

WORK SESSION AGENDA
CHARTER TOWNSHIP OF YPSILANTI
TUESDAY, DECEMBER 7, 2010

**** PLEASE NOTE START TIME ****

6:00 P.M.

**CIVIC CENTER
BOARD ROOM
7200 S. HURON RIVER DRIVE**

1. DISCUSS PURCHASING CAMERAS FOR PUBLIC SAFETY IN PARKS AND ROADWAYS – BRENDA L. STUMBO
2. REVIEW AGENDA
3. OTHER DISCUSSION

REVIEW AGENDA

- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

OTHER DISCUSSION

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

- B. REQUEST AUTHORIZATION TO INITIATE LEGAL ACTION IF NECESSARY, IN WASHTENAW COUNTY CIRCUIT COURT TO ABATE PUBLIC NUISANCE FOR THE PROPERTY LOCATED AT 2375 S. GROVE ROAD
- C. REQUEST AUTHORIZATION TO INITIATE LEGAL ACTION IF NECESSARY, IN WASHTENAW COUNTY CIRCUIT COURT TO ABATE PUBLIC NUISANCE FOR THE PROPERTY LOCATED AT 10131 TEXTILE ROAD
- D. REQUEST FOR FORMAL APPROVAL EMERGENCY LEGAL ACTION IN WASHTENAW COUNTY CIRCUIT COURT TO ABATE PUBLIC NUISANCE FOR THE PROPERTY LOCATED AT 968 ECORSE ROAD
- E. GENERAL LEGAL UPDATE

OLD BUSINESS

- 1. RESOLUTION NO. 2010-19 – BOARD MEETING DATES FOR 2011 (tabled at the November 16, 2010)

NEW BUSINESS

- 1. BUDGET AMENDMENT #13
- 2. REQUEST OF PARK COMMISSION FOR APPROVAL OF CHARTER TOWNSHIP OF YPSILANTI NON-MOTORIZED PEDESTRIAN/BICYCLE PATHWAY SYSTEM: NON-MOTORIZED FACILITIES INVENTORY, ANALYSIS, AND PLANNING STUDY
- 3. REQUEST OF MATT RINNA FOR A 2010 CLASS C LICENSE FOR PACIFIC BEACH BURRITOS, INC., LOCATED AT 2835 WASHTENAW (referred to the Liquor Committee at the November 16, 2010 Regular Meeting)
- 4. LEASE AGREEMENT BETWEEN YPSILANTI TOWNSHIP AND YPSILANTI COMMUNITY UTILITIES AUTHORITY (YCUA) FOR “SERVICE CENTER BUILDING”, LOCATED AT 2770 CLARK ROAD
- 5. RE-IMAGING WASHTENAW
 - A. RESOLUTION NO. 2010-29 – RESOLUTION OF INTENT
 - B. RESOLUTION NO. 2010-30 – CREATION OF JOINT CORRIDOR IMPROVEMENT AUTHORITY
- 6. TEAM (EPA) PROVIDER – SERVICE AGREEMENT RENEWAL
- 7. AUTHORIZATION TO FILL ACCOUNTING DIRECTOR POSITION
- 8. GOVERNMENTAL CONSULTANT SERVICES, INC. (GCSI) 2011 CONTRACT
- 9. REQUEST OF JEFF ALLEN, RSD DIRECTOR FOR AUTHORIZATION TO SEEK “CONNECTING COMMUNITIES” GRANT
- 10. REQUEST OF CHIEF COPELAND TO DONATE DEFUNCT ALPHA-NUMERIC PAGER HARDWARE TO WASHTENAW COUNTY HAZARDOUS MATERIAL RESPONSE AUTHORITY

11. RESOLUTION NO. 2010-18 – 2011 FISCAL YEAR BUDGET
12. RESOLUTION NO. 2010-23 – SUPERVISOR SALARY FOR 2011
13. RESOLUTION NO. 2010-24 – CLERK SALARY FOR 2011
14. RESOLUTION NO. 2010-25 – TREASURER SALARY FOR 2011
15. RESOLUTION NO. 2010-26 – TRUSTEE SALARIES FOR 2011
16. RESOLUTION NO. 2010-27 – WAGE RESOLUTION FOR 2011

OTHER BUSINESS

AUTHORIZATIONS AND BIDS

1. REQUEST OF ART SERAFINSKI, RECREATION DIRECTOR TO SEEK COMPETITIVE PROPOSALS FOR THE PRINTING OF THE DISCOVER YPSILANTI TOWNSHIP MAGAZINE, 50 & BEYOND NEWSLETTER, IN THE AMOUNT OF \$29,000 BUDGETED IN LINE ITEM #230-751-000-880-000 AND SEASON PARK/BOAT STICKERS AND DAILY PARK/BOAT PASSES FOR 2011 AND 2012, IN THE AMOUNT OF \$1,200 BUDGETED IN LINE ITEM #230-751-000-757-775
2. REQUEST OF JEFF ALLEN, RSD DIRECTOR TO PURCHASE A USED LOADER/BACKHOE, IN AN AMOUNT NOT TO EXCEED \$40,000 BUDGETED IN LINE ITEM #252-252-000-976-000

STATEMENTS AND CHECKS

PUBLIC HEARING

1. Resolution No. 2010-28, Special Assessment Levy

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2010-28

SPECIAL ASSESSMENT LEVY

WHEREAS, the Charter Township of Ypsilanti Board of Trustees, on December 7, 2010, held a public hearing on the proposed special assessment roll prepared by the Lead Appraiser, a copy of which is on file in the Clerk's Office, after advertising the same in a newspaper of record in the Township, and;

WHEREAS, on December 7, 2010, the Ypsilanti Township Board heard comments on said proposed special assessment roll prepared by the Lead Appraiser.

NOW THEREFORE, BE IT RESOLVED that the proposed special assessment roll prepared by the Lead Appraiser for the Charter Township of Ypsilanti, a copy of which is on file in the Clerk's Office, be adopted and the amounts set forth on the special assessment roll be levied on the 2010 Winter Tax Roll.

**PUBLIC ACT 188 OF 1954 PROCEEDINGS
CHARTER TOWNSHIP OF YPSILANTI
WASHTENAW COUNTY, MICHIGAN
NOTICE OF PUBLIC HEARING
ON SPECIAL ASSESSMENT ROLL**

PLEASE TAKE NOTICE that the Supervisor and Assessing Officer of the Township has reported to the Township Board and filed in the Office of the Township Clerk for public examination a special assessment roll prepared by the Assessor covering all properties within the Special Assessment Districts benefited by the districts listed below.

PLEASE TAKE FURTHER NOTICE that the Assessing Officer has further reported that the assessment against each parcel of land within said district is such relative portion of the whole sum levied against all parcels of land in said district as the benefit to such parcels bears to the total benefit to all parcels of land in said district.

PLEASE TAKE FURTHER NOTICE that the Township Board will hold a public hearing at the Ypsilanti Township Civic Center, 7200 S. Huron River Drive, Ypsilanti, MI on December 7, 2010 for the purpose of reviewing said special assessment roll and hearing any objections thereto. Said roll may be examined at the office of the Township Clerk during regular business hours of regular business days until the time of said hearing and may further be examined at said hearing. Appearance and protest at the hearing held to confirm the special assessment roll is required in order to appeal the amount of the special assessment to the Michigan Tax Tribunal.

An owner, or partner in interest, or his or her agent may appear in person at the hearing to protest the special assessment, or shall be permitted to file his or her appearance or protest by letter and his or her personal appearance should not be required. (The owner or any person having an interest in the real property who protests in person or in writing at the hearing may file a written appeal of the special assessment with the Michigan Tax Tribunal within 30 days after the confirmation of the special assessment roll.

THE FOLLOWING ARE THE PROPOSED SPECIAL ASSESSMENT ROLLS TO BE LEVIED ON THE 2010 WINTER TAX ROLL

<u>SPECIAL ASSESSMENT</u>	<u>CODE</u>
Rawsonville Water	050
Sherman Oaks Water	051

STREET LIGHT SPECIAL ASSESSMENTS

<u>DISTRICT</u>	<u>CODE</u>	<u>DISTRICT</u>	<u>CODE</u>
Shady Knoll 1-6	101	Nancy Park 1-3	102
Nancy Park 5-6	103	West Willow #1	104
Ypsi Twp Area	105	West Willow #2	106
Hickory Hill	107	Washtenaw Orchard	108
Washtenaw Ridge	109	Nancy Park #7	111
Rambling Road	112	Hickory Hill #1	113
Onandaga Street	114	West Willow Dist 3	115
S. Devonshire	116	Washtenaw Concourse	117
Delaware Street	118	Washtenaw CC #4	119
Ivanhoe Area	120	Oswego/Cayuga	121
Hawthorne Street	122	Hunt/Hollis	123
Turtle Creek	124	Turtle Creek 2	125
Debby Court	126	Lynne Street	127
West Willow 10&11	129	Johnson Place	130
Huron Hearthside	131	Oakland Estates	132
Washtenaw Clubview	133	Oakland Estates #3	134
Brookside Street	135	Huron Commercial	136
Crestwood Sub	137	Kansas St	138
Hayes Street	139	Ford Lake Village	140
Ford Lake Village #2	141	Streamwood 1-7	142
Deauville Parrish	146	Spruce Falls	147
Bagley Street	148	Partridge Creek #1	149
Georgetown Condos	150	Streamwood #8	151
Smokler Textile	152	Greene Farms #1 & #2	153
Golf Estates	154	Ohio St 2000	155
N. Kansas	156	Russell St	157
Dakota	158	Paint Creek Farms	159
Whispering Meadows #1	160	Amberly Grove	162
Greenfields #1	163	Partridge Creek 2&3	164
Partridge Creek North	165	Campbell St	166
Preserves	167	S Ivanhoe St	168
Clubview Sub	169	Wash Clubview	170
Taft Ave	171	Devonshire & Oregon	172
Greene Farms #3	173	Greene Farms #4	174
Raymond Meadows	175	Tyler Rd	176
Washtenaw Bus Park	177	Whittaker Village	178
Tremont Park #1	179	Tremont Park #2	180
Kirk St	181	Greene Farm 5	182
Greene Farm 6	183	Woodlawn St	184
Greenfields 2 & 3	185	Greene Farms #7	186
Whispering Meadows #2	187	Huron Meadows	188
Rivergrove	189	Aspen Ridge	191
Grove Park	192	Gates Ave	193
Fairway Hills	194	Washtenaw Clubview	196
Bradley Ave	197	Creekside West	198
Creekside South	199	Creekside East	201

KAREN LOVEJOY ROE, CLERK
Charter Township of Ypsilanti

The Ypsilanti Township Board will provide necessary reasonable auxiliary aids and services to individuals with disabilities requiring auxiliary aids or services. Individuals should contact the Ypsilanti Township Board by writing or calling the following: KAREN LOVEJOY ROE, CLERK, 7200 S. Huron River Drive, Ypsilanti, MI 48197, PHONE: (734) 484-4700 or E-MAIL: klovejoyroe@ytown.org.

PUBLISH: November 18, 2010

Charter Township of Ypsilanti

Proclamation

Honoring
2010 LINCOLN HIGH SCHOOL
BOYS VARSITY SOCCER TEAM

WHEREAS, the Charter Township of Ypsilanti wishes to recognize and congratulate the 2010 Lincoln High School Boys Varsity Soccer Team on winning the Championship for the District playoffs, the SEC White Division Championship and the 1st Annual Lincoln Invitational Championship; and

WHEREAS, The Lincoln Boys Varsity Soccer Team achieved an overall record of 19 wins and 5 losses; and a league record of 9 wins and 2 losses; and

WHEREAS, the Individual Awards for All-League 1st Team were presented to Connor Smith, Mohammed Kaba, Justin Ritchey and Jeremy Ritchey along with Honorable Mention to Nate Simonds, Scott Chatfield, Joel Yankey, and Jimmy VanHorn; and

WHEREAS, All District 1st Team awards were achieved by Connor Smith, Mohammed Kaba, Justin Ritchey, Jeremy Ritchey, Scott Chatfield, Jimmy VanHorn and Joel Yankey along with Honorable Mention for Nate Simonds, Will Peet, Thomas Henry and Michael Winters; and

WHEREAS, All-Region awards went to Lincoln Team Members Mohammed Kaba, Justin Ritchey and Jeremy Ritchey and All-State awards were presented to Mohammed Kaba (2nd team), Justin Ritchey and Jeremy Ritchey achieved Honorable Mention.

WHEREAS, the SEC Sportsmanship Award was presented to Jimmy VanHorn and the Scholar Athlete Award was presented to both Connor Smith and Mohammed Kaba; and

WHEREAS, the Lincoln Boys Varsity Soccer Team Coach Bob Stowe was selected as Coach of the Year for District 2-1 and was also selected as the Ann Arbor Area newspapers Coach of the Year;

NOW, THEREFORE BE IT RESOLVED AND PROCLAIMED, the Charter Township of Ypsilanti Board and on behalf of all our residents wishes to express their pride and admiration in having the Lincoln High School Boys Varsity Soccer Team representing our community. We are all very proud of their hard work and dedication.

Dated And Signed This 7th Day of December, 2010

Brenda L. Stumbo, Supervisor

Karen Lovejoy Roe, Clerk

Larry J. Doe, Treasurer



Stan Eldridge, Trustee

Jean Hall Currie, Trustee

Mike Martin, Trustee

Dec Sizemore, Trustee

Charter Township of Ypsilanti

Proclamation

Honoring
WILLOW RUN HIGH SCHOOL FLYERS
2010 VARSITY BOYS FOOTBALL TEAM

WHEREAS, the Charter Township of Ypsilanti wishes to recognize and congratulate the Willow Run High School Varsity Football Team for their history making 2010 season; and

WHEREAS, the 2010 Football team worked hard and finished the season with a 7-3 record and for the first time since 1981, the Willow Run High School Varsity Football Team qualified for the state playoffs; and

WHEREAS, the Willow Run Flyers 2010 Varsity Football team pulled together and fought hard against the odds, and with great play from Jalen Griffin, Desmond Brown, Tavarus Davis, Chervez Sims, Jalen Lloyd, Anthony Fisher, Kenny Nathan, Brandon Britcher, Johnny Brown, Lasean Holmes, Charles Cheatom, Aaron Belin, Deshaun Gohl, Trevor Patterson and Troy Varner defeated Manchester, across town perennial power football team, for a 28-26 victory in a Division 6 first round pre-district contest; and

WHEREAS, the Willow Run Flyers Varsity Football Team hosted Grass Lake in the state playoff contest, the first ever state playoff contest hosted by Willow Run in its football history; and

WHEREAS, Willow Run Flyers Coach Rufus Devere Pipkins did a fabulous job of creating a team atmosphere where dedication and determination directly impacted the Flyers ability to reach the playoffs; and

WHEREAS, the Willow Run Flyers Varsity Football Team excelled on and off the field, achieving academic success with 21 team players with a 2.5 GPA or higher and 14 team players with a 3.0 GPA or higher on the 24 member team; and

WHEREAS, the entire Willow Run Community and Ypsilanti Township are extremely proud of our 2010 Willow Run High School Flyers Varsity Football Team's many accomplishments;

NOW, THEREFORE BE IT RESOLVED AND PROCLAIMED, the Charter Township of Ypsilanti on behalf of all our residents wishes to express their pride and admiration in having the 2010 Willow Run High School Flyers Football Team a part of our family and community and wishes each of the players, great success in all their future endeavors; and

BE IT FINALLY RESOLVED AND PROCLAIMED, The Willow Run Flyers 2010 Varsity Football Team are CHAMPIONS!

Dated And Signed This 7th Day of December, 2010

Brenda L. Stumbo, Supervisor

Karen Lovejoy Roe, Clerk

Larry J. Doe, Treasurer



Stan Eldridge, Trustee

Jean Hall Currie, Trustee

Mike Martin, Trustee

Dee Sizemore, Trustee

PUBLIC COMMENTS

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE NOVEMBER 3, 2010 WORK SESSION MEETING**

PROPOSED

The meeting was called to order by Supervisor Brenda L. Stumbo at approximately 10:00 a.m. in the Ypsilanti Township Civic Center Conference Room, 7200 S. Huron River Drive, Ypsilanti Township.

Members Present: Supervisor Brenda L. Stumbo, Clerk Karen Lovejoy Roe, Treasurer Larry Doe, Trustees Jean Hall Currie, Stan Eldridge, and Mike Martin

Members Absent: Trustee Dee Sizemore

1. 2011 Fiscal Year Budget – General Fund

209 - Assessing Department

Supervisor Stumbo stated the budget proposal included the salary of the part-time Assessor remaining the same.

Linda Gosselin, Assessor explained the Lead Appraiser planned to retire at the end of March 2011 and she proposed the position be changed to Assistant Assessor. She said one of the current Level III employees would most likely take the new position and the department would post for a new part-time Level I/Clerk.

Supervisor Stumbo explained the department would be replacing a full-time position with a part-time position and the department was budgeted to be on 40 hours for the entire year.

Ms. Gosselin explained her staff was currently working 40 hours on a township-wide canvas to compare the field cards and records in the equalizer data base to what was in the field. She explained the work was necessary because 90% of the homes had additions or improvements that were not being assessed. Ms. Gosselin explained a letter would be send to all residents explaining the new increases in valuations resulting from the canvas. She informed the board if the records did not accurately reflect what is in the field, the State would bring in their own appraisers and reassess the entire Township at a cost of approximately \$400,000 - \$500,000.

Trustee Martin asked about the overtime line item.

Linda Gosselin explained it was related to Board of Review.

Treasurer Doe asked about healthcare line item change. It was explained because the new position would not receive healthcare.

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Trustee Eldridge asked about a health care system called WRAP. He said the City of Ypsilanti was a part of WRAP and their insurance was only increasing 8%. He asked that Human Resources check with the City about this program.

Karen Wallin, Human Resource Department suggested the ability to shop other healthcare providers be negotiated in the next contract. She said there were a lot of companies offering good products for healthcare at less cost.

Treasurer Doe suggested offering a set amount of dollars that each employee could use for different levels of coverage.

Trustee Martin explained the difference of core plans and adding options to a core plan based on needs of employees. He stated some contracts did allow shopping different providers as long as the benefit coverage remained the same for employees.

Clerk Lovejoy Roe suggested revisiting the team approach for researching healthcare options for employees. She reminded the Board that the Township had put together a leadership team made up of leaders from the bargaining units of the various unions, together with management and Human Resources to become educated and study a variety of options for healthcare. She explained that when everyone had the same information, it was easier to form a consensus about healthcare providers and programs. Clerk Lovejoy Roe said it worked well because everyone was at the table learning together and it had positive results the first time there were major changes to the healthcare because everyone fully understood the situation and were part of the solution.

Ms. Wallin stated it was called the Healthcare Committee and she expressed it would be a good time to form such a committee because of the change in leadership that was occurring.

Supervisor Stumbo explained the change in the prescription drug program impacted everyone greatly. She also explained the challenge was with the retiree prescription program, which was an old program and cost the Township a great deal. Supervisor Stumbo suggested it might be better for the Township to pay the gap between the new program and what the employee would be charged.

Trustee Martin and Clerk Roe suggested several options that could be utilized to bring down the costs of retiree prescription drugs without costing the retirees.

Clerk Lovejoy Roe stated there were businesses that helped companies shop their healthcare and look at options. She suggested the healthcare committee look at the retirees' drug benefits, along with the other things.

Supervisor Stumbo asked Trustee Martin to be a part of researching the healthcare because of his expertise.

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190 – Elections

Clerk Lovejoy Roe presented the election budget and explained it was reduced by 25.6% or \$64,372 due primarily to not having two large elections in 2011.

Nancy Wrybkowski, Deputy Clerk explained there was currently only one school election scheduled for next year. She said it was rumored that WISD and AATA may go out next year for county wide elections. Ms. Wrybkowski informed the Board if that was the case, it would be necessary to do a budget amendment but both would be reimbursable.

Clerk Lovejoy Roe explained Precinct 17 needed to be split because of the number of voters and due to the possible change in County Commissioner districts, it may be necessary to change every voter's precinct. She stated that information would be available in late spring or early summer. Clerk Lovejoy Roe said the cost of doing the changes, possibly township-wide, were not in the budget and she would get those costs to be added to the budget. She reported the changes must be done after the census numbers come out in the spring and the reapportionment of the county commissioner districts were completed.

215 – Clerk

Clerk Lovejoy Roe explained the Clerk's budget was consistent with last year with the exception of the cost savings from not filling the part-time file clerk position and absorbing this work by current staff. She reported the budget was reduced 8.83% or \$26,092 from the 2010 budget.

Tammie Keen, Deputy Supervisor reported the salaries in Budget 215 – Clerk did include the reduction of another 30% in salaries because of a further reduction in staff. She said the current 50/50 shared position between the Clerk and Supervisor's departments would now be 20% Clerk and 80% Supervisor.

Ms. Wrybkowski reported the new 80%/20% sharing of the position was discussed with Supervisor Stumbo.

Clerk Lovejoy Roe stated the overview did not include this arrangement and she would submit a new overview that would show a further reduction and cost savings in the Clerk's budget. She stated she hoped the document management system software was in the Computer budget because if it was not, the Clerk's budget did not include the expenses related to copying permanent records unto film or permanent paper. Clerk Lovejoy Roe said she would need to bring that back at a later time if the document management system was not approved.

Trustee Eldridge questioned if Assessing was filling the retirement position with a part-time person, could the Clerk's office do the same with the position vacated by retirement.

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Ms. Wrybkowski stated the Clerk's office had agreed to reduce that position to only 20% in the 2011 budget and the other 80% would be in the Supervisor's budget.

Trustee Eldridge questioned having a person split between departments.

Ms. Wrybkowski stated it was suggested that the Supervisor take the position 100%.

Supervisor Stumbo stated she thought that FOIA and Insurance should stay in the Clerk's department and that is why she thought the 20% should remain in the Clerk's budget.

Clerk Lovejoy Roe stated it would be really difficult to further reduce personnel in the Clerk's department. She reported the staff had already been cut in half.

Supervisor Stumbo stated that Treasurer Doe had cut his staff in half and he was going to reduce further with a half-time person. She said one of the full-time positions in the Clerk's office was reduced before Clerk Lovejoy Roe was elected.

Clerk Lovejoy Roe said since 2007 the Clerk's of staff had been reduced by 50%.

Ms. Wrybkowski stated that historically the first floor staff had supported each other with the daily work load.

Trustee Eldridge stated he was just asking if it had been reviewed to see if the position needed to be filled.

Clerk Lovejoy Roe stressed that every position that came open was always reviewed to see if there was a need to fill it or change it.

Ms. Wrybkowski explained that with the elimination of the part-time file clerk and the proposed change in the shared (an additional 30% reduction) it is almost the elimination of one full time position in the Clerk's department.

Clerk Lovejoy Roe stated if the document management system was not approved, changes to the budget would be necessary.

Trustee Eldridge asked what changes would be needed.

Clerk Lovejoy Roe explained the costs outlined in the document presentation would need to be added to the budget. She estimated the documents in the vault alone, would cost approximately \$5,000 in just paper costs. She explained it would be easier, faster and more efficient use of all Township staff to implement the document management software. She reminded the board that cutting just 50% of the Township copying costs with the use of the document management system, would save maintenance costs of the new system and provide additional cuts in expenditures and help offset the software one time expenditure cost.

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Trustee Martin asked about the costs for transferring over to the document management system.

Clerk Lovejoy Roe said the plan was do it all in-house over a long period of time. She indicated staff would begin with the current files and as time allowed, older files would be done.

Treasurer Doe said it may take four to five years.

Clerk Lovejoy Roe said the longer it was delayed, more documents must be added to the system from the past.

Trustee Martin shared that he highlighted one item under the Clerk's department and that was, "the Clerk's office staff deserves much credit in helping reduce costs by absorbing work when positions have not been filled."

253 – Treasurer's Office

Treasurer Doe stated his budget was about the same as 2010 except he planned to try to fill the vacated position with a half-time position. He shared he had tried to do this in the past and it did not work out but with closing for lunch he thought it might work. He stressed that wherever his part-time person came from, he wanted the same person everyday for four hours a day.

Trustee Eldridge asked what Treasurer Doe meant by wherever this person came from.

Treasurer Doe and Clerk Lovejoy Roe explained there were several opportunities that might make that possible. Treasurer stated his department would go from 64 hours to 60 hours a week and would save about \$12,000 annually in benefits and the four reduced hours a week. Treasurer Doe stated this opening was created by one of his staff bidding to the Fire Station.

Trustee Eldridge stated he thought if staff was going back to 40 hours a week it would have come back to the board.

Treasurer Doe stated the Board could do whatever they wanted but he felt the Board needed to give those running the day-to-day operations, the latitude to make decisions to run the organization. He said he didn't think anyone was putting people on 40 hours just to do it. Treasurer Doe said he had done it twice in the Treasurer's Department for tax collection.

Trustee Eldridge said he would not disagree. He said he would ask for the same courtesy to the Trustees to let them know when departments were going on 40 hours.

Supervisor Stumbo agreed that we needed to let the Trustees know.

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Trustee Eldridge stated notification would be appropriate to all Board Members through email, voice mail, text, etc. The Board agreed that sharing information should be a priority.

