

**CHARTER TOWNSHIP OF  
YPSILANTI BOARD OF TRUSTEES**

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*Supervisor*

**BRENDA L. STUMBO**

*Clerk*

**HEATHER JARRELL ROE**

*Treasurer*

**STAN ELDRIDGE**

*Trustees*

**RYAN HUNTER**

**JOHN P. NEWMAN II**

**GLORIA PETERSON**

**DEBBIE SWANSON**

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**May 2, 2023**

**Work Session – 6:00 pm  
Regular Meeting – 7:00 p.m.**

**Ypsilanti Township Civic Center  
7200 S. Huron River Drive  
Ypsilanti, MI 48197**



**YPSILANTI  
TOWNSHIP**  
— WHERE YOUR FUTURE GROWS —

# Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK HEATHER JARRELL ROE • TREASURER STAN  
ELDRIDGE TRUSTEES: RYAN HUNTER • JOHN P. NEWMAN II • GLORIA PETERSON •  
DEBBIE SWANSON

## WORK SESSION AGENDA CHARTER TOWNSHIP OF YPSILANTI TUESDAY, MAY 2, 2023

***6:00pm***

1. AGENDA REVIEW .....SUPERVISOR STUMBO
2. OTHER DISCUSSION..... BOARD MEMBERS

# REVIEW AGENDA

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- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

# OTHER DISCUSSION

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- A. BOARD MEMBERS HAVE THE OPPORTUNITY TO DISCUSS ANY OTHER PERTINENT ISSUES



**YPSILANTI  
TOWNSHIP**  
— WHERE YOUR FUTURE GROWS —

# Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK HEATHER JARRELL ROE • TREASURER STAN  
ELDRIDGE TRUSTEES: RYAN HUNTER • JOHN P. NEWMAN II • GLORIA PETERSON •  
DEBBIE SWANSON

## ***REGULAR MEETING AGENDA***

**TUESDAY, MAY 2, 2023**

**7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC COMMENTS
  - THREE MINUTES PER PERSON
  - ALL COMMENTS MUST BE ADDRESSED TO THE CHAIR
  - PUBLIC COMMENTS ARE ALSO WELCOME AS THE BOARD ADDRESSES EACH AGENDA ITEM
4. CONSENT AGENDA
  - A. MINUTES OF THE APRIL 4, 2023 WORK SESSION AND REGULAR MEETING (TABLED AT THE APRIL 18, 2023 REGULAR MEETING)
  - B. MINUTES OF THE APRIL 18, 2023 WORK SESSION AND REGULAR MEETING
  - C. STATEMENTS AND CHECKS
    1. STATEMENTS AND CHECKS FOR MAY 2, 2023 IN THE AMOUNT OF \$1,319,663.77
5. ATTORNEY REPORT
  - A. GENERAL LEGAL UPDATE

### **NEW BUSINESS**

1. REQUEST TO APPROVE HUMAN RIGHTS IN PRACTICE, ATTORNEY KETA J. COWAN, FOR DIVERSITY, EQUITY AND INCLUSION TRAINING AND PROGRAM DEVELOPMENT IN THE AMOUNT OF \$12,500.00 BUDGETED IN LINE ITEM #101-270-801-000
2. REQUEST TO APPROVE THE 2023-2024 CONTRACT WITH WASHTENAW COMMUNITY COLLEGE FOR BUILDING USE AT THE COMMUNITY CENTER
3. REQUEST TO APPROVE THE INVOICE WITH BELFOR PROPERTY RESTORATION IN THE AMOUNT OF \$21,492.00 FOR WATER DAMAGE MITIGATION AT THE COMMUNITY CENTER AND GREEN OAKS GOLF COURSE BUDGETED IN LINE ITEM #213-901-966-008
4. REQUEST TO APPROVE THE ADDENDUM TO THE LOOKING GOOD LAWNS, LLC CONTRACT FOR HIGHWAY AND STREET CLEAN-UP AND TOWNSHIP MOWING AND ABATEMENT SERVICES

5. REQUEST TO APPROVE THE AGREEMENT WITH SPICER GROUP FOR PROFESSIONAL SERVICES FOR THE APPLERIDGE PARK IMPROVEMENTS IN THE AMOUNT OF \$85,700.00 BUDGETED IN LINE ITEM #213-901-974-008
  
6. BUDGET AMENDMENT #6

**OTHER BUSINESS**

**BOARD MEMBER UPDATES**

# PUBLIC COMMENTS

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# **CONSENT AGENDA**

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**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 4, 2023 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 5:00pm 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: Ryan Hunter, John Newman II, Gloria Peterson and Debbie Swanson

**Members Absent:** None

**Legal Counsel:** Wm. Douglas Winters

**AGENDA**

- 1. **WRRMA COLLABORATIVE CONTRACTING DISCUSSION.....ROBERT DAVIS**
- 2. **DEPARTMENT OF ENERGY- ENERGY EFFICIENT BLOCK GRANT.....SUPERVISOR STUMBO**
- 3. **BUILDING USE POLICY.....TREASURER ELDRIDGE AND TRUSTEE SWANSON**
- 4. **AGENDA REVIEW .....SUPERVISOR STUMBO**
- 5. **OTHER DISCUSSION..... BOARD MEMBERS**

- 1. **WRRMA COLLABORATIVE CONTRACTING DISCUSSION.....ROBERT DAVIS**

Robert Davis, attorney for WWRMA, discussed the authority and its work toward improving recycling in the county. Mr. Davis also discussed the possibility of several municipalities joining together to seek bids for recycling and trash as a unit which should lead to more competitive pricing.

- 2. **DEPARTMENT OF ENERGY- ENERGY EFFICIENT BLOCK GRANT.....SUPERVISOR STUMBO**

Beth Ernat, Ernat Consulting, spoke about the Energy Efficient Block Grant Program. She explained that the township is eligible for \$113,970.00 in grant money that would need to

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 4, 2023 WORK SESSION  
PAGE 2**

be applied for. Mrs. Ernat added that staff had reviewed the options for using the money and decided to replace the HVAC units at the community center and that this is a qualified expense for the grant.

Mrs. Ernat spoke about the agreement with Midwestern Consulting for drone services over Ford Lake for the lake loop project. She stated this survey is needed to apply for grants and that the cost is significantly less when there are no leaves on the trees. She added that this survey is needed to start engineering on where the connections could be.

Mrs. Ernat stated that the agreement with Midwestern Consulting for North Bay Pak accessibility and improvement would be preliminary engineering that would allow the township to apply for any grant opportunities that may arise.

**AGENDA REVIEW**

**CONSENT AGENDA**

There was no discussion on the consent agenda.

**NEW BUSINESS**

**1. RESOLUTION 2023-03, AUTHORIZING THE DIVISION OF PLATTED LOTS IN WATSONIA PARK SUBDIVISION**

Brian McCleery, Deputy Assessor, stated the planning department had confirmed the division complied with township zoning. Jason Iacoangeli, Planning Director, stated this split is being requested by Frost Cannabis and would allow them to have a dispensary on one parcel and a consumption area on the other.

**2. REQUEST TO APPROVE THE CREATION, POSTING, AND FILLING OF A MAINTENANCE SUPERINTENDENT POSITION WITHIN THE TEAMSTER UNION**

Karen Wallin, HR Manager, stated this position would take over supervision of the daily responsibilities of the maintenance staff, which was formerly handled by the Residential Services Director Position.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 4, 2023 WORK SESSION  
PAGE 3**

**3. REQUEST APPROVAL TO STOP FUNDING THE NATIONWIDE OBRA ACCOUNT AND TO REINSTATE THE EMPLOYER/EMPLOYEE SOCIAL SECURITY TAXES FOR TEMPORARY, SEASONAL AND COMMISSION EMPLOYEES**

Karen Wallin, HR Manager, stated the OBRA account was started many years ago in lieu of payments to social security as a financial benefit to the township. She added the financial benefit is no longer present and is now recommending to reinstate the social security contributions. Ms. Wallin stated there are over 1000 of these accounts, but that they will not be negatively impacted.

**4. RESOLUTION 2023-04, ESTABLISHMENT OF WATER/SEWER SUBSIDY INCOME LEVELS**

Supervisor Stumbo stated this request is to raise the water and sewer subsidy from \$20.00 to \$40.00. She added that residents had been contacting her office asking for an increase.

**5. REQUEST TO PAY ALL APPOINTED BOARD MEMBERS AND COMMISSIONERS A \$75.00 STIPEND IN THE AMOUNT OF \$5,000.00 BUDGETED IN LINE ITEM #101-101-704-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

Supervisor Stumbo stated this was discussed during the work session at the March 21 meeting and would have all board members and commissioners being paid the same stipend.

**6. REQUEST TO APPROVE THE PROPOSAL FROM MIDWESTERN CONSULTING TO PROVIDE A DRONE SURVEY IN THE AMOUNT OF \$64,000.00 BUDGETED IN LINE ITEM #213-753-801-500 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

Discussion occurred earlier in the meeting.

**7. REQUEST TO APPROVE DESIGN ENGINEERING BY MIDWESTERN CONSULTING AND STANTEC FOR NORTH BAY PARK ACCESSIBILITY AND IMPROVEMENT STUDY IN THE AMOUNT OF \$9,962.00 BUDGETED IN LINE ITEM #213-753-801-500 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

Discussion occurred earlier in the meeting.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 4, 2023 WORK SESSION  
PAGE 4**

**8. BUDGET AMENDMENT #4**

Supervisor Stumbo reviewed the requests on the budget amendment.

**AUTHORIZATIONS AND BIDS**

**1. REQUEST TO APPROVE THE PROPOSAL FROM RANDALL MASCHARKA FOR TOWNSHIP PHOTOGRAPHY SERVICES**

Clerk Jarrell Roe stated this request is being recommended by the website committee to update pictures of the township and events on the website. She added that six bids were received.

**2. REQUEST TO ACCEPT THE PROPOSAL FROM OOMA ENTERPRISE FOR AIRDIAL SERVICE**

Travis McDugald, IS Manager, stated this is an update to technology that the township currently has for emergency lines.

**3. REQUEST TO SEEK BIDS FOR CONSTRUCTION SERVICES FOR INSPECTION OF SPILLWAY GATES AND CONCRETE REPAIR AT THE HYDRO STATION**

Mike Saranen, Hydro Manager, stated this bid is for required inspection of hydro dam spillway gates that is required by the Federal Energy Regulatory Committee. He added that they were also seeking grants that would help to cover the costs of this project.

**3. BUILDING USE POLICY.....TREASURER ELDRIDGE  
.....AND TRUSTEE SWANSON**

Treasurer Eldridge discussed the possible building use policy for the community resource center in West Willow that he and Trustee Swanson were asked to develop. He added that the policy is based on rental applications used by the community center.

**OTHER BUSINESS**

There was no other business.

**BOARD MEMBER UPDATES**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 4, 2023 WORK SESSION  
PAGE 5**

There were no board member updates.

**The Work Session meeting was adjourned at approximately 6:50pm.**

**Respectfully Submitted,**

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

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 4, 2023 REGULAR BOARD MEETING**

Supervisor Brenda Stumbo called the meeting to order at approximately 7:00pm in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township. The Pledge of Allegiance was recited followed by a moment of silent prayer.

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

**Members Absent:** None

**Legal Counsel:** Wm. Douglas Winters

**4. PUBLIC COMMENTS**

One public comments was given.

**5. CONSENT AGENDA**

**A. MINUTES OF THE MARCH 21, 2023 WORK SESSION AND REGULAR MEETING**

**B. STATEMENTS AND CHECKS**

- 1. STATEMENTS AND CHECKS FOR APRIL 4, 2023 IN THE AMOUNT OF \$880,658.37**

A motion was made by Treasurer Eldridge and seconded by Clerk Jarrell Roe to approve the consent agenda.

The motion passed unanimously.

**ATTORNEY REPORT**

**A. GENERAL LEGAL UPDATE**

Attorney Winters and Jason Iacoangeli, Planning Director gave a detailed explanation of the demolition process for Gault Village. Residents voiced concern for the demolition and how it will affect their homes and neighborhood. Mr. Iacoangeli added that the township would be employing SME, to perform oversight of the environmental abatement, disposal and demolition.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 4, 2023 REGULAR BOARD MEETING  
PAGE 2**

**NEW BUSINESS**

**1. RESOLUTION 2023-03, AUTHORIZING THE DIVISION OF PLATTED LOTS IN WATSONIA PARK SUBDIVISION**

A motion was made by Clerk Jarrell Roe and seconded by Trustee Hunter to approve Resolution 2023-03, authorizing the division of platted lots in Watsonia Park Subdivision (see attached).

The motion passed unanimously

**2. REQUEST TO APPROVE THE CREATION, POSTING, AND FILLING OF A MAINTENANCE SUPERINTENDENT POSITION WITHIN THE TEAMSTER UNION**

A motion was made by Trustee Peterson and seconded by Treasurer Eldridge to approve the request for the creation, posting and filling of a Maintenance Superintendent position within the Teamster Union.

Supervisor Stumbo stated this position has been vacant for some time.

The motion carried unanimously.

**3. REQUEST APPROVAL TO STOP FUNDING THE NATIONWIDE OBRA ACCOUNT AND TO REINSTATE THE EMPLOYER/EMPLOYEE SOCIAL SECURITY TAXES FOR TEMPORARY, SEASONAL AND COMMISSION EMPLOYEES**

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to approve the request to stop funding the Nationwide OBRA account and to reinstate the employer/employee social security taxes for temporary, seasonal, and commission employees.

Supervisor Stumbo stated this item was discussed during the work session.

The motion passed unanimously.

**4. RESOLUTION 2023-04, ESTABLISHMENT OF WATER/SEWER SUBSIDY INCOME LEVELS**

A motion was made by Clerk Jarrell Roe and seconded by Trustee Swanson to approve Resolution, 2023-04, Establishment of Water/Sewer Subsidy Income Levels (see attached).

Supervisor Stumbo stated the previous subsidy was \$20.00 and has not changed since 2017. She added the subsidy is being increased to \$40.00 due to the rise in water/sewer bills and the economy.

The motion passed unanimously.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 4, 2023 REGULAR BOARD MEETING  
PAGE 3**

**5. REQUEST TO PAY ALL APPOINTED BOARD MEMBERS AND COMMISSIONERS A \$75.00 STIPEND IN THE AMOUNT OF \$5,000.00 BUDGETED IN LINE ITEM #101-101-704-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

A motion was made by Trustee Peterson and seconded by Treasurer Eldridge to approve the request to pay all appointed board members and commissioners a \$75.00 stipend for a total amount of \$5,000.00 budgeted in line item #101-101-704-000 contingent upon the budget amendment.

Supervisor Stumbo stated this would allow all boards and commissions appointees to be compensated the same.

The motion passed unanimously.

**6. REQUEST TO APPROVE THE PROPOSAL FROM MIDWESTERN CONSULTING TO PROVIDE A DRONE SURVEY IN THE AMOUNT OF \$64,000.00 BUDGETED IN LINE ITEM #213-753-801-500 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

A motion was made by Treasurer Eldridge and seconded by Clerk Jarrell Roe to approve the proposal from Midwestern Consulting to provide a drone survey in the amount of \$64,000.00 budgeted in line item #213-753-801-500 contingent upon approval of the budget amendment.

Supervisor Stumbo stated this would go around Ford Lake and provide a survey and schematic design and also include depth and topography measurements.

The motion passed unanimously.

**7. REQUEST TO APPROVE DESIGN ENGINEERING BY MIDWESTERN CONSULTING AND STANTEC FOR NORTH BAY PARK ACCESSIBILITY AND IMPROVEMENT STUDY IN THE AMOUNT OF \$9,962.00 BUDGETED IN LINE ITEM #213-753-801-500 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

A motion was made by Trustee Peterson and seconded by Clerk Jarrell Roe to approve design engineering by Midwestern Consulting and Stantec for North Bay Park Accessibility and Improvement study in the amount of \$9,962.00 budgeted in line item #213-753-801-500 contingent upon approval of the budget amendment.

Supervisor Stumbo stated this is required to submit for grants.

The motion passed unanimously.

**8. BUDGET AMENDMENT #4**

Clerk Jarrell Roe read the budget amendment into the record.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 4, 2023 REGULAR BOARD MEETING  
PAGE 4**

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to approve budget amendment #4 (see attached).

Supervisor Stumbo discussed the budget amendments and what they were for.

**AUTHORIZATIONS AND BIDS**

**1. REQUEST TO APPROVE THE PROPOSAL FROM RANDALL MASCHARKA FOR TOWNSHIP PHOTOGRAPHY SERVICES**

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to approve the proposal from Randall Mascharka for township photography services.

Clerk Jarrell Roe stated this will go along with the website update to provide better pictures.

The motion passed unanimously.

**2. REQUEST TO ACCEPT THE PROPOSAL FROM OOMA ENTERPRISE FOR AIRDIAL SERVICE**

A motion was made by Treasurer Eldridge and seconded by Clerk Jarrell Roe to accept the proposal from OOMA Enterprise for airdial service.

Supervisor Stumbo stated this is for emergency call boxes at the fire stations and an alarm system at the hydro station.

The motion passed unanimously.

**3. REQUEST TO SEEK BIDS FOR CONSTRUCTION SERVICES FOR INSPECTION OF SPILLWAY GATES AND CONCRETE REPAIR AT THE HYDRO STATION**

A motion was made by Treasurer Eldridge and seconded by Clerk Jarrell Roe to approve the request to seek bids for construction services for inspection of spillway gates and concrete repair at the hydro station.

Supervisor Stumbo stated a bid recommendation would come back to the board for approval.

The motion passed unanimously.

**OTHER BUSINESS**

There was no other business.

**BOARD MEMBER UPDATES**

There were no board member updates.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 4, 2023 REGULAR BOARD MEETING  
PAGE 5**

A motion to adjourn was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge.

Motion carried unanimously.

The meeting was adjourned at approximately 7:53pm.

Respectfully Submitted,

**Brenda L. Stumbo, Supervisor  
Charter Township of Ypsilanti**

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

Resolution No. 2023-03

CHARTER TOWNSHIP OF YPSILANTI  
RESOLUTION REGARDING THE DIVISION OF A PLATTED LOT

Resolution authorizing the division of platted lots in Watsonia Park Subdivision

WHEREAS, the owner of lots 173-186, lots 408-441 including vacated Edgewood Ave, Beverly Ave and vacated alley of Watsonia Park Subdivision has made a request to change lot boundaries as previously approved and recorded; and

WHEREAS, Township ordinance no. 2000-243, Article IX, Section 11.01 states that "Upon the filing of a petition, by the owner or owners of all interest therein, with the Township Board, the platted lots, outlot, or parcels of land in existing recorded plats may be partitioned or divided upon resolution of the Township Board into not more than four (4) parts, each of which shall, in regard to width, depth and area, conform to the terms and provisions of the Charter Township of Ypsilanti Zoning Ordinance, as amended; and

WHEREAS, the Township Planning Director has reviewed the division and confirmed that the resulting parcels meet the minimum requirements for lot size and road frontage as set forth by Section 2000 of the Township Zoning Ordinance.

THEREFORE, BE IT RESOLVED, that the revised property descriptions are approved as follows:

LEGAL DESCRIPTIONS:

**PARCEL A:**

All of Lots 408-415, part of lots 434-437, all of lots 438-441, the S ½ of vacated Edgewood Ave (60 ft. wide) adj to lots 408 and 441, part of E ½ of vacated Beverly Ave (60 ft. wide) adj to lots 437-441 all inclusive , Watsonia Park Sub, part of sec 13, T3S, R7E recorded in L 6 of plats, P 33, Wash Cty Records, Also described as, Beg at SE corner of lot 415; TH S 88-34-22 W AL S-line of lots 415 and 434 192.50 ft.; TH N 33-17-58 W AL the E-LY line of a temp work space easement, rec L 5473, P 802, Wash Cty Records, 232.18 Ft; TH N 00-00-00 E AL the C-Line of Vacated Beverly Ave, 135.82 Ft; TH N 16-27-26 E Al the E-Ly Line of right of way for Highway purposes Recorded in L 889, P 534, Wash Cty Records, 17.81 Ft; TH N 88-34-22 E AL C-Line of Vacated Edgewood Ave, 314.96 Ft; TH S 00-00-00 E AL W-Line of Watson St (60 ft. Wide) 350.01 Ft. to POB. CON 2.28 AC

**PARCEL B:**

All of Lots 173-186, Lots 416-433, part of lots 434-437, All of Vacated 20 ft. wide alley and part of E ½ of Vacated Beverly Ave (60 ft. wide), All Inclusive, Watsonia Park Sub being part of NW ¼ of sec 13, T3S, R7E as recorded in L6 of plats, P33, Wash Cty records, more particularly described as: Beg at SE corner of lot 186; TH S 88-34-22 W AL N-Line of State ST (86 ft. wide), 320.01 ft.; TH N 00-00-00 E AL C-line of vacated Beverly Ave, 684.24 Ft; TH S 33-17-58 E AL E-LY line of a temporary work space easement recorded L 5473, P802, Wash Cty records, 232.18 Ft; TH N 88-34-22 E AL N-Line of lots 416 and 433, 192.50 Ft; TH S 00-00-00 E AL W-line of Watson St (60 Ft wide), 487.01 Ft to the POB. Con 3.87 AC

I, Heather Jarrell Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2023-03 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on April 4, 2023.



Heather Jarrell Roe, Clerk  
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI**

**RESOLUTION NO. 2023-04**

**ESTABLISHMENT OF WATER/SEWER SUBSIDY INCOME LEVELS**

**WHEREAS**, Ypsilanti Township has established a water and sewer bill subsidy program for Township citizens of limited income; and

**WHEREAS**, Ypsilanti Township adopts the following guidelines for the Supervisor's Office to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, filed in the immediately preceding year;

- 1) All household income cannot exceed 30% of the median income for Ann Arbor (Washtenaw County) as published annually by the Michigan State Housing Development Authority for Section 8 housing vouchers. The most recently available guidelines shall be used by the Supervisor's Office.
- 2) A copy of the applicant's completed and signed Federal Income Tax Return (if required to file), and/or Michigan Homestead Property Tax Credit Claim (1040 CR) and/or Social Security Statement for the prior year must be submitted for the application to be considered. Additionally, a copy of the prior year Federal Income Tax Return for any other occupant of the homestead is required.
- 3) Applicants are requested to black out all references to social security numbers prior to submitting necessary paperwork.
- 4) Water/Sewer subsidies must be applied for each year. If a subsidy is granted, it is for one year only.
- 5) Applicants must reside in the Charter Township of Ypsilanti and be the property owner. Verification of this shall be completed when application is submitted.
- 6) The subsidy shall show on the applicants Ypsilanti Community Utilities Authority bill as a \$40.00 credit.

**NOW THEREFORE BE IT RESOLVED** that Supervisor's Office shall follow the above stated policy in granting and denying subsidies, unless the Supervisor determines there are substantial and compelling reasons why there should be a deviation from the policy and these are communicated in writing to the claimant.

I, Heather Jarrell Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2023-04 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on April 4, 2023.



Heather Jarrell Roe, Clerk  
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #4**

**April 4, 2023 REVISED**

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

<b>101 - GENERAL OPERATIONS FUND</b>	<b>Total Increase</b>	<b>\$672,399.00</b>
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Request to increase budget and add a new general ledger number to pay stipends for various appointed board members and commissioners. This will be funded by an appropriation of prior year fund balance .

Revenues:	Prior Year Fund Balance	101-000-699.999	\$5,000.00
		<b>Net Revenues</b>	<b>\$5,000.00</b>
Expenditures:	Appointed Officials	101-101-704.000	\$5,000.00
		<b>Net Expenditures</b>	<b>\$5,000.00</b>

Request to increase budget for PTO payout of available hours to be paid at 75%. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$1,499.00
		<b>Net Revenues</b>	<b>\$1,499.00</b>
Expenditures:	Salaries Payout PTO	101-191-708.004	\$1,392.00
	FICA	101-191-715.000	\$107.00
		<b>Net Expenditures</b>	<b>\$1,499.00</b>

Request to increase the budget for water and sewer hardship rebates. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$10,400.00
		<b>Net Revenues</b>	<b>\$10,400.00</b>
Expenditures:	Contribution Water Hardship	101-272-836.100	\$10,400.00
		<b>Net Expenditures</b>	<b>\$10,400.00</b>

**CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #4**

April 4, 2023 REVISED

**101 - GENERAL OPERATIONS FUND**

Request to increase the budget and add a new general ledger number for blight removal. This request is for the demolition of the structure located at Gault Village. Homrich was awarded the base bid of \$587,000. The contract still needs to be review by legal council and approved by the Board. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$587,000.00
		Net Revenues	\$587,000.00
Expenditures:	Blight Removal - Gault Village	101-729-806.091	\$587,000.00
*Revised 4-4-23		Net Expenditures	\$587,000.00

Request to increase the budget and add a new general ledger number for blight removal. This request is for the construction engineering service oversite required for the demolition located at Gault Village at an estimate of \$68,500. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$68,500.00
		Net Revenues	\$68,500.00
Expenditures:	Blight Removal - Gault Village	101-729-806.091	\$68,500.00
*Revised 4-4-23		Net Expenditures	\$68,500.00

**213 - BIKE, SIDEWALK, REC, ROADS FUND (BSRII)**

**Total Increase \$73,963.00**

Request to increase the budget and add a new general ledger number for professional services for preliminary studies, surveys and designs needed to apply for grants for the Ford Lake Loop project. This request is for the engineering firm of Midwestern Consulting to provide a survey of the Lake area. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	213-000-699.999	\$64,000.00
		Net Revenues	\$64,000.00
Expenditures:	Prof Serv - Grant Prelim Studies	213-753-801.500	\$64,000.00
		Net Expenditures	\$64,000.00

Request to increase the budget and add a new general ledger number for professional services for preliminary studies, surveys and designs needed to apply for grants for the Ford Lake Loop project. This request is for the engineering firm of Midwestern Consulting to subcontract Stantec Architecture engineers to provide an accessibility and improvement study for North Bay Park. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	213-000-699.999	\$9,963.00
		Net Revenues	\$9,963.00
Expenditures:	Prof Serv - Grant Prelim Studies	213-753-801.500	\$9,963.00
		Net Expenditures	\$9,963.00

**CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #4**

April 4, 2023 REVISED

**226 - ENVIRONMENTAL SERVICES FUND**

**Total Increase \$80,000.00**

Request to increase the budget for contractual chipping service due to sever storms. Additional funds are needed as the scope of the clean up services needed for residential curbside tree chipping was more than originally expected. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	226-000-699.999	\$80,000.00
		Net Revenues	<u>\$80,000.00</u>
Expenditures:	Contractual Services	226-528-818.000	\$80,000.00
*Revised 4-4-23		Net Expenditures	<u>\$80,000.00</u>

**236- 14B DISTRICT COURT FUND**

**Total Increase \$2,125.00**

Request to increase budget for PTO payout of available hours to be paid at 75%. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	236-000-699.999	\$2,125.00
		Net Revenues	<u>\$2,125.00</u>
Expenditures:	Salaries Payout PTO	236-286-708.004	\$1,974.00
	FICA	236-286-715.000	\$151.00
		Net Expenditures	<u>\$2,125.00</u>

Motion to Amend the 2023 Budget (#4) REVISED

Move to increase the General Fund budget by \$672,399 to \$13,543,374 and approve the department line item changes as outlined.

Move to increase the Bike, Sidewalk, Rec, Roads (BSRII) Fund budget by \$73,963 to \$3,408,460 and approve the department line item changes as outlined.

Move to increase the Environmental Service Fund budget by \$80,000 to \$3,824,633 and approve the department line item changes as outlined.

Move to increase the 14B District Court Fund budget by \$2,125 to \$1,721,709 and approve the department line item changes as outlined.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 18, 2023 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 5:07pm 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: Ryan Hunter, John Newman II, Gloria Peterson and Debbie Swanson

**Members Absent:** None

**Legal Counsel:** Wm. Douglas Winters

**AGENDA**

**1. AGENDA REVIEW .....SUPERVISOR STUMBO**

**2. OTHER DISCUSSION..... BOARD MEMBERS**

Supervisor Stumbo requested to add an item under other business to approve Cribley Drilling for the drilling of a well at Appleridge Park. The board agreed to add this item.

Supervisor Stumbo stated that the item to replace the roof at the community resource center needs to be removed from the agenda. She added that it would be going out to bid again would include other repairs needed at the house such as siding and windows.

Supervisor Stumbo also requested that the agenda item to award the bid for the purchase of an F-150 be removed. She stated it would be going back out to bid for an extended cab model that can be used for additional storage.

**AGENDA REVIEW**

**PROCLAMATION FOR WORKERS MEMORIAL DAY**

Supervisor Stumbo stated that the proclamation recognizes safety in the workplace, increased safety and just compensation.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 18, 2023 WORK SESSION  
PAGE 2**

**CONSENT AGENDA**

Supervisor Stumbo stated she would like to have more details in the minutes. Clerk Jarrell Roe stated she would prefer to table the minutes so that updates could be made and they could be brought to the next meeting for approval.

Treasurer Eldridge stated his office is working on a mailer to residents that will show a breakdown of what each tax mill is that they are being charged for. He added the county had stopped providing the breakdown to taxpayers and he thinks it is important information to have.

**NEW BUSINESS**

- 1. REQUEST TO APPROVE THE PROPOSAL FROM SME TO PROVIDE MONITORING SERVICES FOR THE DEMOLITION OF GAULT VILLAGE SHOPPING CENTER IN THE AMOUNT OF \$68,500.00 BUDGETED IN LINE ITEM #101-729-806-091**

Jason Iacoangeli, Planning Director, stated he was recommending SME because of their past history with the project.

Jason Lafayette, SME, detailed steps that will be taken to monitor the air quality and to keep residents safe. He added there are certain materials that are required by the EPA to be removed from a building before it is demolished and that materials that are less likely to get into the air are allowed to stay in for demolition.

Discussion continued with the board on abatement and the demolition process.

- 2. REQUEST TO APPROVE THE PROFESSIONAL SERVICES PROPOSAL FROM ERNAT CONSULTING TO SUBMIT THE DEPARTMENT OF ENERGY-ENERGY EFFICIENT BLACK GRANT IN THE AMOUNT OF \$6,500.00 BUDGETED IN LINE ITEM #101-272-801-000**

Supervisor Stumbo stated this grant would be to replace the HVAC systems at the community center.

- 3. REQUEST TO APPROVE THE AGREEMENT WITH PRECISION CONCRETE CUTTING FOR SIDEWALK SHAVING IN THE AMOUNT OF \$152,694.47 BUDGETED IN LINE ITEM #101-446-982-006 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 18, 2023 WORK SESSION  
PAGE 3**

John Hines, Recreation Director, stated this was part of pilot programs started last year and that the shaving is a much smoother process then repairing or replacing the concrete.

**4. RESOLUTION 2023-05, RESOLUTION OF SUPPORT FOR THE WASHTENAW COUNTY WATER RESOURCE COMMISSIONER'S OFFICE ARPA GRANT**

Supervisor Stumbo stated this had been discussed previously.

**5. REQUEST TO AWARD THE BID FOR COMMUNITY CENTER RESOURCE ROOF REPLACEMENT TO HECTOR R. CONSTRUCTION IN THE AMOUNT OF \$12,000.00 BUDGETED IN LINE ITEM #266-301-931-012**

This item was removed from the agenda.

**6. REQUEST APPROVAL OF THE PURCHASE AGREEMENT WITH DTE FOR THE INSTALLATION OF TWELVE (12) STREETLIGHTS ON RIDGE RD. FROM MICHIGAN AVE. TO MOTT RD. IN THE AMOUNT OF \$80,046.53 BUDGETED IN LINE ITEM #101-901-972-200**

Supervisor Stumbo stated these lights were an addition to other improvements being made such as sidewalks.

**7. BUDGET AMENDMENT #5**

Clerk Jarrell Roe stated the amendment for the truck would be removed and she would not read that section into the record.

**AUTHORIZATIONS AND BIDS**

**1. REQUEST TO AWARD THE BID FOR HIGHWAY AND STREET TRASH CLEAN-UP AND TOWNSHIP MOWING AND ABATEMENT TO LOOKING GOOD LAWNS, LLC**

Trustee Swanson commented that there were specific streets listed on the contract and wondered how other areas are cleaned up. Supervisor Stumbo stated that people would be dispatched for clean up in all areas, not just what is specifically listed.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 18, 2023 WORK SESSION  
PAGE 4**

Treasurer Eldridge questioned the number of workers Looking Good Lawns would be using for the township.

Discussion continued on areas of the township that would need mowing or trash clean up.

**2. REQUEST TO AWARD THE BID FOR A FORD F-150 FOR THE BUILDING DEPARTMENT TO FELDMAN AUTOMOTIVE GROUP IN THE AMOUNT OF \$38,570.00 BUDGETED IN LINE ITEM #249-371-985-000**

This item was removed from the agenda.

**OTHER BUSINESS**

There was no other business.

**BOARD MEMBER UPDATES**

There were no board member updates.

**The Work Session meeting was adjourned at approximately 6:50pm.**

**Respectfully Submitted,**

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

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE APRIL 18, 2023 REGULAR BOARD MEETING**

Supervisor Brenda Stumbo called the meeting to order at approximately 7:06pm in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township. The Pledge of Allegiance was recited followed by a moment of silent prayer.

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

**Members Absent:** None

**Legal Counsel:** Wm. Douglas Winters

**3. PROCLAMATION FOR WORKERS MEMORIAL DAY**

Clerk Jarrell Roe read the proclamation into the record (see attached).

Tad Wiser, Vice President, American Federation of Government Employees and a member of the Executive Board of the Huron Valley Area Labor Federation of the AFL CIO stated that Workers Memorial Day is to recognize working people that our community has lost.

**4. PUBLIC COMMENTS**

Three public comments were given.

**5. CONSENT AGENDA**

**A. MINUTES OF THE APRIL 4, 2023 WORK SESSION AND REGULAR MEETING**

**B. STATEMENTS AND CHECKS**

- 1. STATEMENTS AND CHECKS FOR APRIL 18, 2023 IN THE AMOUNT OF \$571,143.88**
- 2. CLARITY HEALTHCARE DEDUCTIBLE ACH FOR MARCH 2023 IN THE AMOUNT OF \$74,891.71**
- 3. CLARITY HEALTHCARE ADMIN FEE FOR MARCH 2023 IN THE AMOUNT OF \$1,421.78**

**C. TREASURER'S REPORT MARCH 2023**

A motion was made by Treasurer Eldridge and seconded by Clerk Jarrell Roe to table the minutes of the April 4, 2023 work session and regular meeting.

The motion passed unanimously.

A motion was made by Treasurer Eldridge and seconded by Clerk Jarrell Roe to approve statements and checks for April 18, 2023 and the Treasurer's report for March 2023.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 18, 2023 REGULAR BOARD MEETING  
PAGE 2**

The motion passed unanimously.

**ATTORNEY REPORT**

**A. GENERAL LEGAL UPDATE**

Attorney Winters spoke about the unusual number of insurance claims the township has had to file recently and gave an update on remediation at the community center from the recent flood.

**NEW BUSINESS**

**1. REQUEST TO APPROVE THE PROPOSAL FROM SME TO PROVIDE MONITORING SERVICES FOR THE DEMOLITION OF GAULT VILLAGE SHOPPING CENTER IN THE AMOUNT OF \$68,500.00 BUDGETED IN LINE ITEM #101-729-806-091**

A motion was made by Treasurer Eldridge and seconded by Trustee Swanson to approve the proposal from SME to provide monitoring services for the demolition of Gault Village Shopping Center in the amount of \$68,500.00 budgeted in line item #101-729-806-091 (see attached).

Supervisor Stumbo stated this was discussed during the work session. She stated the actual process should begin in about three weeks with a fence being installed to protect the area. Supervisor Stumbo said SME would be sending a communication to the residents on the perimeter of the area to notify them of the work.

The motion passed unanimously

**2. REQUEST TO APPROVE THE PROFESSIONAL SERVICES PROPOSAL FROM ERNAT CONSULTING TO SUBMIT THE DEPARTMENT OF ENERGY-ENERGY EFFICIENT BLOCK GRANT IN THE AMOUNT OF \$6,500.00 BUDGETED IN LINE ITEM #101-272-801-000**

A motion was made by Trustee Peterson and seconded by Clerk Jarrell Roe to approve the professional services proposal from Ernat Consulting to submit the Department of Energy-Energy Efficient Block Grant in the amount of \$6,500.00 budgeted in line item #101-272-801-000 (see attached).

Supervisor Stumbo stated this grant will be submitted to replace the HVAC systems at the community center.

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 18, 2023 REGULAR BOARD MEETING  
PAGE 3**

**3. REQUEST TO APPROVE THE AGREEMENT WITH PRECISION CONCRETE CUTTING FOR SIDEWALK SHAVING IN THE AMOUNT OF \$152,694.47 BUDGETED IN LINE ITEM #101-446-982-006 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

A motion was made by Trustee Peterson and seconded by Trustee Hunter to approve the agreement with Precision Concrete Cutting for sidewalk shaving in the amount of \$152,694.47 budgeted in line item #101-446-982-006 contingent upon approval of the budget amendment (see attached).

Supervisor Stumbo stated this is the second year of a pilot program started last year. She added with this process you do not have to dig up the sidewalk and replace it.

The motion passed unanimously.

**4. RESOLUTION 2023-05, RESOLUTION OF SUPPORT FOR THE WASHTENAW COUNTY WATER RESOURCE COMMISSIONER'S OFFICE ARPA GRANT**

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to approve Resolution, 2023-05, Resolution of Support for the Washtenaw County Water Resource Commissioner's Office ARPA Grant (see attached).

Beth Ernat, Ernat Consulting, stated this grant application is for the inspection of the spillway gates and concrete at the hydro dam.

Mrs. Ernat requested a line be added to the resolution stating the township has committed budget funds to this project and the resolution was updated.

The motion passed unanimously.

**5. REQUEST TO AWARD THE BID FOR COMMUNITY CENTER RESOURCE ROOF REPLACEMENT TO HECTOR R. CONSTRUCTION IN THE AMOUNT OF \$12,000.00 BUDGETED IN LINE ITEM #266-301-931-012**

This item was removed from the agenda.

**6. REQUEST APPROVAL OF THE PURCHASE AGREEMENT WITH DTE FOR THE INSTALLATION OF TWELVE (12) STREETLIGHTS ON RIDGE RD. FROM MICHIGAN AVE. TO MOTT RD. IN THE AMOUNT OF \$80,046.53 BUDGETED IN LINE ITEM #101-901-972-200**

A motion was made by Treasurer Eldridge and seconded by Trustee Swanson to approve the purchase agreement with DTE for the installation of twelve (12) streetlights on Ridge Rd. from Michigan Ave. to Mott Rd. in the amount of \$80,046.53 budgeted in line item #101-901-972-200 (see attached).

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 18, 2023 REGULAR BOARD MEETING  
PAGE 4**

Supervisor Stumbo stated that in addition to streetlights, sidewalks are planned to be added so that a bus stop could eventually be constructed.

The motion passed unanimously.

**7. BUDGET AMENDMENT #5**

Clerk Jarrell Roe read the budget amendment into the record.

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to approve budget amendment #5 (see attached).

There was no discussion.

The motion passed unanimously.

**AUTHORIZATIONS AND BIDS**

**1. REQUEST TO AWARD THE BID FOR HIGHWAY AND STREET TRASH CLEAN-UP AND TOWNSHIP MOWING AND ABATEMENT TO LOOKING GOOD LAWNS, LLC**

A motion was made by Trustee Peterson and seconded by Clerk Jarrell Roe to award the bid for highway and street trash clean-up and township mowing and abatement to Looking Good Lawns, LLC (see attached).

Supervisor Stumbo stated that it was brought up during the work session that six employees would be assigned to the township and asked if that could be added to the agreement.

Treasurer Eldridge asked if there were less than six employees would the hourly rate decrease.

It was agreed by Trustee Peterson and Clerk Jarrell Roe to amend the motion that an amendment to the contract stating how many employees will be working for the township will be brought to the next meeting.

The motion passed unanimously.

**2. REQUEST TO AWARD THE BID FOR A FORD F-150 FOR THE BUILDING DEPARTMENT TO FELDMAN AUTOMOTIVE GROUP IN THE AMOUNT OF \$38,570.00 BUDGETED IN LINE ITEM #249-371-985-000**

This item was removed from the agenda.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE APRIL 18, 2023 REGULAR BOARD MEETING  
PAGE 5**

**OTHER BUSINESS**

- 1. REQUEST AUTHORIZATION TO APPROVE THE PROPOSAL WITH CRIBLEY DRILLING CO. INC. FOR PLANNING AND CONSTRUCTION FO THE APPLERIDGE PARK COMMUNITY GARDEN WELL FOR \$18,547.40 BUDGETED IN LINE ITEM #101-770-977-000**

A motion was made by Clerk Jarrell Roe and seconded by Trustee Swanson to approve the proposal with Cribley Drilling Co. Inc. for planning and construction for the Appleridge Park Community Garden Well for \$18,547.40 budgeted in line item #101-770-977-000 (see attached).

There was no discussion.

The motion carried unanimously.

**BOARD MEMBER UPDATES**

There were no board member updates.

A motion to adjourn was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge.

The motion carried unanimously.

The meeting was adjourned at approximately 8:00pm.

Respectfully Submitted,

**Brenda L. Stumbo, Supervisor  
Charter Township of Ypsilanti**

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

Charter Township of Ypsilanti

# Proclamation

HONORING

## Workers Memorial Day

**WHEREAS**, every year on April 28, communities and worksites around the world honor friends, family members, and colleagues who have been killed or injured on the job; and

**WHEREAS**, in 2021, The Federal Bureau of Labor Statistics estimated that 5,190 workers were killed by traumatic injuries on the job. On average, nearly 100 workers died every week, at roughly 14 workplace deaths a day; and

**WHEREAS**, in 2021, 140<sup>1</sup> workers were lost through fatal workplace accidents in Michigan; and

**WHEREAS**, it is appropriate to honor the memory of the courageous and dedicated members of Michigan's labor force who have been injured or disabled or have died as a result of workplace accidents; and

**WHEREAS**, we remember those who have died in workplace catastrophes, suffered occupational-related diseases, or have been injured due to dangerous conditions; and

**WHEREAS**, recognition of the integrity of Michigan's workforce and its achievements on behalf of the economic growth of our state is necessary; and

**WHEREAS**, the Charter Township of Ypsilanti wishes to pay tribute to the workers who have died or been injured or disabled in workplace accidents. We honor the contributions of Michigan's workforce and call for increased workplace safety;

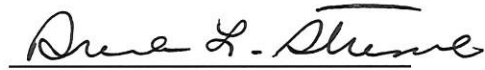
**WHEREAS**, the Charter Township of Ypsilanti renews our efforts to seek stronger workplace safety and health protections, better standards and enforcement, and fair and just compensation; and by rededicating ourselves to improving safety and health in every workplace.

**NOW, THEREFORE**, the Charter Township of Ypsilanti Board of Trustees, do hereby proclaim April 28, 2023:

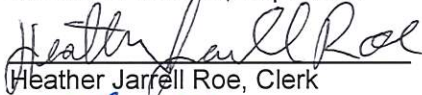
### Workers Memorial Day

and urge all citizens to recognize and honor the contributions of Michigan's workforce and call for increased workplace safety standards.

Dated and Signed This 18<sup>th</sup> Day of April, 2023



Brenda L. Stumbo, Supervisor



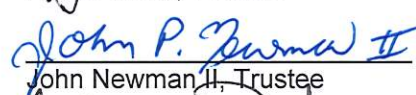
Heather Jarrell Roe, Clerk



Stan Eldridge, Treasurer



Ryan Hunter, Trustee



John Newman II, Trustee



Gloria Peterson, Trustee



Debbie Swanson, Trustee



The Kramer Building  
43980 Plymouth Oaks Blvd.  
Plymouth, MI 48170-2584

T (734) 454-9900

www.sme-usa.com

April 4, 2023

Mr. Jason Iacoangeli, AICP  
Planning Director  
Charter Township of Ypsilanti  
7200 S. Huron River Drive  
Ypsilanti Township, Michigan 48197

Via E-mail: [jiacoandeli@ytown.org](mailto:jiacoandeli@ytown.org)

RE: Proposal for Hazardous Materials Abatement and Demolition Monitoring Services  
Gault Village Shopping Center  
1005 Emerick Street  
Ypsilanti Township, Michigan 48198  
SME Proposal No.: P01255.23/090700.02

Dear Mr. Iacoangeli:

We understand that, on March 31, 2023, the Washtenaw County 22<sup>nd</sup> Judicial Circuit Court ordered and ruled Ypsilanti Township to proceed with entering into the demolition contract with Homrich, Inc. (Homrich) for the demolition of all structures on the Gault Village Shopping Center site. As requested, we prepared this proposal to provide project monitoring services during the planned abatement of hazardous materials and demolition of the site structures. Our proposed scope of service is provided in the following sections.

## SCOPE OF SERVICE

### TASK 1 – ABATEMENT/DEMOLITION PROJECT MONITORING SERVICES

- SME industrial hygiene personnel accredited by the Michigan Department of Labor and Economic Opportunity (LEO) under the requirements of Michigan Public Act 440 as an Asbestos Contractor Supervisor, and trained in accordance with the National Institute for Occupational Safety and Health (NIOSH) 582 *Sampling and Evaluating Airborne Asbestos Dust* course criteria, will be assigned to document procedures and methods, monitor the work of the abatement contractor(s) and collect site perimeter air samples at site boundaries adjoining residential development during asbestos removal activities to document airborne fiber concentrations at the site boundaries.
- SME personnel will also collect post-abatement (clearance) air samples from asbestos removal work areas pursuant to United States Environmental Protection Agency (USEPA) and Occupational Safety and Health Administration (OSHA) regulations for asbestos abatement.
- SME personnel will analyze the air samples collected on-site utilizing Phase-Contrast Microscopy (PCM). We will collect clearance air samples upon completion of the asbestos removal activities in each asbestos removal work area. We will analyze the

clearance air samples via PCM. We will utilize aggressive sampling techniques to collect final clearance air samples from negative pressure enclosure asbestos removal work areas and utilize ambient sampling techniques for negative pressure glove bag removal areas and areas where nonfriable materials are removed intact.

- Prior to collection of asbestos clearance samples, SME personnel and the abatement contractor's Competent Person will conduct a visual review of each work area. We will not commence with clearance air sampling until a visual review of the work area is completed to the satisfaction of SME personnel and the contractor's Competent Person has completed and signed a Certificate of Visual Inspection for the work area.
- SME personnel will verify the removal of universal waste and regulated material requiring segregation from the building demolition waste stream, prior to commencement of demolition activities.
- SME personnel will monitor building demolition activities and perform ambient air monitoring for contaminants of concern at the site boundaries adjoining residential developments to document the fiber/particulate concentrations of analytes at the site boundaries during demolition activities.
- We will generate daily field notes for each work shift of preparation, abatement, and cleanup following abatement and demolition activities, which will be summarized in the final report. In addition, SME personnel will document contractor safety measures, resource allocation, and staffing.

## **TASK 2 - HAZARDOUS MATERIALS ABATEMENT/DEMOLITION PROJECT ADMINISTRATION AND REPORT**

- A SME senior team member will be assigned to coordinate the project, evaluate removal methods, review air sampling data, and provide technical consulting services during the project.
- We have budgeted for one onsite project kickoff meeting, and one project progress meeting, with SME senior staff, SME's field hygienist, Homrich, and representatives for the Township.
- We will prepare a final report that will include key points of the project, summarized daily field notes, and analytical data compiled during the project. Senior SME staff will review contractor closeout documentation as well.

## **FEE SUMMARY**

**The daily rate for Task 1 – Abatement/Demolition Project Monitoring Services, is \$1,500 per day.**

The daily rate is based on our field personnel working on site for 10 hours per day. It includes on site PCM analysis of air samples and expenses for field activities, equipment, and supplies related to the performance of the services outlined. We anticipate project duration of up to 35 workdays (Monday through Friday from 7:00am to 5:00pm) for the abatement and demolition activities, resulting in a **total estimated fee of \$52,500 for Task 1**. Additional days on site would be billed at the \$1,500 daily rate, and additional fees for hours in excess of 10 hours on site will be invoiced at \$180.00 per hour.

**The lump sum fee for Task 2 – Project Administration and Summary Report, is \$16,000.** The fee for Task 2 is based upon project duration of 35 workdays or less. If the project lasts longer than 35 workdays, additional fees may be required.

**The combined total fee for Tasks 1 and 2, based on a 35-day work schedule project, is \$68,500.**

Our proposed fee and scope of services does not include responding to comments by third parties or preparation of draft documents. We will provide the proposed services in accordance with the General Conditions previously agreed upon for SME Project 090700.00. Please sign the proposal where space is provided and return a signed copy of the proposal to us.

If there are questions concerning this proposal or Scope of Services, please contact us.

Sincerely,

SME

PREPARED BY:



Jason C. Lafayette  
Senior Project Consultant

REVIEWED BY:



Daniel R. Cassidy, CPG  
Principal Consultant/Vice President

**CLIENT PROPOSAL AND AGREEMENT ACCEPTANCE (PLEASE PRINT OR TYPE)**

CLIENT Signature: Brenda L Stumbo | Heather Janell Roc Date: April 19, 2023

Print Name: Brenda L Stumbo | Heather Janell Roc

Title: Supervisor Clerk

CLIENT (Company) Name: Charter Township of Ypsilanti

Address: 2200 S. Huron River Dr. Ypsilanti, MI 48197

Telephone No.: 734 544-4000 Email: \_\_\_\_\_

E  
ERNAT CONSULTING

March 29, 2023

Supervisor Brenda Stumbo  
Ypsilanti Charter Township  
7200 Huron River Dr.  
Ypsilanti, MI 48197

Dear Supervisor Stumbo,

At the request of the Township Executive Team, Ernat Consulting has reviewed the Energy Efficiency Community Block Grant (EECBG) program. For 2023-24 fiscal year, The Department of Energy has identified a formula funding program for entitlement communities. Ypsilanti Township will receive approximately \$113,000 in guaranteed funding for either an energy efficiency audit, equipment replacement or a grant. Also new for this year is a voucher program. If the community selects to do an energy audit or replace equipment the community may request a voucher in lieu of a grant. The voucher is a streamline process that removes the restrictions on typical federal funds such as a Section 106 approval and Davis Bacon restrictions.

Ernat Consulting has attended two webinars on the funding and voucher program and has the final webinar scheduled for April 13<sup>th</sup>. Recipients are required to acknowledge the funding and submit preliminary commitments by April 28<sup>th</sup>.

We have met with Township staff and are recommending the replacement of out-dated and problematic HVAC units for the Community Center. Township staff will provide further information. We have checked with DOE staff and this would be an acceptable equipment replacement provided the new units are classified as more energy efficient than the current units. This project will also qualify for the voucher program which will create less burden for completing the project.

Ernat Consulting is well positioned to prepare/voucher grant application on behalf of Ypsilanti Charter Township. The team for this project will include Bill and Beth Ernat. We bring a combined 50 years of experience in writing and preparing municipal grants.

Ten percent of the total award is designated for administration of the grant, \$11,300. The total award for replacement will be \$101,700.

**Proposal**

*Project Preparation.* This section is expected to take 1-2 weeks and approximately 10-15 hours of work time and will include:

**E**  
**ERNAT CONSULTING**

- Review of bids
- Review of grant rules and procedure
- Creation of project narrative
- Creation of preliminary project budget and submission materials

*Submission.* This section is expected to last 2-3 weeks and approximately 25 hours of work time and will be on-going from start of project through formal submission.

- Creation of timeline
- Prepare an approved final budget
- Draft and presentation of proposal
- Coordination and agreements with fundings sources, project sponsors, and other agencies
- Submission of applications

**Project Deliverables**

The following will be provided to the Township for review and approval before final submission electronically of the grant.

- Complete grant narrative and program guide for execution of grant award.
- Complete grant budget
- Project timeline
- Complete required project reporting.

**Additional Scope**

Other grants and funding matches or opportunities may become available during the preparation of the grant submission. Ernat Consulting is willing to make additional applications at its hourly rate of \$100/hour or by addendum to this contract.

**Fee**

The fee for this project would be up to **\$6,500.00**. A lump sum of \$4,500 for the application and materials required to submit the grant would be due within 15 days of receipt of project deliverables. A lump sum of \$2,000 will be due within 15 days upon completion of voucher requirements

If you are in agreement with the above proposal, please sign and date below.

*Brenda L. Stump* *Heather Jarrell Roe*  
Signature of acceptance

*April 19, 2023*  
Date

**E**

**ERNAT CONSULTING**

Please feel free to reach out with any questions at 734-945-9270. We look forward to working with you.

Warm Regards,

Bill and Beth Ernat

Ernat Consulting



1896 Goldeneye Drive, Holland MI 49424  
Phone: 616.403.1140 FAX: 616.582.5951  
www.MichiganSafeSidewalks.com

March 29, 2023

**Charter Township of Ypsilanti**

Attn: John Hines, Deputy Supervisor, Recreation Coordinator  
7200 South Huron River Dr  
Ypsilanti, MI 48197



Phone: (734) 544-3646 Mobile: (734) 351-8947 Email: [jhines@ytown.org](mailto:jhines@ytown.org)

**Subject: SIDEWALK TRIP HAZARD ELIMINATION, Proposal for Charter Township of Ypsilanti, 2023**

John,

We appreciate the opportunity to submit this proposal for the Charter Township of Ypsilanti. Total cost for this project **is estimated to be about \$152,695** based on an agreed scope and job rate. Upon your review and acceptance of this proposal, **please sign and return** (or submit a valid purchase order referencing this proposal) via FAX to (616) 582-5951 or email us at [info@PCCMich.com](mailto:info@PCCMich.com).

We will provide a W-9 for your files and have our proof of insurance (an ACORD) emailed directly to your attention by our insurance provider. Let us know if any additional information or documents are required before we begin work. We appreciate the opportunity to provide our service.

**Precision Concrete Cutting**

Precision Concrete Cutting (PCC) has been removing trip hazards from uneven sidewalks and other concrete walkways across the nation for over 25 years. As the industry leader in technology and price, PCC can reduce liability associated with uneven sidewalk and help meet ADA compliance with a method more effective and less expensive than alternatives. PCC utilizes its patented tools and processes that it has developed and refined for trip hazard removal. Not only is trip hazard removal the specialty of PCC... it's the only thing we do. PCC has dozens of locations across the country. Precision Concrete, Inc. is the locally licensed business unit serving Michigan, Indiana, Central Illinois, and Missouri that leverages the proven tools, process, and training to provide this service.

**The Advantage**

The Precision Concrete Cutting (PCC) service removes the entire trip hazard from side to side on the entire sidewalk while other methods of repair often leave a portion of the trip hazard. Not only can PCC reach the edges of every sidewalk, we can remove trip hazards from virtually any angle and at any location. Trip hazards caused by cracked concrete or located in hard-to-reach places such as in gutters or adjacent to a wall, post, or railing will be eliminated without any damage to nearby impediments. **There is no other process of trip hazard removal available with the quality, flexibility, and diversity as that of PCC.**



## Quality

The Precision Concrete Cutting (PCC) process involves the measurement of every sidewalk trip hazard identified. PCC inspects the sidewalks and takes specific measurements to identify and log each trip hazard size and location. These measurements are used to determine the size of repair that is required, and to guarantee that the repair is made to dimensional specifications.

The PCC finished repair is aesthetically pleasing, smooth, and of superior quality compared to alternatives. It does not leave grooves in the surface of the concrete, it is not uneven, and is left with an acceptable coefficient of friction to not create slip hazards.



## Environmental & Community Friendly

The Precision Concrete Cutting (PCC) process does not require heavy equipment in the work area. The PCC equipment is small and maneuvered about by individual employees. No damage is created to buildings, landscaping, irrigation systems, or the surrounding environment. Complete cleanup of the work area is performed and dust abatement systems minimize dust. All materials removed are properly recycled.

PCC utilizes a patented dust collection system to keep dust to a minimum while performing its work. This is a great benefit over other repair processes that leave the area covered in concrete dust or slurry. PCC also cleans up the removed concrete and debris created while performing the repairs and disposes (for recycle) of it as part of the service. Being a complete solution, no follow-on tasks are required of Charter Township of Ypsilanti staff. Sidewalks remain open with only minor disruption while PCC moves thru an area performing the trip hazard removals.

As a member of the U.S. Green Building Council (USGBC) we are proud of the fact that we reduce the impact to landfills and the environment as a result of our service. For example, **removing and replacing just 50 sidewalk panels would result in approximately 60,000 lbs of concrete being removed** (your average 5' x 5' panel weighs about 1,200 lbs). Using Precision Concrete Cutting, sidewalk trip hazard removal can be accomplished by removing about 400 lbs of concrete that will be recycled. No heavy equipment or hauling is required. Also, there is no damage to trees or adjoining landscape with Precision Concrete Cutting.



## Real Savings

Precision Concrete Cutting (PCC) leverages new technology and unique equipment to perform sidewalk repairs at a 70-80% cost savings compared to sidewalk replacement. It is estimated that this project will **save Charter Township of Ypsilanti over \$350,000 on repairs.**

## Professional Plan and Approach

Precision Concrete Cutting (PCC) will conduct a pre-construction planning meeting with the Charter Township of Ypsilanti designated contact(s) using a PCC Project Manager to establish priorities, a high-level schedule for each job site, review risks/constraints, and safety plans. The Project Manager will assure schedule, scope, and budget objectives are attained for the project. The PCC Delivery Manager will assure quality and safety objectives are attained during the onsite work phase of the project.

PCC will deploy a well-marked light-duty pickup truck/van and full logo trailer used to mobilize up to three (3) full sets of cutting equipment and operators. Safety cones are placed wherever the truck/van and trailer park and they are placed on the sidewalks in front of and behind the operator area to assure pedestrian safety during cutting. All PCC staff (including project manager) wears high-visibility safety vests whenever they are outside their vehicle.



**Scope and Cost**

Precision Concrete Cutting (PCC) is proposing a SAW CUT solution (NOT GRINDING) for the Charter Township of Ypsilanti to remove sidewalk trip hazards in the designated areas as determined by the Township. PCC would typically bill for this project at the rate of \$54 per Inch Foot (defined as the average inch height of the trip hazard x linear feet of the hazard). PCC estimates about 3,636 Inch Feet of cutting for a total cost of **\$196,321**. However, with municipal discount pricing applied, **total cost for this project is estimated to be about \$152,695\***. Billing will be based on actual work performed up to the approved budget.

The sidewalk trip hazards are defined as differentials in the walkway of .5" high up to (including) 1.5" high. Trip hazards will be eliminated leaving a maximum running slope (ramp) of 1:8 as permitted to meet ADA requirements. **For this project, it is estimated PCC will correct over 2,488 trip hazards.** The work will be performed on Township sidewalks in the project area(s), as prioritized by the Township, up to the approved project budget.

Job No. (Area)	Location	RR (Remove and Replace) or out of scope	Estimated # of Trip Hazards Cut	Estimated Linear Feet	Estimated Inch Feet	Cost	
1	Rue Willette Blvd Area, including Rue Deauville Blvd, & Rue Vendome	13	503	1,676	813.44	\$43,925.84	
2	Wendell Ave & Streets to the West (between Clark & Holmes Rd)	19	797	2,665	1,153.23	\$62,274.66	
3	Wendell Ave & Streets to the East (between Clark & Holmes Rd)	6	1,188	3,835	1,668.91	\$90,120.95	
<b>Totals</b>		<b>38</b>	<b>2,488</b>	<b>8,176</b>	<b>3,635.58</b>	<b>\$196,321.46</b>	
						Additional Services:	\$0.00
						Travel and Expenses:	\$0.00
						Discount* :	-\$43,626.99
						<b>Net Proposed Total:</b>	<b>\$152,694.47</b>

\*Municipal discount will apply if project accepted prior to May 31, 2023, and with an authorization to proceed with project by July 1, 2023.

**MAP:** Arial view of priority working areas to be completed as budget allows.



**Sole Source Status**

The technology that Precision Concrete Cutting uses to remove trip hazards has been developed and patented by Precision Concrete Cutting based in Provo, UT. Precision Concrete Cutting and its local branches are the only companies authorized to use the patented equipment and method for removing sidewalk trip hazards as described by the following patent numbers:

U.S. Patent No. 6,827,074  
U.S. Patent No. 6,896,604  
U.S. Patent No. 7,000,606

U.S. Patent No. 7,143,760  
U.S. Patent No. 7,201,644  
U.S. Patent No. 7,402,095

These patent numbers and the Precision Concrete Cutting (PCC) licensing agreement make Precision Concrete, Inc. a sole source for trip hazard removal in Michigan and Indiana using this technology. In the event that an organization is required to put trip hazard removal "out for bid", it will not be able to find a vendor with the same ability to perform trip hazard removal using the same process. This means that any vendor bidding against PCC (or Precision Concrete, Inc.) may not be able to perform to the same quality requirements as Precision Concrete Cutting.

**Invoicing**

A Precision Concrete Cutting (PCC) invoice will be issued for work completed at the conclusion of the project. Payment terms are net 15 days from the date work is completed unless contract states otherwise. PCC will not charge the Charter Township of Ypsilanti any additional fees for mobilization, setup, cleanup, or travel / expenses. All such fees are included in the proposed price.

An itemized invoice listing the location of each trip hazard resolved will be listed and can be provided in hard copy or soft copy as required by the Charter Township of Ypsilanti. This itemized list provides the Township with a completely auditable summary of the work performed by PCC. It is also a document that can support the fact that your organization has a proactive sidewalk maintenance program in place.

**Summary**

Precision Concrete Cutting is very interested in working with the Charter Township of Ypsilanti to deliver a proactive and cost-effective sidewalk maintenance program to help with the efforts of ADA compliance and reduce liabilities associated with sidewalk trip hazards. Our goal is to develop a long-term relationship in which we can help Ypsilanti Township achieve its annual sidewalk maintenance objectives.



**Thank you for your consideration. Signature and date below confirms your acceptance of this proposal.**

**Ben Johnson**, Business Dev Mgr, SE Michigan  
and **Mark Bonkowski** (President)

**Precision Concrete, Inc.**  
1896 Goldeneye Drive  
Holland MI 49424

**(248) 606-9161** Cell

(616) 403-1140 Office  
(616) 582-5951 Fax

*Charter Township of Ypsilanti*  
customer

*Brenda L. Stumbo* | *Heather Carrell Roe*  
authorized signature / date

*Brenda L. Stumbo* | *Heather Carrell Roe*  
printed name / title

*April 19, 2023*

**CHARTER TOWNSHIP OF YPSILANTI**

**RESOLUTION 2023-05**

**RESOLUTION OF SUPPORT FOR  
WASHTENAW COUNTY WATER RESOURCE  
COMMISSIONER'S OFFICE ARPA GRANT APPLICATION**

**WHEREAS**, this Board is committed to the protection of surface water and the environment; and

**WHEREAS**, this Board recognizes that the Washtenaw County Water Resources Commission has a grant opportunity for providing storm water management, flood control, development review and water quality programs; and

**WHEREAS**, this Board acknowledges interest in seeking this grant funding. This Board understands that this is a reimbursement based grant that requires dedicated township funding; and

**NOW, THEREFORE, BE IT RESOLVED** that this Board supports the pursuit of the Washtenaw County Water Resources Commissioners Office ARPA Grant funding.

I, Heather Jarrell Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2023-05 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on April 18, 2023.



Heather Jarrell Roe, Clerk  
Charter Township of Ypsilanti


**Exhibit A to Master Agreement****Purchase Agreement**

This Purchase Agreement (this "Agreement") is dated as of April 4, 2023 between DTE Electric Company ("Company") and the Charter Township of Ypsilanti ("Customer").

This Agreement is a "Purchase Agreement" as referenced in the Master Agreement for Municipal Street Lighting dated March 22, 2022 (the "Master Agreement") between Company and Customer. All of the terms of the Master Agreement are incorporated herein by reference. In the event of an inconsistency between this Agreement and the Master Agreement, the terms of this Agreement shall control.

Customer requests Company to furnish, install, operate and maintain street lighting equipment as set forth below:

1. DTE Work Order Number:	62388317	
	If this is a conversion or replacement, indicate the Work Order Number for current installed equipment: N/A	
2. Location where Equipment will be installed:	[Ridge Rd-Between Michigan Ave and Mott Rd], as more fully described on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	12	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	Install (12) 39w LED Basic Granville style luminaires and (12) 12' decorative fiberglass poles on concrete foundations.	
5. Estimated Total Annual Lamp Charges	\$3,472.80	
6. Estimated Total Annual Post Charges if selected	\$0.00	
7. Computation of Contribution in aid of Construction (" <u>CIAC Amount</u> ")	Total estimated construction cost, including labor, materials, and overhead:	\$90,464.93
	Revenue credit:	\$10,418.40
	<b>CIAC Amount (cost minus revenue)</b>	<b>\$80,046.53</b>
	Credit for Post Charge, if selected	\$0.00
8. Payment of CIAC Amount:	Due promptly upon execution of this Agreement <b>\$80,046.53</b>	
9. Term of Agreement  Special Financing Options are available – Please read stipulations within agreement and if desired check the appropriate box below:  Post Charge Option <input type="checkbox"/>  Finance Option <input type="checkbox"/>	5 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.  If Post Charge "box" is checked the Customer agrees to following term:  10 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.	

10. Does the requested Customer lighting design meet IESNA recommended practices?	(Check One) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices <i>[Handwritten signatures: Brenda L. Stumbo, Heather Roe, Jarrett Roe]</i> 
11. Customer Address for Notices:	Charter Township of Ypsilanti 7200 S. Huron River Dr Ypsilanti, MI 48197

12. Special Order Material Terms:

All or a portion of the Equipment consists of special order material: (check one)  YES  NO

If "Yes" is checked, Customer and Company agree to the following additional terms.

A. Customer acknowledges that all or a portion of the Equipment is special order materials ("SOM") and not Company's standard stock. Customer will purchase and stock replacement SOM and spare parts as provided in Section B below. When replacement equipment or spare parts are installed from Customer's inventory, Company will credit Customer in the amount of the then-current material cost of Company standard street lighting equipment in lieu of which the SOM is being used.

B. Customer will maintain an inventory of at least 0 posts and 0 luminaires and any other materials agreed to by Company and Customer, and will replenish the stock by ordering materials no later than thirty (30) calendar days after the materials are drawn from inventory. Costs of initial inventory are included in this Agreement. If Customer fails to maintain the required inventory, Company, after 30 days' notice to Customer, may (but is not required to) order replacement SOM and Customer will reimburse Company for its costs (including the labor costs associated with Company's management of the supply chain for the SOM) no later than thirty (30) calendar days after receipt of Company's invoice for such costs. Customer's acknowledges that failure to maintain required inventory could result in extended outages due to SOM lead times.

C. The inventory will be stored at \_\_\_\_\_.  
Access to Customer's inventory site must be provided between the hours of 9:00 am to 4:00 pm, Monday through Friday with the exceptions of federal Holidays. If Company is unable to access the site during such hours for any reason, Company (i) shall be relieved from any obligation or commitment to complete the work as scheduled, and (ii) may, at its option, procure the inventory itself and have Customer to reimburse Company's costs for doing so. Customer shall name an authorized representative to contact regarding inventory: levels, access, usage, transactions, and provide the following contact information to Company:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Customer will immediately notify Company of any changes in the Authorized Customer Representative. Customer must comply with SOM manufacturer's recommended inventory storage guidelines and practices. Damaged SOM will not be installed by Company.

D. In the event that SOM is damaged by a third party, Company may (but is not required to) pursue a damage claim against such third party for all of Company's costs incurred because of the claim, including all labor and replacement materials. Company will notify Customer as to whether Company will pursue such claim within a reasonable time of the SOM being damaged.

E. In the event that SOM becomes obsolete, discontinued, or incompatible with Company's infrastructure, Customer shall select new alternate SOM that is compatible with Company's then-existing infrastructure. If Customer does not select compatible alternate SOM, Company reserves the right to select compatible SOM that is, in its reasonable judgment, substantially similar, or replace the SOM with standard materials, in either case being entitled to reimbursement from Customer for Company's costs in providing such transition of supply (including internal overhead and labor costs).

F. Should Customer experience, in Company's reasonable judgment, excessive LED equipment failures that are not supported by LED manufacturer warranties, Company will replace the LED equipment with other Company supported Solid State or High Intensity Discharge luminaires at Company's discretion. The full cost to complete these replacements to standard street lighting equipment will be the responsibility of Customer.

\*\*\*\*\*

Company and Customer have executed this Purchase Agreement as of the date first written above.

Company:

DTE Electric Company  
By: Christopher J Hartley  
Name: Christopher J Hartley  
Title: Manager-Sales & Business Development  
Date: 4/11/2023

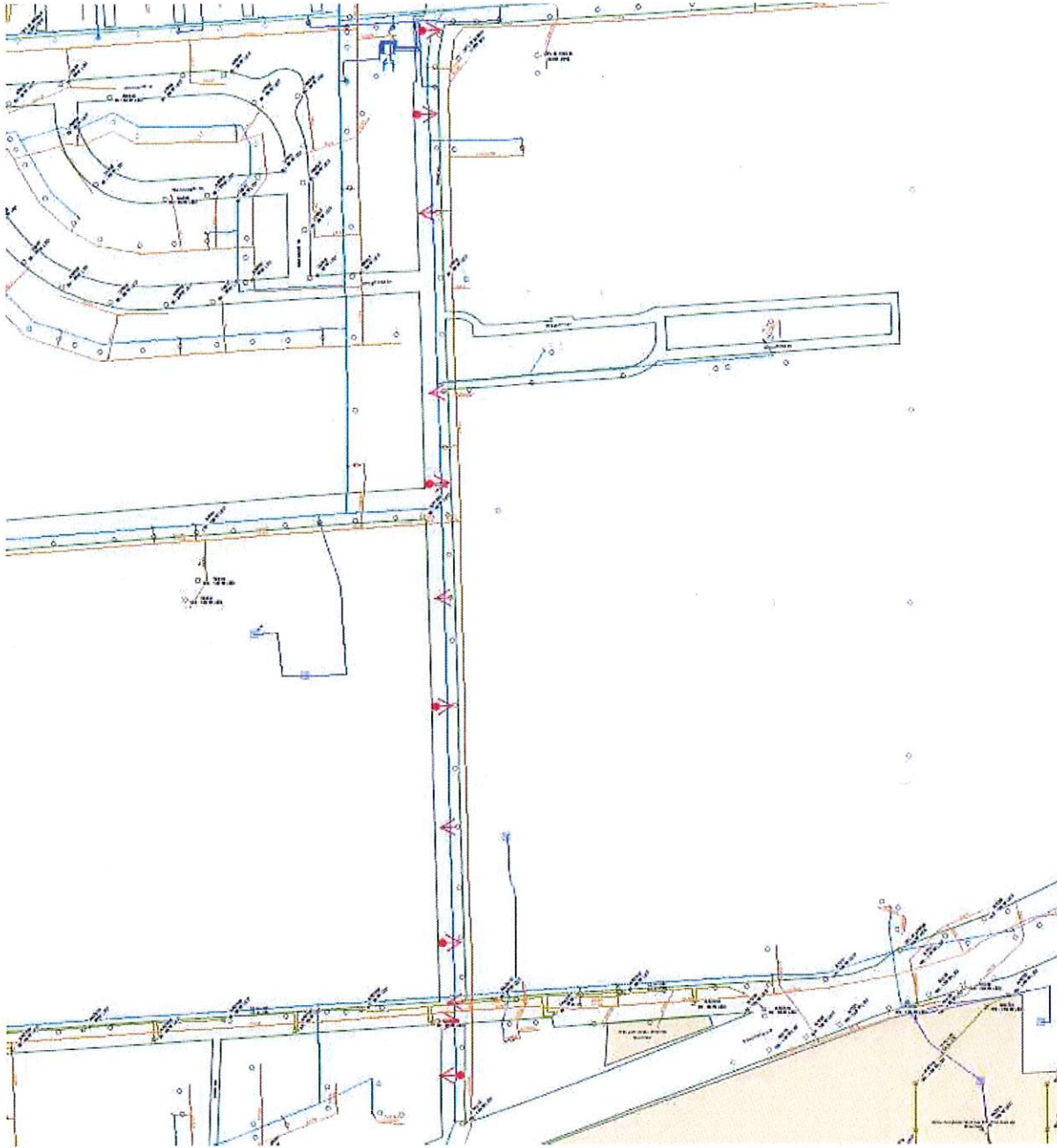
Customer:

Charter Township of Ypsilanti  
By: Brenda L. Stumbo | Heather Jarrell Roe  
Name: Brenda L. Stumbo | Heather Jarrell Roe  
Title: Supervisor | Clerk  
Date: April 19, 2023

SIGN HERE

### Attachment 1 to Purchase Agreement

### Map of Location



**CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #5**

**April 18, 2023 REVISED 4/18/2023**

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

<b>101 - GENERAL OPERATIONS FUND</b>	<b>Total Increase</b>	<b>\$201,536.00</b>
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Request to carryforward the State Street Sidewalk project approved by the Board on June 21, 2022. The project was approve at \$134,000 and only \$85,159 was paid in 2022. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$48,841.00
		Net Revenues	\$48,841.00
Expenditures:	Highways & Street & Sidewalks	101-446-982.006	\$48,841.00
		Net Expenditures	\$48,841.00

Request to increase the budget for the project to shave selected sidewalks in the Township to remove trip hazards. Proposal from Precision Concrete Cutting to be presented to the Board. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$152,695.00
		Net Revenues	\$152,695.00
Expenditures:	Highways & Street & Sidewalks	101-446-982.006	\$152,695.00
		Net Expenditures	\$152,695.00

<b>213 - BIKE, SIDEWALK, REC, ROADS GENERAL FUND (BSRII)</b>	<b>Total Increase</b>	<b>\$20,000.00</b>
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Request to increase budget for the purchase of trees to be planted at our parks and properties. This is funded by a reserve account for tree replacement within the appropriated prior year fund balance.

Revenues:	Prior Year Fund Balance	213-000-699.999	\$20,000.00
		Net Revenues	\$20,000.00
Expenditures:	Capital - Landscape and Trees	213-901-975.600	\$20,000.00
		Net Expenditures	\$20,000.00
Fund Equity	Reserved for Tree Replacement	213-000-375.005	(\$20,000.00)
Fund Equity	Fund Balance	213-000-390.000	\$20,000.00
			\$0.00

CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #5

April 18, 2023 REVISED 4/18/2023

236- 14B DISTRICT COURT FUND

Total Increase \$2,464.00

Request to increase the budget for the additional MML liability insurance coverage needed for the Court Bailiff's.  
This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	236-000-699.999	\$2,464.00
		Net Revenues	<u>\$2,464.00</u>
Expenditures:	Insurance & Bonds	236-286-955.002	\$2,464.00
		Net Expenditures	<u>\$2,464.00</u>

Motion to Amend the 2023 Budget (#5) REVISED 4/18/2023

Move to increase the General Fund budget by \$201,536 to \$13,744,910 and approve the department line item changes as outlined.

Move to increase the Bike, Sidewalk, Rec, Roads (BSRII) Fund budget by \$20,000 to \$3,428,461 and approve the department line item changes as outlined.

Move to increase the 14B District Court Fund budget by \$2,464 to \$1,724,173 and approve the department line item changes as outlined.

**AGREEMENT BETWEEN  
LOOKING GOOD LAWNS, LLC  
AND  
THE CHARTER TOWNSHIP OF YPSILANTI  
WASHTENAW COUNTY, MICHIGAN  
FOR HIGHWAY & STREET TRASH CLEAN-UP ABATEMENT SERVICES  
TOWNSHIP OWNED PROPERTIES AND VEGETATION & CLEANUP  
ABATEMENT PROGRAM PER WEEK.**

**This Agreement** is entered into effective the 1<sup>st</sup> day of April 2023 by and between the **Charter Township of Ypsilanti ( Township )** a Michigan municipal corporation, whose address is 7200 S. Huron River Dr, Ypsilanti MI 48197, and **Looking Good Lawns LLC ( Contractor)**, a Michigan Corporation, whose business facility is located at 1200 Ecorse Rd, Ypsilanti, MI 4819.

The Township and the Contractor mutually agree to enact this contract for the dates of April 1, 2023, to November 30, 2024, for services of Highway & Street trash clean-up abatement, Township owned Properties, Vegetation & Cleanup Abatement Mowing Per week or as submitted to contractor

**1. SCOPE OF WORK**

Ypsilanti Township will grant permission for work to begin upon contract agreement and authorization of both parties for the Trash clean-up of specified areas within Ypsilanti Township including, Mowing Township owned Properties and Mowing of Ordinance Violations codes. listed herein and locations given by the Township by area location and or street names of the Township. Trash pickup will be on a monthly basis of **24 hours** of services dedicated to these Roads: I 94 Highway east and west shoulder from Michigan Ave to Rawsonville road, Willow Run exit from I 94 to Michigan Ave, Wiard Road from Michigan Ave to Rawsonville Exit, Mc Cartney from Grove to Tyler, Bridge Road from Textile to Grove, Huron River Road, Whittaker road from I 94 to Merrit, Textile road, Button Road, Mc Kean, Harris road, Ford Blvd, Tyler road from Grove to Dubie. Mowing consists of Township owned properties mowed on a weekly basis and mowing for Vegetation & Cleanup Abatement ordinance violations in Charter Township of Ypsilanti as Violations are issued to Contractor for mowing, cleanup or as instructed per contract terms.

Trash is disposed at Ypsilanti compost center 2600 E Clark or 1200 Ecorse Road, Contractors Location. Scrap Tires are disposed at Contractors Facility. Contractor will notify the Township of the start day and completion day of the monthly service, including pictures of Trash collected with the monthly invoice for services rendered after completion of work is performed.

**2. HOLD HARMLESS**

The Contractor shall assume full responsibility for protection of all vehicles and workers and shall defend and save harmless the Charter Township of Ypsilanti against all damages or alleged damages or injury to any vehicles or individuals because of his operations.

**3. TERMS OF AGREEMENT**

This contract is for the calendar year of 2025 with no price change or adjustments for the term of the agreement. The Township may at its sole discretion, but is not obligated to, negotiate a renewal, and

seek new bid pricing. The pricing of the Term of this Agreement for Highway Trash & Street Abatement is administered at a per hour rate of \$ 350 per hour from Looking Good Lawns LLC, resulting from Company usage of: equipment, employee & labor cost, administrative cost fees. The Contractor will charge for **24 hours of monthly** service for Trash removal totaling \$ 8,400 for services rendered per month. Annual Time is 192 hour & Annual Cost of Trash Collection is **\$ 58,800.** Months of service are from April 1<sup>st</sup> To October 31<sup>st</sup> . See Attachment A

\* **Township Property Mowing Annual cost is \$ 79,730 . See Attachment A**

\* **Vegetation & Cleanup Abatement Program Cost. See Attachment B**

**4. STATUS OF CONTRACTOR.** It is expressly agreed and understood that the Contractor is in all respects an independent contractor as to work done under this Agreement. The Contractor is, in no respect, an agent, servant, or employee of the Township.

#### **5. COMPENSATION OF THE CONTRACTOR**

The Contractor shall be paid based on time spent, services and materials used for the 2022 season Highway & street cleanup, at the rate and prices specified in section 3. "Payment will be made to the Contractor in a timely manner after the receipt of Contractor's invoice and after services are rendered."

#### **6. INSURANCE – IDEMNIFICATION**

During the term of this agreement, the Contractor agrees to procure and maintain in effect insurance policies in the amounts and with the types of coverage show below:

**1. Workers Compensation Insurance** the form and amount required by Michigan Law.

**2. Commercial General Liability Insurance** on an "Occurrence Basis" with the limits of liability not less than \$ 1,000,000 per occurrence and/or aggregate combined single limit, personal injury and property damage.

**3. Motor Vehicle Liability Insurance** Including Michigan No-Fault Coverage, with limits of liability of not less than \$ 1,000,000 per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non- owned vehicles, and all hired vehicles.

The Contractor shall submit to the Township the "Certificate of Insurance" naming "The Charter Township of Ypsilanti, and its past, present and future elected officials as "Additional Insured" on the aforementioned liability policies with respect to the services provided under this Agreement. This Certificate of Insurance shall be submitted to the Township at the time said Agreement is approved by the Township. Additionally, the Contractor shall, to the fullest extent permitted by law, defend and hold the Charter Township of Ypsilanti, its past present and future elected officials, appointed commissions and boards, employees, and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or alleged to result, to its proportionate extent, from any negligent, grossly negligent, reckless and/of intentional wrongful or tortious acts or omissions by the Contractor or its employees and agents occurring in the performance of this agreement.

## **12. CONFLICT OF INTEREST**

Contractor certifies that it has no financial interest in the services provided under this agreement other than the compensation specified herein, Contractor further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the services described under this agreement.

## **13. SEVERABILITY PROVISIONS**

Whenever possible, each provision of this agreement will be interpreted in a manner as to effective and valid under the applicable law. However, if any provision of this agreement or the application of any provision to any party or circumstance will be prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this agreement or the application of the provision to the other parties and circumstances.

## **14. EXTENT OF THE AGREEMENT**

This agreement, including the pricing and hours of Contractor, represents the entire understanding between the Township and the Contractor, and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations of any kind or nature, in entering into this agreement. This agreement may be altered and amended or modified only by mutual agreement and written amendment signed by both the Contractor and Township.

## **15. TERMINATION OF THE AGREEMENT**

This agreement may also be terminated by either party upon thirty (30) days of written notice.

The Township shall provide notice of termination by first-class mail to the Contractor at the address listed in the documents. If the contract agreement is terminated for reasons "other than "breach of contract by the Contractor, the Contractor shall be compensated for the services provided prior to the date of notice of termination.

CONTRACT AUTHORIZATION ENTACTMENT

LOOKING GOOD LAWNS, LLC.

By:   
David Dillion

Date: 3/30/23

CHARTER TOWNSHIP  
OF YPSILANTI

By:   
Brenda L Stumbo, Supervisor

Date: April 19, 2023

By:   
Heather Jarrell Roe, Clerk.

Date: April 19, 2023

CHARTER TOWNSHIP OF YPSILANTI  
Township Mowing and Trash Collection

Company Name: LOOKINGWOOD LAWN LLC  
Mailing Address: 7395 TEXTILE  
Primary Contact Name and Title: DAVID R. DILLON / CEO  
Phone Number: 734 330 0719  
Email: dillon5659@comcast.net

PRICING SHEET DETAILS FOR SERVICES

1. Trash Collection

- a. 24 hours per month, 192 hours annually for the months of April – November
- b. Hourly Rate: \$ 350
- c. Annual Cost: \$ 58,800

2. Township Property Mowing:

- a. Please use the attached mowing list and maps
- b. Please provide costs for each mowing location on the mowing list provided
- c. Annual Cost: \$ 79,730

\$ 138,530

**CHARTER TOWNSHIP OF YPSILANTI  
VEGETATION & CLEAN-UP ABATEMENT PROGRAM**

Company Name: Looking Good Lawns LLC

Improved Lots under 6,000 sf	<u>\$45</u>	Premium surcharge over 10"	<u>\$55</u>
Improved Lots 6,000 sf to 12,000 sf Improved	<u>\$50</u>	Premium surcharge over 10"	<u>\$60</u>
Lots over 12,000 sf	<u>\$55</u>	Premium surcharge over 10"	<u>\$65</u>

Unimproved Lots under 6,000 sf	<u>\$50</u>	Premium surcharge over 10"	<u>\$60</u>
Unimproved Lots 6,000 sf to < 12,000 sf	<u>\$60</u>	Premium surcharge over 10"	<u>\$70</u>
Unimproved Lots over 12,000 sf	<u>\$70</u>	Premium surcharge over 10"	<u>\$80</u>

Margin Area Only (right-of-way area) \$30 Premium surcharge over 10" \$40

Pick-up and disposal of excess trash & debris per 13-gallon trash bag (ea.) \$4.50

Special Order Trash/Debris Clean-Up and Removal:	.00 - .25 Cubic Yards	<u>\$7.00</u>
	.25 - .50 Cubic Yards	<u>\$12.00</u>
	.50 - .75 Cubic Yards	<u>\$15.00</u>
	.75 - 1.0 Cubic Yards	<u>\$20.00</u>
	Additional quantities: per .50 Cubic Yards	<u>\$12.00</u>

ATTACHMENT B.



# CRIBLEY DRILLING CO., INC.

8300 DEXTER-CHELSEA ROAD  
 DEXTER, MI 48130-9786  
 734-426-4400 • 1-800-628-9355 • FAX 734-426-4414  
 www.cribley.com



April 18, 2023

DATE

SOLD TO

OWNER'S NAME AND ADDRESS

**JOHN HINES/APPLERIDGE PARK**  
 2899 E. Clark Rd.  
 Ypsilanti, MI.  
 734-351-8947  
 jhines@ypsitownship.org

**Type II Potable Well**  
 2899 E. Clark Rd.  
 Ypsilanti, MI.

Phone: Work \_\_\_\_\_

Home \_\_\_\_\_

QTY	DESCRIPTION	PRICE	AMOUNT	TOTAL
	<b>Type II Potable Well</b>			
	<b><u>Well could be deeper or shallower than quoted (70' min charge).</u></b>			
186	Well based on drilling & set 5" PVC casing (more or less) <i>Dry Hole Cost \$23.90 plus cost of materials</i>	\$29.90	\$5,561.40	
	10 Feet (more or less) of 5" PVC screen and 700 lbs. of sand pack additional screen if needed @ \$72.50/ft. additional sand pack if needed @ \$.35/lb.	\$725.00	\$725.00	
18	Bags of Benseal grout (more or less)	\$38.50	\$693.00	
	<b>Mud vac-see reverse side for further information \$825.00 first load</b> <b>additional loads if needed \$300.00 per load.</b>	<b>\$825.00</b>	<b>\$825.00</b>	
	Permit by Other than Cribley Drilling	Not Quoted	Not Quoted	
	<b>Total drilling estimated (more or less)</b>		<b>\$7,804.40</b>	<b>\$7,804.40</b>
	<b><u>Materials</u></b>			
1	1 HP 25 Gpm Franklin Electric Pump	\$1,310.00	\$1,310.00	
1	Well Rite WR60 (20 gallon) pressure tank	\$503.00	\$503.00	
	Misc. Fittings (more or less)	\$500.00	\$500.00	
150	Feet (more or less) of 1.25" poly pipe	\$1.80	\$270.00	
1	5 x1.25" wells pitless adapter	\$290.00	\$290.00	
	1.25" Stainless Steel Cycle Stop	\$325.00	\$325.00	
	1" RPZ and Y Strainer	\$580.00	\$580.00	
	Plastic shed	\$750.00	\$750.00	
	Post with valves	\$235.00	\$235.00	
	Concrete Pad	\$500.00	\$500.00	
60	Feet (more or less) of 1.25" Drop Pipe and 12-2 w/ground pump cable	\$5.80	\$348.00	
	<b>Total estimated materials (more or less)</b>		<b>\$5,611.00</b>	<b>\$5,611.00</b>
	<b>Trench &amp; underground pipe is an estimated distance only.</b>			
	<b><u>Labor</u></b>			
	Electrical Subcontractor	\$3,060.00	\$3,060.00	
	Labor to install the pumping equipment	\$250.00	\$250.00	
8	Hrs. labor (more or less) to install the underground equipment	\$170.00	\$1,360.00	
30	Feet (more or less) of Trenching and backfill (beyond 30 ft. is \$3.10/ft.)	\$245.00	\$245.00	
70	Feet (more or less) of additional trenching	\$3.10	\$217.00	
	<b>Total estimated labor (more or less)</b>		<b>\$5,132.00</b>	<b>\$5,132.00</b>
	<b>Total estimated (more or less)</b>			<b>\$18,547.40</b>
	Accepted by (sign and print name) <i>Heather J. Roe, M.D.</i>	Date: <i>4/21/2023</i>		
	Please sign all pages			
	Bills not paid within 30 days begin to accrue interest at the rate of 1.5% per month (equivalent to 18% per year). For your convenience, we accept Visa and MasterCard. Payment by credit card can be arranged by phone. Credit card transactions will be charged a 3% processing fee			

April 18, 2023

**JOHN HINES/APPLERIDGE PARK**  
2899 E. Clark Rd.  
Ypsilanti, MI.  
734-351-8947  
[jhines@ypsitownship.org](mailto:jhines@ypsitownship.org)

**Type II Potable Well**  
2899 E. Clark Rd.  
Ypsilanti, MI.

- \* We require a \$5,500.00 deposit before work can begin.
- \* Estimate needs to be signed before work can begin.

**NOTE WELL WILL NEED TO BE WINTERIZED EVERY YEAR. FAILURE TO WINTERIZE THE WELL CORRECTLY WILL VOID ANY WARRANTIES.**

Cribley Drilling Co., Inc. accepts no responsibility regarding the well location. It is solely the customer's (person signing the estimate/contract) responsibility to locate the well in correct terms of proper distance to contamination sources, buildings, lot lines, etc...

We recommend "mud vacuum" especially for replacement wells. This service will eliminate most of the mud/water mess associated with the drilling process. Cost for 1st load (1400 gals or less) is \$825.00 add \$300 for each additional load thereafter.

While working on this project, Cribley Drilling will not be held responsible for damage to: asphalt or cement surfaces, sidewalks, and/or driveways while entering, leaving or moving equipment over these areas. Also we will not be held responsible for irrigation systems, lawns, trees, landscaping and shrubs/plantings. Not responsible for carpeting, wood flooring, or any damage inside while we are installing the pressure tank & fittings. If you would like to put down temporary floor coverings before we enter, that is recommended to limit damage to interior floor surfaces.

Yes, I want the option to place/remove plywood into/out of job site  
Usually 2-3 hrs. @ \$150/hour (could be more than 2-3 hrs.)

Initial: \_\_\_\_\_

Yes, I want the option of silt fence placement/removal Usually 1-2 hrs.  
@ \$135/hour

Initial: \_\_\_\_\_

Yes, I want Mud Vacuum service (first load \$825.00) second load if  
needed @ \$300 usually only one load is needed

Initial: \_\_\_\_\_

*John Hines*  
Accepted by (sign and print name)

*4/21/2023*  
Date:

Please sign all pages

April 18, 2023

**JOHN HINES/APPLERIDGE PARK**

2899 E. Clark Rd.

Ypsilanti, MI.

734-351-8947

jhines@ypsitownship.org

**Type II Potable Well**

2899 E. Clark Rd.

Ypsilanti, MI.

Cribley Drilling Co., Inc., is required to be registered according to the Michigan Dept of Environmental Quality. All work will be performed under one of the following Registration Numbers: 81-2014, 81-1872 or 81-0524

Prices include material and labor. Any deviation from these charges involving extra material or labor will become an additional charge. These prices allow for general clean up of a site, NOT restoration to pre-drilling condition. Effort is made to minimize the disruption caused by heavy equipment but some disruption of grass and landscaping will occur and restoration of same is not included in the prices quoted herein. Trenching and backfill charges do not include restoration to original condition.

Acceptance of this estimate constitutes an acknowledgement that client will pay all bills in full within 30 days after billing unless prior arrangements have been made with Cribley Drilling Co., Inc. Bills not paid in 30 days begin to accrue service charges of \$5.00 or 1-1/2 % per month, whichever is greater, and the client hereby agrees to pay said service charges. If Cribley Drilling Co., Inc. finds it necessary to file a construction lien or any other legal action or collection against the owner or the property for non payment of charges due, the customer agrees to pay any and all fees and costs incurred (including court costs, attorney fees and costs incurred by Cribley Drilling Co., Inc. collection agency fee costs). All materials remain the property of Cribley Drilling Co., Inc. until the bill is paid in full and client agrees Cribley may reclaim equipment not paid for as agreed herein. Cribley Drilling Co., Inc. warranty issued only upon full payment of all bills.

Shirley Stumbe / Jennifer Rae      4/21/2023  
Accepted by (sign and print name)      Date:

Please sign all pages

*Supervisor*  
**BRENDA L. STUMBO**  
*Clerk*  
**HEATHER JARRELL ROE**  
*Treasurer*  
**STAN ELDRIDGE**  
*Trustees*  
**RYAN HUNTER**  
**JOHN P. NEWMAN II**  
**GLORIA PETERSON**  
**DEBBIE SWANSON**



# YPSILANTI TOWNSHIP

— WHERE YOUR FUTURE GROWS —

**Accounting  
Department**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 544-4000 Ext 5  
Fax: (734) 484-5154

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## STATEMENTS AND CHECKS

*MAY 2, 2023 BOARD MEETING*

ACCOUNTS PAYABLE CHECKS -	\$	727,948.42
HAND CHECKS -	\$	591,715.35
CREDIT CARDS PURCHASES -	\$	0.00
GRAND TOTAL -	\$	<b>1,319,663.77</b>

Check Date	Check	Vendor Name	Amount
Bank AP AP			
04/14/2023	193367	COMCAST BUSINESS	3,557.44
04/14/2023	193368	COMCAST CABLE	122.68
04/14/2023	193369	COMCAST CABLE	149.32
04/14/2023	193370	COMCAST CABLE	9,742.41
04/14/2023	193371	GRANITE TELECOMMUNICATIONS	430.28
04/14/2023	193372	GUARDIAN ALARM	179.82
04/14/2023	193373	MERS	37,040.69
04/14/2023	193374	VERIZON WIRELESS	479.21
04/18/2023	193375	AAATA	94.32
04/18/2023	193376	COMCAST CABLE	50.18
04/18/2023	193377	COMCAST CABLE	49.17
04/18/2023	193378	COMMUNICATION SQUARE LLC	28,200.00
04/18/2023	193379	DTE ENERGY	8,203.92
04/18/2023	193380	LINCOLN SCHOOL DISTRICT	245.32
04/18/2023	193381	WASHTENAW COMMUNITY COLLEGE#	460.02
04/18/2023	193382	WASHTENAW COUNTY TREASURER	2,597.82
04/18/2023	193383	WASHTENAW INTERMEDIATE	754.26
04/18/2023	193384	WASTE MANAGEMENT	627.73
04/18/2023	193385	WASTE MANAGEMENT	2,913.35
04/18/2023	193386	WASTE MANAGEMENT	232,306.07
04/18/2023	193387	YAMAHA MOTOR FINANCE CORPORATION	11,977.72
04/18/2023	193388	YPSILANTI COMMUNITY SCHOOLS - YP	1,892.10
04/18/2023	193389	YPSILANTI DISTRICT LIBRARY	981.11
04/21/2023	193390	BLUE CROSS BLUE SHIELD OF MI	203,384.56
04/21/2023	193391	BLUE CROSS BLUE SHIELD OF MI	28,122.36
04/21/2023	193392	COMCAST CABLE	136.60
04/21/2023	193393	DELTA DENTAL PLAN OF MICHIGAN	12,885.41
04/21/2023	193394	GUARDIAN ALARM	500.46
04/21/2023	193395	STANDARD INSURANCE COMPANY	2,849.44
04/21/2023	193396	WASTE MANAGEMENT	781.58

AP TOTALS:

Total of 30 Checks:	591,715.35
Less 0 Void Checks:	0.00
Total of 30 Disbursements:	591,715.35

User: mharris

CHECK NUMBERS 193397 - 193469

DB: Ypsilanti-Twp

Check Date	Check	Vendor Name	Amount
Bank AP AP			
05/02/2023	193397	A DESIGN LINE	134.45
05/02/2023	193398	ALLGRAPHICS CORPORATION	910.00
05/02/2023	193399	AMAZON CAPITAL SERVICES	2,894.73
05/02/2023	193400	ANN ARBOR CLEANING SUPPLY	236.02
05/02/2023	193401	AUTO VALUE YPSILANTI	1,865.82
05/02/2023	193402	B-BALL SKILLS LLC	166.00
05/02/2023	193403	BARBARA KNOWLTON	100.00
05/02/2023	193404	BRIDGESTONE GOLF INC	420.03
05/02/2023	193405	CALLAWAY GOLF SALES COMPANY	239.82
05/02/2023	193406	CARLISLE WORTMAN ASSOCIATES, INC.	1,852.50
05/02/2023	193407	CARLISLE WORTMAN ASSOCIATES, INC.	210.00
05/02/2023	193408	CARLISLE/WORTMAN ASSOCIATES	827.50
05/02/2023	193409	CERTASITE, LLC	342.94
05/02/2023	193410	CHARTER TOWNSHIP OF SUPERIOR	47.07
05/02/2023	193411	CINTAS CORPORATION	46.17
05/02/2023	193412	COMERICA BANK	100.00
05/02/2023	193413	COURT INNOVATIONS INC	270.00
05/02/2023	193414	DANIEL KIMBALL	456.77
05/02/2023	193415	DMC TECHNOLOGY GROUP	575.00
05/02/2023	193416	ELIZABETH CUELLAR	323.57
05/02/2023	193417	EMERGENT HEALTH PARTNERS	8,430.55
05/02/2023	193418	GOVERNMENTAL CONSULTANT SERVICES	3,401.79
05/02/2023	193419	GRAINGER	920.53
05/02/2023	193420	GRIFFIN PEST SOLUTIONS	161.00
05/02/2023	193421	INTEGRITY BUSINESS SOLUTIONS LLC	319.92
05/02/2023	193422	ISSUE MEDIA GROUP	12,000.00
05/02/2023	193423	JEFFREY WILLIAMS	36.02
05/02/2023	193424	JOSEPH ELLIOTT USA LLC	518.89
05/02/2023	193425	KELLY DOE	259.05
05/02/2023	193426	LOWER HURON SUPPLY	173.78
05/02/2023	193427	MCMASTER-CARR	29.64
05/02/2023	193428	METRO AIRPORT TRUCK	18,178.54
05/02/2023	193429	MICHAEL COX	400.00
05/02/2023	193430	MICHIGAN LINEN SERVICE, INC.	1,693.11
05/02/2023	193431	MIDWEST ENVIRO SOLUTIONS	1,875.00
05/02/2023	193432	MLIVE MEDIA GROUP	5,320.70
05/02/2023	193433	MR. BUBBLES AUTO SPA	140.00
05/02/2023	193434	MUZZALL GRAPHICS	390.43
05/02/2023	193435	NEXTCARE URGENT CARE MICHIGAN	800.00
05/02/2023	193436	OFFICE EXPRESS	148.19
05/02/2023	193437	ORCHARD, HILTZ & MCCLIMENT INC	7,408.25
05/02/2023	193438	PARKWAY SERVICES, INC.	480.00
05/02/2023	193439	PEARLINE DAVIS	704.90
05/02/2023	193440	PPM LANDSCAPE CONTRACTORS INC	69,593.75
05/02/2023	193441	PRIORITY ONE EMERGENCY	323.94
05/02/2023	193442	PROFESSIONAL TREE SERVICE	7,500.00
05/02/2023	193443	R.J. THOMAS MANUFACTURING CO, INC.	18,998.00
05/02/2023	193444	RHETT REYES	1,681.35
05/02/2023	193445	ROBERT ACTON	1,200.00
05/02/2023	193446	SHRADER TIRE & OIL	512.95
05/02/2023	193447	SOUTHERN COMPUTER WAREHOUSE	3,379.91
05/02/2023	193448	SPARTAN DISTRIBUTORS	133.50
05/02/2023	193449	STANDARD PRINTING	29.00
05/02/2023	193450	STANTEC	1,663.00
05/02/2023	193451	STEPHEN BROWN	1,450.00
05/02/2023	193452	STERICYCLE INC	244.38
05/02/2023	193453	SUPERIOR GROUNDCOVER	17,115.45
05/02/2023	193454	TARGET INFORMATION	55.94
05/02/2023	193455	UNITED STATES POSTAL SERVICE	10,000.00
05/02/2023	193456	USA SOFTBALL OF MICHIGAN	315.00
05/02/2023	193457	UTILITIES INSTRUMENTATION SERV	10,798.00
05/02/2023	193458	VICTORY LANE	68.83
05/02/2023	193459	WASHTENAW COUNTY HEALTH DEPT.	272.00
05/02/2023	193460	WASHTENAW COUNTY LEGAL NEWS	180.00
05/02/2023	193461	WASHTENAW COUNTY SHERIFF'S OFFICE	342.00
05/02/2023	193462	WASHTENAW COUNTY TREASURER#	497,207.20
05/02/2023	193463	WASHTENAW COUNTY WATER RESOURCES	4,320.73
05/02/2023	193464	WATERS EDGE DOCK AND HOIST	1,915.00
05/02/2023	193465	WATERS EDGE DOCK AND HOIST	1,000.00
05/02/2023	193466	YAMAHA GOLF CARS PLUS	681.66
05/02/2023	193467	YPSILANTI ACE HARDWARE	39.96
05/02/2023	193468	YPSILANTI COMMUNITY	540.00
05/02/2023	193469	ZEP SALES & SERVICE	578.19

## AP TOTALS:

Total of 73 Checks:  
Less 0 Void Checks:

727,948.42  
0.00

Check Date	Check	Vendor Name	Amount
Total of 73 Disbursements:			727,948.42

# ATTORNEY REPORT

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GENERAL LEGAL UPDATE

# **NEW BUSINESS**

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Township Supervisor  
Brenda L. Stumbo  
Township Clerk  
Heather Jarrell Roe  
Township Treasurer  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE SUPERVISOR —

Trustees  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor  
Karen Wallin, Human Resources Manager

Date: April 26, 2023

**RE: Request to approve professional services from Human Rights in Practice, Attorney Keta J. Cowan, for Diversity, Equity, and Inclusions (DEI) training and program development, in the amount of \$12,500 budgeted in line item 101-270-801.000**

The Supervisor's Office and Human Resources Department is requesting approval to accept the attached proposal from Human Rights in Practice to provide Diversity, Equity, and Inclusions (DEI) training and also give assistance in preparing a complete DEI policy. The proposed proposal would develop and implement a DEI training platform and assist the Township with grant opportunities, connecting resources, and employee training.

As owner and operator of Human Rights in Practice, Attorney Keta J. Cowan has over 30 years of experience in research and analysis pertaining to the area of Diversity, Equity, and Inclusion. Also attached is Attorney Cowan's resume and qualifications for review.

Cost for the services performed and provided for by Attorney Cowan totals \$12,500 and is budgeted in Human Resource line item 101-270.801.000.

Thank you for your consideration.

cc: McClain & Winters, Township Attorneys

# **Proposal to Provide DEI Training and Develop Necessary Platform and Policies For the Township of Ypsilanti, Michigan**

**By: Human Rights in Practice, Consultants  
Keta J. Cowan, Esq - Principal**

## **About Human Rights In Practice**

Human Rights in Practice is a policy oriented consulting service organized by Attorney Keta Cowan and based in Washtenaw County. For the past 30 years her work has focused on the development of legal, innovative and practical policies that promote equity, public health and human rights. She understands that when properly understood the goals of diversity, equity, and inclusion (hereinafter “DEI”) operationalize the universal values of an open, thriving and democratic society.

Human Rights in Practice offers legal research and analysis, equity training, the facilitation of difficult discussions, the development and update of policies and strategic planning for government entities and non-profit agencies.

Consultant’s qualifications for selection and resume are sent as separate documents.

## **Overview of Work to be Performed**

- I.** Complete thorough review of policies, writing and rewriting policies needed immediately
- II.** Draft an anonymous survey to baseline employee knowledge and concerns
- III.** Design DEI Training content that addresses employee needs
- IV.** Draft a framework for the Strategic Plan to Thrive
- V.** Develop DEI goals as one section of the Strategic Plan
- VI.** Provide feedback and assistance on implementation of the Strategic Plan
- VII.** Conduct 3 DEI Leadership Training Sessions for 15 to 20 Managers
- VIII.** Meet with each Manager after every session for questions and concerns

## Outline of Work in Greater Detail

- I. Consultant will complete a thorough review of the Township's policies and procedures, coordinate administrative input regarding their content and write an initial set of policies for Board approval.

Consultant has conducted an initial review of the Township's existing Policies and Procedures, and has determined that the following policies must be written and/or updated as the first step in launching a Strategic Plan to ensure that everyone in the Township Thrives. That Strategic Plan will contain as one feature, Diversity, Equity and Inclusion goals and steps for its implementation.

**A. New Policies to write for local government standards include:**

- Code of Ethical Conduct
- Development of a Mission Statement and on-going Strategic Planning
- Professional Development as a benefit of employment

**B. Existing Policies to rewrite and up-date immediately include:**

- Equal Opportunity Employment and Non Discrimination
- Payment of last wages upon separation
- Harassment, Complaint and Grievance Procedures

- II. Consultant will develop and send out to employees an anonymous survey to ascertain their knowledge of DEI concepts and their application at work both with fellow employees and Township residents
- III. Consultant will design DEI training materials and content to address gaps in information and/or conceptualization.
- IV. Consultant will draft a framework for the Strategic Plan: Everyone Shall Thrive
- V. Consultant will develop the DEI goals as one section of that Strategic Plan;
- VI. Consultant will provide feedback and assistance as requested regarding the implementation of the Township's Strategic Plan.
- VII. Consultant will lead at a minimum three leadership DEI training sessions of 3 to 4 hours each for 15 to 20 Managers.
- VIII. After each training Consultant will meet with Managers individually and confidentially to address specific needs or concerns and review their pre and post tests.

**Human Rights In Practice Budget Requirement:**  
**Timeline and Milestones:**

**\$12,500.00**  
**To Be Determined**

## **Overview of Qualifications**

### **Human Rights In Practice Lead: Keta J. Cowan, Esq**

The Consultant, Keta Cowan Esq. has proven expertise in issues of Diversity, Equity and Inclusion developed over 30 years of research and analysis as: an Employment Law Attorney; the CEO and Policy Director of a Washtenaw County, MI non-profit; and a Human Rights Commissioner for the City of Ann Arbor

- The consultant embraces an active approach toward achieving equity for all people, considering systemic issues and how these impact individuals.
- She has a demonstrated focus in the nonprofit sector and facility working with local governing bodies.
- And this Consultant has spent her life communicating with diverse audiences no matter their background or bias and enjoys facilitating workshops with participants of all professional levels, all forms and levels of education and all socio-economic and ethnic backgrounds.

#### **Specific DEI Experience Includes:**

- Training hundreds of managers in legal concepts and strategies for supervising and hiring within the law;
- Facilitating over 50 interactive discussions around difficult DEI topics including disproportionality; history and impact of false science, in-group/out-group decision-making and bias;
- Providing strategic legal advice and consultation in employment law matters to over 200 clients;
- Drafting hundreds of legally compliant policies tailored to an organization's unique goals;
- The formation of relationships with elected officials, organization of community groups and development and passage of a major County policy and program;

**Education**

**The University of Michigan Law School, J.D. 1993**

Drafted Section of State Supreme Court Brief in *People v Brannon*, 194 Mich App 121 (1992). challenging the admissibility of a deaf suspect’s confession when obtained without an interpreter;

**Harvard University, A.B. 1984**

*Cum laude*, Philosophy and Government  
*Summa cum laude*, Philosophy General Exam  
Harvard Scholar 1983, 1984  
Agassiz Certificate of Merit 1983, 1984

**Certification in Mediation, 2005**

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**Employment and Service**

**Lecturer**

**The University of Michigan School of Social Work** in Ann Arbor, MI Fall 2016  
Graduate School Instructor of a foundation course on Diversity and Social Justice. Taught social change theories, pedagogy of liberation and oppression as well as liberal and communitarian theories of justice.

**Chief Executive Officer**

**Synod Community Services** Ann Arbor/Ypsilanti, MI 2005 - 2022

CEO of mid-size \$6 million, 100 employee non-profit public health agency providing advocacy and support services to those with a mental illness and to other marginalized communities in Southeast Michigan

- Led successful turn around and restructure of corporation from bankruptcy to solvency
- Envisioned agency direction and strategizes means of achievement,
- Directed policy across all administrative units and functions including HR, Finance, IT and Legal
- Created Medicaid approved pooled disability trust that at its height managed over \$1.5 million for the benefit of those who needed assistance and to ensure uninterrupted benefit eligibility;
- Created and directed community organizing campaigns; and served as grant writer
- Drafted over 100 policies and procedures and trained Managers in their implementation ;

**Principal**

Human Rights in Action Ann Arbor, MI 2012 - present

Provides training in Diversity, Equity and Inclusion (DEI) and consultation in DEI related matters. Projects include Strategic Planning; development of DEI Plans; drafting and tailoring policies and procedures to an organization’s specific needs;. And the analysis, investigation and resolution of human rights concerns;

Organized and Chairs the Washtenaw ID Project: a public/private partnership that researched, organized and lobbied for the passage of legislation creating an ID card accessible to any county resident who needs ID, regardless of immigration status, homelessness or other identifier. Ordinance passed in 2014

**Human Rights Commissioner**

The Ann Arbor Human Rights Commission Ann Arbor, MI 2014 - present

Drafted Resolutions subsequently adopted as Ann Arbor Municipal Ordinances regarding permissible use of criminal records, elimination of antiquated statute of limitations on filing Human Rights complaints; and requirement that all government-issued ID cards must be accepted except when fraud is suspected;

### **Instructor**

City College of San Francisco San Francisco, CA 2000  
Intermittent Instructor of SAT, GRE, GMAT and LSAT test prep courses. Taught and reviewed problem solving, verbal and math skills as well as test taking strategies to adults and high school students;

### **Practicing Attorney**

The Law Office of Keta Cowan Oakland, CA 1996 - 2003

- Prepared and argued criminal and civil cases involving discrimination, termination or wage and hour claims; Conducted investigations, completed discovery, conducted research, collected evidence, filed motions; prepared witnesses and wrote pleadings and briefs.
- Drafted wills, trusts and other planning documents with a focus on special needs.
- Represented civic groups in the formation of 501(c)(3) corporations, advised clients on statutory and regulatory standards applicable to small businesses and non profit entities.
- Specialized in advice and consultation regarding legal issues of inclusion, diversity and discrimination
- Specialized in the representation of clients with mental health histories, special needs or behavioral health issues
- 

### **Associate Attorney**

Schachter, Kristoff, Orenstein and Berkowitz San Francisco, CA 1994 - 1996

- Boutique law firm specializing in employment and labor law matters. Performed legal research, drafted memoranda and pleadings; Conducted discovery; Provided advice and consultation;

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## **Panel Discussions and Conferences**

Beyond Access (Supporting Undocumented Students and their Communities) Panel Discussion. *The University of Michigan Center for Educational Outreach and the National Center for Institutional Diversity and Educational Equity. 9/2014*

The Universal Human Right to Recognition - A presentation on the human rights violations committed by the State of Michigan arising from its refusal to make ID cards meaningfully accessible to marginalized communities. *Building Communities in Michigan, 4/2014 and 4/2015*

Income Inequality, Panel Discussion ;*The University of Michigan chapter of College Democrats 4/2015*

**American Public Health Association Conferences, The Washtenaw ID Project** - A presentation on the community organizing strategy, legislative lobbying and goals of this local ID initiative. *Welcoming Michigan Annual Convening, 9/2015; University of Michigan School of Social Work, American Immigration- Sherrie Kossoudji 10/2015 University of Michigan School of Social Work, Immigration Enforcement, Human Rights, and Social Justice - Laura Sanders 2015;*

**Memberships:** The State Bar of California; The American Public Health Association



## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Recreation Director

CC: Doug Winters, Township Attorney

Date: April 25, 2023

**RE: Request to approve the 2023-2024 Contract with Washtenaw Community College for building use at the Community Center.**

The Recreation Department continues to collaborate with Washtenaw Community College (WCC) to Offer English as a Second Language (ESL) and GED Classes at the Ypsilanti Township Community Center.

This year's agreement differs from prior years as WCC has requested more space in the building due to the increase in demand for their program. In prior years they have utilized the 103 classroom and a secondary room part time. Their new proposal will see the room change request to be the primary user of renter of the Community Center 300 hallway. This includes rooms 301, 303 and 305. Due to this change, their proposed annual dues will raise from \$18,000 in 2022-23 to \$30,000. This increase in space should double their occupancy ability for their programs.

With their increase in program size, our staff will now utilize their original agreement space for internal programming and rentals. After the Community Center is able to open the 200 hallway for operations, this agreement should not limit rental opportunities for the residents or programming space for the center.

Attached is the proposed contract from WCC.

WCC's liability insurance certificate, listing Ypsilanti Township as "additional insured" will be provided after the agreement is signed, per their new insurer.

At that time it will be forwarded to Attorney Winters for review.

John Hines  
Recreation Director  
[jhines@ypsitownship.org](mailto:jhines@ypsitownship.org)  
734-544-3817

**WASHTENAW COMMUNITY COLLEGE & YPSILANTI TOWNSHIP COMMUNITY CENTER  
AGREEMENT FOR EXTENSION CENTER OFFERINGS**

This agreement is made by and between **Washtenaw Community College**, hereinafter called the **College** and the Charter Township of Ypsilanti Community Center, Ypsilanti, Michigan hereinafter called the **Center**.

The College and the Center desire to be partners in providing Adult Education instructional program classes funded by the 2023-24 Section 107, MI-State School Aid Act and the Federal Workforce Innovation and Opportunity Act-Title II- Adult Education and Family Literacy Act to the residents of the College service area, in particular, Ypsilanti Township and the City of Ypsilanti, thereby giving added dimension to the programs and services already available to the people of the community, with input from the Center staff and other community leaders. The Center desires to make this program available to the people of the College service area and Ypsilanti area by providing facilities and support for said Adult Education instructional programs; therefore, it is deemed advisable to establish certain rules, regulations, and financial determinations so that the respective roles of the College and the Center can be delineated for the accomplishment of these purposes.

Therefore, be it mutually agreed in considerations of the promises to each other as follows:

The College agrees:

- To adhere to safety protocols and procedures implemented by the Center to minimize spread of COVID-19, when advised.
- To provide all instructional personnel and direct administrative services necessary for conducting quality adult education instructional program classes.
- To provide classroom and technical equipment necessary to conduct classes.
- To promote enrollment for the adult education instructional program classes by providing appropriate publicity through local media and other means.
- To schedule the adult education instructional program classes at those times, days and evenings, in compliance to a mutually agreed upon calendar. A calendar of orientation, PD, and class dates and times must be arranged through the Center's Director prior to the start of each new program session.
- To make adequate prior arrangements and communications for class time and date changes due to unforeseen circumstances.
- To follow reasonable practices relating to the proper use and care of the Center properties and facilities.
- To conclude all classes no later than 8:00 p.m.

- To adhere to the current applicable Center's Rules and Regulations as stated in the following:
  - o The Community Center is a smoke free, alcohol free, and drug free facility.
  - o The use of open flames, such as lighted candles, are strictly prohibited.
  - o Any form of gambling or game of chance, unless expressly permitted by law and subject to the approval and issuance of special permits is prohibited on the premises.
  - o A Building Attendant and/or Custodian will be on duty during all hours of building operation and groups must guarantee responsiveness to the directives of all department staff. Accidents and damage, no matter how trivial must be reported to Department staff immediately.
  - o Property of the Community Center shall not be removed from the facility at any time.
  - o Groups shall not use, remove or disturb any supplies, bulletin boards or any other items in the Community Center. Some items may be moved or placed out of sight with advanced Department approval and must be returned to the original location at completion of use.
  - o Groups shall be restricted to the room(s) assigned, except for use of restrooms and common areas. Use of facilities outside the building is restricted to the parking facilities unless granted prior Department approval.
  - o Placement of posters, banners, decorations, etc. may be permitted upon prior Department approval.
  - o The Community Center is not responsible for equipment or supplies brought in by groups, but will work collaboratively with the College to ensure safety and security of the rented space.
  - o The Charter Township of Ypsilanti assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individual or groups of individuals while using the facilities.
  - o The Charter Township of Ypsilanti assumes no responsibility for damage or theft of personal items.
  - o The Township & organization using township buildings shall refrain from using Styrofoam products for use in Township Building (Charter Township of Ypsilanti Resolution 89-16)

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The Center agrees:

- To implement the State or Washtenaw County recommended safety protocols and guidelines to minimize the exposure and spread of COVID-19, if advised.
- To provide three designated classrooms at the Center (Rooms 301, 303 & 305) for exclusive use of adult education services and classes.
- The College and the Township will mutually agree to a program calendar for the delivery of educational services and classes.
- To allow persons to register for adult education ~~ESL~~ instructional program classes in accordance with the College's non-discrimination, Open Door Policy.

- To provide an on-site employee for the purpose of opening and closing the buildings and classrooms where adult education instructional program classes are conducted.
- To provide custodial and maintenance services for the facilities and grounds used by the adult education instructional program classes.
- To make classrooms physically accessible to the students and to see that the classrooms are kept open for adult education instructional program classes in a timely manner.
- To provide security and safety arrangements for the adult education instructional program classes faculty and students similar to those provided to the employees and participants of the Center.
- In addition to the mutually agreed upon calendar that recognizes the Center's furloughs and planned closures, on certain school days, the Center may be closed due to inclement weather. On these days, adult education instructional program classes may not meet.

General Provisions:

- For the duration of this contract, this agreement covers the exclusive use of rooms 301, 303 & 305.
- It shall be the individual responsibility of each of the parties to carry and maintain its own insurance of public liability and property damage.
- The Center and the College further agree to negotiate any changes that may be deemed necessary as a result of changed circumstances and to amend the contract through mutual agreement at any time during the said contract period.
- The Center and the College agree to be bound by the provisions of this operating agreement for the period July 1, 2023 through June 30, 2024 for the total sum of \$30,000.00. Twenty-thousand dollars (\$20,000.) of the payment will derive from the 2023-24 Section 107, MI-State School Aid Act. Ten thousand (\$10,000.) will derive from the Federal Workforce Innovation and Opportunity Act-Title II- Adult Education and Family Literacy Act. The total rent sum covers the cost of providing Adult Educations services and will be paid in three equal installments of \$10,000.00 by October 20, 2023, January 26, 2024, & May 24, 2024.

\_\_\_\_\_  
 Donald Harrison  
 Director of Purchasing

\_\_\_\_\_  
 Date

---

Township Supervisor/Designee  
Charter Township of Ypsilanti

---

Date

Township Supervisor  
Brenda L. Stumbo  
Township Clerk  
Heather Jarrell Roe  
Township Treasurer  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— RECREATION DEPARTMENT —

Trustees  
John Newman II  
Gloria Peterson  
Debbie Swanson  
Ryan Hunter

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Recreation Director

CC: Doug Winters, Township Attorney

Date: April 25, 2023

**RE: Request to approve the Invoice with Belfor Property Restoration of the amount of \$21,492.10 for water damage mitigation at the Community Center and Green Oaks Golf Course to be paid from Fund #213-901-966.008**

The Recreation Department is looking for the approval of \$21,492.10 to be paid to Belfor Property Restoration for the mitigation services that were needed to the emergency water line break suffered at the Community Center and Green Oaks Golf Course Pro Shop over the Christmas break.

Since completion of the mitigation work, the invoice and detailed statement of work provided were submitted to the Township's insurer MMLLPP and approved. Due to the approval from the MMLLPP, it is the recommendation by Township Attorney Winters that the provided invoice be submitted for approval in accordance with the established financial policy.

Attached is the Invoice and Detailed Statement from Belfor Property Restoration.

John Hines  
Recreation Director  
[jhines@ypsitownship.org](mailto:jhines@ypsitownship.org)  
734-544-3817



**PROPERTY RESTORATION**

2643 E. MICHIGAN AVE  
YPSILANTI MI 48198  
PHONE: (734) 994-7790  
FAX: (734) 994-7794  
EMAIL: ypsilantiaccountsreceivable@us.belfor.com  
TAX ID NO: 84-1309171  
MI LICENSE NO: RBL# 2102160913

# INVOICE

INVOICE NO. 1831601  
INVOICE DATE 4/26/2023  
CUSTOMER NO. 1817863

**BILL TO:**

YPSI TWP COMM CNTR-GOLF COURSE  
2025 E CLARK RD  
YPSILANTI MI 48198

**JOB SITE:**

YPSI TWP COMM CNTR-GOLF COURSE  
2025 E CLARK RD  
YPSILANTI MI 48198

JOB NUMBER	ESTIMATOR	CLAIM NO.	INSURANCE CO.	PAYMENT TERMS	PURCHASE/WORK ORDER
101895030	Joshua Jory Werda		* No Insurance / Self Pay	Due Upon Receipt	

DESCRIPTION	AMOUNT
MITIGATION PER ATTACHED	
BREAKDOWN	\$21,492.10
<b>Non-Taxable Amount</b>	\$21,492.10
<b>Taxable Amount</b>	\$0.00
<b>Sales Tax - 6.000%</b>	
<b>TOTAL DUE THIS INVOICE</b>	USD \$21,492.10

Any inquiries regarding this invoice should be submitted to us within 10 days of the receipt of this invoice.  
Please note contractual interest applies, accrues and is payable in addition to this balance due on this invoice.

Please include the invoice number on your check,  
make all checks payable to BELFOR USA Group, Inc. and remit to:  
28400 Schoolcraft Road  
Livonia MI 48150

THANK YOU FOR CHOOSING BELFOR!  
[www.BELFOR.com](http://www.BELFOR.com)



## BELFOR Property Restoration

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2643 E. Michigan Ave. - Ypsilanti, MI 48198  
(734) 994-7790 Tel. - (734) 994-7794 Fax  
MI License # 2106180549 - Fed ID # 84-1309171

Insured: Ypsilanti Community Center  
Property: 2025 E Clark Rd  
Ypsilanti, MI 48198

Business: (734) 366-0911

Estimator: Joshua Werda

Cellular: (734) 474-2401  
E-mail: joshua.werda@us.belfor.com

**Claim Number:**

**Policy Number:**

**Type of Loss:** Water Damage

Date Contacted: 12/28/2022 1:57 PM

Date of Loss: 12/28/2022 1:57 PM

Date Inspected: 12/28/2022 1:57 PM

Date Received: 12/28/2022 1:57 PM

Date Entered: 3/6/2023 2:36 PM

Price List: MIAA8X\_DEC22  
Restoration/Service/Remodel

Estimate: 22-18-Y\_CTR\_GOLF-EME

We would like to thank you for the recent work. The following pages contain a detailed breakdown of the services that were performed for you.

Total cost for the work detailed in the following pages is **\$21,492.10**.

It is possible that your insurance company may send the payment directly to you. If you receive such payment please forward it immediately to **BELFOR** as directed on the attached invoice.

If you have any questions about the work performed or the invoice, please contact Joshua Werda.

*Thank you in advance for your cooperation,*

### **BELFOR** Property Restoration

We are here 24 hours a day, seven days a week,  
wherever and whenever you need us.

-If you would like to participate in our Customer Satisfaction Survey, please visit our website [www.BELFOR.com](http://www.BELFOR.com) to do so.

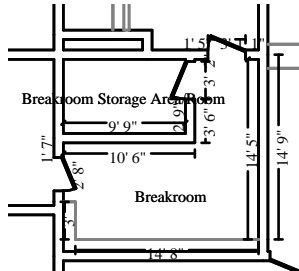


# BELFOR Property Restoration

2643 E. Michigan Ave. - Ypsilanti, MI 48198  
 (734) 994-7790 Tel. - (734) 994-7794 Fax  
 MI License # 2106180549 - Fed ID # 84-1309171

## 22-18-Y\_CTR\_GOLF-EME

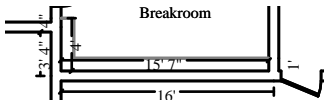
### Main Level



#### Breakroom

Height: 7' 6"

319.29 SF Walls	151.14 SF Ceiling
470.43 SF Walls & Ceiling	151.14 SF Floor
16.79 SY Flooring	41.33 LF Floor Perimeter
59.92 LF Ceil. Perimeter	



#### Subroom: Kitchen (1)

Height: 7'

143.50 SF Walls	17.81 SF Ceiling
161.31 SF Walls & Ceiling	17.81 SF Floor
1.98 SY Flooring	20.50 LF Floor Perimeter
39.08 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

3' X 7'

Opens into BREAKROOM2

Missing Wall - Goes to Floor

11 1/2" X 7'

Opens into BREAKROOM2

Missing Wall - Goes to Floor

14' 7 1/2" X 7'

Opens into BREAKROOM2

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>SELECTIVE DEMOLITION</b>					
1. Tear out wet non-salvageable carpet, cut & bag for disp.	168.94 SF	0.66	0.00	0.00	111.50
2. Tear out wet carpet pad and bag for disposal	168.94 SF	0.61	0.00	0.00	103.05
3. Tear out cabinetry - lower (base) units	18.00 LF	9.77	0.00	0.00	175.86
4. Tear out countertop - flat laid plastic laminate	18.00 LF	5.62	0.00	0.00	101.16
5. Tear out cabinetry - upper (wall) units	18.00 LF	9.77	0.00	0.00	175.86
6. Tear out wet drywall, cleanup, bag for disposal	124.00 SF	1.09	0.00	0.00	135.16
7. Tear out and bag wet insulation	18.50 SF	0.89	0.00	0.00	16.47
8. Remove Cove base molding - rubber or vinyl, 4" high	43.83 LF	0.37	0.00	0.00	16.22
9. Drill holes for wall cavity drying	10.00 EA	0.00	0.58	0.00	5.80
10. Remove Acoustic ceiling tile	168.94 SF	0.74	0.00	0.00	125.02

#### MITIGATION

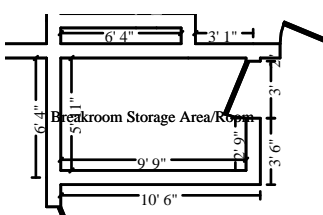


**BELFOR Property Restoration**

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 MI License # 2106180549 - Fed ID # 84-1309171

**CONTINUED - Breakroom**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
11. Apply plant-based anti-microbial agent to more than the floor	292.94 SF	0.00	0.29	0.00	84.95
12. Water extraction from carpeted floor	168.94 SF	0.00	0.53	0.00	89.54
Totals: Breakroom				0.00	1,140.59

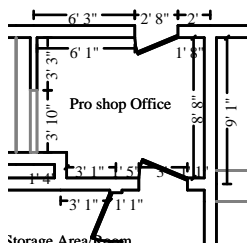


**Breakroom Storage Area/Room**

**Height: 7' 6"**

235.00 SF Walls	57.69 SF Ceiling
292.69 SF Walls & Ceiling	57.69 SF Floor
6.41 SY Flooring	31.33 LF Floor Perimeter
31.33 LF Ceil. Perimeter	

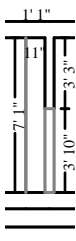
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>SELECTIVE DEMOLITION</b>					
13. Remove Cove base molding - rubber or vinyl, 4" high	13.33 LF	0.37	0.00	0.00	4.93
Totals: Breakroom Storage Area/Room				0.00	4.93



**Pro shop Office**

**Height: 8'**

279.72 SF Walls	86.65 SF Ceiling
366.38 SF Walls & Ceiling	86.65 SF Floor
9.63 SY Flooring	34.17 LF Floor Perimeter
38.00 LF Ceil. Perimeter	



**Subroom: Room (1)**

**Height: 6' 4"**

31.67 SF Walls	6.20 SF Ceiling
37.86 SF Walls & Ceiling	6.20 SF Floor
0.69 SY Flooring	5.00 LF Floor Perimeter
15.92 LF Ceil. Perimeter	

Missing Wall - Goes to Floor  
 Missing Wall - Goes to Floor

3' 10" X 6' 4"  
 7' 1" X 6' 4"

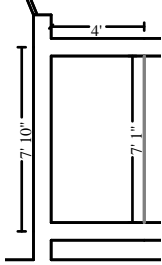
Opens into PRO\_SHOP\_OF2  
 Opens into ROOM8



**BELFOR Property Restoration**

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 (734) 994-7790 Tel. - (734) 994-7794 Fax  
 MI License # 2106180549 - Fed ID # 84-1309171

**CONTINUED - Pro shop Office**



**Subroom: Room (2)**

**Height: 7' 6"**

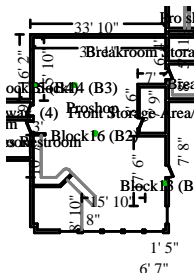
120.76 SF Walls	28.04 SF Ceiling
148.80 SF Walls & Ceiling	28.04 SF Floor
3.12 SY Flooring	15.00 LF Floor Perimeter
22.08 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

7' 1" X 6' 4"

Opens into ROOM6

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>SELECTIVE DEMOLITION</b>					
14. Tear out wet non-salvageable carpet, cut & bag for disp.	120.89 SF	0.66	0.00	0.00	79.79
15. Tear out wet carpet pad and bag for disposal	120.89 SF	0.61	0.00	0.00	73.74
16. Carpet cove (wall wrap) - 4"	62.17 LF	0.00	7.61	0.00	473.11
17. Drill holes for wall cavity drying	10.00 EA	0.00	0.58	0.00	5.80
18. Remove Acoustic ceiling tile	120.89 SF	0.74	0.00	0.00	89.46
<b>MITIGATION</b>					
19. Apply plant-based anti-microbial agent to the floor	120.89 SF	0.00	0.29	0.00	35.06
20. Water extraction from carpeted floor	120.89 SF	0.00	0.53	0.00	64.07
<b>Totals: Pro shop Office</b>				<b>0.00</b>	<b>821.03</b>



**Proshop**

**Height: 8' 8"**

1,277.36 SF Walls	1,304.19 SF Ceiling
2,581.55 SF Walls & Ceiling	1,304.19 SF Floor
144.91 SY Flooring	144.50 LF Floor Perimeter
187.44 LF Ceil. Perimeter	



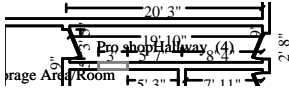
**BELFOR Property Restoration**

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**CONTINUED - Proshop**

**Subroom: Pro shopHallway (4)**

**Height: 8'**

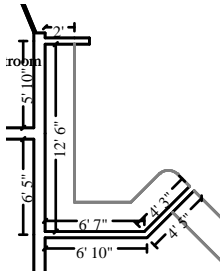


356.33 SF Walls	74.38 SF Ceiling
430.71 SF Walls & Ceiling	74.38 SF Floor
8.26 SY Flooring	44.17 LF Floor Perimeter
47.17 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

3' X 7'

Opens into PRO\_MENSREST



**Subroom: Room (2)**

**Height: 7' 10"**

198.61 SF Walls	40.38 SF Ceiling
238.99 SF Walls & Ceiling	40.38 SF Floor
4.49 SY Flooring	25.35 LF Floor Perimeter
44.83 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

1' 2 1/4" X 8'

Opens into PROSHOP

Missing Wall - Goes to Floor

2' 8 3/16" X 8'

Opens into PROSHOP

Missing Wall - Goes to Floor

3' 9 1/4" X 8'

Opens into PROSHOP

Missing Wall - Goes to Floor

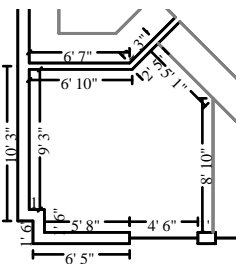
10' 6 1/2" X 8'

Opens into PROSHOP

Missing Wall - Goes to Floor

1' 2 1/8" X 8'

Opens into PROSHOP



**Subroom: Room (3)**

**Height: 8' 8"**

282.34 SF Walls	129.93 SF Ceiling
412.27 SF Walls & Ceiling	129.93 SF Floor
14.44 SY Flooring	32.08 LF Floor Perimeter
46.04 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

5' 1 1/2" X 7' 10"

Opens into ROOM27

Missing Wall - Goes to Floor

8' 10" X 8' 8"

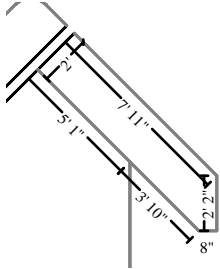
Opens into PROSHOP



**BELFOR Property Restoration**

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**CONTINUED - Proshop**



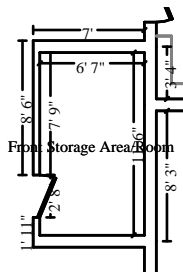
**Subroom: Room (1)**

**Height: 7' 10"**

94.95 SF Walls	17.91 SF Ceiling
112.86 SF Walls & Ceiling	17.91 SF Floor
1.99 SY Flooring	12.12 LF Floor Perimeter
21.78 LF Ceil. Perimeter	

Missing Wall - Goes to Floor	<b>8 1/2" X 7' 10"</b>	<b>Opens into PROSHOP</b>
Missing Wall - Goes to Floor	<b>3' 10" X 7' 10"</b>	<b>Opens into PROSHOP</b>
Missing Wall - Goes to Floor	<b>5' 1 1/2" X 7' 10"</b>	<b>Opens into ROOM19</b>
Missing Wall - Goes to Floor	<b>7' 11 1/16" X 7' 10"</b>	<b>Opens into PROSHOP</b>
Missing Wall - Goes to Floor	<b>2' 2" X 7' 10"</b>	<b>Opens into PROSHOP</b>

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>SELECTIVE DEMOLITION</b>					
21. Tear out wet non-salvageable carpet, cut & bag for disp.	1,370.79 SF	0.66	0.00	0.00	904.72
22. Tear out wet carpet pad and bag for disposal	1,370.79 SF	0.61	0.00	0.00	836.18
23. Remove Cove base molding - rubber or vinyl, 4" high	266.23 LF	0.37	0.00	0.00	98.51
24. Drill holes for wall cavity drying	60.00 EA	0.00	0.58	0.00	34.80
<b>MITIGATION</b>					
25. Apply plant-based anti-microbial agent to part of the floor	1,370.79 SF	0.00	0.29	0.00	397.53
26. Water extraction from carpeted floor	1,370.79 SF	0.00	0.53	0.00	726.52
Totals: Proshop				0.00	2,998.26



**Front Storage Area/Room**

**Height: 8'**

289.33 SF Walls	75.71 SF Ceiling
365.04 SF Walls & Ceiling	75.71 SF Floor
8.41 SY Flooring	36.17 LF Floor Perimeter
36.17 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>SELECTIVE DEMOLITION</b>					

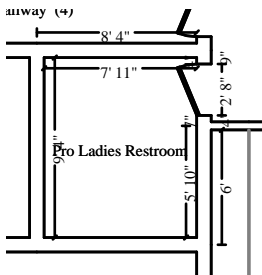


**BELFOR Property Restoration**

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 (734) 994-7790 Tel. - (734) 994-7794 Fax  
 MI License # 2106180549 - Fed ID # 84-1309171

**CONTINUED - Front Storage Area/Room**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
27. Remove Cove base molding - rubber or vinyl, 4" high	36.17 LF	0.37	0.00	0.00	13.38
<b>MITIGATION</b>					
28. Apply plant-based anti-microbial agent to the floor	75.71 SF	0.00	0.29	0.00	21.96
Totals: Front Storage Area/Room				0.00	35.34

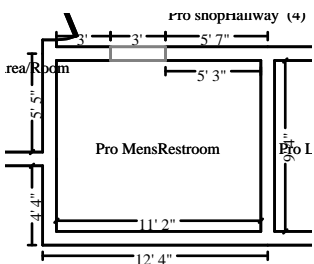


**Pro Ladies Restroom**

**Height: 8'**

276.00 SF Walls	73.89 SF Ceiling
349.89 SF Walls & Ceiling	73.89 SF Floor
8.21 SY Flooring	34.50 LF Floor Perimeter
34.50 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>MITIGATION</b>					
29. Apply plant-based anti-microbial agent to the floor	73.89 SF	0.00	0.29	0.00	21.43
Totals: Pro Ladies Restroom				0.00	21.43



**Pro Mens Restroom**

**Height: 7' 6"**

286.50 SF Walls	104.22 SF Ceiling
390.72 SF Walls & Ceiling	104.22 SF Floor
11.58 SY Flooring	38.00 LF Floor Perimeter
41.00 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

3' X 7'

Opens into PRO\_SHOPHALL

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>SELECTIVE DEMOLITION</b>					
30. Remove Cove base molding - rubber or vinyl, 4" high	20.00 LF	0.37	0.00	0.00	7.40

**MITIGATION**



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**CONTINUED - Pro MensRestroom**

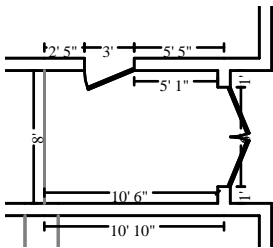
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
31. Apply plant-based anti-microbial agent to the floor	104.22 SF	0.00	0.29	0.00	30.22
32. Drill holes for wall cavity drying	12.00 EA	0.00	0.58	0.00	6.96
Totals: Pro MensRestroom				0.00	44.58

**Hallway**

**Height: 9'**



2,144.00 SF Walls	901.98 SF Ceiling
3,045.98 SF Walls & Ceiling	901.98 SF Floor
100.22 SY Flooring	236.83 LF Floor Perimeter
249.33 LF Ceil. Perimeter	



**Subroom: Hallway (1)**

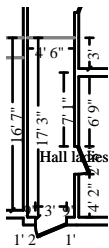
**Height: 8'**

231.33 SF Walls	83.67 SF Ceiling
315.00 SF Walls & Ceiling	83.67 SF Floor
9.30 SY Flooring	28.92 LF Floor Perimeter
36.92 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

**8' X 8'**

**Opens into HALLWAY2**



**Subroom: Hallway (2)**

**Height: 8' 4"**

325.81 SF Walls	77.44 SF Ceiling
403.24 SF Walls & Ceiling	77.44 SF Floor
8.60 SY Flooring	38.92 LF Floor Perimeter
43.42 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

**4' 6" X 8'**

**Opens into HALLWAY2**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
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**MITGATION PREP**

33. Containment Barrier/Airlock/Decon. Chamber	72.00 SF	0.00	0.94	0.00	67.68
34. Peel & seal zipper - heavy duty	1.00 EA	0.00	16.39	0.00	16.39
35. Floor protection - cardboard and tape	354.00 SF	0.00	0.70	0.00	247.80



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**CONTINUED - Hallway**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>SELECTIVE DEMOLITION</b>					
36. Tear out non-salvageable vinyl, cut & bag for disposal	117.00 SF	1.56	0.00	0.00	182.52
37. Remove Cove base molding - rubber or vinyl, 4" high	53.00 LF	0.37	0.00	0.00	19.61
<b>MITIGATION</b>					
38. Apply plant-based anti-microbial agent to the surface area	117.00 SF	0.00	0.29	0.00	33.93
Totals: Hallway				0.00	567.93



**Dance studio**

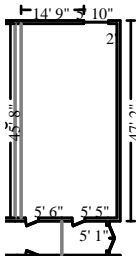
**Height: 12'**

728.11 SF Walls	1,034.66 SF Ceiling
1,762.77 SF Walls & Ceiling	1,034.66 SF Floor
114.96 SY Flooring	47.08 LF Floor Perimeter
136.25 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

43' 6" X 10'

Opens into ROOM20



**Subroom: Room (1)**

**Height: 12'**

1,165.11 SF Walls	1,029.40 SF Ceiling
2,194.51 SF Walls & Ceiling	1,029.40 SF Floor
114.38 SY Flooring	90.75 LF Floor Perimeter
136.42 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

45' 8" X 10' 4"

Opens into ROOM36



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**CONTINUED - Dance studio**

**Subroom: Room (2)**

**Height: 10' 4"**



501.17 SF Walls	64.69 SF Ceiling
565.86 SF Walls & Ceiling	64.69 SF Floor
7.19 SY Flooring	48.50 LF Floor Perimeter
94.17 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

45' 8" X 10' 4"

Opens into ROOM11

Missing Wall - Goes to Floor

45' 8" X 10' 4"

Opens into DANCE\_STUDIO

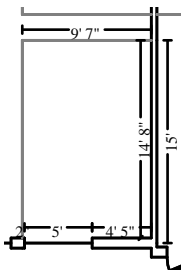
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>SELECTIVE DEMOLITION</b>					
39. Tear out non-salv solid/eng. wood flr & bag for disposal	423.00 SF	3.93	0.00	0.00	1,662.39
40. Remove Cove base molding - rubber or vinyl, 4" high	50.00 LF	0.37	0.00	0.00	18.50
<b>MITIGATION</b>					
41. Apply plant-based anti-microbial agent to the surface area	423.00 SF	0.00	0.29	0.00	122.67
Totals: Dance studio				0.00	1,803.56



**Game Room**

**Height: 8'**

244.44 SF Walls	215.11 SF Ceiling
459.55 SF Walls & Ceiling	215.11 SF Floor
23.90 SY Flooring	29.33 LF Floor Perimeter
58.67 LF Ceil. Perimeter	



**Subroom: Room (5)**

**Height: 8'**

201.39 SF Walls	139.55 SF Ceiling
340.94 SF Walls & Ceiling	139.55 SF Floor
15.51 SY Flooring	24.17 LF Floor Perimeter
48.33 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

14' 7 1/2" X 7' 8"

Opens into ROOM29

Missing Wall - Goes to Floor

9' 6 1/2" X 7' 8"

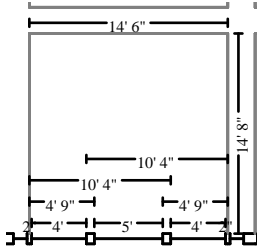
Opens into ROOM29



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**CONTINUED - Game Room**

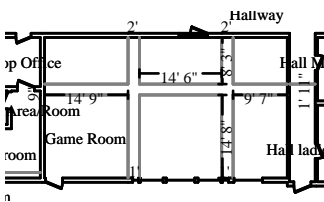


**Subroom: Room (6)**

**Height: 8'**

130.58 SF Walls	212.06 SF Ceiling
342.65 SF Walls & Ceiling	212.06 SF Floor
23.56 SY Flooring	14.50 LF Floor Perimeter
58.25 LF Ceil. Perimeter	

Missing Wall - Goes to Floor	14' 6" X 7' 8"	Opens into ROOM29
Missing Wall - Goes to Floor	14' 7 1/2" X 7' 8"	Opens into ROOM29
Missing Wall - Goes to Floor	14' 7 1/2" X 7' 8"	Opens into ROOM29



**Subroom: Room (2)**

**Height: 7' 8"**

90.72 SF Walls	173.27 SF Ceiling
263.99 SF Walls & Ceiling	173.27 SF Floor
19.25 SY Flooring	11.83 LF Floor Perimeter
180.67 LF Ceil. Perimeter	

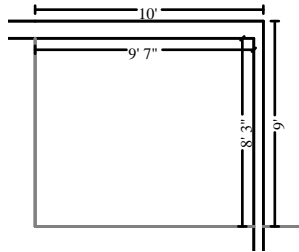
Missing Wall - Goes to Floor	14' 8 1/2" X 7' 8"	Opens into ROOM33
Missing Wall - Goes to Floor	14' 8 1/2" X 7' 8"	Opens into GAME_ROOM
Missing Wall - Goes to Floor	14' 7 1/2" X 7' 8"	Opens into GAME_ROOM
Missing Wall - Goes to Floor	14' 7 1/2" X 7' 8"	Opens into ROOM13
Missing Wall - Goes to Floor	14' 6" X 7' 8"	Opens into ROOM13
Missing Wall - Goes to Floor	14' 7 1/2" X 7' 8"	Opens into ROOM13
Missing Wall - Goes to Floor	14' 7 1/2" X 7' 8"	Opens into ROOM15
Missing Wall - Goes to Floor	9' 6 1/2" X 7' 8"	Opens into ROOM15
Missing Wall - Goes to Floor	9' 6 1/2" X 7' 8"	Opens into ROOM30
Missing Wall - Goes to Floor	8' 2 1/2" X 7' 8"	Opens into ROOM30
Missing Wall - Goes to Floor	8' 2 1/2" X 7' 8"	Opens into ROOM31
Missing Wall - Goes to Floor	14' 6" X 7' 8"	Opens into ROOM31
Missing Wall - Goes to Floor	8' 2 1/2" X 7' 8"	Opens into ROOM31
Missing Wall - Goes to Floor	8' 2 1/2" X 7' 8"	Opens into ROOM33



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**CONTINUED - Game Room**



**Subroom: Room (3)**

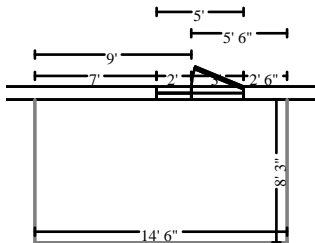
**Height: 8' 8"**

171.58 SF Walls	78.32 SF Ceiling
249.90 SF Walls & Ceiling	78.32 SF Floor
8.70 SY Flooring	17.75 LF Floor Perimeter
35.50 LF Ceil. Perimeter	

Missing Wall - Goes to Floor  
 Missing Wall - Goes to Floor

**8' 2 1/2" X 7' 8"**  
**9' 6 1/2" X 7' 8"**

**Opens into ROOM29**  
**Opens into ROOM29**



**Subroom: Room (4)**

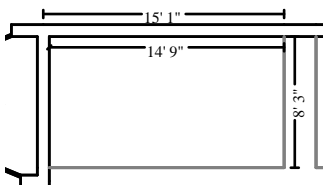
**Height: 8' 8"**

156.58 SF Walls	119.02 SF Ceiling
275.60 SF Walls & Ceiling	119.02 SF Floor
13.22 SY Flooring	14.50 LF Floor Perimeter
45.42 LF Ceil. Perimeter	

Missing Wall - Goes to Floor  
 Missing Wall - Goes to Floor  
 Missing Wall - Goes to Floor

**14' 6" X 7' 8"**  
**8' 2 1/2" X 7' 8"**  
**8' 2 1/2" X 7' 8"**

**Opens into ROOM29**  
**Opens into ROOM29**  
**Opens into ROOM29**



**Subroom: Room (1)**

**Height: 8' 8"**

221.53 SF Walls	120.73 SF Ceiling
342.26 SF Walls & Ceiling	120.73 SF Floor
13.41 SY Flooring	22.92 LF Floor Perimeter
45.83 LF Ceil. Perimeter	

Missing Wall - Goes to Floor  
 Missing Wall - Goes to Floor

**14' 8 1/2" X 7' 8"**  
**8' 2 1/2" X 7' 8"**

**Opens into ROOM29**  
**Opens into ROOM29**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
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**SELECTIVE DEMOLITION**

42. Tear out wet non-salvageable glue down carpet, cut/bag	1,058.06 SF	1.11	0.00	0.00	1,174.45
43. Tear out wet drywall, cleanup, bag, per LF - up to 2' tall	12.00 LF	3.97	0.00	0.00	47.64
44. Tear out and bag wet insulation	24.00 SF	0.89	0.00	0.00	21.36
45. Remove Cove base molding - rubber or vinyl, 4" high	135.00 LF	0.37	0.00	0.00	49.95

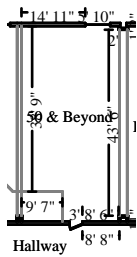


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**CONTINUED - Game Room**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
46. Tear out cabinetry - lower (base) units	12.00 LF	9.77	0.00	0.00	117.24
47. Tear out countertop - flat laid plastic laminate	12.00 LF	5.62	0.00	0.00	67.44
48. Tear out cabinetry - full height unit	6.00 LF	11.72	0.00	0.00	70.32
49. Water Extraction & Remediation Technician - per hour Remove and dispose of book shelves.	1.00 HR	0.00	58.99	0.00	58.99
50. Tear out subfloor & bag for disposal	192.00 SF	1.95	0.00	0.00	374.40
<b>MITIGATION</b>					
51. Apply plant-based anti-microbial agent to the floor	1,058.06 SF	0.00	0.29	0.00	306.84
<b>Totals: Game Room</b>				0.00	2,288.63



**50 & Beyond**

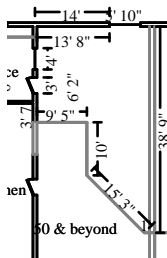
**Height: 12'**

607.51 SF Walls	979.39 SF Ceiling
1,586.91 SF Walls & Ceiling	979.39 SF Floor
108.82 SY Flooring	38.00 LF Floor Perimeter
136.75 LF Ceil. Perimeter	

Missing Wall - Goes to Floor  
 Missing Wall - Goes to Floor

9' 7" X 12'  
 6' 11 1/2" X 12'

Opens into ROOM28  
 Opens into ROOM28



**Subroom: Room (2)**

**Height: 12'**

536.74 SF Walls	565.10 SF Ceiling
1,101.84 SF Walls & Ceiling	565.10 SF Floor
62.79 SY Flooring	39.08 LF Floor Perimeter
113.35 LF Ceil. Perimeter	

Missing Wall - Goes to Floor  
 Missing Wall - Goes to Floor  
 Missing Wall - Goes to Floor  
 Missing Wall - Goes to Floor  
 Missing Wall - Goes to Floor

9' 11 11/16" X 12'  
 15' 2 7/8" X 12'  
 11 11/16" X 12'  
 38' 8 1/2" X 10' 3"  
 9' 4 1/2" X 12'

Opens into DEF\_50\_BEY  
 Opens into DEF\_50\_BEY  
 Opens into DEF\_50\_BEY  
 Opens into ROOM26  
 Opens into DEF\_50\_BEY



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**CONTINUED - 50 & Beyond**

**Subroom: Room (3)**

**Height: 10' 4"**



13.56 SF Walls	38.71 SF Ceiling
52.27 SF Walls & Ceiling	38.71 SF Floor
4.30 SY Flooring	1.00 LF Floor Perimeter
79.42 LF Ceil. Perimeter	

Missing Wall - Goes to Floor	38' 8 1/2" X 10' 3"	Opens into ROOM32
Missing Wall - Goes to Floor	1' X 10' 4"	Opens into ROOM37
Missing Wall - Goes to Floor	38' 8 1/2" X 10' 4"	Opens into DEF_50_BEY3

**Subroom: Room (1)**

**Height: 10'**



45.00 SF Walls	79.75 SF Ceiling
124.75 SF Walls & Ceiling	79.75 SF Floor
8.86 SY Flooring	4.50 LF Floor Perimeter
91.50 LF Ceil. Perimeter	

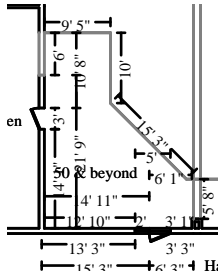
Missing Wall - Goes to Floor	43' 6" X 10'	Opens into DEF_50_BEY3
Missing Wall - Goes to Floor	43' 6" X 10'	Opens into DANCE_STUDIO

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>SELECTIVE DEMOLITION</b>					
52. Tear out wet non-salvageable glue down carpet, cut/bag	1,662.95 SF	1.11	0.00	0.00	1,845.87
53. Tear out subfloor & bag for disposal	64.00 SF	1.95	0.00	0.00	124.80
<b>MITIGATION</b>					
54. Apply plant-based anti-microbial agent to the floor	1,662.95 SF	0.00	0.29	0.00	482.26
Totals: 50 & Beyond				0.00	2,452.93



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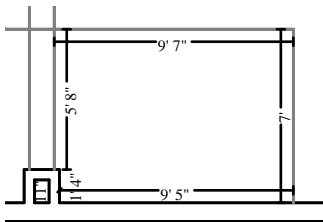


## 50 & beyond

**Height: 12'**

591.34 SF Walls	399.33 SF Ceiling
990.67 SF Walls & Ceiling	399.33 SF Floor
44.37 SY Flooring	49.96 LF Floor Perimeter
91.14 LF Ceil. Perimeter	

Missing Wall - Goes to Floor	9' 11 11/16" X 12'	Opens into ROOM32
Missing Wall - Goes to Floor	15' 2 7/8" X 12'	Opens into ROOM32
Missing Wall - Goes to Floor	11 11/16" X 12'	Opens into ROOM32
Missing Wall - Goes to neither Floor/Ceiling	6' X 3'	Opens into KITCHEN
Missing Wall - Goes to Floor	9' 4 1/2" X 12'	Opens into ROOM32

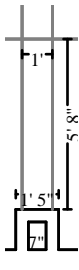


## Subroom: Room (1)

**Height: 12'**

137.88 SF Walls	66.41 SF Ceiling
204.28 SF Walls & Ceiling	66.41 SF Floor
7.38 SY Flooring	10.71 LF Floor Perimeter
32.88 LF Ceil. Perimeter	

Missing Wall - Goes to Floor	9' 7" X 12'	Opens into DEF_50_BEY3
Missing Wall - Goes to Floor	5' 7 1/2" X 10' 4"	Opens into ROOM37
Missing Wall - Goes to Floor	6' 11 1/2" X 12'	Opens into DEF_50_BEY3



## Subroom: Room (2)

**Height: 10' 4"**

15.11 SF Walls	5.63 SF Ceiling
20.73 SF Walls & Ceiling	5.63 SF Floor
0.63 SY Flooring	1.42 LF Floor Perimeter
13.67 LF Ceil. Perimeter	

Missing Wall - Goes to Floor	5' 7 1/2" X 10' 3"	Opens into DEF_50_BEY
Missing Wall - Goes to Floor	5' 7 1/2" X 10' 4"	Opens into ROOM28
Missing Wall - Goes to Floor	1' X 10' 4"	Opens into ROOM26

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>SELECTIVE DEMOLITION</b>					
55. Tear out non-salvageable vinyl, cut & bag for disposal	471.36 SF	1.56	0.00	0.00	735.32

### MITIGATION



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**CONTINUED - 50 & beyond**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
56. Apply plant-based anti-microbial agent to the floor	471.36 SF	0.00	0.29	0.00	136.69
Totals: 50 & beyond				0.00	872.01
Total: Main Level				<b>0.00</b>	<b>13,051.22</b>

**General**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>LABOR</b>					
57. Equipment setup, take down, and monitoring (hourly charge)	12.00 HR	0.00	58.99	0.00	707.88
12/30/22 = 4 hrs. 1/6/23 = 2hrs 2/9/23 = 2hrs 2/24/23 = 4hrs.  Labor includes: -Drive time portal to portal -Photo documentation -moisture readings and logs. -equipment adjustment to facilitate drying. -equipment setup and/or take down					
<b>SAFETY</b>					
58. Asbestos test fee - full service survey - base fee	1.00 EA	0.00	295.62	0.00	295.62
59. Asbestos test fee - full service survey - per sample	13.00 EA	0.00	30.00	0.00	390.00
60. Lead swab test - self test (per sample)	3.00 EA	0.00	15.83	0.00	47.49
<b>EQUIPMENT</b>					
61. Dumpster load - Approx. 40 yards, 7-8 tons of debris	1.00 EA	620.00	0.00	0.00	620.00
Totals: General				0.00	2,060.99

**Drying Equipment**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
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**CONTINUED - Drying Equipment**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>Equipment used during the initial drying process.</b>					
62. Air mover (per 24 hour period) - No monitoring 9 units placed 12/30/22 and removed 1/6/23	45.00 EA	0.00	26.50	0.00	1,192.50
63. Dehumidifier (per 24 hr period)- 110-159 ppd - No monitor. 2 units placed 12/30/22 and removed 1/6/23	10.00 EA	0.00	118.00	0.00	1,180.00
64. Equipment decontamination charge - per piece of equipment	11.00 EA	0.00	34.86	0.00	383.46
<b>Equipment used during additional flooring demo</b>					
65. Air mover (per 24 hour period) - No monitoring 3 units placed 2/16/23 and removed 2/24/23	18.00 EA	0.00	26.50	0.00	477.00
66. Dehumidifier (per 24 hr period)- 110-159 ppd - No monitor. 2 units placed 2/16/23 and removed 2/24/23	12.00 EA	0.00	118.00	0.00	1,416.00
67. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit. 2 units placed 2/16/23 and removed 2/24/23	12.00 DA	0.00	120.00	0.00	1,440.00
<b>Totals: Drying Equipment</b>				<b>0.00</b>	<b>6,088.96</b>

**Labor Minimums Applied**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
68. Vinyl floor covering labor minimum	1.00 EA	0.00	42.82	0.00	42.82
69. Hazardous waste/mold rem. labor min	1.00 EA	0.00	139.14	0.00	139.14
70. Acoustic ceiling tile labor minimum	1.00 EA	0.00	28.67	0.00	28.67
71. Painting labor minimum	1.00 EA	0.00	80.30	0.00	80.30
<b>Totals: Labor Minimums Applied</b>				<b>0.00</b>	<b>290.93</b>
<b>Line Item Totals: 22-18-Y_CTR_GOLF-EME</b>				<b>0.00</b>	<b>21,492.10</b>



## BELFOR Property Restoration

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### Grand Total Areas:

16,403.83	SF Walls	10,576.73	SF Ceiling	26,980.56	SF Walls and Ceiling
10,576.73	SF Floor	1,175.19	SY Flooring	1,747.39	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	3,228.30	LF Ceil. Perimeter
10,576.73	Floor Area	11,396.32	Total Area	16,424.77	Interior Wall Area
6,192.21	Exterior Wall Area	607.17	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		



## BELFOR Property Restoration

---

2643 E. Michigan Ave. - Ypsilanti, MI 48198  
(734) 994-7790 Tel. - (734) 994-7794 Fax  
MI License # 2106180549 - Fed ID # 84-1309171

### Summary for Dwelling

Line Item Total	21,492.10
<b>Replacement Cost Value</b>	<b>\$21,492.10</b>
<b>Net Claim</b>	<b>\$21,492.10</b>

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Joshua Werda



## **BELFOR Property Restoration**

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2643 E. Michigan Ave. - Ypsilanti, MI 48198  
(734) 994-7790 Tel. - (734) 994-7794 Fax  
MI License # 2106180549 - Fed ID # 84-1309171

### **Recap of Taxes**



# BELFOR Property Restoration

2643 E. Michigan Ave. - Ypsilanti, MI 48198  
(734) 994-7790 Tel. - (734) 994-7794 Fax  
MI License # 2106180549 - Fed ID # 84-1309171

## Recap by Room

Estimate: 22-18-Y\_CTR\_GOLF-EME

**Area: Main Level**

Breakroom	1,140.59	5.31%
Breakroom Storage Area/Room	4.93	0.02%
Pro shop Office	821.03	3.82%
Proshop	2,998.26	13.95%
Front Storage Area/Room	35.34	0.16%
Pro Ladies Restroom	21.43	0.10%
Pro MensRestroom	44.58	0.21%
Hallway	567.93	2.64%
Dance studio	1,803.56	8.39%
Game Room	2,288.63	10.65%
50 & Beyond	2,452.93	11.41%
50 & beyond	872.01	4.06%
<hr/>		
Area Subtotal: Main Level	13,051.22	60.73%
General	2,060.99	9.59%
Drying Equipment	6,088.96	28.33%
Labor Minimums Applied	290.93	1.35%
<hr/>		
Subtotal of Areas	21,492.10	100.00%
<hr/>		
Total	21,492.10	100.00%



## BELFOR Property Restoration

2643 E. Michigan Ave. - Ypsilanti, MI 48198  
(734) 994-7790 Tel. - (734) 994-7794 Fax  
MI License # 2106180549 - Fed ID # 84-1309171

### Recap by Category

<b>Items</b>	<b>Total</b>	<b>%</b>
ACOUSTICAL TREATMENTS	28.67	0.13%
GENERAL DEMOLITION	10,200.22	47.46%
FLOOR COVERING - CARPET	473.11	2.20%
FLOOR COVERING - VINYL	42.82	0.20%
HAZARDOUS MATERIAL REMEDIATION	872.25	4.06%
PAINTING	328.10	1.53%
WATER EXTRACTION & REMEDIATION	9,546.93	44.42%
<b>Subtotal</b>	<b>21,492.10</b>	<b>100.00%</b>





## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Recreation Director

CC: Doug Winters, Township Attorney  
Belinda Kingsley, Community Compliance Director

Date: April 26, 2023

**RE: Request Authorization to accept the addendum to the Looking Good Lawns, LLC contract for Highway and Street Trash Clean-Up, Township Mowing and Abatement Services budgeted in lines #266-301-830.004, #101-729-961.001, #287-733-806.001, and #287-733-806.003**

The Residential Services Department is requesting authorization to approve the addendum provided in the proposed contract by Looking Good Lawns, LLC. The agreement presented at the April 18, 2023 Board of Trustees meeting is for a duration of 2 years for the services of Highway and Street Trash Clean-up, Township Mowing and Abatement Services. Trash collection services take place April 1 – November 30.

The addendum is being provided as a follow up from the April 18<sup>th</sup> meeting where the BOT requested clarification the number of workers and equipment being used for services, as well as the hours spent doing certain jobs.

Addendum can be found in **Section 3. Terms of Agreement:**

The Contractor will charge for 24 hours of monthly service with 6 workers, 3 Stake Trucks & Dump Trailers for Trash removal totaling \$ 8,400 for services rendered per month. Annual Time is 192 hour & Annual Cost of Trash Collection is \$ 58,800. 15 hours per month are dedicated to highway & 9 hours to roadside trash removal. Months of service are from April 1st To October 31st.

John Hines  
Recreation Director  
[jhines@ypsitownship.org](mailto:jhines@ypsitownship.org)  
734-544-3817

**AGREEMENT BETWEEN  
LOOKING GOOD LAWNS, LLC  
AND  
THE CHARTER TOWNSHIP OF YPSILANTI  
WASHTENAW COUNTY, MICHIGAN  
FOR HIGHWAY & STREET TRASH CLEAN-UP ABATEMENT SERVICES  
TOWNSHIP OWNED PROPERTIES AND VEGETATION & CLEANUP  
ABATEMENT PROGRAM PER WEEK.**

**This Agreement** is entered into effective the 1<sup>st</sup> day of April 2023 by and between the **Charter Township of Ypsilanti ( Township )** a Michigan municipal corporation, whose address is 7200 S. Huron River Dr, Ypsilanti MI 48197, and **Looking Good Lawns LLC ( Contractor)**, a Michigan Corporation, whose business facility is located at 1200 Ecorse Rd, Ypsilanti, MI 48198

The Township and the Contractor mutually agree to enact this contract for the dates of April 1, 2023, to October 31<sup>st</sup>, 2024, for services of Highway & Street trash clean-up abatement, mowing of Properties, or Ordinance, Vegetation & Cleanup Abatement as submitted to contractor

### **1. SCOPE OF WORK**

Ypsilanti Township will grant permission for work to begin upon contract agreement and authorization of both parties for the Trash clean-up of specified areas within Ypsilanti Township, including, Mowing Township owned Properties and Mowing of Ordinance Violations listed herein and locations given by the Township by area location and or street names of the Township. Trash pickup will be on a monthly basis of **24 hours** of services dedicated to these Roads: I 94 Highway east and west shoulder from Michigan Ave to Rawsonville road, Willow Run exit from I 94 to Michigan Ave, Wiard Road from Michigan Ave to Rawsonville Exit, Mc Cartney from Grove to Tyler, Bridge Road from Textile to Grove, Huron River Road, Whittaker road from I 94 to Merrit, Textile road, Button Road, Mc Kean, Harris road, Ford Blvd, Tyler road from Grove to Dubie. Mowing consists of Township owned properties mowed on a weekly basis Vegetation & Cleanup Abatement ordinance violations in Charter Township of Ypsilanti are issued to Contractor for mowing, cleanup or as instructed per contract terms.

Trash is disposed at Ypsilanti compost center 2600 E Clark or 1200 Ecorse Road, Contractors Location. Scrap Tires are disposed at Contractors Facility. Contractor will notify the Township of the start day and completion day of the monthly service, including pictures of Trash collected with the monthly invoice for services rendered after completion of work.

### **2. HOLD HARMLESS**

The Contractor shall assume full responsibility for protection of all vehicles and workers and shall defend and save harmless the Charter Township of Ypsilanti against all damages or alleged damages or injury to any vehicles or individuals because of it's operations.

### **3. TERMS OF AGREEMENT**

This contract is for the calendar years of 2023 & 2024 with no price change or adjustments for the term of the agreement. The Township may at its sole discretion, but is not obligated to, negotiate a renewal,

and seek new bid pricing. The pricing for the Term of this Agreement for Highway Trash & Street Abatement is administered at a per hour rate of \$ 350 per hour from Looking Good Lawns LLC, resulting from Company usage of: equipment, employee & labor cost, administrative cost fees. The Contractor will charge for **24 hours of monthly service with 6 workers, 3 Stake Trucks & Dump Trailers for Trash removal totaling \$ 8,400 for services rendered per month.** Annual Time is 192 hour & Annual Cost of Trash Collection is **\$ 58,800. 15 hours per month are dedicated to highway & 9 hours to roadside trash removal . Months of service are from April 1<sup>st</sup> To October 31<sup>st</sup> . See Attachment A**

\* **Township Property Mowing Annual cost is \$ 79,730 . See Attachment A**

\* **Vegetation & Cleanup Abatement Program Cost. See Attachment B**

**4. STATUS OF CONTRACTOR.** It is expressly agreed and understood that the Contractor is in all respects an independent contractor as to work done under this Agreement. The Contractor is, in no respect, an agent, servant, or employee of the Township.

#### **5. COMPENSATION OF THE CONTRACTOR**

The Contractor shall be paid based on time spent, services and materials used for the 2023&2024 season Highway Trash & street abatement, at the rate and prices specified in section 3. “Payment will be made to the Contractor in a timely manner after the receipt of Contractor’s invoice and after services are rendered.”

#### **6. INSURANCE – IDEMNIFICATION**

During the term of this agreement, the Contractor agrees to procure and maintain in effect insurance policies in the amounts and with the types of coverage show below:

- 1. Workers Compensation Insurance** the form and amount required by Michigan Law.
- 2. Commercial General Liability Insurance** on an “Occurrence Basis” with the limits of liability not less than \$ 1,000,000 per occurrence and/or aggregate combined single limit, personal injury and property damage.
- 3. Motor Vehicle Liability Insurance** Including Michigan No-Fault Coverage, with limits of liability of not less than \$ 1,000,000 per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non- owned vehicles, and all hired vehicles.

The Contractor shall submit to the Township the “Certificate of Insurance” naming “The Charter Township of Ypsilanti”, and its past, present and future elected officials as “Additional Insured” on the aforementioned liability policies with respect to the services provided under this Agreement. This Certificate of Insurance shall be submitted to the Township at the time said Agreement is approved by the Township. Additionally, the Contractor shall, to the fullest extent permitted by law, defend and hold the Charter Township of Ypsilanti, its past present and future elected officials, appointed commissions and boards, employees, and agents harmless from all suits, claims, judgments and expenses including attorney’s fees resulting or alleged to result, to its proportionate extent, from any

negligent, grossly negligent, reckless and/of intentional wrongful or tortious acts or omissions by the Contractor or its employees and agents occurring in the performance of this agreement.

2

## **7. WARRANTIES OF THE CONTRACTOR**

The Contractor warrants that the quality of its service under this agreement shall conform to the level of professional quality performed by equivalent local contractors and maintenance personal. The contractor warrants that it has the skills, experience, and equipment necessary to perform the services it is to provide pursuant to this agreement.

## **8. OBLIGATIONS OF THE TOWNSHIP**

The Township shall notify the Contractor of any trouble spots of high importance needing attention immediately outside the Contractor's normal monthly route trash pickup. Likewise, the Township will give the Contractor at least five calendar days to satisfy the notified area.

## **9. ASSIGNMENT**

The Contractor shall not subcontract or assign any portion of the Highway & Street Trash removal services to any other Contractor; services will sole responsibility of Looking Good Lawns LLC.

## **10. NOTICE**

All notices, and submissions required under this agreement shall be by personal delivery or by first-class mail, postage, to the address stated in this agreement or such other address as either may designate by prior written notice to the other. Notice shall be considered delivered under this agreement when personally delivered to the Contract Administrator or placed in the U. S. mail, postage prepaid to the administrating department, care of the Contract Administrator.

## **11. CHOICE OF LAW**

This agreement shall be construed, governed, and enforced in accordance with the laws of the State of Michigan. By executing this agreement, the contractor and Township agree to venue in a court of appropriate jurisdiction sitting within Washtenaw County for purposes of any action arising under this agreement.

**12. CONFLICT OF INTEREST**

Contractor certifies that it has no financial interest in the services provided under this agreement other than the compensation specified herein, Contractor further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the services described under this agreement.

**13. SEVERABILITY PROVISIONS**

Whenever possible, each provision of this agreement will be interpreted in a manner as to effective and valid under the applicable law. However, if any provision of this agreement or the application of any provision to any party or circumstance will be prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this agreement or the application of the provision to the other parties and circumstances.

**14. EXTENT OF THE AGREEMENT**

This agreement, including the pricing and hours of Contractor, represents the entire understanding between the Township and the Contractor, and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations of any kind or nature, in entering into this agreement. This agreement may be altered and amended or modified only by mutual agreement and written amendment signed by both the Contractor and Township.

**15. TERMINATION OF THE AGREEMENT**

This agreement may also be terminated by either party upon thirty (30) days of written notice.

The Township shall provide notice of termination by first-class mail to the Contractor at the address listed in the documents. If the contract agreement is terminated for reasons "other than "breach of contract by the Contractor, the Contractor shall be compensated for the services provided prior to the date of notice of termination.

