

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE SEPTEMBER 15, 2020 WORK SESSION MEETING**

Supervisor Stumbo called the meeting to order at approximately 5:00 p.m. on a Zoom Virtual Board meeting.

**Members Present:** Supervisor Stumbo, Clerk Lovejoy Roe, Treasurer Doe  
Trustees: Eldridge, Ross-Williams, Jarrell Roe, and  
Wilson

**Members Absent:** none

**Legal Counsel:** Wm. Douglas Winters

**BUDGET REVIEW – GENERAL FUND**

**1. 2021 BUDGET REVIEW**

Supervisor Stumbo presented items in the budget.

- a) **Due Process – Supervisor Stumbo stated this includes the Public Defender, Prosecution, and Domestic Violence. She said it would decrease by \$29,300.00 for 2021. She said that was based on what has been used to date.**
  
- b) **171 - Supervisor Budget – Supervisor Stumbo stated the biggest change in this budget was for health care. She said it was due to a long time employee retiring and who currently does not receive health care. She said whoever would replace this individual may take health care or the buyout so healthcare was budgeted.**
  
- c) **Accounting Department – Supervisor Stumbo stated the increase is due to a recommendation to increase the salary of our Accounting Director by \$3,000.00. She said in the past our former Residential Director did the grant follow up and filing and now our Accounting Director does that job.**

Clerk Lovejoy Roe asked Javonna Neel, Accounting Director if moving the Accounting Department to Laserfiche was being budgeted by the IT department.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE SEPTEMBER 15, 2020 WORK SESSION MEETING  
PAGE 2**

Ms. Neel stated they were trying to convert to Laserfiche this year and it was budgeted through this year.

- d) Independent Auditing – Supervisor Stumbo stated there was \$1,000.00 increase and it was contractual.**
- e) Assessing – Supervisor Stumbo stated there were no changes in Assessing.**
- f) Legal Services – Supervisor Stumbo stated it was decreased by \$15,000.00.**
- g) Township Clerk – Supervisor Stumbo stated the maintenance contract for the five scanners that were purchased five years ago is \$75,000.00 and it is budgeted for 2021. Supervisor Stumbo stated there was no election budgeted for 2021 which we need to budget. Supervisor Stumbo asked Clerk Lovejoy Roe to put a budget together for an election. Clerk Lovejoy Roe stated that they didn't put it in this budget but maybe for next year the software purchase for agenda management would be brought to the board.**
- h) Human Resources – Supervisor Stumbo stated that the vacant HR position was taken out because we are trying to balance the budget. She said the vacant positions were not funded in the draft budget but she said it could always be brought back. Supervisor Stumbo stated that the health care that was budgeted for an 18% increase ended up coming in at ½% decrease from 2020.**
- i) Board of Review – Supervisor Stumbo stated there was no change**
- j) Treasurer Department – Supervisor Stumbo stated it will be lower since someone retired and the new employee was hired at a lower salary.**
- k) Building Operations – Supervisor Stumbo stated there was a slight increase in wages due to a 6 month step increase. She said we have made an offer to a new employee who will begin in October.**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE SEPTEMBER 15, 2020 WORK SESSION MEETING  
PAGE 3**

Karen Wallin stated they have made an offer and the new employee will begin on October 5, 2020.

- l) Computer Support – Supervisor Stumbo stated the only difference from the last budget is we will do a website redesign and are currently going out for bids. She said the budget would be amended to include cyber security and the website redesign.**
  
- m) General Services – Supervisor Stumbo stated we amended the budget to include Covid supplies and it is down \$60,000.00 from what it was for 2020.**

Clerk Lovejoy Roe stated the State was giving the Clerks Covid supplies for the election and therefore we won't need supplies from General Services and may have extra to add to the townships' supplies.

Javonna Neel, Accounting Director stated regarding the Covid supplies she filed a FEMA grant for a little over \$27,000.00 and if we are approved we will get 75% back. She said some of the supplies, like the plastic shields, could not be included for the grant. She said if approved this would replenish some of the money that was used for Covid. Supervisor Stumbo stated there is now a vacancy for a Planning Coordinator.

Karen Wallin stated they were working on a new job description and pay scale for this position. She said the Coordinator would report to the Planning Director and not to the OCS Director.

Clerk Lovejoy Roe asked if the vacant Economic Development position was included in this budget.

Supervisor Stumbo stated all vacant positions were not funded in the 2021 budget.

