

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE SEPTEMBER 18, 2018 WORK SESSION MEETING

Supervisor Stumbo called the meeting to order at approximately 5:04 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: Jimmie Wilson, Jr. , Trustees: Stan Eldridge, Monica Ross-Williams arrived late
Trustee Heather Jarrell Roe arrived at 6:47pm

Legal Counsel: Wm. Douglas Winters

MUNETRIX PRESENTATION.....BOB KITTLE, MUNETRIX

Bob Kittle, President & CEO of Munetrix, distributed packets to the board. He said his company has provided a financial transparency database for the township since 2011. He explained the benefits with the updated program. Mr. Kittle explained the increase in the subscription with Ypsilanti Township but they have worked with the State of Michigan to approve a 50% reimbursement to the Township for this service.

Supervisor Stumbo stated it was a requirement mandated by the State of Michigan.

AGENDA REVIEW

4. REQUEST OF AT&T FOR A METRO ACT RIGHT OF WAY PERMIT EXTENSION FOR TERM ENDING DECEMBER 31, 2023

Clerk Lovejoy Roe stated this was a new request from AT&T for a Metro Act Right of Way Permit Extension and AT&T did provide a map. She said Attorney McLain is at our meeting if anyone has questions.

Attorney McLain stated AT&T is required within 90 days of substantial completion of new construction to provide the board with a more detailed map of what they had done. Attorney McLain suggested we contact them within the next couple of months and request the detailed map.

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**DISCUSSION OF RECYCLING AGREEMENT WITH THE
CITY OF YPSILANTI.....TOWNSHIP BOARD**

Attorney Winters stated there was no agreement in place with the City of Ypsilanti. He said the City of Ypsilanti wanted all city residents including residents who have recyclable curbside pick up to be able to use the compost center in the Township. Mr. Winters stated it was the Township Boards understanding that the recycling container designated for the city would only be available for city residents who live in apartments that were four or more units. He said our compost center cannot handle but one recyclable container for the City. Attorney Winters stated the City of Ypsilanti would be sending their recyclables somewhere else.

SNOW REMOVAL ORDINANCE.....SUPERVISOR STUMBO

Supervisor Stumbo stated the three full time Officials met to discuss a snow removal ordinance and concluded they were not ready to move forward with a recommendation.

Trustee Ross-Williams stated a committee would be the best way to look into the snow removal issue.

Trustee Wilson, Jr. agreed to postpone moving forward with this ordinance. He said a committee might be a good idea to dig deeper into this issue.

Clerk Lovejoy Roe stated they have been dealing with the issue of a snow removal ordinance for years. She said we would never know if it would work if we do not at least try a pilot program. Clerk Lovejoy Roe said that Washtenaw Avenue would be a great area to do a pilot program. She said there were more residents walking on Washtenaw Avenue than anywhere else and the bus runs about every 15-20 minutes down Washtenaw. She said the biggest issue for her was families with young children and residents in wheelchairs who cannot move around in a state where we have a lot of snow. She said our residents ride the bus but cannot get around once they get off the bus.

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Treasurer Doe said his main concern was on Washtenaw where the sidewalks were so close to the road that when the snowplow comes down it covers the sidewalk again. He suggested talking to the business owners and getting their input.

Trustee Eldridge believes it is the right thing to do to clean your sidewalks but does not feel the township is in a position to tackle snow removal. He said we could not keep our own walks cleared because we are short of staff and it would not be right to ask someone else to do what we cannot. Trustee Eldridge stated there was merit in having a committee look into it and engage the residents to help figure out a way to keep their sidewalks cleared of snow. He said he liked Clerk Lovejoy Roes' idea to start a pilot in the township once we figure out some of the parameters moving forward that would make that possible and equitable to the people who would be impacted by it.

Arloa Kaiser, Township Resident stated she was opposed to sidewalks and two people on the board do not have sidewalks.

Supervisor Stumbo asked Trustee Eldridge and Trustee Ross-Williams to be on a committee. Supervisor Stumbo asked Clerk Lovejoy Roe if she would be on the committee and Clerk Lovejoy Roe said she would not. She said that she knew Mr. Hodak and Ms. Kaiser were interested in being on the committee.

Trustee Ross-Williams thanked the residents who got the signatures for and against sidewalks. She suggested that we mail out a survey to township residents to get their input regarding snow removal.

Supervisor Stumbo stated they would have to hire someone to do snow removal for all the foreclosed properties that are in the Township. She said it sounds like it should be easy to decide on what would be best for the township but it is complicated. She said she would reach out to the businesses on Washtenaw to see if they would voluntarily comply.