**CONTRACT AUTHORIZATION ENTACTMENT**

**LOOKING GOOD LAWNS, LLC.**

**CHARTER TOWNSHIP  
OF YPSILANTI**

**By:** \_\_\_\_\_  
**David Dillion**

**By:** \_\_\_\_\_  
**Brenda L Stumbo, Supervisor**

**Date:** 3/30/23

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Heather Jarrell Roe, Clerk.**

**Date:** \_\_\_\_\_

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*Township Supervisor*  
Brenda L. Stumbo  
*Township Clerk*  
Heather Jarrell Roe  
*Township Treasurer*  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE CLERK —

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*Trustees*  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

To: Board of Trustees  
From: Heather Jarrell Roe, Clerk  
Date: April 17, 2023

Re: Apple Ridge Park CDBG Grant Engineering

Trustees,

On February 21, 2023 the Board of Trustees unanimously approved the 2023 CDBG funding to be allocated towards the Apple Ridge Park project. The prior year Director Hoffmeister had been working with Spicer on this project. To help with continuity, I have been in contact with Spicer to have them update the scope of the project and provide updated pricing. The contract before you will be for their professional services and oversight. The CDBG funds are able to be used for the cost of engineering services. Below are each year's CDBG allocations for the project, and the current total amount that we have to expend. I have also included our CDBG application for the 2023 year for reference.

2021: \$168,066

2022: \$150,135

2023: \$157,842

**Total: \$476,043**

If you have any questions, please let me know.

Heather Jarrell Roe, Clerk

March 30, 2023

Heather Jarrell Roe  
Charter Township of Ypsilanti  
7200 South Huron River Drive  
Ypsilanti, MI 48197

RE: Appleridge Park Improvements  
Ypsilanti Charter Township, Michigan  
Letter Agreement for Professional Services

Heather:

At your request, we are furnishing you with a revised letter agreement to provide you with professional services for improvements at Appleridge Park.

#### **BACKGROUND**

Appleridge Park is a neighborhood park that currently includes a playground, ball diamond, basketball courts, horseshoe pits, a small shelter, picnic areas, benches, trails, a wooded area and a small parking lot. The park is located in the northeast part of the Township on East Clark Road; the Willow Run Drain runs north-south on the west side of the park, where it is also adjacent to Bud & Blossom Park.

The Township would like to replace the playground equipment, improve the existing gravel path, connect street sidewalks to the park, a new bus shelter, and other ADA accessibility improvements to Appleridge Park. The Township has secured approximately \$490,000 in CDBG funds for the project, which will include not only construction of the improvements, but also the professional services.

Listed below is our proposed scope of work to assist you with the design, bidding, construction administration, and SHPO (State Historic Preservation Office) clearance for the project.

#### **SCOPE OF BASIC PROFESSIONAL SERVICES**

Spicer Group's proposed services follow. They are phased to reflect the orderly and reasonable progress of the project and, unless otherwise directed by you, we will only proceed from one phase to the next with your concurrence and approval. This proposal will remain valid for 90 days.

##### **I. Topographical Survey**

The following tasks will be completed in the Survey phase of the project, to give us an accurate base drawing for the design. This phase will include:

- A. Set control points and benchmarks for construction.
- B. Collect topographic mapping data throughout the park, concentrating on the proposed areas of improvement.
- C. Survey in features, such as park features, utilities, power poles, driveways, walkways, and trees within the project area.
- D. Prepare a base map with the topographical survey data.

## **II. Design Phase**

During the Design Phase we will develop plans and specifications for the park improvements. More specifically, we will:

- A. Meet with the Township to kick-off the project.
- B. Design the dimensional layout requirements for the new playground. We will work with a playground provider to design the play equipment for age appropriateness.
- C. Design the required safety surfacing and edging for the new playground for ADA access. This will include engineered wood fiber surfacing with wear pads in areas of higher traffic or kick-out.
- D. Design the HMA path along the existing gravel path route while adding additional path spurs for ADA accessibility, approximately  $\frac{3}{4}$  mile. The path width is proposed to be 8-feet wide.
- E. Determine the grading and drainage requirements for the above improvements. A drainage layer will be included under the safety surfacing with perforated pipe, a 4-inch layer of peastone and geotextile fabric.
- F. Determine the placement of benches, picnic tables, trash receptacles and age-appropriate signage for the new playground area.
- G. Develop a Soil Erosion and Sedimentation Control Plan meeting the requirements of the County, if required.
- H. Prepare a preliminary estimate of cost for the proposed improvements.
- I. Meet with the Township at approximately 50% and 90% completion to review the project.
- J. Incorporate feedback and review comments into the project.
- K. Submit a final set of plans, bid documents and preliminary estimate of cost to the Township.

## **III. SHPO Clearance**

If it is determined the grant submittal requires SHPO (State Historic Preservation Office) clearance the costs for these services can be determined at that time. Due to State regulations, Spicer must work with a sub-consultant to complete this work; at this time we have provided an estimated fee, based on other similar projects we have worked on. This work would include the applicant submit a project review request to SHPO. This includes the following:

- a. Section 106 Application
- b. USGS map of project site
- c. Project location map of site
- d. Area of Potential Effect (APE) map of site
- e. Photos of site
- f. Photo map site
- g. Electronic submittal to SHPO

The estimated cost provided does not include costs for an archeological dig, if that is required by the Michigan State Historic Preservation Office.

## **IV. Bidding Phase**

During the bidding phase we will assist you with the bidding process including:

- A. Provide plans and bidding documents for availability online. We will produce paper sets of plans and bidding documents to bidders if needed.
- B. Maintain the Planholders list.

- C. Prepare the advertisement for placing in the newspaper.
- D. Answer any questions from contractors preparing their bids.
- E. Issue addenda if required.
- F. Hold the pre-bid meeting.
- G. Open bids with you.

#### **V. Construction Administration**

During the Construction Administration phase, we will assist you with the following tasks:

- A. Prepare a tabulation of the bids received and prepare a letter of recommendation of award to the Township.
- B. Prepare contracts and circulate for signatures.
- C. Make periodic site visits to observe the construction process, estimated at approximately one (1) time per week.
- D. Prepare the progress payments and any change orders necessary for the project.
- E. Attend a final walk through of the project and develop the final construction punch list.
- F. Review contract closeout.

Please note that construction staking and material testing will be included as line items on the construction contract and therefore are not included in this letter agreement.

#### **SERVICES NOT INCLUDED**

The following services are not included in this proposal, however, may be necessary to complete. If we find this to be the case, we will notify you, discuss it and seek your approval prior to commencing with the work.

- A. GEOTECHNICAL INVESTIGATION: Soil borings are not included in this proposal.
- B. CDBG ADMINISTRATION: Administration for the CDBG funding, including environmental clearance, has not been included in our proposal. This work will be the responsibility of the Township.
- C. PERMIT FEES: Permit fees are not included in this proposal. Any permit fees would be paid by the Township.

#### **ADDITIONAL SERVICES**

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

#### **FEE SCHEDULE**

Our proposed fee schedule follows. We will submit monthly invoices to you for our basic professional services, any additional authorized services, and any reimbursable expenses. Unless other payment arrangements are made, we will include any of our project subconsultants costs on our invoice including a 10% fee to cover taxes, administration, and insurance. Our proposed fee shall be as follows:

<b>Topographical Survey:</b>	An estimated hourly amount of \$13,200
<b>Design Phase:</b>	An estimated hourly amount of \$39,200
SHPO (sub-consultant):	An estimated hourly amount of \$ 5,000
<b>Bidding Phase:</b>	An estimated hourly amount of \$ 4,500
<b><u>Construction Administration Phase:</u></b>	<b>An estimated hourly amount of \$23,800 **</b>
	TOTAL, not to exceed \$85,700

*\*\* Assumes a 12-week construction period with an approximate average of 10 hours spent on the project each week, for approximately 120 total hours for Construction Administration*

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes, or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

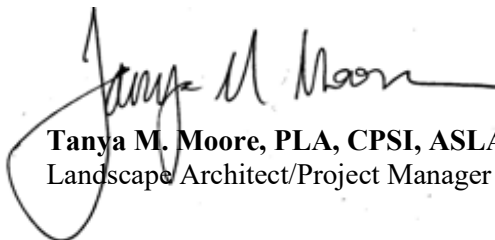
If this proposal meets with your approval, please acknowledge with an authorized signature below. Please return one executed copy to us and maintain the other for your records.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



**Cindy A. Todd, PLA**  
Director of Planning



**Tanya M. Moore, PLA, CPSI, ASLA**  
Landscape Architect/Project Manager

**SPICER GROUP, INC.**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (989) 754-4717  
Fax: (989) 754-4440  
mailto: [tanyam@spicergroup.com](mailto:tanyam@spicergroup.com)

\_\_\_\_\_  
Above proposal accepted and approved by Owner.

**YPSILANTI CHARTER TOWNSHIP**

By: \_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_

Cc: SGI File 132276PR2022  
KF, SGI Accounting

# Washtenaw Urban County Community Development Block Grant (CDBG) SHORT FORM Fillable Application

*Application deadline: February 28, 2023*

If you wish to reserve your 2023 CDBG allocation to build up funds over multiple years for a specific project or type of project, please use this Short Form instead of the full-length application. Make sure to check which Tier you fall under before making this request.

Tier	Annual Allocation Range	Maximum Reserve Period
1	Less than \$20,000	Year 5
2	\$20,000 and above	Year 2

**LOCAL GOVERNMENT UNIT** Ypsilanti Township

**PROJECT NAME OR TYPE OF PROJECT** Apple Ridge Park Area

**(Note:** When reserving funds over multiple years, it is acceptable if location or other details are not yet known, e.g. *Road repairs* or *Playground improvements.*)

<b>APPLICANT</b> (Urban County Representative)	<b>CONTACT PERSON</b> (Project Lead) <i>If Different from Applicant</i>
Name <b>Heather Jarrell Roe</b>	Name/Title John Hines
Telephone Number (Work) 734-544-4000 ex 2	Telephone Number (Work) 734-544-4000
Address (Work)	Address (Work)
<b>E-mail Address</b> hjarrellroe@ypsitownship.org	<b>E-mail Address</b> jhines@ypsitownship.org

### PROJECT INFORMATION

Location/Address (optional) 2899 E. Clark Rd Ypsilanti MI 48198	CDBG Amount requested (For example: If you plan to reserve for 2 years, you should multiply your 2023 allocation x 2) <b>\$335,200 from prior years plus \$154,688 allocation from 2023 year</b>
Census Tract Number(s) of project location (optional) <input type="text"/>	Estimated Total Project Cost (optional)
Block Group(s) (optional)	Estimated Project Start date (For Tier 1, this can be up to 5 years out. For Tier 2, this can only be 2 years out.) <b>2023 Fall</b>

### PROJECT DESCRIPTION *This can be as broad or specific as you need to be, based on where you are in your local planning and decision making process.*

This project will be a complete renovation of the AppleRidge Park playground (within the current footprint) and play surface as well as its accessibility to and from the play structure. Also, there is currently a circular, gravel path that circles around the inside of the park. This project would also transition the current path into an asphalt pathway. AppleRidge Park is a neighborhood park located at the intersection of Clark and Ridge Roads in the northeast quadrant of Ypsilanti Township which services AppleRidge and Bud and Blossom neighborhoods. This project is recommended in the Ypsilanti Township's Parks & Recreation Master Plan adopted on January 30, 2019. Work currently being done at AppleRidge Park includes a tree planting being completed by a partnership with the Huron River Watershed, Willow Run Acres and the Washtenaw Conservatism District. Additionally, a lease agreement has been established between Willow Run Acres and Ypsilanti Township to develop and operate a community farm at AppleRidge Park, starting in spring of 2022. This CDBG funded project would be great in complementing the work that is already going on at the park. The project scope is also to include ADA sidewalk spaces along Ridge and Clark Roads

**ATTACHMENTS (Optional)**

- Engineer's or other formal project cost estimates
- Map with location of project clearly shown (can use google maps)
- Preliminary engineering/building plans
- Any applicable Board/Council meeting minutes
- Proof of any matching fund commitment(s) described above
- Documentation to demonstrate compliance with zoning regulations, when applicable

**SUBMIT COMPLETED APPLICATION WITH ANY ATTACHMENTS BY FEB. 28, 2023**  
**BY EMAIL TO: Townsendj@washtenaw.org**

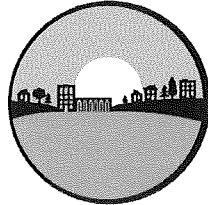
**ACKNOWLEDGEMENTS**

- ✓ *I understand that I must inform OCED if my Township/City decides to: a) change projects, b) change the number of years over which we plan to reserve CDBG allocations, or c) forfeit these CDBG funds. HJR (initial)*
- ✓ *I understand that future funding from the CDBG program is not a guarantee and is beyond the control of Washtenaw County. HJR (initial)*
- ✓ *I understand that, per the Cooperative Agreement in effect between Washtenaw County and my City or Township, no portion of CDBG funds can be sold, traded, or transferred in exchange for any other funds, credits, or non-Federal considerations. HJR (initial)*
- ✓ *I understand that it is not permissible to use this CDBG grant to replace local/municipal funding streams. HJR (initial)*

Signed by: Heather Paul Roe 2/27/23  
UC/EC member or current designee DATE

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Township Supervisor  
Brenda L. Stumbo  
Township Clerk  
Heather Jarrell Roe  
Township Treasurer  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE CLERK —

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**Trustees**  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Heather Jarrell Roe

CC: Javonna Neel, Accounting Director

Date: February 14<sup>th</sup> 2023

**Subject: Request Authorization to apply for the Community Development Block Grant funds from Washtenaw County Office of Community & Economic Development for 2023.**

The Recreation and Clerks office is requesting authorization to submit an application to the Washtenaw County Office of Community & Economic Development for 2023 Community Development Block Grant Funds (CDBG). The CDBG grant application is due on February 28<sup>th</sup> 2023.

Last year, the 2022 CDBG application and funding went towards Apple Ridge park improvements. As a reference, please find the 2022 CDBG application attached. With CDBG funds, municipalities are able to accumulate up to five years of funding to be used for a single project. In prior years, the Township has used that mechanism for “Re-Imagine Washtenaw” projects. Currently, the Township now has accumulated two years of funding for the Appleridge Park project. This year’s application would fund the same project, but expand the scope to include ADA sidewalks at the south west corner of Clark and Ridge. By including that scope, it would ensure that there is an ADA accessible sidewalk from the park to the bus stop. Due to the expansion of the project plan, increases in the costs of labor and construction, the additional year of funds allocated will put the township in a great position to ensure that the Appleridge project has appropriate funding. The prior year application is included in the packet for convenience, along with the 2023 application.

Please reach out if you have any questions.

John Hines, Recreation Director  
Heather Jarrell Roe, Clerk

# Washtenaw Urban County Community Development Block Grant (CDBG) Fillable Application

*Application due: March 4, 2022*

**LOCAL GOVERNMENT UNIT** Ypsilanti Township

**PROJECT NAME** Appleridge Park Playground and Accessibility

<b>APPLICANT</b> (Urban County Representative)	<b>CONTACT PERSON</b> (Project Lead) <i>If Different from Applicant</i>
Name <b>Heather Jarrell Roe</b>	Name/Title <b>John Hines</b>
Phone Number (Work) 734-544-4000	Phone Number (Work) 734-544-3515
Address (Work)	Address (Work) 7200 S. Huron River Drive, Ypsilanti, MI 48197
<b>E-mail Address</b> hjarrellroe@ypsitownship.org	<b>E-mail Address</b> mhoffmeister@ytown.org

## PROJECT INFORMATION

Location/Address 2899 E. Clark Road, Ypsilanti, MI 48198	CDBG Amount requested \$335,200
	Estimated Total Project Cost
Census Tract Number(s) of project location	
Estimated Project Start date September 1, 2022	Block Group(s) Ypsi Township Block Group 2 and 3

Have you already started the **planning/engineering/design** phase of this project?

- Yes → You must include a design proposal (with outlined tasks and cost for those services) with this application, or prior to any environmental review associated with this project.
- No → Do you intend to use a portion of the CDBG amount requested toward planning/engineering/design?  Yes  No
- Not applicable

## PROJECT DESCRIPTION (please attach another page if you need more space)

is project will be a complete renovation of the Appleridge Park playground (within the current footprint) and play surface as well as its accessibility to and from the play structure. Also, there is currently a circular, gravel path that circles around the inside of the park. This project would also transition the current path into an asphalt pathway. Appleridge Park is a neighborhood park located at the intersection of Clark and Ridge Roads in the northeast quadrant of Ypsilanti Township which services Appleridge and Bud and Blossom neighborhoods. This project is recommended in the Ypsilanti Township's Parks & Recreation Master Plan adopted on January 30, 2019. Work currently being done at Appleridge Park includes a tree planting being completed by a partnership with the Huron River Watershed, Willow Run Acres and the Washtenaw Conservatoimn District. Additionally, a lease agreement has been established between Willow Run Acres and Ypsilanti Township to develop and operate a community farm at Appleridge Park, starting in spring of 2022. This CDG funded project would be great incomplementing the work that is already going on at the park. The project scope is also to include ADA sidewalk spaces along Ridge and Clark Roads

**PROJECT BENEFIT – (NATIONAL OBJECTIVE)**

To be eligible for CDBG funding, a project must qualify within one of the three following categories. Check the box next to the letter under which the project qualifies:

- A - Located within low/mod target area
- B - Presumed benefit clientele\*
- C - Slum/Blight elimination (e.g. spot-basis demolition)

**\*If you checked “B”, you must answer question 1-2 below:**

1) Is your program/project primarily designed to serve:

Presumed Benefit Clientele	Mark any that apply
Elderly	
Disabled	
Homeless Persons	
Domestic Violence Victims	
Child Survivors of Abuse	
Persons Living with HIV/AIDS	
Illiterate Adults	

2) Does the facility/program have income eligibility requirements? Yes No

**PROPOSED PROJECT BUDGET**

For infrastructure projects, attach any cost estimates from an engineer or otherwise.

ADMINISTRATION	CDBG PORTION	COMMITTED MATCH SUPPORT <i>Identify specific federal/state/local/in-kind sources</i>	TOTAL PROJECT BUDGET <i>(include CDBG)</i>
Professional Services	\$	\$	\$
Construction	\$ 279,500	\$	\$
Engineering & Design	\$ 55,700	\$	\$
Supplies	\$	\$	\$
Other	\$	\$	\$
<b>TOTAL PROJECT COST</b>	<b>\$ 335,200</b>	<b>\$</b>	<b>\$</b>

## PROJECT OUTCOMES

Describe specific benefits or improvements to be achieved by participants and/or the communit(ies). Discuss how the outcomes above will be measured and assessed. Also note any connection to a Capital Improvement Plan, Master Plan, Parks plan, Regional plans, adopted policies, or other formal community goals:

<i>(Describe outcomes below)</i>	
As noted before, this renovation is recommended in the adopted Parks & Recreation Master Plan for Ypsilanti Township. This recommendation includes an update to the play structure (within its current footprint), its play surface and accessibility to and around the playground at this park. Appleridge Park also sits within the "Very Low Access to Opportunity" within the Opportunity Index as identified by Washtenaw County. These additions to Appleridge Park, including the playground renovation, will allow for new recreation opportunities at this park. The upgraded walking path will provide additional accessible exercise and recreational opportunities within the park. It will also add access to the community farm project.	
How many low-income persons OR households will benefit from this project?	___ persons OR 325 households
How many linear feet will be built or improved (sidewalk/road projects only)	2,75 linear feet
How many square feet of blight does the project remove? (demolition only)	0 square feet
How many jobs will the project create?	0 jobs
How many units of affordable housing are created or supported by this project?	0 units

## PROJECT TIMELINE

Provide Your Expected Project Timeline from project planning/design/engineering to contracting to implementation, to target completion date. Keep in mind the following:

- ✓ you can opt to carry out your project in a specific Fiscal Year, up to 5 years out for Tier 1 Local Units or up to 2 years out for Tier 2 Local Units.
- ✓ you will have 2 years from the date of your project's environmental clearance, as communicated by OCED, to achieve substantial completion of your project; OCED staff will prioritize environmental reviews based on completeness of application and the specific timeline provided.

Date	Activity
must start after 9/1/22	
September 1, 2022	Board of Trustees to approve agreement for professional services
October 1, 2022	Design Begins
January 15, 2023	Project let for Bidding
February 28, 2023	Board of Trustees approves award and contract with contractor
April 15, 2023	Construction Begins
August 1, 2023	<i>Target Completion</i>

**Use additional paper if you need more space for your project timeline.**



**CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #6**

May 2, 2023

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

<b>101 - GENERAL OPERATIONS FUND</b>	<b>Total Increase</b>	<b><u><u>\$3,538.00</u></u></b>
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Request to increase budget for PTO payout of available hours to be paid at 75%. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$3,538.00
		Net Revenues	<u><u>\$3,538.00</u></u>
Expenditures:	Salaries Payout PTO	101-270-708.004	\$3,286.00
	FICA	101-270-715.000	\$252.00
		Net Expenditures	<u><u>\$3,538.00</u></u>

Request a line transfer from the "Streetlight - Construction" line to the "Transfer to BSR II Fund" line for additional road improvement. This reallocation will not result in a change to the budgeted amount in General Fund.

Expenditures:	Street Light - Construction	101-901-972.200	(\$700,000.00)
		Net Revenues	<u><u>(\$700,000.00)</u></u>
Expenditures:	Transfer To BSR II Fund 213	101-999-995.213	\$700,000.00
		Net Expenditures	<u><u>\$700,000.00</u></u>

<b>213 - BIKE, SIDEWALK, REC, ROADS GENERAL FUND (BSR II)</b>	<b>Total Increase</b>	<b><u><u>\$857,842.00</u></u></b>
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Request to increase the budget for road improvements. This will be funded by a transfer in of funds from the General Fund.

Revenues:	Transfer In: General Fund	213-000-699.101	\$700,000.00
		Net Revenues	<u><u>\$700,000.00</u></u>
Expenditures:	Highways & ST-Road Construction	213-446-982.000	\$700,000.00
		Net Expenditures	<u><u>\$700,000.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #6**

May 2, 2023

**213 - BIKE, SIDEWALK, REC, ROADS GENERAL FUND (BSRII)**

Request to increase the Appleridge Park improvement project lines. There were additional CDBG funds added to this project. The original budget was for \$318,201 and now there will be \$476,043 in grant contributions. The difference is the 2023 CDBG grant amount of \$157,842. This will be funded by CDBG grants from 2021, 2022 and 2023.

Revenues:	Community Development Block Grant	213-000-522.001	\$157,842.00
			\$157,842.00
			\$157,842.00
Expenditures:	Appleridge Park Improvements	213-901-974.008	\$157,842.00
			\$157,842.00
			\$157,842.00

**266 - LAW ENFORCEMENT FUND**

**Total Increase \$33,924.00**

Request to increase budget for annual allocation of the 5 new Ford Explorers purchased by the Motor Pool Fund for the Ordinance Department in 2023. The Ordinance Department will reimburse funds to the Motor Pool over a five year period. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	266-000-699.999	\$33,924.00
			\$33,924.00
			\$33,924.00
Expenditures:	Motor Pool Lease/Maint	266-304-943.000	\$33,924.00
			\$33,924.00
			\$33,924.00

**661 - MOTOR POOL FUND**

**Total Increase \$25,437.00**

Request to increase budget for repair and towing of vehicles damaged in the carport collapse. The estimate is from Great Lakes Collision & Frame for following six vehicles. 2016 Ford Escapes #88, 2016 Ford F-150 #89, 2016 Ford F150 #90, 2018 Ford F-150 #94, 2023 Ford Explorer #706, 2023 Ford Explorer #710. This will be funded by reimbursement from MML insurance.

Revenues:	Reimbursement - Insurance	661-000-676.012	\$25,437.00
			\$25,437.00
			\$25,437.00
Expenditures:	Motor Pool - Misc Repairs	661-268-935.000	\$25,437.00
			\$25,437.00
			\$25,437.00

Motion to Amend the 2023 Budget (#6)

Move to increase the General Fund budget by \$3,538 to \$13,748,448 and approve the department line item changes as outlined.

Move to increase the Bike, Sidewalk, Rec, Roads (BSRII) Fund budget by \$857,842 to \$4,286,303 and approve the department line item changes as outlined.

Move to increase the Law Enforcement Fund budget by \$33,924 to \$8,948,614 and approve the department line item changes as outlined.

Move to increase the Motor Pool Fund budget by \$25,437 to \$592,018 and approve the department line item changes as outlined.

# OTHER BUSINESS

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# **BOARD MEMBER UPDATES**

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