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE SEPTEMBER 15, 2020 WORK SESSION MEETING**  
**PAGE 4**

Clerk Lovejoy Roe stated we always needed an Economic Developer but she said she feels it should be a priority in 2021. She said as you drive around the Township there are so many empty store fronts. She said we need someone who is trying to recruit new businesses or writing grants to get new businesses into the Township. She said she knows those who are already working here cannot increase their workload. She suggested even hiring someone part time as an Economic Development Director.

Trustee Ross-Williams suggested that bringing in not only a Director but also an assistant part time. She said as Covid lessens they would already be working on bringing businesses to Ypsilanti Township. She said that although Supervisor Stumbo stated no vacant positions were funded in the 2021 budget she said she feels that municipalities that will come out of this pandemic ahead would be the ones that were planning beyond the pandemic.

Trustee Wilson stated that he agrees the board should take a serious look into maybe a part time position for Economic Development. He said we need someone who is actively pursuing more development in the Township.

Supervisor Stumbo thanked everyone for the comments and stated that maybe they could contract for an Economic Developer. She said with the healthcare down, 14B Courts' revenue is beginning to climb, and state shared revenue looks like it's going to be better than what we previously thought it would be. She said the budget that was brought forward was based on the conditions at the time and as the numbers change we can look at adding things back in.

Clerk Lovejoy Roe stated she agrees with Trustee Ross-Williams and Trustee Wilson. She said we spent a lot of time on the Master Plan and she said she feels we need an expert in the field of economic development to help us follow through with our plans. She said it was only because Supervisor

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE SEPTEMBER 15, 2020 WORK SESSION MEETING  
PAGE 5**

Stumbo talked with someone from Kroger that Kroger took a chance on bringing a store here because the demographics they look at did not define the true need for a grocery store. She said the Kroger in Ypsilanti Township is a very profitable business. She said we need someone working for us that can convince businesses to take the same chance Kroger did based on the facts.

Attorney Winters stated there are businesses that have been here for many years and we need to continue to support them. He said when their parking lots are not kept up we need to help them by enforcing our site plans for these existing businesses.

Trustee Ross-Williams stated that the Economic Developer should look at changing the face of retail. She said a lot of retail will continue to be on line and they won't need the brick and mortar of a building. She said you should be looking at some of the empty buildings and see how they can be changed to 21<sup>st</sup> century uses outside of retail, maybe a small pub or a different small business.

- n) **PLANNING COMMISSION AND ZONING - 410** – Supervisor Stumbo stated there was a slight reduction due to the number of meetings that have been held.
- o) **PARKS AND GROUNDS – 774** -Supervisor Stumbo stated the seasonal help was reduced \$20,000.00.
- p) **HIGHWAYS AND STREETS** – Supervisor Stumbo stated there was a big change

She said what she heard everyone say was that they would like to restore the Economic Development position in 728. She said historically they have never used Fund Balance for Operations but she said maybe with all the changes they are getting it may be okay. She said currently they are \$35,000.00 to the good. She

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE SEPTEMBER 15, 2020 WORK SESSION MEETING  
PAGE 6**

said she would see where the numbers are when they run them again. She said she would run the numbers restoring the Economic Development position.

Supervisor Stumbo stated that highways, streets and drain cost they have every year. She said they budgeted \$50,000.00 from \$100,000.00 for Highway, Street and Road Construction and that comes back to the board. She said the drains are fixed at 326 and the lift station is the only thing that is budgeted.

Supervisor Stumbo stated that any capital or large projects would come back as a budget amendment.

**COMMUNITY STABILIZATION** – Supervisor Stumbo stated they decreased public nuisance legal by \$50,000.00, mowing by \$55,000.00. She said Ecorse Road investments was budgeted \$45,000.00 that was not used so if we want to do something for the corridors we can bring it back. She said we decreased 969001 Community Investment by \$25,000.00. She said that Land Bank went from \$50,000.00 to \$25,000.00 because we have not utilized that at all. She said we budgeted \$60,000.00 for Community Engagement by Habitat for Humanity.

She said the Hydro money from DTE was put in the General Fund because we already did the improvements to Hydro. She said that was a change from the last budget to this budget. She said it was put in as revenue to the General Fund. Clerk Lovejoy Roe stated in the future because that money may fluctuate you could use that for capital to use it for roads, parks or different things in the future.

**CAPITAL OUTLAY** – Supervisor Stumbo stated this budget would be brought back to the Board.

She said there is a transfer for \$396,756.00 to 14B Court but now the Court has not had to do that big a transfer. She said that because of Covid it turned everything upside down, but now things are improving since we put together this draft budget. She said the closer we get to October and November it looks like the numbers are better and we will not have to transfer that large amount to 14B Court.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE SEPTEMBER 15, 2020 WORK SESSION MEETING  
PAGE 7**

She said the estimated revenue is \$8,919,666.00 and expected expenditures is \$8,887,039.00 with a net of \$32,627.00.

Supervisor Stumbo thanked Deputy Supervisor, Debbie Graham for doing an excellent job with her first budget.

**ETHICS AND CONFLICT OF INTEREST POLICY.....Trustee Ross-Williams**

Trustee Ross-Williams stated she would like this policy to be approved by the current board but if not to bring it back to the future board for consideration.

She said that many residents have come to her and to other board members asking if there is a conflict of interest policy. She asked how would a board member align and notify other board members if they perceived that it was a conflict of interest on their behalf.

She said the policy includes many things. She said keeping informed on governmental issues by attending, if you can, Michigan Township Association, Michigan Municipal League. She said it speaks about using a board position for personal gain. She said we serve in these positions for the people of the township. Trustee Ross-Williams said they should not serve in these positions for their own personal interests. She said if you have a conflict of interest you would want to make that known for the people of the township of Ypsilanti.

Trustee Ross-Williams said regarding Ethics, she has had many individuals that have asked if Ypsilanti Township has a policy on Ethics. She said when she is asked this question she must always answer no. She says as a representative of this community that has up to 57,000 individuals that live within it we as board members and also future board members should be able to maintain an ethical standard as it relates to our duties. She said board members do not have a legal authority on their own that is why we have a legal council for the board. She said as a board we do have legal right to make policy. She said that board members have a right to disagree but that disagreement must be kept in a professional manner. She said this should not only be in the board meetings but also outside in

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE SEPTEMBER 15, 2020 WORK SESSION MEETING**  
**PAGE 8**

the community. She said it was her hope that this board or the future board would look at this policy and they could add to it but she said she hoped not delete too much. She said based on her discussions with people in Ypsilanti Township they are looking for the board to have this type of policy. She said if a board member didn't abide by the policy the voters could decide if they want them to service them. She said she doesn't think any monetary penalty can be enforced the penalty would be not getting re-elected.

Supervisor Stumbo asked what Trustee Ross-Williams would like the next step to be.

Trustee Ross-Williams said she hoped that legal council would look at the policy and then bring it back to the board.

Trustee Eldridge thanked Trustee Ross-Williams for bringing this forward and as we move forward, we could continue to massage it and make sure it is a good document, which he said he thinks it already is. He said he hopes to implement it sometime in the future.

Trustee Wilson said he does not have an issue with it but he said it reminds him of a policy Trustee Eldridge was bringing forward about the full time elect officials and their attendance and it could not be enforced. He said we did not proceed with that one and this seems to be in the same category.

Trustee Ross-Williams stated unfortunately you cannot put a monetary penalty but she thinks the residents who pay the salaries do have a right to know if someone they have elected is being unethical.

Clerk Lovejoy Roe stated on the ethic policy MTA has a more specific policy. She said it could be more than board policy it could be part of our handbook. She said Karen Wallin has been working on revamping those policies. She said it could be clearer and more specific so you would know if you violated it. She said it would be for not only the board but for all township employees.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE SEPTEMBER 15, 2020 WORK SESSION MEETING  
PAGE 9**

Trustee Ross-Williams stated that these policies for staff should be directed by the Human Resource Department. She said the board policy should be separate from the employee policy.

Supervisor Stumbo stated she doesn't have an issue with the policy but would like to see it more specific.

Clerk Lovejoy Roe asked if they could add the tax foreclosed property that Habitat is interested in to the Agenda. She said it has to be decided before the next board meeting.

Supervisor Stumbo stated that there would be another meeting before October regarding Waste Management contract.

Attorney Winters said he would not like to see what happened on Elder Street where Habitat bought the house and not the adjacent property. He said he is concerned because Habitat has a lot of property that they are not doing anything with. He said before the board makes a decision he would like a little more information.

**The Work Session adjourned at 6:44 PM**

Respectfully Submitted,

Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti