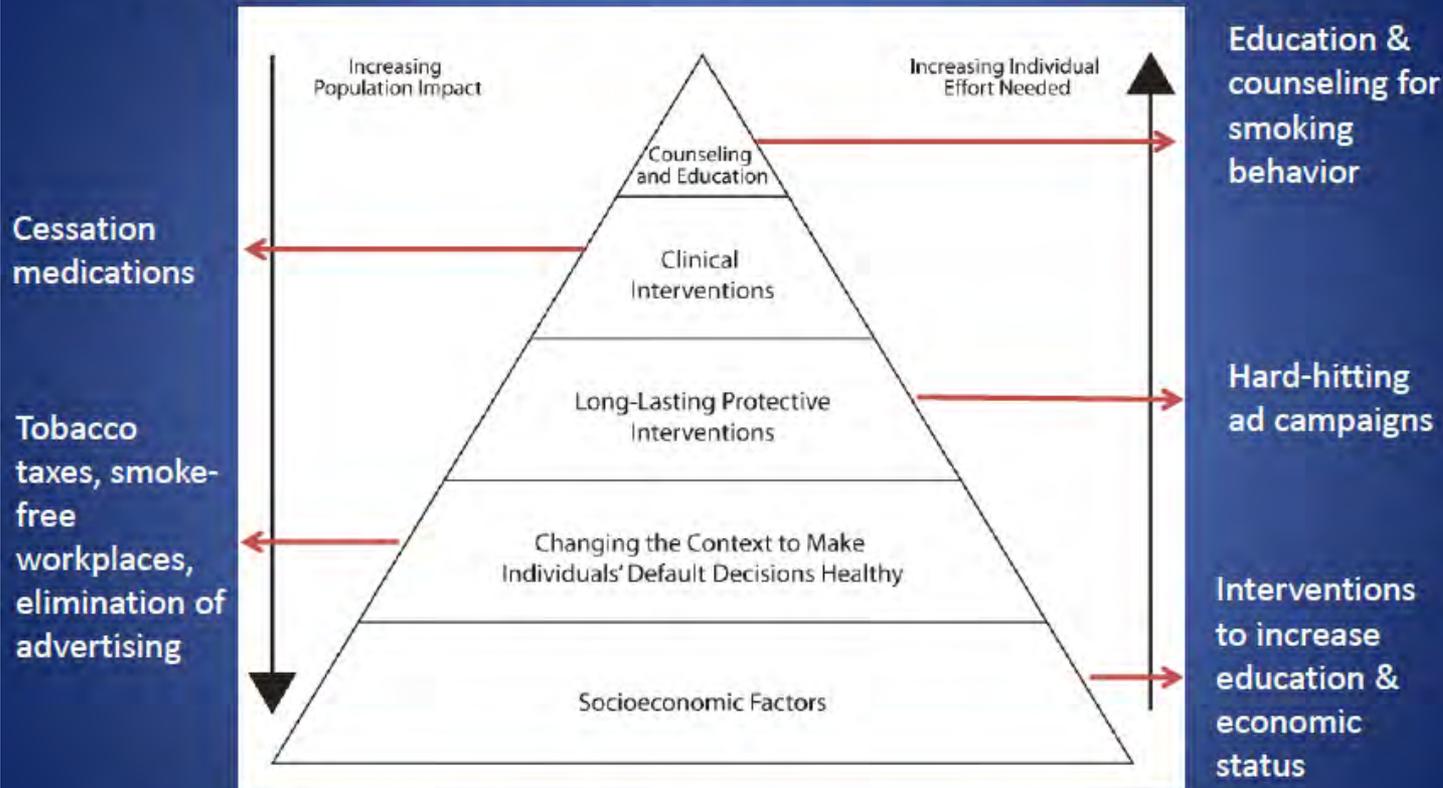
Health Impact Pyramid



Frieden, T. A Framework for Public Health Action: The Health Impact Pyramid. *American Journal of Public Health*, 2010, 100(4): 590-595.

Social Determinants of Smoking

Working at All Levels of the Pyramid



Frieden, T. A Framework for Public Health Action: The Health Impact Pyramid. *American Journal of Public Health*, 2010, 100(4): 590-595.

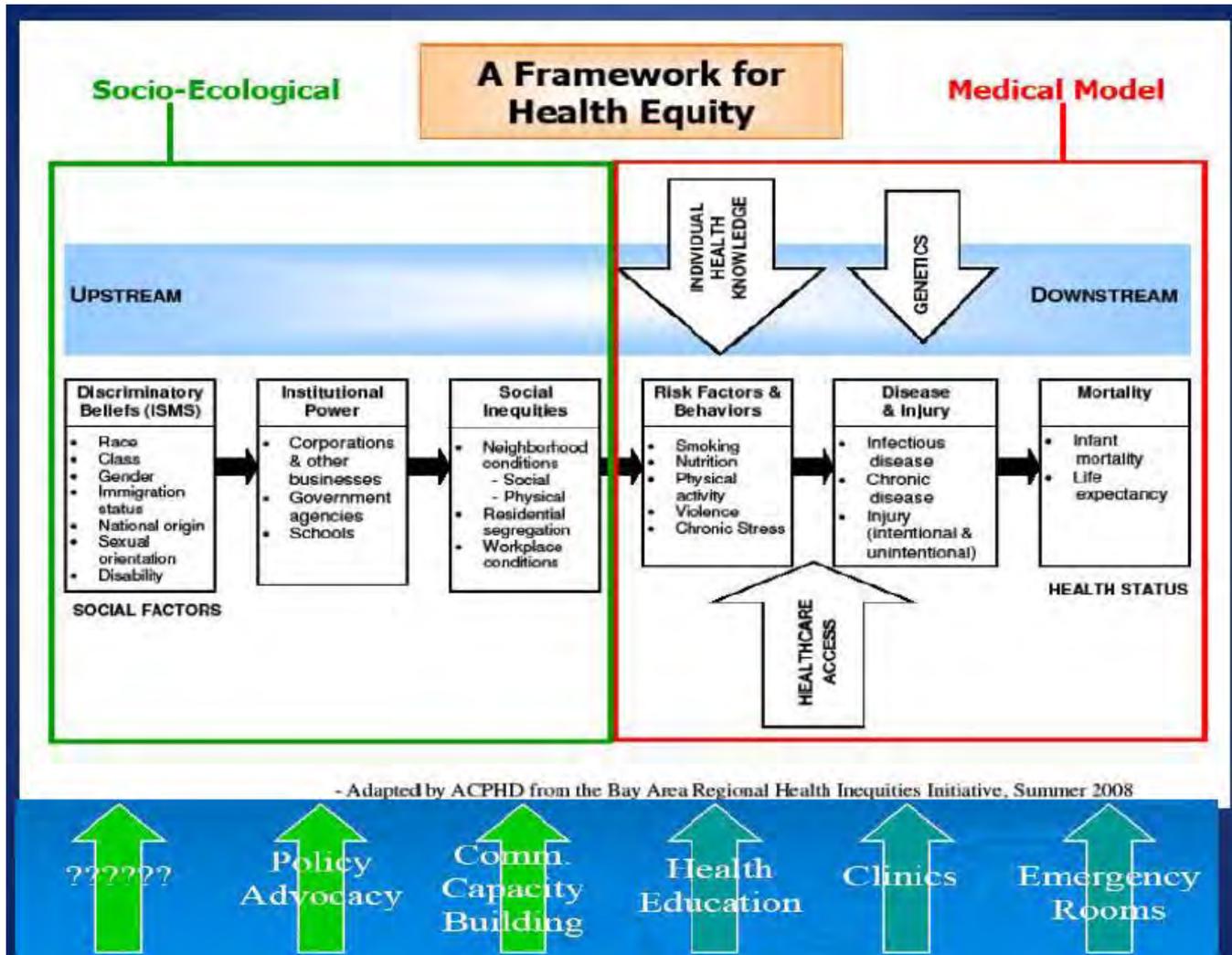
Structural Stress and Discrimination

- Restricted social and economic opportunities
 - Education, income, neighborhood conditions, etc.
- Perceived resource deprivation compared to others
- Greater density of tobacco retailers in underserved communities
- Point of sale tobacco advertising targets low-income and minority communities

Credits: Georgia Health Policy Center. Holly Avey, PhD, MPH

John R, Cheney MK, Azad MR. Point-of-sale marketing of tobacco products: taking advantage of the socially disadvantaged? Laws MB, Whitman J, Bowser DM, Krech L. Tobacco availability and point of sale marketing in demographically contrasting districts of Massachusetts.

Health Equity



SMOKING DURING PREGNANCY

The call to action

Background

- The Opportunity Index was created in 2015
 - <http://www.opportunitywashtenaw.org/>
- Public Health contributed low birth weight as an indicator
 - Low birth weight (LBW): born weighing less than 2500 g or 5.5 lbs
 - LBW associated with poor health outcomes
 - 20,000+ comprehensive birth records from 2008 to 2013
 - Clinical and demographic data
 - Outcomes
 - Behavioral data



VERY POWERFUL TOOL!

Birth Record data: LBW Summary of Results

Low Birth Weight in Singleton v Plural Washtenaw County, 2008-2013			
	Pop N	LBW N	LBW %
Singleton	21726	1234	5.7%
Plural	982	536	54.6%
Total	22708	1770	7.8%

- Most analysis was done for Singleton births only
 - Singleton: Only pregnant with one baby
 - Plurals are more likely to be LBW or premature (37 weeks or less)
 - Including plurals could double count moms

LBW Summary of Results

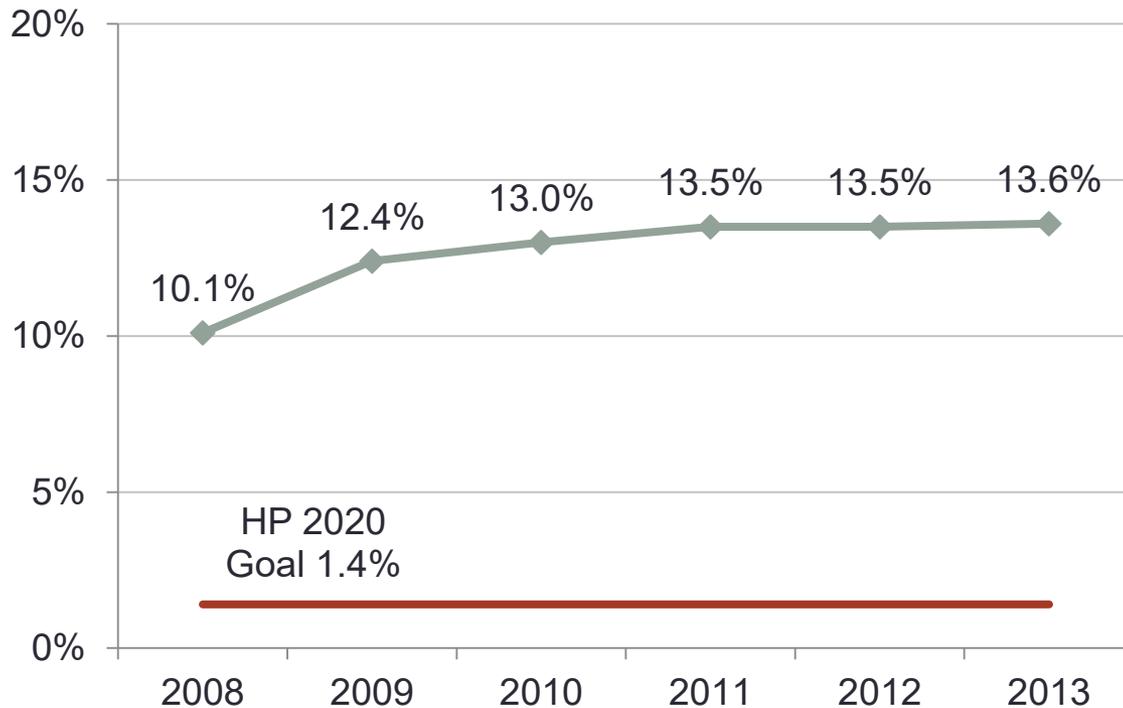
Low Birth Weight in Singleton Births Washtenaw County, 2008-2013 *				
Demographic	Population N	LBW N	% LBW	
Mother's Age				
Less than 25 yrs	265	31	8.1%	
25-34 yrs	12904	601	4.7%	
Greater than 35 yrs	940	55	6.2%	
Insurance				
Private insurance	14768	711	4.8%	
Medicaid	6243	477	7.6%	
Mother's Race				
Asian	2308	151	6.5%	
Black or African American	3643	377	10.3%	
White or Caucasian	14473	627	4.3%	
Mother's Ethnicity				
Hispanic or Latina - all races	1330	66	5.0%	
Non-Hispanic or Latina - all races	20332	1163	5.7%	
Mother's Education				
Less than high school	1453	120	8.3%	
High school graduate or GED	3244	279	8.6%	
Some college	5547	340	6.1%	
College Graduate	5537	232	4.1%	
Marital Status				
Never married	5825	499	8.6%	
Currently married	15517	705	4.5%	
Divorced/widowed	376	28	7.4%	
Smoking Status				
Smoked while pregnant	2811	329	11.7%	
Did not smoke while pregnant	19618	1397	7.1%	
Washtenaw County Overall (6-year average, singleton only)				
	21726	1234	5.7%	

13% of women
smoked during
pregnancy!



Smoking during pregnancy has increased since 2008

Cigarette Smoking During Pregnancy
Washtenaw County, Singleton births only



Healthy People 2020 aims to decrease national rates of smoking during pregnancy to 1.4% by 2020.

Smoking During Pregnancy

- Why does this matter?
 - Increases the risk of complications during pregnancy and after birth
 - Emotional and physical distress
 - Limit development of brain and lungs
 - Low birth weight
 - Prematurity
 - Congenital abnormalities
 - SIDS



Birth Record data: Smoking During Pregnancy

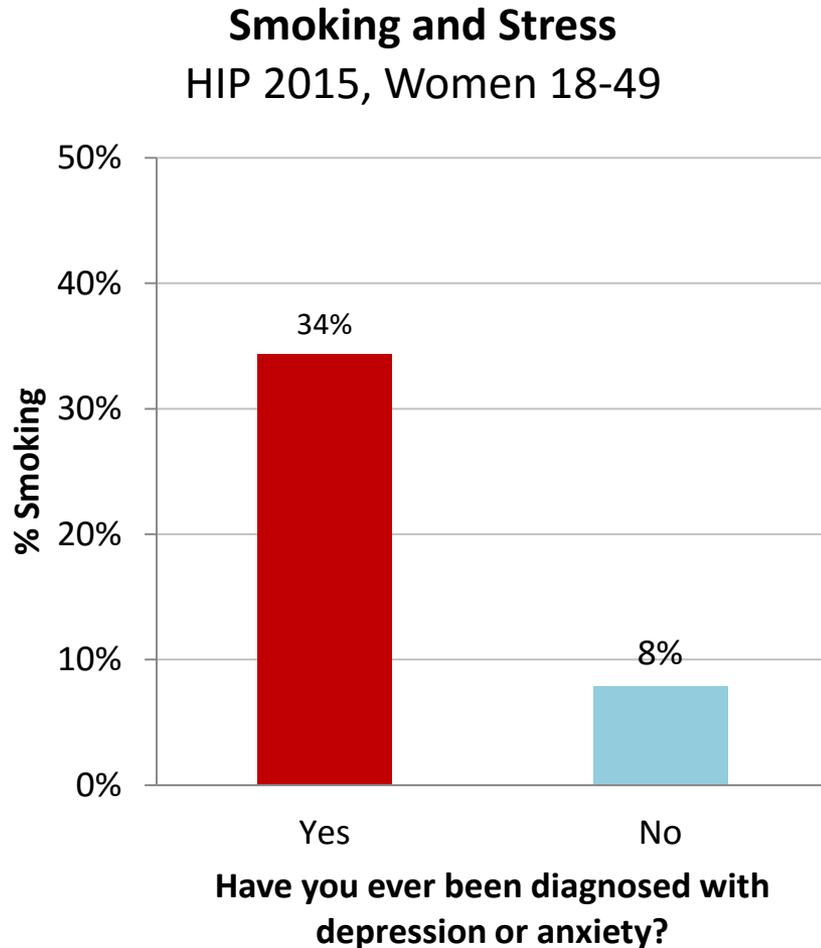
Negative Outcome by Smoking Status Washtenaw County 2008-2013, Singleton births only		
Outcome	Rate in women who smoked	Rate in women who did not smoke
Preterm birth (37 weeks or less)***	19.9%	14.3%
Low birth weight (less than 2500g or 5.5 lbs)***	9.7%	5.0%
Congenital anomalies***	2.0%	1.0%
Immediate ventilation required for infant*	6.2%	4.8%
Infant ventilation required for 6+ hours**	2.0%	1.2%
NICU***	10.6%	8.0%
Data source: MDHHS Vital Records ⁱⁱ		
*p≤0.01		
**p≤0.001		
***p≤0.0001		

Who are most likely to smoke during pregnancy?

- Common knowledge that smoking is unhealthy
- Often used as a coping mechanism for stress
- Vulnerable populations are those experiencing more stress
 - Pregnancy may add to this stress



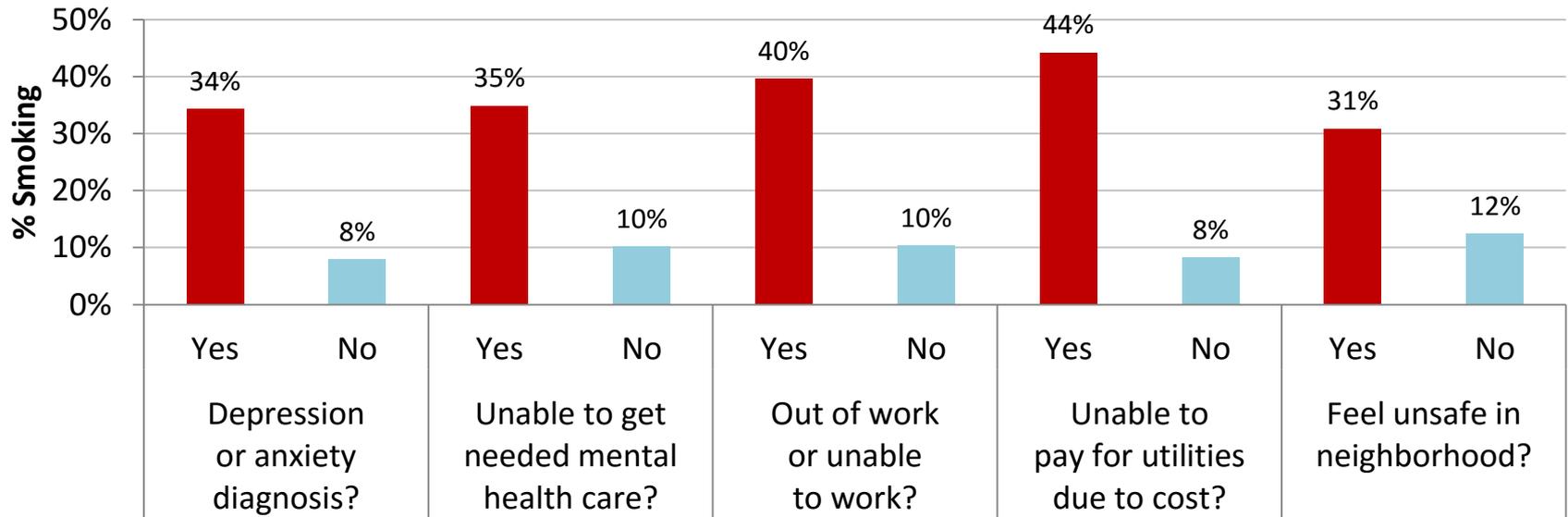
HIP 2015 Data



- Women who are experiencing stress are more likely to smoke.
- Women asked “Have you ever been diagnosed with depression [or] anxiety?”
 - Answered “Yes” – 34% smoking rate
 - Answered “No” – 8% smoking rate

HIP 2015 Data

Smoking and Stress
HIP 2015, Women 18-49



- HIP 2015 data: Women, 18-49 years, living in Washtenaw County
- Women experience more mental or physical stress reported higher rates of smoking.

Birth Record data: Low-income women

Health Insurance	% Smoked
Private Insurance	6%
Medicaid	28%

Medicaid coverage is a proxy for poverty

Birth Record data: Younger women

Mother's Age	% Smoked
Less than 25 yrs	26%
25-34 yrs	10%
More than 35 yrs	6%

As women get older, they are less likely to smoke while pregnant.

Women with less education

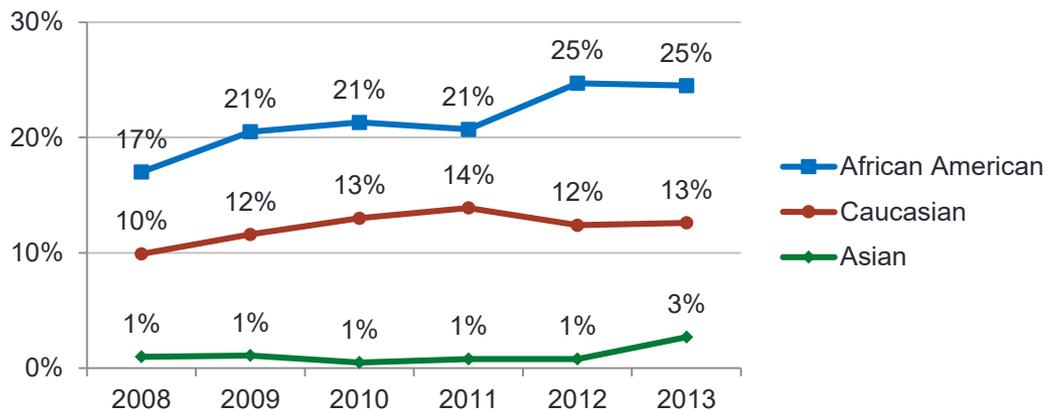
Mother's Education	% Smoked
Less than high school	37%
High school grad/GED	29%
Some college	17%
Bachelors degree	4%
Graduate school	2%

As women complete higher levels of education, they are less likely to smoke.

Birth Record data: African American Women

Mother's Race	% Smoked
White or Caucasian	12%
Black or African American	21%
Asian	1%

Smoked while Pregnant
Washtenaw County, 2008-2013



Birth record data

- Overlap between highest risk for LBW and most likely to smoke
 - How do we know what causes negative outcomes?
- In multivariate analysis:
 - 60% more likely to be LBW (less than 2500 g or 5.5 lbs at birth)
 - 19% more likely to be premature (less than 37 weeks)

COMPREHENSIVE TOBACCO CONTROL PROGRAMS

The Community Guide

Preventing initiation of tobacco use among youth and young adults

- Smoke-Free Policies
- Increase the Unit Price for Tobacco Products

State cigarette excise tax

The amount of state excise tax, in dollars, on a pack of 20 cigarettes.

As of September 30, 2015, Michigan's cigarette excise tax was \$2.00 per pack, compared with the highest state tax of \$4.35 (range = \$0.17–\$4.35) (12).

Healthy People 2020 target: An increased excise tax in all states and the District of Columbia by \$1.50 per pack by the year 2020 (7). This increase would generate millions of dollars in revenue annually, prevent more children from starting to smoke, help smokers quit, save lives, and save millions in long-term healthcare costs (1,9–11).

Rating	State excise tax
Green	≥\$2.00 per pack
Yellow	\$1.00–\$1.99 per pack
Red	<\$1.00 per pack

Eliminating exposure to secondhand smoke

- Smoke-Free Policies

Comprehensive state smoke-free policy

A state law that prohibits smoking in all indoor areas of private workplaces, restaurants, and bars, with no exceptions.

As of September 30, 2015, Michigan had a statewide smoke-free policy covering workplaces, restaurants, and bars (12).

Healthy People 2020 target: A statewide prohibition on smoking in public places and worksites in all states and the District of Columbia (7). Studies have shown that smoke-free policies reduce secondhand smoke exposure, help smokers quit, and reduce heart attack and asthma hospitalizations (1,9-11,13-17).

Rating	Locations covered by state smoke-free policy
Green	Workplaces, restaurants, and bars
Yellow	One or two of the three locations
Red	None of the locations

Promoting quitting among adults and youth

- Increase the Unit Price for Tobacco Products
- Counter Advertising / Mass Media
 - television, radio, print media
- Reducing Out-of-Pocket Costs for Evidence-Based Cessation Treatments
- Smoke-Free Policies
- Quitline Interventions (including text messaging)

Identifying and eliminating tobacco-related disparities

- Increase the Unit Price for Tobacco Products
- Focused Work with High Risk Groups



COMPREHENSIVE TOBACCO CONTROL PROGRAMS

Local Resources

Smoke-Free Policies

- Washtenaw County Clean Indoor Air Regulation
- Michigan Smoke-Free Air Law
- Schools
- Parks & Other Public Spaces
 - City of Ann Arbor (parks and some public spaces)
 - City of Ypsilanti (tot lots only)
 - Village of Dexter
- Public Housing
 - Ann Arbor and Ypsilanti Housing Commissions

Michigan Tobacco Quitline

All Michigan Callers Receive

- Information
- Referrals
- Text Messaging
- On-line services

Additional Services

- Based on eligibility
- Free Counseling
- Up to 8 weeks of nicotine replacement therapy (patch, gum, lozenge, etc.)

**MICHIGAN
TOBACCO QUITLINE**

1.800

Quit.Now

784.8669

Michigan Tobacco Quitline

All Prenatal Callers Receive

- Specially trained counselors dedicated to working with prenatal callers
- 9 counseling calls
 - 5 Prenatal
 - 4 Postpartum
- Incentives for participation
 - Prenatal Calls = \$5 Visa gift card
 - Postpartum Calls = \$10 Visa gift card
 - Total of \$65 if all calls are completed

Pregnant and Smoking?

We Can Help!



The Michigan Tobacco Quitline is here to help.
1-800-QUIT-NOW or 1-800-784-8669

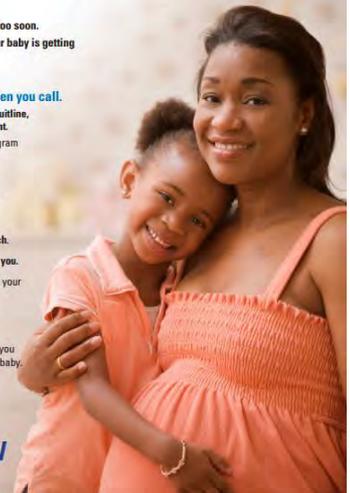
Did you know?

- Smoking can cause you to deliver too soon.
- By quitting, you're making sure your baby is getting enough oxygen to grow.

Here's what you can expect when you call.

- When you call the Michigan Tobacco Quitline, be sure to tell them that you are pregnant.
- The Quitline has created a special program just for pregnant women.
 - The program is free and confidential.
 - It's a proven way to quit successfully.
 - Enrolling is simple.
 - You will talk to your personal Quit Coach.
 - You start building a plan that's right for you.
 - You will receive up to nine calls during your pregnancy and postpartum.
 - You have the opportunity to receive text messaging.
 - You earn rewards after every call that you can use to buy things for you and your baby.

Call the Michigan Tobacco
Quitline today.
1-800-QUIT-NOW



Cessation Treatments

- Referrals for individual counseling (in person, by phone)
 - St. Joseph Mercy Health System
 - University of Michigan Health System
- Provider interventions

COMPREHENSIVE TOBACCO CONTROL PROGRAMS

How can we improve?

Opportunities

- Funding
- Smoke-Free Policies
- Promote cessation services for at-risk women
- Media campaigns targeting high risk groups
- Health-in-All Policies

State funding for tobacco control

The amount of state funding allocated for state comprehensive tobacco control activities.

As of fiscal year 2015, Michigan allocated 1.4% of the CDC-recommended funding for tobacco control (\$1.5 million of \$110.6 million) (4,18).

CDC recommendation: Tobacco control funding at 100% of CDC's recommended annual investment in all states and the District of Columbia (4). States that have invested in comprehensive tobacco control programs at recommended levels (or above) have seen cigarette sales drop more than twice as much as sales in the United States as a whole (4). Smoking prevalence among adults and youth has also declined faster as spending for tobacco control programs has increased (1,4,19,20).

Rating	State funding level
Green	≥100% of CDC recommendation
Yellow	50.0%–99.9% of CDC recommendation
Red	<50.0% of CDC recommendation

Q and A and Large Group Discussion

SMOKE FREE



INCLUDING NO E-CIGARETTES, NO VAPING

**SMOKING PROHIBITED
IN ALL WASHTENAW
COUNTY BUILDINGS
AND PROPERTY**



ADOPTED PURSUANT TO AUTHORITY BY
THE MICHIGAN PUBLIC HEALTH CODE, 1978 P.A. 368, MCLA 333.2441
AND MCLA 333.2435 AS AMENDED

RESOLUTION 2016-40
(In Reference to Ordinance 2016-468)

**Amending the Township Zoning Code Regarding Child
Day Care Centers in Residential Districts**

Whereas, the Township Planning Commission on April 26, 2016, voted to recommend the Ypsilanti Township Board amend the Township's Zoning Code to delete the provision adopted in January of 2007 (Ordinance 2006-368) allowing child day care centers in residentially zoned districts; and

Whereas, the Township Planning Commission does not believe that child care centers are compatible with the uses permitted within residentially zoned districts; and

Whereas, the Township Zoning Code allows within residential district; "Family Daycare Homes" providing care for 6 or less children and "Child Group Daycare Homes" providing care for 7-12 children; and

Whereas, the Ordinance 2016-468 repeals the Township's Zoning Code provision which allows Child Care Centers and Day Care Centers within residentially zoned districts;

Now Therefore,

Be it resolved, that Ordinance No. 2016- 468 is hereby adopted by reference.

