

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 3, 2019 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 Stumbo, Clerk Lovejoy Roe, Treasurer Doe,
Trustees: Eldridge, Jarrell Roe (arrived at 6:52pm),
Wilson(arrived at 6:30pm),Ross-Williams

Members Absent: none

Legal Counsel: Wm. Douglas Winters

**1. DISCUSSION ON TOWNSHIP NON-MOTORIZED PLAN.....
MEGAN MASSON-MINOCK, CARLISLE WORTMAN**

Megan Masson-Minock, Carlisle Wortman Associates thanked all those who participated in the development of the non-motorized plan especially those on the Steering Committee. She said the Parks and Recreation Plan was passed last year and the Master Plan and the Non-Motorized Plan were still in process. Ms. Masson-Minock stated the Zoning Ordinance has started and she said they are looking for it to be passed in early 2020. She said they hope to have the Master Plan passed in early 2020 and the Zoning Ordinance passed within the year of 2020.

Ms. Masson-Minock explained the Non-Motorized Plan to the Township Board. She said there was no state law that governs non-motorized plans. She said the Planning Commission and Park Commission reviewed the plan and they both recommended adoption by the Township Board.

Ms. Masson-Minock stated that after the board reviews the plan tonight she would ask the Board how they wanted to proceed to adopt the plan. She said the board may want a Public Hearing on the plan or posted for public comment. She said they could discuss any changes the board would want in the plan in order to adopt it.

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 3, 2019 WORK SESSION
PAGE 2

Supervisor Stumbo confirmed that a Public Hearing was not required for the Non-Motorized Plan but is required for the Master Plan and the Parks and Recreation Master Plan. She said this plan would be incorporated in both of those plans.

Ms. Masson-Minock presented the plan to the Board, which she said was also in their packet. She showed the Board gaps in the non-motorized paths throughout the Township and showed how they could be connected. She stated there were three different types of neighborhood streets, some with sidewalks with matured trees, some without matured trees, and some rural areas without sidewalks but with road shoulders where people could walk or cycle. She said there were five dangerous intersections that were challenging in the plan and those were priorities that need to be improved for safety. Ms. Masson-Minock said that Ypsilanti Township has a lot of connections to other communities and some connections to the Border-to-Border Trail and the Iron Belle Trail. She said these were regional networks for non-motorized transportation. Ms. Masson-Minock stated there was a loop around Ford Lake that needed to be completed.

Ms. Masson-Minock stated the vision for the plan was to make utilization of non-motorized transportation safer, easier, and a more enjoyable alternative for residents to use as they go about their daily lives. She said the goals deal with four topics: network development, regulation and maintenance, education and enforcement, and funding coordination and implementation.

Ms. Masson-Minock stated a priority in this plan was connecting the City of Ypsilanti to the Township over I-94 on Huron St. She said they would like to complete the bike lanes along East Michigan Ave. and along the border with Pittsfield Township. She said another priority was to complete the sidewalks on Washtenaw Ave. between Hewitt Rd. and Golfside Dr. Ms. Masson-Minock said they were looking in solving the problems with the critical crossing at Dorset and East Michigan Ave. and Wiard Road.

Ms. Masson-Minock stated the Township should adopt a complete streets ordinance. She said it helps when you have different transportation entities that are responsible for the Township roads with service requests and funding. She said although Ypsilanti Township has a challenge since they incorporate three

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 3, 2019 WORK SESSION
PAGE 3

school districts it would be beneficial to collaborate with each school district to promote walking and biking. She said Safe Routes to Schools is one of the primary funders of non-motorized networks for municipalities around schools.

Ms. Masson-Minock stated one suggestion would be to establish a Non-Motorized Transportation Advisory Committee. She said that Committee would be responsible for obtaining funding by grant writing. She said they would work with the Parks Commission and work with the township recreation staff. Ms. Masson-Minock stated that committee could obtain crash data at certain intersections and if something in the plan needed to be changed that would be the body who would be responsible for it. She said they would build relationships with the various funders and with the Sheriffs' Office.

