

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE AUGUST 15, 2017 WORK SESSION**

Clerk Lovejoy Roe called the meeting to order at approximately 4:30 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

**Members Present:** Clerk Karen Lovejoy Roe, Treasurer Larry Doe, Trustees: Stan Eldridge, Heather Jarrell Roe, Monica Ross-Williams, Jimmie Wilson Jr.

**Members Absent:** Supervisor Brenda L. Stumbo

**Legal Counsel:** Wm. Douglas Winters

**1. DISCUSSION ON SPECIAL ASSESSMENT DISTRICTS**

Clerk Lovejoy Roe requested to postpone the discussion on the special assessment districts until September when Supervisor Stumbo could attend. All concurred to postpone the SAD discussion.

**2. AGENDA REVIEW**

**CONSENT AGENDA**

**A. MINUTES OF THE JULY 18, 2017 WORK SESSION AND REGULAR MEETING**

**B. STATEMENTS AND CHECKS**

- 1. STATEMENTS AND CHECKS FOR AUGUST 1, 2017 IN THE AMOUNT OF \$3,888,608.64**
- 2. STATEMENTS AND CHECKS FOR AUGUST 15, 2017 IN THE AMOUNT OF \$846,852.99**
- 3. CHOICE HEALTH CARE DEDUCTIBLE ACH EFT FOR JULY 2017 IN THE AMOUNT OF \$29,718.00**
- 4. CHOICE HEALTH CARE ADMIN FEE FOR JUNE 2017 IN THE AMOUNT OF \$1,215.00**

**C. JULY 2017 TREASURER'S REPORT**

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**ATTORNEY REPORT**

**A. GENERAL LEGAL UPDATE**

Clerk Lovejoy Roe stated that the legal update would be provided at the Regular Meeting including an update on 923 Ecorse Rd., Forbes Cleaners.

**OLD BUSINESS**

**1. RESOLUTION 2017-17, CREATION OF SPECIAL ASSESSMENT DISTRICT #209  
TURTLE CREEK #2 (PUBLIC HEARING HELD AT THE JULY 18, 2017 REGULAR  
MEETING)**

Clerk Lovejoy Roe stated that several residents all spoke in favor of creation of the district at the public hearing on July 18, 2017. She clarified the question from the July meeting regarding the location of the new light and said it would be on the northwest corner of the McCartney and State intersection.

**2. REQUEST TO APPROVE FIRST AMENDMENT TO THE MASTER DEED OF THE  
MANORS AT CREEKSIDE VILLAGE PORTION OF PLANNED DEVELOPMENT  
#25 (TABLED AT THE JULY 18, 2017 REGULAR MEETING)**

Mike Radzik, OCS Director shared that the HOA of Creekside Village South had no issues with the amendment and it was in proper form to vote on.

**3. REQUEST OF BRIAN MCCLEERY, ASSISTANT ASSESSOR FOR APPROVAL OF  
LETTER OF AGREEMENT FOR SALE OF PARCEL K-11-13-330-001 LOCATED  
ON STATE ST. TO JAMES BURNS IN THE AMOUNT OF \$800.00 PLUS  
CLOSING COSTS (TABLED AT THE JULY 18, 2017 REGULAR MEETING)**

Brian McCleery, Deputy Assessor, stated that he had negotiated the sale of a township owned lot with Mr. Burns. He said the property was a 20-foot lot surrounded by A-1 Auto on State Street across from YCUA.

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Clerk Lovejoy Roe shared that board members were concerned about the upkeep of the property and the road.

James Burns, owner of A-1 Auto, said he bought a brush for his loader to take care of the road and he had cleaned it regularly for 15 years at the request of YUCA. He said he never had complaints from YCUA and when he was notified of problems with the road he would resolve them.

Trustee Ross-Williams stated she was concerned about the basic clean up around the property.

Mr. Burns stated there was an 8-foot high fence surrounding the property. He said it was the nicest looking property in the area and that he worked to keep the front area clean.

Trustee Jarrell Roe asked James Burns who was maintaining the small piece of property that was between the two properties that he already owned.

Mr. Burns stated he had been maintaining the property and put a fence around it because he thought he owned it all along. Mr. Burns said the property was inspected annually and if there was a problem it could be handled as part of the inspection and the annual license renewal process.

- 4. REQUEST OF KAREN WALLIN, HUMAN RESOURCES FOR APPROVAL TO CREATE AND POST AN ELECTION SPECIALIST POSITION (CLASSIFICATION #19) WITHIN THE AFSCME BARGAINING UNIT (TABLED AT JULY 18, 2017 REGULAR MEETING)**

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Clerk Lovejoy Roe stated board members felt they needed more time to study this agenda item so it was tabled at the July 18, 2017 regular meeting.

Trustee Eldridge stated he was waiting for answers from the HR office and without Karen Wallin or Supervisor Stumbo present his vote would be no to remove from the table.

Clerk Lovejoy Roe asked Trustee Eldridge what questions he was still waiting on for answers.

Trustee Eldridge said he would supply a copy of the questions to everybody after the work session.

Trustee Wilson stated that if negotiations were coming up very soon it did not make sense to address this now. Trustee Wilson said his vote would probably be no to remove from the table.

Clerk Lovejoy Roe stated Robert's Rules of Order does not allow agenda items to be tabled or to remain on the table for the purpose of delaying a vote. She said she was in support of removing it from the table and voting on the agenda item. She said a special meeting was to have been scheduled which did not happen. Clerk Lovejoy Roe stated board members knew Supervisor Stumbo was opposed to posting and creating the position. She said Karen Wallin had sent an email indicating she had changed her position and wanted to wait for negotiations to upgrade the position. Clerk Lovejoy Roe explained she had information in the board packet regarding the number of times the board had approved positions and not referred the items to negotiations over the past 10 years. She explained twice this year the board voted on two items requiring opening up negotiations for new letter of agreements after the board voted to approve positions or changes.

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She encouraged board members to be careful to treat this position, this department, and this employee the same in regards to other positions we have voted on. Clerk Lovejoy Roe stated for the past 10 years for every change in position, whether creating, combining or eliminating a position, the board never required anyone to wait on contract negotiations. She said this would be the first time in the history of the Township for over 10 years that a Township board required a department to wait on negotiations to make a change regarding a position. She also said if the board approved the OCS request to fill the Planning Coordinator position tonight it would require opening a contract now unless the board was going to treat this new wage rate and position the same as the Election Specialist position and refer it to negotiations. Clerk Lovejoy Roe said it would be very difficult to explain opening the contract outside of negotiations to set the wage for the Planning Coordinator tonight, after saying no we will not open the contract for the Election Specialist position. Clerk Lovejoy Roe stated she supported the Planning Coordinator position because it was needed. She said as board members we have to think if we are going to treat this position differently than how we have treated other positions. She said for example, like David Maynard's position, the board agreed on giving him \$55,000 and created a new position for him and did not post his job externally. She said the township negotiated a letter of agreement with the union after the board voted to create the new position, job description, wage and waive the posting. Then he was awarded the newly created position. She said the Teamster's contract was also up this year, so we could have waited as was being requested of the Election Specialist position until negotiations. Other changes were made this year, which included opening up the contract. She said labor contracts are fluid documents and they work for both sides. She said not opening a contract during the life of an agreement could structurally hamper the

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organization. She said if we had not been able to open agreements we would have had to force our employees to do an 80/20 healthcare plan where everyone pays 20%. Clerk Lovejoy Roe stated we were going down a scary road when we have three, four and even five year contracts that we cannot open up dealing with any new position or classification changes. She stated that should not be the reason we would not deal with a position. She said township history includes opening contracts to deal with positions, changes and to solve problems. She said that to close a contract until negotiations would make this the first board to say no to opening a contract. She said the board had always opened contracts to deal with positions, with the exception of when the board approved the health care changes, that required the contract to be opened and saved our employees, organization, and retirees a lot of money.

Treasurer Doe stated there were things that Clerk Lovejoy Roe was throwing out that did not fall in tune. He said normally when contracts were opened up it was between management and the union. He said the healthcare issues talked about were negotiated in the agreement to re-open. He said he had listened to attorneys, human resources, and the union talk about not going forward due to questions. He said there may be other specialties we do not know about and this could open a can of worms, so he said he would be voting to not take it off the table. He said we should wait and negotiate it. Treasurer Doe stated that Clerk Lovejoy Roe has mentioned in a letter that the employee has been doing the assignment for two years now. He said that he could not see what two or three months would do, so he said that he was voting no to take it off the table.

Trustee Ross-Williams stated she appreciated the comments, but was hesitant. She said Human Resources said it should wait. She also stated her biggest question was should it be handled in executive session.