ORDINANCE 2016-468

An Ordinance Amending Ordinance No. 74, the Township Zoning Code, Regarding Child Care Centers

The Charter Township of Ypsilanti hereby ordains that

Ordinance

No. 74, the Ypsilanti Township Zoning Code, adopted May 18, 1994,

shall be amended as follows:

I. **Delete in its entirety subsection 402 (6) a – f inclusive, regarding Child Care or daycare centers.**

II. **Amend Section 2122(1), to read, as follows:**

Type of facility (standards applicable to the use)	R-1 thru R-5	RM-1 Thru RM-5	OS-1 & B-1 thru B-6	FS & MHP	IRO, I-1	12,13,1-C
Adult foster care family home (6 or fewer adults) (a,b,c,d,e)	P	P	N/A	N/A	N/A	N/A
Adult foster care small group home (12 or fewer adults) (a,b,c,d,e,i)	SCU	SCU	N/A	N/A	N/A	N/A
Adult foster care large group (13 to 20 adults) (a,b,c,d,e,i)	N/A	SCU	N/A	N/A	N/A	N/A
Congregate facility (more than 20 adult) (a,b,c,d,e,i)	N/A	SCU	N/A	N/A	N/A	N/A
Foster family home (4 or fewer children 24 hours per day)	P	P	N/A	N/A	N/A	N/A
Foster family group home (5 to 6 children 24 hours per day) (a,b,c,d,e)	SCU	P	N/A	N/A	N/A	N/A
Family day care home (6 or fewer children less than 24 hours per day) (a,b,c,d,e,f,g,h,i)	P	P	N/A	N/A	N/A	N/A
Group Day care home (7 to 12 children less than 24 hours per day) (a,b,c,d,e,f,g,h,i,j)	SCU	P	N/A	N/A	N/A	N/A
Child care center or day care center (more than 6 children less than 24 hours per day) (a,b,c,d,e,f,g,h)	SCU as accessory	SCU	P	N/A	SCU	SCU as accessory
Child caring institution (a,b,c,d,e,f,g,h)	N/A (k)	SCU	SCU	N/A	SCU	N/A
P:	Permit by Right					
SCU	May be allowed upon review and approval of a special conditional use permit, in accordance with the general and specific standards for special conditional use.					
SCU as accessory:	May be allowed as an accessory to an approved use, such as a church, school, office or other place of employment, upon review and approval of a special conditional use permit.					
NA:	Not allowed in zoning district					

III. **No change to footnotes in subsection 2122(1).**

Severability

In the event that any one or more sections, provisions, phrases or words of this ordinance shall be found to be invalid by a Court of competent jurisdiction, such holding shall not affect the validity nor the enforceability of the remaining sections, provisions, phrases or words of this Ordinance unless expressly so determined by a Court of competent jurisdiction.

Non Exclusivity

The prohibitions and penalties provided for in this Ordinance shall be in addition to, and not exclusive of, other prohibitions and penalties provided for by other law, ordinance, or rule/regulation.

Publication

This Ordinance shall be published in a newspaper of general circulation as required by law.

Effective date

This Ordinance shall become effective upon publication in a newspaper of general circulation as required by law.

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement

Memorandum

To: Board of Trustees
From: Joe Lawson, Planning Director
Date: September 8, 2016
Re: First Reading: To Approved Ordinance 2016-468 in order to rescind Ordinance 2006-368 as associated with Zoning Ordinance Section 402.6 and Section 2122 which if approved will eliminate Child Care Centers as a principle permitted use subject to special conditions within a Residential Zoning District.

On April 26, 2016, the Township Planning Commission held a public hearing to consider a zoning ordinance text amendment to sections 402.6 (child care or daycare center as provided for in section 2122) and 2122 (state licensed residential child and adult care facilities) in order to no longer permit said use within a residential zoning district.

A memorandum addressed to the Planning Commission and dated April 26, 2016 is attached hereto outlining the full request and history of the adoption of ordinance 2006-368.

During the public hearing, no public comments were received by the Commission in relation to the proposed ordinance amendment and in turn, the Commission filed the following motion recommending approval of the proposed amendment to the Board of Trustees:

A motion was made by Commissioner Sinkule, supported by Commissioner Krieg to recommend approval to the Township Board of Trustees the proposed amendments to Zoning Ordinance Section 402; rescinding section 402.6 "Child care or daycare center as provided for in section 2122" and to further amend zoning ordinance section 2122 "State licensed residential child and adult care facilities" as proposed and presented within the memorandum provided by staff dated April 26, 2016.

The motion carried unanimously.

That being said, staff respectfully requests the Board approve the first reading of ordinance 2016-468 rescinding Ordinance 2006-368 that currently permits by way of a special conditional use approval, the establishment of a Child Care Centers, providing

Ordinance 2016-468
September 12, 2016

care for 13 or more children, as a principle use within a single-family residential zoning district as recommended by the Township Planning Commission.

Should anyone have any questions, concerns or comments relating to the proposed amendment, please feel free to contact me and I will be happy to discuss the proposed amendment with you.

**CHARTER TOWNSHIP OF YPSILANTI
PLANNING COMMISSION
REGULAR MEETING– APRIL 26, 2016
MINUTES**

The regular meeting was called to order by Chair John Reiser at approximately 6:34p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

Commissioners Present: John Reiser – Chair; Sally Richie – Vice Chair; Laurence Krieg – Secretary; Stan Eldridge; Gloria Peterson; and Bill Sinkule

Commissioners Absent: Brandon Jones

Others in Attendance: Joe Lawson, Planning Director; Denny McLain, Township Attorney

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE WORK SESSION AND REGULAR MEETING MINUTES FROM MARCH 22, 2016.**

A motion was made by Commissioner Krieg, supported by Commissioner Richie to approve the minutes of the March 22, 2016 Work Session as amended during the work session tonight. The motion carried.

A motion was made by Commissioner Krieg, supported by Commissioner Peterson to approve the minutes of the March 22, 2016 Regular Meeting, with the corrections noted:

The motion carried.

4. **APPROVAL OF THE AGENDA**

A motion was made by Commissioner Eldridge, supported by Commissioner Peterson to approve the agenda. The motion carried unanimously.

5. **PUBLIC HEARINGS AND PLANS FOR REVIEW**
 - a. **GROUP DAYCARE HOME - MS. CINDY YATES – 1383 MESA DRIVE –** to consider the special conditional use permit application of Ms. Cindy Yates in order to permit the establishment of a group daycare home, providing care for

Ms. Lento responded that she might not be the best person to answer that. She knows that there were early-on some safety concerns, so her client did install some additional safety measures. She will take his concern back to her client and see if they can do something to accommodate the situation.

A motion was made by Commissioner Eldridge, supported by Commissioner Richie to approve the request of Ms. Rochelle Lento of Dykema Gossett PLLC and representing the National Church Residences; the requested Class 'A' Non-conforming Use Designation relating to the Clark East Towers multi-family residential structure located at 1550 East Clark Road, parcel K-11-02-275-005 with the following conditions:

1. The applicant shall enter into a Class 'A' Non-Conforming Use Agreement with the Charter Township of Ypsilanti and said agreement shall be recorded with the Washtenaw County Register of Deeds.

The motion carried unanimously.

c. ZONING ORDINANCE TEXT AMEMENDMENT – RESIDENTIAL DAYCARE CENTERS – to consider a recommendation to the Board of Trustees in order to revoke zoning ordinance section 402.6 which currently permits by way of a special conditional use, child care or daycare centers, providing care for more than 12 children, within single-family residential districts under certain conditions.

Mr. Lawson noted that within our residential districts there are family daycares that are allowed in residential structures for 1-6 children. Those are under State license and the Township has no say-so in relation to those. The next level up is group daycare homes, which are 7-12 children. The State gives them a little wiggle room in relation to the Special Conditional Use approval. Then there are centers, which are 13 children and above. The Township has more say-so regarding these daycares. In terms of the current zoning ordinance, they are permitted right now in a residential district under specific circumstances. The law was changed because a need seemed to be there. Since then, one daycare center has actually located in a residential district. The old ordinance allowed for daycares as an accessory use, in relation to a church or school. The recommendation is to go back to that old ordinance, to allow them as an accessory use and rescind the opportunity to have a center as a commercial business in a residential district. Daycares would still be allowed in office districts, business districts, and as accessory use in an industrial district, which would allow for staffed daycare situations.

Discussion followed regarding accessory usage in schools and churches.

Public Hearing Open at 7:40pm

None

Public Hearing Closed at 7:40pm

Mr. Lawson noted that this is a recommendation to the Township Board, as it is a text amendment to the ordinance.

A motion was made by Commissioner Sinkule, supported by Commissioner Krieg to recommend approval to the Township Board of Trustees the proposed amendments to Zoning Ordinance Section 402; rescinding section 402.6 "Child care or daycare center as provided for in section 2122" and to further amend zoning ordinance section 2122 "State licensed residential child and adult care facilities" as proposed and presented within the memorandum provided by staff dated April 26, 2016.

The motion carried unanimously.

6. Old Business

a. None

7. New Business

- a. **SET A PUBLIC HEARING – SPECIAL CONDITIONAL USE PERMIT- GROUP DAYCARE HOME – 2371 PONDEROSA** – to schedule a public hearing for Tuesday May 24, 2016 to consider the special conditional use permit application to permit the establishment of a Group Daycare Home, providing care for up to 12 children in the single-family home located at 2371 Ponderosa, parcel K-11-14-105-222.

A motion was made by Commissioner Eldridge, seconded by Commissioner Krieg, to set this public hearing for Tuesday, May 24, 2016 as requested.

Motion carried unanimously

8. Open Discussion For Issues Not On The Agenda

- a. Correspondence Received – the email mentioned under 5.a. was noted
- b. Planning Commission Members – none
- c. Members of the Audience - none

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement

Memorandum

To: Planning Commission
From: Joe Lawson, Planning Director
Date: April 26, 2016
Re: Public Hearing – Zoning Ordinance Text Amendment
Residential Child Care and Daycare Centers
Request to Rescind Section 402.6 and to further amend section 2122

In October of 2006, staff requested that the Planning Commission hold a public hearing to consider a zoning ordinance text amendment to Zoning Ordinance Section 402 and 2122 in order to permit the establishment of Daycare Centers within a residentially zoned district by way of a special conditional use permit.

At the conclusion of the public hearing, the Commission made a recommendation to the Township Board of Trustees to approve the requested text amendment. This amendment was later approved by the Board on January 16, 2007 (Ord 2006-368). Since the adoption of ordinance 2006-368, one daycare provider has applied for and established a Daycare Center within a residentially zoned district. No other daycare centers have applied for or been granted special conditional use approval.

Taking into consideration the apparent lack of interest in establishing daycare centers within a residential district and the perceived impacts to the neighboring residential property owners, staff is requesting that the Commission commence with the scheduled public hearing in order to provide a recommendation to the Board of Trustees to rescind zoning ordinance section 402.6 “Child care or daycare center as provided for in section 2122” and amend section 2122 “State licensed residential child and adult care facilities”, as attached hereto. If approved, the requested amendments will revert the ordinance back to the language and the approved uses permitted prior to the adoption of ordinance 2006-368. Said language will continue to permit “Family” daycare homes, providing care for 6 or less children with a State License; Group Daycare Homes (7-12 children) by way of a special conditional use permit and daycare centers as an accessory use by way of a special conditional use permit. These facilities are generally associated with or operated within a church or school.

Recommended Motion:

I move to recommend approval to the Township Board of Trustees the proposed amendments to Zoning Ordinance Section 402; rescinding section 402.6 "Child care or daycare center as provided for in section 2122" and to further amend zoning ordinance section 2122 "State licensed residential child and adult care facilities" as proposed and presented within the memorandum provided by staff dated April 26, 2016.

Zoning Ordinance Text Amendment

Article IV

Sec. 402. - Uses permitted subject to special conditions:

The following uses may be permitted upon the granting of a permit for such use by the planning commission subject to the conditions hereinafter imposed for each use and subject further to such other reasonable conditions which in the opinion of the planning commission are necessary to provide adequate protection to the neighborhood and to abutting properties and subject further to a public hearing in accord with sec. 2309 and further shall be reviewed as provided for in sec. 2119:

1. Churches and other facilities normally incidental thereto subject to the following conditions:
 - a. Buildings of greater than the maximum height allowed in article XX "Schedule of Regulations" may be allowed provided front, side and rear yards are increased above the minimum required yards by one foot for each foot of building height that exceeds the maximum height allowed.
 - b. All access to the site shall be in accordance with sec. 2118.
2. Public, parochial and private intermediate and/or secondary schools offering courses in general education, not operated for profit. Access to the site shall be in accordance with sec. 2118.
3. Utility and public service buildings and uses (without storage yards) when operating requirements necessitate the locating of said building within the district in order to serve the immediate vicinity.
4. Family day care home for up to six adults, to be registered annually with the Ypsilanti Township community development department and subject to the following:
 - a. One off-street parking space shall be provided for each caregiver, plus two spaces for customer dropoff and pickup.
 - b. A special condition use permit shall terminate upon change of ownership.
5. State-licensed residential child and adult care facilities as provided for in section 2122.
- ~~6. Child care or daycare center as provided for in section 2122. (Insert: Reserved)~~
 - ~~a. All play areas shall maintain a minimum setback of not less than 25 feet from any side or rear property line.~~
 - ~~b. Child care or day care centers shall front upon a paved road consisting of not less than an 86-foot wide right-of-way as indicated in the "Thoroughfare Master Plan".~~
 - ~~c. Child care or day care centers shall be located on a parcel of not less than one-acre in size.~~
 - ~~d. Combined use facilities shall not be permitted.~~
 - ~~e. A landscape buffer, per section 2108.2c, shall be provided along the perimeter of the play area to minimize any noise intrusion onto neighboring properties.~~
 - ~~f. A child care center shall be subject to the site plan review regulations set forth under section 2115.~~
7. Institutional or community recreation centers and nonprofit swimming pool clubs, all subject to the following conditions:
 - a. The proposed site for any of the uses permitted herein which would attract persons from, or are intended to serve, areas beyond the immediate neighborhood shall have at least one property line abutting a major thoroughfare as designated on the major thoroughfare

Sec. 2122. - State-licensed residential child and adult care facilities.

(1) State-licensed child and adult care facilities, as defined in Article 2, Definitions, are allowed only as provided for in the following table. Applicable conditions are listed as footnotes to the table.

Type of facility (standards applicable to the use)	R-1 thru R-5	RM-1 thru RM-5	OS-1 & B-1 thru B-6	FS & MHP	IRO, I-1	I2, I3, I-C
Adult foster care family home (6 or fewer adults) (a, b, c, d, e)	P	P	N/A	N/A	N/A	N/A
Adult foster care small group home (12 or fewer adults) (a, b, c, d, e, i)	SCU	SCU	N/A	N/A	N/A	N/A
Adult foster care large group home (13 to 20 adults) (a, b, c, d, e, i)	N/A	SCU	N/A	N/A	N/A	N/A
Congregate facility (more than 20 adults) (a, b, c, d, e, i)	N/A	SCU	N/A	N/A	N/A	N/A
Foster family home (4 or fewer children 24 hours per day)	P	P	N/A	N/A	N/A	N/A
Foster family group home (5 to 6 children 24 hours per day) (a, b, c, d, e)	SCU	P	N/A	N/A	N/A	N/A
Family day care home (6 or fewer children less than 24 hours per day) (a, b, c, d, e, f, g, h, j)	P	P	N/A	N/A	N/A	N/A
Group day care home (7 to 12 children less than 24 hours per day) (a, b, c, d, e, f, g, h, i, j)	SCU	P	N/A	N/A	N/A	N/A
Child care center or day care center (more than 6 children less than 24 hours per day) (a, b, c, d, e, f, g, h)	SCU as accessory	SCU	P	N/A	SCU	SCU as accessory
Child caring institution (a, b, c, d, f, g, h)	N/A (k)	SCU	SCU	N/A	SCU	N/A

P:	Permitted by right.
SCU:	May be allowed upon review and approval of a special conditional use permit, in accordance with the general and specific standards for special conditional use.
SCU as accessory:	May be allowed as an accessory to an approved use, such as a church, school, office or other place of employment, upon review and approval of a special conditional use permit.
NA:	Not allowed in zoning district.

Footnotes:

- a. The use shall be registered with the Ypsilanti Township Community Development Department and shall continually have on file with the township documentation of a valid license as required by the state.
 - b. Since the state law preempts in this area, the facility shall be brought into compliance with all state building and fire codes pursuant to State Licensing Rules R400.1831—R400.1835. Documentation of such compliance with state requirements shall be provided.
 - c. The site shall comply with the sign provisions of section 2109.
 - d. Off street parking shall be provided for the number of employees on site at any one time.
 - e. The building shall have an appearance which is nonintrusive and consistent in color, materials, roof-line and architecture with the single-family residential district in which it is located, as determined by the planning commission.
 - f. Documentation of sufficient indoor classroom, crib or play area meeting state requirements shall be provided. Documentation of approved areas, as licensed by the state, shall be provided.
 - g. There shall be sufficient outdoor play area to meet state regulations. All required outdoor play areas shall be fenced with a four-foot tall fence, provided that no fence shall be located in a front yard.
 - h. An on-site drive shall be provided for drop offs/loading. This drive shall be arranged to allow maneuvers without creating a hazard to traffic flow on the public street.
 - i. The lot shall be at least 1,500 feet from another group day care home or similar facility. This may be reduced by the planning commission upon a finding by the planning commission that the proposed facility will not contribute to an excessive concentration of state licensed residential facilities.
 - j. The facility shall operate a maximum of 16 hours per day.
 - k. See "Institutional Farms" in section 402.
- (2) A state-licensed residential child or adult care facility existing prior to the effective date of this section (April 1, 1999), that has been operating under a valid state license and is registered with the township no later than 60 days following the effective date of this section (April 1, 1999), shall be considered an approved special conditional use, provided such use conforms with the conditions of this section. Any change in class of the use to a larger care facility shall require approval in accordance with the requirements of this section. Any modification to the use shall require approval following the standards of section 2115, as applicable.

RESOLUTION 2016-41
(In Reference to Ordinance 2016-469)

Prohibit Texting While Driving

Whereas, the Charter Township of Ypsilanti's Code of Ordinances pertaining to motor vehicles and traffic enforcement needs to be updated to be consistent with the changes and deletions to the Motor Vehicle Code,; and

Whereas, the sections of the Motor Vehicle Code set forth in Ordinance 2016-469 are consistent with current Michigan law; and

Whereas, the adoption of Ordinance 2016-469 will amend the Ypsilanti Township Traffic Code to reflect changes in the Motor Vehicle Code,; and

Whereas, a copy of the Charter Township of Ypsilanti's Traffic Code of Ordinances as amended is available for inspection at the Township Clerk's office during normal business hours and copies are available to the public for a reasonable charge;

Now therefore, be it resolved, that the Charter Township of Ypsilanti Board of Trustees hereby adopts and incorporates by reference, Ordinance #2016-469 as attached in its entirety.

PROPOSED ORDINANCE NO. 2016 - 469

***An ordinance to amend the Ypsilanti Township
Code, Chapter 58 of the
Charter Township of Ypsilanti's
Code of Ordinances***

THE CHARTER TOWNSHIP OF YPSILANTI HEREBY ORDAINS:

Add the following provision to Chapter 58, Traffic and Vehicles, section 28(4), Adoption of provisions of the Motor Vehicle Code by reference:

Chapter VI (Obedience to and Effect of Traffic Laws): MCLs 257.602(b), texting while driving

Severability

If a court of competent jurisdiction declares any provision of this Ordinance or a statutory provision adopted by reference herein to be unenforceable, in whole or in part, such declaration shall only affect the provision held to be unenforceable and shall not affect any other part or provision; provided that if a court of competent jurisdiction declares a penalty provision to exceed the authority of the Township, the penalty shall be construed as the maximum penalty that is determined by the court to be within the authority of the Township to impose.

Repeal of Conflicting Provisions and Effective Date

This ordinance shall take effect upon publication as required by law. All ordinances or parts of ordinances in conflict or inconsistent with the provisions of this ordinance are hereby repealed; provided that any violation charged before the effective date of this Ordinance under an Ordinance provision repealed by this Ordinance shall continue under the Ordinance provision then in effect.

RESOLUTION 2016-51
(In Reference to Ordinance 2016-470)

***PUBLIC SIDEWALK SNOW AND ICE REMOVAL
PARKED MOTOR VEHICLES REMOVAL DURING SNOW EMERGENCIES ON
PUBLIC STREETS AND ROADWAYS***

Whereas; the Township Board has determined that it is in the best interest of the public to establish requirements for snow and ice removal from public sidewalks to provide safe access for pedestrians; and

Whereas, the Washtenaw County Road Commission has adopted a snow removal policy which authorizes snow plowing on public residential streets when there is 4 inches or more of snow accumulation; and

Whereas, the Township Boards has determined that it is in the best interest of the public to establish requirements for removal of parked motor vehicles from public streets and roadways to facilitate clearing the streets for snow plows after a snow fall accumulation of 4 inches or more as determined by the Washtenaw County Road Commission; and

Whereas, Ordinance No. 2016 -470 sets forth (1) requirements for the removal of snow and ice from public sidewalks; 2) authorizes the Township's Residential Services Director to take action to remove snow and ice from public sidewalks that pose an immediate hazard to public safety; (3) establishes criteria for declaring a snow emergency when the snow accumulation is four inches or more; (4) requires that parked motor vehicles be removed from public streets and roadways throughout the Township when a snow emergency occurs; and (5) establishes violations of the Ordinance constitutes a civil infraction under Chapter 40 of the Township's Code of Ordinances;

Now Therefore, be it resolved, that Ordinance No. 2016-470 is hereby adopted by reference.

CHARTER TOWNSHIP OF YPSILANTI

PROPOSED ORDINANCE NO. 2016-470

An Ordinance to Amend the Charter Township of Ypsilanti Code of Ordinances, Chapter 48 entitled Property Maintenance to add a Provision Regarding Snow Removal from Sidewalk and Snow Emergencies

The Charter Township of Ypsilanti hereby ordains that the Charter Township of Ypsilanti Code of Ordinances, Chapter 48 entitled Property Maintenance, is amended as follows:

Add: The following new provisions to Chapter 48 regarding snow removal from sidewalks and snow emergencies:

A. Purpose and Intent.

The purpose of this Ordinance is to:

- (1) provide standards for the proper maintenance, as it relates to the removal of snow and/or ice upon sidewalks for the safety of residents and those persons traversing the sidewalk and crosswalk area.
- (2) provide a mechanism for the Township to declare a snow emergency directing motor vehicle owners to remove parked vehicles from the public roadways to allow access for snow plowing to clear snow and ice from public roadways.

B. Snow and Ice Removal Requirements

- (1) All owners of real property which have public sidewalks are required to remove snow and ice within 48 hours of accumulation. Ramps and walks leading to a public crosswalk are specifically included within the requirement of snow and ice removal within 48 hours. Sidewalks which are in the rear of a parcel or lot are not included within this requirement, unless the sidewalk is a public sidewalk.
- (2) The removal of ice or the accumulation of snow must provide for a clearance of an open pathway of at least 36 inches in width, or the full width of the sidewalk if smaller, for the length of the public sidewalk.
- (3) All owners of real property which have public sidewalks located in business zoning districts are required to remove snow and ice within 4 hours of accumulation or by the beginning of business hours on the next day, whichever is shorter. Ramps and walks leading to a public crosswalk are specifically included within the requirement of snow and ice removal within 4 hours or the beginning of business hours.
- (4) If ice or snow removal cannot be done without causing damage to the sidewalk, sand, sodium chloride, pet-friendly salt, or similar melting materials must be used to prevent the surface from being slippery, until the weather permits for the removal without the likelihood of sidewalk damage.

C. Sidewalk Snow and Ice Removal Enforcement.

If a public sidewalk is not maintained as required by this article, the Director of Residential Services or his designee may have the snow or ice removed at the expense of the property owner. If an immediate hazard to public safety occurs, no prior notice shall be necessary before the snow or ice is removed at the direction of the Director of Residential Services. The actual costs of the snow or ice removal from a public sidewalk, together with an administrative fee as determined by resolution of the Township Board, shall be billed to the property owner. If this amount is not paid within 45 days, it shall be a special assessment against the property as provided in this Code. The supervisor shall add such expense to the tax roll on such lands, and such shall become

a lien against such lands and be enforced in the same manner as provided by the laws of the state for general property taxes.

D. Snow Emergency

1. Whenever snow or ice has accumulated to a depth of four (4) or more inches on any public street or roadway within the Township, as determined by the Washtenaw County Road Commission authorizing snow plowing of residential streets and roadways, a snow emergency declaration shall automatically go into effect on all public streets and roadways within the Township.
2. During a declared snow emergency, no person shall park or allow to remain parked any vehicle on any public street or roadway within the Township. The prohibition does not apply to private drives, streets or roadways. Once a public street or roadway has been plowed the snow emergency ceases and parking is permitted until a subsequent snow emergency occurs.
3. The owner of any vehicle parked on a public street or roadway during a snow emergency may be cited for violation of this Ordinance and the law enforcement agency for the Township may authorize that motor vehicle be towed from the public street or roadway to permit access of snow plowing equipment. The motor vehicle owner is responsible for all costs and fees associated with illegally parked motor vehicles during a snow emergency.

E. Penalty. Civil Infraction.

Violation of this ordinance constitutes a municipal civil infraction as provided in Chapter 40 of this Code.

Severability

Should any provision or part of the within Ordinance be declared by any court of competent jurisdiction to be invalid or enforceable, the same shall not affect the validity or enforceability of the balance of this Ordinance which shall remain in full force and effect.

Effective Date and Repeal of Conflicting Ordinances

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

This ordinance shall take effect after publication in a newspaper of general circulation as required by law.

NEW BUSINESS

CHARTER TOWNSHIP OF YPSILANTI
2016 BUDGET AMENDMENT #14

October 18 , 2016

236 - 14B DISTRICT COURT FUND

Total Increase \$39,000.00

Request to increase revenue and expenditure budget for State Grant for the period between October 1 through December 27 for a grant received for Drug Court Docket funding. This will be funded by a State Grant.

Revenues:	State Grant	236-000-000-569.019	\$39,000.00
		Net Revenues	<u>\$39,000.00</u>
Expenditures:	Court Innovation Grant	236-136-000-802.100	\$39,000.00
		Net Expenditures	<u>\$39,000.00</u>

Motion to Amend the 2016 Budget (#14):

Move to increase the 14B District Court Fund budget by \$39,000 to \$1,498,845 and approve the department line item changes as outlined.

RESOLUTION NO. 2016-54

CHARTER TOWNSHIP OF YPSILANTI RENAISSANCE ZONE WITHIN THE CHARTER TOWNSHIP OF YPSILANTI FOR WILLOW RUN ARSENAL OF DEMOCRACY LANDHOLDINGS LIMITED PARTNERSHIP AND THE AMERICAN CENTER FOR MOBILITY

WHEREAS, the Willow Run Arsenal of Democracy Landholdings Limited Partnership (“WRAD”) is planning to purchase land at the former GM Willow Run Powertrain plant, and as necessary, purchase, lease or otherwise use certain surrounding land, toward the redevelopment, creation and operation of such land by the American Center for Mobility (“ACM”) for a state-of-the-art connected and automated vehicle research, testing, product development, validation and certification facility (“Project”);

WHEREAS, the proposed use of this site is the most productive project proposed for this site since the closure of the GM Willow Run Powertrain Plant in 2010 and is an appropriate use of the property given the existing capped environmental contamination;

WHEREAS, the Charter Township of Ypsilanti has experienced a loss of 36% in taxable value as a result of the recession and desires to redevelop this site in order to create an opportunity for increased taxable value through business investment in and around the site;

WHEREAS, the American Center for Mobility is a signature project for Washtenaw County and Michigan, and positions our region for continued excellence in the development of mobility technology; and will serve as a catalyst for development in and around Ypsilanti Township and Washtenaw County; and could spur significant job creation; and

WHEREAS, Section 8a of the Michigan Renaissance Zone Act, PA 376 of 1996, as amended, (“Act”) authorizes the Michigan Strategic Fund (“MSF”) Board to approve MSF-Designated Renaissance Zones at the application of the a qualified local governmental unit and with the consent of the city, village, or township within which the boundaries of the Renaissance Zone reside;

WHEREAS, Washtenaw County is a qualified local governmental unit under the Act and has represented an interest in applying to the MSF for an MSF-Designated Renaissance Zone for WRAD and ACM within the boundaries of the Charter Township of Ypsilanti to support the Project for a term of fifteen (15) years on the following real property parcels located the Charter Township of Ypsilanti: K-11-12-100-006 and K-11-12-200-003 (RACER properties), and K-11-12-400-002 (Detention Basin Parcel) and K-11-01-300-014 (Railroad parcel) (the foregoing, each a “Parcel”) (the “Application”); and

WHEREAS, the Charter Township of Ypsilanti Board of Trustees desires to support the Application and to consent to the proposed MSF-Designated Renaissance Zone to include each Parcel that WRAD or ACM purchases, leases or otherwise uses, provided that a Comprehensive Development Agreement with ACM and/or WRAD is executed that outlines, in part, an arrangement for payments to be made to the Township for reimbursement of certain taxes abated by the proposed MSF-Designated Renaissance Zone (the “Agreement”), including those related to the need for police and fire on the site;

NOW, THEREFORE BE IT RESOLVED, the Charter Township of Ypsilanti Board of Trustees supports the Application and consents to an MSF-Designated Renaissance Zone to include each Parcel that WRAD or ACM purchases, leases or otherwise uses, to support the Project for a term of fifteen (15) years provided the Agreement is executed prior to December 31, 2016.



TO: Brenda Stumbo, Supervisor, Ypsilanti Township

FROM: Phil Santer, Ann Arbor SPARK
Paul Krutko, Ann Arbor SPARK

DATE: October 18, 2016

SUBJECT: Approving a Renaissance Zone Application for the American Center for Mobility in Ypsilanti Township

BOARD ACTION REQUESTED:

It is requested that the Ypsilanti Township Board of Trustees authorize the attached Application to be submitted to the Michigan Strategic Fund to request an MSF-Designated Renaissance Zone for the American Center for Mobility (ACM) and Willow Run Arsenal of Democracy Landholdings Limited Partnership property within the Charter Township of Ypsilanti.

BACKGROUND

The American Center for Mobility (ACM) and the Willow Run Arsenal of Democracy Landholdings Limited Partnership (WRAD) are requesting that Washtenaw County apply for a Renaissance Zone on the former GM Willow Run Powertrain property, which is being developed as a connected and automated vehicle test center. Under the Renaissance Zone application requirements, the County is eligible to apply for the program; however, the Township is not eligible as it has no designated Eligible Distressed Areas under the Housing Development Authority Act of 1996.

Under Public Act 376 of 1996, Renaissance Zones are intended to foster economic opportunities in the state by providing certain tax abatements. The parcels and facilities located in a Renaissance Zone do not pay State Education Tax, personal and real property taxes, and local income tax where applicable. Taxes still due are those mandated by the federal government, local bond obligations, school sinking fund or special assessments. The State of Michigan will reimburse intermediate school districts, local school districts, community college districts and public libraries each year for all tax revenue lost as a result of the exemption of the property. Renaissance Zones can be designated for up to 15 years, with taxes phased-in over the final three years of the designation.