Trustee Martin asked about the overtime in the Treasurer's budget.

Treasurer Doe stated he increased the overtime budget to have more dog clinics next year.

265 – Building Operations

Jeff Allen, Residential Services Director presented his budget. He stated the work of the Operations Superintendent would be absorbed by the Residential Services Director and the Public Services Superintendent. He stated he did have overtime budgeted for emergency maintenance issues like heating, boilers and leaks.

Trustee Eldridge asked about the increase in the graffiti line item.

Jeff Allen stated it was based on the 2010 budget and he projected an increase for 2011.

Trustee Eldridge questioned if this department would be on 32 or 40 hours for 2011.

Mr. Allen stated the custodians had been on 32 hours all year but indicated due to absences, additional hours would be scheduled. He also said the outdoor maintenance workers go to 32 hours in the winter months and work 40 in the summer months when seasonal workers were utilized and the need was greater. The maintenance workers have worked 40 hours on mowing and parks maintenance.

Supervisor Stumbo said she thought the parks could use more upkeep during the high user times. She said Mr. Allen had tried to keep costs down and the parks suffered.

Mr. Allen said if he had erred, it was by not having enough seasonal workers in 2010. He said he tried save dollars due to the possibility of laying off employees.

Supervisor Stumbo said it was better to keep regular employees working on the expensive equipment.

Clerk Lovejoy Roe stated she thought it was important to keep Township employees working 40 hours when scheduling seasonal workers.

762 – Residential Services

Mr. Allen stated that more of his salary and one clerical position were being charged to Environmental Services due to the increase in time that was utilized in the Environmental Services Department.

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Ms. Keen stated half of Mr. Allen's salary was in this department.

774 – Parks & Grounds

Mr. Allen said there were two group leaders and half of the mechanic in the 774 department. He said this fund was for all the park maintenance and the overtime was for snow removal. Mr. Allen stated the employees worked 32 hours in the winter and 40 hours in the spring/summer.

Trustee Eldridge asked what maintenance contractual services were for and why the increase.

Mr. Allen said it was for cutting trees around streetlights that DTE would not cut.

780 – Stormwater Management

Supervisor Stumbo and Jeff Allen shared there were several Storm Water Management Plans the Township was required to do and the Township did not have anyone with the needed expertise. He said the line item would be used to hire professionals to do this work.

There was more discussion about 32 hours while seasonal workers were employed. Clerk Lovejoy Roe said maybe more discussion was needed and she did not think it was appropriate to work seasonal workers when Township staff was on 32 hours.

Supervisor Stumbo said the labor attorney said Township workers should be on 40 hours when seasonal workers were employed.

Trustee Eldridge stated that he thought there should be consistency in moving to 40 hours in a department.

Clerk Lovejoy Roe stated that the Clerk's department must close up the elections and then we must get the back room cleaned up because election materials were in a storage room that had the real possibility of a leak and had leaked in the past. She explained that her department staff will be working to move our election room completely to the back storage room for the safety of the computers and election equipment. She agreed to give the Trustees notice of when the Clerk's department would return to 32 hours.

266 – Computer Support

Mr. Radzik presented an overview of the Computer Support budget... He explained several changes: 933.000 Equipment Maintenance went from \$3,000 to \$4,000, 933.001 Maintenance Contracts reduced to \$60,805 and 977.001 Computer Software reduced to \$78,500. He reported the total budget was reduced to \$323,072. Mr. Radzik provided supplemental detailed information to the Board. He explained the cost budgeted for a third secure offsite storage facility for our data and he said most public

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sector companies had moved to this type of offsite storage to save dollars and for security reasons.

Supervisor Stumbo questioned if purchasing software update was in the budget.

Mr. Radzik indicated he was not sure and would follow up on this issue.

Supervisor Stumbo stated that if we could move this forward electronically it would save dollars and time, including electronic signatures.

Mr. Radzik pointed out that the supplemental information showed all the different modules of software and the departments that use it. He said the budget numbers were based on the upgrades and funds were budgeted for the email upgrade. Mr. Radzik stated Travis McDugald was working to allow personal home computers to be used to access securely our Township data to reduce the need purchase more laptops.

Trustee Eldridge asked if the ability to have employees swipe in on their computers so one could determine when an employee began their workday was in this budget.

Mr. Radzik stated the expense of adding the swipe devices to the computers and the maintenance was not budgeted and it would require a budget amendment.

Trustee Eldridge said he would like to pursue the swipe devices.

Clerk Lovejoy Roe stated the decision to move from the time clock system was to save the large expense of maintaining the swiping system, as well as to change the culture of the organization. She said it was a philosophical decision for many to change the culture and to put the responsibility on the employee to turn in their time and on managers to insure their time was correct.

Mr. Radzik added there was an expense of almost \$10,000 a year that was also driving the organization to move from the swipe/time clock system. He said the new software for time and attendance would replace the time clock system but ability to have employees swipe at a machine could be added.

Supervisor Stumbo asked Board Members to contact the Supervisor's office with dates and time they could attend a follow- up budget meeting before the regular board meeting on November 16, 2010. All agreed.

Meeting Adjourned at 12:20 p.m.

Respectfully Submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE NOVEMBER 8, 2010
WORK SESSION MEETING**

PROPOSED

The meeting was called to order by Supervisor Brenda L. Stumbo at approximately 8:30 a.m. in the Ypsilanti Township Civic Center Conference Room, 7200 S. Huron River Drive, Ypsilanti Township.

Members Present: Supervisor Brenda L. Stumbo, Clerk Karen Lovejoy Roe, Treasurer Larry Doe, Trustees Jean Hall Currie, Stan Eldridge, and Mike Martin

Members Absent: Trustee Dee Sizemore

1. 2011 Fiscal Year Budget – GENERAL FUND

Supervisor Stumbo stated the Board would finish reviewing the General Fund.

101 – TOWNSHIP BOARD

Supervisor Stumbo said the Township Board budget was self-explanatory. She stated the biggest difference was in healthcare costs and the Professional Services line item where the lobbyist cost was budgeted for the full year.

137 – DUE PROCESS

Supervisor Stumbo reported a new fund was created for the 14B Court and all items reflective of the court were moved to that fund. She said prosecution and the prosecution of domestic violence had been kept in the Due Process budget. Supervisor Stumbo explained the attorney fees were decreased by \$3 an hour but the amount remained the same because prosecution had not slowed.

171 – SUPERVISOR

Supervisor Stumbo stated there was an increase due to healthcare costs. She further explained an additional 30% of the current 50% shared position had been moved to the Supervisor budget. The proposed budget reflected an 80/20 split.

201 – ACCOUNTING

Clerk Lovejoy Roe stated the budget reflected the retirement of Chris Oshelfske, Accounting Director and it was the hope to hire a new director for less. She explained the increase in the temporary wages line item was because the plan was to bring Ms. Oshelfske back to help with the audit and the transition.

**CHARTER TOWNSHIP OF YPSILANTI
NOVEMBER 8, 2010 SPECIAL WORK SESSION
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202 – INDEPENDENT AUDITING

Supervisor Stumbo said the budget had increased due to the requirement of a single audit for the energy efficiency grant.

210 – LEGAL SERVICES

Supervisor Stumbo explained the litigation line item was for nuisance abatements and any other issue that may arise. She said there was a 3% reduction in the retainer and the hourly rate was reduced from \$165 to \$160. She further explained a legal services line item was created in the Fire Department Fund because much of the legal costs were associated with fires. Supervisor Stumbo reminded the Board negotiations would begin in 2011. She also reported the labor attorney had not agreed to reduce his fees.

Trustee Eldridge stated a request to reduce fees should be sent to the labor attorney so the Township could officially be provided the decline.

Clerk Lovejoy Roe stated litigation was greatly reduced and since the nuisance abatements were not slowing down, she felt the amount should be increased. She thought \$450,000 was more realistic and it would still be a reduction of \$100,000.

Trustee Eldridge stated he was okay with it either way and suggested asking the attorney or Mike Radzik, OCS Director.

Mr. Radzik explained some of the costs were event driven but the OCS Department had been very aggressive in seeking out the nuisance problems. He agreed word was out about what the Township was doing and they were settling cases much quicker.

Trustee Eldridge stated he would still like to hear from Attorney Winters before agreeing to increase the litigation line item.

227 – HUMAN RESOURCES

Clerk Lovejoy Roe explained she, Supervisor Stumbo and Treasurer Doe had briefly discussed giving Karen Wallin a salary increase. She explained Ms. Wallin had taken over an extreme amount of duties (comments by another Board Member were inaudible).

Supervisor Stumbo said the thought process was to give Ms. Wallin a lump sum payment and not a salary increase. She stated there were other employees that had assumed additional duties without a salary increase. Supervisor Stumbo stated her preference was a lump sum but the Board could decide what they wanted to do, if anything. She said \$1,000 had been discussed.

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NOVEMBER 8, 2010 SPECIAL WORK SESSION
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247 – BOARD OF REVIEW

Supervisor Stumbo said the Board needed to make a policy decision if they wanted to reduce the per diem paid to members of the Planning Commission, Zoning Board of Appeals, Board of Review, WCAC, etc. from \$50 to \$40. She said it was a policy decision and it was suggested by Joe Lawson, Planning Coordinator. The Board agreed to the reduction.

Supervisor Stumbo asked if the Board wanted to consider giving Ms. Wallin a \$1,000 lump sum payment.

Clerk Lovejoy Roe said she supported it but she thought it should be rolled into her salary.

Treasurer Doe said at some point, the Township needed to hire a Human Resource Manager. He felt it was extremely important to have a manager in that department.

Trustee Martin said he would agree to a lump sum (Board Member did not speak into the microphone and further comments were inaudible).

The Board agreed to a one-time lump sum payment to Ms. Wallin.

Supervisor Stumbo explained the Board of Review was different from the other boards and each member received \$90 per day (comments inaudible from unknown speaker).

266 – COMPUTER SUPPORT

Trustee Eldridge said Mr. Radzik did not complete his presentation at Monday's work session and he thought he should have the opportunity to do so.

Mr. Radzik stated he had an updated presentation in response to questions raised by Trustee Eldridge at Monday's work session. He reviewed the following:

Printing Supply Cost: Accounts for toner for all non-Ricoh device printers, which included the large plotter in the OCS department and all but one printer at the Recreation department.

Internet Access: TDS was the primary internet access for the Civic Center and the guts of the network and their contract was due to expire in 2012. VPN/Inet for the Compost Center, Recreation, Hydro and the Civic Center was through Comcast. The savings for off-site storage could be measured in terms of what would happen in case of a catastrophe or natural disaster.

Document Management System (DMS): The move to a DMS would insure all data would be backed up outside the County connection, which would provide independent backup controlled by the Township.

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NOVEMBER 8, 2010 SPECIAL WORK SESSION
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Software Upgrades: All software agreements were listed and the BS&A maintenance cost was based on the .net upgrade. Sofo was the email spam filter and equipment costs included replacement of the fax server and backup firewall.

Workstation Upgrades: There were 95 workstations and of those stations there were 16 notebooks and 4 tablet computers.

Computer Software: Cost included document management, adobe upgrades and Zimbra was proposed to replace the current use of GroupWise.

Mr. Radzik explained the BS&A cost of \$16,500 was budgeted under the assumption that an upgrade would be purchased this year. He further explained he did not believe an off-site company would ever have the need to purchase a new server in order to handle the Township's data. Mr. Radzik said the budget did not include the maintenance cost for the DMS because the cost would depend on what system the Township chose to use. He stated the initial purchase and implementation was budgeted but not the annual maintenance cost.

Clerk Lovejoy Roe stated the initial cost provided by General Code included the first year but the use of the system would provide actual cost savings in the future. She stressed the DMS, along with the off-site data storage would meet the document retention requirements and would eliminate the need to transfer documents to linen paper/microfilm and storage of documents in an off-site facility.

Supervisor Stumbo explained only department directors had been asked to present the budget for the department (s) they managed but all would be present at the public hearing.

267 – GENERAL SERVICES

Supervisor Stumbo stated the General Services budget was self-explanatory. She asked if the Board was interested in doing more newsletters since there was no longer a newspaper. She explained one newsletter had been budgeted but she thought there should be more.

POLICE SERVICES

Supervisor Stumbo explained that originally she had removed the ordinance costs from the Law Enforcement Fund but since the millage had passed, those costs could be put back if that was the wish of the Board.

Trustee Martin said he was okay with putting ordinance back into the fund since the millage had passed.

The Board agreed to keep ordinance in the Law Enforcement Fund.

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Supervisor Stumbo stated she read in the paper that the Police Services Committee had come up with a cost of \$176,000 per contract deputy. She said based on the article, the County Board of Commissioners said the detective bureau and the patrol should be in the cost per unit. Supervisor Stumbo expressed her concern about the Sheriff's proposal of a 5-year contract (additional comments by other Board Members were inaudible).

371 – COMMUNITY DEVELOPMENT (PLANNING

Supervisor Stumbo stated they were looking to rezone the mobile home park on Michigan Avenue.

Mr. Radzik stated the Master Plan review process would begin next year and it would require contract assistance so money was budgeted for LSL.

Treasurer Doe questioned if Mr. Lawson was given a salary increase.

Supervisor Stumbo stated it could be considered later.

400 – PLANNING COMMISSION

Supervisor Stumbo stated it was self-explanatory.

410 – ZONING BOARD OF APPEALS

Supervisor Stumbo stated it was self-explanatory.

446 – HIGHWAYS AND STREETS

Supervisor Stumbo stated the lift station cost was reduced and drain costs were provided by the Drain Commission.

851 – FRINGES

Supervisor Stumbo stated the Teamsters' one-week payout was eliminated.

956 – OTHER FUNCTIONS

Supervisor Stumbo stated it was self-explanatory. She said AATA costs had increased by \$32,000.

Clerk Lovejoy Roe suggested meeting with Habitat to try and fast track picking up some of the foreclosed homes that could be held until Habitat was ready for them. She said it would be similar to our own land bank for residential homes. Clerk Lovejoy Roe stated it would take some research to work out the details if the Board was interested.

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NOVEMBER 8, 2010 SPECIAL WORK SESSION
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Supervisor Stumbo said it was also suggested that money be put aside to provide dollars for spay/neutering. She stated all the changes that were discussed would be made.

2. 2010 TAX RATE (I-4029)

Supervisor Stumbo stated the revised tax rate had to be to the County on November 12, 2010 in order to be placed on the December tax rolls

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve the 2010 Tax Rate, L-4029. The motion carried unanimously.

Meeting Adjourned at 10:00 a.m.

Respectfully Submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE NOVEMBER 16, 2010 WORK SESSION**

PROPOSED

Supervisor Brenda L. Stumbo called the meeting to order at approximately 5:00 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

Members Present: Supervisor Brenda L. Stumbo, Clerk Karen Lovejoy Roe, Treasurer Larry Doe, Trustees Stan Eldridge, Jean Hall Currie and Mike Martin

Members Absent: Trustees Dee Sizemore

Legal Counsel: Attorney Douglas Winters

Supervisor Stumbo state the Board would be reviewing the 2011 proposed, non- general funds in the budget. She indicated the public hearing for the budget would be held at the Regular Board Meeting and discussed but would be adopted later.

FIRE FUND 206

Chief Eric Copeland presented the Fire Fund 206 budget for 2011. He said the fire millage was projected to raise just under \$4 million for operating in 2011. The proposed budget included 21 Firefighters, 6 Officers, 1 Clerical Staff, 1 40 hour Fire Marshall and himself. He said he proposed reducing expenditures to stay in line with projected revenues but there was a shortfall of approximately \$1 million dollars. Chief Copeland stated the Board approved the early retirement package, which had helped reduce the number of staff and the minimum staffing number. He further stated the reduction in staff was projected to result in a \$300,000 to \$400,000 savings annually. He planned to propose concessionary bargaining with Local IAFF 1830 to recoup another \$500,000 in savings to reach his target goal of reducing expenditures by \$1 million dollars to provide a balanced budget. He did not anticipate closing the gap between revenues and expenditures in 2011.

Chief Copeland reported that the 2011 proposed budget included an almost \$800,000 appropriation of fund balance and over the next three years, at the current level of expenditures the fund balance would be depleted. He stated his aim was to work through negotiations to reduce the expenditures to allow a balanced budget without the use of fund balance. Chief Copeland explained that by cutting his line items by 15%, he would have a balanced budget. Included in the budget was capital outlay of about \$300,000 to secure an aerial ladder device related to the ISO review. He said an attempt would be made to workout cooperative agreements with neighboring departments on the first alarm use of a tower or aerial device, with a minimum capability of reaching 75 feet.

Chief Copeland stated the overtime line item was reduced by \$25,000 but healthcare, pension and OPEB obligations had increased. He further stated he planned to replace

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the HVAC system at the main fire station to make it more efficient and to drive down long term operating costs.

Trustee Eldridge stated he thought the budget was very good.

PARKS FUND 208

Art Serafinski, Recreation Director reviewed this budget. He explained the fund included revenues from racquetball/wallyball courts, expenditures for the Park Commission and some travel.

BSR I FUND 211

Supervisor Stumbo explained this was the old millage fund and she had included an expenditure of \$20,000 for bike paths, which would clear out the fund at the end of 2011.

BSR II FUND 212

Supervisor Stumbo explained this was a millage fund for operations and \$485,554 was not specifically budgeted. She stated there had been several ideas discussed, such as Ford Heritage Park restrooms and gatehouse, repairs to all the parks, bike paths, aeration project for Ford Lake, splash spray pad to generate revenues, security cameras in the community for public safety and additional roads could come from this fund.

Ms. Kaiser, resident, questioned if this budget could be carried over to another year and Supervisor Stumbo stated it could.

ENVIRONMENTAL CLEANUP FUND 225

Chris Olshelske, Accounting Director indicated this fund would be closed at the end of the year and the auditor had to provide information to allow the balance to be moved over to the general fund. She explained the \$250,000 was still owed until a legal opinion indicated otherwise and it would become a future obligation for the general fund once the balance was transferred.

ENVIRONMENTAL SERVICES FUND 226

Jeff Allen, Residential Services Director presented the budget for Fund 226. He stated the Water Conservation Advisory Commission's pay was not included in this fund and in prior years had been paid out of the Hydro Fund. He explained most of Fund 226 handled all the Waste Management expenditures for waste, recycling and yard waste pick up.

RECREATION FUND 230

Art Serafinski, Recreation Director reminded the Board that the Recreation Fund was removed from the General Fund in 2010 and the 230 Fund was created. Mr. Serafinski stated he cut 23 line items in 2010 and an additional 22 line items in 2011.

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NOVEMBER 16, 2010 WORK SESSION MINUTES
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Supervisor Stumbo stated the Recreation Department would have a vacancy on November 29, 2010.

Trustee Eldridge asked Mr. Serafinski if there were funds to do the restrooms at Ford Heritage Park.

Mr. Serafinski indicated the funds were not available in the 230 Fund but indicated it would be a worthwhile expenditure.

Trustee Eldridge asked Mr. Serafinski if there were plans to fill the vacancy in his department.

Mr. Serafinski said he hoped to post the position and he had moved his one Clerk position to 40 hours due to the vacancy.

Supervisor Stumbo stated position was funded in the current budget.

Trustee Eldridge asked if the Board voted to remove the position from the Recreation Department that evening, would it be required to come back to the Board to create the position later.

Supervisor Stumbo indicated it was a public hearing and the Board would not be voting on the budget that evening but the Board could indicate what they wanted in the budget.

Trustee Eldridge stated if there was an open position in a department, there was not clear indication that the position would be filled now or in the future and if he was not, going to be included in the decision to fill the position, he may at some point take the position to pull the position out of the budget. He said it would not be to keep the position away from Mr. Serafinski but to have some say in the process. Trustee Eldridge stated the funds could remain in the budget and he did not want to be involved in who gets positions but wanted to be informed on everything. He said his request for information/involvement would be a consistent theme for the evening.

Supervisor Stumbo stated the union contract dictated how positions were filled when a vacancy occurred. She said it was brought to the Board if the planning was not to fill the open position. She further explained the Township was very skinny in regards to the help and number of employees.

Trustee Eldridge added that he did not want anyone to think he wanted to get rid of a position in the Recreation Department but he clarified that he wanted to be informed when there was a vacancy.

Clerk Lovejoy Roe stated a commitment was made to the union to fill the Recreation position although it had not been determined whether the position would be full-time or not.

Supervisor Stumbo stated it was made clear to the union that it was up to the Board to approve the position in the budget.

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NOVEMBER 16, 2010 WORK SESSION MINUTES
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Trustee Eldridge stated the Board had not made a commitment and Trustee Currie agreed.

Trustee Martin questioned the OPEB line item that was in the Recreation Fund for the first time and the bank charges.

Supervisor Stumbo said OPEB was previously funded in the General Fund but was now budgeted in each specific fund.

Mr. Serafinski explained the bank charge was for accepting credit cards He said the ability to accept credit cards made it convenient for residents and the charge was folded into the program fees.

14-B COURT FUND 236

Kathy Collins, Court Administrator presented the court fund budget.

Treasurer Doe expressed concern that revenues were down for 2010 and questioned the Court's ability to meet the 2010 budget. He said that with the projections for higher revenues in the 2011 budget, he was not sure the Court could meet the 2011 budget.

Ms. Collins said she and the Judge had met on that issue and she listed several things that were being done to collect more revenue, including setting show cause hearings to collect costs owed to the court. She stated more cuts were being done for both the remainder of 2010 and 2011 and she was confident of the courts ability to make budget for both 2010 and 2011.

Supervisor Stumbo stated the court should not fill positions without bringing it to the Board.

ECONOMIC DEVELOPMENT CORPORATION FUND 244

Supervisor Stumbo explained there was only interest revenues listed in this fund.

PUBLIC IMPROVEMENT FUND 245

Supervisor Stumbo stated the proposal was to use all the fund balance in this fund for road projects before utilizing funds from Fund 212 so that this fund would be closed out at the end of 2011.

RENTAL INSPECTION FUND 248

Mike Radzik, Office of Community Standards Director presented the budget for Fund 248. He said the budget included expanding the mandatory rental inspection program, township-wide. He also said he was requesting the inspection renewal cycle and fee schedule be adjusted to a two-year cycle with the fee reduced to \$75. Mr. Radzik said the change would have to be done by resolution.

Supervisor Stumbo requested a comparison of the rental inspection charges with other communities.

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NOVEMBER 16, 2010 WORK SESSION MINUTES
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Mr. Radzik further stated he would be bringing to the Board, a proposal to expand the rental inspection program to apartment complexes.

BUILDING DEPARTMENT FUND 249

Mike Radzik stated the Building Department Fund was completely supported by fees collected from building permits. He said the budget included a continued 10% decline in revenue and there would be \$225,000 in the fund balance at the end of 2010. He further stated that OPEB was not included.

LDFA FUND 250

Chris Olshelske, Accounting Director stated Fund 250 included the tax recapture the Township received from taxes that taxing authorities gave up to pay for infrastructure improvements as a part of the LDFA. She said with the new 1.5 mills for Police Services, the amount increased to \$138,000 and it would be used to pay the bonds for the infrastructure road improvements.

HYDRO FUND 252

Jeff Allen, Residential Services Director stated the fund was for the Hydro Dam operations. He also added the Water Conservation Advisory Commission expenses were moved to Fund 226.

Supervisor Stumbo reported the Hydro Operator was doing a great job.

LAW ENFORCEMENT FUND 266

Mr. Radzik distributed a graph and a fund overview for the presentation. He said the two millages would generate about \$6.7 million in 2011 and the budget projections for millage funds required expenditure and revenue projections over the life of the millage. He stated that over the life of the millage-3 years, with a staffing level of 31, the police services fund balance would be down to approximately \$270,000. Mr. Radzik explained the two unknown factors that would impact Fund 266 were the price Washtenaw County charged for police services and the taxable values in the Township. He said based on the 3-year projections for both expenditures and revenues, he recommended the Township remain at the current level of 31 deputies contracted with Washtenaw County for 2011.

NEIGHBORHOOD STABILIZATION FUND 283

Mr. Radzik reported all grant funds would be expended in 2010, in excess of \$300,000 and he did not expect any new revenues for this fund. Mr. Radzik further stated this fund was required for federal grants.

GENERAL OBIGATION DEBT FUND 301

Supervisor Stumbo explained this fund was for bonds that the Township had to pay off.

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NOVEMBER 16, 2010 WORK SESSION MINUTES
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DEBT SERIES A/B FUND 396/397

Supervisor Stumbo explained this fund was for bonds that the Township had to pay off.

BOND/CAPITAL IMPROVEMENT SEAVER FARM FUND 398/498

Chris Olshelske, Accounting Director explained this fund was for bond payments.

GOLF COURSE FUND 584

Larry Doe, Treasurer reported the budget was balanced and the Green's Committee would be asking to raise some fees for 2011.

COMPOST FUND 590

No questions or comments.

MOTORPOOL FUND 595

Trustee Eldridge asked if Township vehicles were available for employees so they would not have to utilize their own vehicles. He expressed concern about the liability for employees utilizing their own vehicles.

Clerk Lovejoy Roe stated she would request the insurance company to provide information to address Trustee Eldridge's concerns.

NUISANCE ABATEMENT FUND 893

Mr. Radzik explained this budget was for noxious weeds and statutory mowing for vacant homes and some vacant commercial properties.

COMMUNITY STABILIZATION FUND 950

Supervisor Stumbo explained that a new fund was created in the General Fund called Community Stabilization-Fund 950 for establishing a Township land bank. She said this would allow the township to work with Habitat for Humanity to purchase and rehab homes for homeownership. Supervisor Stumbo explained policies and procedures for this fund would be brought back to the board for approval.

OTHER FUNCTIONS FUND 956

Supervisor Stumbo explained this fund was for professional services that would also be required to bring back to the board for approval.

Supervisor Stumbo also said funds were added to General Services as discussed at the Work Session, for newsletters to the residents.

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Trustee Eldridge asked about the Clerk's budget revisions.

Clerk Lovejoy Roe stated the only change was in the overview. She further stated information was provided on the cost of microfilming permanent documents and records, as requested by the Board. Clerk Lovejoy Roe provided information on State requirements regarding record retention. She also announced her employees would be returning to 32 hours on December 13, 2010.

Trustee Eldridge asked if it had been considered about merging the Clerk and Election Department budgets. Clerk Lovejoy Roe stated the funds could be merged.

Trustee Eldridge requested the two funds be merged for the 2010 budget.

Supervisor Stumbo reported a future vacancy in the Clerk's office.

Clerk Lovejoy Roe stated she would provide the memo to the union regarding the proposed vacancy in the Clerk and Recreation Departments to the Trustees.

Supervisor Stumbo asked if there were any questions regarding other agenda items.

The meeting adjourned at approximately 6:54 p.m.

Respectfully submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE NOVEMBER 16, 2010 REGULAR MEETING**

PROPOSED

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

Members Present: Supervisor Brenda L. Stumbo, Clerk Karen Lovejoy Roe, Treasurer Larry Doe, Trustees Jean Hall Currie, Stan Eldridge and Mike Martin

Members Absent: Trustee Dee Sizemore

Legal Counsel: Wm. Douglas Winters

PROCLAMATION PRESENTATION

A. CERTIFICATES OF APPRECIATION FOR DEPUTIES KEVIN BLANCHARD, ANDREW HOLT AND SCOTT HEDDLE

Mike Radzik, Office of Community Standards Director presented Deputies Kevin Blanchard and Andrew Holt with Certificates of Appreciation. Deputy Scott Heddle was not present.

PUBLIC HEARING

A. 7:00 P.M. – 2011 FISCAL YEAR BUDGET

The public hearing opened at 7:13 p.m.

Supervisor Stumbo explained the budget was reviewed in detail in several Work Sessions and the public was welcome to ask any questions they may have pertaining to the budget. She said a budget presentation would be done at the December 7, 2010 Regular Meeting. She stated she was glad the Police Service Millage was approved. Supervisor Stumbo explained the cost of a deputy was in the hands of the Washtenaw County Commissioners.

Sheriff Clayton explained the Police Services Steering Committee had arrived at \$176,000 for the cost of a Police Service Unit (PSU). He said this cost was the recommendation made to the Washtenaw County Board of Commissioners. He said the cost was currently about \$144,000 and there was a 4% increase that was already budgeted for 2011. Sheriff Clayton said, in addition, there were a number of policy decisions that needed to be made, which he briefly reviewed.

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Supervisor Stumbo stated some of the County Commissioners did not see public safety as a mandated service.

The public hearing closed at 7:27 p.m.

MINUTES OF THE OCTOBER 19, 2010 WORK SESSION AND REGULAR MEETING.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Currie to approve the minutes of the October 19, 2010 Work Session and Regular Meeting. The motion carried unanimously.

SUPERVISOR REPORT

Supervisor Stumbo stated a meeting had been held with an individual that was interested in purchasing the General Motors plant.

CLERK REPORT

Clerk Lovejoy Roe stated the November General Election was a success and she had been notified that the election was certified.

TREASURER REPORT

A. October 2010

Treasurer Doe gave the report for September 2010. The beginning balance was \$26,365,517.11 and the ending balance was \$24,185,249.54.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to receive and file the October 2010 Treasurer's report (see attached). The motion carried unanimously.

TRUSTEE REPORT

Trustee Martin provided a brief update on the Water Conservation Advisory Commission.

Trustee Eldridge provided a brief update on the Joint Police Services Committee. He stated information would be provided to the Board sometime in December.

Trustee Currie questioned the filling of the Accounting Director position and asked how many applications were received.

Clerk Lovejoy Roe reminded the Board that authorization was given at a prior Board Meeting and Human Resource Department had received 47 applications.

Karen Wallin, HR Department explained the resumes were reviewed and Chris Olshelske, Accounting Director and herself narrowed it down to 8-10 candidates. She

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said there were 4 or 5 top candidates, phone interviews would be done and four would be asked to come to an interview.

Trustee Currie said she thought the resumes would come back to the Board.

Mr. Wallin explained the Policy and Procedures of hiring a position at that level.

Trustee Currie asked for copies of all resumes be provided to the Board Members. She requested the Trustees have the opportunity to review resumes of the selected candidates before the process of hiring was started.

Supervisor Stumbo explained the process to the Board.

Clerk Lovejoy Roe stated she spoke with Trustee Currie earlier in the day and told her she could get copies of the applications in the Human Resource Department.

Supervisor Stumbo again explained the process and stated it would be brought back to the Board before anyone was hired.

Trustee Eldridge volunteered to make copies of the applications for the Trustees. He said he remembered there was a specific reference to provide copies.

Trustee Martin said he realized it was brought back to the Board to say yes or no to the choice as opposed to being involved in the selection process.

Trustee Eldridge said there was usually a contract brought to the Board but yet they had no say so in the formation of the contract. He said the Trustees being part of the process was going to be a common theme as long as he sat on the Board.

ATTORNEY REPORT

A. SITE LEASE AGREEMENT (GROUND) BETWEEN T-MOBILE CENTRAL, LLC AND THE CHARTER TOWNSHIP OF YPSILANTI LOCATED AT COMPOST CENTER, 2801 HOLMES ROAD, and SITE NO. DEO5751C

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to authorize the Township Attorney to negotiate the Site Lease Agreement between T-Mobile Central, LLC and the Charter Township of Ypsilanti, located at the Compost Site, 2801 Holmes Road, Site No. DEO5751C for the Conversion Term 1 that guaranteed \$18,000 for 5-years, with the final agreement brought back to the Board for approval. The motion carried unanimously.

Attorney Winters provided an update on the T-Mobile lease agreements. He explained the current rent was \$18,908 for each of their three leases. Attorney Winters explained each proposal and he recommended the Board authorize his office to negotiate the terms under Conversion No. 1 for the Compost Site.

Trustee Martin requested the agreement come back to the Board for final approval.

B. REQUEST AUTHORIZATION TO INITIATE LEGAL ACTION IF NECESSARY, IN WASHTENAW COUNTY CIRCUIT COURT TO ABATE PUBLIC NUISANCE FOR THE PROPERTY LOCATED AT 1117 HOLMES ROAD

A motion was made by Trustee Eldridge, supported by Trustee Martin to authorize legal action if necessary, in Washtenaw County Circuit Court to abate public nuisance for property located at 1117 Holmes Road. The motion carried unanimously.

Attorney Winters provided a brief overview of the property's condition, accompanied by a PowerPoint presentation by Ron Fulton, Building Director.

C. REQUEST AUTHORIZATION TO INITIATE LEGAL ACTION IF NECESSARY, IN WASHTENAW COUNTY CIRCUIT COURT TO ABATE PUBLIC NUISANCE FOR THE PROPERTY LOCATED AT 7525 WHITTAKER ROAD

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to authorize legal action if necessary, in Washtenaw County Circuit Court to abate public nuisance for property located at 7525 Whittaker Road. The motion carried unanimously.

Attorney Winters provided a brief overview of the property's condition, accompanied by a PowerPoint presentation by Ron Fulton, Building Director

D. GENERAL LEGAL UPDATE

Attorney Winters provided an update on the Ypsi Mobile Village and he said remediation of the property would be sought through the court.

OLD BUSINESS

1. REQUEST OF YCUA TO AMEND THE ENGINEERING STANDARDS AND DESIGN SPECIFICATIONS AS NOTED IN THE ERRATA, DATED AUGUST 6, 2010 (tabled at the October 19, 2010 Regular Meeting)

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to remove the item from the table. The motion carried as follows:

Doe:	Yes	Roe:	Yes	Stumbo:	Yes	Sizemore:	Absent
Currie:	Yes	Eldridge:	Yes	Martin:	Yes		

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve the request of YCUA to amend the Engineering Standards and Design Specifications as noted in the Errata, dated August6, 2010. The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
NOVEMBER 16, 2010 REGULAR MEETING MINUTES
PAGE 5**

- 2. REQUEST OF ARTHUR'S, INC. (JACK MUTHLER) TO TRANSFER ALL STOCK (1000 SHARES) IN 2010 CLASS C LICENSED BUSINESS WITH DANCE PERMIT, LOCATED AT 817 E. MICHIGAN TO NEW STOCKHOLDER, GARY MILLER (tabled at the October 19, 2010 Regular Meeting)**

A motion was made by Trustee Currie, supported by Trustee Eldridge to remove the item from the table. The motion carried as follows:

Doe:	Yes	Roe:	Yes	Stumbo:	Yes	Sizemore:	Absent
Currie:	Yes	Eldridge:	Yes	Martin:	Yes		

A motion was made by Clerk Lovejoy Roe, supported by Trustee Currie to approve the request Arthur's, Inc. (Jack Muthler) to transfer all stock (1000 shares) in 2010 Class C licensed business with dance permit, located at 817 E. Michigan to new stockholder, Gary Miller, contingent on payment of property taxes. The motion carried unanimously.

Treasurer Doe stated there were real property taxes dues and Mr. Miller had been making payments. He recommended approval, contingent upon payment of the property taxes.

Mr. Miller was present and agreed to pay all taxes currently owed on the property.

- 3. THE REQUEST OF TRAVIS MCDUGALD, IS MANAGER TO UPGRADE THE BS&A SOFTWARE APPLICATIONS IN THE INITIAL AMOUNT OF \$49,315.00 WITH AN ANNUAL MAINTENANCE COST OF \$14,015.00 PER YEAR, BUDGETED IN LINE ITEM #101-266-977-000-001 2010 (tabled at the October 19, 2010 Regular Meeting)**

This item remained on the table.

NEW BUSINESS

- 1. BUDGET AMENDMENT #12**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to approved Budget Amendment #12. The motion carried unanimously.

- 2. POLICE SERVICES CONTRACT – THIRD AMENDMENT**

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Police Services Contract – Third Amendment. The motion carried unanimously.

Supervisor Stumbo said the contract was for 31 deputies and the price was reflected in the agreement.

**CHARTER TOWNSHIP OF YPSILANTI
NOVEMBER 16, 2010 REGULAR MEETING MINUTES
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- 3. REQUEST OF BRADLEY AND WENDY COUSINO FOR A VARIANCE ON BONTERRE DRIVE TO ALLOW THE CONSTRUCTION OF A SINGLE-FAMILY RESIDENCE ON THE UNPAVED PRIVATE ROAD, THOUGH THE TOTAL NUMBER OF HOMES EXCEEDS THE MAXIMUM ALLOWED PER ORDINANCE WITHOUT PAVEMENT**

A motion was made by Trustee Currie, supported by Clerk Lovejoy Roe to approve the request of Bradley and Wendy Cousino for a variance on Bonterre Drive to allow the construction of a single-family resident on the unpaved private road, although the total number of homes exceeds the maximum allowed per ordinance without pavement. The motion carried unanimously.

- 4. REFER REQUEST OF MATT RINNA FOR A 2010 CLASS C LICENSE FOR PACIFIC BEACH BURRITOS, INC., LOCATED AT 2835 WASHTENAW TO THE LIQUOR COMMITTEE**

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to refer the request of Matt Rinna for a 2010 Class C license for Pacific Beach Burritos, Inc., located at 2835 Washtenaw to the Liquor Committee. The motion carried unanimously.

- 5. REQUEST TO TRANSFER OWNERSHIP OF AN ESCROWED 2010 CLASS C LICENSED BUSINESS LOCATED AT 2789 WASHTENAW, FROM COTTAGE INN CAFÉ, INC. TO LEONE RESTAURANT ENTERPRISES, LLC AND THE REQUEST FOR A NEW ENTERTAINMENT PERMIT (Referred to the Liquor Committee at the October 19, 2010 Regular Meeting)**

The applicant did not appear at the scheduled Liquor Committee meeting.

A motion was made by Treasurer Doe, supported by Trustee Martin to table the agenda item. The motion carried as follows:

Doe:	Yes	Roe:	Yes	Stumbo:	Yes	Sizemore:	Absent
Currie:	Yes	Eldridge:	Yes	Martin:	Yes		

- 6. REQUEST OF HONEYWELL, INC. TO TAKE AN EPACT TAX DEDUCTION FOR WORK PERFORMED AT THE CIVIC CENTER AND AUTHORIZE SIGNING OF THE LETTER**

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to allow Honeywell, Inc. to take an EPACT tax deduction for work performed at the Civic Center and to authorize signing of the letter. The motion carried unanimously.

Trustee Eldridge asked if the work had been satisfactorily completed and Jeff Allen, RSD Director said it had.

**CHARTER TOWNSHIP OF YPSILANTI
NOVEMBER 16, 2010 REGULAR MEETING MINUTES
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7. REQUEST OF WASHTENAW COUNTY ROAD COMMISSION FOR PUBLIC ROAD EASEMENTS FOR PARCELS K-11-23-400-021 AND K-11-24-300-005 OWNED BY YPSILANTI TOWNSHIP FOR USE DURING CONSTRUCTION FOR "CONNECTING COMMUNITIES"

A motion was made by Trustee Currie, supported by Trustee Eldridge to approve the request of Washtenaw County Road Commission for public road easements for parcels K-11-23-400-021 and K-11-24-300-005 owned by Ypsilanti Township for use during construction for "Connecting Communities". The motion carried unanimously.

Mr. Allen explained the County's need for the easements.

8. POLICY MANUAL UPDATES

A motion was made by Clerk Lovejoy Roe, supported by Trustee Currie to approve the Policy Manual updates. The motion carried unanimously.

Supervisor Stumbo explained the manual was being reviewed and updates would be brought back to the Board.

9. AATA SERVICE AGREEMENT FOR THE PERIOD OCTOBER 1, 2010 THROUGH SEPTEMBER 30, 2011

A motion was made by Clerk Lovejoy Roe, supported by Trustee Currie to approve AATA Service Agreement for the period of October 1, 2010 through September 30, 2011 and to authorize signing of the agreement. The motion carried unanimously.

Supervisor Stumbo explained the agreement included an increase and in the past, AATA would absorb any increase by raising fares.

At the request of Board Members, a request would be made to have representatives of AATA attend a Work Session to explain what circumstances generated the increase and to provide a detailed report.

10. 2010 TAX RATE REQUEST REVISED (L-4029)

A motion was made by Clerk Lovejoy Roe, supported by Trustee Currie to approve the revised 2010 Tax Rate Request. The motion carried unanimously.

11. RESOLUTION NO. 2010-19, ADOPTION OF WORK SESSION AND REGULAR BOARD MEETING DATES FOR THE 2011 CALENDAR YEAR

A motion was made by Treasurer Doe, supported by Clerk Lovejoy Roe to approve Resolution No. 2010-19, Adoption of Work Session and Regular Board Meeting Dates for the 2011 calendar year.

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NOVEMBER 16, 2010 REGULAR MEETING MINUTES
PAGE 8**

Trustee Eldridge asked if the Board would be interested in eliminating the Work Sessions because he was concerned that many residents cannot attend until 7 p.m. He said that does not allow residents to hear the dialogue that takes place and it gives the appearance that the Board simply rubber stamps things. Trustee Eldridge also stated the Board had discussed moving the meetings to another night of the week so they would not coincide with the City of Ypsilanti, allowing media to attend.

Trustee Martin suggested the Board meeting be scheduled for 6 p.m. He said a lot of due diligence is done at the Work Session and residents are not present to hear what was discussed.

Arloa Kaiser, Township Resident questioned who was complaining because she had been coming a long time and very seldom were there many people unless there was a big issue. She said most people did not know there was a Work Session.

Clerk Lovejoy Roe said if the Board was in agreement to have the meeting a 6 p.m. with no Work Session, it could be voted on.

Trustees Currie and Martin stated Mondays would not be a good day for them.

Trustee Eldridge suggested the meeting be at 6:30 p.m.

A motion was made by Trustee Eldridge, supported by Trustee Currie to table the agenda item. The motion carried as follows:

Doe:	Yes	Roe:	Yes	Stumbo:	Yes	Sizemore:	Absent
Currie:	Yes	Eldridge:	Yes	Martin:	Yes		

12. RESOLUTION NO. 2010-20, DESIGNATION OF NEWSPAPER OF CIRCULATION

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to approve Resolution No. 2010-20, Designation of Newspaper of Circulation. The motion carried unanimously.

13. RESOLUTION NO. 2010-21, ADOPTION OF ROBERT'S RULES OF ORDER

A motion was made by Treasurer Doe, supported by Trustee Eldridge to approve Resolution No. 2010-21, Adoption of Robert's Rules of Order. The motion carried unanimously.

14. RESOLUTION NO. 2010-22, DESIGNATION OF DEPOSITORIES

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Resolution No. 2010-22, Designation of Depositories. The motion carried unanimously.

15. 2011 ANNUAL CONTRACTS AND RENEWALS

A motion was made by Treasurer Doe, supported by Clerk Lovejoy Roe to approve the 2011 Annual Contracts and Renewals. The motion carried unanimously.

16. SET PUBLIC HEARING DATE OF DECEMBER 7, 2010 FOR SPECIAL ASSESSMENT LEVY

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to set public hearing date of December 7, 2010 for Special Assessment Levy. The motion carried unanimously.

AUTHORIZATIONS AND BIDS

1. REQUEST OF TRAVIS MCDUGALD, IT MANAGER TO SEEK PROPOSALS AND RESEARCH COST SAVING OPTIONS FOR PHONE SYSTEMS AT THE COMMUNITY CENTER AND FORD LAKE PARK.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to authorize Travis McDugald, IT Manager to seek proposals and research cost saving options for phone systems at the Community Center and Ford Lake Park. The motion carried unanimously.

Travis McDugald provided a brief overview of the options.

STATEMENTS AND CHECKS

- A. NOVEMBER 2, 2010**
- B. NOVEMBER 16, 2010**

A motion was made by Treasurer Doe, supported by Trustee Eldridge to approve Statements and Checks for November 2, 2010, in the amount of \$733,616.51 and November 16, 2010, in the amount of \$434,660.04. The motion carried unanimously.

ADJOURNMENT

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at approximately 8:50 p.m.

Respectfully submitted,

**CHARTER TOWNSHIP OF YPSILANTI
NOVEMBER 16, 2010 REGULAR MEETING MINUTES
PAGE 10**

Charter Township of Ypsilanti

Charter Township of Ypsilanti

SUPERVISOR REPORT

- A. SUPERVISOR STUMBO WILL REPORT ON MEETINGS ATTENDED BY OFFICIALS AND STAFF

CLERK REPORT

THERE IS NO WRITTEN CLERK REPORT

TRUSTEE REPORT

THERE IS NO WRITTEN TRUSTEE REPORT

McLAIN & WINTERS

ATTORNEYS AND COUNSELORS AT LAW

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YPSILANTI, MICHIGAN 48197
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DENNIS O. McLAIN
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FAX (734) 481-8909
[E-MAIL: mcwinlaw@gmail.com](mailto:mcwinlaw@gmail.com)

November 29, 2010

Brenda L. Stumbo, Supervisor
Karen Lovejoy Roe, Clerk
Larry J. Doe, Treasurer
Charter Township of Ypsilanti
7200 S. Huron River Dr.
Ypsilanti, MI 48197

Re: ***Request to Place on December 7, 2010 Board Agenda the following:***

- 1. Proposal for a Regional Police Authority Feasibility Study for the City and Township of Ypsilanti dated November 16, 2010 from RW Management Group Inc.***
- 2. Personal Services Contract Between City of Ypsilanti, Charter Township of Ypsilanti and RW Management Group Inc.***
- 3. Addendum to Agreement for Regional Police Authority Services***

Dear Board Members:

As was reported during the **November 16, 2010** regular meeting of the Township Board of Trustees, on Monday, **November 15**, the Police Services Committee (comprised of representatives from both the City and Township) met with Edmund M. Henschel, a Senior Manager with the **RW Management Group Inc. (RW)**, to review their proposal to conduct a **Regional Police Authority Feasibility Study (Study)** for the City and Township of Ypsilanti. As a result of that meeting, committee members received a final proposal from **RW** Manager Henschel, a copy of which is attached hereto.

Township Board
Re: Regional Police Services
November 29, 2010
Page 2

In addition to receiving the final proposed **Study**, we also received a copy of **RW's Personal Services Contract** which confirms that the cost of this **Study** is not to exceed **\$18,900**, "**...which includes expenses.**" In addition, please note that the City and Township will be billed separately "**...with one-half of the cost billed equally to each party.**" Also, please find enclosed a document entitled **Addendum to Agreement for Regional Police Authority Consulting Services** which contains boilerplate language that is utilized by **RW** whenever it enters into a contract of this nature with a municipality.

As was discussed during the **November 16** Board meeting, this **Study** is scheduled to be considered by the Ypsilanti City Council at their **December 7, 2010** meeting as well. Thus, in order to insure that both municipalities continue to proceed forward with the directives previously approved by their respective governing bodies, I would appreciate if the **Feasibility Study**, the proposed **Contract** and **Addendum** thereto are placed on the Township Board's **December 7** agenda.

If after review of this correspondence and attachments you have any questions or I can be of further assistance, please contact me.

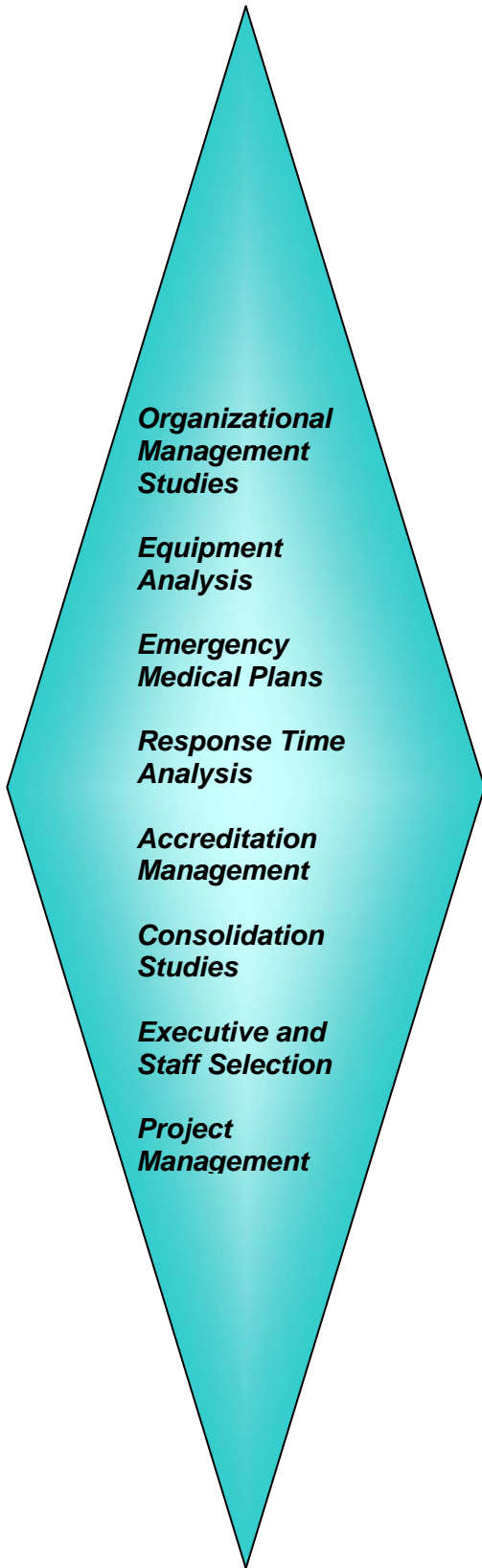
Very truly yours,

A handwritten signature in blue ink that reads "Wm. Douglas Winters". The signature is written in a cursive style and is positioned above the typed name "Wm. Douglas Winters".

rsk

enclosures

cc: Trustees
Mike Radzik
Edward B. Koryzno Jr.
John M. Barr



RESPONSE TO REQUEST FOR PROPOSALS
For
A Regional Police Authority
Feasibility Study
For the
City & Township of Ypsilanti

November 16, 2010



RW Management Group, Inc.
1295 Appleton Rd., Suite 2
Menasha, WI 54952
Direct Line – 414-303-4554
Fax – 920.727.1003
RWManagementGroup.com
ehenschel@rwmanagementgroup.com



**Regional Police Authority Feasibility Study
City & Township of Ypsilanti**

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**Regional Police Authority Feasibility Study
City & Township of Ypsilanti**

Transmittal Letter

November 1, 2010

Edward Koryzno
City Manager
1 S. Huron Street
Ypsilanti, MI 48197

Dear Mr. Koryzno:

Thank you for the opportunity for RW Management Group, Inc. (RW) to respond to the request for proposals for consulting services to conduct a “Regional Police Authority Feasibility Study” for the City and Township of Ypsilanti. RW is a national consulting firm whose focus is on public safety consulting services. All of our clients are public sector entities; municipalities, counties, states or special districts. All of our consultants are senior level staff and are either current or former municipal management practitioners including police chiefs, fire chiefs, emergency management directors and city administrators.