Ms. Masson-Minock said the Planning Commission was concerned with adequate lighting especially on bicycle lanes and paths. She said they wanted to insure safety to walk and bike at night in the Township. She said they had a special focus on the schools and encouraging kids to walk to school. She said they wanted signage at the crosswalks indicating that it was a state law for motorists to stop if pedestrians were crossing.

Trustee Ross-Williams asked if there was grant funding for adding boat launches on Ford Lake. Ms. Masson-Minock said there were state grants available. Trustee Ross-Williams asked about crossing at Grove Road and Rawsonville Road and what type of signal would be put there. Ms. Masson-Minock said she believed there was a flashing beacon but she said she did not see one on the plan for that intersection but she said she would look into it. Trustee Ross- Williams asked about the crossing at I-94 and Michigan Ave. Ms. Masson-Minock said she would check it out but said she thought it was a signal and MDOT would have design standards for that area. Trustee Ross-Williams asked how many communities have complete street ordinances. Ms. Masson-Minock said she was not exactly sure but suggested Trustee Ross-Williams look on line at Michigan Complete Streets, which lists every community that has a complete streets ordinance.

Supervisor Stumbo stated the township is under the Washtenaw County Road Commission when we apply for grants and she said we have guidelines for streets

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 3, 2019 WORK SESSION
PAGE 4

so what else would be included if we have a Complete Street Ordinance. Ms. Masson-Minock said they include pedestrian level lighting that you may not always get with your partnership with DTE; she said appropriate lighting for bike paths that are not on the street, and things for bus stops such as signs, a pad, ADA accessible ramps, and shelters.

Supervisor Stumbo suggested Ms. Masson-Minock add Superior Township to our border communities. She said Washtenaw Avenue and Ecorse Road were critical corridors and she said if it is in the plan then we could ask for grants. Supervisor Stumbo said she thought the boat launches at Ford Lake were for Kayaks. Ms. Masson-Minock said the plan indicates motorized and non-motorized boat launches. Supervisor Stumbo confirmed the motorized launches were existing launches and not new launches.

Supervisor Stumbo stated you could not safely walk on Martz Road.

Clerk Lovejoy Roe said bikers use Martz Road to get to Bemis because you can get to the Huron Metro Park, which is a nice ride. She said there was not a safe connection to that park. She said Bemis Road is paved on the Wayne County side. Clerk Lovejoy Roe said there were miles of paths throughout Rolling Hills Park so it would be good to connect our entire township to that Park.

Ms. Masson-Minock stated bike paths were emphasized down Stony Creek Road for connecting to Rolling Hills Park.

Supervisor Stumbo stated that Washtenaw Ave. was not listed on the 10 most heavily traveled roads. She said Ford Blvd. was another important walking area and it is a good connector for Connecting Communities since it connects to Superior Township. She said if we put it in our plan as a connector to Superior Township, we could apply for a Connecting Communities Grant.

Supervisor Stumbo stated she did not know whether we should have LED or solar lighting when it came to safety.

Ms. Masson-Minock said lighting would be decided in the design stage. She said Trustee Eldridge had mentioned at the Planning Commission meeting that the

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 3, 2019 WORK SESSION
PAGE 5**

Township had been changing the existing streetlights to LED lights. She said LED lights were brighter and make it a safer environment.

Supervisor Stumbo stated that as we change and update throughout the years we should continue to update the plan. Ms. Masson-Minock said that the Township should look at the plan and make changes about every five years.

Ms. Masson-Minock asked if the board wanted to have a Public Hearing explaining this plan. Clerk Lovejoy Roe suggested we put it on the agenda for the first meeting in 2020 if residents would like to comment on the plan.

Clerk Lovejoy Roe stated she read where deaths have increased with non-motorized accidents. She asked if Ms. Masson-Minock could include that data in the report. She said it happens in areas like S. Huron River Drive where there multiple housing exists and pedestrians are walking to bus stops and there is not a safe pathway to walk. She said that area also needs proper lighting.

Ms. Arloa Kaiser, Township Resident asked who would maintain the new pathways or would it be like the bike paths on Grove Road where the Township decides where they will keep it cleaned. She asked who was going to pay for it. Ms. Kaiser stated that even with the new crosswalks, people continue to cross the streets at non-designated areas.