The Renaissance Zone application is for approximately 313 acres including the former Willow Run Powertrain Plant site and adjacent retention basin and railroad parcel (see Attached property map and legal description) in Ypsilanti Township, Michigan and is being requested to facilitate ACM's creation, development and operation of a national center for connected and



automated vehicle (CAV) technology research, testing, product development, validation and certification at the site. Ann Arbor SPARK and Ypsilanti Township have worked in partnership to develop the concept of this project and look forward to its execution as a significant driver for economic development in Ypsilanti Township and in Michigan.

A qualified local government is limited to only one application and designation as a Renaissance Zone. The American Center for Mobility project is a significant strategic project for the region, and the State of Michigan, and if successful is expected to accelerate the development of the remaining tracts of developable property adjacent to the Willow Run Airport.

As the American Center for Mobility is a project that impacts the entire State of Michigan and normally the application fee is provided by a developer, the application fee of \$5,000.00 is requested to be waived in the application package.

Ypsilanti Township is planning to enter into a Comprehensive Development Agreement with the Willow Run Arsenal of Democracy Landholdings Limited Partnership (WRAD), the entity purchasing the property in Ypsilanti Township, which will include a Payment in Lieu of Taxes ("PILOT") to cover the cost of police and fire protection on the site.

DISCUSSION:

Willow Run Arsenal of Democracy Landholdings Limited Partnership (WRAD) is a Michigan limited partnership formed in 2016. It has two partners, a limited partner and General Partner. The limited partner is the Michigan Strategic Fund (MSF), a public body corporate and politic within the Department of Talent and Economic Development. The General Partner is Willow Run Land Management Services, a Michigan non-profit corporation. The American Center for Mobility (ACM) is a Michigan directorship based non-profit corporation, also formed in 2016.

The Willow Run Arsenal Democracy Landholdings Limited Partnership is scheduled to purchase this property from the RACER Trust on November 4, 2016. This property will subsequently be leased by WRAD to the American Center for Mobility. In order to bring this project to fruition, the Michigan Strategic Fund is recommending that a designated Renaissance Zone be created at this site.

ACM, with the support of WRAD, the State of Michigan and private partners will build and operate a state-of-the-art CAV facility; construction of a tunnel and high-speed loop for CAV research, testing, product development, validation and certification. It is estimated that hundreds of new jobs could be created within the advanced automotive industry in southeast Michigan due to this project.



In addition to being involved in high tech testing of the technology, the facility will also be involved in developing commercial standards for the industry.

The ACM investment in the project is expected to be \$80 million beginning in 2017 with completion by the year 2022.

Ypsilanti Township is in the process of negotiating a Comprehensive Development Agreement with ACM and/or WRAD that outlines, in part, an arrangement for payments to be made to the Township for reimbursement of certain taxes abated by the proposed MSF-Designated Renaissance Zone.

As noted above, the property is scheduled to close on November 4, 2016 and Ypsilanti Township is slated to consider the development agreement with WRAD on November 1, 2016. If this action is approved by Ypsilanti Township, the Washtenaw County Board of Commissioners will consider the Renaissance Zone application at their next Ways & Means session, scheduled for October 19, 2016.

IMPACT ON BUDGET:

The Township will forego property taxes on the following parcels for 15 years (with increased taxes in the final three years of the Renaissance Zone). Note that payment for police and fire coverage will be included as part of a Comprehensive Development Agreement with WRAD, the purchaser of the site. In 2016, the tax liability on these parcels was \$80,398 for all taxing jurisdictions, of which \$18,310 was allocated for the Township. All abated school taxes are reimbursed by the State of Michigan through the Renaissance Zone statute.

- K-11-12-100-006
- K-11-12-200-003
- K-11-12-400-002
- K-11-01-300-014

ATTACHMENTS:

- Attachment A: Ypsilanti Township Resolution
- Attachment B: MSF Renaissance Zone Application
- Attachment C: Property Description and Map (Labeled Exhibits A & C)
- Attachment D: Ahead by a Century: The Future of Automotive Technology
- Attachment E: The Economic Development Potential of a Connected Vehicle Research Center in Willow Run, MI

MICHIGAN RENAISSANCE ZONE PROGRAM

Application for Creating a
Michigan Strategic Fund (MSF) Designated
Renaissance Zone

MICHIGAN STRATEGIC FUND

December 2015

MI CHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone

Application Contents / Instructions

APPLICATION PROCESS

The application for a MSF Designated Renaissance Zone consists of 3 parts and required attachments. The required attachments include: Authorizing Resolution(s), Firm Financial Commitment(s), Geographic Map, Property Parcel Map and Site Plan, if applicable. All portions of the application must be completed and provided for consideration. If the application is deemed complete by Renaissance Zone staff, a Development Agreement will be prepared by the MEDC staff in consultation with the Department of Attorney General. The Development Agreement is prepared from the information contained in the application. Before the project will be presented to the Michigan Strategic Fund (MSF) Board for consideration, the Company/Owner must sign off on the Development Agreement.

The applicant is to be the "qualified local governmental unit" which is either of the following:

- A County
- A City, Village or Township that contains an eligible distressed area and as defined in Sec. 11, of the State Housing Development Authority Act of 1966, 1966 PA 346, MCL 125.1411 "**Distressed Unit**".

Authorizing Resolution(s):

- If the Applicant is the County, authorizing resolutions will be required from the County and the Local Governmental Unit.
- If the Applicant is the Distressed Unit, as defined in Sec. 11, of the State Housing Development Authority Act of 1966, 1966 PA 346, MCL 125.1411, an authorizing resolution is only required from the Local Governmental Unit.

Taxes still due are those mandated by the federal government, local bond obligations, school sinking fund or special assessments. Speak with your local Treasurer if there are any questions as to whether they apply to your property tax bill. Companies and individuals are also not exempt from paying Michigan sales and use tax. You will be required to pay these taxes.

Taxes shall be abated as defined in the Michigan Renaissance Zone Act, Act 376 of 1996, Sec. 125.2689.

Application Fee

The Application Fee must be made payable to the Michigan Strategic Fund, is due upon receipt of the application. The fees are as followed:

- \$5,000 if more than 50 employees
- \$2,500 if less than 50 employees

NOTE: This application, including any attachments, contains information from the Renaissance Zone Program of the Michigan Strategic Fund. This information is intended for use only by the project to which it is released. If you are not the intended recipient of this application, be advised that any dissemination, distribution, or use of the contents of this application is strictly prohibited.

MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone

Application Checklist / Submission Instructions

APPLICATION CHECKLIST

- Completed Application and any extended attachments
- Authorizing Resolution(s) from the qualified local governmental unit agreeing to forego the pertinent taxes. If the county is the applicant, then a resolution is also required from the local unit of government.
The resolution(s) must have original signatures or be a certified copy including the number of years they are willing to waive taxes (up to 15)
- Firm Financial Commitment(s) for project. Submit one or all of the following:
(dollar values must be included)
 - Firm monetary commitment letter from Financial Institution(s).
 - Two (2) years of Audited Annual Financial Statements.
 - Proof of Financial Assets to be used for project.
- A Geographic map of the local governmental unit showing the proposed MSF Designated Renaissance Zone.
- A Property Parcel map including boundaries, parcel numbers and acreage.
- A Site Plan of the Project (if applicable)
- Copies of the two (2) most recent real property tax bills.
- Application Fee

APPLICATION SUBMISSION

The completed original application should be mailed to the address below.

Michigan Renaissance Zone Program
Michigan Economic Development Corporation
300 North Washington Square
Lansing, Michigan 48913

MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone Part 1 – Application Form

A. COMPLETE THIS SECTION ONLY IF COUNTY IS APPLICANT-CONTACT/SIGNATORY INFORMATION

Contact Person Name: Gregory Dill		Title: Interim County Administrator	
County Name(s): Washtenaw County			
Telephone: 734.222-6850		E-mail: dillg@ewashtenaw.org	
Street Address / PO Box: 220 N. Main PO Box 8645			
City: Ann Arbor		State: MI	ZIP Code: 48107
Elected County Executive/Authorized Officer:			
Title:			
Street Address / PO Box:			
City:		State:	ZIP Code:
Telephone:		E-mail:	
Signature:		Title:	Date:

B. COMPLETE THIS SECTION ONLY IF DISTRESSED UNIT IS APPLICANT (PER PA 346) – CONTACT/SIGNATORY INFORMATION

Contact Person's Name:		Title:	
City:		State:	ZIP Code:
Telephone:		E-mail:	
Local Unit Name(s): i			
Street Address / PO Box:			
City:		State:	ZIP Code:
Telephone:		E-mail:	
Mayor Name (if City)/Authorized Officer:			
Title:			
Street Address / PO Box:			
City:		State:	Zip Code:
Telephone:		E-mail:	
Signature:		Title:	Date:

C. COMPANY INFORMATION

Name of Company: American Center for Mobility (ACM) and Willow Run Arsenal of Democracy Landholdings Limited Partnership (WRAD)			
Street Address / PO Box: c/o Willow Run Land Management Services, 3948 Hunters Ridge Drive, Unit #4			
City: Lansing		State: MI	ZIP Code: 48911-1136
Contact Name: Charles Fiedler		Title: President	
Telephone: 517-488-8281		E-mail: cfiedler@sentinallawgroup.net	
Signatory's Name: Charles Fiedler		Title: President	
Street Address / PO Box:			
City:		State:	Zip:
Telephone:		Email:	

D. PROPERTY INFORMATION

Owner Name & Title: RACER Properties, LLC (pending sale to WRAD, targeted closing on November 4, 2016)			
Street Address: One Detroit Center, 500 Woodward Avenue, Suite 2650			
City: Detroit		State: MI	Zip Code: 48226
Telephone: 734-355-2900		E-Mail: brasher@racertrust.org	
Total Acres to be included within zone: approximately 313, with the possibility of 326			
Number of years applying for a MSF Designated Renaissance Zone: 15 (Note: Not to exceed 15 years)			

MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone Part 2 – Description of the Project

A. Describe in detail the history and background of the company.

Willow Run Arsenal of Democracy Landholdings Limited Partnership (WRAD) is a Michigan limited partnership formed in 2016. It has two partners, a limited partner and General Partner. The limited partner is the Michigan Strategic Fund (MSF), a public body corporate and politic within the Department of Talent and Economic Development. The General Partner is Willow Run Land Management Services, a Michigan non-profit corporation. The American Center for Mobility (ACM) is a Michigan directorship based non-profit corporation, also formed in 2016.

WRAD's purpose is to acquire, construct, develop, improve, maintain, operate and lease the former Willow Run Powertrain Plant site and as may be necessary, its surrounding real estate parcels in Ypsilanti, Michigan in order to facilitate ACM's creation, development and operation of a national center for connected and automated vehicle (CAV) technology research, testing, product development, validation and certification at the site (all of the foregoing being the "Project").

B. Is the Company who is obligating itself to the investment and/or job creation, registered with Michigan's Department of Licensing & Regulatory Affairs (DLARA), to conduct business in the State of Michigan? (If not, the Company will need to be registered in order for consideration of the Renaissance Zone). Please make sure all representation of the Company is exactly as the registration with DLARA, including correct punctuation, etc.

No or Yes

C. Describe the Project, equipment to be purchased, type of building to be constructed or purchased and any necessary infrastructure improvements, etc.

The main portion of the Project is the former site of the Willow Run powertrain plant, last operated by General Motors. In 2011, as part of the GM bankruptcy, the bankruptcy court transitioned responsibility for certain Project sites to the RACER trust toward sale and redevelopment. The RACER trust has since demolished the former industrial powertrain plant facility reducing the plant area to an approximate 85 acre slab, engaged in MDEQ approved remediation activities and positioned the area for sale.

The Project involves the acquisition of parcels K-11-12-100-006 and K-11-12-200-003 from RACER by WRAD, as well as the possible purchase, possession or other use of two adjoining parcels by WRAD or ACM: (i) a parcel to the south of the RACER property currently owned by Ypsilanti Township (K-11-12-400-002), and (ii) a strip of land on the northern edge of the RACER property, currently owned by Pennsylvania Lines, LLC (K-11-01-300-014).

The Project focus is on the ultimate redevelopment and operation of a CAV facility, including construction of certain office and lab space currently contemplated for the southeastern area of the site. Site improvements are also anticipated to include vehicle storage, repurposing of the existing approximate 85 acre concrete slab, improvements to the site roads, and construction of a tunnel and a high-speed loop for CAV research, testing, product development, validation and certification.

As part of its due diligence toward acquiring the site, WRAD is also working toward cleaning up title to the property, which includes addressing many old and abandoned easements, utility and sewer lines, etc. that have existed for decades.

The Project is also anticipated to involve a new stormwater management system in conjunction with RACER's responsibility for, and MDEQ's oversight, of a new groundwater remediation system.

D. Identify the types of activities that will occur in the proposed MSF Designated Renaissance Zone.

ACM, with the support of WRAD, will build and operate a state-of-the-art CAV facility with wideranging focus. In addition to being involved in high tech testing of the technology, the CAV facility will also be involved in developing standards for the industry, from a commercial standpoint.

E. What is the expected total private dollar investment?
(building and equipment, etc.)

\$80 million (including hard construction costs, land acquisition costs, legal costs, etc.)

F. When will investment for this project be completed?

2022

Investment Per Year

	1 ST Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Real – New Construction	\$30,000,000	\$39,000,000	\$0	\$0	\$0
Real – Bldg Improvements	\$0	\$0	\$0	\$0	\$0
New Personal Property	\$2,200,000	\$700,000	\$500,000	\$500,000	\$0
TOTAL	\$32,200,000	\$39,700,000	\$500,000	\$500,000	\$0

MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone Part 2 – Description of the Project - Continued

G. Will you be able to commence the project within one (1) year from when the MSF Designated Renaissance Zone is designated? Yes or No

H. How many new jobs will be created at the facility? to be determined, much of the work will be contracted

I. By what date will all of the proposed jobs be created? n/a

	First Year of Operation		Third Year of Operation		Fifth Year of Operation	
	Year Ending:		Year Ending:		Year Ending:	
Job Category (add categories that reflect your company)	New Full Time Jobs Created	Avg Weekly Wage	New Full Time Jobs Created	Avg Weekly Wage	New Full Time Jobs Created	Avg Weekly Wage
Mgmt/Prof						
Technical/Sales						
Clerical/Service						
Skilled/Unskilled						
TOTAL						

J. What is your current workforce at the facility? 0

K. Describe the benefit package provided to the employees: n/a, the majority of jobs will be indirectly created by the Project.

L. Does Company have Ownership or Control of the Property? Yes No

M. Is the Property a single Contiguous Geographic Area? Yes No

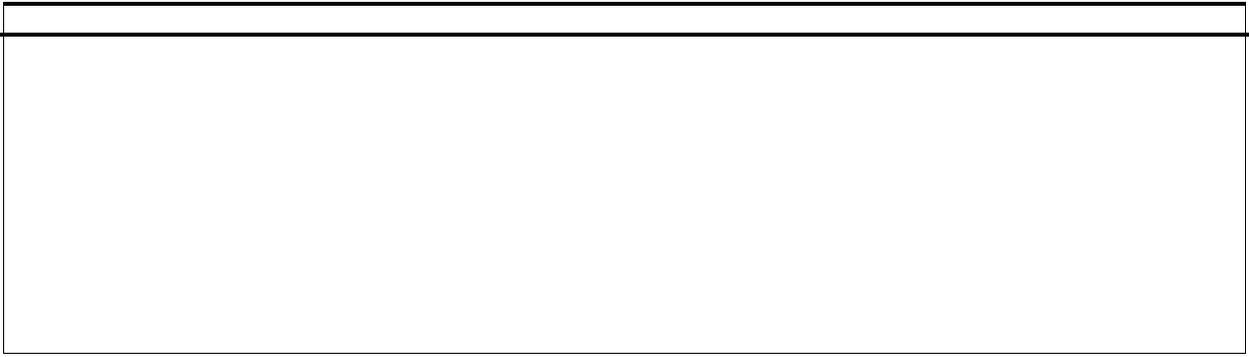
N. Property Parcel ID#(s):
Ownership or control of the property expected in November of 2016: K-11-12-100-006, K-11-12-200-003, [K-11-12-400-002 – Detention Basin Parcel], [K-11-01-300-014 – Railroad parcel]

O. Legal Description of the property to be included in the MSF Designated Renaissance Zone.

See Exhibit A

P. What will be the anticipated economic impact on the community?

The CAV facility will involve participation of high technology engineering, academia, design and research experts, as well as manufacturing and related jobs. The consulting firm, Anderson Economic Group, LLC was retained by Ann Arbor SPARK to provide research an analysis on the impact of this project. Along with a number of intangible benefits for the region, the firm estimates that approximately 800 to 1,600 indirect jobs will be created within the advanced automotive industry in Southeast Michigan due to this Project.



MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone Part 2 – Description of the Project - Continued

Q. Please indicate what type, quantity and what percentage of Michigan commodities/raw materials will be purchased for use in the MSF Designated Renaissance Zone.

up to 100%

R. What percentage of commodities/raw materials will be purchased out-of-state?

TBD

S. If purchasing commodities outside the state, please explain why that is necessary.

TBD

T. Identify all public programs, public funding sources and public incentives that will be utilized.

Michigan Strategic Fund (MSF) is investing in WRAD, which in turn provides funding to ACM for the Project. Current MSF investment is up to \$20 million.

Michigan Department of Transportation (MDOT) is providing services to decommission and redeploy portions of federal and other MDOT public roads.

U. List the State and Local permits required for the project.

TBD, due to the nature of the Project

V. List any permits that are outstanding.

Permit:	Agency:	Anticipated Receipt Date:
Permit:	Agency:	Anticipated Receipt Date:
Permit:	Agency:	Anticipated Receipt Date:

W. Identify any infrastructure and/or physical needs of the MSF Designated Renaissance Zone that need to be implemented to make the zone viable.

New stormwater and groundwater systems are to be implemented

MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone Part 2 – Description of the Project - Continued

X. Why is this important to Michigan?

This Project allows Michigan to be positioned as a leader in autonomous vehicle technology, testing, and standards, which helps to ensure that Michigan remains the leading place in the world for the automotive industry. Autonomous vehicles are the future of this industry and it's important that Michigan stay invested.

Y. Can this facility be located in an existing renaissance zone? Yes No (If No, Explain below)

There are very few active Renaissance Zones in Southwest Michigan and the few that are still active are nearing expiration. It is essential to the project to have a 15 year duration to ensure the project is able to meet its full potential. In addition, this site is uniquely capable for the needs of this project. The site is largely undeveloped and situated nearby the University of Michigan and automakers to make the project work.

MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone Part 3 – Tax Information

A. FOREGONE PROPERTY TAXES

Estimated annual savings of property taxes for the Company after Renaissance Zone designation	\$152,000+
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B. SEV AND TV ON THE PROPERTY

SEV Year: 2015		TV Year: 2015	
Real Property-LAND	SEV: \$1,410,600	TV: \$2,726,937	
Real Property-BUILDING	SEV: \$0	TV: \$0	
Personal Property	SEV: \$0	TV: \$0	
TOTALS	SEV: \$1,410,600	TV: \$2,726,937	

C. TOTAL MILLAGE RATE

Total Non-Principal Residence Exemption Millage Rate for ALL taxing jurisdictions	63.4982 (K-11-12-200-003, [K-11-01-300-014 – Railroad parcel] = Ypsilanti Schools Parcels); 59.0980 (K-11-12-100-006 = Van Buren Schools Parcel); Detention Basin Parcel is Township-owned
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D. PLEASE PROVIDE A BREAKOUT OF MILLAGE(S) LEVIED FOR THE FOLLOWING:

Debt Service (local bond obligations)	8.000 (Ypsilanti Schools Parcels); 1.13 (Van Buren Schools Parcel); Bonds for Van Buren Schools 1.13
School Sinking Fund	
Special Assessment(s)	
TOTAL	

E. ADDITIONAL INFORMATION

Are Taxes Current? Yes No Explain:

School District Code (Speak with your Treasurer if you do not know your 5-digit School District Code)	Van Buren Schools: 82430; Ypsilanti: Schools 81020
Company's Federal Employer Identification Number (FEIN)	81-2118586 (WRAD), 81-2173181 (ACM)
Senator's Name: Rebekah Warren	Senate District: 18
Representative's Name: David Rutledge	House District: 54

Identify all the affected local governmental unit(s).

Ypsilanti Charter Township and Washtenaw County

Exhibit A

Parcel Legal Descriptions

Land in the County of Washtenaw, Township of Ypsilanti, State of Michigan, is described as follows:

PARCEL 3: (K-1₁₋₁₂₋₁₀₀₋₀₀₆)

Part of Section 12 and the Southeast 1/4 of Section 1, Town 3 South, Range 7 East, Ypsilanti Township, Washtenaw County, Michigan, described as beginning at Northeast corner Section 12, thence South 01 degrees 27 minutes 26 seconds West 557.02 feet along East line said Section; thence North 89 degrees 58 minutes 35 seconds West 994.29 feet; thence South 00 degrees 01 minutes 25 seconds West 892.33 feet; thence South 44 degrees 58 minutes 35 seconds East 253.84 feet; thence South 89 degrees 58 minutes 35 seconds East 787.98 feet; thence South 01 degree 27 minutes 26 seconds West 1051.74 feet along East line said Section 12 to East 1/4 corner said Section 12; thence South 00 degrees 02 minutes 43 seconds West 352.58 feet along East line said Section 12; thence South 89 degrees 42 minutes 46 seconds West 141.66 feet; thence North 40.00 feet; thence North 75 degrees 54 minutes 30 seconds West 404.79 feet; thence West 473.73 feet; thence South 00 degrees 08 minutes 45 seconds West 241.25 feet; thence South 77 degrees 57 minutes 35 seconds West 4.93 feet; thence South 00 degrees 03 minutes 01 seconds West 1102.74 feet; thence along arc of curve,

concave to the Northeast, radius 334.72 feet arc distance 295.12 feet chord South 25 degrees 12 minutes 33 minutes East 285.66 feet; thence North 64 degrees 36 minutes 55 seconds West 204.04 feet; thence along the arc of a curve, concave to the Northeast, radius 3233.20 feet arc distance 454.26 feet chord North 60 degrees 35 minutes 25 seconds West 453.89 feet; thence North 56 degrees 33 minutes 55 seconds West 1484.43 feet; thence along arc of curve, concave to the Northeast, radius 3739.90 feet arc distance 130.30 feet chord North 55 degrees 34 minutes 02 seconds West 130.29 feet; thence North 54 degrees 34 minutes 09 seconds West 359.48 feet; thence North 89 degrees 55 minutes 54 seconds West 905.78 feet; thence North 00 degrees 03 minutes 30 seconds West 28.13 feet; thence North 75 degrees 21 minutes 04 seconds West 751.41 feet; thence North 34 degrees 14 minutes 31 seconds West 264.14 feet; thence North 17 degrees 41 minutes 20 seconds West 42.89 feet; thence South 43 degrees 54 minutes 37 seconds East 4.23 feet; thence North 07 degrees 38 minutes 28 seconds East 76.94 feet; thence North 00 degrees 17 minutes 13 seconds West 116.77 feet; thence North 16 degrees 30 minutes 35 seconds East 91.37 feet; thence North 70 degrees 10 minutes 04 seconds East 76.60 feet; thence South 89 degrees 59 minutes 08 seconds East 132.93 feet; thence North 74 degrees 57 minutes 39 seconds East 103.97 feet; thence North 62 degrees 44 minutes 44 seconds East 117.99 feet; thence North 56 degrees 19 minutes 26 seconds East 63.37 feet; thence South 81 degrees 47 minutes 24 seconds East 95.70 feet; thence South 41 degrees 29 minutes 39 seconds East 127.51 feet; thence South 20 degrees 59 minutes 39 seconds East 62.61 feet; thence South 32 degrees 49 minutes 49 seconds West 51.48 feet; thence South 11 degrees 53 minutes 00 seconds East 98.90 feet; thence South 24 degrees 51 minutes 44 seconds East 167.55 feet; thence South 26 degrees 55 minutes 41 seconds East 107.14 feet; thence South 52 degrees 06 minutes 00 seconds East 67.16 feet; thence South 73 degrees 01 minutes 57 seconds East 106.85 feet; thence North 89 degrees 36 minutes 14 seconds East 79.13 feet; thence North 71 degrees 50 minutes 27 seconds East 44.80 feet; thence North 31 degrees 22 minutes 45 seconds East 28.47 feet; thence North 01 degree 45 minutes 03 seconds East 109.79 feet; thence North 09 degrees 38 minutes 11 seconds West 83.57 feet; thence North 51 degrees 10 minutes 30 seconds West 83.14 feet; thence North 35 degrees 44 minutes 20 seconds West 153.06 feet; thence North 44 degrees 45 minutes 42 seconds West 23.25 feet; thence North 17 degrees 35 minutes 43 seconds West 218.61 feet; thence North 16 degrees 24 minutes 34 seconds West 80.48 feet; thence North 33 degrees 34 minutes 36 seconds West 80.53 feet; thence North 20 degrees 43 minutes 09 seconds West 80.28 feet; thence North 02 degrees 37 minutes 46 seconds East 88.24 feet; thence North 16 degrees 05 minutes 51 seconds West 94.03 feet; thence North 10 degrees 35 minutes 29 seconds West 115.58 feet; thence North 25 degrees 11 minutes 25 seconds West 44.91 feet; thence North 11 degrees 32 minutes 30 seconds West 65.19 feet; thence North 13 degrees 43 minutes 37 seconds East 67.50 feet; thence North 60 degrees 18 minutes 26 seconds East 70.74 feet; thence North 89 degrees 01 minutes 39 seconds East 43.05 feet; thence North 60 degrees 36 minutes 22 seconds East 39.60 feet; thence North 75 degrees 28 minutes 45 seconds East 118.86 feet; thence North 40 degrees 42 minutes 55 seconds East 43.95 feet; thence North 69 degrees 36 minutes 11 seconds East 46.74 feet; thence North 20 degrees 37 minutes 49 seconds East 90.38 feet to point on Westerly line of Railroad R/W 100 feet wide; thence South 04 degrees 36 minutes 50 seconds East 125.71 feet along said Railroad R/W line; thence North 69 degrees 34 minutes 21 seconds East 69.21 feet; thence North 69 degrees 33 minutes 20 seconds East 34.73 feet to a point on Easterly line of said Railroad R/W; thence North 04 degrees 36 minutes 50 seconds West 328.62 feet along Easterly line of said Railroad R/W; thence along the arc of a curve, concave to the West, radius 1462.69 feet arc distance 419.53 feet chord North 12 degrees 49 minutes 50 seconds West 418.09 feet along Easterly line

of said Railroad R/W; thence North 20 degrees 55 minutes 15 seconds West 284.08 feet along Easterly line of said Railroad R/W; thence following courses and distance along Southerly line Ecorse Road (M-17/US-12 By-Pass), along the arc of a curve concave to the South, radius 3967.56 feet arc distance 669.08 feet, chord North 73 degrees 52 minutes 13 seconds East 668.29 feet; thence North 78 degrees 42 minutes 05 seconds East 325.43 feet; thence along the arc of a curve concave to the Southwest radius 618.70 feet arc distance 845.04 feet chord South 62 degrees 04 minutes 00 seconds East 780.87 feet; thence South 22 degrees 10 minutes 00 seconds West 200.92 feet; thence North 61 degrees 05 minutes 34 seconds East 290.02 feet; thence North 61 degrees 03 minutes 56 seconds East 55.20 feet; thence North 00 degrees 01 minute 50 seconds West 170.15 feet; thence North 89 degrees 57 minutes 30 seconds East 180.74 feet; thence South 00 degrees 02 minutes 30 seconds East 70.42 feet; thence North 61 degrees 07 minutes 04 seconds East 275.27 feet; thence along the arc of a curve concave to the Southeast radius 2185.04 feet arc distance 177.67 feet chord North 14 degrees 11 minutes 51 seconds East 177.62 feet; thence along the arc of a curve concave to the Southeast radius 469.38 feet arc distance 509.49 feet chord North 47 degrees 37 minutes 21 seconds East 484.84 feet; thence North 78 degrees 43 minutes 06 seconds East 1050.35 feet; thence along the arc of a curve concave to the South radius 2161.92 feet arc distance 178.46 feet chord North 81 degrees 04 minutes 59 seconds East 178.41 feet; thence South 45 degrees 13 minutes 15 seconds East 196.15 feet to the East line of said Section 1; thence South 03 degrees 46 minutes 45 seconds West 319.00 feet along East line of said Section 1 to point of beginning.

EXCEPT:

Part of East 1/2 Section 12, Town 3 South, Range 7 East, Ypsilanti Township, Washtenaw County, Michigan described commencing Northeast corner Section 12 and running thence South 01 degree 27 minutes 26 seconds West along the East line of said Section 12, 33.00 feet to the Northwest corner of Section 7, Town 3 South, Range 8 East, Van Buren Township, Wayne County, Michigan; thence North 87 degrees 37 minutes 30 seconds East along the North line of said Section 7, 33.07 feet; thence South 01 degree 27 minutes 26 seconds West along a line parallel with the line common to said Sections 7 and 12, 525.40 feet to a point; thence North 89 degrees 58 minutes 35 seconds West crossing said common section line, 1027.30 feet to a point in the interior of said Section 12; thence South 00 degrees 01 minutes 25 seconds West 892.33 feet to a point; thence South 44 degrees 58 minutes 35 seconds East 253.84 feet to a point; thence South 89 degrees 58 minutes 35 seconds East 787.98 feet to point on the East line of said Section 12; thence South 01 degree 27 minutes 26 seconds West 574.39 feet to the point of beginning; proceeding thence from said point of beginning South 01 degree 27 minutes 26 seconds West along the East line of said Section 12, 477.35 feet to the East 1/4 corner of said Section 12; thence South 00 degrees 02 minutes 43 seconds West along the East line of said Section 12, 352.56 feet to a point; thence South 89 degrees 42 minutes 46 seconds West 141.66 feet to a point; thence North 40.00 feet to a point; thence North 75 degrees 54 minutes 30 seconds West 404.79 feet to a point; thence West 512.11 feet to a point; thence North 00 degrees 02 minutes 00 seconds East 418.67 feet to a point; thence South 89 degrees 58 minutes 00 seconds East 443.50 feet to a point; thence North 45 degrees 02 minutes 00 seconds East 69.30 feet to a point; thence North 00 degrees 02 minutes 00 seconds East 224.85 feet to a point; thence South 89 degrees 58 minutes 00 seconds East 565.84 feet to the point of beginning.