Clerk Lovejoy Roe stated she did not remember it being her idea to start the snow ordinance. She said she thought it came from the residents. She said she would love to have a sidewalk in front of her house.

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Trustee Eldridge agreed with Clerk Lovejoy Roe that he remembered the snow ordinance had been a Board decision based on almost a unanimous group of neighborhood associations and neighborhood watch associations who wanted it.

Trustee Eldridge said that he and Trustee Ross Williams would work on it and he asked Attorney Winters if Angela King could be a part of the committee. Attorney Winters agreed that Angela King would be a member of the committee. Clerk Lovejoy Roe stated that after the November election she could help.

OLD BUSINESS

- 1. 2nd READING OF ORDINANCE 2018-480, AN ORDINANCE TO AMEND CHAPTER 62, ARTICLE IV, SECTION 62-76 OF THE CODE OF ORDINANCES CHARTER TOWNSHIP OF YPSILANTI, TO ADJUST WATER SERVICE RATES (1ST READING HELD AT THE AUGUST 21, 2018 REGULAR MEETING)**
- 2. 2nd READING OF ORDINANCE 2018-481, AN ORDINANCE TO AMEND CHAPTER 62, ARTICLE IV, SECTION 62-77 OF THE CODE OF ORDINANCES, CHARTER TOWNSHIP OF YPSILANTI, TO ADJUST SEWAGE DISPOSAL RATES (1ST READING HELD AT THE AUGUST 21, 2018 REGULAR MEETING)**
- 3. 2ND READING OF ORDINANCE 2018-482, AN ORDINANCE TO REPEAL CHAPTER 62, ARTICLE IV, SECTION 62-79(K) OF THE CHARTER TOWNSHIP OF YPSILANTI CODE OF ORDINANCES (1ST READING HELD AT THE AUGUST 21, 2018 REGULAR MEETING)**

Jeff Castro, Director of YCUA explained the 2nd reading of Ordinance 2018-480, Ordinance 2018-481, and Ordinance 2018-482. He also presented the sample letter and examples of water bills that would be going out to residents in Ypsilanti Township explaining the change in their water bill **(see attached)**.

Supervisor Stumbo stated this was worth changing especially for those who try to conserve water use. She said with this program they would pay less if they use less.

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AGENDA REVIEW.....SUPERVISOR STUMBO

PUBLIC HEARING

**A. 7:00pm – 2018 SPECIAL ASSESSMENT LEVY – RESOLUTION NO. 2018-24
(PUBLIC HEARING SET AT THE AUGUST 21, 2018 REGULAR MEETING)**

- 1. RESOLUTION 2018-25 – CONFIRMING SPECIAL ASSESSMENT DISTRICT #69
FOR THE CREEKSIDE VILLAGE SOUTH NEIGHBORHOOD SECURITY
CAMERAS**
- 2. RESOLUTION 2018-26 – CONFIRMING SPECIAL ASSESSMENT DISTRICT
#213 FOR CREEKSIDE VILLAGE SOUTH STREETLIGHTS**
- 3. RESOLUTION 2018-27 – CONFIRMING SPECIAL ASSESSMENT DISTRICT #70
FOR MANORS AT CREEKSIDE VILLAGE NEIGHBORHOOD SECURITY
CAMERAS**
- 4. RESOLUTION 2018-28 – CONFIRMING SPECIAL ASSESSMENT DISTRICT
#212 FOR MANORS AT CREEKSIDE VILLAGE STREETLIGHTS**
- 5. RESOLUTION 2018-29 – CONFIRMING SPECIAL ASSESSMENT DISTRICT
#211 FOR CREEKSIDE VILLAGE WEST STREETLIGHTS**

Clerk Lovejoy Roe read the three emails she received from residents. She said two were in support and one was against the special assessments.

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CONSENT AGENDA

A. MINUTES OF THE AUGUST 21, 2018 WORK SESSION AND REGULAR MEETING AND THE AUGUST 24, 2018 SPECIAL MEETING AND CLOSED SESSION

B. STATEMENTS AND CHECKS

- 1. STATEMENTS AND CHECKS FOR SEPTEMBER 21, 2018 IN THE AMOUNT OF \$705,128.67**
- 2. STATEMENTS AND CHECKS FOR SEPTEMBER 18, 2018 IN THE AMOUNT OF \$331,131.38**