We understand that the purpose of this study is to provide a comprehensive review of the potential for consolidating police services in the City and Township of Ypsilanti through the creation of a joint police authority. This study will analyze service levels, staffing, cost impacts, funding sources, governance, equipment credits, facilities and management of creating a police authority, along with an implementation plan. We recognize the challenges in providing coordinated high level and responsive police services while meeting the budgetary constraints in these difficult economic times. Accordingly, we have prepared the enclosed proposal regarding our approach for providing a comprehensive analysis to create a police authority.

We believe that our extensive operational, financial and strategic experience in providing police and other public safety services uniquely qualifies us for a project of this nature. The RW project manager that would be assigned to this study has over 35 years of municipal management and consulting experience working directly with all types of municipal departments. He has made several regional and national presentations on the subject of municipal consolidations, published several articles on the subject and thoroughly understands the challenges of implementing successful shared police services. Other staff that will be working on this study are former police and sheriff department officials.

Thank you again for the opportunity to submit this proposal. Any questions regarding the enclosed material can be discussed at our meeting tentatively scheduled for Monday November 15th at 10:00 AM at the Ypsilanti City Hall. If you have any questions in the meantime, please feel free to contact me at 414-303-4554 or by email at ehenschel@rwmanagementgroup.com. We look forward to working with the City and Township on this important engagement.

Sincerely,



**Regional Police Authority Feasibility Study
City & Township of Ypsilanti**

Edmund M. Henschel
General Manager/Senior Consultant
RW Management Group, Inc.



Regional Police Authority Feasibility Study City & Township of Ypsilanti

RW Management Group, Inc. Introduction

RW Management Group, Inc. (RW) is a national consulting firm that specializes in police, fire, EMS and emergency communications studies. RW has been providing consulting services to municipalities throughout the United States for more than eleven (11) years. All of our team of consultants have served as police chiefs, emergency government directors, fire chiefs, EMS directors, sheriffs and city managers prior to conducting consulting work. As such, we understand the needs and challenges facing municipalities in the delivery of public safety services. We have conducted numerous studies of police, fire, rescue and emergency medical departments throughout the United States. We have conducted studies for small cities and counties up to and including the City of Chicago.

RW only conducts consulting services for cities, villages, towns, counties, states and special districts. Municipal operations are our specialty. Among the many services provided by RW to municipal clients are:

- Municipal and Public Safety Consolidation Studies
- Public Safety Management Analysis
- Emergency Communications Studies
- Public Safety Organizational Studies
- Public Safety Staffing Studies
- Equipment Analysis



Regional Police Authority Feasibility Study City & Township of Ypsilanti

- Emergency Medical Plans
- Emergency Response Plans
- Response Time Analysis
- Site Location Analysis
- Accreditation Management
- Interim Management
- Policies and Procedures Development
- NIMS Compliance Assistance
- Emergency Operations Center Analysis
- Assessment Center Development
- Public Safety Expert Witness Services
- Information Technology Procurement
- Corporate Threat Assessments
- Municipal Labor Negotiations
- Public Safety and Municipal Department Operation Reviews

In our experience, there are several benefits that our clients receive from our approach to this type of study:

- **Stronger Performance.** The development of stronger models for service delivery, staffing and organizational structure will give the departments a better foundation to meet the many challenges they face in addressing service demands.



Regional Police Authority Feasibility Study City & Township of Ypsilanti

- **Enhanced Teamwork, Communication, and Cooperation.**
Communication of organizational goals and the contribution that each person makes to achieve those goals is the cornerstone of teamwork. Alignment of the staffing model with demands for service and modifications to the organizational structure can improve employee performance and increase employee morale by ensuring that key functions are aligned to work cooperatively toward common goals.
- **Improved Effectiveness and Efficiency.** Clarifying roles and responsibilities of key positions will provide opportunities for greater effectiveness of operations and more efficient use of staff resources. Alignment of the service delivery model, organizational structure, and staff will combine to create a strong foundation that positions the organization to meet service demands now and in the future.
- **Reduced Costs.** Elimination of duplication of effort and increased efficiency through economy of scale and economy of skill.

The joint provision of municipal services has proven very effective nationwide to reduce costs and improve operations. It can be especially effective in a police shared service, since crime and enforcement often ignores municipal boundaries.



Regional Police Authority Feasibility Study City & Township of Ypsilanti

RW MANAGEMENT GROUP METHODOLOGY

Our approach to this project requires a clear understanding of the service levels and the organizational structure of current police service levels being provided in the City and Township.

The key elements of our methodology include:

- A clear understanding of the departments' background, community profile and the goals and objectives of the project.
- A work plan that is comprehensive, well designed, practical and provides for ample opportunity for client input and stakeholder interaction.
- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

Project Management – The creation of a successful police authority and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear project team assignments and frequent communications with the advisory committee.

RW MISSION STATEMENT

RW's mission statement is "To provide the highest quality, independent professional public safety consulting, project management and services, as measured by the successful implementation of recommendations and services to our clients." We accomplish this mission by providing a team of professionals committed to the needs and issues of public safety and government. RW's consultants are active practitioners in the public safety area and understand



Regional Police Authority Feasibility Study City & Township of Ypsilanti

the issues, challenges, standards and responsibilities of public safety and provide proven methods to improve efficiency and effectiveness.

As you will see from our approach and work plan provided later in this proposal, our extensive experience with projects similar in scope will allow us to conduct a highly efficient, comprehensive study that is responsive to the needs of the City and Township.

PROPOSED PROJECT APPROACH

RW Management Group – General Project Methodology

Our approach to this project requires a clear understanding of the current City and Township police operations, organization, service philosophy, mission, values, current staffing, operational demands, administration and related concerns. The key elements of our methodology include:

- A clear understanding of the project background, complex issues involved and the goals and objectives for the project.
- A work plan that is comprehensive, well designed, practical and provides for ample opportunity for client input.
- A commitment to successfully completing the project within the desired timeframe, at a reasonable cost and with practical recommendations and solutions.

Client Input – In order to perform a comprehensive police authority study and make specific recommendations, it is critical that we receive quality information from officials, staff and



Regional Police Authority Feasibility Study City & Township of Ypsilanti

members of the City and Township. Accordingly, our approach includes interviews with individuals of the City, Township and other community stakeholders that would have valuable information to communicate to the project team. Successful studies of this nature require on-going communication and feedback from stakeholders which will be an important component to our approach.

Practical Recommendations – Our ultimate goal is to provide our client with recommendations that can be used now, and in the future, to improve the efficiency and effectiveness of police services. These recommendations need to be easily implemented and based on sound practical standards and legal considerations. Furthermore, successful shared services require services to be maintained or improved, costs to be reduced for participants, funding to be fair and equitable and governance to provide meaningful input from stakeholders. These principles will guide our study throughout the process.

DETAILED WORK PLAN

Project Initiation

1. Develop a project team to represent the City and Township and key elected and appointed officials to oversee and participate in the project. The project team will coordinate project schedules, assist with logistical issues, evaluate findings and recommendations, and review the final report and supporting documents.
2. Conduct an initial Project Planning Meeting with RW Project Manager, the local Project Team and key project personnel. The purpose of the meeting will be to review project scope and mission, discuss the work plans, establish liaison responsibilities, coordinate



Regional Police Authority Feasibility Study City & Township of Ypsilanti

project schedules and confirm other logistical arrangements.

3. Conduct a tour of existing police department facilities and begin an assessment of equipment, facilities, staffing, systems operations, protocols and internal relationships between the Police Department and the City and Township.
4. Based on initial meetings with the Project Team and preliminary data obtained, develop a calendar of milestones, progress meetings and schedule for the study.
5. Obtain and review documentation pertaining to this project, such as existing call volumes (time of day and day of week analysis) workload documentation, equipment inventories, service contracts (if any), union contracts (if any), surveys, and previous studies.
6. Assess the current operations, and facilities of the Police Department. Conduct an assessment of future needs by conducting interviews and on-site observations with representatives of the City and Township. The interviews and observations will be held in both group and individual settings. Interviews and observations will primarily focus on the following issues:
 - Current operations, staffing and levels of service
 - Workload, call volume and activity
 - Feasibility and benefits of consolidation
 - Major equipment needs affecting operations, emergency service response and records management
 - Political considerations and impediments to creating a police authority (an



Regional Police Authority Feasibility Study City & Township of Ypsilanti

important consideration in many instances)

- Validity and feasibility of current recommendations for a police authority
7. Determine needed staffing levels of the police authority to maintain or improve current service levels.
 8. Determine facility needs to conduct efficient police operations, including police substations, if appropriate.
 9. Develop an initial organization chart for the Department.
 10. Develop a comprehensive governance structure designed to serve the City and Township now and well into the future (sustainability). Develop inter-local agreements to merge the City/Township police department. The governance analysis will include:
 - Proposed intergovernmental agreement (we have developed several such agreements in the past)
 - Governing board membership, selection, term of office, powers and duties structured to provide broad representation and community/stakeholder input
 - Funding formula options, reimbursement for equity contributions of existing equipment and future ownership of equipment, buildings and facilities
 - Management, administration and operational structures and organization chart
 - Technical Advisory Committees and other user input processes
 - Term of agreement, adding new members, removing members and dissolving the organization, if necessary



Regional Police Authority Feasibility Study City & Township of Ypsilanti

11. Develop a police authority budget that compares existing costs with the cost of a shared service approach.
12. Develop funding and financing strategies to support police operations that are fair and equitable, meet State legal constraints and will meet needs of the municipalities in both the short and long term.
13. Create an effective organizational structure and organization chart that reflects the policing units and policing values desired in both the City and Township.
14. Determine an estimated value of existing equipment, vehicles and facilities and develop a fair charge and credit mechanism to reflect the value being provided through existing structures.
15. Prepare initial findings based on the data analysis, interview information obtained and best practices in developing an effective police authority.
16. Develop a draft executive summary report including findings and recommendations and present same to the project planning team for review and comment.
17. Modify the executive summary, as appropriate, based on the presentation to the Project Team and prepare a Project Report.



Regional Police Authority Feasibility Study City & Township of Ypsilanti

18. Present the final project report to the Project team.

19. Make up to two (2) presentations of the Final Report. One report will be made to the City Council and one report to the Township Board. Additional presentations would be considered outside of the scope of services under this contract and would be billed at our normal billing rates and expenses for the individual(s) making the presentations.

Implementation Plan

20. Prepare a detailed implementation plan which will provide a specific time frame for executing current and new recommendations for joint law enforcement services and operations.

Timeline and Fee Structure

Based on our prior experience conducting other similar shared service studies, RW Management estimates that this study will take approximately three (3) months to complete. The timetable may be adjusted depending on the availability of data and the access to necessary staff for interviews; however we anticipate the following work schedule:



**Regional Police Authority Feasibility Study
City & Township of Ypsilanti**

City & Township of Ypsilanti Police Authority Study												
Study Task	Project Timeline											
	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8	WK 9	WK 10	WK 11	WK 12
Conduct Kick off Meeting	█											
Develop data request & Submit		█										
Develop interview schedule		█										
Begin Data review			█	█								
Conduct on-site interviews & Tours				█								
Conduct Best Practices Comparison					█							
Develop Staffing & Organizational Structure						█	█					
Develop Consolidation Budget								█				
Develop Funding Formulas									█			
Develop Inter-governmentl Agreement										█		
Prepare Draft Report										█		
Present Draft Report to Advisory Committee											█	
Present Final Report to City & Township												█

The above timeline assumes that data will be in a format that will be easily accessed and analyzed and that staff will be readily available for consultation, interviews and assistance. Any delays that occur during the study period will be immediately brought to the attention of the project liaison to address and resolve.

RW Management Group, Inc. will provide the City and Township with one digital copy of the final report, one unbound and ten (10) bound copies of the final report.

COST QUOTATION

The City and Township’s investment in professional services for this study and analysis is a not-to-exceed amount, including all expenses of **\$18,900.00**. The breakdown of hours to complete this study is as follows:



**Regional Police Authority Feasibility Study
City & Township of Ypsilanti**

Ypsilanti Police Authority Work Plan						
Hours and Assignments						
Task 1 Project Kickoff & Administration				Ed H.	Bryce K.	Total
Planning and initial info				4		4
Kickoff meeting & data collection				8	2	10
Conduct Interviews (1 full days)				8	8	16
Conduct data analysis				4	2	6
Develop Org. Structure				4	2	6
Develop Consolidation Budget				6	1	7
Total Task 1			0	34	15	49
Task 2 Implementation						
Develop Governance Agreement & Funding				6		6
Develop Implementation Plan				6	4	10
Draft-Present Prelim. Report				12	4	16
Draft Final Report				2		2
Present Final Report to City & Township				8		8
Revise Draft Report; Present final report to City Council				8		8
Total Task 2				42	8	50
Contingency				4	4	8
Total Project Hours				80	27	107
TOTAL COST				\$15,600	\$3,300	\$18,900



Regional Police Authority Feasibility Study City & Township of Ypsilanti

PROJECT PERSONNEL

Personnel assigned to this project are selected from RW members who specialize in police and sheriff department service delivery and shared service studies and/or have direct experience in public safety operations. The project manager supervises the project team and clerical support personnel support the consultants. The combined resources assure that the client receives the best possible combination of professional attention. No other personnel will be assigned to this project without the prior approval of the client.

Project Team Members

The project staff is selected for their relevant experience in the services to be provided. Each is assigned with specific responsibilities related with the elements of the project. The work of the project staff is provided to the project manager for review, collation and for interface with the client's project team.

Project Manager: Edmund M. Henschel – Mr. Henschel is the General Manager and a senior consultant with RW Management Group, Inc. Prior to joining RW, he served as a city manager for 27 years, serving municipalities in Wisconsin and Michigan. He also has 10 years of municipal consulting experience conducting shared service studies, department operation reviews, and labor negotiations (representing municipal management). As a consultant he has specialized in shared service and consolidation studies as well as management reviews for a wide range of municipal departments. As a city manager, he was instrumental in forming one of the first police consolidations in the State of Michigan in the 1970s. He has conducted numerous consolidation studies in the past ten years. He was the lead consultant in a police



Regional Police Authority Feasibility Study City & Township of Ypsilanti

consolidation that involved a total of seven municipalities in Michigan. He has spoken at national and regional conferences and written several articles on the subject of municipal consolidations. He has also drafted several inter-governmental cooperation agreements.

Project Team Member: Mr. Jeffrey R. Roemer – Mr. Roemer has over 30 years of experience in public safety management. Mr. Roemer has been providing public safety consulting services for the past eleven (11) years and has served as a Police Chief and Fire Chief for over ten (10) years prior to entering into consulting. He is currently serving as the Fire Chief for Green Bay WI on a contract basis. He has worked on numerous public safety studies and consolidation projects in communities nationwide.

Project Team Member: Mr. Bryce Kolpack – Mr. Kolpack has worked for over 30 years in law enforcement. He was a Deputy Chief of Police for nine years of a medium sized police department (population 70,000). His responsibilities included development and management of the agency's budget as well as oversight of all operational services. As a consultant, Mr. Kolpack has led or participated in over 40 in-depth management and/or performance studies of large-to-small federal, state, local and campus public safety agencies. He has conducted several studies to analyze and recommend operational improvements to municipal police and county sheriff departments.



Regional Police Authority Feasibility Study City & Township of Ypsilanti

TEAM RESUMES

Edmund M. Henschel

Senior Manager
RW Management Group, Inc.
Professional Summary



Ed Henschel is a Senior Manager with the RW Management Group, Inc. Prior to joining RW Management Group he served as a city administrator and village manager for 27 years, serving municipalities in Wisconsin and Michigan. He also has 10 years of municipal consulting experience conducting department operation reviews and labor negotiations. As a consultant he has specialized in shared service and consolidation studies as well as management reviews for a wide range of municipal departments.

Ed successfully created one of the first consolidated police department in Michigan in the 1970s. Since then he has been involved in a number of consolidation projects throughout the Midwest. He has also written articles and spoken at state, regional and national conferences on this subject.

As a labor negotiator he has represented management to bargain contracts with unions representing a number of different departments of various sizes. He negotiated the first as well as successor contracts for a newly created consolidated fire department. He also has negotiated a very complex contract to transition municipal employees from a private pension fund to a state Retirement System.

As a result of his many years managing municipal governments, Ed has extensive experience with personnel matters, overtime analysis, department operations, strategic planning, budgeting, financial planning, strategic planning and municipal recruitment.

In addition to his responsibilities as a consultant, Ed also serves as the Executive Director of the Wisconsin City/County Management Association. He is also a member of the International City/County Management Association, the Milwaukee Area Municipal Employers Association and is on the board of directors of the Public Policy Forum, which conducts regional public policy analysis.

Education

Central Michigan University
Bachelor of Science in Education
Master of Arts in Political Science

University of Minnesota
Carlson School of Management - Management Training Program



Regional Police Authority Feasibility Study City & Township of Ypsilanti

Federal Emergency Management Agency – Emergency Management Response Training

Jeffrey R. Roemer, CPM
Principal Officer
RW Management Group, Inc.



Professional Summary

Mr. Roemer has an extensive background in the Public Safety area. For 30 years he served municipal governments in various duties, including Fire Chief for the City of Menasha, WI. Before serving with the City of Menasha, he was Public Safety Director for the Village of Allouez, WI. He has worked in nearly all facets of Public Safety, as a Police Officer, Firefighter, and Emergency Medical Technician, and as a supervisor and department head in each of the disciplines.

As Police and Fire Chief, Mr. Roemer was responsible for all activities in the municipal Public Safety environment. He has provided departmental support for planning and implementing Information Systems, Dispatch Centers, Emergency Operations Centers, Budgeting, Shared Services, and Command Post and ICS operations, along with many other administrative and supervisory duties. His broad knowledge base allows a unique perspective and understanding of the varied requirements found in the municipal environment. Serving at this level of the organization provided Mr. Roemer with the opportunity to recommend, plan and manage change within the organization and often times, outside of his organization.

As a Public Safety Consultant, Mr. Roemer has been a project manager for numerous Public Safety related organizational, communication, dispatch center, consolidation, information system, operational, and emergency operation center projects. Mr. Roemer has served as Interim Public Safety Director and Fire Chief for several agencies in the last 10 years. Mr. Roemer also serves as an active member of the International Association of Fire Chiefs, the Wisconsin Society of Public Managers, the American Academy of Public Managers, and the Associated Public Safety Communications Organizations.

Mr. Roemer's knowledge of Public Safety in a municipal setting has gained him recognition both at a local and national level. He currently serves as Secretary-Treasurer to the Great Lakes Division of the International Association of Fire Chiefs, Past President of the Wisconsin Society of Certified Public Managers and numerous other positions with Police, Fire and Rescue Boards and Committees. Mr. Roemer has been recognized as the 2001 "Manager of the Year" by the Wisconsin Society of Certified Public Managers.

Education

Northeast Wisconsin Technical College
Associate Degree in Police Science
National Fire Academy
Executive Fire Officer Graduate



Regional Police Authority Feasibility Study City & Township of Ypsilanti

University of Wisconsin
Certified Public Manager
Northwestern University
School of Police Staff and Command Graduate

Bryce D. Kolpack

**Senior Consultant
RW Management Group, Inc.**



Professional Summary

Mr. Kolpack worked for 23 years in law enforcement, including more than 20 years with the City of Appleton. He was Deputy Chief in Appleton for nine years and his responsibilities included development and management of the agency's budget as well as oversight of all operational services. He also had primary responsibility for the department receiving accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA).

As a core consultant for RW Management Group, Inc., Mr. Kolpack utilizes inclusive and strategically minded information management and conducts vulnerability evaluation, risk identification, and risk management and mitigation. He identifies effective and adequate services that are the driving forces for change and continual improvement at all levels of government. Mr. Kolpack also prepares strategic plans that allow agencies to modify services, prepare future budgets and develop long range staffing plans.

As the former Deputy Director of Management Services Division for the Police Executive Research Forum (PERF), Mr. Kolpack lead contract consulting efforts in analyses of police practices, conducted on-going research, and provided general management services to police departments around the United States. Much of his consulting work includes assessment of current practices, developing recommendations for enhanced effectiveness and efficiency of all operational and administrative components, and delivering detailed findings with achievable and integrative recommendations.

Bryce Kolpack has led or participated in over 50 in-depth management and/or performance audits of large-to-small federal, state, local and campus law enforcement agencies. Mr. Kolpack has produced a wide body of research and has written topical material for PERF publications on management issues. Mr. Kolpack has presented training on Human Resource topics to police chiefs and senior managers at over 125 police agencies throughout the United States. Mr. Kolpack is currently the Associate Dean - Public Safety Division, Northcentral Technical College. He is responsible for the administration of Criminal Justice, Fire and Emergency Medical Services training as well as the Director of the Law Enforcement Academy. He has also created an on-line course for the Criminal Justice Leadership program on the topics of LE Human Resource Management, Leadership and Leadership Ethics. He is also an adjunct faculty member for Upper Iowa University in the field of Public and Criminal Justice Administration.



Regional Police Authority Feasibility Study City & Township of Ypsilanti

Education

FBI National Academy

Cardinal Stritch College, Milwaukee, WI

Management – Bachelor of Science Degree

Senior Management Institute for Police - Graduate – PERF / Kennedy School of Government

Silver Lake College, Manitowoc, WI

Management and Organizational Behavior – Master's Degree

RW REFERENCES AND REFERRALS

RW Management Group, Inc. has conducted numerous shared service and consolidation studies for municipalities throughout the United States. Our prior experience with shared service studies demonstrate that all facets of operations must be addressed including staffing, union contract impacts, facilities, equipment, funding and governance. However, personnel issues and fear of lost jobs must also be addressed early on in order to have a successful result. We have dealt with these issues in the past and are familiar with the key components required to have a successful outcome.

Projects we conducted that are similar in nature to that requested by the City and Township include:

Ypsilanti, MI

RW Management Group consultant Ed Henschel conducted an analysis of the City of Ypsilanti, MI. Police Department and six neighboring townships served by the County Sheriff's Department to determine if the townships should continue to obtain services from the local sheriff department, contract with the City of Ypsilanti or create their own police agencies. This study determined costs of each scenario over a seven year timeframe. It also analyzed staffing needs, communication systems, equipment and facilities necessary for each scenario.

Contact: Edward Koryzno
City Manager
One South Huron Street
Ypsilanti, MI 48197



Regional Police Authority Feasibility Study City & Township of Ypsilanti

Phone 734-483-1810
Email: ekoryzno@cityofypsilanti.com

Ozaukee County Dispatch Consolidation

Ed Henschel worked with the Ozaukee County, WI Sheriff's Department and the Cities of Port Washington and Mequon to combine the three existing PSAPs into a single dispatch center to be operated by the Sheriff's Department. In order to accomplish this consolidation, the consultants determined staffing needs, analyzed existing PSAP center space needs and equipment compatibility. The cost impacts to each participating municipality were also determined.

Contact: Mark Grams
City Administrator
City of Port Washington
P.O. Box 307
Port Washington, WI 53074
Phone: 262-284-5585
Email: mgrams@ci.port-washington.wi.us

Waukesha County, WI

Ed Henschel conducted a county-wide emergency dispatch center consolidation study for Waukesha County, WI. The County whose population is approximately 400,000 had nine (9) PSAPs serving 37 municipalities. This study included an analysis of staffing, facility needs, budget development, long range financial forecasts (including cost impacts on each of the thirty-seven municipality), development of funding options, municipal participation incentives and governance structure (inter-governmental cooperation agreements). This study resulted in the construction of a new building and facility to house dispatch operations and county emergency government operations.

Contact: Shawn Sanders
Business Services Manager
Administration Center Room 310
1320 Pewaukee Road
Waukesha, WI 53188
Phone: 262-896-8222
Email: ssanders@waukeshacounty.gov

Central Lake County, IL

Four municipalities and one fire district in Central Lake County, Illinois desired to form a consolidated dispatch center to serve their entities. Ed Henschel assisted them in conducting a consolidation study that addressed their needs for staffing, facilities, protocols, funding formulas and governance structure. Critical to this study was an analysis of residual staffing needs to keep police stations open twenty-four hours per day after the dispatch consolidation occurred.



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Contact: Mark G. Fleischhauer
Chief of Police
754 Lakeview Parkway
Vernon Hills, IL 60061
Phone: 847-362-4449

Raleigh, N.C.

RW Management Group consultant Bryce Kolpack provided consulting services for the Police Executive Research Forum (PERF) on the City of Raleigh NC staffing project. This project consisted of evaluating the police department's current staffing and deployment and included making recommendations for changes in operations and procedures. The change recommendations were based on workload, geographic assignment and community interactions. The developed report outlined shift assignments by time of day, day of week and by district.

Contact: Jane Perlov
Chief of Police
Raleigh Police Department
110 S. McDowell Street
Raleigh, NC 27601
Phone 919-810-3335

West Palm Beach, FL

RW Management Group consultant Bryce Kolpack provided consulting services for the Police Executive Research Forum (PERF) on the City of West Palm Beach FL organizational analysis and staffing project. This project included an evaluation of the police department's current staffing and deployment and included making recommendations for change. The change recommendations were based on workload, geographic assignment and community interactions. The developed report outlined shift assignments by time of day, day of week and by district.

Contact: Delsa Bush
Chief of Police
West Palm Beach Police Department
600 Banyan Blvd.
West Palm Beach FL 33401
Phone 561-822-3400

A sample of our previous clients is listed at the end of this proposal. Additional references can be provided upon request.



Regional Police Authority Feasibility Study City & Township of Ypsilanti

PREVIOUS CLIENT WORK

RW Management employees have performed consulting services, for the following clients over the past eleven years:

Albert Lea, MN	Milwaukee Brewers, Milwaukee, WI
Allouez, WI	Milwaukee (City), WI
Algoma, WI	Milwaukee Area Technical College
Appleton Marine, Appleton, WI	Milwaukee County, WI
Arlington, WI	Moraine Park Technical College, Fond Du Lac, WI
Ashland, OR	Morton Grove, IL
Ashland, WI	Motorola Corp., Schaumburg, IL
Austin, MN	Mukwonago, WI
Baraboo, WI	Mundelein, IL
Bay City, MI	Nashville, TN
Bell County, TX	Neenah, WI
Beloit, WI	Neenah-Menasha Fire Rescue, WI
Broward County, FL	New Berlin, WI
Brown County, WI	New Jersey State Police
Bristol-Kendall Fire Protection District, IL	New Jersey Attorney General
Calumet County, WI	North Carolina State University, Raleigh, NC
Camden, AR	Northeast Wisconsin Technical College, Green Bay, WI
Cape Girardeau, MO	Oak Creek, WI
Chicago, IL	Oconomowoc, WI
Clinton, CT	Oconto County, WI
Community Orientated Policing Consortium, Washington D.C.	Ogden Plumbing, Neenah, WI
Corvallis, OR	Oneida Tribe of Indians, Oneida, WI
Dane County, WI	Para Tran Medical Transport, Door Co., WI
Dayton, OH	Pasadena, CA
DeKalb, IL	Pewaukee (City), WI
Delafield, WI	



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Delray, FL	Pewaukee (Village), WI
Destin, FL	Platteville, WI
East Chicago, IN	Presto Products, Appleton, WI
Energy Control and Design, Inc. Appleton, WI	Prince Georges County, MD
Eugene, OR	Racine, WI
Evanston, IL	Raleigh, NC
Fishers, IN	RED Center, IL
FOXCOMM, Appleton, WI	Reedsburg, WI
Fox Valley Technical College, Appleton, WI	Regional Transit Authority (RTA), Milwaukee, WI
Freedom, Town of, WI	
Gary, IN	Royal Oak, MI
Grand Chute, WI	St. Mary's Medical Center, Racine, WI
Green Bay, WI	Sandy Springs, GA
Green Bay Packers, Green Bay, WI	Sarasota County, FL
Gries Architectural Group, Neenah, WI	SEECOM, IL
GSA, Office of Inspector General, Washington, D.C.	SESCO, LLC, Manitowoc, WI
Grass Valley, CA	Shawano, WI
Hamilton County 9-1-1 Communications District, Chattanooga, TN	Sheboygan, WI
Hammond, IN	Shelby County, TN
Hanover Park, IL	Shifman Law Firm, Birmingham, MI
Hartland, WI	Southeast McHenry County, IL
Hazel Crest, IL	South Milwaukee, WI
Hobart, IN.	Stevens Point, WI
International Association of Fire Chiefs – Great Lakes Division	St. Louis, MO
Jefferson County, KY	Stora Enso North America
Johnson Creek Fire Protection District, WI	Suamico, WI
Kansas City, MO	Tallahassee, FL
Kaukauna, WI	Tri-State Fire, IL
	Tulsa, OK
	USAID, Washington, D.C.
	U.S. Capital Police, Washington, D.C.



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Kenosha Medical Center, Kenosha, WI	U. S. Dept. of Homeland Security
Kent County, MI	University of Illinois, Chicago, IL
Kiel, WI	Verona, WI
Killeen, TX	Viking Rescue, Denmark, WI
Lake Mills, WI	Walworth County, WI
Lakeshore Technical College, Cleveland, WI	Washington, D.C.
Library of Congress, Washington, D.C.	Waukesha County, WI
Lincoln County, WI	Waukesha County Technical College,
Lindner & Marsack, S.C., WI	Pewaukee, WI
Lodi EMS, Lodi, WI	Wausau Hospital, Wausau, WI
Logan Township, PA	Wausau Insurance, WI
Madison Area Technical College, Madison, WI	WESCOM, IL
Madison, Town of, WI	West Chicago, IL
Maryland Police Corps, MD	West Palm Beach, FL
Maryland Transportation Authority, MD	Whitefish Bay, WI
Maximus, Reston, VA	Whiting, IN
Menasha, City of, WI	Will County, IL
Menominee Falls, WI	Wilmington, NC
McFarland, Village of, WI	Winnebago County, WI
Menomonee Tribal EMS, WI	Winnetka, IL
Miller, Wagner, Coenen, McMahon	Wis. Dept. of Justice, Madison, WI
Neenah, WI	Wooddale, IL
Milton, WI	Yarmouth, MA
	Ypsilanti, MI
	Yuma, AZ

PERSONAL SERVICES CONTRACT

This agreement made this _____ day of _____, 2010, by and between the City of Ypsilanti and Township of Ypsilanti, Michigan (clients), and RW Management Group, Inc. (RW) doing business as a corporation in Menasha, Wisconsin.

WITNESSETH

That for and in consideration of the payment and agreements hereinafter mentioned and attached to be made and performed by the Clients and RW, hereby agree to commence and complete the consultation and to provide the work described in the proposal date November 16, 2010 and comply with the terms of the contract documents for the:

City and Township of Ypsilanti Regional Police Authority Feasibility Study

Hereafter called the "project" for the sum not to exceed \$18,900.00, which includes expenses.

RW will furnish all labor and other services necessary to complete the work relating to and including the development and administration of the planning process. RW hereby agrees to perform the work as specified by the Clients and as provided for in the Scope of Services of the project proposal.

The Clients shall pay RW for all work performed on a monthly basis, with payment due by the 10th of the month. The invoices shall be submitted to the City and the Township, with one half of the costs billed equally to each party.

This agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

The laws of the State of Michigan shall govern this agreement.

The agreement is an integrated writing, executed by the parties after negotiation and discussions of all material provisions. Either party has relied upon no inducements, concessions or representations of the fact, except as set forth in this agreement and the RW proposal.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized official, the agreement in three (3) copies, each of which shall be deemed an original, on the first date written above.

City of Ypsilanti

By: _____
Signature

Township of Ypsilanti

By: _____
Signature

RW Management Group, Inc.

Jeffrey R. Roemer, President

ADDENDUM TO AGREEMENT FOR
REGIONAL POLICE AUTHORITY
CONSULTING SERVICES

This Addendum shall be a part of a certain Agreement between the CONTRACTOR CITY OF YPSILANTI, a Michigan municipal Home-rule corporation of One South Huron Street, Ypsilanti, Michigan 48197, and the CHARTER TOWNSHIP OF YPSILANTI, a Michigan Charter Township, of 7200 South Huron River Drive, Ypsilanti, Michigan 48198 collectively referred to as Contractor, and R.W. MANAGEMENT GROUP, INC, a Wisconsin Corporation, of 1295 Appleton Road, Suite 2, Menasha, WI 54952, referred to as "CONSULTANT".

1. This Addendum is an addition and amendment to the primary Regional Police Authority consulting agreement Contract between the parties. In an event of a conflict between the language of this Addendum and the primary Contract, the language and terms of this Addendum shall take precedence.

2. Standard of Performance. The CONSULTANT shall perform the Contract faithfully and diligently and perform the services in a competent, professional, satisfactory and proper manner and during the Contract term or extensions thereof, use every best effort and endeavor to promote the interests of the CONTRACTOR and devote such time, attention, skill, knowledge and ability as is necessary to most effectively and efficiently carry out and perform the Contract.

3. The parties understand and agree that the CONTRACTOR may terminate this Contract at any time with or without notice. In such event the CONSULTANT will be compensated for work already completed

4. This Contract is to be performed in Washtenaw County, Michigan, and all legal venue shall exclusively lie therein.

5. The parties agree that time is of the essence in the performance of this Contract by the CONSULTANT.

6. Each provision of this Contract shall be separately enforceable and in the event that a court of competent jurisdiction determines or adjudges that any provision of this Contract is invalid or illegal, such decision shall not affect the rest of the Contract which shall remain in full force and effect.

7. This Agreement shall be governed by and construed in accordance with the laws of Michigan.

8. Independent Contractor. The relationship of the CONSULTANT to the CONTRACTOR is and shall continue to be that of an independent Contractor and no liability or benefits such as worker's compensation, pension rights, or other rights or

liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.

9. Waiver of Liability. The CONSULTANT hereby waives any claim against the CONTRACTOR and agrees not to hold the CONTRACTOR liable for any personal injury or damage incurred by it, its employees or associates on this project which is not held by a court of competent jurisdiction to be directly attributable to the sole and/or gross negligence or malicious intentional conduct of any employee of the CONTRACTOR acting within the scope of their employment. It further agrees to hold the CONTRACTOR harmless from any such claim by its employees or associates.

10. For the purpose of the hold harmless indemnity and insurance provisions contained in this Contract, the term "CONTRACTOR" shall be deemed to include the CONTRACTOR and all other associated, affiliated, allied or subsidiary entities, or commissions, officers, agents, representatives and employees.

11. Insurance.

a. The CONSULTANT prior to commencing work shall provide at his own cost and expense the following insurance to the CONTRACTOR in insurance companies licensed and/or approved in the State of Michigan, which insurance shall be evidenced by certificates and/or policies as determined by the CONTRACTOR.

(1) Professional Services. CONSULTANT shall provide professional liabilities (errors and omissions) insurance, with minimum limits of \$1 Million each occurrence.

12. Conflict of Interest. The CONSULTANT covenants that the CONSULTANT (individually, or if a corporation, trust, limited liability company or partnership, "the entity") nor any officer, principal, partner, agent or employee of the entity has any interest nor shall they acquire any interest, directly or indirectly, which would conflict in the manner or degree of performance with the Contract. Further that if any such conflict of interest develops and exists during the term of the contract that the CONSULTANT shall, within 7 days of the existence of such conflict of interest, notify the CONTRACTOR in writing of the existence and nature of the said conflict of interest.

13. Contingent Fees. The CONSULTANT warrants it has not employed or retained any company or person other than bonafide employees working solely for the CONSULTANT, to solicit or secure this Contract, and that it has not paid or agreed to pay any company, or person, other than a bonafide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award of making this Contract. For breach or violation of this warranty, the CONTRACTOR shall have the right to annul the Contract without liability or, at its discretion, to deduct from the fees due the

CONSULTANT, or otherwise, recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

14. The CONSULTANT further agrees to perform this Contract in accord with all federal, state and local laws and will not discriminate against, or give preferential treatment to, any person on the basis of race, sex, sexual orientation, color, national origin, religion, handicap status, heights, weight, marital status, or other criteria which is not relevant to the particular job.

15. The CONSULTANT further agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, disability as set forth in the American's With Disability Act, Michigan PWDA, age, height, weight, or marital status (except insofar as it relates to a bonafide or occupational qualification reasonably necessary to the normal operation of the business). Breach of this provision may be regarded as material breach of the Agreement.

21. Not in Default to CONTRACTOR. The CONSULTANT hereby certifies that the CONSULTANT is not in default to the CONTRACTOR, and that there are no unpaid taxes, real or personal, owed to the CONTRACTOR by the CONSULTANT, and the CONSULTANT has no other unfulfilled obligations to the CONTRACTOR and is compliance with all CONTRACTOR codes and ordinances. The parties understand that a breach of this provision is a material breach of the contract.

23. The Contract and its attachments, and this Addendum, are the sole Contract and Agreement between the parties. Any changes, additions or deletions shall not be effective or actionable unless they are in writing signed by the parties.

IN WITNESS WHEREOF, the undersigned have set their hands this _____ day of _____, 2010.

R.W. MANAGEMENT GROUP, INC
A Wisconsin Corporation,
CONSULTANT

BY: _____
Edmund M. Henschel, General Manager

CITY OF YPSILANTI, a Michigan
Municipal Home-rule CONTRACTOR

BY: _____
Paul Schreiber, Mayor

BY: _____
Frances McMullen, City Clerk

THE CHARTER TOWNSHIP OF YPSILANTI.
A Michigan Charter Township

BY: _____

APPROVED AS TO FORM:

JOHN M. BARR P-10475
Ypsilanti City Attorney

William D. Winters P-28965
Charter Township of Ypsilanti
Attorney

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



**Office of
Community Standards**
7200 S. Huron River Drive
Ypsilanti, MI 48197
www.ytown.org

November 22, 2010

To: Nancy Wrybkowski, Deputy Clerk
From: Mike Radzik, Director
Office of Community Standards
Subject: **Request for Nuisance Abatement Authorization**
2375 S. Grove – Dairy Mart
10131 Textile – Dairy Mart
Copy: Board of Trustees
Property File
McLain & Winters

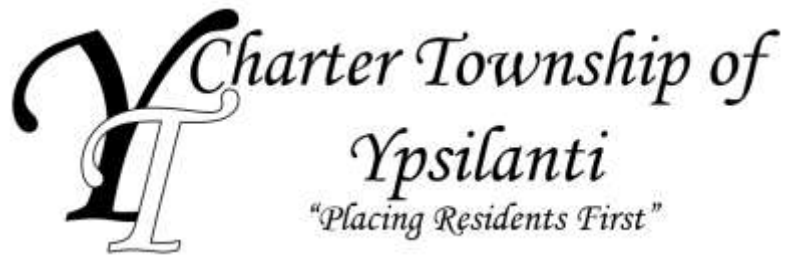
Please be advised that there has been no compliance with Notices of Violation issued to the property owners of the following locations:

- 2375 S. Grove – Dairy Mart - CSH Investments, LLC
- 10131 Textile – Dairy Mart - MNL Investments, LLC

The proprietor of both convenience stores, Sam Hamati, attended a weekly police meeting on October 12, 2010 with Township officials and pledged his cooperation to resolve property maintenance and police issues at both locations. Township staff conducted building inspections and Notices of Violation were issued on October 21st and October 25th respectively. To date, there is no evidence of any work having been performed to correct any of the violations documented in either NOV, both of which have expired with no compliance.

In my opinion, there is no reasonable expectation that compliance will be voluntarily achieved. The general public remains exposed to code deficiencies that constitute a public nuisance. I respectfully request Board authorization to file litigation, if necessary, to abate the nuisances at both locations. Office of Community Standards staff will work with legal counsel to coordinate enforcement efforts.

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



Office of Community Standards
7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 485-3943
Fax: (734) 484-5151
www.ytown.org

NOTICE OF VIOLATION

(Issued October 21, 2010)

To Owner: CSH Investments LLC.

Please be advised that on this date: October 18th at 9:00 a.m.

Inspection of the property at: 2375 Grove Road

Inspector: Dave Bellers (Building Official/Building Inspector)

In the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan, indicates that the following conditions exist:

Repair fascia and trim on building



Seal penetration in wall and secure electrical box



Mortar void between slab and foundation



Repair/replace siding at front of building



Remove leaves, branches, and debris from gutters and roof



Remove old air conditioner unit/remove overgrown, excess vegetation and all debris provide illumination at rear of building where concealed areas exist



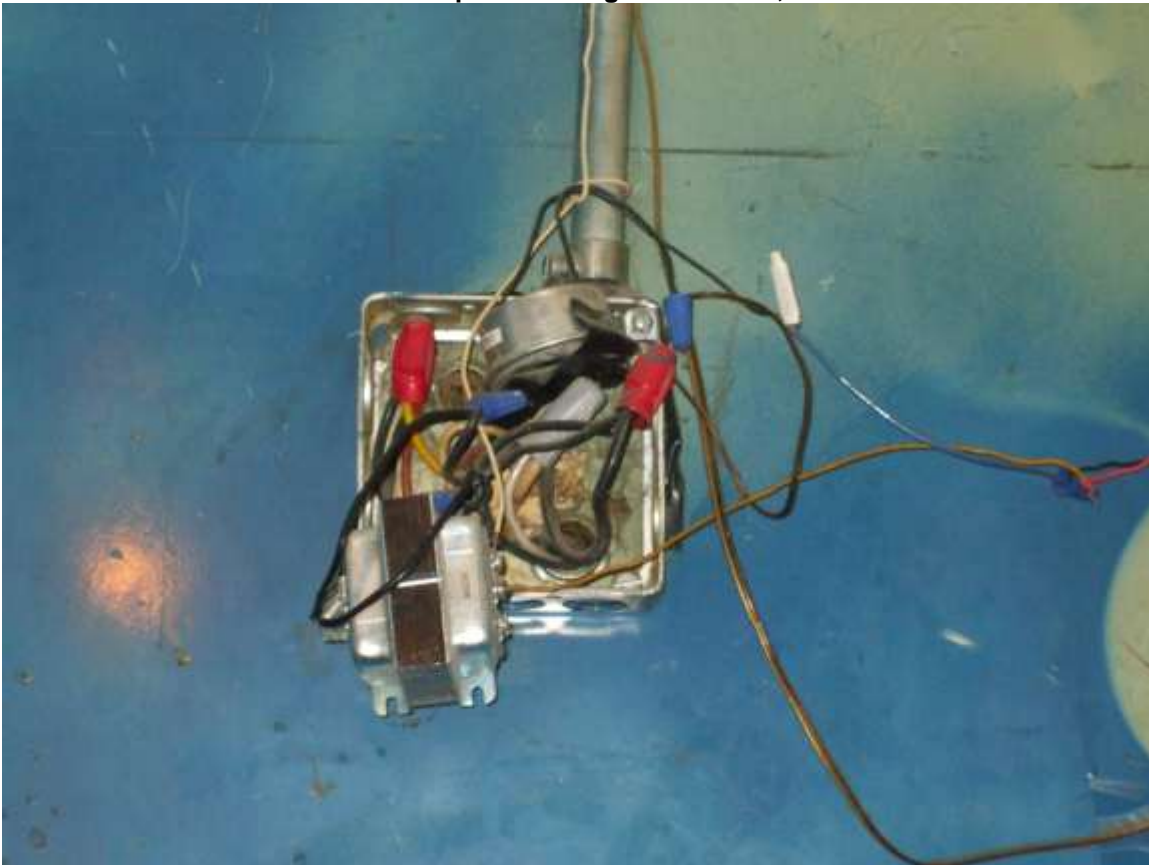
Remove excess signage from storefront



Repair siding/exterior surface of shed



Provide cover for exposed wiring inside store, above cooler



Code Sections:

1. PM-304.1 General

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

2. 304.2 Protective Treatment

All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

3. PM-304.5 Foundation Walls

All foundation walls shall be maintained plumb and free from cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

4. PM-304.6 Exterior walls

All exterior walls shall be free from holes, breaks, loose or rotting materials; and

maintained weatherproof and properly surface coated where required to prevent deterioration.

5. PM-605.1 Installation

All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.

7. PM-302.3 Sidewalks and driveways

All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

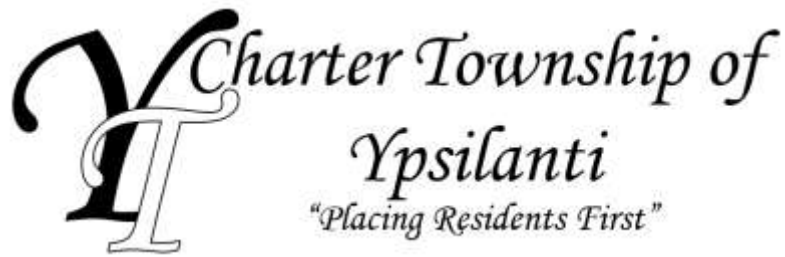
8. PM-302.7 Accessory structures

All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

You will be afforded 28 days in which to correct the items listed above and call for an inspection, if items are not corrected within the 28 day period you will be subject to legal action.

All code sections cited are from the 2006 International Property Maintenance Code. You have the right to appeal this Notice of Violation. Prosecution of Violation Per 106.3

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



Office of Community Standards
7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 485-3943
Fax: (734) 484-5151
www.ytown.org

NOTICE OF VIOLATION

(Issued October 25, 2010)

To Owner: MNL Investments LLC.

Please be advised that on this date: October 18th at 9:00 a.m.

Inspection of the property at: 10131 Textile Road

Inspector: Dave Bellers (Building Official/Building Inspector)

In the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan, indicates that the following conditions exist:

Remove overgrown vegetation at all instances



Remove overgrown vegetation at all instances



Drainage is currently pitched toward building at rear/fill area and provide for drainage to flow away from building.



Electrical as become disconnected/repair – Siding is in disrepair



Exterior siding is in disrepair (surface defects/loose and unsecure) remove and replace



Rear shed/fenced addition is in substantial disrepair, not weather tight/ remove



Interior view



Shed adjacent to building is in disrepair/remove



Shed adjacent to building is in disrepair/remove





Maintain in sanitary condition, install ceiling tile securely in grid



Remove excess debris from storage area



Remove storage debris from in front of electrical equipment must maintain 36" clear space



Code Sections:

1. PM-304.1 General

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

2. 304.2 Protective Treatment

All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

3. PM-304.6 Exterior walls

All exterior walls shall be free from holes, breaks, loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

4. PM-302.2 Grading and Drainage

All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

5. PM-605.1 Installation

All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.

6. PM-302.3 Sidewalks and driveways

All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

8. PM-302.7 Accessory structures

All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

You will be afforded 28 days in which to correct the items listed above and call for an inspection, if items are not corrected within the 28 day period you will be subject to legal action. A building permit shall be obtained for the repair of the roof overhang at the east and west sides of the building, and for the installation of new siding. A re-inspection will be conducted on November 22 to verify compliance of cited items.

All code sections cited are from the 2006 International Property Maintenance Code. You have the right to appeal this Notice of Violation. Prosecution of Violation Per 106.3

Supervisor
BRENDA L. STUMBO
Clerk
KAREN LOVEJOY ROE
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DEE SIZEMORE



**Office of Community
Standards**

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 485-3943
Fax: (734) 484-5151

Office of Community Standards NOTICE OF VIOLATION/DEMOLITION

Date: November 18, 2010

To: Grace E. Roberson

Please be advised that on your property located at 968 Ecorse Road in The Charter Township of Ypsilanti, County of Washtenaw, State of Michigan, was inspected by Bill Elling, (belling@ytown.org) on November 18, 2010. The inspection of that address indicates that the following conditions exist:

The structure, located at this address, in the opinion of the code official, has been found to be non-habitable and as such is classified as blight and shall be abated.

Charter Township of Ypsilanti Code of Ordinances

ARTICLE II. BLIGHT

Sec. 26-26. Purpose of article.

It is the purpose of this article to prevent, reduce or eliminate blight or potential blight in the township by the prevention or elimination of certain environmental causes of blight or blighting factors which exist or which may in the future exist in the township.

(Code 1975, § 13-32)

Sec. 26-27. Enforcement of article.

This article shall be enforced by the community development director of the township, any police officer of the county or state, any constable or police officer of the township or such other persons as shall be so designated by the township board.

(Code 1975, § 13-33)

International Property Maintenance Code 2006

PM-107.5 Transfer of ownership. It shall be unlawful for the owner of any dwelling unit or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such dwelling unit or structure to another until the provisions of the compliance order or notice of

violation have been complied with, or until such owner shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

PM-108.1 General. When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this code.

PM-108.1.1 Unsafe structures. An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

PM-108.1.3 Structure unfit for human occupancy. A structure is unfit for human occupancy whenever the code official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

PM-108.5 Prohibited occupancy. Any occupied structure condemned and placarded by the code official shall be vacated as ordered by the code official. Any person who shall occupy a placarded premises or shall operate placarded equipment, and any owner or any person responsible for the premises who shall let anyone occupy a placarded premises or operate placarded equipment shall be liable for the penalties provided by this code.

PM-109.1 Imminent danger:

When, in the opinion of the code official, there is imminent danger of failure or collapse of a building or structure which endangers life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the building occupants or those in the proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials, or operation of defective or dangerous equipment, the code official is hereby authorized and empowered to order and require the occupants to vacate the premises forthwith. The code official shall cause to be posted at each entrance to such structure a notice reading as follows: "This Structure is Unsafe and its Occupancy has been Prohibited by the Code Official." It shall be unlawful for any person to enter such structure except for the purpose of securing the structure, making the required repairs.

PM-110.1 General. The code official shall order the owner of any premises upon which is located any structure, which in the code official's judgment is so old, dilapidated or has become so out of repair as to be dangerous, unsafe, insanitary or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair the structure, to demolish and remove such structure; or if such structure is capable of being made safe by repairs, to repair and make safe and sanitary or to demolish and remove at the owner's option; or where there has been a cessation of normal construction of any structure for a period of more than two years, to demolish and remove such structure.

PM-110.3 Failure to comply. If the owner of a premises fails to comply with a demolition order within the time prescribed, the code official shall cause the structure to be demolished and removed, either through an available public agency or by contract or arrangement with private persons, and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

R110.5 Revocation. The building official shall, in writing, suspend or revoke a certificate of occupancy issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.

PM-302.8 Motor Vehicles

Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Paint of vehicles is prohibited unless conducted inside an approved spray booth.

Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.

ALL VEHICLES LOCATED ON THE PROPERTY MUST BE 100% OPERABLE AND PLATED OR REMOVED FROM THE PROPERTY

PM-303.9 Overhang extensions:

All overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes, and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

THE FRONT OVERHANG AND FRONT WALL HAVE BEEN DAMAGED AND MUST BE PROPERLY REPAIRED AS IT IS FALLING OFF THE HOME

PM-303.1 General:

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

ALL ROTTED AND DETERIORATED WOOD MUST BE REPLACED AND/OR REPAIRED AND PAINTED AND/OR COVERED WITH A SUITABLE PRODUCT SUCH AS PAINT ETC.

PM-108.1.3 Structure unfit for human occupancy:

A structure is unfit for human occupancy whenever the code official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is unsanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

YOU DO NOT HAVE ACTIVE WATER OR ELECTRICAL/GAS SERVICE THEREFORE THIS HOME CANNOT BE OCCUPIED

PM-108.4 Placarding:

Upon failure of the owner or person responsible to comply with the notice provisions within the time given, the code official shall post on the premises or on defective equipment, a placard bearing the word "Condemned" and a statement of the penalties provided for occupying the premises, operating the equipment or removing the placard.

PM-108.4.1 Placard removal:

The code official shall remove the condemnation placard whenever the defect or defects upon which the condemnation and placarding action were based have been eliminated. Any person who defaces or removes a condemnation placard without the approval of the code official shall be subject to the penalties provided by this code.

YOU MAY NOT REMOVE OR COVER THE CONDEMNATION PLACARDS AT ANY TIME.

PM-108.5 Prohibited occupancy:

Any person who shall occupy a placard premises or shall operate placarded equipment, and any owner or any person responsible for the premises who shall let anyone occupy a placarded premises or operate placarded equipment shall be liable for the penalties provided by this code.

The structure at the above address is hereby ordered to be in total compliance of all violations within the next 30 days or a demolition

permit obtained within the same 30 days. If you fail to comply within 30 days legal action will ensue.

The certificate of occupancy on this structure is hereby revoked.

You have the right to appeal this notice of violation. If you choose to appeal, contact The Office of Community Standards at 734-485-3943 and request an application for The Construction Board of Appeals. (Fee for appeal application is \$100).



PROPERTY IDENTIFICATION



FRONT DOOR, WALL AND PORCH COLUMN SEVERELY DAMAGED AND IS FAILING



FRONT PORCH IS ROTTED AND HAS COLLAPSED



TOP PORTION OF BROKEN PORCH COLUMN



**DAMAGED FRONT DOOR/FRONT WALL. CONDEMNATION PLACARD
AFFIXED TO FRONT ENTRANCE DOOR**



ORIGINAL CONDEMNATION PLACARD WHICH WAS AFFIXED TO THE FRONT WINDOW ON 08-26-2010



DISCONNECTED ELECTRICAL DTE WIRES



NON FUNCTIONING DTE METER



MISSING HANDSET WHICH MUST BE REPLACED AND/OR REINSTALLED













PM-304.3 Interior surfaces:

All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed, or covered. Cracked or loose plaster, decayed wood, and other defective surface conditions shall be corrected.

THE ENTIRE INTERIOR OF THE HOME MUST BE CLEAN OUT OF ALL ITEMS WHICH ARE UPON THE FLOORS, COUNTER TOPS AND ANY OTHER AREAS OF THE HOME WHICH ARE CAUSING A HAZARD. THE STOVE, REFRIGERATOR MUST BE CLEANED UP AND IF NOT SALVAGEABLE MUST BE REMOVED AND REPLACED.



PM 504.1 General. All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed.

All plumbing fixtures shall be maintained in a safe, and sanitary and functional condition.

THE TOILET MUST BE REPAIRED SO IT IS OPERABLE AND ALLOWED TO FLUSH AS REQUIRED.

**CHARTER TOWNSHIP OF YPSILANTI
Resolution No. 2010 – 19**

**ADOPTION OF REGULAR BOARD MEETING DATES
FOR THE 2010 CALENDAR YEAR**

NOW THEREFORE, BE IT RESOLVED that the attached schedule of dates and times be adopted for the Charter Township of Ypsilanti for the 2011 calendar year.

**CHARTER TOWNSHIP OF YPSILANTI
BOARD OF TRUSTEES**

SCHEDULE OF MEETINGS FOR 2011

**Regular Meeting
6:30 p.m.
Civic Center Board Room**

Tuesday, January 18, 2011

Tuesday, February 1, 2011
Tuesday, February 15, 2011

Tuesday, March 1, 2011
Tuesday, March 15, 2011

Tuesday, April 5, 2011
Tuesday, April 19, 2011

Tuesday, May 3, 2011
Tuesday, May 17, 2011

Tuesday, June 21, 2011

Tuesday, July 19, 2011

Tuesday, August 16, 2011

Tuesday, September 20, 2011

Tuesday, October 4, 2011
Tuesday, October 18, 2011

Tuesday, November 1, 2011
Tuesday, November 15, 2011

Tuesday, December 6, 2011
Tuesday, December 20, 2011

All meetings are held at the Ypsilanti Township Civic Center Building, 7200 S. Huron River Drive, Ypsilanti Township

Special Meetings may be called with 24-hour notification.

Pre-approval of Statements and Checks is authorized when no Board Meeting is held, with formal approval at the next regularly scheduled meeting, contingent on Board Members review and no objection.

**CHARTER TOWNSHIP OF YPSILANTI
BOARD OF TRUSTEES**

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CHARTER TOWNSHIP OF YPSILANTI
BUDGET AMENDMENT #13
DECEMBER 7, 2010

252 - HYDRO FUND

	Total Increase	\$15,000.00
--	-----------------------	--------------------

Increase the Hydro station budget for Capital Outlay/Equipment by \$15,000.00. This increase, along with the current budget of \$25,000.00 will fund the purchase of a used loader/backhoe (not to exceed \$40,000.00). This \$15,000.00 will be funded by an increase in the Ford Lake Hydro Station revenues.

Revenues:	Ford Lake Hydro Station Dam Rever 252.000.000.641.003	\$15,000.00
	Net Revenues	\$15,000.00

Expenditures:	Capital Outlay - Equipment 252.252.000.976.000	\$15,000.00
	Net Expenditures	\$15,000.00

Motion to Amend the 2010 Budget (#13):

Move to increase the Hydro Fund budget by \$15,000.00 to \$285,749.00 and approve the department line item changes as outlined.

To: Karen Lovejoy Roe, Clerk

From: Sandy Andresen, Chair Non-Motorized Study Committee

Regarding: Request to Present to the Ypsilanti Township Board of Trustees

Date: November 23, 2010

I am requesting that the "Charter Township of Ypsilanti Non-Motorized Pedestrian/Bicycle Pathway System: Non-Motorized Facilities Inventory, Analysis, and Planning Study" be presented to the Ypsilanti Township Board of Trustees at their December 7, 2010 meeting for their approval and adoption.

Because of the size of the document, the "Study" is available to trustees on CD's and hard copies for their review. A short powerpoint presentation will be made at the Board meeting to provide a quick capsule summary of the plan for the Board members and the audience.

**CHARTER TOWNSHIP OF YPSILANTI
WASHTENAW COUNTY, MICHIGAN**

LIQUOR LICENSE APPLICATION AND QUESTIONNAIRE

The Township Board of Ypsilanti is responsible to the residents of the township. Therefore, liquor licenses will be granted when it is in the best interest of the citizens of the township to do so. Those applications which indicate substantial benefit to the residents of the township will receive the highest consideration. The following criteria will be used to determine the most eligible applicants.

1. Location of business should be easily accessible and adjacent to populated areas of the township.
2. Located on or adjacent to, major traffic arteries.
3. Size and patron capacity of facility.
4. Number of jobs to be created.

DATE: 10 29 2010
Mo. Day Year

1. Applicant (s) *Names Matt Rinna

Address Business Pacific Beach Biscuits Inc.
2835 Washtenaw

Home [REDACTED]

Phone [REDACTED]

*If Corporation provide names and home addresses of executives on separate sheet.
IF BUSINESS IS PRESENTLY IN OPERATION COMPLETE QUESTION 2 AND 3.
IF BUSINESS IS NOT IN OPERATION, GO TO QUESTION 4

What type of License is being requested: CLASS C

Questions regarding this document should be directed to the Township Clerk.

Ypsilanti Township Liquor License and Application

2.

A. Name and address of business for which license is intended:

Pacific Beach Bar/Bar
2835 Washburn
Ypsilanti MI 48197

B. The business has been in operation for 1 years.

Capacity of business for that time period?

C. Primary purpose of business? RESTAURANT -

D. Have you ever been granted a Michigan or other state liquor license? NO

If yes, explain: _____

E. If license is granted, will the business stay in the same location? YES

F. What is the present patron capacity? 60

G. What is the square footage of the building? 2400

H. How many employees on existing staff? 8

I. Hours of Operations? 11-5A 11-9 SUN 12-8

Ypsilanti Township Liquor License and Application

3. If license request is granted, will any of the following occur, if not go to #4

- A. Renovations to building? If yes, explain: NO

- B. Estimated costs of renovations? _____
- C. Will patron capacity increase? If yes, to how many? _____
- D. Will number of employees be increased? YES
If so, by how many? 3 to 4, SEVERALS

4. If the business for which the liquor license does not presently exist, complete the following items:

- A. Location of proposed site? _____
- B. Size of facility to be erected? _____
- C. Estimated cost of facility? _____
- D. Expected staff requirements? _____
- E. Expected patron capacity? _____
- F. What will be the primary purpose of the business?

- G. Does the property have the necessary zoning? _____
- H. Has a building permit been issued? _____
- I. Will the facility be built if a license is not granted? _____

Ypsilanti Township Liquor License and Application

- 5. As was stated earlier, the Township Board is obligated to award liquor licenses in the best interest of the citizens of Ypsilanti Township and not for the gain of an individual or corporation.

Why do you think you should receive a liquor license?

We've already successfully brought new business to this location for our lunch daypart, by granting class C we will attract more people into area during evening

- 6. Have you ever been convicted of a felony? NO Are you disqualified to receive a license by reason or any matter or thing contained in Charter Township of Ypsilanti Liquor Licenses or the laws of the State of Michigan? NO
7. A statement that you will not violate any of the laws of the State of Michigan or of the United States or any ordinances of the Charter Township of Ypsilanti in the conduct of your business.

Fingerprints of applicant, manager, and officers in the case of a club, society or corporation must be on file with the Washtenaw County Sheriff's Department prior to approval of your request.

I hereby certify the above information and answers are true and correct and that I have read and am aware of the provisions of the Charter Township of Ypsilanti Ordinance Nos. 99-211 and 99-212 pertaining to liquor licenses and enforcement.

Applicant's signature Matt Rana Date 10/24/10
Printed Name Matt Rana

Receipt No. Amount

Fee Schedule (effective May 13, 1999)

Table with 2 columns: Description and Amount. Rows include Application for New Class C License (\$1,000.00), Application for Addition to Existing Class C License (\$1,000.00), Transfer of Existing License (\$1,000.00), and Any Other Changes (stock ownership, etc.) (\$ 150.00).

McLAIN & WINTERS

ATTORNEYS AND COUNSELORS AT LAW

61 N. HURON
YPSILANTI, MICHIGAN 48197
(734) 481-1120

DENNIS O. McLAIN
WM. DOUGLAS WINTERS
ANGELA B. KING

FAX (734) 481-8909
[E-MAIL: mcwinlaw@gmail.com](mailto:mcwinlaw@gmail.com)

October 8, 2010

Brenda L. Stumbo, Supervisor
Karen Lovejoy Roe, Clerk
Larry J. Doe, Treasurer
Charter Township of Ypsilanti
7200 S. Huron River Dr.
Ypsilanti, MI 48197

Re: ***Proposed Lease Agreement Between Ypsilanti Township and YCUA for "The Service Center Building" Located at 2770 Clark Road***

Dear Board Members:

Please find enclosed a copy of the proposed ***Lease Agreement*** between the Township and YCUA for ***The Service Center Building*** located at 2770 Clark Road. This ***Lease***, which if approved, will commence on ***October 1, 2010*** and terminate on ***September 30, 2015*** and will require YCUA to remit annual rent to the Township in the amount of ***\$220,000*** which translates into ***\$18,333.33*** per month. This ***Lease*** also provides that at the end of the five year agreement said ***Lease "...shall automatically renew for an additional Lease Year unless Landlord or Tenant had previously terminated the Lease..."***

As a way of providing the Board additional background information, YCUA has utilized the Service Center Building for approximately 20 years and during that time period made the required payments to retire the municipal bonds that were issued to finance the construction of this building. Now that the bonds have been paid off, annual rent will go to the Township as opposed to the bond holders.

On ***June 16, 2009*** Township Lead Appraiser Dan Dzierbicki prepared a ***Market Rent Study*** wherein he estimated that as of ***June 19*** the annual rent should be somewhere in the neighborhood of ***\$229,339 or \$19,111*** per month. However, given the economic conditions that have continued to effect real property located in the Township subsequent to June 2009, the Township's administrative officials (as well as myself) recommend that the dollar amounts set forth in the ***Lease Agreement*** be approved.

Township Board
Re: YCUA Facility Lease
October 8, 2010
Page 2

Finally, this will confirm that representatives of the Township and YCUA continue to discuss issues of collaboration regarding maintenance of Township vehicles and equipment. However, if those discussions lead to a consensus between the parties, it will require a stand alone agreement be approved by both the Township and YCUA Boards.

By copy of this correspondence and attachment to Deputy Clerk Nancy K. Wyrbkowski I would respectfully request she place this item on the regular Board meeting agenda scheduled for Tuesday, **October 19, 2010**. If after review of this correspondence you have any questions or I can be of further assistance, please contact me.

Very truly yours,



Wm. Douglas Winters

rsk
enclosures
cc: Trustees

LEASE AGREEMENT

This Lease is made between Landlord and Tenant, who agree as follows:

1. **Basic Lease Definitions.** The following defined terms are used throughout and shall control in this Lease:
 - a. Landlord means the Charter Township of Ypsilanti, 7200 S. Huron River Drive, Ypsilanti, MI 48197.
 - b. Tenant means the Ypsilanti Community Utilities Authority, 2777 State Road, Ypsilanti, MI 48198.
 - c. Premises means the buildings, parking lot, and land located at 2770 Clark Road, Ypsilanti, MI 48198, commonly known as "The Service Center Building."
 - d. Term means five (5) Lease Years.
 - e. Lease Year means the period beginning on October 1, and ending on September 30, of the following calendar year.
 - f. Commencement Date and Lease Date mean October 1, 2010.
 - g. Termination Date means September 30, 2015.
 - h. Annual Base Rent means \$220,000.
 - i. Monthly Installment of Base Rent means \$18,333.33.
 - j. Designated Use means use as a maintenance service center, including office space, by the Tenant, a Michigan municipal corporation operating as a regional water and wastewater utility authority.
 - k. Breach means Tenant's failure to comply with any term of this Lease, including those regarding payment, that continues for thirty (30) days following a written demand for cure by Landlord. Time is of the essence with respect to this definition.
2. **Premises.** Landlord leases the Premises to Tenant. Tenant has occupied the Premises under an existing lease agreement that expires on September 30, 2010, and Tenant is satisfied with the condition of the Premises.
3. **Term.** The Term of this Lease will commence on the Commencement Date and terminate on the Termination Date (9/30/2015), unless sooner terminated or extended as provided in this Lease. At the end of the Term (five (5) years) this lease shall automatically renew for an additional Lease Year unless Landlord or Tenant has previously terminated the

Lease by providing a written notice of termination no later than one (1) year in advance. In the absence of termination, by such a termination notice or as otherwise provided in this Lease, this Lease shall automatically renew for successive Lease Years.

4. **Rent.** The Annual Base Rent will be paid in Monthly Installments of Base Rent, in advance, on the first day of each calendar month, at Landlord's address or any other place that Landlord designates in writing.
5. **Holding Over.** Landlord has the absolute right to withhold its consent to any proposed holdover. If Tenant remains in possession of the Premises after termination with Landlord's consent, it will occupy the Premises as a holdover tenant on a month-to-month basis and Tenant will be subject to the terms of this Lease to the extent they can be applied to a month-to-month tenancy.
6. **Quiet Enjoyment.** Unless this Lease is terminated or Tenant is evicted in accord with Michigan law, Landlord will not disturb Tenant's quiet enjoyment of the Premises or interfere with Tenant's Designated Use of the Premises. Tenant must permit Landlord to enter the Premises during regular business hours or at other agreed upon times for the purpose of inspection or to show the Premises to prospective purchasers, mortgagees, or tenants. Except in the case of an emergency, Landlord may not enter the Premises without reasonable advance notice to Tenant.
7. **Use of the Premises.** The Premises will be used for the Designated Use and for no other purpose. Tenant will not use the Premises in any manner that violates applicable law.
8. **Repairs and Liens.** Tenant must maintain the Premises in good repair, in a clean and safe condition, and in accord with applicable law. Tenant must keep the Premises free of construction or other liens. Tenant will hold Landlord harmless against any liens that are placed against the Premises, except those attributable to the acts of Landlord.
9. **Indemnification.** Tenant will indemnify and defend Landlord against all claims for bodily injury or property damage relating to the Premises. The claims covered by this indemnification include all claims for bodily injury or property damage relating to (a) the condition of the Premises; (b) the use or misuse of the Premises by Tenant or its agents, contractors, or invitees; or, (c) any event on or in the Premises, whatever the cause. Tenant's indemnification does not extend to liability for damages resulting from the negligence of Landlord or from Landlord's intentional misconduct.
10. **Insurance.** Tenant must maintain in effect a commercial general liability insurance policy providing coverage for the Premises, including without limitation all common areas, with policy limits of not less than \$1,000,000. Tenant must also maintain in effect insurance to cover any claim for loss resulting from fire or other casualty. The commercial general liability policy that Tenant is required to maintain will name Landlord as an additional insured. Insurance may be provided in the form of blanket insurance policies covering properties in addition to the Premises or entities in addition to Tenant. At Landlord's option and request, Tenant must promptly deliver certificates of

insurance or insurance renewal certificates to Landlord.

11. **Fire or Other Casualty.** Tenant must give Landlord notice of fire or other casualty at the Premises. In addition to written notice, Tenant must immediately and with all diligence attempt to contact Landlord to inform Landlord of such a casualty. If the Premises are damaged or destroyed by casualty, Landlord or Tenant may terminate this Lease by notice to the other party. The notice of termination must be given within forty-five (45) days after the occurrence of the casualty. If the notice of termination is not given within that period, this termination option will lapse and no longer be effective. Within thirty (30) days after the notice of termination has been given, Tenant must surrender the Premises to Landlord. After the surrender, each party is released from any further obligations under this Lease except that all Annual Base Rent accruing through the surrender date must be paid in full. Tenant has no obligation to pay any Annual Base Rent accruing after the surrender date. If Landlord does not exercise this option within the designated period, Landlord must repair and restore the Premises to their condition before the casualty and must do so diligently and promptly.
12. **Assignment and Subletting.** Tenant may not assign this Lease or sublet the Premises without the prior consent of Landlord, which may be withheld in Landlord's sole discretion.
13. **Remedies.** Landlord may terminate this Lease on the occurrence of a Breach. Landlord must exercise this right by a notice of termination. The termination will be effective immediately on delivery of the notice to Tenant. If Landlord terminates this Lease, Landlord is entitled to evict Tenant and to recover all damages suffered as the result of any Breach. The remedies provided to Landlord under this Lease are cumulative and not exclusive. If Landlord commences an action to enforce this Lease, Tenant agrees to pay Landlord's reasonable costs and attorney fees. Landlord and Tenant knowingly and voluntarily waive a trial by jury in any action to enforce this Lease or in any action that is in any way related to the Lease, the Premises, or the relationship between Landlord and Tenant.
14. **Surrender on Termination.** On termination, Tenant must deliver all keys for the Premises to Landlord. Tenant must surrender the Premises broom clean and in the same condition as on the Commencement Date, reasonable wear and tear excepted. Any damage to the Premises resulting from the removal of personal property, equipment, supplies, or trade fixtures will be repaired at Tenant's expense. Tenant must remove its personal property, equipment, supplies, and trade fixtures from the Premises immediately on termination. Tenant must pay all costs Landlord incurs in connection with removing Tenant's personal property and trade fixtures within ten (10) days after a demand by Landlord.
15. **Communications.** All notices, demands, and other communications between Landlord and Tenant must be in writing. Any communications will be deemed sufficiently given if a copy has been personally delivered; mailed by U.S. mail, postage prepaid; or, hand delivered to a party's specified address. Communication sent by U.S. mail will be

deemed received on the next regular day for the delivery of mail after the day on which the communication was mailed.

16. **Construction and Interpretation.** This Lease will be construed in accord with Michigan law. This Lease has been negotiated at arms length and was jointly drafted by the parties. This Lease merges all prior proposals, negotiations, representations, and understandings with respect to the Lease. This Lease may only be modified or amended by a written document signed by Landlord and Tenant. There may be no oral modifications or amendments of this Lease, whether or not supported by consideration. If any covenant of this Lease is invalid, illegal, or unenforceable, that covenant will be enforced to the fullest extent permitted by law, and the validity, legality, and enforceability of the remaining covenants will not be affected or impaired in any way.

LANDLORD – CHARTER TOWNSHIP OF YPSILANTI

By _____
Its _____
Dated: _____

TENANT – YPSILANTI COMMUNITY UTILITIES
AUTHORITY

By _____
Its _____
Dated: _____

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



**Office of Community
Standards**

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 485-3943
Fax: (734) 484-5151
www.ytown.org

Memorandum

To: Karen Lovejoy Roe – Township Clerk
From: Joe Lawson – Planning Coordinator
Date: November 23, 2010
Re: Re-Imagine Washtenaw Resolutions

As you are aware, over the past 18-months, the Re-Imagine Washtenaw Committee has been working toward a recommendation and action plan for the consideration of four governing bodies.

It has been requested of each municipality that the governing body consider the attached resolutions so to allow the continuation of this planning process with the support of Washtenaw County.

As you will note, there are two resolutions for consideration of the Board. The first resolution is a “Resolution of Intent”. This resolution is a request that our Board declares its intent to work with the other participating municipalities to create and provide for the operation of a corridor improvement authority.

The second is a resolution to create a joint corridor improvement authority and to propose the development area for which I have attached a map outlining my recommended boundaries in addition to the published strategy of the Re-Imagine Washtenaw committee.

Staff recommends the adoption of the attached resolutions in support of the goals and objectives of the Township’s adopted master plan and those of the Re-Imagine Washtenaw Committee.

If there are any questions or concerns, please let me know.

RESOLUTION NO. 2010-29

RESOLUTION OF INTENT
BY THE WASHTENAW AVENUE JOINT TECHNICAL COMMITTEE
RESOLVED BY THE CHARTER TOWNSHIP OF YPSILANTI

WHEREAS, the Charter Township of Ypsilanti Board of Trustees determined in 2009 that the Washtenaw Avenue corridor has a greater potential to sustainably serve the region than is currently being met and therefore formed the Joint Technical Committee (JTC) to draft recommendations to this end; and

WHEREAS, the JTC has completed the Washtenaw Avenue Corridor Redevelopment Strategy which includes recommendations for land use, transportation improvements and future cooperation toward the improved character and investment environment of Washtenaw Avenue and presented this strategy to the Ypsilanti Township Board.

WHEREAS, the Charter Township of Ypsilanti has prepared and forwarded a resolution endorsing the Washtenaw Avenue Corridor Redevelopment Strategy (Strategy); and

WHEREAS, the JTC recommends the implementation of the Strategy using a number of tools, including the creation of a Corridor Improvement Authority which would support community goals, encourage consistent investment in public infrastructure across jurisdictions, attract private investment and make available a number of additional financing tools; and

WHEREAS, the Charter Township of Ypsilanti Board has prepared and forwarded a resolution of intent to create the Washtenaw Avenue Corridor Improvement Authority (the Authority) in accordance with the provisions of the Washtenaw Avenue Corridor Improvement Authority, Public Act 280 of 2005, as amended (the Act);

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Ypsilanti Board of Trustees determines that it is necessary for the best interests of the township and the public to redevelop its commercial corridors and to promote economic growth; and

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Ypsilanti Board of Trustees endorses the Washtenaw Avenue Corridor Redevelopment Strategy and its recommendations for land use, transportation improvements and continued community cooperation; and

BE IT FURTHER RESOLVED that the Township Board hereby declares its intent to work together with the Township to create and provide for the operation of a corridor improvement authority as enabled by and pursuant to Act 280;

BE IT FINALLY RESOLVED that the Board hereby declares its intent to work together with the Township to adopt a Joint Agreement to operate this corridor improvement authority.

RESOLUTION NO. 2010-30

RESOLUTION TO CREATE A JOINT CORRIDOR IMPROVEMENT AUTHORITY
BY THE WASHTENAW AVENUE JOINT TECHNICAL COMMITTEE
RESOLVED BY THE
CHARTER YPSILANTI TOWNSHIP BOARD OF TRUSTEES

WHEREAS, the Charter Township of Ypsilanti, in conjunction with the City of Ypsilanti, City of Ann Arbor and the Township of Pittsfield has previously passed a resolution of intent to form a corridor improvement authority; and

WHEREAS, the Township prepared and forwarded a resolution to create the Washtenaw Avenue Corridor Improvement Authority (the Authority) in accordance with the provisions of the Washtenaw Avenue Corridor Improvement Authority, Public Act 280 of 2005, as amended (the Act);

WHEREAS, the Washtenaw Avenue Corridor Improvement Authority Development Area, as defined in the Act (the "Proposed Development Area"), is comprised of eligible property within an area along Washtenaw Avenue bounded by an area of all commercial property, as defined by PA 206 of 1893, found within 500 feet north and 500 feet south of the centerline of Washtenaw Avenue, from Berkley Street to Golfside, and specifically identified in Exhibit A;

WHEREAS, the District meets all of the requirements of section 5 of Public Act 280 of 2005, including;

1. The Proposed Development Area is adjacent to a road classified as an arterial or collector according to the Federal Highway Administration Manual "Highway Functional Classification — Concepts, Criteria and Procedures;" and
2. The Proposed Development Area contains at least ten (10) contiguous parcels or at least five (5) contiguous acres; and
3. More than half of the existing ground floor square footage in the Proposed Development Area is classified as commercial real property under Section 34c of the General Property Tax Act, Act 206 of 1893, as amended (MCL 211. 34c); and
4. Residential use, commercial use, or industrial use has been allowed and conducted under the zoning ordinance or conducted in the entire Proposed Development Area for the immediately preceding thirty (30) years.
5. The Proposed Development Area is presently served by municipal water and sewer; and
6. The Proposed Development Area is zoned to allow for mixed use that includes high density residential use and;

WHEREAS, in accordance with Act 280 Ypsilanti Township would further agree to the following with respect to the Proposed Development Area:

1. To expedite the local permitting and inspection process in the Proposed Development Area; and
2. To modify its master plan to provide for walkable non-motorized interconnections, including sidewalks and streetscapes throughout the Proposed Development Area and;

WHEREAS, at least one member of the Authority must reside within 1/2 mile of the development district,

WHEREAS, the Act requires that before creation of the Authority the Township Board shall hold a public hearing in order to provide an opportunity for those living in and around the boundaries of the Authority, Township Assessor, a representative of the affected taxing units, the residents, and other taxpayers of the Township general public appear and be heard regarding the creation of the Authority.

NOW, THEREFORE, BE IT RESOLVED that the Ypsilanti Township Board determines that it is necessary for the best interests of the Township and the public to redevelop its commercial corridors and to promote economic growth;

BE IT FURTHER RESOLVED that the Ypsilanti Township Board hereby declares to create and provide for the operation of a corridor improvement authority as enabled by and pursuant to Act 280; and

BE IT FURTHER RESOLVED that the Board hereby designates the boundaries of the Development Area as comprising parcels of real property identified in Exhibit A;

BE IT FURTHER RESOLVED that the authority will be known as the "Washtenaw Avenue Corridor Improvement Authority."

BE IT FINALLY RESOLVED that a public hearing shall be held in the Board Room of the Township Civic Center on February 15, 2010 at 7:00 p.m., for the purpose of receiving comment on the establishment of the Washtenaw Avenue Corridor Improvement Authority as set forth in Public Act 280 of 2005. Notice of the public hearing shall be published twice in a newspaper of general circulation in the municipality, not less than 20 or more than 40 days before the date of the hearing. Not less than 20 days before the hearing, the Township shall also mail notice of the hearing to the property taxpayers of record in the proposed development area, to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the authority is established and a tax increment financing plan is approved, and to the state tax commission. Failure of a property taxpayer to receive the notice does not invalidate these proceedings. Notice of the hearing shall be posted in at least 20 conspicuous and public places in the proposed development area not less than 20 days before the hearing. The notice shall state the date, time, and place of the hearing and shall describe the boundaries of the proposed development area. A citizen, taxpayer, or property owner of the municipality or an official from a taxing jurisdiction with millage that would be subject to capture has the right to be heard in regard to the establishment of the authority and the boundaries of the proposed development area.

CORRIDOR IMPROVEMENT AUTHORITY ACT
Act 280 of 2005

AN ACT to provide for the establishment of a corridor improvement authority; to prescribe the powers and duties of the authority; to correct and prevent deterioration in business districts; to encourage historic preservation; to authorize the acquisition and disposal of interests in real and personal property; to authorize the creation and implementation of development plans and development areas in the districts; to promote the economic growth of the districts; to create a board; to prescribe the powers and duties of the board; to authorize the levy and collection of taxes; to authorize the issuance of bonds and other evidences of indebtedness; to authorize the use of tax increment financing; to prescribe powers and duties of certain state officials; to provide for rule promulgation; and to provide for enforcement of the act.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

The People of the State of Michigan enact:

125.2871 Short title.

Sec. 1. This act shall be known and may be cited as the "corridor improvement authority act".

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2872 Definitions; A to M.

Sec. 2. As used in this act:

(a) "Advance" means a transfer of funds made by a municipality to an authority or to another person on behalf of the authority in anticipation of repayment by the authority. Evidence of the intent to repay an advance may include, but is not limited to, an executed agreement to repay, provisions contained in a tax increment financing plan approved prior to the advance, or a resolution of the authority or the municipality.

(b) "Assessed value" means the taxable value as determined under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.

(c) "Authority" means a corridor improvement authority created under this act.

(d) "Board" means the governing body of an authority.

(e) "Business district" means an area of a municipality zoned and used principally for business.

(f) "Captured assessed value" means the amount in any 1 year by which the current assessed value of the development area, including the assessed value of property for which specific local taxes are paid in lieu of property taxes as determined in section 3(d), exceeds the initial assessed value. The state tax commission shall prescribe the method for calculating captured assessed value.

(g) "Chief executive officer" means the mayor of a city, the president of a village, or the supervisor of a township.

(h) "Development area" means that area described in section 5 to which a development plan is applicable.

(i) "Development plan" means that information and those requirements for a development area set forth in section 21.

(j) "Development program" means the implementation of the development plan.

(k) "Fiscal year" means the fiscal year of the authority.

(l) "Governing body" or "governing body of a municipality" means the elected body of a municipality having legislative powers.

(m) "Initial assessed value" means the assessed value, as equalized, of all the taxable property within the boundaries of the development area at the time the resolution establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality for which equalization has been completed at the time the resolution is adopted. Property exempt from taxation at the time of the determination of the initial assessed value shall be included as zero. For the purpose of determining initial assessed value, property for which a specific local tax is paid in lieu of a property tax shall not be considered to be property that is exempt from taxation. The initial assessed value of property for which a specific local tax was paid in lieu of a property tax shall be determined as provided in section 3(d).

(n) "Land use plan" means a plan prepared under former 1921 PA 207, former 1943 PA 184, or a site plan under the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702.

(o) "Municipality" means 1 of the following:

(i) A city.

(ii) A village.

(iii) A township.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005;—Am. 2008, Act 44, Imd. Eff. Mar. 27, 2008.

125.2873 Definitions.

Sec. 3. As used in this act:

(a) "Operations" means office maintenance, including salaries and expenses of employees, office supplies, consultation fees, design costs, and other expenses incurred in the daily management of the authority and planning of its activities.

(b) "Parcel" means an identifiable unit of land that is treated as separate for valuation or zoning purposes.

(c) "Public facility" means a street, plaza, pedestrian mall, and any improvements to a street, plaza, or pedestrian mall including street furniture and beautification, sidewalk, trail, lighting, traffic flow modification, park, parking facility, recreational facility, right-of-way, structure, waterway, bridge, lake, pond, canal, utility line or pipe, or building, including access routes, that are either designed and dedicated to use by the public generally or used by a public agency, or that are located in a qualified development area and are for the benefit of or for the protection of the health, welfare, or safety of the public generally, whether or not used by 1 or more business entities, provided that any road, street, or bridge shall be continuously open to public access and that other property shall be located in public easements or rights-of-way and designed to accommodate foreseeable development of public facilities in adjoining areas. Public facility includes an improvement to a facility used by the public or a public facility as those terms are defined in section 1 of 1966 PA 1, MCL 125.1351, if the improvement complies with the barrier-free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

(d) "Qualified development area" means a development area that meets all of the following:

(i) Is located within a city with a population of 700,000 or more.

(ii) Contains at least 30 contiguous acres.

(iii) Was owned by this state on December 31, 2003 and was conveyed to a private owner before June 30, 2004.

(iv) Is zoned to allow for mixed use that includes commercial use and that may include residential use.

(v) Otherwise complies with the requirements of section 5(a), (d), (e), and (g).

(vi) Construction within the qualified development area begins on or before the date 2 years after the effective date of the amendatory act that added this subdivision.

(vii) Is located in a distressed area.

(e) "Specific local tax" means a tax levied under 1974 PA 198, MCL 207.551 to 207.572, the commercial redevelopment act, 1978 PA 255, MCL 207.651 to 207.668, the technology park development act, 1984 PA 385, MCL 207.701 to 207.718, or 1953 PA 189, MCL 211.181 to 211.182. The initial assessed value or current assessed value of property subject to a specific local tax shall be the quotient of the specific local tax paid divided by the ad valorem millage rate. The state tax commission shall prescribe the method for calculating the initial assessed value and current assessed value of property for which a specific local tax was paid in lieu of a property tax.

(f) "State fiscal year" means the annual period commencing October 1 of each year.

(g) "Tax increment revenues" means the amount of ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions upon the captured assessed value of real and personal property in the development area. Except as otherwise provided in section 29, tax increment revenues do not include any of the following:

(i) Taxes under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906.

(ii) Taxes levied by local or intermediate school districts.

(iii) Ad valorem property taxes attributable either to a portion of the captured assessed value shared with taxing jurisdictions within the jurisdictional area of the authority or to a portion of value of property that may be excluded from captured assessed value or specific local taxes attributable to the ad valorem property taxes.

(iv) Ad valorem property taxes excluded by the tax increment financing plan of the authority from the determination of the amount of tax increment revenues to be transmitted to the authority or specific local taxes attributable to the ad valorem property taxes.

(v) Ad valorem property taxes exempted from capture under section 18(5) or specific local taxes attributable to the ad valorem property taxes.

(vi) Ad valorem property taxes specifically levied for the payment of principal and interest of obligations approved by the electors or obligations pledging the unlimited taxing power of the local governmental unit or specific taxes attributable to those ad valorem property taxes.

(h) "Distressed area" means a local governmental unit that meets all of the following:

(i) Has a population of 700,000 or more.

(ii) Shows a negative population change from 1970 to the date of the most recent federal decennial census.

(iii) Shows an overall increase in the state equalized value of real and personal property of less than the statewide average increase since 1972.

(iv) Has a poverty rate, as defined by the most recent federal decennial census, greater than the statewide average.

(v) Has had an unemployment rate higher than the statewide average.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005;—Am. 2007, Act 44, Imd. Eff. July 17, 2007.

125.2874 Authority; establishment; public body corporate; powers.

Sec. 4. (1) Except as otherwise provided in this subsection, a municipality may establish multiple authorities. A parcel of property shall not be included in more than 1 authority created under this act.

(2) An authority is a public body corporate which may sue and be sued in any court of this state. An authority possesses all the powers necessary to carry out its purpose. The enumeration of a power in this act shall not be construed as a limitation upon the general powers of an authority.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2875 Development area; establishment in municipality; exception; criteria; compliance.

Sec. 5. A development area shall only be established in a municipality and, except for a development area located in a qualified development area, shall comply with all of the following criteria:

(a) Is adjacent to or is within 500 feet of a road classified as an arterial or collector according to the federal highway administration manual "Highway Functional Classification - Concepts, Criteria and Procedures".

(b) Contains at least 10 contiguous parcels or at least 5 contiguous acres.

(c) More than 1/2 of the existing ground floor square footage in the development area is classified as commercial real property under section 34c of the general property tax act, 1893 PA 206, MCL 211.34c.

(d) Residential use, commercial use, or industrial use has been allowed and conducted under the zoning ordinance or conducted in the entire development area, for the immediately preceding 30 years.

(e) Is presently served by municipal water or sewer.

(f) Is zoned to allow for mixed use that includes high-density residential use.

(g) The municipality agrees to all of the following:

(i) To expedite the local permitting and inspection process in the development area.

(ii) To modify its master plan to provide for walkable nonmotorized interconnections, including sidewalks and streetscapes throughout the development area.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005;—Am. 2007, Act 44, Imd. Eff. July 17, 2007;—Am. 2008, Act 44, Imd. Eff. Mar. 27, 2008.

125.2876 Creation of authority; resolution by governing body; notice of public hearing; adoption of resolution designating boundaries; alteration or amendment; interlocal agreement.

Sec. 6. (1) If the governing body of a municipality determines that it is necessary for the best interests of the public to redevelop its commercial corridors and to promote economic growth, the governing body may, by resolution, declare its intention to create and provide for the operation of an authority.

(2) In the resolution of intent, the governing body shall state that the proposed development area meets the criteria in section 5, set a date for a public hearing on the adoption of a proposed resolution creating the authority, and designate the boundaries of the development area. Notice of the public hearing shall be published twice in a newspaper of general circulation in the municipality, not less than 20 or more than 40 days before the date of the hearing. Not less than 20 days before the hearing, the governing body proposing to create the authority shall also mail notice of the hearing to the property taxpayers of record in the proposed development area, to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the authority is established and a tax increment financing plan is approved, and to the state tax commission. Failure of a property taxpayer to receive the notice does not invalidate these proceedings. Notice of the hearing shall be posted in at least 20 conspicuous and public places in the proposed development area not less than 20 days before the hearing. The notice shall state the date, time, and place of the hearing and shall describe the boundaries of the proposed development area. A citizen, taxpayer, or property owner of the municipality or an official from a taxing jurisdiction with millage that would be subject to capture has the right to be heard in regard to the establishment of the authority and the boundaries of the proposed development area. The governing body of the municipality shall not incorporate land into the development area not included in the description contained in the notice of public hearing, but it may eliminate described lands from the development area in the final determination of the boundaries.

(3) Not less than 60 days after the public hearing, if the governing body of the municipality intends to

proceed with the establishment of the authority it shall adopt, by majority vote of its members, a resolution establishing the authority and designating the boundaries of the development area within which the authority shall exercise its powers. The adoption of the resolution is subject to any applicable statutory or charter provisions in respect to the approval or disapproval by the chief executive or other officer of the municipality and the adoption of a resolution over his or her veto. This resolution shall be filed with the secretary of state promptly after its adoption and shall be published at least once in a newspaper of general circulation in the municipality.

(4) The governing body of the municipality may alter or amend the boundaries of the development area to include or exclude lands from the development area in the same manner as adopting the resolution creating the authority.

(5) A municipality that has created an authority may enter into an agreement with an adjoining municipality that has created an authority to jointly operate and administer those authorities under an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512. The interlocal agreement shall include, but is not limited to, a plan to coordinate and expedite local inspections and permit approvals, a plan to address contradictory zoning requirements, and a date certain to implement all provisions of these plans. If a municipality enters into an interlocal agreement under this subsection, the municipality shall provide a copy of that interlocal agreement to the state tax commission within 60 days of entering into the interlocal agreement.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005;—Am. 2008, Act 44, Imd. Eff. Mar. 27, 2008.

125.2877 Annexation or consolidation; effect.

Sec. 7. If a development area is part of an area annexed to or consolidated with another municipality, the authority managing that development area shall become an authority of the annexing or consolidated municipality. Obligations of that authority incurred under a development or tax increment plan, agreements related to a development or tax increment plan, and bonds issued under this act shall remain in effect following the annexation or consolidation.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2878 Authority under supervision and control of board; membership; appointment; terms; vacancy; expenses; chairperson; oath; proceedings and rules subject to open meetings act; removal of board member; financial records; writings subject to freedom of information act; members as members of business improvement district.

Sec. 8. (1) Except as provided in subsection (7), an authority shall be under the supervision and control of a board consisting of the chief executive officer of the municipality or his or her assignee and not less than 5 or more than 9 members as determined by the governing body of the municipality. Members shall be appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality. Not less than a majority of the members shall be persons having an ownership or business interest in property located in the development area. At least 1 of the members shall be a resident of the development area or of an area within 1/2 mile of any part of the development area. Of the members first appointed, an equal number of the members, as near as is practicable, shall be appointed for 1 year, 2 years, 3 years, and 4 years. A member shall hold office until the member's successor is appointed. After the initial appointment, each member shall serve for a term of 4 years. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only. Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses. The chairperson of the board shall be elected by the board.

(2) Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

(3) The proceedings and rules of the board are subject to the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. The board shall adopt rules governing its procedure and the holding of regular meetings, subject to the approval of the governing body. Special meetings may be held if called in the manner provided in the rules of the board.

(4) After having been given notice and an opportunity to be heard, a member of the board may be removed for cause by the governing body.

(5) All expense items of the authority shall be publicized monthly and the financial records shall always be open to the public.

(6) A writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function is subject to the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(7) If the boundaries of the development area are the same as those of a business improvement district

established under 1961 PA 120, MCL 125.981 to 125.990m, the governing body of the municipality may provide that the members of the board of the authority shall be the members of the board of the business improvement district and 1 person shall be a resident of the development area or of an area within 1/2 mile of any part of the development area.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2879 Director, treasurer, secretary, legal counsel, other personnel; compensation; duties.

Sec. 9. (1) The board may employ and fix the compensation of a director, subject to the approval of the governing body of the municipality. The director shall serve at the pleasure of the board. A member of the board is not eligible to hold the position of director. Before beginning his or her duties, the director shall take and subscribe to the constitutional oath, and furnish bond, by posting a bond in the sum determined in the resolution establishing the authority payable to the authority for use and benefit of the authority, approved by the board, and filed with the municipal clerk. The premium on the bond shall be considered an operating expense of the authority, payable from funds available to the authority for expenses of operation. The director shall be the chief executive officer of the authority. Subject to the approval of the board, the director shall supervise and be responsible for the preparation of plans and the performance of the functions of the authority in the manner authorized by this act. The director shall attend the meetings of the board and shall provide to the board and to the governing body of the municipality a regular report covering the activities and financial condition of the authority. If the director is absent or disabled, the board may designate a qualified person as acting director to perform the duties of the office. Before beginning his or her duties, the acting director shall take and subscribe to the oath, and furnish bond, as required of the director. The director shall furnish the board with information or reports governing the operation of the authority as the board requires.

(2) The board may employ and fix the compensation of a treasurer, who shall keep the financial records of the authority and who, together with the director, shall approve all vouchers for the expenditure of funds of the authority. The treasurer shall perform all duties delegated to him or her by the board and shall furnish bond in an amount prescribed by the board.

(3) The board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the board and keep a record of its proceedings and shall perform other duties delegated by the board.

(4) The board may retain legal counsel to advise the board in the proper performance of its duties. The legal counsel shall represent the authority in actions brought by or against the authority.

(5) The board may employ other personnel considered necessary by the board.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005;—Am. 2008, Act 44, Imd. Eff. Mar. 27, 2008.

125.2880 Retirement and insurance programs.

Sec. 10. The employees of an authority shall be eligible to participate in municipal retirement and insurance programs of the municipality as if they were civil service employees except that the employees of an authority are not civil service employees.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2881 Board; powers.

Sec. 11. (1) The board may do any of the following:

(a) Prepare an analysis of economic changes taking place in the development area.

(b) Study and analyze the impact of metropolitan growth upon the development area.

(c) Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the board, aids in the economic growth of the development area.

(d) Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

(e) Develop long-range plans, in cooperation with the agency that is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the development area and to promote the economic growth of the development area, and take steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.

(f) Implement any plan of development in the development area necessary to achieve the purposes of this

act in accordance with the powers of the authority granted by this act.

(g) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.

(h) On terms and conditions and in a manner and for consideration the authority considers proper or for no consideration, acquire by purchase or otherwise, or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests in the property, that the authority determines is reasonably necessary to achieve the purposes of this act, and to grant or acquire licenses, easements, and options.

(i) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances to those buildings, within the development area for the use, in whole or in part, of any public or private person or corporation, or a combination thereof.

(j) Fix, charge, and collect fees, rents, and charges for the use of any facility, building, or property under its control or any part of the facility, building, or property, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.

(k) Lease, in whole or in part, any facility, building, or property under its control.

(l) Accept grants and donations of property, labor, or other things of value from a public or private source.

(m) Acquire and construct public facilities.

(n) Conduct market research and public relations campaigns, develop, coordinate, and conduct retail and institutional promotions, and sponsor special events and related activities.

(o) Contract for broadband service and wireless technology service in a development area.

(2) Notwithstanding any other provision of this act, in a qualified development area the board may, in addition to the powers enumerated in subsection (1), do 1 or more of the following:

(a) Perform any necessary or desirable site improvements to the land, including, but not limited to, installation of temporary or permanent utilities, temporary or permanent roads and driveways, silt fences, perimeter construction fences, curbs and gutters, sidewalks, pavement markings, water systems, gas distribution lines, concrete, including, but not limited to, building pads, storm drainage systems, sanitary sewer systems, parking lot paving and light fixtures, electrical service, communications systems, including broadband and high-speed internet, site signage, and excavation, backfill, grading of site, landscaping and irrigation, within the development area for the use, in whole or in part, of any public or private person or business entity, or a combination of these.

(b) Incur expenses and expend funds to pay or reimburse a public or private person for costs associated with any of the improvements described in subdivision (a).

(c) Make and enter into financing arrangements with a public or private person for the purposes of implementing the board's powers described in this section, including, but not limited to, lease purchase agreements, land contracts, installment sales agreements, sale leaseback agreements, and loan agreements.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005;—Am. 2007, Act 44, Imd. Eff. July 17, 2007.

125.2882 Authority as instrument of political subdivision.

Sec. 12. The authority is an instrumentality of a political subdivision for purposes of 1972 PA 227, MCL 213.321 to 213.332.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2883 Acquisition of private property; transfer to authority; use.

Sec. 13. A municipality may acquire private property under 1911 PA 149, MCL 213.21 to 213.25, for the purpose of transfer to the authority, and may transfer the property to the authority for use in an approved development, on terms and conditions it considers appropriate, and the taking, transfer, and use shall be considered necessary for public purposes and for the benefit of the public.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2884 Financing sources; disposition.

Sec. 14. (1) The activities of the authority shall be financed from 1 or more of the following sources:

(a) Donations to the authority for the performance of its functions.

(b) Money borrowed and to be repaid as authorized by sections 16 and 17.

(c) Revenues from any property, building, or facility owned, leased, licensed, or operated by the authority or under its control, subject to the limitations imposed upon the authority by trusts or other agreements.

(d) Proceeds of a tax increment financing plan established under sections 18 to 20.

(e) Proceeds from a special assessment district created as provided by law.

(f) Money obtained from other sources approved by the governing body of the municipality or otherwise authorized by law for use by the authority or the municipality to finance a development program.

(2) Money received by the authority and not covered under subsection (1) shall immediately be deposited to the credit of the authority, subject to disbursement under this act. Except as provided in this act, the municipality shall not obligate itself, and shall not be obligated, to pay any sums from public funds, other than money received by the municipality under this section, for or on account of the activities of the authority.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2885 Special assessment; levy; borrowing money and issuing bonds.

Sec. 15. (1) An authority with the approval of the governing body may levy a special assessment as provided by law.

(2) The municipality may at the request of the authority borrow money and issue its notes under the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, in anticipation of collection of the ad valorem tax authorized in this section.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2886 Revenue bonds.

Sec. 16. The authority may, with approval of the local governing body, borrow money and issue its negotiable revenue bonds under the revenue bond act of 1933, 1933 PA 94, MCL 141.101 to 141.140. Revenue bonds issued by the authority are not a debt of the municipality unless the municipality by majority vote of the members of its governing body pledges its full faith and credit to support the authority's revenue bonds. Revenue bonds issued by the authority are never a debt of the state.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2887 Acquisition or construction of property; financing; bonds or notes.

Sec. 17. (1) The authority may with approval of the local governing body borrow money and issue its revenue bonds or notes to finance all or part of the costs of acquiring or constructing or causing to be constructed property in connection with either of the following:

(a) The implementation of a development plan in the development area.

(b) The refund, or refund in advance, of bonds or notes issued under this section.

(2) Any of the following may be financed by the issuance of revenue bonds or notes:

(a) The cost of purchasing, acquiring, constructing, improving, enlarging, extending, or repairing property in connection with the implementation of a development plan in the development area, and, for the implementation of the development plan in a qualified development area, the cost of reimbursing a public or private person for any of those costs.

(b) Any engineering, architectural, legal, accounting, or financial expenses.

(c) The costs necessary or incidental to the borrowing of money.

(d) Interest on the bonds or notes during the period of construction.

(e) A reserve for payment of principal and interest on the bonds or notes.

(f) A reserve for operation and maintenance until sufficient revenues have developed.

(3) The authority may secure the bonds and notes by mortgage, assignment, or pledge of the property and any money, revenues, or income received in connection with the property.

(4) A pledge made by the authority is valid and binding from the time the pledge is made. The money or property pledged by the authority immediately is subject to the lien of the pledge without a physical delivery, filing, or further act. The lien of a pledge is valid and binding against parties having claims of any kind in tort, contract, or otherwise, against the authority, whether or not the parties have notice of the lien. Neither the resolution, the trust agreement, nor any other instrument by which a pledge is created must be filed or recorded to be enforceable.

(5) Bonds or notes issued under this section are exempt from all taxation in this state except inheritance and transfer taxes, and the interest on the bonds or notes is exempt from all taxation in this state, notwithstanding that the interest may be subject to federal income tax.

(6) The municipality is not liable on bonds or notes of the authority issued under this section, and the bonds or notes are not a debt of the municipality. The bonds or notes shall contain on their face a statement to that effect.

(7) The bonds and notes of the authority may be invested in by all public officers, state agencies and political subdivisions, insurance companies, banks, savings and loan associations, investment companies, and fiduciaries and trustees, and may be deposited with and received by all public officers and the agencies and political subdivisions of this state for any purpose for which the deposit of bonds is authorized.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005;—Am. 2007, Act 44, Imd. Eff. July 17, 2007.

125.2888 Tax increment financing plan.

Sec. 18. (1) If the authority determines that it is necessary for the achievement of the purposes of this act, the authority shall prepare and submit a tax increment financing plan to the governing body of the municipality. The plan shall include a development plan as provided in section 21, a detailed explanation of the tax increment procedure, the maximum amount of bonded indebtedness to be incurred, and the duration of the program, and shall be in compliance with section 19. The plan shall contain a statement of the estimated impact of tax increment financing on the assessed values of all taxing jurisdictions in which the development area is located. The plan may provide for the use of part or all of the captured assessed value, but the portion intended to be used by the authority shall be clearly stated in the tax increment financing plan. The authority or municipality may exclude from captured assessed value growth in property value resulting solely from inflation. The plan shall set forth the method for excluding growth in property value resulting solely from inflation.

(2) Approval of the tax increment financing plan shall comply with the notice, hearing, and disclosure provisions of section 22. If the development plan is part of the tax increment financing plan, only 1 hearing and approval procedure is required for the 2 plans together.

(3) Before the public hearing on the tax increment financing plan, the governing body shall provide a reasonable opportunity to the taxing jurisdictions levying taxes subject to capture to meet with the governing body. The authority shall fully inform the taxing jurisdictions of the fiscal and economic implications of the proposed development area. The taxing jurisdictions may present their recommendations at the public hearing on the tax increment financing plan. The authority may enter into agreements with the taxing jurisdictions and the governing body of the municipality in which the development area is located to share a portion of the captured assessed value of the development area.

(4) A tax increment financing plan may be modified if the modification is approved by the governing body upon notice and after public hearings and agreements as are required for approval of the original plan.

(5) Except for a development area located in a qualified development area, not more than 60 days after the public hearing on the tax increment financing plan, the governing body in a taxing jurisdiction levying ad valorem property taxes that would otherwise be subject to capture may exempt its taxes from capture by adopting a resolution to that effect and filing a copy with the clerk of the municipality proposing to create the authority. The resolution shall take effect when filed with the clerk and remains effective until a copy of a resolution rescinding that resolution is filed with that clerk.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005;—Am. 2007, Act 44, Imd. Eff. July 17, 2007;—Am. 2008, Act 44, Imd. Eff. Mar. 27, 2008.

125.2889 Tax increment revenues; transmission; expenditures; use; annual report.

Sec. 19. (1) The municipal and county treasurers shall transmit tax increment revenues to the authority.

(2) The authority shall expend the tax increment revenues received for the development program only under the terms of the tax increment financing plan. Unused funds shall revert proportionately to the respective taxing bodies. Tax increment revenues shall not be used to circumvent existing property tax limitations. The governing body of the municipality may abolish the tax increment financing plan if it finds that the purposes for which it was established are accomplished. However, the tax increment financing plan shall not be abolished until the principal of, and interest on, bonds issued under section 20 have been paid or funds sufficient to make the payment have been segregated.

(3) Annually the authority shall submit to the governing body of the municipality and the state tax commission a report on the status of the tax increment financing account. The report shall include the following:

- (a) The amount and source of revenue in the account.
- (b) The amount in any bond reserve account.
- (c) The amount and purpose of expenditures from the account.
- (d) The amount of principal and interest on any outstanding bonded indebtedness.
- (e) The initial assessed value of the project area.
- (f) The captured assessed value retained by the authority.
- (g) The tax increment revenues received.
- (h) The increase in the state equalized valuation as a result of the implementation of the tax increment financing plan.

(i) The type and cost of capital improvements made in the development area.

(j) Any additional information the governing body considers necessary.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2890 Financing development program of tax increment financing plan; authorization, issuance, and sale of general obligation bonds; estimate of anticipated tax increment revenues; resolution; security; lien.

Sec. 20. (1) The municipality may by resolution of its governing body authorize, issue, and sell limited general obligation bonds subject to the limitations set forth in this subsection to finance the development program of the tax increment financing plan and shall pledge its full faith and credit for the payment of the bonds. The municipality may pledge as additional security for the bonds any money received by the authority or the municipality under section 14. The bonds are subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821. Before the municipality may authorize the borrowing, the authority shall submit an estimate of the anticipated tax increment revenues and other revenue available under section 14 to be available for payment of principal and interest on the bonds, to the governing body of the municipality. This estimate shall be approved by the governing body of the municipality by resolution adopted by majority vote of the members of the governing body in the resolution authorizing the bonds. If the governing body of the municipality adopts the resolution authorizing the bonds, the estimate of the anticipated tax increment revenues and other revenue available under section 14 to be available for payment of principal and interest on the bonds shall be conclusive for purposes of this section. The bonds issued under this subsection shall be considered a single series for the purposes of the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.

(2) By resolution of its governing body, the authority may authorize, issue, and sell tax increment bonds subject to the limitations set forth in this subsection to finance the development program of the tax increment financing plan. The tax increment bonds issued by the authority under this subsection shall pledge solely the tax increment revenues of a development area in which the project is located or a development area from which tax increment revenues may be used for this project, or both. In addition or in the alternative, the bonds issued by the authority under this subsection may be secured by any other revenues identified in section 14 as sources of financing for activities of the authority that the authority shall specifically pledge in the resolution. However, the full faith and credit of the municipality shall not be pledged to secure bonds issued under this subsection. The bond issue may include a sum sufficient to pay interest on the tax increment bonds until full development of tax increment revenues from the project and also a sum to provide a reasonable reserve for payment of principal and interest on the bonds. The resolution authorizing the bonds shall create a lien on the tax increment revenues and other revenues pledged by the resolution that shall be a statutory lien and shall be a first lien subject only to liens previously created. The resolution may provide the terms upon which additional bonds may be issued of equal standing and parity of lien as to the tax increment revenues and other revenues pledged under the resolution. Bonds issued under this subsection that pledge revenue received under section 15 for repayment of the bonds are subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005;—Am. 2008, Act 44, Imd. Eff. Mar. 27, 2008.

125.2891 Development plan; preparation; contents.

Sec. 21. (1) If a board decides to finance a project in a development area by the use of revenue bonds as authorized in section 16 or tax increment financing as authorized in sections 18, 19, and 20, it shall prepare a development plan.

(2) The development plan shall contain all of the following:

(a) The designation of boundaries of the development area in relation to highways, streets, streams, or otherwise.

(b) The location and extent of existing streets and other public facilities within the development area, designating the location, character, and extent of the categories of public and private land uses then existing and proposed for the development area, including residential, recreational, commercial, industrial, educational, and other uses, and including a legal description of the development area.

(c) A description of existing improvements in the development area to be demolished, repaired, or altered, a description of any repairs and alterations, and an estimate of the time required for completion.

(d) The location, extent, character, and estimated cost of the improvements including rehabilitation contemplated for the development area and an estimate of the time required for completion.

(e) A statement of the construction or stages of construction planned, and the estimated time of completion of each stage.

(f) A description of any parts of the development area to be left as open space and the use contemplated for the space.

(g) A description of any portions of the development area that the authority desires to sell, donate, exchange, or lease to or from the municipality and the proposed terms.

(h) A description of desired zoning changes and changes in streets, street levels, intersections, traffic flow modifications, or utilities.

(i) An estimate of the cost of the development, a statement of the proposed method of financing the development, and the ability of the authority to arrange the financing.

(j) Designation of the person or persons, natural or corporate, to whom all or a portion of the development is to be leased, sold, or conveyed in any manner and for whose benefit the project is being undertaken if that information is available to the authority.

(k) The procedures for bidding for the leasing, purchasing, or conveying in any manner of all or a portion of the development upon its completion, if there is no express or implied agreement between the authority and persons, natural or corporate, that all or a portion of the development will be leased, sold, or conveyed in any manner to those persons.

(l) Estimates of the number of persons residing in the development area and the number of families and individuals to be displaced. If occupied residences are designated for acquisition and clearance by the authority, a development plan shall include a survey of the families and individuals to be displaced, including their income and racial composition, a statistical description of the housing supply in the community, including the number of private and public units in existence or under construction, the condition of those units in existence, the number of owner-occupied and renter-occupied units, the annual rate of turnover of the various types of housing and the range of rents and sale prices, an estimate of the total demand for housing in the community, and the estimated capacity of private and public housing available to displaced families and individuals.

(m) A plan for establishing priority for the relocation of persons displaced by the development in any new housing in the development area.

(n) Provision for the costs of relocating persons displaced by the development and financial assistance and reimbursement of expenses, including litigation expenses and expenses incident to the transfer of title, in accordance with the standards and provisions of the uniform relocation assistance and real property acquisition policies act of 1970, Public Law 91-646, 84 Stat. 1894.

(o) A plan for compliance with 1972 PA 227, MCL 213.321 to 213.332.

(p) The requirement that amendments to an approved development plan or tax increment plan must be submitted by the authority to the governing body for approval or rejection.

(q) A schedule to periodically evaluate the effectiveness of the development plan.

(r) Other material that the authority, local public agency, or governing body considers pertinent.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2892 Development plan; public hearing; notice; contents; opportunity to speak; hearing record.

Sec. 22. (1) The governing body, before adoption of a resolution approving a development plan or tax increment financing plan, shall hold a public hearing on the development plan. Notice of the time and place of the hearing shall be given by publication twice in a newspaper of general circulation designated by the municipality, the first of which shall be not less than 20 days before the date set for the hearing. Notice of the hearing shall be posted in at least 20 conspicuous and public places in the development area not less than 20 days before the hearing. Notice shall also be mailed to all property taxpayers of record in the development area and to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the tax increment financing plan is approved not less than 20 days before the hearing. The notice of hearing within the time frame described in this subsection shall be mailed by certified mail to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the tax increment financing plan is approved.

(2) Notice of the time and place of hearing on a development plan shall contain all of the following:

(a) A description of the proposed development area in relation to highways, streets, streams, or otherwise.

(b) A statement that maps, plats, and a description of the development plan, including the method of relocating families and individuals who may be displaced from the area, are available for public inspection at a place designated in the notice.

(c) A statement that all aspects of the development plan will be open for discussion at the public hearing.

(d) Other information that the governing body considers appropriate.

(3) At the time set for the hearing, the governing body shall provide an opportunity for interested persons to speak and shall receive and consider communications in writing. The hearing shall provide the fullest opportunity for expression of opinion, for argument on the merits, and for consideration of documentary

evidence pertinent to the development plan. The governing body shall make and preserve a record of the public hearing, including all data presented at the hearing.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005;—Am. 2008, Act 44, Imd. Eff. Mar. 27, 2008.

125.2893 Approval, rejection, or approval with modification; considerations.

Sec. 23. The governing body after a public hearing on the development plan or the tax increment financing plan, or both, with notice given under section 22, shall determine whether the development plan or tax increment financing plan constitutes a public purpose. If it determines that the development plan or tax increment financing plan constitutes a public purpose, it shall by resolution approve or reject the plan, or approve it with modification, based on the following considerations:

(a) The plan meets the requirements under section 20(2).

(b) The proposed method of financing the development is feasible and the authority has the ability to arrange the financing.

(c) The development is reasonable and necessary to carry out the purposes of this act.

(d) The land included within the development area to be acquired is reasonably necessary to carry out the purposes of the plan and of this act in an efficient and economically satisfactory manner.

(e) The development plan is in reasonable accord with the land use plan of the municipality.

(f) Public services, such as fire and police protection and utilities, are or will be adequate to service the project area.

(g) Changes in zoning, streets, street levels, intersections, and utilities are reasonably necessary for the project and for the municipality.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005;—Am. 2008, Act 44, Imd. Eff. Mar. 27, 2008.

125.2894 Notice to vacate.

Sec. 24. A person to be relocated under this act shall be given not less than 90 days' written notice to vacate unless modified by court order issued for good cause and after a hearing.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2895 Budget; submission to board; preparation; approval; adoption; cost of handling and auditing funds.

Sec. 25. (1) The director of the authority shall submit a budget to the board for the operation of the authority for each fiscal year before the beginning of the fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. After review by the board, the budget shall be submitted to the governing body. The governing body must approve the budget before the board may adopt the budget. Unless authorized by the governing body or this act, funds of the municipality shall not be included in the budget of the authority.

(2) The governing body of the municipality may assess a reasonable pro rata share of the funds for the cost of handling and auditing the funds against the funds of the authority, other than those committed, which shall be paid annually by the board pursuant to an appropriate item in its budget.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2896 Preservation of historical sites.

Sec. 26. (1) A public facility, building, or structure that is determined by the municipality to have significant historical interests shall be preserved in a manner considered necessary by the municipality in accordance with laws relative to the preservation of historical sites.

(2) An authority shall refer all proposed changes to the exterior of sites listed on the state register of historic sites and the national register of historic places to the applicable historic district commission created under the local historic districts act, 1970 PA 169, MCL 399.201 to 399.215, or the department of history, arts, and libraries for review.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

Compiler's note: For transfer of powers and duties of department of history, arts, and libraries or the Michigan historical center relating to the identification, certification, and preservation of historical sites to the Michigan state housing development authority, see E.R.O. No. 2009-26, compiled at MCL 399.752.

125.2897 Dissolution.

Sec. 27. An authority that has completed the purposes for which it was organized shall be dissolved by resolution of the governing body. The property and assets of the authority remaining after the satisfaction of the obligations of the authority belong to the municipality.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005;—Am. 2008, Act 44, Imd. Eff. Mar. 27, 2008.

125.2898 Enforcement of act; rules.

Sec. 28. (1) The state tax commission may institute proceedings to compel enforcement of this act.

(2) The state tax commission may promulgate rules necessary for the administration of this act under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005.

125.2899 Tax increment revenues; definition; condition.

Sec. 29. (1) Subject to the requirements of subsection (2), within 60 days after a development plan for a qualified development area has been approved under section 18, upon written request from the authority, the Michigan economic growth authority under the Michigan economic growth authority act, 1995 PA 24, MCL 207.801 to 207.810, may include the following within the definition of tax increment revenues under section 3(g):

(a) Taxes under the state education tax act, 1933 PA 331, MCL 211.901 to 211.906.

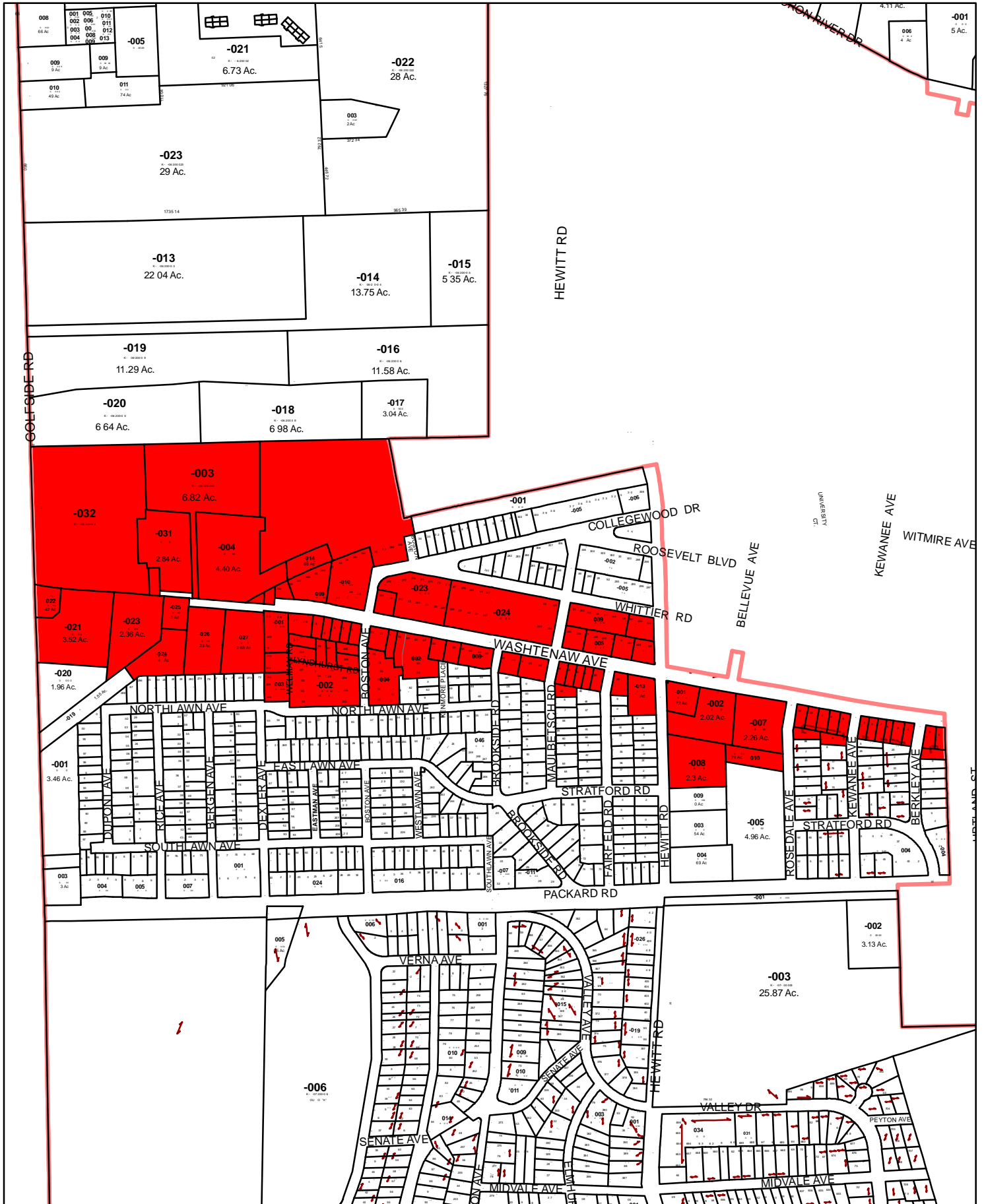
(b) Taxes levied by local or intermediate school districts under the revised school code, 1976 PA 451, MCL 380.1 to 380.1852.

(2) The Michigan economic growth authority may only allow inclusion of the taxes described in subsection (1) in the definition of tax increment revenues if the Michigan economic growth authority under the Michigan economic growth authority act, 1995 PA 24, MCL 207.801 to 207.810, determines that the inclusion is necessary to reduce unemployment, promote economic growth, and increase capital investment in a qualified development area.

History: Add. 2007, Act 44, Imd. Eff. July 17, 2007.

Washtenaw Ave Project

Parcels are highlighted in RED



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



**Human Resources
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MEMORANDUM

TO: Charter Township of Ypsilanti Board of Trustees

FROM: Karen Wallin
Human Resource Department

DATE: November 29, 2010

RE: Renewal of Service Agreement – TEAM (EAP) Provider

In October of 2008, The Charter Township of Ypsilanti Board approved changing our EAP Provider to TEAM (Total Employee Assistance & Management, Inc.). At that time, we were provided with a two year agreement which is now up for renewal. Since making the change to TEAM, we have heard from numerous employees that the service provided by the TEAM staff has been very beneficial and their experiences very positive. At this time I would like to recommend that the Township Board approve the renewal agreement and continue to provide this employee benefit through TEAM. As noted in the letter dated November 19, 2010 from TEAM, there will be no increase in the fee for 2011.

Thank you for your consideration in this matter. Should you have any additional questions, please feel free to contact me.



November 19, 2010

Human Resource Manager
Karen Wallin
Charter Township of Ypsilanti
7200 South Huron River Drive
Ypsilanti, MI 48194<<Contact Name>>

RE: TEAM-HCS Service Agreement for Charter Township of Ypsilanti

Dear Karen,

I am pleased to provide you with a renewal contract for TEAM HCS EAP Services. Kindly sign the Agreement and Exhibit "A" where indicated and return, no later than November 26, 2010, Make a copy of the Service Agreement for your records. Please send the original Service Agreement to TEAM HCS in the self addressed envelope.

The service agreement provided shows there will be no increase of the EAP fee in 2011 as communicated in April.

TEAM HCS and I look forward to continuing a lasting and strong working relationship with you and Charter Township of Ypsilanti.

TEAM HCS is genuinely committed to providing your organization and people with the best possible service.

Sincerely,

Lynda Makowski
Manager of Business Office Services

Enclosure

TEAM HCS EMPLOYEE ASSISTANCE PROGRAM

Service Agreement

This Agreement, made this 1st day of November, 2010, by and between Charter Township of Ypsilanti, hereinafter referred to as the "Company" and Total Employee Assistance & Management, Inc., hereinafter referred to as "TEAM Human Capital Solutions, aka, TEAM HCS," provides for Employee Assistance services and compensation therefore, according to the following terms and conditions:

1. **Services to be Provided:** TEAM HCS shall provide those services to the Company which are set forth in Exhibit A which is attached hereto and incorporated herein by reference.
2. **Term:** This agreement shall become effective on the 1st day of November, 2010 following the signing of the contract and shall continue for a period of (2) two full years unless terminated as set forth herein.
3. **Service Fee:** The Company agrees to pay TEAM HCS in accordance with the fee schedule set forth in Exhibit A which is attached hereto and incorporated herein by reference. The first quarter payment is due at the time that the services are started and all following payments shall be due upon receipt of a proper invoice thereafter.
4. **Participant Information:** The Company and TEAM HCS agree that any confidential participant information shall not be disclosed by TEAM HCS or the Company without the written consent or authorization of the participant unless State or Federal law requires the sharing of information and then only in strict compliance with the applicable law(s).
5. **Facilities:** TEAM HCS shall provide or cause to be provided the physical facilities necessary for the services to be provided for counseling. The Company shall provide the facilities for TEAM HCS presentations, training sessions and workshops.
6. **Program Information:** The Company understands that the TEAM HCS Employee Assistance Program information is confidential and proprietary to TEAM HCS and agrees to protect the confidentiality of any TEAM HCS program or service the Company may acquire in the course of dealing with TEAM HCS. The Company shall not disclose any such information to any person or organization without the express written approval of TEAM HCS. The Company shall also use its best efforts to insure that its employees or agents participating in TEAM HCS programs shall not disclose TEAM HCS program information.
7. **Insurance:** TEAM HCS agrees to maintain professional liability insurance covering counseling services provided by TEAM HCS under this agreement. However, TEAM HCS cannot, and does not, guarantee the results of treatment or professional conduct.

8. **Termination and Notice:** This agreement may be terminated by either party for a breach of the terms in this agreement by the other party which is not corrected within 45 days following the receipt of written notice thereof. This agreement may not be terminated otherwise during the contracted service period specified in paragraph 2 above. Discontinuation of services without cause may occur only at the conclusion of a given term of service, with the Company providing a 90 days notice of termination prior to the renewal date. In the event the Company elects to terminate this agreement without a breach during the service period, the Company will be responsible for paying the total sums due for the remainder of the service term specified in paragraph 2, in addition to any other payments due TEAM HCS, whether or not TEAM HCS continues to provide Employee Assistance services. For purposes of agreement, notice shall be deemed received when deposited in the mail by certified or registered letter.

9. **Miscellaneous Provisions:**

- a. This Agreement may be executed in several counterparts, each of which shall be deemed an original and which together shall constitute one and the same instrument.
- b. This Agreement contains the entire understanding of the parties and shall be amended only by written instrument signed by both parties.
- c. This instrument shall be governed by and interpreted under Michigan law. The jurisdiction and venue is Washtenaw County Michigan.
- d. This Agreement shall be binding upon the parties, all or any part thereof, their successors, acquiring all or any part of originally contracted Company, and assigns.

Total Employee Assistance & