

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE MAY 17, 2022 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 5:04pm in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

**Members Present:** Supervisor Brenda Stumbo, Clerk Heather Jarrell Roe and Treasurer Stan Eldridge  
Trustees: John Newman II, Gloria Peterson, and Debbie Swanson and Jimmie Wilson Jr.

**Members Absent:** None.

**Legal Counsel:** Wm. Douglas Winters

**PUBLIC COMMENTS**

There were no public comments given.

**AGENDA**

- 1. **DISCUSSION ON CREATING A NON-UNION COMMUNICATION DIRECTOR POSITION AND TO RENAME THE TEAMSTER POSITION OF WEB CONTENT AND DESIGN TO COMMUNICATION SPECIALIST.....KAREN WALLIN**
- 2. **AGENDA REVIEW.....SUPERVISOR STUMBO**
- 3. **OTHER DISCUSSION.....BOARD MEMBERS**

- 1. **DISCUSSION ON CREATING A NON-UNION COMMUNICATION DIRECTOR POSITION AND TO RENAME THE TEAMSTER POSITION OF WEB CONTENT AND DESIGN TO COMMUNICATION SPECIALIST.....KAREN WALLIN**

Karen Wallin, Human Resource Director, detailed a potential new Communications Director position that would be responsible for all communication and marketing

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from the township. She also detailed renaming a current position within the Teamsters union from Web Content and Design to Communication Specialist. Ms. Wallin stated the Communication Specialist position would report to the Communication Director.

Discussion continued amongst the board members and Ms. Wallin.

Supervisor Stumbo stated that the township had received notice that the fire chief would be retiring at the end of June. She added the position would be posted and applicants would go through a written test and oral interviews. Supervisor Stumbo stated there were two firefighter vacancies and that there were possibly two more that had entered the drop program.

**2. AGENDA REVIEW.....SUPERVISOR STUMBO**

**CONSENT AGENDA**

Supervisor Stumbo stated that she had submitted a few changes to the minutes.

Treasurer Eldridge stated there were multiple businesses within the township that had outstanding balances for person property tax. He added that he contacted many locations in person and over the phone and that over the last two weeks the treasurer's office had collected about \$40,000.00. Treasurer Eldridge stated they were working to set up payment plans with some businesses that had higher balances.

**REQUEST TO AUTHORIZE CIRCUIT COURT LITIGATION TO ABATE A PUBLIC NUISANCE LOCATED AT 6630 RAWSONVILLE RD. BUDGETED IN LINE ITEM #101-729-801-023.**

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Belinda Kingsley, Community Compliance Director stated they were requesting litigation for four properties, three of which are padlock cases.

**REQUEST TO APPROVE THE MASTER AGREEMENT FOR MUNICIPAL STREET LIGHTING WITH DTE FOR STREETLIGHTS FOR THE HURON STREET PATHWAY IN THE AMOUNT OF \$97,063.00 BUDGETED IN LINE ITEM #213-901-986-010 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

Michael Hoffmeister, Residential Services Director, stated this is the second agreement for this project. He added this would allow us to install street lighting from I-94, south to James L. Hart Pkwy.

Supervisor Stumbo Stated these were the same lights that are on US-12 and that they help with safety. She added that the operation costs for the lights would be the responsibility of the township.

**REQUEST TO APPROVE CHANGE ORDER #1 FOR THE HURON STREET TRAIL PROJECT IN THE AMOUNT OF \$6,000.00 BUDGETED IN LINE ITEM #213-901-986-010.**

Michael Hoffmeister, Residential Services Director stated this change order was for the Washtenaw County Road Commission permit inspection services. He added that whatever portion of this amount the road commission did not use would be allocated back to the budget.

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**REQUEST TO APPROVE A CONTRACT WITH THE MICHIGAN DEPARTMENT OF  
TRANSPORTATION FOR CONSTRUCTION ON HIGHWAY M-17 (WASHTENAW AVE.,  
HAMILTON ST., HURON ST.) AND HIGHWAY US-12BR (MICHIGAN AVE.) IN THE  
AMOUNT OF \$162,000.00 BUDGETED IN LINE ITEM #213-901-986-010  
CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

Mike Hoffmeister, Residential Services Director, stated this agreement is related to the bridge portion of the project for Huron St.

Supervisor Stumbo stated this project had originally come in \$2 million dollars over budget, but with the help of State Representative Ronnie Peterson money was found in the state budget.

**REQUEST TO APPROVE THE SECOND AGREEMENT WITH THE WASHTENAW  
COUNTY ROAD COMMISSION FOR ROAD IMPROVEMENTS IN THE AMOUNT OF  
\$207,500.00 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

Supervisor Stumbo stated to do road improvements in the township to address the pacer ratings it would be an approximately \$20 million dollar project. She added that it may be possible to use ARPA funds or purchase a bond to finance additional improvements.

**RESOLUTION 2022-06, TEMPORARY ROAD CLOSURE REQUEST FOR “OBERUN 5K”  
ON JULY 29, 2022**

**RESOLUTION 2022-07, TEMPORARY ROAD CLOSURE REQUEST FOR “RUN SCREAM  
RUN” 5K, 10K AND KID’S MILE ON OCTOBER 8, 2022**

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Supervisor Stumbo stated once the township approves the resolutions for the road closings, they are sent to the Washtenaw County Road Commission for approval.

**BUDGET AMENDMENT #7**

Supervisor Stumbo detailed the proposed budget amendment.

**AUTHORIZATIONS AND BIDS**

**REQUEST TO ACCEPT THE WEBSITE DEVELOPMENT PROPOSAL FROM REVIZE FOR A FIVE YEAR AGREEMENT IN THE AMOUNT OF \$52,100.00 BUDGETED IN LINE ITEM #101-228-801-000**

Travis McDugald, IT Manager stated that this project had been bid out and this company looked to be the most qualified as they are geared to government websites.

Trustee Peterson asked how long it would take to set the website up. Mr. McDugald replied that it was quoted as four to five months.

Supervisor Stumbo asked if there was a committee discussing this. Mr. McDugald responded there was a committee including Clerk Jarrell Roe, Mike Hoffmeister, Rebecca Baker, John Hines and him.

Clerk Jarrell Roe stated the Revize group was very well versed in the process that goes behind building a website. She added that they were reasonably priced compared to the other proposals. Clerk Jarrell Roe stated that the committee had reviewed other websites that Revize supports and they all were very user friendly.

Mr. McDugald stated the website would be the responsibility of the communications director and specialist.

Attorney Winters cautioned against having an automatic renewal in the contract.

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**REQUEST APPROVAL TO SEEK SEALED BIDS FOR FOUR (4) NEW ORDINANCE AND ZONING VEHICLES**

Michael Hoffmeister, Residential Services Director stated that older vehicles would be auctioned off, while current ordinance and zoning vehicles would replace the older vehicles.

**BOARD MEMBER UPDATES**

Clerk Jarrell Roe stated that she and Trustee Peterson had met with Pastor Crout about a recreation center he is hoping to open.

**The Work Session meeting was adjourned at approximately 6:33pm.**

**Respectfully Submitted,**

A handwritten signature in cursive script that reads "Heather Jarrell Roe".

**Heather Jarrell Roe, Clerk  
Charter Township of Ypsilanti**