2. AGENDA REVIEW

NEW BUSINESS

1. REQUEST FOR APPROVAL OF A GRANT FROM THE STATE COURT ADMINISTRATIVE OFFICE MICHIGAN DRUG COURT GRANT PROGRAM FOR 2020 IN THE AMOUNT OF \$146,000.00 FOR THE 14B COURT'S DRUG COURT DOCKET

Magistrate Nelson stated this was the sixth year for the Drug Court and receiving a Grant for the program. He said previously they had two grants but they were

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 3, 2019 WORK SESSION
PAGE 6**

combined into one grant this year and down about \$10,000.00 from the prior year. He said over the past year they have had an average of 23 participates in the program. He said last year they graduated 19 people in the program and 95% were employed when they graduated. He said he was here tonight to ask the Board to approve the contract so they can receive the grant funds to continue the work they have been doing.

Supervisor Stumbo clarified with Magistrate Nelson that he was the administer of the funds and that she and Clerk Lovejoy Roe would be signing the grant.

**3. REQUEST TO APPROVE AGREEMENT WITH TEESNAP FOR WEBSITE
SERVICES AND POINT OF SALE SOFTWARE AT GREEN OAKS GOLF COURSE**

Mike Hoffmeister, Residential Services Director explained the new software that he would like to purchase for Green Oaks Golf Course.

Kirk Sherwood, Golf Course Manager stated that this system gives more flexibility when selling memberships, gift cards, etc. He said the other day he received a call from a woman who wanted to purchase a gift certificate but he could not sell her one because Township Policy does not allow a credit card to be taken over the phone. He said she could not come in so it eliminated the sale. He said that with this new system she could purchase it on our website. He said he had the opportunity to speak with several other golf courses who use the system and they are happy with it. Mr. Sherwood stated there are different levels in the system but they chose the basic level and hoped to do the marketing themselves. He said if they choose later to add different levels they could.

Attorney Winters said his concerns are the automatic renewal of some of these contracts and he asked if we had a contract with Golf Now. Mr. Hoffmeister stated we were on a month-to-month contract with them.

Mr. Hoffmeister stated Attorney Winters suggested a one-year contract with Teesnap. Mr. Hoffmeister said they would want the 2 year contract with Teesnap because they would not want to change systems as they were building their data base.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 3, 2019 WORK SESSION
PAGE 7**

Attorney Winters stated it was in proper form for the Board to consider.

Trustee Ross-Williams asked if the software interacted with social media.
Mr. Hoffmeister stated it does.

Trustee Ross-Williams asked how the fees were paid to Teesnap. Mr. Sherwood stated if we had a \$1,000.00 day Teesnap would take their 2.75% fee and deposit the balance in our account.

OLD BUSINESS

1. RESOLUTION 2019-46, 2020 FISCAL YEAR BUDGET(Public Hearing Held at the November 19, 2019 Regular Meeting).

Clerk Lovejoy Roe asked if we were adding a Human Resource Director position to the budget as discussed at the last meeting.

Supervisor Stumbo stated we increased Karen Wallin's salary as a Manager with over 30 years of experience. She said they would also look into salary comparisons for other positions and Karen Wallin was working with Kevin Welch on that.

Clerk Lovejoy Roe stated that she felt that we should budget for a Human Resource Director to prepare for the future.

Treasurer Doe stated that Karen Wallin had been doing an excellent job. He said he knows that Ms. Wallin would probably be retiring in a few years. Treasurer Doe stated that would be a good time to hire a Human Resource Director.

Supervisor Stumbo stated currently the budget included a Human Resource Manager and a Generalist.

Clerk Lovejoy Roe stated the Clerk's budget stayed the same as it was in the last meeting and she said she provided information regarding the need for changing

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 3, 2019 WORK SESSION
PAGE 8

the Clerk's proposed budget. She said by her projection the line item for Inspectors was short \$7,783.00. She said the other line item to hire temporary staff needed to be increased. She said data just came out again today about the projections for voter turnout and absentee voters being higher for the November 2020 election. She said she would not suggest something that the Union indicated they would not approve so she said she changed the amount of time she would ask for temporary staff to be within what the contract stipulates. She said she would ask the Board to increase her line item for Inspectors to \$127,783.00 and the temporary staff line item to \$16,000.00.

Supervisor Stumbo stated Clerk Lovejoy Roes' attachments from the last meeting were not in the minutes. Clerk Lovejoy Roe stated she would attach the handouts and Javonna Neels' report once minutes are approved.

Supervisor Stumbo thought someone said we could do a budget amendment. Clerk Lovejoy Roe stated when she listened to the minutes Trustee Wilson supported the request to increase the Clerk's budget and then Supervisor Stumbo stated she needed more information. Supervisor Stumbo asked where it was budgeted for non-union paid personnel in the Township not just non-union in the Clerks' Office or was that part of the \$127,783.00. Clerk Lovejoy Roe said she was not sure where the salary pay was budgeted. She said \$127,783.00 was for her Election Inspectors at the polls.

Trustee Ross-Williams stated she questioned the payment for non-union personnel and she would still like more detail on that. She also asked for clarification regarding the Clerk's correct request. Clerk Lovejoy Roe explained the revised request for temporary staff and for the appointed officials.

Supervisor Stumbo stated she was comfortable with where it stands now and we can come back and discuss it. She said she really wants to know where it was budgeted for the additional salaries or stipends for the salary employees who work during the elections.

Trustee Ross-Williams asked about mandatory overtime or was that not in the contract. Clerk Lovejoy Roe stated they do not have mandatory overtime. Clerk

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 3, 2019 WORK SESSION
PAGE 9

Lovejoy Roe said that if you work in the Clerks' Office you work all the hours needed to get the work done.

Supervisor Stumbo stated that Clerk Lovejoy Roe is looking for direction and asked the rest of the board if they were comfortable where we were. She said she needed words and asked Trustee Eldridge for his input.

Trustee Eldridge had no problem with the \$127,000.00.

Supervisor Stumbo stated she would be more comfortable if she had the information regarding payment to people in addition to the election workers at the polls. Clerk Lovejoy Roe stated she does not know off hand which line item it is in. Supervisor Stumbo said it was not in the information you provided. Clerk Lovejoy Roe stated she thought you asked for the information regarding temporary help. Supervisor Stumbo stated there was an election in March and if Clerk Lovejoy Roe needed to come back and do an amendment it can be done then.

Clerk Lovejoy Roe stated she couldn't hire a temporary without money in that line item. Supervisor Stumbo stated Clerk Lovejoy Roe wanted the temporary for the August election. Clerk Lovejoy Roe stated she wanted a temporary for the March election and currently there was zero in that line item.

Treasurer Doe stated originally Clerk Lovejoy Roe was asking for \$70,000.00 in that line item. Clerk Lovejoy Roe stated she asked for \$70,000.00 but it was budgeted for zero. Treasurer Doe said Clerk Lovejoy Roe came back to the Board asking for \$21,000.00. Supervisor Stumbo said it went from \$70,000.00 to \$21,000.00 to \$16,000.00. Clerk Lovejoy Roe said the request changed because one of the leaders in the Union said they would not agree to amount of temporary staff she was requesting even though the Union had approved it in the past.

Clerk Lovejoy Roe stated the way elections were staffed and managed would change due to the changes in legislation. She said residents could now register right up to the day of the election, which in the past that stopped 30 days prior to

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 3, 2019 WORK SESSION
PAGE 10

an election. She said just that change would increase the workload from prior elections. She said those registrations will come in the mail, from the State, County, and the Secretary of State. Clerk Lovejoy Roe said residents would also come to the office to register. She said absentee voting would increase but that does not decrease the work-load for the Clerks' office.

Treasurer Doe stated he does not have a problem with the \$16,000.00 for temporary staffing.

Supervisor Stumbo stated she does not have this in the budget, it would have to be brought back as a budget amendment at the next meeting.

Clerk Lovejoy Roe asked if the budget amendment for the \$16,000.00 and the \$7,783.00 would be on the December 17, 2019 agenda.

Supervisor Stumbo said she was not agreeing to the \$7,783.00. She said she did not think Clerk Lovejoy Roe needed anything more in that line item. She said there were 11 inspectors at one polling location for a Special Election and she said that was over kill. She said we need to be more conservative with the taxpayers' money in the Clerks' Office. She said they were automatically registering people to vote at the Secretary of State Office, which was different than previously when they asked people if they want to register. She said more people would be registered at the Secretary of State and they would send them to you already registered. Supervisor Stumbo stated more people were being registered now and the election isn't until March. She said and once we do the mailing for the absentee that will increase absentee voters.

Clerk Lovejoy Roe said the absentee voters will affect the precinct but will increase the work in the Clerks' Office.

Supervisor Stumbo stated that was why they agreed to add some temporary staff not adding more inspectors at the polls.

Clerk Lovejoy Roe stated she was not adding more at the precincts. She said the AV Count Board was at the precinct at the last election in order to save money.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 3, 2019 WORK SESSION
PAGE 11**

She said they didn't have to work as many hours. Clerk Lovejoy Roe said since it was a small election she decided to put them at the precinct instead of sequestered at the Civic Center to save costs. She said the workers at the polls included the AV Count Board inspectors.

Supervisor Stumbo stated Clerk Lovejoy Roe didn't need an AV Count Board she could have had the election inspectors at the precinct process the absentee ballots.

Clerk Lovejoy Roe stated the process had changed with the poll books and absentee ballots and needed to be separate even at the precinct.

Clerk Lovejoy Roe stated the \$127,783.00 included 5 inspectors at the precincts in March, 6 inspectors in August and 8 or 9 inspectors in November. She said she could not cut that any further.

Trustee Ross-Williams asked for clarification regarding voting on a budget amendment at the next board meeting. Supervisor Stumbo stated they would.

Supervisor Stumbo asked if there were any other questions on the \$35,000,000.00 budget.

CONSENT AGENDA

**A. MINUTES OF THE NOVEMBER 19, 2019 WORK SESSION, CLOSED SESSION,
AND REGULAR MEETING**

Supervisor Stumbo stated the minutes indicate the information from the Fire Marshall at the last meeting was not in the packet and it was included so that needed to be changed in the minutes.

Clerk Lovejoy Roe said she was not referencing the Fire Marshall's information but she said she was referencing what Ben Carlisle was reading at the microphone when she said she did not have the information he was presenting to put in the packet.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 3, 2019 WORK SESSION
PAGE 12**

Supervisor Stumbo read comments from Clerk Lovejoy Roe that was in the regular minutes regarding the Fire Marshall stating that previously he had no jurisdiction of the property and now she questioned the recommendation of a sprinkler system. Supervisor Stumbo stated the letter from the Fire Marshall recommending the sprinkler system was in the packet.

Clerk Lovejoy Roe stated she would make that clarification because she was not referencing Fire Marshall Kimball.

Chief Eric Copeland explained the original plan for Sauter properties had a hydrant on it. He said the four lots for Sauter were within 600' of the hydrant. He said the sprinkler recommendation would not apply to the Sauter properties. He said the Bullock lots are 1300' from the road and about another 780' from the hydrant before you get to their lot line. Chief Copeland said that anything they build would be outside the radius of the hydrant so they would not have a water supply. He said Fire Marshall Kimballs' recommendation was for the sprinkler system to be installed in those homes built on that property.

Fire Marshall Kimball said that with the Sauter property, depending on where they build the houses, two of them might have the same issue as the Bullocks. He said Sauter could build on other areas of his property and not have an issue.

Supervisor Stumbo stated instead of denying the request Fire Marshall Kimball recommended the installation of the sprinkler system for the Bullock property. Fire Marshall Kimball stated Mr. Bullocks' options were to bring a hydrant back to his property, which we proposed a dry hydrant, or put in a sprinkling system.

The Work Session adjourned at 6:59PM

Respectfully Submitted,

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti