

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF WORK SESSION
NOVEMBER 20, 2018**

Supervisor Stumbo called the meeting to order at approximately 4:00 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

Members Present: Supervisor Brenda L. Stumbo, Clerk Lovejoy Roe, Treasurer Larry Doe, Trustees: Stan Eldridge, Heather Jarrell Roe, Jimmie Wilson, Jr. and Monica Ross-Williams

Members Absent: None

Legal Counsel: Wm. Douglas Winters

4. AGENDA REVIEW.....SUPERVISOR STUMBO

NEW BUSINESS

1. REQUEST OF HORIZON PERFORMING ARTS FOR A LOCAL GOVERNING BODY RESOLUTION FOR A CHARITABLE GAMING LICENSE

Clerk Lovejoy Roe explained the Horizon Performing Arts for a Local Governing Body Charitable Gaming License Resolution had been in process and was now ready for this Agenda.

There was discussion on the length of time which these Gaming License Resolutions would cover. Clerk Lovejoy Roe did some research and concluded it was for an annual license.

2. RESOLUTION 2018-31, REQUEST APPROVAL OF YPSILANTI TOWNSHIP GRANTING TOWERPOINT ACQUISITIONS II, LLC ASSIGNMENT OF LEASE AND GRANT OF EASEMENT FOR CELL TOWER LOCATED AT 2801 HOLMES RD. FOR THE LUMP SUM PAYMENT OF \$176,400.00

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Attorney Winters provided a brief review of the last of the prorated lease payment to the Township of the Grant of Easement for Cell Tower located at 2801 Holmes Rd. He explained there was a provision if they co-located any additional sites, the revenue would be divided on a 50/50 basis. Attorney Winters stated it was in final and proper form to be signed by Supervisor Stumbo and Clerk Lovejoy Roe, if the Board was so inclined and he would leave it to the discretion of the Board as to how these funds would be allocated.

Supervisor Stumbo stated a street sweeper had been mentioned but research was needed to see if it was feasible for the Township.

3. REQUEST OF MARK NELSON, 14B COURT MAGISTRATE FOR APPROVAL OF A GRANT FROM THE STATE COURT ADMINISTRATIVE OFFICE UNDER THE OFFICE OF HIGHWAY SAFETY PLANNING IN THE AMOUNT OF \$62,000.00 AND A GRANT FROM THE MICHIGAN DRUG COURT GRANT PROGRAM IN THE AMOUNT OF \$94,000.00 FOR THE 14B COURT'S DRUG COURT DOCKET

Mark Nelson, Court Magistrate explained this was the sixth year for the Drug Court Program and the last year it would be a combination of the two grants because starting next year it would be fully funded by the Michigan Drug Court Grant Program.

Supervisor Stumbo stated they would now return to the Preliminary Budget.

**1. 2018 PRELIMINARY BUDGET.....SUPERVISOR STUMBO
AND JAVONNA NEEL**

Javonna Neel, Accounting Director stated all of the Elected Officials had been hand delivered an updated Narrative and Detail last Friday.

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a) FUND 101 – GENERAL FUND

Javonna Neel presented a brief overview of the Budget with graphs and reviewed them line by line. She showed Revenues and Budget Expenses by Classification, with Personnel Fringe Benefits being the largest expenditure. She explained one of the Capital Outlays within the Computer Department, under Network Internet Infrastructure, the Cellular Repeater was in the process of being done right now and would be removed from the 2019 Budget, with only the Copier to be included in the final draft. She said \$40,000 was for Furniture and Fixtures for an overall total of \$580,000 in Capital Outlay.

Javonna Neel presented three pages of 2018 Budget Amendments that had been approved.

Supervisor Stumbo pointed out that the Civic Center Roof would not be done this year.

Javonna Neel presented several changes in Personnel, which entailed new and restored positions that had been approved in 2018 and requests for vacant positions being restored, pending Board Approval for 2019. These would include: Human Resource Assistant; a vacant position for Residential Services Director which would be 50/50 between Environmental Services and General Fund; request to restore a vacant position for Park Operations Superintendent and one to restore the Building Operations Superintendent; a new Collections Financial Coordinator for the Court which was approved in 2018 but was not filled and was not budgeted for 2019 so that would have to come back to the Board for approval; a vacant Chief Building Official in Building Fund; and a request for a new Full-Time Hydro Operator from the Hydro Fund.