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Clerk Lovejoy Roe said she would respond to Treasurer Doe and Trustee Ross-Williams and said she wants to caution the board on voting no on the posting, for the first time ever to wait until negotiations. She stated that all the items voted on listed in the board packet never had a letter agreement ahead of time. She said that on the agenda tonight, under new business, was a request to vote on a position first and then negotiate with the union. She said she was asking the board to not change the process for the Election Specialist position. She said it was the correct process and one the board had always followed. She asked the board to vote their conscience on the position regardless of how they felt. Clerk Lovejoy Roe stated that we do not want to single out a separate position, individual, or department and treat it differently. She said every one of the letter of agreements regarding positions listed in the board packet were negotiated after the board took action. She shared labor contracts all have a management right's clause. She said it did not matter if it was UAW, AFSCME, Teamsters or AFT it was a basic principal of labor law and management has the right to take action, create positions, and change positions. She said if the positions were in the contract then after the board approved any changes then the union is asked to approve it. She said that was the process Ypsilanti Township had always followed. She shared that Dawn Scheitz received an extra \$1.00/hr raise and the agreement was signed after board approval. Clerk Lovejoy Roe stated that in response to Trustee Ross-Williams' concerns about discussing a person, she said we did just that when David Maynard was upgraded from part-time to full-time and again with the creation of his brand new position, with a new wage structure and it was not posted externally. She said collectively we wanted to promote this person internally and that was what the board approved and then the letter of agreement was negotiated creating the position, job description, wage, and how it would be filled. She requested the board not change the process and continue to vote on positions that are needed or changes like the OCS Planning Coordinator position on the agenda later tonight and then negotiate the agreement with the union on the changes or new positions. She said we voted to change the job description and responsibilities of ACT 54 Inspectors who are Teamsters to be able to perform AFSCME work first and then two letters of agreement were negotiated with two separate unions.

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She asked the board not to bind the Township's hands, not to change policy to require a letter of agreement before a change, and to vote your heart and your mind and what was good for the Township. She said she did not recall ever, nor did she find in the 10 years of minutes researched a single instance where the board did not approve what a department head has asked for to improve their department and service to the residents. She asked that her department be treated fairly as other departments and approve what was so desperately needed and to give equity to an employee. She also said that we all know this request was for Angela Robinson and she asked that Ms. Robinson be treated in the same fair and just way the township had always treated our employees.

Trustee Ross-Williams questioned how the union felt about this.

Clerk Lovejoy Roe responded it was a fair question, but it also was not a fair question at this time because it had never been asked how the union felt when we were considering a change to a position. She stated management has the right to create a position then work out the details with the union. She said that to ask the union to take a position before the board does causes issues. She said she felt this was what caused a lot of stress and issues because the board did not take action and she said it has left the bargaining union in turmoil.

Trustee Wilson said he understood that in the IT department the new position was created to have a backup person. He said there was a need for a new position. He added just like the hydro station was requesting a part-time position based on the need for extra help. He said he did not believe the Clerk's office was asking for extra help. He also said that being labor friendly as a board was not always about wages and benefits. He stated that creating turmoil amongst the union members was not a good thing and that was what it seems had been done. He shared that he was not in favor of creating the position at this time. He added that he felt it should be done at negotiations

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since we could not get union representation at the meeting. He stated he believed this was a different situation.

Clerk Lovejoy Roe stated that in response to Trustee Wilson's comments, the part time support position for Hydro was not in a bargaining unit. She said the Office of Community Standards position on the agenda, was a position Joe Lawson had in the Teamsters bargaining unit. She said it currently did not have a wage because it was not filled at the time of the last contract. She said it was on the agenda tonight to approve a new wage subject to a letter of agreement if the board approves it. She said tonight's agenda item for approval for the new wage for the Planning Coordinator probably involved prior conversation with the union. She stated if you remember Karen Wallin's memo, from the last board meeting, indicated that there had been conversations with the union and that the union was in support of the Election Specialist position in general. She said she would not have placed the Election Specialist position on the agenda if there was not general support from the union.

Trustee Wilson asked if there was a need for the new position in the Clerk's office.

Clerk Lovejoy Roe answered yes, and said that since 2015 the office changed and the need for the new position was created. She said she had requested to create the new position since 2015, but didn't have support of the board or the Chief Steward in the past and had hoped it would be different this time. She said the added responsibility in the one position was due to the structural changes in the department and warranted a new job description and a new wage. She said she had asked Angela Robinson if she would take on the new leadership role and the new responsibilities and duties of Election Specialist for the Clerk's Department. She explained at the time there was a brand new

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Deputy Clerk with no experience in elections and a brand new staff person with no election experience.

She stated all of the staff members were new besides Angela Robinson and those that had left had over 18 years of experience each. She said Angela Robinson agreed to take on the leadership role and she said she agreed that as Clerk she would ask Human Resources and the board to support a new wage, job description and classification of Election Specialist because the township was dependent on her taking on the new responsibilities as there was no one else that could take on this leader role in the department. Clerk Lovejoy Roe stated she tried to create the new position in 2015 and 2016. She said she truly hoped that with the support of both Supervisor Stumbo and the new board members and a change in the union leadership that the new position would be supported this time around. She explained it was suggested to hire temporary election workers. She said the union contract requires temporaries be paid at the floater clerk wage, which is nearly \$20.00/hr. She said that for just one election it would cost the township \$13,000 and in 2016 it would have cost an additional \$52,000 based on 4 elections. She stated it doesn't make financial sense to hire temporaries even though the contract allows it. Clerk Lovejoy Roe stated she had a new structure that works in her department with the new Election Specialist role and in the spirit of cooperation she explained she would only ask for a \$1.00/hr. raise which would cost \$2,080/year. She ended by stating that smaller organizations hire 90 days before the election but with three full-time AFSCME employees, she would like one to be approved and paid as an Election Specialist as the department is currently operating and meeting the needs of the Clerk's office.

Trustee Ross-Williams said the HR director email expressed a desire to proceed with caution and that was a big concern for her. She said she did not want to take the township down a slippery slope.

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Trustee Jarrell Roe asked why this position was truthfully and factually different so she could make an informed decision because she was lacking understanding. She said she had asked for this information from Human Resources and board members to help her understand. She asked if any of the board members could help her understand why this position was different.

Trustee Ross-Williams stated the only thing that makes it different for her was that she has never seen the HR director say to proceed with caution.

Treasurer Doe commented that we have been advised by attorneys, HR, and Council 25 they want to have all the information and to do it in negotiations. Treasurer Doe asked why wouldn't we do it in negotiations and make it clean. He said that we can't throw a price out there so I want to do it in negotiations and do it right. He said we don't know what the increase should be. He said he did not understand and he said this was something that the deputy did for years and years and now all of the sudden we have this extra person and he said he was not against it but he wanted to do it in negotiations.

Clerk Lovejoy Roe commented that in the past there were three election people in the office so it wasn't one person doing it and taking the lead, she said the responsibilities were shared between the three employees.

Treasurer Doe said all of your clerks did it and now we want to single it out to one person. He stated I'm not sure if this was the correct thing to do and that maybe something all 3 of them should learn how to do and maybe there's an increase for all 3 of them.

Clerk Lovejoy Roe stated she appreciated Treasurer Doe's opinion but she felt he did not trust her. She said she had always supported Treasurer Doe and the changes in staff structure that he had requested in his office over the years.

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She said she supported all departments requesting changes in their staffing. She said she knows how to run the Clerk's office, adding she needed support for how she had structured her office based on the lack of election experience. She said she needed the change now and that maybe in 10 years the need might be different. She said she just wanted to be treated like everyone else and wanted Angela Robinson to be treated fairly as well. She said it was a slippery slope because we were not treating everyone the same. She said we keep saying wait until negotiations and no other employee or department head has been asked to wait. She said she wanted to see if Trustee Jarrell Roe had a follow up. Then she asked if the Attorney wanted to weigh in with his position since everyone keeps referencing that the Attorney had a position on opening negotiations even though she said she had not heard that at the board level on this specific issue or on any prior board actions that required opening up the contracts.

Treasurer Doe said we had a very lengthy agenda and we had spent 40 minutes on this issue and he suggested we move on.

Trustee Jarrell Roe followed up by stating she did not have a position on this issue due to the lack of information and she said that she asked for information and understood Karen Wallin was on vacation. She said that the broad question she had for the board was if we could agree that this should happen in executive session. She asked if the board was going to be a board that was going to vote on the principals of always bringing it back to negotiations or not and to make it clean. She said it was a big decision.

Clerk Lovejoy Roe asked Attorney Winters if we should open negotiations and if it was only at certain times. She asked him if he needed more time to respond.

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Attorney Winters said he did not need more time. He stated that he had two emails from the Bargaining Chair of the Local AFSCME Union and from a Council 25 representative. He said anything he had to say would be said in a closed session.

Myla Harris, said she was Vice President of AFSCME Local 3451 and she was on the current bargaining unit and grievance committee. She said there had been a lot of discussion about this matter. She said this position was brought to her as chair at the time and she immediately contacted Council 25. She said in the current situation Council 25 was never notified. She said Clerk Lovejoy Roe had been in contact with the current chapter chair only. She said as of August 9, the Council 25 rep was informed of this position. She said he emailed the HR Director and the email the Council 25 rep sent was not included in the documents. She said his email stated that he sent Ron an email and let him know he could not meet on such short notice. She said he thought Karen Wallin, HR director, was notified. Ms. Harris said the Council 25 Rep says in the email that he would schedule something with Ron and the committee to discuss the township's request and the unions concerns and that after that he would contact Ms. Wallin. She said the Council 25 Rep said in the meantime, you can you forward him all documentation about the new position that the township wants to create; pay, job description, requirements, etc. She said that he said Council 25 legal wanted to look it over. She said in addition, his email stated he wanted to be CC'd at the start of any conversation pertaining to wages, hours, and working conditions of the local. Ms. Harris stated that she also did not see an email from the current chapter chair in the packet that was sent out on August 7th to HR. She said the email said he had received some concerns regarding this position and the Bargaining and Grievance Committee was agreeable to the idea of the new position but there were some issues that needed clarification before we can give it our stamp of approval. She said it

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said if you care to meet with the union to discuss our concerns, please let me know. Ms. Harris added it was her understanding that the position would not be discussed outside of our Council rep and it was very disturbing to the Council rep not to be notified that this was back on the agenda. She said that he had indicated to the current Chapter Chair to recommend to the board to cease and desist. She said the township needed to table the creation and posting of an Election Specialist position currently being discussed at the board meeting until all parties can meet. She said the employer must meet and discuss with the union any changes in wages, hours, and conditions of employment. She said those were subjects of bargaining, best practice, and it was the law. Ms. Harris continued to say the position was not different to answer Trustee Jarrell Roe's question. She said the employee had been doing the job for 20 years now. She said her concern was to protect the position, not the employee. She said that because the workload had been increased and she had been given more duties as the Election Specialist, she said that was what the Clerk's office did, she said she was nothing more and nothing less than a Clerk III. She said that you indicated that this particular individual was knowledgeable, highly experienced and irreplaceable but when there was a vacant Deputy Clerk position, you didn't even want her, stated Harris. She said there were two employees with 20 years of election experience and neither were chosen as Deputy Clerk. She said with all due respect to the Deputy Clerk, she did not have experience in elections. She said she is bright and smart and she indicated she knew this because she was AFSCME.

Clerk Lovejoy Roe asked Ms. Harris to use names because she did not know what she was talking about.

Ms. Harris said she was talking about Deputy Clerk Lisa Garrett as being smart and intelligent.

Clerk Lovejoy Roe said she knew that because she did hire Ms. Garrett.

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Ms. Harris said that was her point. She said that your department was suffering due to mismanagement. She said that if only one person was able to do elections, Harris said, then that was lack of training on your part. She said if Angela Robinson left you would be in the same position and your office would be in shambles.

Clerk Lovejoy Roe said that was the entire point of needing an upgrade in one position to Election Specialist.

Ms. Harris said there should be an equal workload for floater clerks. She said that you did not get it that AFSCME and Council 25 was concerned with an AFSCME employee assigning duties to other AFSCME employees and she felt it was a supervisory position.

Clerk Lovejoy Roe said that's why we want to negotiate it. She said AFSCME had done that before at the Compost Site.

Ms. Harris said that AFSCME had not done it before.

Clerk Lovejoy Roe said that this discussion was not going anywhere.

Ms. Harris said that was because it was not going in your favor.

Clerk Lovejoy Roe said no that was not what she meant, she said the issue needed to be wrapped up to move onto the agenda.

Ms. Harris said that it needed to go to negotiations because in other municipalities they have election specialists but they were not union. She said the union was not against creating a position with a higher wage but it needed

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to be equal. She said all departments have their peak times. She said the Treasurer Department clerks were doing the same work as your employees. She asked if each supervisor was supposed to fight for his or her own employees and ask for an increase. She said that was not collective bargaining and that we are AFSCME strong and we would not be bullied or intimidated and that she would not be satisfied until every employee was treated equally.

Clerk Lovejoy Roe said that she thought her department ran very well. She said her office ran a great election in 2016. She said she has a great Deputy Clerk and great staff. She stated the conversation needs to happen at the table after the board approves the position and she said of course you negotiate the wage and the position with the union just like we always have. Just like we will tonight with the Planning Coordinator position, just like you did with Dawn Scheitz's change in duties and wages. She said she did not include the emails that Ms. Harris referenced because they were not sent to her and she did not include emails that were sent to others in the packet without their request and permission. She also said she included in the packet what she had researched regarding the position to provide more information to the board. She also said she believed many of the emails to Ms. Wallin involved labor practice issues. She said everyone knew the issue was tabled and would be on the agenda again and she said that if requested she would have included what anyone asked to be in the packet on this issue or others.

Treasurer Doe requested to end this discussion and to move on.

**NEW BUSINESS**

**1. BUDGET AMENDMENT #11**

Clerk Lovejoy Roe reviewed and explained the budget amendment.

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**2. AUTHORIZE EXECUTION OF DOCUMENTS NECESSARY TO IMPLEMENT  
YPSILANTI TOWNSHIP'S SETTLEMENT WITH NEXUS PIPELINE.  
DOCUMENTS INCLUDE GRANTS OF EASEMENTS, ORDER OF PAYMENT  
AND FERC NOTICE**

Clerk Lovejoy Roe said the board would go into closed session to discuss the legal opinion related to this agenda item when the attorneys arrive.

**3. 1st READING OF ORDINANCE 2017-474, YCUA SEWAGE DISPOSAL SERVICE  
RATES**

Clerk Lovejoy Roe stated this ordinance would require two readings and two votes. She welcomed Jeff Castro, Director of YCUA to explain the proposed new ordinance.

Director Castro stated the proposed ordinance change would increase the Ypsilanti Township division sewer rate by 4% effective October 1, 2017. He said he anticipated that at the YCUA Board of Commissioners meeting on August 23, 2017 that the YCUA Board would consider a recommendation of a 4% sewer increase and at the same time consider a water rate increase of 3.2% for the Ypsilanti Township Division water and sewer customers. He said the Great Lakes Water Authority had increased YCUA's rates for water by 3.2 % that went into effect July 1, 2017. He said the combined impact of these two increases would be a 3.52% increase in the monthly water and sewer bills of Ypsilanti Township customers. He said a spreadsheet with the details of the proposed rate changes were included in the board packet. He said the average bimonthly bill for a minimum user of water and sewer would see an increase of \$2.03 and an average user would see an increase of \$3.23 in their bimonthly bill. He requested consideration for the recommended change to the ordinance. He reviewed other municipalities

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increases to water and sewer rates that he said was also included in the packet.

Trustee Ross-Williams asked what type of programs exist for people who need help with paying their water and sewer bills?

Director Castro answered that there is a fund set aside for each county to provide help. He said a representative from the Great Lakes Water Authority and a representative from YCUA speak to customer's seeking assistance in order to evaluate what would work best and set up a plan to help them. He said that four million dollars was set aside and a chunk of these funds was for Washtenaw County water and sewer customers.

Trustee Ross-Williams asked if it was projected that the increases would be in this percentage range in the future and on a regular basis.

Director Castro stated GLWA expected to have a minimum increase of 4% every year, forever. He said the projected increase to YCUA was 5.2% but since the MDEQ and EPA had required Flint to stay with the Great Lakes Water Authority he said the increase to YCUA was decreased by 2% along with the fact that YCUA manages water storage excellently at peak flows, which helps with lower water rates.

**4. REQUEST APPROVAL OF THE TYLER POND TRESTLE REPLACEMENT AND DAM MODIFICATIONS CONTRACT BETWEEN YCUA AND YPSILANTI TOWNSHIP**

Clerk Lovejoy Roe stated YCUA bid the replacement and dam contract out and Ypsilanti Township had agreed to pay our part of \$ 1.7 million dollars,

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which Township Board had approved. She said the agenda item would now approve a formal contract between YCUA and Ypsilanti Township confirming the prior board actions supporting YCUA administration of the bid and contract on behalf of Ypsilanti Township. She shared that another part of the work in the Tyler Dam Drainage District was being administered by the Water Resources Commission on behalf of Ypsilanti Township. She said those final costs would be brought back to the board for approval to pay later when all was finalized. She said the Township would pick up the costs for all the township residents for the project.

**5. RESOLUTION 2017-19, CONNECTING COMMUNITIES GRANT**

Jeff Allen, Residential Services Director, stated that the Connecting Communities Grant was funded through Washtenaw County Parks and Recreation. He said there was a \$100,000 grant available and he wanted to add a project that was estimated to be close to the grant amount of \$100,000. He mentioned he would like to eventually get the path extended all the way to Rawsonville Road.

Clerk Lovejoy Roe stated that the resolution must be adopted to submit for the grant before the deadline.

**6. REQUEST TO APPROVE ONE YEAR EXTENSION OF MAJESTIC LAKES PD  
STAGE I WITH NEW EXPIRATION DATE OF SEPTEMBER 18, 2018**

Director Mike Radzik, Office of Community Standards, stated the plans for Majestic Lakes were submitted last week and they could not be approved before the expiration deadline. He said in anticipation of the deadline the developer requested the extension of PD State I. Director Mike Radzik, reviewed the project. He said the original Majestic Lakes project included

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five separate areas. He said two projects were split in separate development agreements, which were Nautica Point Apartments located on Tuttle Hill Rd. and currently under construction and a single family development called Lakewood Estates, owned by Lombardo Homes which was almost sold out. He said the three remaining portions of the planned development that still need final approval are The Ponds at Majestic Lakes located along Textile Rd, at Huron River Dr. and two other sections near Nautica Point Apartments that are site condos and single family homes, one called the Village at Majestic Lakes and the other is called Lakewood Estates. He said the builders have not been identified, but it is believed that Lombardo would be building the Village at Majestic Lakes portion.

Trustee Wilson asked if there are plans from Lombardo to build more homes in the future.

Director Radzik replied he thought there was interest in two projects.

**7. REQUEST AUTHORIZATION FOR THE HUMAN RESOURCES DEPARTMENT  
TO FILL THE CHIEF BUILDING OFFICIAL POSITION**

Director Radzik stated this position was vacated by resignation on July 28, 2017. He said it was unplanned and unexpected. He shared that the building official manages, oversees, and interprets building codes for the entire building department. He said this position also manages the housing and business inspection program for multi-family and single family homes. He said Human Resources completed a salary survey and suggested an adjustment to the former salary with the current market for the non-union management position. He said that \$82,000 is the current average salary in

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the area. He said that a range from \$78,000-\$83,000 would put the township in a competitive position and attract qualified candidates.

Trustee Jarrell Roe suggested that the language provided in the job description should be reviewed to be more ADA friendly. She indicated the recommended practices were to focus on the outcomes and not the process.

Trustee Eldridge asked for the current salary paid to the last official.

Director Radzik replied he believed it was in the mid-seventies. He noted that only a few people applied for the position in the past. He said the first time the job was posted no candidates applied so they had to make a salary adjustment. He concluded that it was important to compete with other municipalities such as Pittsfield Township that currently pays \$88,194 for a contract position. He said their population was 20,000 less than Ypsilanti Township.

Trustee Eldridge asked if Director Radzik had looked at contracting for this position.

Director Radzik said he had not asked for contract rates for the position because the township would like to get someone in a salary position who could be available around the clock, compared to 40 hours a week, due to the number of projects going on. He stated contracting could be much more costly than a salary position.

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Trustee Ross-Williams asked if the required 10 years of experience for the position would eliminate many candidates.

Mike Radzik said in order to be licensed you need three different licenses to be qualified with multiple years of experience. He believed State requirements correlated with the job description.

**8. REQUEST AUTHORIZATION FOR THE HUMAN RESOURCES DEPARTMENT  
TO FILL THE PLANNING AND DEVELOPMENT COORDINATOR POSITION**

Clerk Lovejoy Roe stated that currently because this position was not filled at the time of the last Teamsters contract that a wage was not negotiated in the contract. She said that if the board approved filling the position that a letter of agreement would need to be negotiated for the wage.

Director Radzik added the position was in the Teamster contract. He said the position was last held by Joe Lawson in 2011, who was then promoted to Planning Director. He said the township had not hired anyone for the planning department since the early 2000's when Dave Nickelson was hired as Planning Director. He said the recommended ceiling was in alignment with the inflation adjustments. He said the current average salary for this position was \$84,000. He continued to say the lower level coordinator work was performed under our interim arrangement with Carlisle Wortman and costs were just under \$12,000 per month. He said the intent was to fill the Planning and Development Coordinator position and provide lower level services five days a week at the office. He said the plan was to continue to use Carlisle Wortman for site plan review, special conditional use permits and presentations and variance requests and presentations. He said those are all pass through costs to the developer at an hourly rate.

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He said the Coordinator must be good at zoning administration, fence and deck applications, and site plan reviews for construction of new homes regarding setbacks and other standards.

Trustee Jarrell Roe asked what the salary was when it was filled in the past.

Mike Radzik indicated that the position was last filled in 2011 and that the salary was \$65,000, six years ago.

Trustee Jarrell Roe asked how the changes in positions would impact the multifamily rental inspection program that was on the agenda later.

Mike Radzik said there was no impact on the multifamily inspection program.

Trustee Ross-Williams commented that this was a Teamster salary position.

Director Radzik agreed and said that this position was not eligible for overtime.

Trustee Eldridge asked if the intent was to have Carlisle continuing to work for the Planning Department and the Township past the 2017 calendar year. He also asked if this position would handle everything that was planning and zoning related. He asked if the Township was not to continue to have Carlisle do work for the Township past 2017 would he be asking the board to fill a Director position later.

Director Radzik said Carlisle was fulfilling the coordinator position. He stated that he did not anticipate the need to fill the director's position.

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Trustee Eldridge asked if the Township was better off doing what we had been doing with Carlisle for more consistency.

Director Radzik asked if Trustee Eldridge was suggesting that the Planning and Development Coordinators job continue to be handled through a consultant.

Trustee Eldridge asked if the consultants were handling Planning and Development now and the higher level work would the Township not be better off. He continued to ask if the Township should stay with a consultant moving forward.

Director Radzik stated currently the consultant was at the township only three days a week and the need and demand was urgent for a full time person. He stated he could ask them how much it would cost to have the consultants work full-time, however he did not think that would be affordable. He added that it makes the most sense to fill the coordinator job now. He said he did not think the same person could do both jobs because it was too busy.

Trustee Eldridge asked if the three days of consultant support was not enough.

Director Radzik said three days were not enough.

Clerk Lovejoy Roe indicated she had asked the same questions that Trustee Eldridge had asked. She said that there was a time when we had both a Coordinator and a Director and sourced out higher-level work. She

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explained that she definitely felt that the department needed a full time position in the department for a Coordinator or a Director.

Director Radzik said the department staff and the consultants all agreed at this time the department could best use a Coordinator and not a Director.

Trustee Eldridge said he thought it would be cost neutral and by adding the position and still contracting he expressed concern that it would not be cost neutral.

Director Radzik said it was cost neutral for the price of the planning director's compensation package. He said the Township would still have the consultants doing higher-level work.

Trustee Ross Williams asked if the new position would help the Township with the upcoming growth period.

Director Radzik said that the new position would help with the increased work load that new development was bringing to the Township.

Clerk Lovejoy Roe indicated the Attorneys had arrived and a motion to go into Closed Session as listed on the Work Session Agenda Item #3 would now be in order.

**Motion made by Trustee Eldridge and supported by Treasurer Doe to Approve REQUEST TO ENTER INTO CLOSED SESSION PURSUANT TO MCL 15.268 SECTION 8 SUBPARAGRAPH (H) OF THE OPEN MEETINGS ACT..."TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE (SPECIFICALLY LEGAL OPTIONS DATED AUGUST 10, 2017 WHICH ARE PROTECTED BY THE FREEDOM OF INFORMATION ACT)" AS IT PERTAINS TO THE PROPOSED NEXUS GAS TRANSMISSION PIPELINE**

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**Roll Call Vote:**

|                                |                             |                                  |
|--------------------------------|-----------------------------|----------------------------------|
| <b>Trustee Jarrell Roe Yes</b> | <b>Trustee Eldridge Yes</b> | <b>Trustee Ross-Williams Yes</b> |
| <b>Clerk Lovejoy Roe Yes</b>   | <b>Treasurer Doe Yes</b>    | <b>Trustee Wilson Yes</b>        |

**Motion Carried Unanimously. Closed Session began at 6:14 P.M.**

**The Work session ended at 6:14 P.M. as it was not reconvened after the Closed Session.**

Respectfully Submitted,

Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti