

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 3, 2017 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 5:03 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

Members Present: Supervisor Brenda Stumbo, Clerk Karen Lovejoy Roe
Trustees: Stan Eldridge, Jimmie Wilson Jr., and Monica Ross-Williams

Legal Counsel: Wm. Douglas Winters

1. FRAMEWORK OF 2018 FISCAL YEAR BUDGET INCLUDING REVENUE, OPEB OBLIGATIONS, DEBT FUNDS AND ASSUMPTIONS....JAVONNA NEEL

Javonna Neel, Accounting Director, presented an overview of the budget, which she said can be found on ytown.org for residents to view. She spoke about tax revenue, state shared revenue, pension, healthcare, basic expenditure assumptions, and debt funds.

Ms. Neel said there had been a 4.6% increase over 2016's taxable values and our taxable revenues had increased by 4.4%. She said we expected to receive \$12,000 back from the state to compensate for losses attributed to Personal Property and it would go into the general fund.

Ms. Neel said the fire pension levy of 1.2 mils was used to cover the annual required contributions of the retiree health care (OPEB) and pension. She stated administrative tax revenues were collected from property tax bills at 1% and it did not include special assessments, and was used to offset expenditures of the Township's Assessment and Treasury Departments.

Ms. Neel went over the 2018 state shared revenue budget which was calculated from three sources: Constitutional; City, Village, and Township Revenue Sharing (CVTRS); and Supplemental CVTRS.

Ms. Neel spoke about the expenditure budget which included personal wages, based on contract negotiations; health care, assumption of a 10% increase; vision, no increase guaranteed until August 31, 2018; disability and life insurance, no increase guaranteed until August 31, 2018; and dental which was scheduled to decrease by 6.57%.

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Ms. Neel discussed the 2018 required contribution to pensions had decreased 6.4% from 2017, but noted that the budget was still the same as last year in order to reduce the unfunded liability at a faster rate. The fire pension had increased 2.9%, the OPEB retiree health care general fund decreased 5.49%, and the fire fund increased 7.17%.

Ms. Neel said the economic downturn in 2008 hurt the retirement program and the funded percentage began to decrease.

Trustee Ross Williams asked what would happen if the economy had a downturn again.

Supervisor Stumbo said the goal was to get the pensions funded at 100% and to still contribute. She said 37% of the taxable value was lost from 2008-2015 and she said we wanted to avoid the pensions being underfunded.

Ms. Neel talked about the local development finance authority (LDFA) Fund 250, the general obligation debts, bonds, capital accounts and what funds should be transferred, closed, remain open, and paid off.

Supervisor Stumbo said some of the biggest changes were the money from the cell tower easement sales that would be used to pay off the bond and the \$500,000 we had budgeted for the bond payment in the draft budget would be removed because the bonds would be paid off. She said we might want to put the money towards pension or OPEB unfunded liabilities.

2. DISCUSSION ON PROPOSAL FOR ECONOMIC DEVELOPMENT CONSULTANT PROFESSIONAL SERVICES.....SUPERVISOR STUMBO, CLERK LOVEJOY ROE, TREASURER DOE

Supervisor Stumbo said we need to contract someone part-time who can do the duties of an Economic Development Consultant. She said she would like to propose this to the Board for the next meeting, specifically with Luke Bonner in mind for the consultant. She said he did retail development, manufacturing, was very familiar with American Center for Mobility (ACM), and had a proven track record with the city of Taylor. She said for those reasons, we would like

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to bring back a proposal from his firm to the Board for professional economic development services.

Trustee Eldridge asked if we would go with Mr. Bonner's firm or would we bid out to get the best price on the service.

Supervisor Stumbo said we are not required to bid out for professional services such as lawyers, engineers or this position. She said we hired Carlisle Wortman as planners and hired them for other work without seeking bids from additional companies.

Clerk Lovejoy Roe said it was a long process and we have established a relationship with the work Luke Bonner had done for us in the past; he was trustworthy, hardworking, and motivated.

Trustee Eldridge asked how we would know if we're getting the correct price if we did not compare it to other prices in the market.

Supervisor Stumbo said we could conduct a comparative market analysis.

Clerk Lovejoy Roe said either way you look at it we will be saving money on benefits and pension with the part-time contract position and added she's excited we're talking about this potential new position because we've needed it for a long time. She said the tradeshow is where the marketing was done to get prospective businesses and that was one area the Economic Development Consultant could help.

Trustee Ross Williams said there was a need to market Ypsilanti Township to provide jobs, stores, restaurants, and other businesses to the community.

Supervisor Stumbo said short term we could have Mr. Bonner come in and do his presentation, long term we could go through the process of considering different economic development consultants.

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3. AGENDA REVIEW

1. CONSENT AGENDA

A. MINUTES OF THE SEPTEMBER 19, 2017 WORK SESSION AND REGULAR MEETING

Supervisor Stumbo said she would like to clarify that the Request to Award the Low Bid for Additional Work on the Green Oaks Golf Cart Pathway Improvements to Cross Renovation in the Amount of \$71,800.00 and Approve a Contingency Budget Amount of \$5,000.00 to Cover Unforeseen Issues for a Total Amount of \$76,800.00 Budgeted in Line Item #584-584-000-971-000 was Contingent upon the Attorney's Approval.

Clerk Lovejoy Roe concurred it was and said she would make the change to the minutes.

B. STATEMENTS AND CHECKS

1. STATEMENTS AND CHECKS FOR OCTOBER 3, 2017 IN THE AMOUNT OF \$1,151,504.46

2. ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

Attorney Winters stated he would give his report at the regular meeting.

OLD BUISNESS

1. 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 THE JULY 18, 2017 REGULAR MEETING)

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Trustee Wilson asked if this could be removed from the table and addressed at contract negotiations.

Supervisor Stumbo said it should be discussed in Executive Session because that was the legal advice Attorney Winters gave.

Trustee Eldridge said the item that was tabled looks to have different wording and said he was not sure which one was tabled, the one in July or the one in August.

Clerk Lovejoy Roe said the request had the exact same wording when it was tabled at the July 18, 2017 meeting. She said the Board wanted more information so she said she added more information to the packet.

Supervisor Stumbo said the wording was the same but the packet was different.

Clerk Lovejoy Roe said she thought the Board felt rushed and needed more information to decide how to proceed with the Election Specialist position so it was tabled in July and it had remained tabled on the agenda every meeting since. She said she would rather the Board remove it from table and refer it to negotiations.

Trustee Ross-Williams asked does it have to come off table in order for us to make a decision because it seems that somehow it needs to come off table. She said she did not have clarity on that and otherwise it seems it is going to stay on the agenda and be a constant old business item.

Supervisor Stumbo said this was handled wrong from the very beginning. She said the union did not want us to discuss this and the proper time was in negotiations. She said it was tabled for the supervisor to call a special meeting and she was unsure of how this was still on the agenda. She said she did not want to speak about it at this level because she does not want to violate any of the recommendations of the attorney.

Clerk Lovejoy Roe said the whole point of the special meeting was not to delay it forever. She said according to Robert's Rules the Board can say they want to postpone it, but they cannot make a motion to table indefinitely. She said she

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didn't feel comfortable taking it off the table herself and felt that the Board put it on the table for more information and they should take it off and decide what they want to do.

Supervisor Stumbo said the Board put it on the table until the special meeting was called by the Supervisor. She said to be honest with you she did not remember that motion until she read it.

Attorney Winters said since the July 2017 meeting, the emails from AFSCME Council 25 asked that we handle this in labor negotiations.

NEW BUSINESS

1. BUDGET AMENDMENT #13

Clerk Lovejoy Roe explained Budget Amendment #13.

Javonna Neel, Accounting Director, said this budget amendment was actually a clean-up. She said the Township purchased property over three different years and they were put in inventory which was now aged inventory. She said we need to write off these purchases. She stated when we bought them we put them in a receivable account thinking we would be selling them soon, but since we have not, it was best accounting practices to move and expend them this year. She said any revenue we have when we sell them would be recorded in the year we sell them.

**2. REQUEST OF HABITAT FOR HUMANITY FOR FUNDS FOR THE
RENOVATION OF 2170 WOODALE AND 1343 JEFF IN THE AMOUNT OF
\$40,000.00 BUDGETED IN LINE ITEM #101-950-000-969-010**

**3. RESOLUTION 2017-23, ESTABLISHMENT OF WATER/SEWER SUBSIDY
INCOME LEVEL**

Supervisor Stumbo explained this resolution would increase the subsidy and was in light of the increase in the water rates to help low income people pay for their water bill.

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Trustee Ross-Williams said thank you for the increase of \$5.00 making the credit \$20.00 to those who could really use it.

Supervisor Stumbo said in response to Trustee Jarrell Roe's question at the last meeting in regards to what help is available to property owners that may need financial assistance with special assessment costs like the security camera special assessments, she said she had learned that if you qualify under the poverty guidelines the State of Michigan will reimburse your taxes all except \$350. She said the rule is if your tax bill is \$1,700 they will pay all but \$350.

- 4. REQUEST APPROVAL TO RENEW WARRANTY FOR RAINBIRD IRRIGATION COMPUTER SOFTWARE AND LARGE DECODER INTERFACE FOR USE AT GREEN OAKS GOLF COURSE IN THE AMOUNT OF \$9,772.00 BUDGETED IN LINE ITEM #584-584-000-818-000**

AUTHORIZATIONS AND BIDS

- 1. REQUEST OF ERIC COPELAND, FIRE CHIEF TO AWARD THE LOW BID FOR REPLACEMENT OF THE CARPET AT FIRE STATION HEADQUARTERS TO SHAMROCK FLOORCOVERING SERVICES IN THE AMOUNT OF \$18,804.00 BUDGETED IN LINE ITEM #206-970-000-971-008**

Chief Copeland said we only received one bid for the carpet replacement. He said the bid was broke down into various rooms with their square feet.

Supervisor Stumbo asked how we advertised this. She said it was hard to believe there was only one bid. She said it should have been sent to multiple companies to receive more bids.

Deputy Clerk Lisa Stanfield said it was advertised on MITN and our website, ytown.org.

Trustee Wilson asked if we should rebid in the local area to see if there were other interested parties.

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Supervisor Stumbo said she does not understand why this was limited to one company. She said the bid included a requirement that the total bid must be under \$20,000.

Chief said there were inquiries from other carpet companies but they did not bid.

- 2. REQUEST OF ERIC COPELAND, FIRE CHIEF TO AWARD THE LOW BID FOR REPLACEMENT OF TWO (2) FURNACES, TWO (2) AIR CONDITIONING UNITS AND TWO (2) HUMIDIFIERS AT FIRE STATION HEADQUARTERS TO AL WALTERS HEATING AND COOLING IN THE AMOUNT OF \$17,875.00 BUDGETED IN LINE ITEM #206-970-000-971-008**

The meeting adjourned at approximately 6:17 p.m.

Respectfully Submitted,

Karen Lovejoy Roe, Clerk

Charter Township of Ypsilanti