Supervisor Stumbo explained prior to 2008 there were two positions, a Building Operations Superintendent and a Parks and Recreation Superintendent which were combined when we went through the hard times. The request was to restore both positions.

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Supervisor Stumbo stated any changes in the Revenue are reflected on this update. Trustee Roe Jarrell Roe stated she did not see that on line so Supervisor Stumbo explained it was in Line Item 641003 and would be \$80,000.00, which was not reflected in the actual dollar amount but rather in the verbage, budgeted in Hydro at this point, not to be confused with the City of Ypsilanti, since we paid for the improvements.

Supervisor Stumbo state there was an 80% overall increase from last year to this year for property taxes.

Clerk Lovejoy Roe asked where she could find the Revenues versus the Overall Expenditures for the General Fund. Javonna Neel explained it was on the last page, page 120.

Trustee Eldridge stated he was still opposed to a Compensation Committee as he felt it should be the responsibility of the Board to set those, because that was the reason the Board was elected. He saw no reason why it should be handed to a committee and felt it was saying to the public that we didn't give ourselves a raise, the committee did. He said we would be the ones appointing the committee anyway so why not take ownership.

Supervisor Stumbo stated it would be a committee made up of Board members, not the public and she was of the understanding that was what the Trustees wanted.

Trustee Jarrell Roe stated she agreed with Trustee Eldridge and she did not want a committee of three of the Board members but rather the whole Board and felt someone should take the lead in researching and then bring it to the Board in order for the whole Board to be able to make an informed decision.

Trustee Ross-Williams stated she did not really know about a Compensation Committee but was concerned about the Planning Commission, Parks Commission and Zoning Board of Appeals stipends or meeting pay. She said she was assuming from the comments tonight that if someone wanted to do the research and bring

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an item forward, in her opinion that's how it could move forward rather than with a Committee. She asked if the reason that language was there was someone was asking for the research to be done.

Trustee Jarrell Roe stated she thought that was the intent.

Supervisor Stumbo stated there was nothing budgeted for that.

Treasurer Doe stated we've always thought the Trustees were paid a reasonable salary, but wondered if we should consider taking a second look at their salary, since the cuts had been made and some had gotten raises again in the last couple of years, and compare with other municipalities as well.

Trustee Jarrell Roe stated that was a great idea and wondered if Karen Wallin could help find that information and bring it back to the Board.

Trustee Eldridge stated he did not bring that up specifically for the Trustee Salary but felt that terminology should be taken out of every budget.

Clerk Lovejoy Roe said they could look at MTA, but every single job, from elected official to custodians to HR Director was driven by SEVs and the population. The key was deciding who we were going to compare ourselves to and the Board should make a policy accordingly.

Supervisor Stumbo stated the language for the Compensation Committee was removed.

Supervisor Stumbo continued with Due Process and Prosecution for Domestic Violence, stating there was a Budget Amendment on the Agenda later which would increase those numbers, since there has been an increase in Domestic Violence and Drunk Driving prosecutions.

Trustee Ross-Williams asked if the increase itself was a budgetary increase or is it expected because of a raise in fines and it was explained it was for year to date expenses projected for 2019.

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Supervisor Stumbo explained for the Supervisor's Salary, the language was removed for the Compensation Committee, with the annual salary budgeted for a 3 % increase for 2019, the same as the Teamsters.

Supervisor Stumbo stated the Auto Allowance was brought up for 2018 and was put in for \$3,000.00 and wondered if the Board wanted that again for 2019.

Treasurer Doe stated he thought it was \$6,000.00. He explained that part of the problem was that we were pulling \$3,000.00 from Waste Management for Jeff Allen's salary, because he was gone. He stated theoretically the Supervisor should have gotten \$6,000.00 last year and felt that we should give her \$6,000.00 for a car allowance for 2019. Treasurer Doe passed out information regarding the Supervisor's salary and comparisons with the Big 10 Townships in Michigan.

Trustee Jarrell Roe stated she would prefer the Compensation Committee removal of line item 101-171-007-300 where it says the annual salary is determined by the Board, she said that should be our standard language.

Supervisor Stumbo asked if that language was somewhere else and Trustee Eldridge and Trustee Jarrell Roe confirmed this only appears in the Supervisor's Section and the others speak to a Compensation Committee.

Trustee Eldridge said Treasurer Doe had mentioned other people who had Auto Allowances and asked how many people had those allowances.

Javonna Neel explained there were two for Jeff Allen, Residential Services and Mike Radzik, Office of Community Standards.

Trustee Eldridge asked if other communities used auto allowances.

Javonna Neel said she did not know.

Treasurer Doe explained that if you used the Big 10 Townships for comparison for the Supervisor's Salary and took out the lowest and highest salaries, the median

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salary was \$96,000.00 and he felt that a \$90,000.00 salary for the Supervisor was lower than it should be.

Supervisor Stumbo said she would not mind doing this in 2020 but was uncomfortable discussing salary at this time.

Clerk Lovejoy Roe stated if we came up with a policy that stated we wanted to be at the median of the “big ten” list, or the lowest third of the list, or whatever was decided on, it would take out the uncomfortableness of discussing of non- union salaries.

Trustee Jarrell Roe voiced her agreement with instituting a policy regarding salaries in the future.

Treasurer Doe stated the salaries on the handout he had provided were two years old.

Clerk Lovejoy Roe asked Trustee Eldridge if he would be comfortable in having a committee set up a policy regarding salaries for the elected officials.

Supervisor Stumbo said the only question that needed an answer at this point was if we were going to budget the Auto Allowance as we did in 2018.

Trustee Ross-Williams concurred if not a compensation committee, fine, then the question was who was designated to set policy and she agreed with Clerk Lovejoy Roe’s suggestion.

Supervisor Stumbo stated Treasurer Doe had done exactly that twice and it does not work well.

Trustee Jarrell Roe said she hears what everyone is saying and felt it was important to discuss these items as a Board regardless of how uncomfortable it was and agreed with Clerk Lovejoy Roe that a committee should draft a policy and bring it back to the Board.

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Trustee Jimmie Wilson asked that Supervisor put \$6,000.00 in the Budget for Auto Allowance and said that when talking about the Supervisor's salary to take into consideration the salary being \$84,000.00 with \$6,000.00 added for a car allowance therefore being close to the median salary of \$90,000.00 that Treasurer Doe spoke about.

Supervisor Stumbo explained the only correction for Accounting was on page 25, to decrease number for membership and dues because that had been moved to the Board for Professional Services.

Javonna Neel stated she would move the \$5,000.00 designated for Munetrix to the Board's budget.

Supervisor Stumbo stated Independent Auditing was basically the same with a 3% increase for Post Smythe & Ziel.

Supervisor Stumbo stated as far as the Assessing Department budget was concerned, one permanent position was moved to Supervision.

Supervisor Stumbo explained Legal Services includes everything but Domestic Violence Prosecution and Nuisance Abatement cases. She said we did not budget for Negotiations and since there were three this year there was a Budget Amendment for 2018.

Supervisor Stumbo stated for the Clerk's Office, one permanent person was moved up to the salaried position of Deputy of Elections, and there were no elections budgeted for next year.

Clerk Lovejoy Roe stated she had not put this in her budget but there was a huge amount of IT work regarding document management to be addressed. Supervisor Stumbo explained it was budgeted in 266 for \$200,000.00 under Work Flow.

Supervisor Stumbo stated Human Resources used to have three full-time positions but at the present time there was one and a half, with the other half working in Parks

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and Recreation. She stated that the request was to restore one of those full-time positions and it would come back to the Board for final approval.

Trustee Jarrell Roe voiced her opinion that it would be great to restore the Human Resources position first in order to logistically help Karen Wallin.

Supervisor Stumbo stated she would like to see the Residential Services Director vacancy filled and agreed the full-time position in Human Resources needed to be filled as well to address the Health & Safety Issues, MIOSHA, OSHA and training for employees and felt Michael Saranen would be good for that position. Javonnal Neel said Michael's position as Hydro Dam Operator deals with compliance issues and he is well suited because he was a detailed oriented person. Supervisor Stumbo explained \$7,000.00 was budgeted for that position in HR and they were also trying to prepare for those that would be retiring in the next few years.

Trustee Eldridge asked for clarification for buying of apparel under HR. Supervisor Stumbo explained the Building Department, the Ordinance Department and Assessing all have apparel they can wear on Friday, which is dress down day and this was for apparel the other departments.

Supervisor Stumbo stated the biggest change from the Draft Budget in the Treasurer's Department was there was one person who was not receiving Health Care that will now receive it.

Trustee Ross-Williams questioned about overtime in the Treasurer's Department and Supervisor Stumbo explained that was for the Dog Clinic they hold and Javonna Neel added it also included any Saturday's they might be open regarding tax collection. Treasurer Doe explained it also included any work during lunch time required to balance, as well as the last two days of the year.

Discussion followed regarding Computer Support Budget. Trustee Jarrell Roe questioned the line item #101-266-000-857-100 with a 170% increase and the other was a 395% increase. Clerk Lovejoy Roe briefly discussed the Work Flow software

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and explained the \$200,000.00 was for the entire Township to be included. Supervisor Stumbo said nothing would go forward without the Board's approval.

Trustee Eldridge asked for clarification from Travis McDugald, Computer Support regarding a Township WAN, a \$60,000.00 cost for maintenance. He felt like that was the cost for another employee and questioned the necessity.

Trustee Ross-Williams explained that WAN was an area wide network and referred to the alternative listed and wondered if the proposed numbers had anything to do with fiber optics.

At this point in the meeting Travis McDugald, IS Manager arrived.

Supervisor Stumbo asked Mr. McDugald to explain the annual Maintenance and Renewals, the new fiber optics and the \$200,000.00 for the Work Flow Management. She asked if Line Item 977-001 Network Management Software was an annual cost.

Travis McDugald started at the top and provided an explanation of his budget requests. He spoke to the question Trustee Eldridge had regarding \$65,000.00 a year for building and maintenance and what WAN was. Travis stated he did not have the costs at this time and was still researching options, but that whatever was proposed would be brought to the Board with full disclosure. He explained WAN stands for Wide Area Network which is the network that connects all the Township buildings together, i.e. Civic Center, Community Center, Police Station and all Fire Stations.

Trustee Jarrell Roe asked why some parks had a fee and others did not and voiced the desire to research the revenues generated versus the costs. Supervisor Stumbo stated that would be addressed under Residential Services. Further discussion followed regarding park fees between Clerk Lovejoy Roe, Trustee Ross-Williams, Trustee Jarrell Roe and Robin Castle-Hine, Quality Assurance Specialist. Trustee Ross-Williams stated that any changes to the fees would fall under the Park Commission. Trustee Jarrell Roe voiced opposition to any Park fees, sharing that many residents cannot afford the fees and should still be allowed to use the parks.

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Supervisor Stumbo said there was a mistake on page 116 regarding the \$203,000.00 under Capital Outlay which needs to be re-budgeted. Clerk Lovejoy Roe stated the old Parks and Recreation survey of residents and the latest survey still shows that the number one thing our residents want are bike paths and sidewalks. Supervisor Stumbo stated \$50,000.00 was budgeted for repairs which was a priority over getting new ones.

Arloa Kaiser, 1420 Melvin Street voiced her opinion that Township funds could be better utilized for things other than Bike Paths and uniforms.

b) FUND 212 – BSR II

Supervisor Stumbo asked Trustee Eldridge if he wanted to discuss transferring funds into the Golf Course and Recreation budgets. She stated most of the increase reflected the addition of a full-time employee and new Park Improvements which was to replace existing equipment based on the Parks and Recreation Master Plan. Trustee Eldridge voiced the same concern he had before, that if you add those two amounts together we were supplementing two departments with \$715,000 plus dollars a year and the Board needed to have an honest discussion about how long we could continue doing that.

c) FUND 226 – ENVIRONMENTAL

Trustee Ross-Williams asked if there was going to be any increase in revenue to the Golf Course and acknowledged that would be discussed later.

Trustee Wilson asked where we were, as a county, regarding recycling and disposal and if there had been any progress. Supervisor Stumbo explained there had been several meetings and stated there was no market for the recyclables and there were several unknowns at this point. She explained it was a county and state-wide problem and hoped the market would turn around and looked forward to finding a solution, including discussions with Evan Pratt and would keep the Board updated.

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Supervisor Stumbo stated there was an item budgeted for a third chipper to have as a backup when one of the others broke down.

Supervisor Stumbo explained the last page of General Fund gave an overview, to answer Clerk Lovejoy Roe's question earlier in this discussion. She stated \$200,000 had to be re-budgeted for the roof repair. Javonna Neel agreed that the bottom line reflected revenues of \$205,000.00 over expenditures.

d) FUND 230 – RECREATION

Supervisor Stumbo stated Angela Vergas, Recreation Director was present to answer any questions. She explained that the questions Trustee Jarrell Roe had regarding Ford Lake gate fees and shelter rent fell under this department. She stated it had been a rainy year so revenue had not been what we expected but hoped that with the new park play equipment, the pickle ball courts that shelter rental revenue would improve for the coming year. She explained the transfer request of \$507,000 last year had been lowered to \$501,000.00 for the 2019 budget, so we were headed in the right direction.

Trustee Jarrell Roe stated that there had been talk last year to do something to help our residents who were not familiar with services and classes we offer and classes available. She wondered if further thought had been given about doing a survey of some kind to figure out what areas of the township needed to be informed.

Angela Verges, Recreation Director stated they had done a survey with the 50 & Beyond program but not anything for the general population of residents. She said she thought some of that could be answered with the Park Master Plan survey that had been done.

Trustee Wilson voiced his opinion that residents were aware of what the Township had to offer but there were so many other entities, the schools, YMCA and others that had the same things to offer that they were siphoning from the Township. He asked the Recreation Director her opinion as to the reason for the loss of revenue.

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Angela Verges agreed with Trustee Wilson that so many competitors was the major reason for the loss of revenue. She gave the example of the Day Camps that the Township offered for \$150.00 a week while the YCenter, which was highly subsidized, offered for \$40.00 a week. She explained even though the basketball and soccer was still popular, we still lost revenue when they went with many participants left for travel teams.

Trustee Jarrell Roe, voiced her opinion that the web site was very hard to use so she would like to see improvements in that area. She cited ascetics of the rooms at the Community Center as being part of the reason for the drop in room rentals.

Trustee Ross-Williams asked if the Township had ever taken a comprehensive look at the programs we offered versus the programs the community actually wanted. She further discussed having some kind of "exit survey" to arrive at a reason why revenue had dropped so much for dance classes.

Angela Verges stated they had made some changes with the dance classes, trying different offerings of days and times and then comparing with other years to see what made the most sense and made things more conducive with parent's schedules and wishes.

Trustee Wilson voiced his appreciation for the innovative "nerf war" activity. Angela Verges stated that was very successful and was a result of asking parents what they would like to see and would be offered again in January and maybe March.

Clerk Lovejoy Roe wondered about doing a Township wide mailing regarding activities since we have had so many new residents unaware of the Community Center and our programs.

Trustee Jarrell Roe spoke again to the difficulty of the web site.

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Trustee Ross- Williams asked how old the software was and how long ago any updates had been done. Angela Verges said an update had been done about a year ago and the software, RecTrack had been installed around 2010.

Trustee Jarrell Roe stated she had spoken with Travis and Becky about another software program, but financially it was more feasible to do some add-ons rather than purchasing a whole new system and retraining.

Trustee Ross-Williams voiced her opinion that something needed to change and if we were losing revenue due to the difficulty of the website it would be worth it to change. Supervisor Stumbo responded that a review with recommendations could be done for a future budget amendment.

e) FUND 236 – COURT

Supervisor Stumbo voiced her concern regarding current 14B Court revenues, and said we would not know the figures until the end of the year.

Mark Nelson, 14B Court magistrate stated he ran a report Year to Date from October 2017 to 2018 and the result was the traffic citations were down.

Trustee Eldridge asked how 14B District Court would be affected if the Michigan Supreme Court ruled court costs unconstitutional. Mark Nelson stated essentially it would affect everything and the state would then have to fund the courts but it would be a couple of months before a decision would be reached.

Lt. Mike Marocco briefly discussed the fact that fines for traffic enforcement was down about 2,000 cases through October and reported they had significant staffing issues, including resignations, retirements and health issues which brought them down from 32 officers to 23 officers on patrol. He reported the overall crime rate had been down as well. Lt. Mike Marocco stated officers had been hired and changes had been made in staffing to meet the current needs, but they would have to continue to recruit officers to take the place of those retiring through 2019. He stated a Pilot program was in the process to pass 12 hr. shifts for Ypsilanti

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Township beginning Jan. 6, 2019 which would put more deputies on each shift all the time, but that would have to pass through a Union vote. He reported one deputy specifically had gone to work in Ann Arbor, specifically because of the 12 hour shift option.

Mark Nelson stated the one thing that had not dropped was drunk driving arrests.

Supervisor Stumbo voiced her appreciation for the job the officers were doing in spite of the challenges and stated there was always a need for controlling speeding. Both Supervisor Stumbo and Lt. Mike Marocco agreed for the record they had filled those positions with overtime and/or pulling people from other positions.

Javonna Neel stated that the comment on page 171 that if fund balance goes above 15%, the overage amount will be transferred to the General Fund. She said on page 175 it is at 18%, meaning 3% would be moved to the General Fund, and that would not be brought back for a Budget Amendment.

More discussion followed on the 12 hour shift work and that with the new hires the numbers would come back up.

f) FUND 250 – LDFA

Supervisor Stumbo reported enough money had been captured to pay the Seaver Bond payment.

f) FUND 584 – GOLF COURSE

Javonna Neel said there was a question to see how much we had made from 2017 to 2018 and the revenue amount was \$11,795.00, which included everything.

Trustee Ross-Williams asked if the increased revenue was due to more people playing nine holes rather than 18.

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Kirk Sherwood, Director of Golf provided a brief explanation that money has been redistributed to the proper line items.

Trustee Eldridge questioned revenues through Oct. 31 that are below the budgeted revenue for 2018 but the request for 2019 is from 4 to 19% higher. Mr. Sherwood said he was anticipating that the weather sooner or later would be better and make up for the lost revenue due to the rain and one of the hottest summers on record.

Trustee Eldridge asked Javonna Neel and Kirk Sherwood if the basis for the 4 to 19% projected increase was projected increased rounds. Mr. Sherwood explained that sooner or later he was hoping the weather would cooperate to make up for the shortfalls due to bad weather for the golf course.

Supervisor Stumbo reported she had not had complaints like she had in the past and had compliments on the condition of the course and the manner in which they were treated.

Kirk Sherwood reported some of the courses had closed and he anticipated being able to pick up those players and leagues. He was researching the possibility of getting a Liquor License and collaborating with the Community Center for activities and all of those ideas would be factors that would help bring increased revenue for 2019.

**2. REQUEST TO ENTER INTO CLOSED SESSION FOR DISCUSSION ON YPSILANTI
TOWNSHIP VS. PONTIUS COURT OF APPEALS DECISION**

A motion was made by Trustee Wilson, supported by Trustee Eldridge to enter into Closed Session for Discussion on Ypsilanti Township VS. Pontius Court of Appeals Decision.

Jarrell Roe:	Yes	Eldridge:	Yes	Ross-Williams:	Yes
Lovejoy-Roe:	Yes	Stumbo:	Yes	Doe:	Yes

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Wilson: Yes

The motion carried unanimously.

The Board went into Closed Session at approximately 6:47 p.m.

The Board came out of Closed Session at approximately 6:58 p.m.

Supervisor Stumbo stated the salaries would be left at 3%.

Trustee Ross-Williams state she was all right to move the discussion on Parks & Planning and Zoning Board of Appeals meeting attendance pay to the next Work Session.

The Work Session adjourned 6:58 p.m.

Respectfully Submitted,

Karen Lovejoy Roe, Clerk

Charter Township of Ypsilanti

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