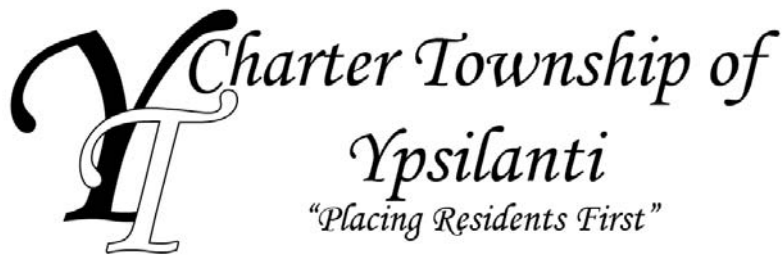


*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
*Treasurer*  
LARRY J. DOE  
*Trustees*  
JEAN HALL CURRIE  
STAN ELDRIDGE  
MIKE MARTIN  
DEE SIZEMORE



**Supervisor's Office**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 481-0617  
Fax: (734) 484-0002  
www.ytown.org

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## CHARTER TOWNSHIP OF YPSILANTI SPECIAL MEETING

Tuesday, July 14, 2009 – 2:00 p.m.

Board Room, Civic Center, 7200 S. Huron River Drive,  
Ypsilanti Township

### AGENDA

*A Special Meeting of the Charter Township of Ypsilanti Board of Trustees has been called by Supervisor Brenda Stumbo to consider the following item:*

- 1) Compensation Reduction Package for Elected Officials and Non-Union Employees
- 2) Employment Agreement Amendment with Leon Jackson
- 3) Eliminate Pay for Appointed Greens Commissioners
- 4) 2009 Budget Amendments #7
- 5) Bid Award for Purchase of Township Fire Trucks to the City of Jackson, Michigan, in the amount of \$22,000

7/13/09


*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
*Treasurer*  
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TO: Township Board

FROM: Brenda L. Stumbo, Supervisor 

DATE: July 13, 2009

RE: Compensation Reduction Package for Elected Officials and Non-Union Employees

In an effort to lead the way for the cost reduction needed due to the unforeseen economic devastation in 2009 of State Shared Revenue being reduced by \$187,000, the GM Plant Closure in 2010 and the projected reduction of 20% in assessed value for 2010, Board Members and non-union employees propose the following changes for 2009 and 2010:

**2009**

1. Change our current health care package in September for all Board Members and non-union employees to a new health care package that will absorb the 6% increase and be an additional savings in an approximate amount of \$15,174.40.
2. Change our current dental coverage to Blue Cross/Blue Shield. Our benefit level will remain the same or better, at a cost savings of \$4,115.28.

If the above changes are made, the cost savings to the Township will be approximately \$19,289.68.

**2010**

1. Reduce full-time board member salaries by 3% of the total amount given in 2009, which equals \$6,833.86. This will be voted on at the meeting with the budget and adoption of the salary resolution.

2. Reduce non-union salaries by 3% = approximately \$28,104.51. Eric Copeland's salary will not be reduced since he was just hired and Michael Saranen's salary will not be reduced since his wage is not competitive with others in this field. Michael is paid from the Hydro Fund revenue. We agreed to do a wage comparison in 2009 for this position before the economic devastation hit us. There are 14 non-union employees that will be affected by these changes and it will be voted on at the meeting with the budget and adoption of the salary resolution.
3. Reduce full-time elected officials' mileage reimbursement allowance, \$2,500 each for a total of \$7,500
4. Eliminate 20% addition to Trustees' salaries that is put into a Defined Contribution Pension Plan, \$2,996.68 for each trustee for a total of \$11,986.72.
5. Eliminate the two floating holidays and the three paid days off between Christmas and New Year's for non-union employees. The savings to the Township will be \$21,811.67.
6. We are in the process of obtaining projections on reducing the three full-time officials' pension from the existing 20% contribution by the Township to the officials paying 6.9% of their salaries into a defined benefit plan (MERS), like all other full-time employees. This would reduce the Township contribution from 20% which equals \$44,408.85 to 9.38% which equals \$20,827.77. This would also require the full-time officials to contribute 6.9% to MERS. The cost to each official would be \$5,107.02 per year. This change would be brought back to the Board at a future date with the budget.

If the above changes are made, the cost savings to the Township will be approximately \$99,817.84. If the full-time officials' pension plan is changed, it will result in a savings to the Township of \$23,581.08.

At the July 21<sup>st</sup> Work Session, we will have a presentation from Alan Panter, our auditor and David Williamson, our financial advisor regarding the forecasting for revenue and expenditures. The next three years are going to be challenging and we will have to make structural changes in order to adjust to the economic tsunami that has hit our community, county and state.

If you have any questions, please contact my office.

tk

**EMPLOYMENT AGREEMENT AMENDMENT - 2009**

This Employment Agreement Amendment 2009, between the parties hereto, **the CHARTER TOWNSHIP OF YPSILANTI**, a governmental subdivision of the State of Michigan, hereinafter called the "Township", and **LEON JACKSON**, hereinafter called "Jackson", do hereby agree to amend the previous "Employment Agreement" dated October 17, 2000, to reflect modifications in the area of Employee's Commissions as set forth below.

**COMMISSIONS:**

In return for Jackson managing the operation at Green Oaks Golf Course during 2009, Jackson shall also receive the following commissions:

- A. After deducting the normal and reasonable standard expenses of the Township with regard to the said rental or ownership of the golf carts at Green Oaks Golf Course, Jackson shall receive **15%** of the net revenue generated from the rental of carts to a maximum commission of **\$19,800** annually. **This payment shall be made in two installments, one following the close of the June 2009 books and a final payment before December 21, 2009.**
  
- B. In addition to the commission set out in "A" above, Jackson shall receive as additional compensation a commission equal to TEN (10%) percent of the Township's net profits from the sale of golf goods, wares, merchandise, equipment and food concessions with the exception of vending machines placed on site by the Township **for the year 2009**. Net profits are to be derived in accordance with standard general accounting procedures and which amount shall be paid **before December 21, 2009**.

**As of January 1, 2010, no future commission compensation shall be paid to Green Oaks Golf Course employees.**

THEREFORE, the parties hereto shall execute this Agreement as approved by the Charter Township of Ypsilanti Board.

CHARTER TOWNSHIP OF YPSILANTI

EMPLOYEE

\_\_\_\_\_  
Brenda L. Stumbo, Township Supervisor

\_\_\_\_\_  
Leon Jackson

\_\_\_\_\_  
Karen Lovejoy Roe, Township Clerk

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
*Treasurer*  
LARRY J. DOE  
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STAN ELDRIDGE  
MIKE MARTIN  
DEE SIZEMORE



**Greens Commission**

1775 E. Clark Road  
Ypsilanti, MI 48198  
Phone: (734) 485-0881  
Fax: (734) 484-1992  
www.twp.ypsilanti.mi.us

July 10, 2009

Karen Lovejoy Roe  
Ypsilanti Township Clerk  
7200 S. Huron River Dr.  
Ypsilanti, MI 48197

Re: **Greens Commissioners Pay For Attending Meetings**

Dear Ms. Lovejoy Roe:

At the Regular Meeting held on June 22, 2009, the Ypsilanti Township Greens Commission unanimously approved discontinuing, indefinitely, the pay Commissioners receive for attending the Greens Commission meetings.

We are all painfully aware of the state of the economy and the staff at Green Oaks is more than willing to make the necessary sacrifices.

Although the action taken by the Greens Commission will not have a big impact on the budget, we hope that it will at least help.

If this requires Township Board action, please place this item on an upcoming agenda for their consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ambrose Wilbanks', is written over a light blue rectangular background.

Ambrose Wilbanks  
Chair

nkW

Enclosure

Cc: Greens Commissioners  
File

# CHARTER TOWNSHIP OF YPSILANTI

## BUDGET AMENDMENT # 7

### July 14, 2009

#### 101 - GENERAL FUND

Total Increase \$ 37,082

Increase Revenues and Expenditures for the 3 year purchase agreement with CDW-G. The purchase of the Microsoft Office Professional software was approved at the June 16, 2009 Board Meeting. Increase Revenues for Other Financing Sources to cover the next two years payments totaling \$37,082. Increase the Computer Software line by the same amount, so the expenditure equals the full amount of the software costs.

Revenues:	Other Financing Sources/Long term Debt	101.000.000.695.000	\$ 37,082.00
			<u>\$ 37,082.00</u>
Expenditures:	Computer Dept-Computer Software	101.266.000.977.001	\$ 37,082.00
			<u>\$ 37,082.00</u>

Transfer budgeted funds of \$3,600 within the Election Budget for the purchase of three(3) Ricoh printers to be used with the Qualified Voter File (QVF) system. This will be funded by a reduction in the Appointed Officials-School budget.

Expenditures:	Elections-Appointed Officials-School	101.190.000.704.003	\$ (3,600.00)
	Elections-Equipment	101.190.000.977.000	\$ 3,600.00
			<u>\$ -</u>

Transfer budgeted funds from Computer Software to Computer Equipment/Hardware. This is cover the costs of needed upgrades as discussed and debated prior to submission. Reliable wireless network access in the civic center is sorely needed to conduct business. Reconfiguration of data closets via fiber will eliminate system failure and security risks and upgrade infrastructure for the future. Key workstations were identified for replacement based on mobility requirements to help facilitate economic development and preservation activities

Expenditures:	Computer Dept-Computer Equipment	101.266.000.977.000	\$ 20,000.00
	Computer Dept-Computer Software	101.266.000.977.001	\$ (20,000.00)
			<u>\$ -</u>

Revise Budget Amendment approved June 16, 2009. Recreation budget reduction for \$5,000 was erroneously reduced from the Salary-Temp/Seasonal budget. It should have been a \$5,000 reduction from Operating Supplies.

Expenditures:	RSD-Recreation-Salary-Temp/Seasonal	101.751.000.707.000	\$ (5,000.00)
	RSD-Recreation-Operating Supplies	101.751.000.740.000	\$ 5,000.00
			<u>\$ -</u>

Transfer budgeted funds from the Golf Course Fund transfer to Independent Auditing for budget services.

Expenditures	Independent Auditing-Other Services	101.202.000.803.000	\$ 10,380.00
	Transfer to: Golf Course	101.999.000.969.584	\$ (10,380.00)
			<u>\$ -</u>

# CHARTER TOWNSHIP OF YPSILANTI

## BUDGET AMENDMENT # 7

### July 14, 2009

#### 212 - BIKE, SIDEWALK, REC, ROADS & GEN OPS

Total Decrease (\$84,470)

Decrease the budget for Golf Course expenditures due to cost cutting reductions.

Revenues:	Excess 2009 Revenues over Expenditures	\$84,470.00
	Net Revenues	<u><u>\$84,470.00</u></u>
Expenditures:	Golf-Seed Planting-Fertilizer	212.584.000.783.001 (\$10,000.00)
	Golf-Seed Planting-Chemicals	212.584.000.783.002 (\$4,000.00)
	Golf-Contractual Services	212.584.000.818.000 (\$1,000.00)
	Golf-Publishing	212.584.000.900.000 (\$1,000.00)
	Golf-Golf Course Advertising	212.584.000.900.003 (\$300.00)
	Golf-Utilities-Electric Maintenance	212.584.000.920.008 (\$2,000.00)
	Golf-Vehicle Maintenance	212.584.000.939.001 (\$1,000.00)
	Subtotal	<u><u>(\$19,300.00)</u></u>

Decrease budget for Golf Course expenditures as the Golf Course Fund will absorb these costs.

Expenditures:	Golf-Operating Supplies-ProShop	212.584.000.757.002 (\$219.67)
	Golf Bldg Maint Supplies-ProShop	212.584.000.776.004 (\$821.97)
	Golf-Seed Planting-Fertilizer	212.584.000.783.001 (\$21,331.25)
	Golf-Seed Planting-Chemicals	212.584.000.783.002 (\$9,011.28)
	Golf-Seed Planting-Top Soil	212.584.000.783.003 (\$2,000.00)
	Golf-Tree Maintenance	212.584.000.783.004 (\$335.00)
	Golf-Professional Services	212.584.000.801.000 (\$910.71)
	Golf-Publishing	212.584.000.900.000 (\$2,000.00)
	Golf-Golf Course Advertising	212.584.000.900.003 (\$200.00)
	Golf-Utilities-Electric Maintenance	212.584.000.920.008 (\$10,375.57)
	Golf-Utilities Maintenance Heating	212.584.000.920.009 (\$4,592.49)
	Golf-Utilities Maintenance Phone	212.584.000.920.010 (\$614.69)
	Golf-Utilities Maintenance Water	212.584.000.920.011 (\$660.00)
	Golf-Utilities ProShop Phone	212.584.000.920.013 (\$1,216.29)
	Golf-Repairs/Maintenance Machinery	212.584.000.930.000 (\$2,889.37)
	Golf-Building Maintenance	212.584.000.931.009 (\$500.00)
	Golf-Bldg Maintenance ProShop	212.584.000.931.010 (\$1,605.00)
	Golf -Equipment Maintenance	212.584.000.933.000 (\$4,146.84)
	Golf Vehicle Maintenance	212.584.000.939.001 (\$15.77)
	Golf-Golf Cart Expense	212.584.000.939.003 (\$1,724.10)
	Subtotal	<u><u>(\$65,170.00)</u></u>
	Net Expenditures	<u><u>(\$84,470.00)</u></u>

# CHARTER TOWNSHIP OF YPSILANTI

## BUDGET AMENDMENT # 7

### July 14, 2009

#### 252 - HYDRO FUND

Total Increase \$47,000

Increase budget for revenues and expenditures due to increased electricity production and the associated costs. Also increase the expenditures for various lines due to higher maintenance and repair costs and increased overtime, supplies and professional services.

Revenues	Ford Lake Hydro Station	252.000.000.641.003	\$47,000.00
		Subtotal	<u><u>\$47,000.00</u></u>
Expenditures:	Regular Overtime	252.252.000.709.000	\$1,000.00
	Maintenance Supplies	252.252.000.776.000	\$2,000.00
	Professional Services	252.252.000.801.000	\$20,000.00
	Repairs/Maintenance - Machines	252.252.000.930.000	\$4,000.00
	Repairs/Maintenance for Hydro	252.252.000.930.001	\$12,000.00
	Miscellaneous	252.252.000.956.000	\$500.00
	City Share Hydro Station	252.252.000.956.009	\$7,000.00
	Hydro Fish Study Escrow	252.252.000.956.019	\$500.00
		Net Expenditures	<u><u>\$47,000.00</u></u>

#### 266 - LAW ENFORCEMENT FUND

Total increase \$0.00

Transfer budget funds from Health Insurance Buy-out to Maintenance for West Willow CRC for plumbing repairs.

Expenditures:	Health Insurance Buy-Out	266.301.000.708.010	(\$3,000.00)
	Building Maintenance - 2057 Tyler Road	266.301.000.931.012	<u>\$3,000.00</u>
		Net Expenditures	<u><u>\$0.00</u></u>



# CHARTER TOWNSHIP OF YPSILANTI

## BUDGET AMENDMENT # 7

### July 14, 2009

#### 584 - GOLF COURSE FUND

**Total Decrease** (\$17,080)

Decrease the expenditure budget with cost cutting budget reductions

Revenues:	Contribution from General Fund	584.000.000.581.000	(\$10,380.00)
	Sales Merchandise-ProShop	584.000.000.650.000	(\$5,000.00)
	Interest	584.000.000.664.001	(\$1,700.00)
		Net Revenues	<u><u>(\$17,080.00)</u></u>
Expenditures:	Salaries-Greenskeeper	584.584.000.702.001	(\$1,020.00)
	Commissions-ProShop	584.584.000.702.003	(\$15,170.00)
	Appointed Officials	584.584.000.704.000	(\$740.00)
	Salary-Permanent Wages (Maintenance)	584.584.000.706.000	(\$390.00)
	Wages-ProShop (Golf Pro)	584.584.000.706.008	(\$640.00)
	Wages-Temporary-Maintenance	584.584.000.707.001	(\$15,000.00)
	Wages-Temporary-ProShop	584.584.000.707.002	(\$15,000.00)
	Salaries Payout-Paid Time Off	584.584.000.708.004	(\$3,790.00)
	FICA/Medicare	584.584.000.715.000	(\$1,800.00)
	Health & Dental Insurance	584.584.000.719.000	(\$2,000.00)
	Deferred Comp	584.584.000.723.000	(\$390.00)
	Cost of Sales-ProShop	584.584.000.757.007	(\$2,000.00)
	Gas & Oil - Carts	584.584.000.867.000	(\$10,000.00)
	Gas & Oil - Maintenance	584.584.000.867.100	(\$10,000.00)
	Retirement/MERS	584.584.000.876.000	(\$1,510.00)
	Insurance & Bonds-Fire & Liability	584.584.000.914.000	(\$1,000.00)
	Interest Expense	584.584.000.957.001	(\$1,000.00)
	Education-Maintenance Staff	584.584.000.960.001	(\$800.00)
		Net Expenditures	<u><u>(\$82,250.00)</u></u>

Increase budget to absorb the costs that were originally budgeted the BSR II Fund. These are funded by the costs cutting reductions listed above .

Expenditures:	Operating Supplies-ProShop	212.584.000.757.002	\$219.67
	Bldg Maint Supplies-ProShop	212.584.000.776.004	\$821.97
	Seed Planting-Fertilizer	212.584.000.783.001	\$21,331.25
	Seed Planting-Chemicals	212.584.000.783.002	\$9,011.28
	Seed Planting-Top Soil	212.584.000.783.003	\$2,000.00
	Tree Maintenance	212.584.000.783.004	\$335.00
	Professional Services	212.584.000.801.000	\$910.71
	Publishing	212.584.000.900.000	\$2,000.00
	Golf Course Advertising	212.584.000.900.003	\$200.00
	Utilities-Electric Maintenance	212.584.000.920.008	\$10,375.57
	Utilities Maintenance Heating	212.584.000.920.009	\$4,592.49
	Utilities Maintenance Phone	212.584.000.920.010	\$614.69
	Utilities Maintenance Water	212.584.000.920.011	\$660.00
	Utilities ProShop Phone	212.584.000.920.013	\$1,216.29
	Repairs/Maintenance Machinery	212.584.000.930.000	\$2,889.37
	Golf-Building Maintenance	212.584.000.931.009	\$500.00
	Bldg Maintenance ProShop	212.584.000.931.010	\$1,605.00
	Equipment Maintenance	212.584.000.933.000	\$4,162.61
	Golf Cart Expense	212.584.000.939.003	\$1,724.10
		Net Expenditures	<u><u>\$65,170.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI**  
**BUDGET AMENDMENT # 7**  
**July 14, 2009**

Total Golf Course Expenditures (\$17,080.00)

Motion to Amend the Budget (#7) for 2009:

Move to increase the General Fund budget by \$37,082.00 to \$9,686,715.00 and approve the department line item changes as outlined,

Move to decrease the Bike, Sidewalk, Recreation, Roads and General Operations Fund (BSRII) budget by \$84,470.00 to \$1,549,767.00 and approve the department line item changes as outlined,

Move to increase the Hydro Fund budget by \$47,000.00 to \$287,270.00 and approve the department line item changes as outlined,

Move to approve the Law Enforcement Fund department line item changes as outlined,

Move to decrease the Golf Course Fund budget by \$17,080.00 to \$698,350.00 and approve the department line item changes as outlined.

**From:** Eric Copeland  
**To:** Brenda Stumbo  
**Date:** 7/9/2009 5:40 PM  
**Subject:** Hey Brenda,

Hey Brenda,

This afternoon I received some great news, Michael Beyerstedt, the Acting Assistant Fire Chief from Jackson contacted me reference acquiring our surplus fire engines. He informed me that Fire Chief Bosell met with Jackson's City Manager this morning and the outcome of there discussion was this purchase item would go to the Council on Tuesday evening for ratification. He reiterated they had the necessary Council votes to move forward at a price of \$22,000 or \$11K each. Originally we discussed a price of \$25K, but there was a brake problem with one of the trucks and I didn't want to fund any repairs so I dropped the price.

Therefore, If you're OK with this, I'll advise Vic to suspend efforts to arrange a bid process and forward this news to Susan Gilbee.

Let me know

Eric.

**From:** Karen Lovejoy Roe  
**To:** Copeland, Eric; Keen, Tammie  
**CC:** Chevrette, Victor; Doe, Larry; McDugald, Travis; Radzik, Michael; St...  
**Date:** 7/10/2009 5:18 PM  
**Subject:** authorization for selling fire trucks

this item went to board on 4/12/09 ...motion to authorize the disposal of two old fire engines ...working out language for ebay with trustee martin and it director mcdugald....

the ebay was an additional place to bid...not the only place...

they actually put it on bid net because they could not do both....so it never went on ebay...

work session minutes refer to ebay as an option...

fyi ...karen  
--

Karen Lovejoy Roe  
Clerk  
Charter Township of Ypsilanti  
7200 S. Huron River Dr.  
Ypsilanti, MI 48197  
734-484-4700

*Supervisor*  
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Clerk's Office

7200 S. Huron River Drive  
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www.ytown.org

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## MEMORANDUM

TO: Victor Chevrette, Lieutenant  
FROM: Karen Lovejoy Roe, Clerk  
DATE: April 23, 2009  
RE: Disposal of Two Older Fire Engines

At the Regular Meeting held on April 21, 2009, the Charter Township of Ypsilanti Board of Trustees authorized the sale of two older fire engines on both EBay, and the federal website [www.governmentbids.com](http://www.governmentbids.com). This is contingent upon attorney review of the RFP and development of specific language regarding EBay. The asking price will be a minimum of \$10,000, or best offer.

Below is information identifying these vehicles, as confirmed with Cheryl Lynn-Bruestle:

Engine 14-2 - 1990 Spartan/ FMC Pumper, VIN 457BT9L01LC003037  
Engine 14-3 - 1990 Spartan/ FMC Pumper, VIN 457BT9L01LC003039

Once they have been sold, *fill out the appropriate sections of the attached Change Request Form* and they will be removed from our inventory and insurance coverage.

If you have any questions regarding this board action, please contact my office.

sg

cc: Travis McDugald, IS Manager  
Mike Martin, Trustee  
Cheryl Lynn-Bruestle, Clerk III  
Wm. Douglas Winters, Attorney  
File

**CHARTER TOWNSHIP OF YPSILANTI  
7200 S. HURON RIVER DRIVE  
YPSILANTI, MI 48197**

**CHANGE REQUEST FORM**

---

Public Entity: Charter Township of Ypsilanti County: Washtenaw

Add  Delete Effective Date: \_\_\_\_\_

**Auto Change:**

Vehicle—Year, Make and Model: \_\_\_\_\_

VIN Number: \_\_\_\_\_  Liability  Physical Damage

Replacement Cost (Fire and Ambulance only)/Cost New: \_\_\_\_\_

**Property Change: Building Demolished**

Address: \_\_\_\_\_ Occupancy: \_\_\_\_\_

Construction Type: \_\_\_\_\_ Sq Footage: \_\_\_\_\_ Yr Built: \_\_\_\_\_

Building Limit: \_\_\_\_\_ Building  
Content: \_\_\_\_\_

**Miscellaneous Changes: INLAND MARINE (Equipment)**

*(Please include the following: Item, Description, Serial #, Replacement Cost, Year)*

Item: \_\_\_\_\_

Vin/Serial # \_\_\_\_\_ Cost: \_\_\_\_\_ Year: \_\_\_\_\_

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