

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE DECEMBER 19, 2017 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 5:00 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

**Members Present:** Supervisor Brenda L. Stumbo, Treasurer Larry Doe,  
Trustees: Stan Eldridge, Heather Jarrell Roe,  
Monica Ross-Williams, Jimmie Wilson, Jr. (arrived late)

**Members Absent:** Clerk Karen Lovejoy Roe

**Legal Counsel:** Wm. Douglas Winters

**1. ZONING ORDINANCE AMENDMENTS PRESENTATION...BENJAMIN CARLISLE**

Mr. Carlisle, Carlisle Wortman and Associates, explained his company has been working as the Township Planners for about a year. He said they have been assisting the township in doing a first round of zoning ordinance amendments. Mr. Carlisle said they began working with the township by looking into the zoning ordinances and they did an audit. Mr. Carlisle said they identified about 40 quick amendments that should be changed. He said they have identified these changes and along with township staff and township attorneys. He said they checked to make sure the ordinances were compliant with all state and federal laws. Mr. Carlisle stated in the near future they would tackle bigger issues that the township has, but with this first phase, they would begin with re-structuring and re-organizing ordinances.

Megan Masson-Minock, explained the ordinance changes that were proposed. She said the changes would make the ordinances more user friendly for residents, builders, and businesses.

Supervisor Stumbo introduced Charlotte Wilson, the Townships' new Planning Coordinator. Charlotte Wilson stated she has been in the Ypsilanti area for about seven years. She said she worked for Carlisle Wortman and Associates for the last two years and realized how much she loved Ypsilanti Township and was happy to be working in Ypsilanti Township. Ms. Wilson stated she had her Masters' Degree

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from the University of Michigan in Urban Planning and has an under-graduate degree in Environmental Sciences.

**2. 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".**

**A motion was made by Trustee Jarrell Roe, supported by Treasurer Doe to go into Closed Session.**

<b>Jarrell Roe:</b>	<b>Yes</b>	<b>Eldridge:</b>	<b>Yes</b>	<b>Ross-Williams:</b>	<b>Yes</b>
<b>Stumbo:</b>	<b>Yes</b>	<b>Doe:</b>	<b>Yes</b>	<b>Wilson:</b>	<b>Yes</b>

**The motion carried unanimously.**

**The Board went into Executive Session at 5:27PM**

**The Board came out of Executive Session at 6:17PM**

**3. DISCUSSION REGARDING POSTING OF TOWNSHIP BOARD MEETING RECORDINGS TO THE WEB.....TRUSTEE ROSS-WILLIAMS**

Trustee Ross-Williams stated over the last several months she had looked for ways to add additional levels of transparency into the township meetings. She said that although the residents may attend board meetings, there are some who cannot physically attend but were interested in having access to the meetings. Ms. Ross-Williams said she looked into video meetings but it was very expensive. She said an alternative would be for residents to be able to upload the audio tapes from the board meeting.

Trustee Jarrell Roe asked what other municipalities do so their residents were aware of what goes on at their board meetings. Trustee Ross-Williams said the City of Ypsilanti puts the entire audio of their meeting on line for residents. She said

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other area municipalities have used video but she was not sure whether it was professionally done or if it was just a camera focused on the board and recorded. Trustee Ross-Williams stated that Van Buren Township spent about \$60,000.00 and they have both audio and video and they have one full-time and two part-time audio and video staff. She stated if a resident wanted to videotape the meeting and put it on the web, they could legally do that. She said the approximate cost for the Township to make the audio tape available to residents would be about \$50.00 a month.

Trustee Jarrell Roe asked if there were any statistics on whether the residents in communities that offer this service utilized it. Travis McDugald, IT, stated he does not have the information and he doesn't know if it was tracked.

Trustee Wilson asked if the audio would be secure and no one could take it off our website to manipulate it. Mr. McDugald said once you post something to the public it can be copied. Trustee Wilson stated he thought it would be a good idea so residents who could not make it to the meeting could listen to it. He said he would be in favor of looking at costs to get this accomplished.

Supervisor Stumbo stated she supports the township providing the audio of board meetings to our website. She said she would like Clerk Lovejoy Roe to be involved with the conversation regarding moving forward with this.

**4. AGENDA REVIEW.....SUPERVISOR STUMBO**

**A. MINUTES OF THE DECEMBER 5, 2017 WORK SESSION, REGULAR MEETING AND CLOSED SESSION**

**B. STATEMENTS AND CHECKS**

- 1. STATEMENTS AND CHECKS FOR DECEMBER 19, 2017 IN THE AMOUNT OF \$1,217.073.49**
- 2. CHOICE HEALTH CARE DEDUCTIBLE ACH EFT FOR NOVEMBER 2017 IN THE AMOUNT OF \$28,011.22**

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- 3. CHOICE HEALTH CARE ADMIN FEE FOR OCTOBER 2017 IN THE AMOUNT OF \$1,200.00**

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

**OLD BUSINESS**

- 1. REQUEST OF WAYNE DUDLEY, PUBLIC SERVICES SUPERINTENDENT FOR APPROVAL OF MEMBERSHIP WITH NATIONAL JOINT POWERS ALLIANCE (NJPA) (TABLED AT THE NOVEMBER 5, 2017 REGULAR MEETING)**

Supervisor Stumbo stated that this was the last meeting that Jeff Allen, Residential Services Director would be attending. She said Mr. Allen was retiring and moving to Arizona. She said he would be deeply missed.

Wayne Dudley, Public Services Superintendent, said at the last meeting there was concern that if we became a member of NJPA we would be locked in to only being able to purchase through them. Mr. Dudley confirmed that we could purchase from any entity but by being a member of NJPA it would ensure we were getting the best price for purchases. He said the membership is free and we would get bulk buying power. He said it was similar to other buying memberships we belong to. Mr. Dudley stated about 1000 businesses and municipalities in Michigan belong to NJPA including YCUA, City of Northville, Northville Schools.

Supervisor Stumbo stated there were a lot of questions at the last board meeting. She said one concern was it stated they do the bidding for us. Mr. Dudley stated they can do the bidding but we can also do our own bidding. He said we do not have to sign a contract with them but they do have a form to be filled out stating the people who are authorized to contact them. Mr. Dudley said if we wanted more Directors to be able to look and see what they have available we would have to contact them with additional personnel information.

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**NEW BUSINESS**

**3. REQUEST OF MARK NELSON, 14B MAGISTRATE/COURT ADMINISTRATOR  
FOR AUTHORIZATION TO SEEK SEALED BIDS FOR CONSTRUCTION OF ENTRY  
AND EXIT SECURITY SCREENING SYSTEM**

Mark Nelson, 14B Magistrate/Court Administrator stated they were asking for authorization to seek sealed bids for the security screening systems that will be installed at the 14B Court.

Supervisor Stumbo stated we were not required to do this but it was suggested that we make the court more secure. Magistrate Nelson said that at a later date he would come back with the complete package for the cost of the build out, some equipment purchasing, and the personnel cost.

**AUTHORIZATION AND BIDS**

**1. REQUEST OF JEFF ALLEN, RESIDENTIAL SERVICES DIRECTOR FOR  
AUTHORIZATION TO SEEK SEALED BIDS FOR REPLACEMENT OF SECTIONS B  
AND C/C2 OF THE CIVIC CENTER ROOF**

**2. REQUEST OF JEFF ALLEN, RESIDENTIAL SERVICES DIRECTOR FOR  
AUTHORIZATION TO SEEK SEALED BIDS FOR REPLACEMENT OF SECTIONS B  
AND D OF THE COMMUNITY CENTER ROOF**

Jeff Allen, Residential Services Director explained what portion of the roof they were replacing and said Garland is the company that is assisting us with the bidding. He said Garland only does flat roofs so they would not be assisting us at the Community Center. He said the bidding of the two would be done about two weeks apart so companies would not get confused on which building they were bidding on. Supervisor Stumbo stated that for a job this size we usually hire the services of an engineering firm to bid it out and since Mr. Allen wasn't going to be here she suggested that we do that. Mr. Allen suggested the Township hire a Construction Manager to oversee the project and not hire an engineer since what an engineer does was already completed when we did the other part of the roof.

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Mr. Allen stated he would like to advertise this now because we have a mandatory pre-bid meeting on January 11, 2018. Mr. Allen said that if we can't do both buildings because of the cost, he felt the Civic Center should be first since there has been a leak that needs to be fixed.

Attorney Winters asked if the timing was bad because a lot of contractors are out of town over the holidays. Mr. Allen stated that we did this last year at the same time of year.

**4. REQUEST OF WAYNE DUDLEY, PUBLIC SERVICES SUPERINTENDENT TO ACCEPT THE PROPOSAL FROM CORRIGAN OIL CORP. FOR A FUEL MANAGEMENT SYSTEM IN THE AMOUNT OF \$30,030.00 TO BE BUDGETED IN LINE ITEM #595-595-000-971-008 VIA A BUDGET AMENDMENT IN JANUARY 2018**

Wayne Dudley, Public Services Superintendent, stated the reason they need to do this was the fuel cards the employees were using cannot be programmed. He said our IT Department stated the server and the software were no longer supported. Mr. Dudley said these series of events got us to look at other ways of managing the fuel. He said we pump about 19,000 gallons of gas into our vehicles each year. Mr. Dudley stated Corrigan Oil Corp. had the best bid and they could best serve the Township.

Trustee Jarrell Roe asked if there was a cancellation clause. Mr. Dudley stated we could cancel at anytime.

Attorney Winters stated he had read the contract and needed to look at it closer. Mr. Winters said he'd like to look further into the cancellation policy.

Supervisor Stumbo stated they would go right into the Board Meeting without taking a break.

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**Work session adjourned at 6:58PM**

Respectfully Submitted,

Karen Lovejoy Roe, Clerk