PARCEL 4: (K-11-12-200-003)

Part of Northwest 1/4 of Section 12, Town 3 South, Range 7 East, Ypsilanti Township, Washtenaw County, Michigan, described as commencing at a point on the West line of Section 12, distant South 00 degrees 27 minutes 23 seconds West 966.09 feet, as measured along said Section line, from the Northwest corner of said Section; proceeding thence from said point of beginning along Southerly line Ecorse Road (M-17/US-12 By-Pass) along the arc of a curve concave to the Southeast radius 3967.56 feet arc distant 1235.00 feet chord North 58 degrees 39 minutes 51 seconds East 1230.02 feet; thence South 20 degrees 55 minutes 15 seconds East 50.00 feet along Westerly line of Railroad R/W 100 feet wide; thence South 53 degrees 48 minutes 59 seconds West 71.30 feet; thence South 08 degrees 34 minutes 55 seconds East 83.90 feet; thence South 07 degrees 04 minutes 52 seconds West 137.67 feet; thence South 11 degrees 57 minutes 20 seconds E 101.65 feet; thence South 01 degree 33 minutes 01 seconds East 127.84 feet; thence South 02 degrees 01 minutes 48 seconds West 73.23 feet; thence South 05 degrees 10 minutes 51 seconds West 98.66 feet; thence South 02 degrees 06 minutes 41 seconds West 153.11 feet; thence South 50 degrees 19 minutes 07 seconds West 74.99 feet; thence South 64 degrees 54 minutes 53 seconds West 87.17 feet; thence South 78 degrees 29 minutes 01 seconds West 90.60 feet; thence North 62 degrees 36 minutes 10 seconds West 144.02 feet; thence South 79 degrees 41 minutes 35 seconds West 135.41 feet; thence South 76 degrees 01 minute 50 seconds West 96.30 feet; thence South 21 degrees 00 minutes 09 seconds West 47.96 feet; thence South 56 degrees 54 minutes 29 seconds East 63.20 feet; thence North 85 degrees 30 minutes 36 seconds East 89.47 feet; thence South 74 degrees 40 minutes 08 seconds East 93.32 feet; thence South 46 degrees 01 minute 17 seconds East 92.21 feet; thence South 04 degrees 37 minutes 27 seconds West 113.77 feet; thence South 04 degrees 57 minutes 08 seconds East 92.83 feet; thence South 44 degrees 23 minutes 10 seconds East 61.99 feet; thence South 00 degrees 42 minutes 15 seconds West 85.68 feet; thence South 17 degrees 03 minutes 22 seconds West 54.40 feet; thence South 17 degrees 21 minutes 29 seconds West 68.54 feet; thence South 58 degrees 55 minutes 04 seconds West 55.22 feet; thence South 35 degrees 03 minutes 54 seconds West 92.30 feet; thence South 70 degrees 49 minutes 58 seconds West 75.01 feet; thence South 74 degrees 32 minutes 42 seconds West 91.61 feet; thence South 69 degrees 02 minutes 34 seconds West 86.16 feet; thence North 88 degrees 37 minutes 01 seconds West 78.27 feet; thence South 83 degrees 46 minutes 45 seconds West 104.57 feet; thence South 58 degrees 22 minutes 14 seconds West 58.17 feet; thence South 52 degrees 53 minutes 19 seconds West 87.86 feet to point on Easterly line Willow Run Expressway; thence North 17 degrees 41 minutes 20 seconds West 281.68 feet along Easterly line of said Willow Run Expressway to point on West line Section 12; thence North 00 degrees 27 minutes 23 seconds East 927.30 feet along West line Section 12 and said Easterly line of said Willow Run Expressway to point of beginning.

Detention Basin Parcel

Situated in Ypsilanti Township, Washtenaw County, Michigan

Parcel No. **K-11-12-400-002**

YP#12-11 COM AT SE COR OF SEC, TH S 87 DEG 46' 05" W 650 FT IN S LINE OF SEC FOR A PL OF BEG, TH S 87 DEG 46' 05" WEST 285.33 FT, TH N 1 DEG 16' 17" W 60.01 FT, TH N 61 DEG 16' 45" E 232.01 FT TO CENTER OF WILLOW RUN CREEK, TH N 4 DEG 51' 50" E 188.68 FT, TH N 45 DEG 40' 10" W 181.74 FT, TH N 82 DEG 54' 10" W 250.92 FT, TH S 83 DEG 10' 55" WEST 185.31 FT, TH N 74 DEG 06' 15" W 157.0 FT, TH N 86 DEG 11' 10" W 300.66 FT, TH N 42 DEG 09' 05" W 284.61 FT, TH N 16 DEG 47' 55" W 276.81 FT, TH N 44 DEG 03' 10" W 171.14 FT, TH N 54 DEG 59' 50" W 411.42 FT, TH N 66 DEG 19' 45" W 159.41 FT, TH N 49 DEG 51' W 325.75 FT, TH N 51 DEG 59' 20" W 181.27 FT, TH N 48 DEG 18' W 140.67 FT, TH LEAVING CENTER OF WILLOW RUN CREEK, TH N 29 DEG 09' 07" W 224.42 FT, TH EAST 122.46 FT, TH S 56 DEG 33' 55" EAST 1888.63 FT, TH SELY 464.60 FT IN THE ARC OF A CIRC CURVE TO THE LEFT OF 3306.76 FT RADIUS THRU A CENT ANGLE OF 8 DEG 03', TH S 64 DEG 36' 55" E 587.00 FT, TH SLY 663.63 FT IN THE ARC OF A CIRCULAR CURVE TO THE RIGHT OF 260.81 FT RADIUS THRU A CENT ANGLE OF 146 DEG 28' 12" THE CHORD BEARS S 8 DEG 37' 11" W 499.44 FT, TH S 2 DEG 13' 55" E 43.63 FT TO THE PL OF BEG, BEING A PART OF THE S 1/2 SEC 12 T3S-R7E 22.15 AC. EXCEPTING THAT PART DEED TO THE WCRC EXHIBIT "A" L. 24321 P. 511. CONTAINING 0.801 AC'

Railroad Parcel

K-11-01-300-014

The land referred to in this Commitment, situated in the County of Washtenaw, Township of Ypsilanti, State of Michigan, is described as follows:

All that part of the Northwest 1/4 of Section 12, Town 3 South, Range 7 East (Ypsilanti Township, Washtenaw County), Michigan, and the Southwest 1/4 of Section 1, Town 3 South, Range 7 East (Ypsilanti Township, Washtenaw County), Michigan, described As: Beginning at a point which is South 01 degrees 01 minutes 15 seconds East along the West line of said Section 12, 1897.56 feet, and North 62 degrees 24 minutes 55 seconds East, 376.56 feet, and North 68 degrees 10 minutes 25 seconds East, 1002.61 feet from the Northwest corner of said Section 12; thence North 05 degrees 59 minutes 45 seconds West, 408.64 feet to the point of curve of a curve to the left of radius 1362.69 feet; thence in a Northwesterly direction along the arc of said 1362.69 foot radius curve 390.84 feet (whose long chord bears North 14 degrees 12 minutes 45 seconds West, 389.50 feet) to the point of tangent of said curve; thence North 22 degrees 25 minutes 45 seconds West, 961.89 feet to the point of curve of a curve to the left of radius 421.34 feet; thence in a Northwesterly direction along the arc of said 421.34 foot radius curve 543.26 feet (whose long chord bears North 59 degrees 27 minutes 15 seconds West, 507.43 feet); thence South 83 degrees 31 minutes 15 seconds West, 217 feet; thence North 12 degrees 45 minutes 45 seconds West 38.27 feet to the South line of the Michigan Central Railroad right-of-way; thence North 77 degrees 14 minutes 15 seconds East along the South right-of-way line of the Michigan Central Railroad, 1659.21 feet; thence South 66 degrees 24 minutes 15 seconds West, 303.26 feet; thence South 77 degrees 14 minutes 15 seconds West, 204 feet to the point of curve of a curve to the left of radius 448.34 feet; thence in a Southwesterly direction along the arc of said 448.34 foot radius curve 778.28 feet (whose long chord bears South 27 degrees 24 minutes 15 seconds West, 685.22 feet) to the point of tangent of said curve; thence South 22 degrees 25 minutes 45 seconds East, 771.89 feet to the point of curve of a curve to the right radius 1462.69 feet; thence in a Southwesterly direction along the arc of said 1462.69 foot radius curve 419.45 feet (whose long chord bears South 14 degrees 12 minutes 45 seconds East, 418.08 feet) to the point of tangent of said curve; thence South 05 degrees 59 minutes 45 seconds East, 380.28 feet; thence South 68 degrees 10 minutes 25 seconds West, 103.93 feet to the point of beginning;

Excepting from the above, a parcel of land described as follows: Commencing at a point on the Southerly line of Michigan Central Railroad Company's 100 foot right-of-way, said point being North 88 degrees 51 minutes 20 seconds East, 1294.80 feet, and North 0 degrees 18 minutes 30 seconds West, 835.73 feet, and North 77 degrees 10 minutes 30 seconds East 95.00 feet from the Southwest corner of Section 1, Town 3 South, Range 7 East, and running thence Westerly along said Southerly right-of-way line 205 feet; thence Southerly at right angles to said right-of-way line 66 feet; thence Easterly parallel with said right-of-way line 132 feet; thence Northeasterly 98.40 feet to the point of commencement.

Exhibit C-1

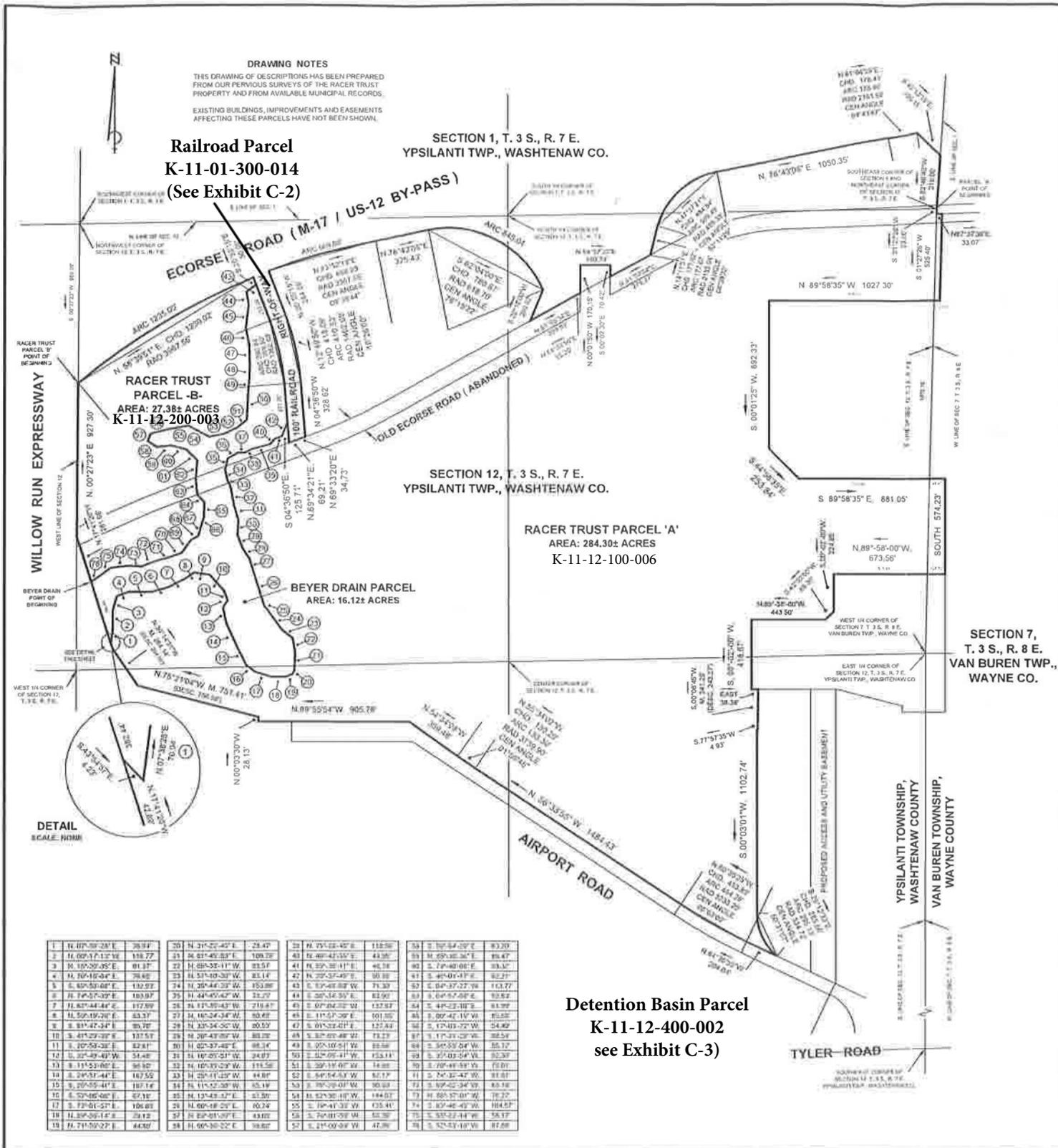
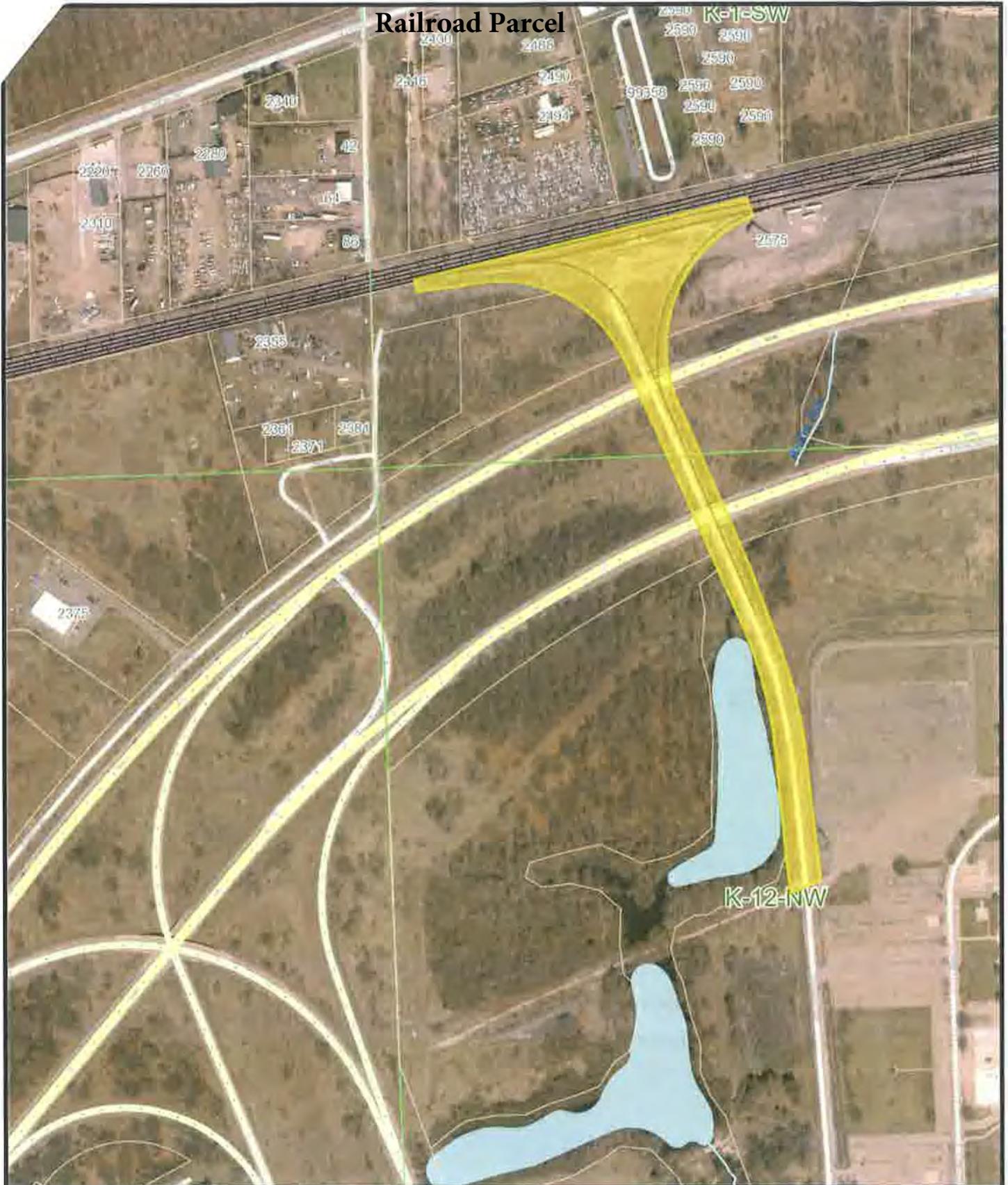
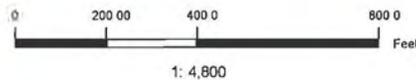


Exhibit C-2 Railroad Parcel



K-11-01-300-014
approx. 8 acres



8/1/2016



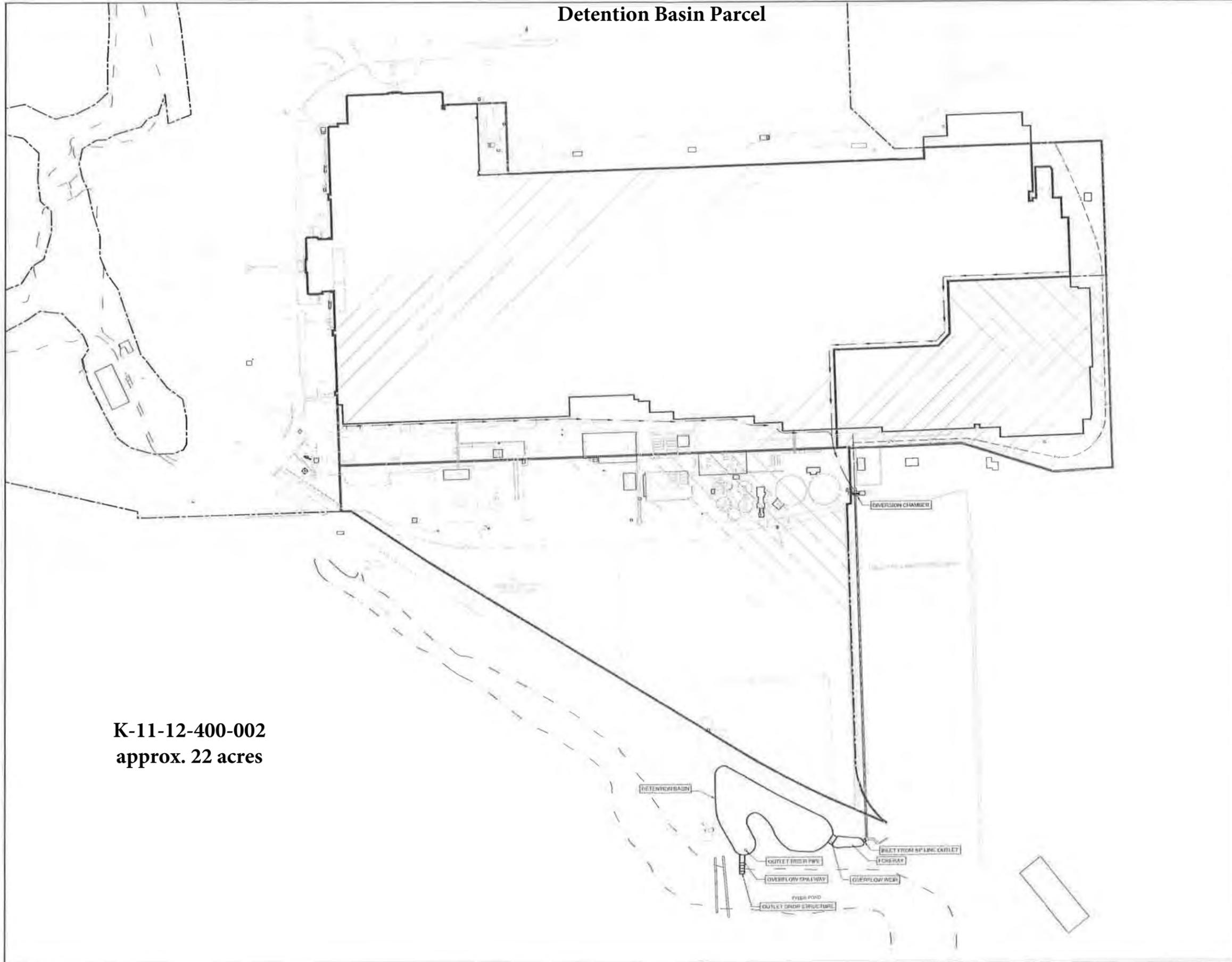
NOTE: Parcels may not be to scale.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

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THIS MAP REPRESENTS PARCELS AT THE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-222-0662.

**Exhibit C-3
Detention Basin Parcel**



**K-11-12-400-002
approx. 22 acres**

NO	Revised	Date	Initial

LEGEND

- PROPERTY BOUNDARY
- EXTENT OF SLAB
- 18" STORM SEWER
- SURFACE WATER
- EXISTING CONTOURS
- FENCELINE
- ▨ AREA 1 DRAINS TO DETENTION BASIN SOUTH OF AIRPORT ROAD
- ▩ AREA 2 DRAINS TO DETENTION BASIN SOUTH OF AIRPORT ROAD
- ▧ AREA 3 DRAINS TO DETENTION BASIN SOUTH OF AIRPORT ROAD
- PROPOSED STORM SEWER
- PROPOSED EAVES

NOTE: THE DETENTION BASIN AREA IS BASED ON THE ASSUMPTION OF AN AVERAGE OF 3' DEPTH (INVERT ELEVATION OF -695').

SURVEY DATUM: SPCS MI SOUTH MADS3NAVD88 US SURVEY FT

SCALE VERIFICATION

THIS BAR MEASURES 1" ON ORIGINAL. ADJUST SCALE ACCORDINGLY.

Approved

PRELIMINARY
NOT FOR CONSTRUCTION

DRAWING STATUS

DRAFT

**WILLOW RUN POWERTRAIN
YPSILANTI, MICHIGAN**
 STORMWATER CONCEPTUAL DESIGN
 OPTION - DETENTION BASIN
 SOUTH OF AIRPORT ROAD

CRA ENGINEERING, INC.

Source Reference:

Project Manager: B. LANDALE	Reviewed By: A. BETTS	Date: JULY 2016
Scale: 1"=20'	Project No: 81613-06B	Report No: PRES010
		Drawing No: figure 2



AHEAD BY A CENTURY

The Future of Automotive Technology

The case for developing a world-class test facility for Intelligent Transportation Systems and autonomous vehicles in Southeast Michigan



www.annarborusa.org



OPPORTUNITY

A World Class Test Facility Will Position Southeast Michigan’s Future in Connected Vehicle Technology

The auto industry is on the verge of revolutionary change with the potential to dramatically reshape the way we interact with vehicles and the future design of our roads and cities ([KPMG White Paper on Self Driving Cars](#)). The University of Michigan Transportation Research Institute (UMTRI) is leading the charge with breakthrough research that will transform the future of mobility. The Connected Vehicle Safety Pilot Program is a scientific research initiative that features real-world implementation of connected vehicle safety technologies, applications, and systems using everyday drivers.

The inclusion of the Ann Arbor region in this study, with real people driving real cars, will accelerate the learning cycles of drivers, thereby driving near term market acceptance and raising the stature of the State of Michigan in the Intelligent Transportation Systems (ITS) Automotive World. The proposed **Center for ITS and Autonomous Vehicles** will establish Southeast Michigan as the world leader in driving technology and standards through industry and regulatory collaboration.

The State of Michigan needs to leverage UMTRI’s dominant research and development success in this space and “control” industry collaboration, thereby attracting more private sector investment. Creating imminent value to the industry will leverage significant investment from OEMs and technology suppliers which should be captured in the Southeast Michigan region. As a leader in this field, the State of Michigan stands to gain from new private research dollars and a pipeline of federal funding geared towards the ITS industry. A need still remains for building the road testing and simulation infrastructure to spur an entrepreneurial environment around the ITS industry. Construction of a world class test facility at the RACER property, a significant asset straddling Washtenaw and Wayne County, will set Michigan apart from growing competition to capture ITS as an economic development catalyst.

Significant Economic Impact



Investment	Jobs	Wages
\$360,400,000	7,800	\$526,000,000

“ Numerous security threats will arise once personal mobility is dominated by self-driving vehicles. Network security applications could come in many forms to prevent threats, including vehicle authentication, encryption, tamper-proof hardware, real-time constraints, user-defined privacy policies, and defense-in-depth.”
- KPMG White Paper on Self Driving Cars



Implement precautionary testing before deploying new technology on public streets



Confirm that the automobiles work well with other vehicles on the road



Retain local talent and create jobs through private industry contracts

NEED FOR INFRASTRUCTURE

Off-road Testing is Required to Ensure Public Safety

There is an opportunity to create an industry asset so comprehensive and cutting edge that private industry will be obligated to bring jobs to the Southeast Michigan region to be in close proximity. Off-road test facilities are commonplace within the auto industry, including virtual simulation machines that can engage a driver with new technology before getting on a test circuit. A significant ITS test facility will undoubtedly receive support from the federal government because it will help alleviate fears that states are haphazardly passing laws that will flood the streets with untested vehicles.

The state of Michigan recently enacted legislation that will allow autonomous vehicle testing on Michigan roads - joining states like California, Nevada, and Florida with similar legislation. However, dynamic off-road testing is still required before ITS or autonomous vehicle can be deployed on public streets.

A field test facility of magnitude will create synergistic relationships among academia, government, and industry. The State of Michigan can be the leader in establishing this type of collaboration here in Michigan. With a test facility driving value, Michigan will be an attractive location for OEMs interested in hiring talent in software engineering, mobile application development, computer science, and cloud computing - retaining local talent and creating jobs through high-value private industry contracts.

“ Innovation really has two parts, and this is what some people miss; the first part of innovation is the development, invention, patent or some other form of intellectual property. The second piece of innovation is the commercialization of that into products and services. It's only when you commercialize that intellectual property, that know-how, that you transform an invention into an innovation; that's why it's important for us to be working with suppliers and partners, because the path to innovation for us has changed over time.

Carmakers will team up with digital partners like Google, Microsoft, Intel (maybe even Apple) to produce talking vehicles that don't crash and get you to work on time. Companies like Ford and Microsoft already collaborate on technology that lets you bring your music and social media apps into your vehicle. Now these non-traditional partners will be working together to solve the difficult challenges of urban mobility on an overcrowded planet.

- John Lauckner, GM CTO (Forbes)

“ Intel is looking to apply its expertise in consumer electronics and systems intelligence to the development of smarter vehicle technologies that seamlessly blend IT, CE, and the next generation ADAS while maintaining optimal safety.

- Mark Lydon, Director of Intel Capital

BUSINESS ATTRACTION & NEW OPPORTUNITIES FOR ENTREPRENEURSHIP

Expand the Technology Landscape of Southeast Michigan

In February 2012, Ford Executive Chairman Bill Ford called for new opportunities in a speech at a mobile electronic device conference in Barcelona, Spain. He said the mobile device industry should join with automakers and governments to develop connected car technology in order to solve looming congestion and safety problems around the world ([August 21st, 2012; CBS.com article "Can Cars Talk To Each Other?"](#)).

If cars are considered an operating platform for safety systems, then the infusion of technology into the vehicle has no limitations. Technology companies not previously perceived as auto suppliers could indeed possess the capability, platform, and entrepreneurialism to shape the industry. Gaining access to that community here in Southeast Michigan will not only significantly impact the auto industry, but will surely have a ripple effect across other industries as well.

If Google were to successfully enter the automotive market, its auto business would dwarf the current Google business model, and Silicon Valley technology companies are taking note. Both Intel and Cisco are undertaking efforts to gain a better understanding of the near term ITS opportunities, and other companies like Microsoft, Apple and Oracle would likely create a presence wherever this technology is being developed in vehicles.

“ A friend who works for a major car maker and who has access to its APIs has written an app that texts his wife and lets her know when he’s ten minutes from home. He’s considering writing an app that will tell him when his wife’s gas tank is down to one-quarter full, so he can fill it for her. He has also written an app that texts his teenaged daughter and lets her know when she is ten minutes away from having to leave wherever she is if she is to make it home before her curfew. ”
- “Google’s Trillion Dollar Driverless Car: The Ripple Effects”
(Forbes.com)



Willow Run’s acreage will accommodate the requirements of a world-class test facility



The existing infrastructure for utilities can be easily utilized



Two private entrances off US12 will allow for easy access via car, rail, and air

THE CASE FOR WILLOW RUN AS A PROPOSED DEVELOPMENT AREA

Selecting a Suitable Location for an ITS Testing Facility

HISTORY

The proposed site is the former Willow Run bomber plant where Ford Motor Company manufactured the B-24 Liberator bombers. The plant was eventually purchased by rival General Motors for its Ypsilanti Transmission Operation (YTO). In 2005, GM refurbished 1,000,000 s/f of the plant at the cost of \$200,000,000 to prepare for the manufacture of the new six-speed transmission. However, in 2009, GM announced the consolidation of the YTO into the Toledo, Ohio plant, and in December 2010, YTO closed its doors forever. After GM’s Chapter 11 bankruptcy in 2009, YTO became part of old GM surplus properties and is being disposed of by the RACER Trust. The site itself consists of a 5,000,000 s/f building (all under one roof) on 335 acres.

INFRASTRUCTURE

The site has two separate private entrances from US12, a Norfolk & Southern rail spur to the site, and adjacent Willow Run Airport runways.

DTE Energy serves the facility at 13.2 volts, and an on-site industrial substation built to serve the plant provides three transformers and 50 Mw of available capacity.

Public water and sewer serve the site with 6” water mains serving the engineering area, and 10” mains near the powerhouse on the south side of the facility. A 10” diameter sanitary sewer runs along the west side of the engineering area and a 15” diameter sanitary line runs to the south side of the building.



Racer Trust-Former GM Willow Run Powertrain Facility



Aerotropolis: Poised to conduct business and create partnerships on a global scale



Renaissance Zone: Located in a virtually tax-free area designated for NMDCs



Qualified for tax abatements and tax increment financing packages



Conveniently and centrally located to key facilities:

- 15 minutes to Detroit-Metro Airport
- 10 minutes to WCC and EMU
- 20 minutes to University of Michigan & UMTRI

LOCATION

The property is situated in a strategic location straddling Washtenaw and Wayne Counties. The proximity between Ann Arbor and Detroit will tie together research and development assets of the region with manufacturing know-how. The site is adjacent and contiguous to Willow Run airport, a cargo and personal aircraft hub in the region that also incidentally provides protected airspace. Detroit Metro Airport is within a 15 minute drive of this location. Academic and educational assets such as the University of Michigan, Eastern Michigan University, Washtenaw Community College, and Wayne State University are also close by. Interstate 94 is a four-lane divided highway that conveniently exits onto the main roadway, thereby connecting the site to a network of road systems such as I-275 and US 23. There are more than 1,000 acres around the site in Washtenaw and Wayne Counties that could support ancillary development. The Detroit to Ann Arbor dedicated commuter rail line is within one mile north of this site. The location is naturally secured and delineated from any adjacent commercial and residential neighborhoods.

INCENTIVES

The RACER Trust property is located in the Aerotropolis, a Next Michigan Authority. The Next Michigan Development Act (NMDA), enacted into law in December 2010, empowers “Next Michigan Development Corporations” (NMDCs or, in this case, the Aerotropolis Development Corporation ADC) to offer new tax incentive packages to qualified businesses who locate in a state-designated NMDC. The ADC offers streamlined “one stop shop” processing of eligible business applications by the ADC, instead of working with each local government. The ADC works directly with State economic development officials to approve and implement tax incentives, so that a business can be up and running quickly. Incentives

CASE STUDIES

ITS Test Facilities in the Private Sector



CITE City-Center For Innovation Testing and Evaluation

Pegasus Global Holdings, LLC, a private international technology development firm, is creating CITE to be the largest scale testing and evaluation center in the world, located near Albuquerque, New Mexico. CITE will represent a 20th century American city with a population of approximately 35,000 people and will be built on roughly 15 square miles. CITE's test city will be unpopulated. This unique feature will allow for a true laboratory without the complication and safety issues associated with residents. CITE will be a catalyst for the acceleration of research into applied, market-ready products by providing "end to end" testing and evaluation of emerging technologies and innovations from the world's public laboratories, universities and the private sector. Focus technology areas at CITE will be: ITS; Green Energy Systems; Smart Grid Technologies; Telecommunications; Resource Development; and Security. (Courtesy CITE website)



Toyota

Toyota has built an 8 acre facility near Mt. Fuji in Japan for its own private use. "The 3.5 hectare test site looks much like the artificial roads at driving schools, except bigger, and is in a corner of the Japanese automaker's technology center near Mount Fuji in Shizuoka Prefecture, central Japan. Toyota officials said the smart-car technology it is developing will be tested on some Japanese roads starting in 2014. Similar tests are planned for the U.S., although details were not decided. Such technology is expected to be effective because half of car accidents happen at intersections, according to Toyota. Managing Officer Moritaka Yoshida said Toyota sees preventing collisions, watching out for pedestrians and helping the driving of the elderly as key to ensuring safety in the cars of the future. he told reporters. All automakers are working on pre-crash safety technology to add value to their cars, especially for developed markets such as the U.S., Europe and Japan." (Yuri Kageyama, Associated Press)



APPENDIX

- **Components of a Comprehensive Off-Road Test Facility**
- **Conceptual Site Plan**
- **Economic impact**
- **Resources and Partner Organizations**



COMPONENTS OF A COMPREHENSIVE OFF-ROAD TEST FACILITY

The following should be included in a test track for ITS:

- Realistic Lane Markings, both new and worn for sensor recognition
- Simulated tunnels for GPS and wireless interference
- Buildings of varying scales that interfere with wireless communication and hinder the safe visibility of drivers (potential re-use of portions of GM facility to create dense downtown environment)
- Reflection areas that can bother the driver
- Unexpected maneuver opportunities around physically simulated obstacles
- Roundabouts
- Real vegetation, road side furniture, typical local and downtown signage (Sensors need to pick up everything)
- Roadways need to be built to the current standards: asphalt, pavement, dirt roads, gravel
- Rail crossings
- Weather conditions, specifically fog and rain or white out snow conditions
- Two mile straightaway to enable on/off ramps, road side signage and exit entrance ramp signage (land not available at RACER site)
- Realistic infrastructure that can be built to communicate with each other and with vehicles
- Center for virtually simulated tests, test track of the future
- Multi block neighborhood and downtown street grids
- Introduction of other moving vehicles or animals equipped with ITS such as: segways, bicycles, skateboards, scooters, roller blades

*Existing test facilities would still be very important as part of the overall ITS ecosystem. Tracks at MIS, Chelsea Providing Grounds, Milford, etc., still serve a highly functional purpose, but are also extremely limited in their capabilities.

** Source - The University of Michigan Transportation Institute

CONCEPTUAL SITE PLAN

SITE PLAN

- 1. Admin Building (90,000 SF 2/Story)
- 2. Labs/ Office (50,000 SF Single Story or 100,000 SF 2/Story)
- 3A. Warehouse (90,000 SF Single Story)
- 3B. Warehouse (15,000 SF Single Story)
- 4. Open Air Fuel Station W/Canopy
- 5. Tenant Garages (40,000 SF Each - Single Story)
- 6. Parking Lot for Trailers
- 7. Control Tower
- 8. Development Course
- 9. Development Course
- 10. UMTRI Test Course
- 11. Security Berm
- 12. Security Fence
- 13. Small Garages (8,000 SF)



Construction Investment: \$90 Million

The blended average cost of construction for this type of technology park is \$100 per square foot (\$150 for office/labs/admin and \$100 for warehouse/garage)

Direct Job Creation Potential: 1,950

Using a factor of 200 square feet per employee, an estimated 1,950 jobs can be directly created by this project

Indirect Job Creation Potential: 5,850 jobs

A multiplier of 3 was used to calculate additional job creation

Additional Investment Potential: \$270,300,000

A multiplier of 3 was used to calculate additional investment



ECONOMIC IMPACT OF PROPOSED SITE

A conceptual site plan for a proposed test facility identifies approximately 706,000 square feet of mixed industrial and research and development office space consisting of 12 buildings

Buildings	Qty	Total Sq Ft	* Construction Cost Per Sq Ft	* Total Construction Cost	# of Employees (1 per 200 sq ft)
Administrative	1	90,000	\$150	\$13,500,000	450
Labs/Office	2	100,000	\$150	\$15,000,000	500
Labs/Office	2	200,000	\$150	\$30,000,000	1,000
Warehouse	1	90,000	\$100	\$9,000,000	0
Warehouse	1	90,000	\$100	\$9,000,000	0
Tenant Garages	3	120,000	\$100	\$12,000,000	0
Small Garages	2	16,000	\$100	\$1,600,000	0
		12	706,000	\$90,100,000	1,950
Economic Impact Multiplier of 3:				\$270,300,000	5,850
Average Blended Salary				\$67,500	
Total Wages				\$526,500,000	
Total Impact			Investment	Jobs	Wages
			\$360,400,000	7,800	\$526,000,000

This model represents a one time investment and job creation snap shot. An economic modeling software was not applied.

* Approximations

RESOURCES AND PARTNER ORGANIZATIONS

Moving the Ann Arbor Region forward in larger scale to be the global epicenter requires significant partnerships and resources.

To be considered:

- UMTRI and Office of the Vice President of Research
- University of Michigan Business Engagement Center
- Ann Arbor SPARK
- Washtenaw County and County Municipalities
- RACER Trust
- Willow Run Airport
- Aerotropolis Development Corporation
- Michigan Department of Transportation
- United States Department of Transportation
- Michigan Economic Development Corporation
- Wayne County EDGE
- Federal Economic Development Administration and the Department of Commerce



ANN ARBOR
SPARK
IGNITING INNOVATION

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14-B DISTRICT COURT

7200 SOUTH HURON RIVER DRIVE
YPSILANTI, MICHIGAN 48197-7099

CRIMINAL/TRAFFIC (734) 483-1333
CIVIL (734) 483-5300
FAX (734) 483-3630



HON. CHARLES POPE
DISTRICT COURT JUDGE

MARK W. NELSON
MAGISTRATE

To: Karen Lovejoy Roe, Clerk

From: Mark Nelson, Magistrate / Court Administrator

Re: Request to authorize renewal of IT agreement with Washtenaw County in the amount of \$29,118.00 expenditure line item 236.136.000-819.010.

Date: October 4, 2016

Cc: Board of Trustees

The 14B Court is requesting renewal approval of the attached contract for technical support, consultant services and network IT support services to be provided for by Washtenaw County IT. The County will provided desktop technology and network infrastructure support. Included in this support contract are the following services:

1. Desktop and Computer Support – safe and secure computing including operating system, productivity suite, virus protection and regular automated updates.
2. Network Support – appropriately configured and secured data connection using the County's fiber optic data network, connected at the 14B District Court. LAN/WAN support including firewall upgrades and network maintenance.
3. Data Center Support – servers, data backup and restore.
4. Email – email addresses, spam filtering, desktop email software, web-based email.
5. Email Archiving – archive email in conformity with County's email retention schedule.
6. Help Desk Support – email, web or telephone support for all technology issues covered in this agreement.
7. Microsoft Windows and Office licensing – licensing included for each computer covered in this agreement.
8. Application Support

Attached is a copy of the contract. The prior contract had lapsed, so the County is requesting that this contract be retroactive to 2016 and then included 2017 and 2018. If any additional information is needed, please do not hesitate to contact me.

14B District Court.

AGREEMENT is made this 1st day of January, 2016, by the 14B District Court located at 7200 South Huron River Drive, Ypsilanti, Michigan 48197 and the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 ("County").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The County and the 14B District Court are engaged in a strategic partnership in which the County will provide technical support, consultant services and network IT support services to the 14B District Court. The goal of the project is to share resources in order to reduce costs and improve services both to internal and external customers of the 14B District Court in the area of technology.

The following are deliverables and outcomes of the strategic partnership.

General Technical Support

The County will provide desktop technology and network infrastructure support.

Washtenaw County will provide:

1. Desktop and Computer Support – safe and secure computing including operating system, productivity suite, virus protection and regular automated updates.
2. Network Support – appropriately configured and secured data connection using the County's fiber optic data network, connected at the 14B District Court. LAN/WAN support including firewall upgrades and network maintenance.
3. Data Center Support – servers, data backup and restore.
4. Email – email addresses, spam filtering, desktop email software, web-based email.
5. Email Archiving – archive email in conformity with County's email retention schedule.
6. Help Desk Support – email, web or telephone support for all technology issues covered in this agreement.
7. Microsoft Windows and Office licensing – licensing included for each computer covered in this agreement.
8. Application Support – see asset list (attached for application support model).

14B District Court Responsibilities:

1. Fund replacement and upgrades of equipment on a scheduled basis as required by the County.
2. Fund acquisition of new equipment.
3. Make all technology purchases through County IT.
4. Use County Help Desk to make all requests for service including break-fix, new services, and new equipment. Helpdesk can be contacted at 734.222.3737 or helpdesk@ewashtenaw.org.
5. Follow County IT standards for desktop computing (standard PC's and Office applications).
6. Assist with technology asset tracking.
7. Identify technology liaison(s) as onsite technology resource or point of contact for technology-related issues.
8. Be responsible for all records stored, including, but not limited to, responding to all Freedom of Information requests (FOIA).

Exclusions

1. 14B District Court-specific application support.

Performance Expectations:

1. County will strive to provide full system availability during normal business hours.
2. County agrees to provide system performance at a mutually agreeable level
3. Any major planned service outages will be discussed with the 14B District Court at a minimum 10 business days prior planned service outages.
4. Major planned service outages will be scheduled to occur during non- core operating hours where possible.
5. County Helpdesk will be staffed during core operating hours.
6. County Helpdesk tickets will be responded to within 24 hours (one business day).
7. Core operating hours are defined as Monday – Friday 8:00am 5:00pm; excluding holidays
8. After hours support will be available for emergency public safety issues – requests made through County help desk.

Communications Protocol

1. The County Helpdesk is the main point of contact for all service-related issues.
2. Main point of contact for County business/administrative issues is the County Information and Technology Manager, the alternate contact is the Network/Infrastructure Supervisor.
3. Main point of contact for 14B District Court business/administrative issues is the Finance Director; the alternate contact is Mark W. Nelson, Magistrate/Court Administrator.
4. Scheduling of planned service outages will be communicated through email addressed to 14B District Court point of contact no later than 10 business days prior to planned service outages.
5. Planned outages and system outages will be communicated via email list of 14B District Court key contacts.

Role of Contractors

The 14B District Court will obtain approval from the County for any work done by third party contractors in support of systems that use the County infrastructure. At least 10 business days’ notice is required and access will be jointly supervised by County and 14B District Court.

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the 14B District Court will pay the COUNTY for services rendered as outlined below:

Payment Number	Type	Amount
Annual Technology Support – based on 18 PCs \$1,618 per PC. PC count updated annually prior to billing	Annual-	\$29,118
Replacement Hardware Purchases	As Needed	Billed at Cost
New Software or Hardware Purchases	As Needed	Billed at Cost
Wiring	As Needed	Billed at Cost
Special Projects outside of scope	As Needed	TBD

ARTICLE III - TERM

This contract begins on January 1, 2016 and ends on December 31, 2018, with the option to renew for an additional two (2) years.

ARTICLE IV - EQUAL EMPLOYMENT OPPORTUNITY

The County will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The County will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The County agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the County, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE V - EQUAL ACCESS

The County shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE VI - ASSIGNS AND SUCCESSORS

This contract is binding on the 14B District Court and the County, their successors and assigns. Neither the County nor the 14B District Court will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE VII - TERMINATION OF CONTRACT

Section 1 – Either party may choose to terminate this Agreement with or without cause by giving ninety (90) days written notice to the other party of its intent to terminate with the following conditions being met prior to termination: Payment of any remaining costs owed County.

ARTICLE VIII - CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the 14B District Court and the County will be incorporated into this contract by written amendments signed by both parties.

ARTICLE IX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE X - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XI – ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO:

WASHTENAW COUNTY:

Lawrence Kestenbaum (DATE)
County Clerk/Register

Gregory Dill (DATE)
County Administrator

APPROVED FOR CONTENT:

Dave Shirley, Director (DATE)
Office of Infrastructure Management

Andy Brush, Deputy Director (DATE)
Office of Infrastructure Management

APPROVED AS TO FORM:

CONTRACTOR:

Curtis Hedger (DATE)
Corporation Counsel

Mark Nelson (DATE)
Ypsilanti Township
14B District Court



14-B DISTRICT COURT

7200 SOUTH HURON RIVER DRIVE
YPSILANTI, MICHIGAN 48197-7099

CRIMINAL/TRAFFIC (734) 483-1333
CIVIL (734) 483-5300
FAX (734) 483-3630



HON. CHARLES POPE
DISTRICT COURT JUDGE

MARK W. NELSON
MAGISTRATE

To: Karen Lovejoy Roe, Clerk

From: Mark Nelson, Magistrate / Court Administrator

Re: Request to authorize renewal of drug court grant and accept grant funds in the amount of \$156,000.00 to line item 236.000.000-569.019 and expenditure in a corresponding amount to line item 236.136.000-802.100.

Date: October 4, 2016

Cc: Board of Trustees

The 14B Court is requesting renewal approval of the attached contract to accept grant funds from State Court Administrative Office under Office of Highway Safety Planning for the Court's Drug Court Docket. This grant is a one year grant in the amount of \$156,000.00 to allow continued operation of the drug court docket at the 14B District Court. Under Michigan Statute, drug courts can place defendants for non-violent drug related offenses on probation with more intensive and directed supervision and treatment.

Along with approval of the contract, the Court is requesting that grant funds in the amount of \$156,000.00 be accepted and added to the remainder of 2016 budget and as budgeted for in the 2017 budget prorated over the two years. The income and expenditure line items are 236.000.000-569.019 and 236.136.000-802.100 respectively. While the current request is to prorate the entire amount between the two fiscal years, it may be necessary to make adjustments at the end of 2016 to the budgets to accommodate for actual expenditures in 2016.

Attached is a copy of the contract and a copy of the award letter for the grant. If any additional information is needed, please do not hesitate to contact me.

**STATE COURT ADMINISTRATIVE OFFICE (SCAO)
OFFICE OF HIGHWAY SAFETY PLANNING (OHSP) GRANT**

**Subcontract Agreement
between**

SCAO

Federal I.D. Number: 38-6000134

and

GRANTEE: 14B District Court — Hybrid DWI/Drug Court

Federal I.D. Number: 38-6007433

Contract Number: 7782

Grant Amount: \$156,000

Project Title: SCAO OHSP Grant Program

CFDA Number: 20.601

CFDA Title: Alcohol Traffic Safety and Drunk Driving Prevention Incentive Grant

Federal Agency Name: U.S. Department of Transportation, National Highway Traffic Safety Administration (NHTSA)

Federal Grant Award Number: AL-17-05

Federal Program Title: Alcohol Impaired Driving Countermeasures Incentive Grants I

- I. **Period of Agreement:**
This agreement shall commence on October 1, 2016, and terminate on September 30, 2017. This agreement is in full force and effect for the period specified in this section and must be signed prior to the initiation of any associated subcontract activity unless an exception is explicitly granted by the SCAO.
- II. **Agreement Amount and Budget:**
This agreement incorporates the Grantee's approved grant application request and most recently approved budget. Except as provided in Section § XXI, any changes to the Project Budget must be requested by the Grantee with a Contract Amendment form in WebGrants, subject to approval by the SCAO. Budget deviation allowances are not permitted.
- III. **Relationship:**
The Grantee is an independent contractor, and it is understood that the Grantee is not an employee of the SCAO. No employee, agent, or subcontractor of the Grantee is an employee of the SCAO. No liability or benefits, including, but not limited to, retirement benefits or liabilities, pension rights or liabilities, insurance rights or liabilities, fringe benefits, training, holiday pay, sick pay, vacation pay, or such other rights, provisions, or

liabilities arising out of an agreement of hire or employer-employee relationship, either express or implied, shall arise or accrue to either party as a result of this contract. The Grantee is not eligible for, and will not participate in, any such benefits. The Grantee is responsible for payment of all taxes, including federal, state, and local taxes arising out of the Grantee's activities in accordance with this agreement, including, but not limited to, income taxes, social security taxes, unemployment insurance taxes, and any other taxes or fees. The Grantee understands and agrees that all parties furnishing services pursuant to this agreement are, for purposes of workers' compensation liability or other actions of employee-related liability, not employees of the SCAO. The Grantee bears the sole responsibility and liability for furnishing workers' compensation benefits to any of its employees for injuries arising from or connected with services performed pursuant to this agreement. The Grantee does not, and shall not, have the authority to enter into contracts on the SCAO's behalf.

IV. **Insurance:**

The Grantee shall carry insurance coverage or self-insurance in such amounts as necessary to cover all claims arising out of the Grantee's operations under the terms of this agreement.

V. **Scope of Services:**

Upon signing of this agreement, the SCAO agrees to provide funding from the Grant in an amount not to exceed the amount of this agreement. In no event does this agreement create a charge against any other funds of the SCAO or the Michigan Supreme Court. The Grantee, and the Grantee's employees or subcontractors, shall devote such time, attention, skill, knowledge, and professional ability as is necessary to most effectively and efficiently carry out and perform the services as described in this agreement and in any amendments to this agreement. Commitment of state resources for the acquisition of goods and services, and execution of purchase orders, agreements, and similar agreements, shall remain the sole responsibility of the SCAO.

VI. **Statement of Work:**

The Grantee agrees to undertake, perform, and complete the services described in its approved grant application. Any changes to the work described in the grant application must be requested using a Contract Amendment form in WebGrants. The Grantee may not assign the performance under this agreement to any other entity or person who is not an employee of the Grantee except with prior written approval of the SCAO. All provisions and requirements of this agreement shall apply to any agreements the Grantee may enter into in furtherance of its obligations under this agreement and shall be responsible for the performance of any contracted work.

VII. **Publication Rights:**

The Grantee shall give proper recognition in any and all publications, papers and presentations arising from the program (including from subcontractors) herein by placing the following disclaimer on any and all publications, papers and presentations:

"The opinions, findings, and conclusions expressed in this publication are those of the author(s) and not necessarily those of the State Court Administrative Office, Michigan Office of Highway Safety Planning, or the U.S. Department of Transportation, National Highway Traffic Safety Administration. The report was prepared in cooperation with the State Court Administrative Office, the Michigan

Office of Highway Safety Planning, and the U.S. Department of Transportation, National Highway Traffic Safety Administration."

The SCAO shall, in return, give recognition to the Grantee and/or Subcontractor when applicable.

VIII. **General Public Information and Education Requirements:**

- A. All original electronic files including, designs, concepts, photographs, video, and audio financed with grant funds shall be delivered to the SCAO by an agreed upon due date between SCAO and the grantee. The items will remain property of the Michigan State Police, Office of Highway Safety Planning, and shall not be subject to copyright protection by the Grantee or their agents. Items will be submitted to the SCAO immediately after production of the item. The SCAO will hold the final grant reimbursement until all of the above items have been submitted. The Grantee shall not enter into agreement that includes any time limits on rights for music, talent, artwork, or photographs. The Grantee shall inform all vendors, subcontractors, or their agents of this requirement before authorizing work to be performed.
- B. All printed public information and education materials and videos are required to contain logos as designated by the OHSP, which are available in electronic formats upon request. See printing requirements listed below for more details. Audio materials must include the OHSP tag line. All materials, including audio and video materials, must be approved by the SCAO prior to production. Audio and video scripts must be submitted for review and approval. Approval will be given within one week of receipt by the SCAO. All videos, print photography, or graphics shall depict drivers and passengers to be properly restrained by safety belts or child passenger safety devices unless the lack of restraints is for demonstration and educational purposes.
- C. In accordance with Title II Part 225 of the Code of Federal Regulations, messaging costs which are of a public relations nature, and designed in whole or in part to promote either an individual or a governmental unit, is prohibited and not eligible for reimbursement.
- D. The following byline shall be placed on all printed public information and education materials: "This material was developed through a project funded by the Michigan Office of Highway Safety Planning and the U.S. Department of Transportation."
- E. All public communications or news releases concerning this project shall state the project is finance with funds administered through OHSP.
- F. The purchase of program advertising space by Grantees on TV, radio, magazines, newspapers, billboards, etc. is not an allowable expense and will not be reimbursed.

IX. **State of Michigan Printing Requirements:**

The following items require the prior approval of the SCAO:

- Flyers
- Posters
- Brochures
- Printing requirement two or more colors of ink
- Annual reports
- Newsletters

- Printing requiring photographs
- Printing projects that include silk screened folders or binders, die-cut folders or covers, holograms, foil printing, embossing, or engraving.

Paper stock shall be standard sizes, as unusual sizes and special-order paper stock is more expensive than standard size and result in additional waste.

X. **Copies:**

The SCAO will require one electronic copy of any publication produced with federal traffic safety grant funds if the items are not distributed statewide. The copy can be submitted via email, CD, or flash drive. The SCAO will require fifteen copies of any of the following produced with federal traffic safety grant funds if they are distributed statewide and are not available online. These copies are distributed throughout the state of Michigan's library system:

- Annual reports
- Manuals, handbooks, and training materials
- News releases
- Statistics

The SCAO will require three copies of any of the following produced with federal traffic safety grant funds if they are distributed statewide. These copies are housed as part of Michigan's library system:

- Posters
- Brochures
- Flyers

If the publication is available on a publicly accessible website, a link to the document must also be provided to the SCAO. The state of Michigan's library system will then include it in its digital archive.

XI. **Closed Captioning:**

All DVDs must be closed captioned. This includes any online videos. Public communications or news releases concerning this project shall state that the project was financed with funds administered through the OHSP.

XII. **Social Media Use and Approval:**

Posts to social media accounts such as Facebook and Twitter associated with federally funded grants and projects require prior approval from the SCAO before release to the public. Approval will be granted on a case by case basis.

XII. **Performance Measurement Data and Reporting:**

The Grantee agrees to submit and is responsible for timely, complete, and accurate reports as identified in Attachment 1. The failure of the Grantee to comply with this requirement may result in the withholding of funds and or termination of this agreement. The data for each participant who is screened or accepted into the program must be entered into the Drug Court Case Management Information System (DCCMIS). If any report is thirty days past due, a delinquency notice will be sent via email notifying the Grantee that it has 15 days to comply with the reporting requirement. Forty-five days past the due date, a forfeiture notice will be sent to the Grantee via the U.S. Postal Service notifying it that its funding award has been rescinded due to contract noncompliance.

XIII. **Payment Processing:**

- A. The SCAO, in accordance with the general purposes, objectives, and terms and conditions of this agreement, will provide payment to the Grantee based upon appropriate reports, records, and documentation maintained by the Grantee. Any billing or request for reimbursement for subcontract costs must be supported by adequate source documentation on costs and services. A document entitled “Acceptable Back up Documentation for Federal Cost Claims” is available from the OHSP to assist with identifying adequate back-up documentation. Costs charged to this grant cannot be charged to any other program. Costs must be net of all applicable credits such as purchase discounts, rebates or adjustments of overpayments or erroneous charges. Payment requests must be submitted to the SCAO in a timely manner such that the SCAO can subsequently request reimbursement from the OHSP within the required reimbursement period. The Grantee must sign up through the online vendor registration process to receive payments as Electronic Funds Transfers (EFT)/Direct Deposits. Registration information is available through the Department of Technology, Management, and Budget’s website at: http://www.michigan.gov/budget/0,1607,7-157-13404_37161-179392--,00.html.
- B. The Grantee shall make reasonable efforts to collect 1st and 3rd party fees, where applicable, and report these as outlined in the SCAO’s fiscal procedures. Any under-recoveries of otherwise available fees resulting from failure to bill for eligible services will be excluded from reimbursable expenditures.
- C. Any program income received shall be used exclusively to further traffic safety project activities. Program income is defined as gross income earned by the Grantee from grant supported activities. Some examples are proceeds from the sale of items purchased or developed with grant funds, or revenue received from attendees at trainings or conferences paid for with grant funds. Program income must be netted against costs incurred within the grant or returned to the SCAO, unless prior permission is obtained from the SCAO to use the funds for other traffic safety projects.
- D. Payments for salaries and wages shall be supported by time and attendance reports, based on an after-the-fact distribution of time, which shows details of the activities performed. Grantees must maintain activity logs which document the actual amount of time spent on this grant project, and describe the nature of the activities performed. If the grant is funded from multiple sources, the logs must show the activity by fund source. This documentation must be submitted with the financial reimbursement request.
- E. Reimbursement for wages and fringe benefits shall be based on actual costs not budgeted rates. Only those fringe benefit costs that actually increase as a result of hours worked on this project can be claimed for reimbursement. For overtime wages, those costs typically include FICA, workers compensation, and retirement, but if any of these costs are structured so that they do not increase with overtime, such increases cannot be reimbursed. For straight-time grant-funded positions, all fringe benefits associated with the position may be claimed to the extent that the position has been approved for reimbursement (e.g., if 50 percent of the position is grant funded, 50 percent of the fringe benefits can be claimed). Fringe benefit rates must be reasonable, in accordance with federal cost principles. Grantees shall comply with all state labor laws.

- F. Contractual services are services of individual consultants or consulting firms engaged in performing special services pertinent to highway safety. All Grantees or subgrantees awarding contracts or subcontracts shall comply with the terms and conditions of Title 49 Code of Federal Regulations, Part 18 – Uniform Administrative Requirements For Grant And Cooperative Agreements To State and Local Governments, § 18.36 Procurement. All contracts for the purpose of developing public information materials (print, audio, or video) must be submitted to the SCAO for review prior to entering into the contractual agreement with the vendor.
- G. Automotive expenses submitted shall be based on the actual costs incurred. In most cases, this will be calculated by multiplying actual miles driven times mileage rate. The maximum rate is the State's standard travel rate, but if the grantee's rate is less, then the lesser amount must be used. The rate will be determined when the budget is approved.
- H. Reimbursements for travel (meals, lodging, mileage, etc.) cannot exceed the lesser of the Grantee's published travel rates or allowable State of Michigan travel rates. Exceptions to this for unusual situations require prior approval by the SCAO prior to incurring the expense.
- I. Postage, telephone, and grant related travel costs shall be documented by log or meter and submitted with the reimbursement request.
- J. Only program activities and expenses detailed in the approved grant budget and incurred during the grant period are eligible for reimbursement. Expenses incurred that are not detailed in the approved grant budget or outside the grant period will not be reimbursed. Costs cannot exceed the approved grant award.
- K. Goods purchased through the grant shall be received in acceptable conditions. If goods are not received in acceptable condition within thirty (30) days prior to the grant ending, the grantee shall contact the SCAO program coordinator.
- L. The grantee shall use generally accepted accounting principles.
- M. A separate account or fund must be established for this project. A separate account is required to be maintained by all agencies receiving grant funds from the SCAO regardless of the dollar amount. In addition, grantees receiving from SCAO for multiple projects must have a separate account for each grant project. It is the responsibility of the oversight agency to insure that all sub-agencies meet this requirement. The general ledgers of the sub-agencies are not required to be submitted with requests for payment unless specifically requested by SCAO.
- N. Costs must be net of all applicable credits such as purchase discounts, rebates or adjustments of overpayments or erroneous charges.
- O. The following deviations from the approved budget require prior approval from SCAO:
 - A. A specific item of cost not included in the approved budget.
 - B. An increase in the number of specific item over and above the total authorized.
 - C. A transfer between major budget categories in excess of 10 percent of the category being increased.
- P. A delay in submitting support documentation may result in the suspension of all grant activity.
- Q. Failure to submit cost statements with adequate supporting documentation prior

to the fiscal year close out deadline will result in non-reimbursement of those costs. Costs from one fiscal year cannot be paid in a subsequent fiscal year.

R. Documentation for costs shall be maintained for three years following final reimbursement.

XIV. **Employee Time Certifications:**

It is the Grantee's obligation to notify the SCAO immediately when an OHSP-funded employee:

- Is disabled or deceases while having been assigned to a grant-funded position;
- Is removed or reassigned from a grant-funded position; and/or,
- Is unable to report to work due to injury or illness not related to job performance (and is not replaced within 30 days by another employee).

All agreement-funded employees will complete and submit to the SCAO an executed Employee Time Certification form supplied in WebGrants. The grantee's failure to submit Employee Time Certification forms could result in loss of position funding.

XV. **Record Maintenance/Retention:**

The Grantee agrees to maintain adequate program and fiscal records and files, including source documentation to support program activities and all expenditures made under the terms of this agreement, as required. The Grantee must assure that all terms of this agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this agreement will be maintained (may be off site) for a period of not less than four years from the date of grant closure or until any pending litigation and/or audit findings have been resolved. All retention record guidelines set by the SCAO and/or the Grantee must be adhered to if they require additional years beyond retention guidelines stated herein. The Grantee's accounting system must maintain a separate fund or account that segregates grant contract receipts and expenditures from other receipts and expenditures of the Grantee.

XVI. **Authorized Access:**

The Grantee must permit, upon reasonable notification and at reasonable times, access by authorized representatives of the SCAO, the OHSP, Program Evaluators (contracted by the OHSP or the SCAO), Federal Grantor Agency, Comptroller General of the United States and State Auditor General, or any of their duly authorized representatives, to records, files, and documentation related to this agreement, to the extent authorized by applicable state or federal law, rule, or regulation. The SCAO and/or the OHSP may conduct on-site monitoring visit(s) and/or grant audit(s) any time during the grant period. All grant records and personnel must be made available during any visit, if requested. The SCAO and/or the OHSP may request that a funded program be evaluated by a contracted outside evaluation team. Grantees shall work cooperatively with the evaluation team in such a manner that the program be able to be fully reviewed and assessed.

XVII. **Confidential Information:**

In order that the Grantee's employees or subrecipient subcontractors may effectively provide fulfillment of this agreement to the SCAO, the SCAO may disclose confidential or proprietary information pertaining to the SCAO's past, present, and

future activities to the Grantee. All such information is proprietary to the SCAO and the Grantee shall not disclose such information to any third party without prior approval from the SCAO, unless disclosure is required by law or court order. If disclosure is required by law or court order, the SCAO will be notified of the request before disclosure. The Grantee agrees to return all confidential or proprietary information to the SCAO immediately upon the termination of this agreement. Both the SCAO and the Grantee shall ensure that medical services to, and information contained in the medical records of, persons served under the provisions of this agreement or other such recorded information required to be held confidential by federal or state law, rule, or regulation, in connection with the provision of services or other activity under this agreement, shall remain confidential. Such information shall be held confidential, and shall not be divulged without the written consent of either the patient or a person responsible for the patient, except as may be otherwise required by applicable law or regulation. Such information may be disclosed in summary, statistical, or other form, if the disclosure does not directly or indirectly identify particular individuals.

XVIII. **Human Subjects:**

The Grantee must submit all research involving human subjects conducted in programs sponsored by the SCAO, or in programs that receive funding from or through the state of Michigan, to the Michigan Department of Health and Human Services (MDHHS) Institutional Review Board (IRB) for approval prior to the initiation of the research.

XIX. **Subcontractor/Vendor Monitoring:**

The Grantee must comply with the Single Audit Act of 1984, as amended, 31 USC 7501 *et seq.* requirements and must forward all single audits covering grant funds administered through this agreement to the SCAO. The SCAO is responsible for reviewing all single audit adverse findings, issuing management decisions on audit findings and ensuring that corrective actions are implemented in accordance of OMB Circular A-133. The SCAO is responsible for ensuring that the Grantee is expending grant funds appropriately as specified through this agreement, and shall conduct monitoring activities to ensure compliance with all associated laws, regulations and provisions as well as ensure that performance goals are achieved. The SCAO shall ensure compliance for for-profit subcontractors as required by OMB Circular A-133, Section .210(e). The SCAO must ensure that transactions with vendors comply with laws, regulations, and provisions of contracts or grant agreements in compliance with OMB Circular A-133, Section .210(f).

XX. **Notification of Criminal or Administrative Investigations/Charges:**

If any employee of the Grantee that is associated with this agreement project becomes aware of a criminal or administrative investigation or charge that directly or indirectly involves grant funds referenced in this agreement, the Grantee shall immediately notify the SCAO, in writing, that such an investigation is ongoing or that a charge has been issued.

XXI. **Agreement Reduction/Suspension/Termination:**

In addition to forfeiture under Section XIII, the SCAO and/or the Grantee may reduce the Project Budget and/or suspend this agreement and/or terminate this agreement without further liability or penalty to the SCAO as follows:

A. If any of the terms of this agreement are not adhered to. Suspension requires

immediate action by the Grantee to comply with this agreement's terms; otherwise, termination by the SCAO may occur.

- B. Failure of the Grantee to make satisfactory progress toward the goals, objectives, or strategies set forth in this agreement. Failure under this subsection includes (but is not limited to) a determination by the SCAO after second quarter claims are submitted, in its sole discretion, that project funds are not reasonably likely to be fully expended by the end of the Fiscal Year.
- C. Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- D. Filing false certification in this agreement or other report or document.
- E. This agreement may be terminated by either party by giving 15 days written notice to the other party. Such written notice will provide valid, legal reasons for termination along with the effective date.
- F. This agreement may be terminated immediately if the Grantee, an official of the Grantee, or an owner of a 25% or greater share of the Grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private grant or subcontract; or convicted of a criminal offense including but not limited to the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or Federal antitrust statutes; convicted of any other criminal offense which, in the sole discretion of the National Highway Traffic Safety Administration, reflects on the Grantee's business integrity; any activity in Section XX of this agreement during the term of this agreement or any extension thereof.
- G. This agreement may be terminated immediately without further financial liability to the SCAO if funding for this agreement becomes unavailable to the SCAO.
- H. If a grant is terminated by the SCAO for failure to meet the grant management requirements, the Grantee shall not be eligible to seek grant funding from the SCAO OHSP grant program for a period of two years. In order to obtain grant funding after the two-year period, the Grantee will be required to submit written assurances that the identified deficiencies have been corrected. Additionally, the Grantee may be required to submit monthly financial reports to allow for increased financial monitoring.

XXII. **Final Reporting Upon Termination:**

Should this agreement be terminated by either party, within 30 days after the termination, the Grantee shall provide the SCAO with all financial, performance, and other reports required as a condition of this agreement. The SCAO will make payments to the Grantee for allowable reimbursable costs not covered by previous payments or other state or federal programs.

XXIII. **Severability:**

If any provision of this agreement or any provision of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall

not affect other provisions of this agreement.

XXIV. Liability:

- A. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the Grantee in the performance of this agreement shall be the responsibility of the Grantee, and not the responsibility of the SCAO, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any Grantee employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity as provided by statute or court decisions.
- B. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the SCAO in the performance of this agreement shall be the responsibility of the SCAO, and not the responsibility of the Grantee, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the SCAO, anyone directly or indirectly employed by the SCAO, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the SCAO or its employees by statute or court decisions.
- C. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Grantee and the SCAO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Grantee and the SCAO in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Grantee, the SCAO, or their employees, respectively, as provided by statute or court decisions.

XXV. Michigan Law:

This agreement shall be subject to, and shall be enforced and construed under, the laws of Michigan.

XXVI. Debt to State of Michigan:

The Grantee covenants that it is not, and will not become, in arrears to the state of Michigan or any of its subdivisions upon contract, debt, or any other obligation to the state of Michigan or its subdivisions, including real property, personal property, and income taxes.

XXVII. Disputes:

- A. The Grantee shall notify the SCAO in writing of the Grantee's intent to pursue a claim against the SCAO for breach of any term of this agreement within seven days of discovery of the alleged breach.
- B. The Grantee and the SCAO agree that with regard to any and all disputes, controversies, or claims arising out of or in connection with or relating to this agreement; or any claim that the SCAO violated any local, state, or federal ordinance, statute, regulation, law, or common-law doctrine (including discrimination or civil rights claims); or committed any tort; the parties shall attempt to resolve the dispute through mediation. Selection of a mediator will be by mutual agreement of the parties.
- C. The Grantee and the SCAO agree that, in the event that mediation is unsuccessful,

any disputes, controversies, or claims shall be settled by arbitration. Selection of an arbitrator will be by mutual agreement of the parties. The decision of the arbitrator shall be binding on both parties. The award, costs, and expenses of the arbitration shall be awarded at the discretion of the arbitrator. This agreement to arbitrate shall be specifically enforceable. A judgment of any circuit court shall be rendered upon the award made pursuant to submission to the arbitrator.

XXVIII. **Certifications and Assurances:**

The Grantee must adhere to all applicable Certifications and Assurances provided in this section. The failure to do so may result in the termination of grant funding or other remedies.

A. Certifications:

The Grantee should refer to the regulations cited below to determine the certification to which they are required to attest. Acceptance of this agreement requires compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying" and 28 C.F.R. Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)."

B. Lobbying:

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the Grantee certifies that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the grantee shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
3. This certification is a material representation of fact upon which reliance was placed when the grant application was made and entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure; and
4. None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one

exception. A State official whose salary is supported with NHTSA funds is not precluded from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

- C. Business Integrity Clause: The SCAO may immediately cancel the grant without further liability to the SCAO or its employees if the grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private grant or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or Federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the SCAO, reflects the grantee's business integrity.
- D. Indemnification:
 - a. To the extent allowable by law, all liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the grantee in the performance of this agreement shall be the responsibility of the grantee, and not the responsibility of SCAO or OHSP, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the grantee, any subcontractor, anyone directly or indirectly employed by the grantee, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the grantee or its employees by statute or court decisions.
- E. Debarment, Suspension and Other Responsibility Matters (Direct Recipient): As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 2867, for prospective participants in primary covered transactions, as defined at 28 C.F.R. Part 2867, Section 2867.20(a):
 - 1. The Grantee certifies that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Where the grantee is unable to certify to any of the statements in this certification, the grantee shall attach an explanation to this proposal.
 - c. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - d. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with

commission of any of the offenses enumerated in paragraph (1)(c) of this certification; and,

- e. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.
- f. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the grantee knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- g. The grantee shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective grantee learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- h. The terms covered transactions, debarred, suspended, ineligible, grantee covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition of Coverage sections 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
- i. The grantee agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any grantee covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- j. The prospective grantee further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Grantee Transaction," without modification, in all grantee covered transactions and in all solicitations for lower tier covered transactions. (See below)
- k. A participant in a covered transaction may rely upon a certification of a prospective participant in a grantee covered transaction that is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principles. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
- l. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good

faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by prudent person in the ordinary course of business dealings.

- m. Except for transactions authorized under paragraph i. of these instructions, if a participant in a covered transaction knowingly enters into a grantee covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- n. The grantee certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participant in this transaction by and Federal government or agency.
- o. Where the grantee is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

F. Drug-Free Workplace: The grantee and subgrantees agrees to abide by the Federal Drug-Free Workplace Act (49 CFR Part 29 Sub-part F).

G. Standard Assurances:

The Grantee hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Executive Order 12372 (intergovernmental review of federal programs); and, 28 C.F.R. Parts 66 or 70 (administrative requirements for grants and cooperative agreements). The Grantee also specifically assures and certifies that:

- 1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
- 2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 3. It will give the awarding agency or the general office, through any authorized representative, timely access to and the right to examine all paper or electronic records related to the financial assistance. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. Parts 18, 22, 23, 30, 35, 38, 42, 61 and 63, and the award term in 2 C.F.R. § 175.15(b).
- 4. It will assist the awarding agency, if necessary, in assuring compliance with section 106 of the National Historic Preservation Act of 1966, 16 U.S.C. § 470, Executive Order 11593 (Protection and Enhancement of the cultural Environment), the Archeological and Historical

Preservation Act of 1974, 16 U.S.C. § 469 *et seq.*, and the National Environmental Policy Act of 1969, 42 U.S.C. § 4321 *et seq.*

5. It will comply with Executive Order 13279, Executive Order 13559, and the regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part. 38, which prohibits recipients from using federal financial assistance on inherently (or explicitly) religious activities and from discriminating in the delivery of services on the basis of religion. Programs and activities must be carefully structured to ensure that federal financial assistance is not being used for literature, classes, meetings, counseling sessions, or other activities that support twelve-step programs, which are considered to be religious in nature. The twelve-step programs must take place at a separate time or location from the activities supported with federal financial assistance and the participation of beneficiaries in twelve-step programs is strictly voluntary. It must make clear to any and all vendors and program participants that twelve-step programming is separate and distinct from federally-funded activities. It must also ensure that participants are not compelled to participate in twelve-step programs and cannot penalize a participant who chooses not to participate in a twelve-step program. It must ensure that employees fully funded by federal funds are not involved with twelve-step programs whereby they are instructing or indoctrinating clients on the twelve steps. Employees of the Grantee shall clearly document the number of hours spent on secular activities associated with the federally-funded program and ensure that time spent on twelve-step programs is completely separate from time spent on permissible secular activities. In addition, at least one secular program must be provided as an alternative to twelve-step programming.
6. The Grantee agrees to ensure that no person in the United States shall, on the grounds of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental handicap or disability, political affiliation or beliefs, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this program. The Grantee shall adhere to all applicable federal, state and local laws, ordinances, rules and regulations including, but not limited to, the following: The Grantee will comply with all state and federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S. C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Publ. L. 101-336), as amended (42 U.S.C. 12101, *et seq.*) which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires federal-aid recipients and all

subrecipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Section 523 and 527 of the Public Health Service Act of the 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, et seq.), relating to nondiscrimination in the sale, rental or financing of housing ; (j) any other nondiscrimination provision in the specific statute(s) under which application for federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended. The Grantee's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks (23 USC 402(b) (1) (D)).

7. If the Grantee is a governmental entity, it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, 42 U.S.C. § 4601 *et seq.*, which governs the treatment of persons displaced as a result of federal and federally-assisted programs; and,
8. If the Grantee is a governmental entity, it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

- H. Non-Supplanting: The replacement of routine and/or existing expenditures with the use of state or federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of the state or local agency or other grantee is considered to be supplanting and is not allowed. It is imperative that the Grantee understands that the non-supplanting requirement mandates that grant funds may be used only to supplement (increase) the Grantee's budget, and may not supplant (replace) state, local or tribal funds that otherwise would have been spent on positions and/or any other items approved in this agreement budget if it had not received a grant award. The Financial Officer or Authorizing Official may not be funded under this grant. This means that if your agency plans to:
1. Hire new positions (including filling existing vacancies that are no longer funded in your agency's budget), it must hire these additional positions on or after the official grant award start date, above its current budgeted (funded) level of positions.
 2. Rehire personnel who have already been laid off (at the time of application) as a result of state, local, or tribal budget cuts, it must rehire the personnel on or after the official grant award start date, and

maintain documentation showing the date(s) that the positions were laid off and rehired.

3. Maintain personnel who are (at the time of application) currently scheduled to be laid off on a future date as a result of state, local or tribal budget cuts, it must continue to fund the personnel with its own funds from the grant award start date until the date of the scheduled lay-off (e.g., if the grant award start date is July 1 and the lay-off is scheduled for October 1, then the grant funds may not be used to fund the officers until October 1, the date of the scheduled layoff), and maintain documentation showing the date(s) and reason(s) for the lay-off. [Please note that as long as your agency can document the date that the lay-off(s) would occur if the grant funds were not available, it may transfer the personnel to the grant funding on or immediately after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual personnel.]
 4. Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of grant funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual personnel regarding the date(s) of the layoffs; and/or budget documents ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your agency's grant records.
 5. The grantee shall not use grant funds to supplant state or local funds, or, the resources that would otherwise have been made available for this program. Further, if a position is created by a grant and is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the grantee must stop charging the grant for the new position. Upon filling the vacancy, the grantee may resume charging the grant position.
- I. The Hatch Act:
1. Grantees and sub-grantees will comply with the provisions of 5 USC §§ 1501-1508 and implementing regulations of 5 CFR Part 151, concerning "Political Activity of State or Local Offices or Employees.
- J. Buy America Act:
1. Only items produced in the United States may be purchased with federal funds unless the Grantee can show that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and are of an unsatisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to the SCAO for approval by the appropriate governing authority.
 2. The Grantee or its contractors agree to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided

under this agreement.

- K. Health Insurance Portability and Accountability Act of 1996:
To the extent that the Health Insurance Portability and Accountability Act of 1996 is pertinent to the services that the Grantee provides to the SCAO under this agreement, the Grantee assures that it is in compliance with the HIPAA requirements including the following:
1. The Grantee must not share any protected health data and information provided by the SCAO or the OHSP that falls within the HIPAA prohibitions.
 2. The Grantee must require the subcontractor not to share any protected health data and information from the SCAO that falls under the HIPAA requirements in terms and conditions of the subcontract.
 3. The Grantee must only use the protected health data and information for the purposes of this agreement.
 4. The Grantee must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Grantee's employees.
 5. The Grantee must have a policy and procedure to report to the SCAO any unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Grantee becomes aware.
 6. Failure to comply with any of these contractual requirements may result in the termination of this agreement in accordance with Section XXII, Agreement Suspension/Termination, above.
 7. In accordance with the HIPAA requirements, the Grantee is liable for any claim, loss, or damage relating to unauthorized use or disclosure of protected health data and information received by the Grantee from the SCAO, the OHSP, or any other source.

XXIX. Conditions on Expenses:

Costs must be reasonable and necessary. Individual consultant fees are limited to \$450 (excluding travel, lodging and meal costs) per day, which includes legal, medical, psychological and accountant consultants. If the rate will exceed \$450 for an eight-hour day, prior written approval is required from the SCAO. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Grantees shall conduct all procurement and contractual transactions, without regard to dollar value, to provide maximum, open, and free competition. Maximum, open, and free competition shall be assured through the distribution of an adequate number of proposal solicitations.

1. Competition: Grantees shall conduct all procurement and contractual transactions, without regard to dollar value, to provide maximum, open and free competition. Maximum, open and free competition shall be assured through the distribution of an adequate number of proposal solicitations.
2. Small Purchase Procedures: Small purchase procedures are those relatively simple and informal procurement methods for securing

services, supplies, or other property that do not cost more than \$25,000 in total. If small purchase procedures are used, price or rate quotations must be obtained from at least three (3) qualified sources.

3. Competitive Bids: For purchases over \$25,000, the Grantee shall follow their competitive bid process providing it is at least as restrictive as the process required by the State of Michigan. The Grantee or their contractor agrees to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed, in whole or in part, with funds provided under this agreement.

XXX. **Conflict of Interest:**

The SCAO and the Grantee are subject to the provisions of 1968 PA 317, as amended, MCL 15.321 *et seq.*, and 1973 PA 196, as amended, MCL 15.341 *et seq.*

XXXI. **Compliance with Applicable Laws and Agreements:**

The Grantee will comply with applicable federal and state laws, guidelines, rules, and regulations in carrying out the terms of this agreement. The Grantee will also comply with all applicable general administrative requirements such as OMB Circulars covering cost principles, grant/agreement principles, and audits in carrying out the terms of this agreement, as well as the terms of the agreement between the OHSP and the SCAO. The SCAO shall supply the Grantee with a copy of said agreement.

XXXII. **Agreement Signatures:**

The Grantee hereby accepts this agreement in the amount and for the period indicated in the first page of this document on the basis of the application, assurances, and supporting documents submitted by the SCAO to the OHSP. This agreement becomes effective when signed by the parties. This award does not assure or imply continuation in funding beyond the funding period of this subcontract. The Grantee agrees to provide the SCAO with a copy of the Single Audit Report of the Grantee's entity.

XXXIII. **Entire Agreement:**

Except for the Grantee's approved grant application, application assurances, and most recently approved budget, this agreement contains the entire agreement between the parties and supersedes any prior written or oral promises and representations. No other understanding, oral or otherwise, regarding the subject matter of this agreement exists to bind either of the parties.

XXXIV. **Delivery of Notice:**

Written notices and communications required under this agreement shall be delivered by electronic mail, regular mail, overnight delivery, or facsimile device to the following:

- A. The Grantee's contact person is Mark Nelson, 7200 S. Huron River Drive, Ypsilanti, MI 48197.
- B. The SCAO's contact person is Dr. Jessica Parks, State Court Administrative Office, Michigan Hall of Justice, P.O. Box 30048, Lansing, MI 48909.

Authorizing Official: Must be a person who is authorized to enter into a binding contract for the entity receiving funds. ***The authorizing official may not be a judge or other state employee.*** The authorizing official is normally from the Executive or Legislative Branch of the entity (e.g., City Manager, Mayor, Council President, Board Chairperson, Chief Financial Officer, etc.).

Court Authorized Official Signature:	SCAO Authorized Official Signature:
Name: Date:	Name: Date:

**OFFICE OF HIGHWAY SAFETY PLANNING GRANT PROGRAM (OHSP)
FY 2017 REPORTING REQUIREMENTS**

October 1, 2016 through September 30, 2017

DCCMIS DATA EXCEPTION REPORT	
DUE DATE	NOTE
February 15, 2017	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of October 1, 2016, through December 31, 2016.
May 15, 2017	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of January 1, 2017, through March 31, 2017.
August 15, 2017	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of April 1, 2017, through June 30, 2017.
November 15, 2017	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of July 1, 2017, through September 30, 2017.

DCCMIS USER AUDIT	
DUE DATE	NOTE
January 31, 2017	Courts will be confirming user access to DCCMIS.

CLAIMS	
DUE DATE	NOTE
January 10, 2017	Courts will be reporting on expenditures from October 1, 2016, through December 31, 2016.
April 10, 2017	Courts will be reporting on expenditures from January 1, 2017, through March 31, 2017.
July 10, 2017	Courts will be reporting expenditures from April 1, 2017, through June 30, 2017.
October 10, 2017	Courts will be reporting expenditures from July 1, 2017, through September 30, 2017.

OHSP QUARTERLY PROGRAM REPORTS AND PROGRAM INCOME REPORTS	
DUE DATE	NOTE
January 10, 2017	Courts will be reporting on activity occurring during the time period of October 1, 2016, through December 31, 2016.
April 10, 2017	Courts will be reporting on activity occurring during the time period of January 1, 2017, through March 31, 2017.
July 10, 2017	Courts will be reporting on activity occurring during the time period of April 1, 2017, through June 30, 2017.
October 10, 2017	Courts will be reporting on activity occurring during the time period of July 1, 2017, through September 30, 2017.

PROGRAM INCOME VERIFICATION	
DUE DATE	NOTE
January 10, 2017	Courts will be verifying whether program income is collected.
OHSP EMPLOYEE TIME CERTIFICATION REPORTS	
DUE DATE	NOTE
April 10, 2017	Courts will be reporting on employee time paid for by the grant during the time period of October 1, 2016, through March 31, 2017.
October 10, 2017	Courts will be reporting on employee time paid for by the grant during the time period of April 1, 2017, through September 30, 2017.

Resolution No. 2016-53

Authorizing the Division of Platted Lots in Huron Center Commercial & Industrial Park

WHEREAS, the owners of a portion of Lots 9 and 10 Huron Center Commercial & Industrial Park have made a request to change lot boundaries as previously approved and recorded; and

WHEREAS, Township ordinance no. 2000-243, Article IX, Section 11.01 states that "Upon the filing of a petition, by the owner or owners of all interest therein, with the Township Board, the platted lots, outlot, or parcels of land in existing recorded plats may be partitioned or divided upon resolution of the Township Board into not more than four (4) parts, each of which shall, in regard to width, depth and area, conform to the terms and provisions of the Charter Township of Ypsilanti Zoning Ordinance, as amended; and

WHEREAS, the Township Planning Director has reviewed the division and confirmed that the resulting parcels meet the minimum requirements for lot size and road frontage as set forth by Section 2000 of the Township Zoning Ordinance.

THEREFORE, BE IT RESOLVED, that the revised property descriptions are approved as follows:

LEGAL DESCRIPTION PART OF LOT 9 AND PART OF LOT 10

PART OF LOTS 9 AND 10 OF HURON CENTER COMMERCIAL & INDUSTRIAL PARK, DESCRIBED AS: BEG AT THE NW COR OF LOT 9, TH ALONG THE SLY LINE OF JAMES L. HART PKY THE FOLLOWING FOUR (4) COURSES, ALONG THE ARC OF A CURVE TO THE R 38.78 FT, RADIUS 684 FT, CENTRAL ANGLE 3-14-56, CHORD BEARS S 75-48-47 E 38.78 FT, TH S 74-11-19 E 180 FT, TH ALONG THE ARC OF A CURVE TO THE R 30.21 FT, RADIUS 457 FT, CENTRAL ANGLE 3-47-17 CHORD BEARSS 72-17-40 E 30.21 FT TO THE NW COR OF LOT 10, TH ALONG THE ARC OF A CURVE TO THE R 146.77 FT, RADIUS 457 FT, CENTRAL ANGLE 18-24-8 CHORD BEARS S 61-12-00 E 146.14FT, TH S 33-16-30 W 130.87 FT, TH S 5-16-30 W 239.32 FT, TH N 86-41-10 W 296.73 FT, TH ALONG TH WLY LINE OF LOT 9 N 2-44-15 E 496.24 FT TO THE POB, CONT 3.158 +/- AC T3S, R7E, YPSILANTI TOWNSHIP, SUBJECT TO AND TOGETHER WITH EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY.

LEGAL DESCRIPTION PART OF LOT 9 AND PART OF LOT 10 HURO N CENTER COMMERCIAL & INDUSTRIAL PARK AND PART OF LOT 2 AND PART OF LOT 3 WASHTENAW BUSINESS PARK

PART OF LOT 2 AND LOT 3 WASHTENAW BUSINESS PARK AND PART OF LOT 9 AND LOT 10 HURON CENTER COMMERCIAL & INDUSTRIAL, PARK DESCRIBED AS: COMM AT THE SE COR OF LOT 2, TH ALONG THE NLY LINE OF JOE HALL DR, N 84-43-30 W 324 FT FOR APOB, TH N 84-43-30 W 38.64 FT, TH ALONG THE ARC OF A CURVE TO THE L 8.31 FT, RADIUS 868 FT, CENTRAL ANGLE 0-32-53, CHORD BEARS N 84-59-57 W 8.31 FT TO THE SW

COR OF LOT 2, TH ALONG THE ARC OF A CURVE TO THE L 167.12 FT, RADIUS 868 FT, CENTRAL ANGLE 11-1-53, CHORD BEARS S 89-12-40 W 166.86 FT, TH N 9-40-1 W 288.26 FT TO THE SW COR OF LOT 9, TH ALONG THE WLY LINE OF LOT 9 N 2-44-15 E 211.39 FT, TH S 86-41-10 E 296.73 FT, TH S 5-16-30 W 210.15 FT FOR A POB, CONT 2.985 +/- AC T3S, R7E, YPSILANTI TOWNSHIP, SUBJECT TO AND TOGETHER WITH EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY.

Supervisor
BRENDA L. STUMBO
Clerk
KAREN LOVEJOY ROE
Treasurer
LARRY J. DOE
Trustees
JEAN HALL CURRIE
STAN ELDRIDGE
MIKE MARTIN
SCOTT MARTIN



Assessor's Office

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 487-4927
Fax: (734) 484-5159

MEMORANDUM

To: Brenda Stumbo, Township Supervisor
Karen Lovejoy Roe, Township Clerk
Larry Doe, Township Treasurer
Ypsilanti Township Board

From: Dawn Scheitz, Residential Appraiser 

Cc: Joseph Lawson, Planning Director
Brian McCleery, Assistant Assessor

Date: October 10, 2016

Re: Resolution #2016-53 change platted lot boundary lines in Huron Center
Commercial & Industrial Park and Washtenaw Business Park.

Our local ordinance requires Township Board approval if there are any revisions to the original lot line in a recorded plat. This is required because the Board has already approved the original plat and this is a revision to what was previously approved. (Land divisions that are not in platted subdivisions do not require Board approval because these divisions are governed by the State Land Division Act.)

The Planning Coordinator has verified that the Lot split will not create any non-conforming conditions

Please place this item on the next available agenda for Board consideration.

COR OF LOT 2, TH ALONG THE ARC OF A CURVE TO THE L 167.12 FT, RADIUS 868 FT, CENTRAL ANGLE 11-1-53, CHORD BEARS S 89-12-40 W 166.86 FT, TH N 9-40-1 W 288.26 FT TO THE SW COR OF LOT 9, TH ALONG THE WLY LINE OF LOT 9 N 2-44-15 E 211.39 FT, TH S 86-41-10 E 296.73 FT, TH S 5-16-30 W 210.15 FT FOR A POB, CONT 2.985 +/-AC T3S, R7E, YPSILANTI TOWNSHIP, SUBJECT TO AND TOGETHER WITH EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY.

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement

Property Split/Combination Review

To: Dawn Scheitz, Residential Appraiser
From: Joseph Lawson, Planning Director
Cc: Property File
Date: October 10, 2016
Re: Combination/division of K -11-37-361-020 & K -11-37-361-021

The property division has been reviewed pursuant to the Ypsilanti Township Land Division Ordinance – Appendix C. Furthermore, it is stated within Section 300(b) 2, that all divisions of land, whether platted or unplatted, shall comply with the Ypsilanti Township Zoning Ordinance.

The proposal indicates the transfer of 1.0 acres from parcel -021 to parcel -020 expanding the total acreage from 2.158 acres to 3.158 and in turn reducing parcel -021 from 3.985 to 2.985 acres. The described parcels sizes meet the minimum requirements for land area and frontage as required within section 2001 of the Township zoning code.

It should also be noted that per section 11.03 of the Township Subdivision Regulations, the Board shall have the authority to approve the division of any such lot, outlot or parcel of land...

With that said, the combination/division of K -11-37-361-020 & K -11-37-361-021 is recommended for approval at this time.

If you should have any further questions, please feel free to contact me.

Supervisor
BRENDA L. STUMBO
Clerk
KAREN LOVEJOY ROE
Treasurer
LARRY J. DOE
Trustees
JEAN HALL CURRIE
STAN ELDRIDGE
MIKE MARTIN
SCOTT MARTIN



Assessor's Office

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 487-4927
Fax: (734) 484-5159

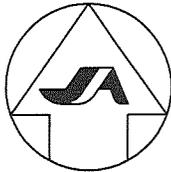
TO: Joe Lawson, Planning Director 
FROM: Dawn Scheitz, Residential Appraiser
SUBJECT: Combine/division of K -11-37-361-020 and K -11-37-361-021
DATE: October 7, 2016

A request for a property combine/division on the above-mentioned parcel(s) has been submitted to our office for review.

Please verify if this combine/division complies with Zoning and Division Ordinances of the Township. A draft resolution for township board approval is also attached.

Attached is the survey, and application of the resulting parcel(s). Please respond at your earliest convenience.

Attachments

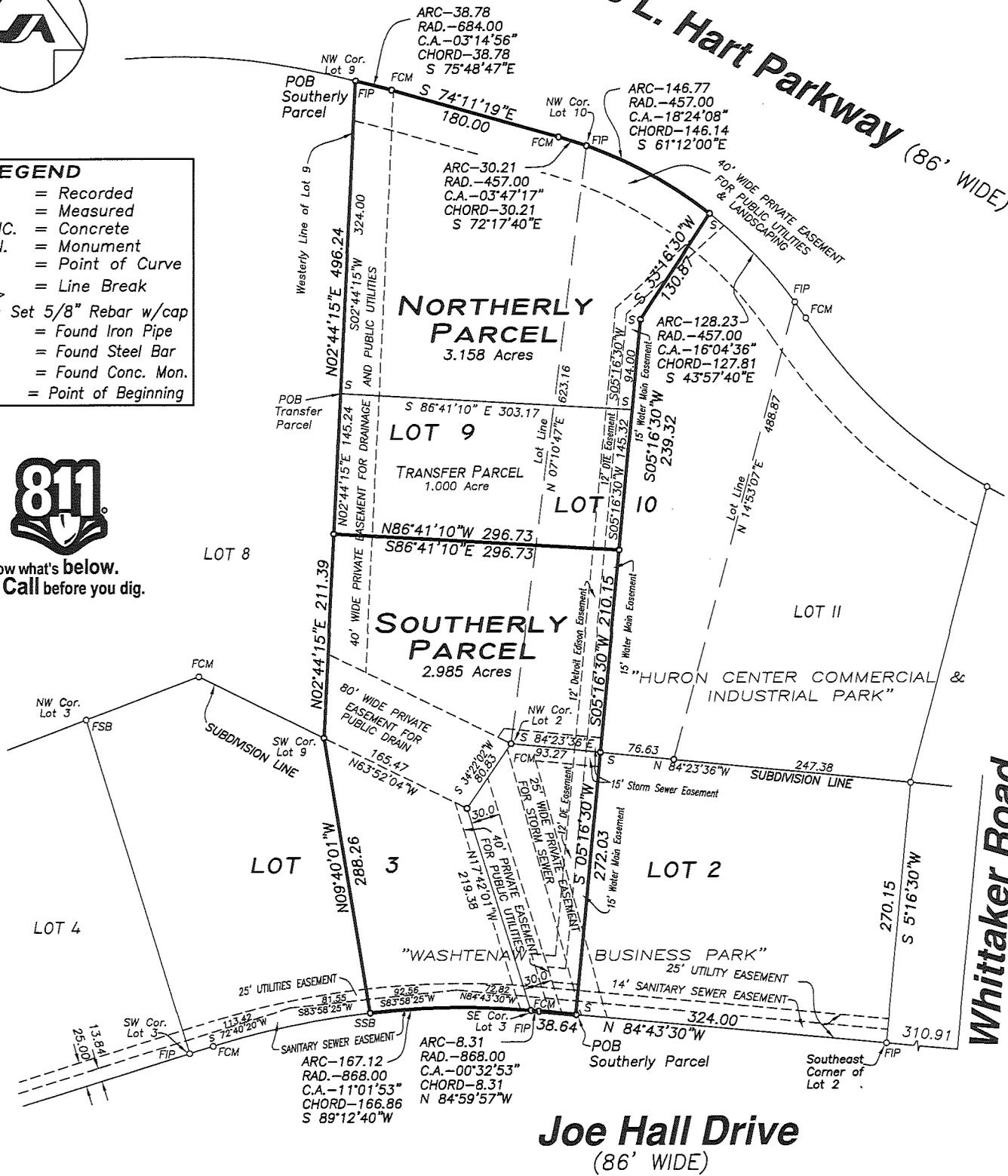


James L. Hart Parkway (86' WIDE)

- LEGEND**
- R = Recorded
 - M = Measured
 - CONC. = Concrete
 - MON. = Monument
 - P.C. = Point of Curve
 - ⚡ = Line Break
 - S = Set 5/8" Rebar w/cap
 - FIP = Found Iron Pipe
 - FSB = Found Steel Bar
 - FCM = Found Conc. Mon.
 - POB = Point of Beginning



Know what's below.
Call before you dig.



SURVEYOR'S CERTIFICATE: I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME, OR UNDER MY DIRECT SUPERVISION, THAT I AM A DULY LICENSED PROFESSIONAL SURVEYOR UNDER THE LAWS OF THE STATE OF MICHIGAN, THAT THIS SURVEY COMPLIES WITH THE REQUIREMENTS OF SECTION 3, P.A. 132 OF 1970, AS AMENDED, AND THAT THE ERROR OF CLOSURE OF THE UNADJUSTED FIELD OBSERVATIONS WAS 1 TO 72,717.

I. JOHN JEKABSON P.S. #19836



CERTIFIED SURVEY

LOT 3 AND PART OF LOT 2, OF "WASHTENAW BUSINESS PARK", LIBER 33, PAGES 19 THRU 27, & LOT 9, AND PART OF LOT 10, OF "HURON CENTER COMMERCIAL & INDUSTRIAL PARK", RECORDED IN LIBER 26, PAGES 66 THRU 68.

JEKABSON & ASSOCIATES, P.C.
 Professional Land Surveyors
 1320 Goldsmith, Plymouth, MI 48170
 (734) 414-7200 (734) 414-7272 fax



DATE	26 July 2016
JOB NO.	08-06-003
SCALE	1" = 150'
DRAWN	JRN-IJJ
CHECKED	IJJ
SHEET	1 of 3

ORIGINAL DESCRIPTIONS:

K-11-37-361-020

PART OF LOTS 9 AND 10, OF "HURON CENTER COMMERCIAL & INDUSTRIAL PARK", AS RECORDED IN LIBER 26 OF PLATS, PAGES 66 THRU 68, WASHTENAW COUNTY RECORDS, YPSILANTI TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT THE NORTHWEST CORNER OF LOT 9; THENCE ALONG THE SOUTHERLY LINE OF JAMES L. HART PARKWAY THE FOLLOWING FOUR (4) COURSES: ONE (1) ALONG THE ARC OF A CURVE TO THE RIGHT, 38.78 FEET, RADIUS 684.00 FEET, CENTRAL ANGLE 03°14'56", CHORD BEARS SOUTH 75°48'47" EAST 38.78 FEET, TWO (2) SOUTH 74°11'19" EAST 180.00 FEET, THREE (3) ALONG THE ARC OF A CURVE TO THE RIGHT, 30.21 FEET, RADIUS 457.00 FEET, CENTRAL ANGLE 03°47'17", CHORD BEARS SOUTH 72°17'40" EAST 30.21 FEET TO THE NORTHWEST CORNER OF LOT 10, AND FOUR (4) CONTINUING ALONG THE ARC OF A CURVE TO THE RIGHT, 146.77 FEET, RADIUS 457.00 FEET, CENTRAL ANGLE 18°24'08", CHORD BEARS SOUTH 61°12'00" EAST 146.14 FEET; THENCE SOUTH 33°16'30" WEST 130.87 FEET; THENCE SOUTH 05°16'30" WEST 94.00 FEET; THENCE NORTH 86°41'10" WEST 303.17 FEET; THENCE ALONG THE WEST LINE OF LOT 9; NORTH 02°44'15" EAST 324.00 FEET TO THE POINT OF BEGINNING. CONTAINS 2.158 ACRES. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

K-11-37-361-021

PART OF LOT 2 AND LOT 3, OF "WASHTENAW BUSINESS PARK", AS RECORDED IN LIBER 33 OF PLATS, PAGES 19 THRU 27, WASHTENAW COUNTY RECORDS, AND PART OF LOT 9 AND PART OF LOT 10, OF "HURON CENTER COMMERCIAL & INDUSTRIAL PARK", AS RECORDED IN LIBER 26 OF PLATS, PAGES 66 THRU 68, WASHTENAW COUNTY RECORDS, YPSILANTI TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF LOT 2 OF "WASHTENAW BUSINESS PARK"; THENCE ALONG THE NORTHERLY LINE OF JOE HALL DRIVE, NORTH 84°43'30" WEST 324.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG THE NORTHERLY LINE OF JOE HALL DRIVE THE FOLLOWING THREE (3) COURSES: ONE (1) NORTH 84°43'30" WEST 38.64 FEET, TWO (2) ALONG THE ARC OF A CURVE TO THE LEFT, 8.31 FEET, RADIUS 868.00 FEET, CENTRAL ANGLE 00°32'53", CHORD BEARS NORTH 84°59'57" WEST 8.31 FEET TO THE SOUTHWEST CORNER OF LOT 2 AND THREE (3) CONTINUING ALONG THE ARC OF A CURVE TO THE LEFT, 167.12 FEET, RADIUS 868.00 FEET, CENTRAL ANGLE 11°01'53", CHORD BEARS SOUTH 89°12'40" WEST 166.86 FEET; THENCE NORTH 09°40'01" WEST 288.26 FEET TO THE SOUTHWEST CORNER OF LOT 9 OF "HURON CENTER COMMERCIAL & INDUSTRIAL PARK"; THENCE ALONG THE WEST LINE OF LOT 9; NORTH 02°44'15" EAST 356.63 FEET; THENCE SOUTH 86°41'10" EAST 303.17 FEET; THENCE SOUTH 05°16'30" WEST 355.47 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 2, SAID POINT BEING SOUTH 84°23'36" EAST 93.27 FEET FROM THE NORTHWEST CORNER OF LOT 2; THENCE CONTINUING SOUTH 05°16'30" WEST 272.03 FEET TO THE POINT OF BEGINNING. CONTAINS 3.985 ACRES. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

PARCEL TO TRANSFERED:

PART OF LOTS 9 AND 10, OF "HURON CENTER COMMERCIAL & INDUSTRIAL PARK", AS RECORDED IN LIBER 26 OF PLATS, PAGES 66 THRU 68, WASHTENAW COUNTY RECORDS, YPSILANTI TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF LOT 9; THENCE ALONG THE WESTERLY LINE OF LOT 9, SOUTH 02°44'15" WEST 324.00 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 86°41'10" EAST 303.17 FEET; THENCE SOUTH 05°16'30" WEST 145.32 FEET; THENCE NORTH 86°41'10" WEST 296.73 FEET; THENCE ALONG THE WESTERLY LINE OF LOT 9, NORTH 02°44'15" EAST 145.24 FEET TO THE POINT OF BEGINNING. CONTAINS 1.000 ACRE. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

CERTIFIED SURVEY

LOT 3 AND PART OF LOT 2, OF "WASHTENAW BUSINESS PARK", LIBER 33, PAGES 19 THRU 27, & LOT 9, AND PART OF LOT 10, OF "HURON CENTER COMMERCIAL & INDUSTRIAL PARK", RECORDED IN LIBER 26, PAGES 66 THRU 68.

JEKABSON & ASSOCIATES, P.C.
Professional Land Surveyors
1320 Goldsmith, Plymouth, MI 48170
(734) 414-7200 (734) 414-7272 fax



DATE	26 July 2016
JOB NO.	08-06-003
SCALE	N.A.
DRAWN	JRN-IJJ
CHECKED	IJJ
SHEET	2 of 3

DESCRIPTIONS AFTER SURVEY:

NORTHERLY PARCEL

PART OF LOTS 9 AND 10, OF "HURON CENTER COMMERCIAL & INDUSTRIAL PARK", AS RECORDED IN LIBER 26 OF PLATS, PAGES 66 THRU 68, WASHTENAW COUNTY RECORDS, YPSILANTI TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT THE NORTHWEST CORNER OF LOT 9; THENCE ALONG THE SOUTHERLY LINE OF JAMES L. HART PARKWAY THE FOLLOWING FOUR (4) COURSES: ONE (1) ALONG THE ARC OF A CURVE TO THE RIGHT, 38.78 FEET, RADIUS 684.00 FEET, CENTRAL ANGLE 03°14'56", CHORD BEARS SOUTH 75°48'47" EAST 38.78 FEET, TWO (2) SOUTH 74°11'19" EAST 180.00 FEET, THREE (3) ALONG THE ARC OF A CURVE TO THE RIGHT, 30.21 FEET, RADIUS 457.00 FEET, CENTRAL ANGLE 03°47'17", CHORD BEARS SOUTH 72°17'40" EAST 30.21 FEET TO THE NORTHWEST CORNER OF LOT 10, AND FOUR (4) CONTINUING ALONG THE ARC OF A CURVE TO THE RIGHT, 146.77 FEET, RADIUS 457.00 FEET, CENTRAL ANGLE 18°24'08", CHORD BEARS SOUTH 61°12'00" EAST 146.14 FEET; THENCE SOUTH 33°16'30" WEST 130.87 FEET; THENCE SOUTH 05°16'30" WEST 239.32 FEET; THENCE NORTH 86°41'10" WEST 296.73 FEET; THENCE ALONG THE WESTERLY LINE OF LOT 9, NORTH 02°44'15" EAST 496.24 FEET TO THE POINT OF BEGINNING. CONTAINS 3.158 ACRES. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

SOUTHERLY PARCEL

PART OF LOT 2 AND LOT 3, OF "WASHTENAW BUSINESS PARK", AS RECORDED IN LIBER 33 OF PLATS, PAGES 19 THRU 27, WASHTENAW COUNTY RECORDS, AND PART OF LOT 9 AND PART OF LOT 10, OF "HURON CENTER COMMERCIAL & INDUSTRIAL PARK", AS RECORDED IN LIBER 26 OF PLATS, PAGES 66 THRU 68, WASHTENAW COUNTY RECORDS, YPSILANTI TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF LOT 2 OF "WASHTENAW BUSINESS PARK"; THENCE ALONG THE NORTHERLY LINE OF JOE HALL DRIVE, NORTH 84°43'30" WEST 324.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG THE NORTHERLY LINE OF JOE HALL DRIVE THE FOLLOWING THREE (3) COURSES: ONE (1) NORTH 84°43'30" WEST 38.64 FEET, TWO (2) ALONG THE ARC OF A CURVE TO THE LEFT, 8.31 FEET, RADIUS 868.00 FEET, CENTRAL ANGLE 00°32'53", CHORD BEARS NORTH 84°59'57" WEST 8.31 FEET TO THE SOUTHWEST CORNER OF LOT 2 AND THREE (3) CONTINUING ALONG THE ARC OF A CURVE TO THE LEFT, 167.12 FEET, RADIUS 868.00 FEET, CENTRAL ANGLE 11°01'53", CHORD BEARS SOUTH 89°12'40" WEST 166.86 FEET; THENCE NORTH 09°40'01" WEST 288.26 FEET TO THE SOUTHWEST CORNER OF LOT 9 OF "HURON CENTER COMMERCIAL & INDUSTRIAL PARK"; THENCE ALONG THE WESTERLY LINE OF LOT 9, NORTH 02°44'15" EAST 211.39 FEET; THENCE SOUTH 86°41'10" EAST 296.73 FEET; THENCE SOUTH 05°16'30" WEST 210.15 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 2, SAID POINT BEING SOUTH 84°23'36" EAST 93.27 FEET FROM THE NORTHWEST CORNER OF LOT 2; THENCE CONTINUING SOUTH 05°16'30" WEST 272.03 FEET TO THE POINT OF BEGINNING. CONTAINS 2.985 ACRES. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

CERTIFIED SURVEY

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DATE
26 July 2016

JOB NO.
08-06-003

SCALE
N.A.

DRAWN
JRN-IJJ

CHECKED
IJJ

SHEET
3 of 3

Supervisor
BRENDA L. STUMBO
Clerk
KAREN LOVEJOY ROE
Treasurer
LARRY J. DOE
Trustees
JEAN HALL CURRIE
STAN ELDRIDGE
MIKE MARTIN
SCOTT MARTIN



Charter Township of Ypsilanti

**Recreation Department/
Community Center**

2025 East Clark Road
Ypsilanti, MI 48198
Phone: (734) 544-3807
Fax: (734) 544-3888
50 & Beyond: (734) 544-3838
www.ytown.org

Memorandum

TO: Karen Lovejoy-Roe, Ypsilanti Township Clerk
CC: Angie Verges, Recreation Services Manager
FROM: Debbie Aue
DATE: October 14, 2016
RE: Request to approve Nutrition Grant contract

Please find attached the contract from the Senior Nutrition Grant program. This is a contract that is submitted to us every year for renewal.

I am asking that the contract be placed on the Board agenda for October 18th for approval.

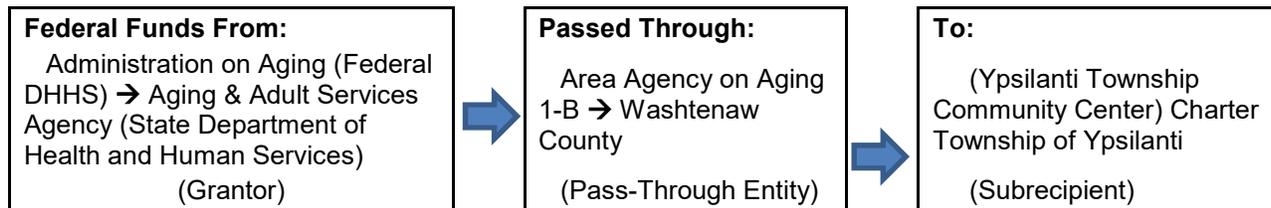
Upon approval and signatures from the Township officials, the contract will be submitted to the Washtenaw County Office of Community & Economic Development oversees the nutrition program.

COUNTY OF WASHTENAW, MICHIGAN**Agreement for Subaward of Federal Financial Assistance**

The COUNTY OF WASHTENAW is a recipient of federal financial assistance grant dollars. These funds are received directly from the federal government and indirectly from the State of Michigan and several local entities. The County sometimes passes through a portion of this federal financial assistance to other organizations located within (or in the vicinity of) the geographical boundaries of the County to assist them in carrying out the objectives of the applicable federal grant or program.

AGREEMENT is made this 1st day of October, 2016, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan, as the pass-through entity (hereinafter referred to as the County) and, Charter Township of Ypsilanti located at 7200 S. Huron River Dr. Ypsilanti, MI 48198 (hereinafter often referred to as the Subrecipient).

This agreement is a subaward of federal financial assistance by the County to the Subrecipient intended to assist, stimulate, or support the Subrecipient in carrying out its allowable activities under the Washtenaw County Senior Nutrition Program as requested by the Subrecipient in its application to the County for federal financial assistance.

Flow of Federal Financial Assistance in this Subaward AgreementARTICLE I – REQUIRED DATA ELEMENTS

(As detailed in Section 200.331 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget, hereinafter referred to as the Uniform Guidance.)

Subrecipient Name (must match registered name in DUNS)	Ypsilanti Township Community Center:Charter Twp. of Ypsilanti
Subrecipient DUNS Number	_07-839-9060
Federal Award Identification Number (FAIN)	17-9052-CH
Federal Award Date (the date when the federal award is signed by the authorized official of the federal awarding agency)	10/1/2016
Subaward Period of Performance (start and end date)	10/1/2016-09/30/2017
Amount of Federal Funds Obligated by this Agreement	\$761,979

Total Amount of Federal Funds Obligated to the Subrecipient	\$16,000
Total Amount of the Federal Award	\$761,979
Federal Award Project Description (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA) described in Title 2 Code of Federal Regulations Part 170)	Programs must provide an appropriate meal, which complies with the current Dietary Guidelines for Americans and provides one-third of the Dietary Reference Intakes (DRI). Meals must be provided to eligible people aged 60 and over and their spouses or caretakers. Local projects may also provide nutrition education, nutrition counseling and other nutrition services, as appropriate, based on the needs of meal participants.
Name of Federal Awarding Agency	Departmental of Health & Human Services
Name of County (Pass-Through Entity)	Washtenaw County
Name and Contact Information for Awarding Official	Moonson River Eninsche, eninschem@ewashtenaw.org , 734-544-3006
CFDA Number and Name	93.045; Special Programs for the Aging_ Title III, Part C_ Nutrition Services
Is this Subaward for Research and Development? (answer Yes or No)	NO
Indirect Cost Rate for the Federal Award (either an approved federally recognized indirect cost rate negotiated between the Subrecipient and the federal government or, if no such rate exists, either a rate negotiated between the County and Subrecipient or a de minimus indirect cost rate of 10% of modified total direct costs may be used). Subrecipient may choose to charge only direct costs to this agreement.	NA

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE II - SCOPE OF SERVICES

The Subrecipient will be responsible for administering senior nutrition services in a lawful and proper manner as detailed in:

- Attachment A-CONG, Delivering congregate meal services to qualifying Washtenaw County residents as outlined in the “AAA 1-B Request for Proposals and Operating Standards Manual FY 2017- 2019” published by the Area Agency on Aging 1-B.

Upon completion of the above services and submission of quarterly invoices, the County will pay the Contractor an annual amount not to exceed \$16,000.

ARTICLE III - PAYMENT AND CASH MANAGEMENT

If the County is paid in advance by the federal awarding agency under the above named federal assistance award, the Subrecipient may also be paid in advance if it meets the requirements in Section 1 below.

Section 1 - Cash Advances. The Subrecipient may request an advance of funds under this agreement if it maintains or demonstrates the willingness to maintain both:

1. written procedures that minimize the time elapsing between the transfer of funds from the County and the subsequent disbursement of the funds by the Subrecipient,
2. financial management systems that meet the standards for fund control and accountability as defined in Section 200.305 of the Uniform Guidance.

Requests for advance of funds must be limited to the minimum amount needed and must be timed to be in accordance with the actual, immediate cash requirements of the Subrecipient in carrying out the terms of this agreement. The timing and amount of the advance must be as close as is "administratively feasible" to the actual disbursement to be made by the Subrecipient.

Section 2 - Reimbursement. If the Subrecipient does not meet the requirements in Section 1 above, it shall submit periodic reimbursement requests to the County. This may be done on a monthly or quarterly basis. The reimbursement request shall be accompanied by the agreed upon financial and programmatic reports. The County shall pay the Subrecipient within 30 calendar days after the receipt of the reimbursement request and the agreed upon financial/programmatic reports, unless the County reasonably believes the reimbursement request to be improper.

ARTICLE IV - REPORTING OF SUBRECIPIENT

Section 1 - The Subrecipient is to report to the Office of Community & Economic Development Director and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - The Subrecipient shall submit financial reports monthly to the designated Human Services Specialist. The Subrecipient shall submit monthly programmatic reports to the designated Human Services Specialist.

Section 3 - All reports, estimates, memoranda and documents submitted by the Subrecipient must be dated and bear the Subrecipient's name. Financial reports shall be submitted in a timely manner to the County and shall be in agreement with the amounts shown in the Subrecipient's financial system and shall be supported by appropriate documentation (payroll records, invoices, etc.). Final financial and programmatic reports shall be submitted by the Subrecipient within 30 days of the end of this agreement unless an extension of time is granted in writing by the County.

Section 4 - The Subrecipient agrees to only incur costs under this agreement which are eligible under the Cost Principles detailed in Section 200.400-475 of the Uniform Guidance.

Section 5 - The Subrecipient shall retain all reports, records and supporting documentation pertaining to this agreement for a period of three years from the date of submission of the final expenditure report and shall make them available to the County and the federal awarding agency upon request.

Section 6 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 7 - The County may review and inspect the Subrecipient's activities during the term of this agreement.

Section 8 - When applicable, the Subrecipient will submit a final, written report to the County Administrator.

Section 9 - After reasonable notice to the Subrecipient, the County may review any of the Subrecipient's internal records, reports, or insurance policies.

Section 10 - The Subrecipient shall disclose in writing to the County any potential conflict of interest it has related to the County or this agreement.

Section 11 - The Subrecipient shall disclose in writing to the County in a timely manner all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this agreement.

Section 12 - The Subrecipient shall report to the County in a timely manner if any adverse or problematic situations arise between reporting deadlines describing the nature of the problem and what is being done to address it.

ARTICLE V - TERM

This agreement begins on 10/1/2016 and ends on 09/30/2017 *with an option to extend an additional 2 year(s)*. No costs eligible under this agreement shall be incurred by the Subrecipient before or after these dates, except with prior written approval of the County.

ARTICLE VI- RESPONSIBILITIES OF THE SUBRECIPIENT

Section 1 - The Subrecipient agrees to comply with all applicable federal, State, and local regulations including the Uniform Guidance. The Subrecipient agrees to comply with the management systems standards (financial management (Sections 200.302-304), procurement (Sections 200.317-326), and property management (Sections 200.310-316)) of the Uniform Guidance.

Section 2 - The Subrecipient agrees to have performed a Single Audit of its federal expenditures if it reaches the Single Audit dollar threshold in federal expenditures during its fiscal year as detailed in Section 200.501 of the Uniform Guidance. The County reserves the right to perform or cause to be performed additional audits if it deems such to be necessary to insure compliance with the terms of this agreement or to determine the eligibility of the reported expenditures for reimbursement.

Section 3 - The Subrecipient agrees to comply with the provisions of the Byrd Amendment (Public Law 101-121, Section 319 - 31 U.S. Code Section 1352) which prohibits the use of federal funds by the recipient or subrecipient of a Federal contract, grant, loan, or cooperative agreement to pay any person to influence or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the federal funds awarded under this agreement.

Section 4 - The Subrecipient agrees to comply with the provisions of the Stevens Amendment (Section 8136 of the Department of Defense Appropriations Act – Public Law 100-463) which stipulates that when issuing statements, press releases, requests for proposals, bid

solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.

Section 5 - In addition to this agreement, the Subrecipient shall complete, sign, and submit to the County the following documents which are attached as part of this agreement:

1. Standard Assurances
2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
3. Audit Certification

ARTICLE VII – SUSPENSION OF FUNDING

The County may suspend funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

1. Failure to expend funds in a timely manner consistent with the agreement milestones, guidance, and assurances.
2. Failure to comply with the requirements or statutory objectives of federal or state law.
3. Failure to follow agreement requirements or special conditions.
4. Proposal or implementation of substantial plan changes to the extent that, if originally submitted, the application would not have been approved for funding.
5. Failure to submit required reports.
6. Filing of a false certification on the application or other report or document.
7. Failure to adequately manage, monitor or direct the activities of its subrecipients that are funded under this agreement.

Before taking action, the County will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

The County reserves the right to recommend to the federal government that the Subrecipient be suspended or debarred in the case of sustained significant noncompliance by the Subrecipient with the award provisions.

ARTICLE VIII- PERSONNEL

Section 1 - The Subrecipient will provide the required services and will not subaward or assign the services without the County's written approval.

Section 2 - The Subrecipient will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that all work done under this agreement shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore entity or offshore business interest either owned or affiliated with the Subrecipient. For purposes of this agreement, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE IX-INDEPENDENT CONTRACTOR

Contractor and the County shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. Except as otherwise specified in this contract, Contractor retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

ARTICLE X - INDEMNIFICATION AGREEMENT

The Subrecipient will protect, defend and indemnify the County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Subrecipient's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this agreement resulting in whole or in part from negligent acts or omissions of Subrecipient, any subcontractor of the Subrecipient, or any employee, agent or representative of the Subrecipient or any subcontractor of the Subrecipient.

ARTICLE XI- INSURANCE REQUIREMENTS

The Subrecipient will maintain at its own expense during the term of this Agreement, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this agreement.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. For transportation services contracts, the County shall be added as

additional insured on automobile liability policy with respect to the services provided under this contract.

4. Fidelity Bonding covering employee theft from employer.
5. Third Party Fidelity (Crime Bond) with a minimum of \$50,000, covering employee theft from participant.

Insurance companies, named insureds and policy forms may be subject to the approval of the County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to The County. Subrecipient shall be responsible to the County or insurance companies insuring the County for all costs resulting from both financially unsound insurance companies selected by Subrecipient and their inadequate insurance coverage. Subrecipient shall furnish the County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Subrecipient until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Subrecipient expires or is canceled during the term of the agreement, services and related payments will be suspended. Subrecipient shall furnish certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this agreement. Certificates shall be addressed to the County c/o: : Office of Community & Economic Development, 415 West Michigan, Suite 2200, Ypsilanti, MI 48197 CR#_____, and shall provide for written notice to the Certificate holder of cancellation of coverage.

ARTICLE XII - COMPLIANCE WITH LAWS AND REGULATIONS

The Subrecipient will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

The Subrecipient agrees to maintain the proper organizational status (such as 501 (c)(3) if needed) to be eligible to receive federal financial assistance under this grant, including proper licensure, registration, etc. Subrecipient agrees to keep itself in the same legal position/mode of organization as when it entered into this agreement.

ARTICLE XIII - INTEREST OF SUBRECIPIENT AND COUNTY

The Subrecipient promises that it has no interest which would conflict with the performance of services required by this agreement. The Subrecipient also promises that, in the performance of this agreement, no officer, agent, employee of the County, or member of its governing bodies, may participate in any decision relating to this agreement which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE XIV - CONTINGENT FEES

The Subrecipient promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Subrecipient, to solicit or secure this agreement, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Subrecipient, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this agreement. For breach of this promise, the County may cancel this agreement without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Subrecipient.

ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

The Subrecipient will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Subrecipient will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Subrecipient agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Subrecipient, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service agreement with the County to pay their employees under that agreement, a minimum of either \$12.93 per hour with benefits or \$14.43 per hour without benefits. Agreementor agrees to comply with this Ordinance in paying its employees. The Subrecipient understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2017 and annually thereafter which amount shall be automatically incorporated into this agreement. County agrees to give the Subrecipient thirty (30) days written notice of such change. The Subrecipient agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XVII - ASSIGNS AND SUCCESSORS

This agreement is binding on the County and the Subrecipient, their successors and assigns. Neither the County nor the Subrecipient will assign or transfer its interest in this agreement without the written consent of the other.

ARTICLE XVIII - TERMINATION OF AGREEMENT

Termination without cause. Either party may terminate the agreement by giving thirty (30) days written notice to the other party. Upon any such termination, the Subrecipient agrees to return to the County any funds not authorized for use, and the County shall have no further obligation to reimburse the Subrecipient. Upon termination of the agreement, the Subrecipient shall submit documentation, in a format specified by the County, to formally end its participation in the agreement.

ARTICLE XIX - EQUAL ACCESS

The Subrecipient shall provide the services set forth in the Scope of Service section of this agreement without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XX - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this agreement will be freely available to the public. None may be copyrighted by the Subrecipient. During the performance of the services, the Subrecipient will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this agreement by the Subrecipient must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XXI - PAYROLL TAXES

The Subrecipient is responsible for all applicable state and federal social security benefits and unemployment taxes for its employees and agrees to indemnify and protect the County against such liability.

ARTICLE XXII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIII - CHANGES IN SCOPE OR SCHEDULE OR SERVICES

Changes mutually agreed upon by the County and the Subrecipient, will be incorporated into this agreement by written amendments signed by both parties.

Unilateral modification of the agreement may take place by the County if the underlying programmatic legislation or regulations are changed by the federal government. If this unilateral modification is objectionable to the Subrecipient, it may withdraw from receiving further federal financial assistance under this agreement by giving (thirty) 30 days written notice to the County.

The Subrecipient agrees to inform the County in writing concerning any proposed changes of dates, budget, or services indicated in this agreement, as well as changes of

address or personnel affecting this agreement. Changes in dates, budget, or services are subject to prior written approval of the County.

ARTICLE XXIV - CHOICE OF LAW AND FORUM

This agreement is to be interpreted by the laws of the State of Michigan. The parties agree that the proper forum for any disputes or litigation arising out of this agreement is in Washtenaw County, Michigan.

The County and the Subrecipient agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation. This is not to be construed as a waiver of governmental immunity for either party.

ARTICLE XXV - EXTENT OF AGREEMENT

This written agreement, including any attachments thereto, represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XXVI – PRIVACY / THIRD PARTIES

This agreement is solely between the County and Subrecipient. No other parties are part of this agreement. This agreement is not intended to make any person or entity, not a party to this agreement, a third party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

ARTICLE XXVII - SEVERABILITY

The invalidity or unenforceability of any provisions of this agreement shall not affect the validity or enforceability of any other provision of this agreement, which shall remain in full force and effect.

ARTICLE XXVIII - NOTICES

Communication notices for this agreement may be delivered via electronic mail, U.S. mail, hand delivery, or fax.

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the organization he or she represents. By signing this agreement, the County and the Subrecipient agree to comply with all of the requirements specified in this agreement.

ATTESTED TO:

WASHTENAW COUNTY (Pass-Through Entity)

By: _____

By: _____

Lawrence Kestenbaum (DATE)
County Clerk/Register

Gregory Dill (DATE)
County Administrator

APPROVED AS TO CONTENT: Ypsilanti Twp. Community Center:Charter Twp. of Ypsilanti

By: _____
Andrea Plevak (DATE)
Interim Director
Office of Community & Economic
Development

BY: _____ (DATE)

APPROVED AS TO FORM:

By: _____
Curtis N. Hedger (DATE)
Office of Corporation Counsel

STANDARD ASSURANCES - NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction sub-agreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget.
18. Will comply with all applicable requirements of all other Federal laws, executive orders regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

Signature of Subrecipient's Authorized Representative

Date Submitted

Ypsilanti Twp. Community Center:Charter
Township of Ypsilanti
Name of Subrecipient Organization

Title of Subrecipient's Authorized Representative

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when Washtenaw County determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily

excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 –

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction; (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Washtenaw County Administrator's Office, 220 N. Main, P.O. Box 8645, Ann Arbor, MI 48107-8645. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check [] if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Washtenaw County Administrator's Office, 220 N. Main, P.O. Box 8645, Ann Arbor, MI 48107-8645. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Charter Township of Ypsilanti
Name of Subrecipient Organization

Printed Name and Title of Subrecipient's Authorized Representative

Signature of Subrecipient's Authorized Representative

Date

Subrecipient Audit Certification

Federal Audit Requirements - Fiscal Years Beginning After December 26, 2014

Non-federal organizations which expend \$750,000 or more in federal funds during their fiscal year are required to have a Single Audit performed in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget. Subrecipients must submit their audit report to the Federal Audit Clearinghouse within the earlier of 30 days after receipt of the auditor's report, or within 9 months after the end of the audit period for each year the Subrecipient meets the \$750,000 federal expenditure threshold.

Program: Washtenaw County Senior Nutrition Community Site

CFDA Number: 93.045

Subrecipient Information:

Organization Name: Charter Township of Ypsilanti

Street Address: 7200 S. Huron River Dr. Ypsilanti, MI 48198

City, State, Zip Code

Independent Audit Firm: _____

Certification for Fiscal Year Ending (mm/dd/yyyy) : _____

(Check appropriate box):

I certify that the Subrecipient shown above **does not expect** to expend \$750,000 or more in federal funds during at least one fiscal year that funds are received for the above listed program and thus it will not be required to have a Single Audit performed under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget, for the above listed program.

I certify that the Subrecipient shown above **expects it will** expend \$750,000 or more in federal funds during at least one fiscal year that funds are received for the above listed program and thus it will be required to have a Single Audit performed under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget.

Signature of Subrecipient's Authorized Representative

Date

For Washtenaw County Use Only

Reviewed By: _____

Date: _____

Attachment A-CONG:
Scope of Services

Congregate Meals Program

I. Participants

Eligibility Criteria

The Senior Nutrition Program will serve individuals that meet the following criteria:

- a. The eligible person must be 60 years of age or older, or be the spouse or partner of a person 60 years of age or older.
- b. Individuals living with disabilities who have not attained 60 years of age but who reside in housing facilities occupied primarily by older adults at which congregate nutrition services are provided, may receive such services.
- c. Non-older adult individuals living with disabilities who reside in a non-institutional household may accompany an eligible older individual and may participate on the same basis as the elderly participants.

Participant Registration and Recordkeeping

Upon registration, the participant should be provided the Participant Welcome Packet developed by OCED. Each participant must complete a registration form for the program. This form is submitted to OCED as soon as possible for entry into the database. Participants must sign on the Daily Sign-in Sheet prior to receiving each meal. Daily Sign-in Sheets must be submitted to OCED each month.

Participant Donations

Individuals who meet the above criteria will be encouraged to donate \$3.00 per meal, although no one will be turned away for inability to pay.

Individuals not otherwise eligible may be served if meals are available, and they must pay \$5.50 and receive a receipt for their payment. Meals for these individuals may only be provided after all eligible participants have been served.

Donations must be counted and signed for by two people and kept in a locked container until deposited into a bank account. At the end of each month, sites must mail to OCED the original deposit receipts and documentation showing that each day's donations were counted and signed for by two individuals. Donations will be invested back into the Senior Nutrition Program by OCED. Donation Summary sheets and donation deposit receipts must be submitted to OCED each month.

Referrals

Each congregate nutrition provider shall be able to provide information about the nearest home delivered meals program and be prepared to make referrals for persons who may be eligible for a home delivered meals program.

OCED will connect each site to food assistance program information, as well as services that exist locally, including other AAA 1-B partners. Each site shall take steps to inform participants about local, state, and federal food assistance programs and provide information and referral to assist the individual with obtaining benefits. Sites will also refer participants to other services, as needed.

Participant Complaints

Sites will handle initial participant complaints. Should a complaint be unable to be resolved, the complaint must be addressed in accordance with the Senior Nutrition Program Grievance Procedure.

Postings

Each program shall display, at a prominent location in each meal site, the AAA 1-B or the Aging & Adult Services Agency (AASA) Community Nutrition Services poster. A site may use its own poster as long as all required information is included and clearly presented. The poster shall contain the following information for each program; additional information pertaining to the program shall not be displayed so as to cause any misunderstanding or confusion with information presented on the poster:

- The name of the nutrition project director
- The nutrition project director's telephone number
- The suggested donation for eligible participants
- The guest fee to be charged non-eligible participants
- A statement of non-discrimination identical to the language on the AASA poster: No persons shall be excluded from participating in, denied the benefits of, or be subjected to discrimination under the program because of age, race, color, national origin, or handicap. If you believe you have been discriminated against, please contact the Affirmative Action Officer at the Michigan Aging & Adult Services Agency, 517-373-8230 or the Chicago Regional Office of Civil Rights, 312-886-2359.

II. Facilities and Safety

Accessible site

Senior Nutrition Program sites must be operated within an accessible facility. Accessibility is defined as a participant living with a disability being able to enter the facility, use the rest room, and receive service that is at least equal in quality to that received by a participant not living with a disability. Documentation from a local building official or licensed architect is preferred.

Site Access, Maintenance, Security

Sites are responsible for

- Care and maintenance of the facility, including restrooms, equipment, kitchen, storage areas and areas of common use
- Snow removal
- Utility payments
- Arranging fire safety inspections; all reports must be forwarded to OCED
- Licensing by the Public Health Department
- Insurance coverage
- Security procedures

Fire safety standards

Each meal site must be inspected, by a local fire official, no less frequently than every three years. For circumstances where a local fire official is unavailable after a formal (written) request, OCED may conduct fire safety assessments of the Senior Nutrition Program site. Each meal site must conduct an annual fire drill. At a minimum, documentation of a fire drill must include the date of the fire drill and a signature verifying that the fire drill occurred. Best practices suggest that documentation should also include items such as number of minutes to evacuate, aspects that went well, and aspects that require improvement.

Michigan Food Code

Sites must comply with Michigan Food Code and local public health codes regulating food service establishments. Each meal site and kitchen operated by a congregate meal provider shall be licensed, as appropriate, by the local health department. The local health department is responsible for periodic inspections and for determining when a facility is to be closed for failure to meet Michigan Food Code standards. The site shall submit copies of inspection reports electronically to OCED within five days of receipt for all facilities in which the Senior Nutrition Program is conducted. It is the responsibility of the Senior Nutrition Program site to address noted violations promptly.

Site staff is responsible for measuring the temperature of food items upon arrival and immediately prior to service. Hot food must be maintained above 135 degrees. Should the temperature fall below 135 degrees, the food must be reheated to above 165 degrees prior to service. Cold foods should stay below 41 degrees. Measured temperatures must be recorded on the temperature chart to be submitted to OCED each month.

Site Closure

When a meal site is to be permanently or temporarily closed, the program will notify OCED in writing, including the following information:

1. Intent to close a site, as soon as possible.
2. A rationale for site closure (e.g. lack of attendance, inability to meet minimum standards and/or other requirements, loss of resources)

All closures must be approved by OCED. If a closure occurs without approval, funding may be withheld and/or recaptured at OCED's discretion.

Emergency Preparedness

In cases of inclement weather, sites should close their program when the school district in the area is closed. Closure must immediately be reported to OCED.

Procedures to be followed in the event of a medical emergency must be posted. Staff and volunteers will be trained by OCED during in-services on procedures to be followed in the event of a medical emergency.

III. Staffing

Staff

OCED will provide training in identified competency areas twice per year at Senior Nutrition Program in-services. Each site must designate a "Site Coordinator" to serve as point person for OCED. Site coordinators are expected to train staff members on an ongoing basis and manage all staff members in order to carry out expected duties. Training provided by site staff members should include, at a minimum, day-to-day operations, food safety basics, and Senior Nutrition Program policies and procedures. Site staff member are expected to utilize the Volunteer Training Manual provided by OCED to cover all necessary training areas.

Volunteers

Sites are responsible for volunteer recruitment, orientation, ongoing training, and management for day-to-day activities. Sites are expected to use the Volunteer Training Manual provided by OCED. Volunteers must submit a volunteer registration form. Volunteer time must be documented to be included as an in-kind contribution to the Senior Nutrition Program using the In-Kind Documentation Form. Forms must be submitted monthly to OCED.

In-service Training

Staff and volunteers of each program shall receive in-service training at least twice each fiscal year which is specifically designed to increase their knowledge and understanding of the program and to improve their skills at tasks performed in the provision of service.

IV. Meals

Assistive Eating Devices

Each site shall make available, store and clean, upon request, food containers and utensils used as assistive devices for participants who are living with disabilities as part of a therapeutic program.

Non-Approved Meals

Funding provided by OCED may not be used to contribute towards potluck dining activities.

Food Taken Out of Meal Site

Sites may allow leftovers (food served to participants and not eaten) to be taken out of the site if the following conditions are met:

- a. A sign shall be posted near the congregate meal sign informing the meal participants that all food removed from the site becomes the responsibility of the individual.
- b. All new congregate participants receive written material about food safety and preventing food-borne illness when they sign up.
- c. All participants receive written material about food safety and preventing food-borne illness annually.
- d. The individual is required to sign a waiver statement that has been added to the registration form that states that they are responsible for food taken out of the site.
- e. Containers are not provided for the leftovers.

If a regular congregate meal participant is unable to come to the site due to illness, the meal may be taken out of the site to the individual for no more than seven (7) days. If needed for more than seven days, the participant should be evaluated for home delivered meals. If the person taking out the meal is also a regular congregate participant, they may also take their meal out.

OCED will provide technical assistance and materials for carrying out this policy if necessary.

Nutrition Education

OCED will provide nutrition education materials to be distributed each month to participants. Additionally, OCED will arrange for any additional nutrition education sessions and coordinate with the site to deliver the nutrition education. Sites are welcome to arrange for additional nutrition education activities.

**AMENDED MICHIGAN MUTUAL AID BOX ALARM SYSTEM ASSOCIATION
AGREEMENT**

Effective Date: _____

BETWEEN

**PARTICIPATING POLITICAL SUBDIVISIONS AS SIGNATORIES
TO THIS INTERLOCAL AGREEMENT**

This Agreement is entered into between the participating units of local government "Parties" that execute this Agreement and adopt its terms and conditions as provided by law. This Agreement supersedes any and all prior Agreements and amendments to the Michigan Mutual Aid Box Alarm System Association Agreement.

WHEREAS, the Constitution of the State of Michigan, 1963, Article VII, Section 28, authorizes units of local government to contract as provided by law; and,

WHEREAS, the Urban Cooperation Act, of 1967, 1967 PA 7, MCL 124.501, et seq., provides that any political subdivision of Michigan or of another state may enter into interlocal agreements for joint exercise of power, privilege, or authority that agencies share in common and might each exercise separately; and,

WHEREAS, the Parties have determined that it is in their best interests to enter into this Agreement to secure to each the benefits of mutual aid in fire protection, suppression, rescue and emergency medical assistance, hazardous materials control, technical rescue and/or other emergency support for an Emergency, Disaster, or other Serious Threat to Public Health and Safety; and,

WHEREAS, the Parties have determined that it is in their best interests to form an association to provide for communications procedures, training, and other functions to further the provision of said protection of life and property during an Emergency, Disaster, or other Serious Threat to Public Health and Safety; and

WHEREAS, the Constitution and people of the State of Michigan have long recognized the value of cooperation by and among the state and its political subdivisions;

NOW, THEREFORE, the Parties agree as follows:

SECTION ONE

Purpose

It is recognized and acknowledged that in certain situations, such as natural disasters and man-made catastrophes, no political subdivision possesses all the necessary resources to cope with every possible Emergency, Disaster or Serious Threat to Public Safety, and an effective, efficient response can be best achieved by leveraging collective resources from other political subdivisions. Further, it is acknowledged that coordination of mutual aid through the Michigan Mutual Aid Box Alarm System Association (MI-MABAS) is most effective for best practices and efficient provision of mutual aid.

SECTION TWO

Definitions

The Parties agree that the following words and expressions, as used in this Agreement, whenever initially capitalized, whether used in the singular or plural, possessive or non-possessive, either within or without quotation marks, shall be defined and interpreted as follows:

- A. "Agreement" means the MI-MABAS Agreement.
- B. "Michigan Mutual Aid Box Alarm System" ("MABAS") means a definite and prearranged plan whereby response and assistance is provided to a

Requesting Party by an Assisting Party in accordance with the system established and maintained by MI-MABAS Members;

- C. “Party” means a political subdivision which has entered into this Agreement as a signatory;
- D. “Requesting Party” means any Party requesting assistance under this agreement;
- E. “Assisting Party” means any Party furnishing equipment, personnel, and/or services to a Requesting Party under this agreement;
- F. “Emergency” means an occurrence or condition in a Party’s jurisdiction which results in a situation of such magnitude and/or consequence that it cannot be adequately handled by the Requesting Party and such that a Requesting Party determines the necessity of requesting aid;
- G. “Disaster” means an occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or human-made cause, including fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, or similar occurrences resulting from terrorist activities, riots, or civil disorders;
- H. “Serious Threats to Public Health and Safety” means other threats or incidents such as those described as Disasters, of sufficient magnitude that the necessary public safety response threatens to overwhelm local resources and requires mutual aid or other assistance;

- I. "Division" means the geographically associated Parties which have been grouped for operational efficiency and representation of those Parties;
- J. "Training" means the regular scheduled practice of emergency procedures during non-emergency drills to implement the necessary joint operations of MI-MABAS;
- K. "Executive Board" means the governing body of MI-MABAS composed of Division representatives.
- L. "Effective Date" means the date on which the Agreement is first filed with the Department of State, the Office of the Great Seal, and each county where Parties are located.
- M. "Special Operations Teams" means MI-MABAS recognized teams of personnel with the requisite training and skill for Hazardous Materials Response, Technical Rescue Response (including Strike Teams and Michigan Task Force 1) and Incident Management Teams.

SECTION THREE

Establishment of the Association, the Divisions and Executive Board of MI-MABAS

A. Establishment of the Association

1. The Parties intend and agree that MI-MABAS is established as separate legal entity and public body corporate pursuant to the Michigan Urban Cooperation Act of 1967, 1967 PA, MCL 124.505(c) and this Agreement.
2. Name of MI-MABAS. The formal name of the Association is "Michigan Mutual Aid Box Alarm System Association".

3. Federal Tax Status. The Parties intend that MI-MABAS and all Divisions shall be exempt from federal income tax under Section 115(1) of the Internal Revenue Code of 1986, as amended, or corresponding provisions of any future tax code
4. State and Local Tax Status. The parties intend that the MI-MABAS and all Divisions shall be exempt from all State and local taxation including, but not limited to, sales, use, income, single business, and property taxes under the applicable provisions of the laws of the State.
5. Title to MI-MABAS Property. All property is owned by MI-MABAS as a separate legal entity. MI-MABAS may hold any of its property in its own name or in the name of one (1) or more of the Parties or Divisions, as determined by the Parties.
6. Principal Office. The principal office of the Association ("Principal Office") shall be at such locations determined by the MI-MABAS Executive Board.

B. Establishment of the Executive Board.

An Executive Board shall be established to consider, adopt, and amend needed rules, procedures, by-laws and any other matters deemed necessary by the Parties. The Executive Board shall consist of a member elected from each Division of MI-MABAS who shall serve as the voting representative of said Division of MI-MABAS matters, and may appoint a designee from his or her Division to serve temporarily in his or her stead. Such designee shall have all rights and privileges attendant to a representative of the Division. A President and Vice President shall be elected from the representatives of the

Parties and shall serve without compensation. The President and other officers shall coordinate the activities of the MI-MABAS Association.

SECTION FOUR

Duties of the Executive Board

The Executive Board shall meet regularly to conduct business and to consider and publish the rules, procedures, and bylaws of the MI-MABAS Association, which shall govern the Executive Board meetings and such other relevant matters as the Executive Board shall deem necessary.

SECTION FIVE

Rules and Procedures

Rules, procedures, and by laws of the MI-MABAS Association shall be established by the Member Units via the Executive Board as deemed necessary for the purpose of administrative functions, the exchange of information, and the common welfare of the MI-MABAS.

SECTION SIX

Authority and Action to Effect Mutual Aid

- A. The Parties hereby authorize and direct their respective Fire Chief or his or her designee to take necessary and proper action to render and/or request mutual aid from the other Parties in accordance with the policies and procedure established and maintained by the MI-MABAS Association.

- B. Upon a Fire Department's receipt of a request from another Party for Fire Services, the Fire Chief, the ranking officer on duty, or other officer as designated by the Fire Chief shall have the right to commit the requested Firefighters, other personnel, and Fire Apparatus to the assistance of the requesting Party. The aid rendered shall be to the extent of available personnel and equipment not required for adequate protection of the territorial limits of the Responding Party. The judgment of the Fire Chief, or his or her designee, of the Responding Party shall be final as to the personnel and equipment available to render aid.
- C. An authorized representative of the Party which has withheld or refused to provide requested assistance under this Agreement shall immediately notify the Requesting Party, and shall submit an explanation for the refusal.

SECTION SEVEN

Jurisdiction Over Personnel and Equipment

Personnel dispatched to aid a party pursuant to this Agreement shall at all times remain employees of the Assisting Party, and are entitled to receive benefits and/or compensation to which they are otherwise entitled to under the Michigan Workers' Disability Compensation Act of 1969, any pension law, or any act of Congress.

Personnel dispatched intrastate to assist a party pursuant to this Agreement continue to enjoy all powers, duties, rights, privileges, and immunities as provided by Michigan Law. When Parties are dispatched pursuant to the Emergency Management Assistance Compact (EMAC), the Parties shall adhere to all provisions of the EMAC. Personnel rendering aid shall report for direction and assignment at the scene of the emergency to the Incident Commander of the Requesting Party.

SECTION EIGHT

Compensation for Aid

Equipment, personnel, and/or services provided pursuant to this Agreement, absent a state or federal declaration of emergency or disaster, excluding resources for Special Operations Teams, shall be at no charge to the Requesting Party for the first eight hours. Any expenses recoverable from third parties shall be equitably distributed among Responding Parties. Requests for a response from any MI-MABAS Special Operations Team may require full and complete reimbursement to the responding Team for all expenses, including but not limited to, expenses for equipment, personnel, management and administration and all other services provided at an incident. The Executive Board shall adopt fee schedules that establish rates for Special Operations Team responses. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under any existing statutes. The Parties reserve the right to waive any charges to a Requesting Party.

SECTION NINE

Insurance

Each Party shall procure and maintain, at its sole and exclusive expense, insurance coverage, including comprehensive liability, personal injury, property damage, worker's compensation, and, if applicable, emergency medical service professional liability, with minimum limits of \$1,000,000 auto and \$1,000,000 combined single limit general liability and professional liability. The obligations of the Section may be satisfied by a Party's membership in a self-insurance pool, a self-insurance plan, or arrangement with an insurance provider approved by the state of jurisdiction. The

Executive Board may require that copies or other evidence of compliance with the provisions of this Section be provided by the Parties to the Executive Board.

SECTION TEN

Liability

Each Party will be solely responsible for the acts of its own employees, agents, and subcontractors, the costs associated with those acts, and the defense of those acts. The Parties shall not be responsible for any liability or costs associated with those acts and the defense of those acts for Parties outside of their political jurisdictions. It is agreed that none of the Parties shall be liable for failure to respond for any reason to any request for Fire Services or for leaving the scene of an Incident with proper notice after responding to a request for service.

SECTION ELEVEN

No Waiver of Governmental Immunity

All of the privileges and immunities from liability, and exemptions from laws, ordinances and rules, and all pensions, relief, disability, worker's compensation and other benefits which apply to the activity of Parties, officers, agency, or employees of any public agents or employees of any public agency when performing their respective functions within the territorial limits for their respective agencies, shall apply to the same degree and extent to the performance of such functions and duties of such Parties, officers, agents, or employees extraterritorially under the provision of this Agreement. No provision of the Agreement is intended, nor shall any provision of this Agreement be construed, as a waiver by any Party of any governmental immunity as provided by the Act or otherwise under law.

SECTION TWELVE

Term

- A. The existence of MI-MABAS commences on the Effective Date and continues until terminated in accordance with this Section.
- B. Any Party may withdraw, at any time, from this Agreement for any reason, or for no reason at all, upon thirty (30) days written notice to the Association. The withdrawal of any Party shall not terminate or have any effect upon the provisions of this Agreement so long as the MI-MABAS remains composed of at least two (2) Parties. Parties withdrawing from MI-MABAS and subsequently requesting a mutual aid resource from a MI-MABAS member may be subject to reasonable fees for that resource according to the fee schedule established, and periodically reviewed and updated, by the Executive Board.

- C. This Agreement shall continue until terminated by the first to occur of the following:
- (i) The Association consists of less than two (2) Parties; or,
 - (ii) A unanimous vote of termination by the total membership of the Executive Board.

SECTION THIRTEEN

Miscellaneous

- A. Entire Agreement. This Agreement sets forth the entire agreement between the Parties. The language of this Agreement shall be construed as a whole according to its fair meaning and not construed strictly for or against any party. The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement.
- B. Severability of Provisions. If a Court of competent jurisdiction finds any provision of this Agreement invalid or unenforceable, then that provision shall be deemed severed from this Agreement. The remainder of this Agreement shall remain in full force.
- C. Governing Law/Consent to Jurisdiction and Venue. This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced, and governed under the laws of the State of Michigan.
- D. Captions. The captions, headings, and titles in this Agreement are intended for the convenience of the reader and not intended to have any substantive meaning and are not to be interpreted as part of this Agreement.

- E. Terminology. All terms and words used in this Agreement, regardless of the numbers or gender in which they are used, are deemed to include any other number and any other gender as the context may require.
- F. Recitals. The Recitals shall be considered an integral part of this Agreement.
- G. Amendment. The Agreement may be amended or an alternative form of the Agreement adopted only upon written agreement and approval of the governing bodies of all Parties. Amendments to this Agreement shall be filed with the Department of State, the Office of the Great Seal, each county of the State where a Party is located, and any other governmental agency, office, and official required by law. The undersigned unit of local government or public agency hereby adopts, subscribes, and approves this Agreement to which this signature page will be attached, and agrees to be a party and be bound by the terms.
- H. Compliance with Law. The Association shall comply with all federal and State laws, rules, regulations, and orders applicable to this Agreement.
- I. No Third Party Beneficiaries. Except as expressly provided herein, this Agreement does not create, by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, right of indemnification (i.e., contractual, legal, equitable, or by implication) right of subrogation as to any Party's rights in this Agreement, or any other right of any kind in favor of any individual or legal entity.
- J. Counterpart Signatures. This Agreement may be signed in counterpart. The counterparts taken together shall constitute one (1) agreement.
- K. Permits and Licenses. Each Party shall be responsible for obtaining and maintaining, throughout the term of this Agreement, all licenses, permits, certificates, and governmental authorizations for its employees and/or agents

necessary to perform all its obligations under this Agreement. Upon request, a Party shall furnish copies of any permit, license, certificate or governmental authorization to the requesting party.

- L. No Implied Waiver. Absent a written waiver, no fact, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.
- M. Notices. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid to the person appointed to the governing board by the governing body of the participating agency.

Political Entity

Chief Executive Official

Date

Supervisor
BRENDA L. STUMBO
Clerk
KAREN LOVEJOY ROE
Treasurer
LARRY J. DOE
Trustees
JEAN HALL CURRIE
STAN ELDRIDGE
MIKE MARTIN
SCOTT MARTIN



Supervisor's Office

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 481-0617
Fax: (734) 484-0002
www.ytown.org

TO: Karen Lovejoy Roe, Clerk
FROM: Brenda L. Stumbo, Supervisor
DATE: October 12, 2016
RE: L-4029, Second Revision

Please find attached a second revision of the 2016 Tax Rate Request for the 2017 budget, approved by the Board on September 20, 2016.

The revision was required to change three of the Headlee rollback millage levy calculations. The Fire, Police, and Recreation numbers were rounded up by our Accounting Director at the ten thousandth position (the 4th number right of the decimal). The calculations should not have been rounded based on the hundred thousandth position (the 5th number right of the decimal) and should have been truncated, per the County Equalization Department.

Please place this item on the October 18, 2016 agenda for the Board's consideration.

If you have any questions, please contact my office or the Accounting Director.

tk

cc: Javonna Neel, Accounting Director

2016 Tax Rate Request (This form must be completed and submitted on or before September 30, 2016)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw	2016 Taxable Value of ALL Properties in the Unit as of 5-23-16 1,149,212,674
Local Government Unit Requesting Millage Levy Charter Township of Ypsilanti	For LOCAL School Districts: 2016 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2016 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2015 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2016 Current Year "Headlee" Millage Reduction Fraction	(7) 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Gen Op	N/A	1.1160	1.0322	.9942	1.0262	1.0000	1.0262		1.0262	N/A
Voted	Fire Prot	8/6/13	3.1250	3.1250	.9942	3.1068	1.0000	3.1068		3.1068	2016
Voted	Sld Waste	8/6/13	2.1550	2.1550	.9942	2.1425	1.0000	2.1425		2.1425	2016
Voted	Police	8/6/13	5.9500	5.9500	.9942	5.9154	1.0000	5.9154		5.9154	2016
Voted	Rec/BP	8/6/13	1.0059	1.0059	.9942	1.0000	1.0000	1.0000		1.0000	2016
PA 235	FPen/HC	N/A						1.2000		1.2000	2016

Prepared by Javonna Neel	Telephone Number (734) 484-3702	Title of Preparer Accounting Director	Date 10/12/16
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		Karen Lovejoy Roe	10/12/16
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Brenda L. Stumbo	10/12/16

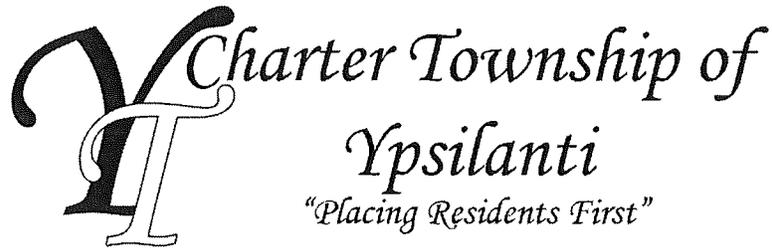
* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2016 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

Supervisor
BRENDA L. STUMBO
Clerk
KAREN LOVEJOY ROE
Treasurer
LARRY J. DOE
Trustees
JEAN HALL CURRIE
STAN ELDRIDGE
MIKE MARTIN
DEE SIZEMORE



Supervisor's Office

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 481-0617
Fax: (734) 484-0002
www.ytown.org

TO: Karen Lovejoy Roe, Clerk
FROM: Brenda L. Stumbo, Supervisor
DATE: October 12, 2016
RE: 2017 Fiscal Year Budget

Please place the following on the October 18, 2016 agenda for the Board's consideration:

1. Set public hearing date of Tuesday, November 1, 2016 for the 2016 Fiscal Year Budget

If you have any questions, please contact my office.

tk

OTHER BUSINESS

AUTHORIZATIONS AND BIDS

CHARTER TOWNSHIP OF YPSILANTI

INFORMATION SERVICES

Computer Support • Web Content Management • Communications Services

To: Township Board
From: Travis McDugald, IS Manager
Re: Request to authorize Computer Support to seek cost proposals through MITN for Windows Server 2016 Licensing to be brought back to the Board for approval.
Date: October 10, 2016
Copy To: Mike Radzik, OCS Director

Ypsilanti Township's computer network operates with a combination of about 27 physical and virtual Windows servers that are the backbone of the network. Those servers require an operating system capable of meeting our needs.

The newest version of Windows Server (2016) includes new features that the Township is looking to utilize over the next two years that should result in lower overall maintenance costs. The estimated server licensing cost for primary systems is \$30,000, which is budgeted this year.

I believe the use of MITN for these proposals will yield more competitive bidding and additional cost savings. MITN has already proven itself to be a cost saving option in other areas.

I respectfully request the Township Board authorize Computer Support to seek cost proposals through MITN for Windows Server 2016 Licensing to be brought back to the Board for approval.

Travis McDugald,
IS Manager