Supervisor Stumbo stated she would like the work session to reflect she left the meeting when the board was talking about her salary increase and that the salary increase would be brought back during budget time. She asked if the minutes were verbatim. Clerk Lovejoy Roe stated they were not. Supervisor Stumbo asked if the recordings of the meeting were on our website. Clerk Lovejoy Roe stated all of 2017 was up and 2018 should be on the website by next week. Clerk Lovejoy Roe suggested the board listen to the recordings. Supervisor Stumbo said in the future if not doing a roll call vote she would make it clear how each board member voted so it could be reflected in the minutes. She also requested Trustee Eldridges' comment regarding the budget amendments be included.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE (to be given at the Regular Meeting)

OLD BUSINESS

- 1. 2nd READING OF ORDINANCE 2018-480, AN ORDINANCE TO AMEND CHAPTER 62, ARTICLE IV, SECTION 62-76 OF THE CODE OF ORDINANCES CHARTER TOWNSHIP OF YPSILANTI, TO ADJUST WATER SERVICE RATES (1ST READING HELD AT THE AUGUST 21, 2018 REGULAR MEETING)**

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- 2. 2nd READING OF ORDINANCE 2018-481, AN ORDINANCE TO AMEND CHAPTER 62, ARTICLE IV, SECTION 62-77 OF THE CODE OF ORDINANCES, CHARTER TOWNSHIP OF YPSILANTI, TO ADJUST SEWAGE DISPOSAL RATES (1ST READING HELD AT THE AUGUST 21, 2018 REGULAR MEETING)**

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NEW BUSINESS

1. BUDGET AMENDMENT #13

Clerk Lovejoy Roe read the items in the Budget Amendment #13.

- 2. REQUEST OF THE WASHTENAW INTERNATIONAL MUSIC BOOSTERS FOR A LOCAL GOVERNING BODY RESOLUTION FOR A CHARTIABLE GAMING LICENSE**

- 3. REQUEST OF THE WASHTENAW INTERNATIONAL HIGH SCHOOL PARENT TEACHER ORGANIZATION FOR A LOCAL GOVERNING BODY RESOLUTION FOR A CHARITABLE GAMING LICENSE.**

Clerk Lovejoy Roe stated these requests were fundraisers for Washtenaw International Music Boosters and the Washtenaw International High School Parent Teacher Organization. She said a representative from the organizations would be at the board meeting.

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**4. REQUEST OF AT&T FOR A METRO ACT RIGHT OF WAY PERMIT EXTENSION
FOR TERM ENDING DECEMBER 31, 2023**

Supervisor Stumbo stated this was discussed in detail earlier in the meeting.

**5. REQUEST OF TRAVIS MCDUGALD, IS MANAGER TO AUTHORIZE THE IT
DEPARTMENT TO RECYCLE EXISTING AND FUTURE RETIRED MOBILE
DEVICES THROUGH THE VERIZON RECYCLE PROGRAM IN EXCHANGE FOR
CREDIT TO BE APPLIED TO VERIZON INVOICES**

Supervisor Stumbo stated this was to authorize Travis McDugald, IS Manager to give our outdated mobile devices to Verizon and they would credit our account for them.

**6. REQUEST OF MIKE RADZIK, OCS DIRECTOR TO APPROVE LETTER OF
AGREEMENT TO POLICE SERVICES CONTRACT THAT CREATES SUMMER
YOUTH EMPLOYMENT OPPORTUNITIES IN THE AMOUNT OF \$27,000.00
BUDGETED IN LINE ITEM #266-301-000-831-005**

Trustee Jimmie Wilson questioned how many youth we had in this program. Mike Radzik, OCS Director stated there were 8 last year and this year we had 9 youth employees at \$10.00 an hour and \$12.00 an hour for those with a diploma. Mr. Radzik stated they worked about 20-25 hours a week. Mr. Radzik stated the program went well.

**7. REQUEST OF JAVONNA NEEL, ACCOUNTING DIRECTOR FOR APPROVAL OF
THE MUNETRIX ANNUAL SUBSCRIPTION NOTICE IN THE AMOUNT OF
\$4,995.00 BUDGETED IN LINE ITEM #101-201-000-958-000**

**8. REQUEST TO APPROVE CHANGE ORDER NOTICE #1 TO THE CURRENT
AGREEMENT WITH GRAPHIC SCIENCES FOR IMAGING AND MICROFILM
SERVICES EFFECTIVE JUNE 1, 2018 TO JUNE 1, 2023**

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AUTHORIZATIONS AND BIDS

- 1. REQUEST OF TRAVIS MCDUGALD, IS MANAGER TO AWARD THE LOW BID FOR THE INSTALLATION OF A CELLULAR REPEATER SYSTEM TO TRENDSET COMMUNICATIONS GROUP IN THE AMOUNT OF \$46,634.00 BUDGETED IN LINE ITEM #101-267-000-977-000**
- 2. REQUEST OF KAREN LOVEJOY ROE, CLERK FOR AUTHORIZATION TO WAIVE THE FINANCIAL POLICY AND AWARD THE LOW QUOTE FOR A MAILING TO YPSILANTI TOWNSHIP VOTERS TO MESSENGER PRINTING IN THE AMOUNT OF \$9,090.50 BUDGETED IN LINE ITEM #101-267-000-730-000**

Clerk Lovejoy Roe stated this election was projected to have one of the largest turnouts in our history. She said this was a long ballot and people can no longer vote straight party. Clerk Lovejoy Roe said that instead of one square for people to fill in they would have to fill in 16 squares. She said it would make longer lines waiting to vote. Clerk Lovejoy Roe said the mailing would help explain the election and encourage residents to vote absentee.

Work session adjourned at 6:50 p.m.

Respectfully Submitted,

Karen Lovejoy Roe, Clerk



Dedicated to Providing Top Quality, Cost Effective, and
Environmentally Safe Water and Wastewater Services to Our Customers

YPSILANTI COMMUNITY UTILITIES AUTHORITY

2777 STATE ROAD
YPSILANTI, MICHIGAN 48198-9112
TELEPHONE: 734-484-4600
WEBSITE: www.ycua.org

October 1, 2018

Re: **New Rate Structure**

Dear YCUA Customer:

Effective October 1, 2018, your water and sewer bill will look different. YCUA performed a rate study review that began in 2016 and concluded this year that has recommended the implementation of changes to our current rate structure.

The current rate structure that has been in place since the mid 1970s had a six-unit minimum usage rate for every customer. This was a fixed rate regardless if you used one unit or six units of water and sewer. This is being replaced with a readiness to serve charge to recover certain fixed costs like meter reading, billing, collection, portion of operational costs, debt service etc.

The new rate structure will encourage water conservation by charging for the exact amount of water and sewer used, which comes at the request of many of our customers, and will also provide relief to those on fixed incomes.

The new rate structure will incorporate a readiness to serve charge of \$30.62 bi-monthly and a commodity (consumption) charge of \$5.81 per unit (**1 unit = 100 cubic ft or 748 gallons**) for water and sewer usage. A Ypsilanti Township bi-monthly water and sewer bill at a home that uses three units of water and sewer currently costs \$59.41. Beginning in October, it will cost \$48.05. A customer who uses 12 units of water and sewer currently pays \$94.94. Beginning in October, it will cost \$100.34. A customer with a irrigation sprinkling meter (water only usage) who uses three units of water currently pays \$32.16. Beginning in October, it will cost \$17.16.

The new rate structure provides a more equitable user charge system for our customers and is considered best practice in the industry.

For your convenience, attached is a sample of typical every day water and sewer usage costs. For more information on rates, water conservation, and our website usage calculator, please visit www.ycua.org or call 734-484-4600.

Sincerely,

Ypsilanti Community Utilities Authority



Dedicated to Providing Top Quality, Cost Effective, and Environmentally Safe Water and Wastewater Services to Our Customers

YPSILANTI COMMUNITY UTILITIES AUTHORITY

2777 STATE ROAD
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RTS RATE STRUCTURE – YPSILANTI TOWNSHIP	
	Cost
Water Readiness to Serve Charge Bi-Monthly 5/8” Meter	\$14.94
Sewer Readiness to Serve Charge Bi-Monthly 5/8” Meter	\$15.68
Readiness to Serve Charge Total Bi-Monthly 5/8” Meter	\$30.62
Water Consumption Charge per 100 Cubic Feet	\$3.23
Sewer Consumption Charge per 100 Cubic Feet	\$2.58
Water & Sewer Consumption Charge Total per 100 Cubic Feet	\$5.81
Sprinkling Meter Readiness to Serve Charge Bi-Monthly	\$7.47

COST OF A SHOWER (WATER & SEWER) – YPSILANTI TOWNSHIP	
	Cost
10-Minute Shower (25 Gallons)	\$0.275
Bath (40 Gallons)	\$0.495
Toilet (1.6 Gallons)	\$0.018
Dishwasher (10 Gallons)	\$0.110
Old, Low-Efficiency Clothes Washer (35 Gallons)	\$0.385
New, High-Efficiency Clothes Washer (15 Gallons)	\$0.165
Oscillating Sprinkler Run for One Hour at 240 Gallons per Hour. NOTE: Only the Cost for Water is Billed	\$1.440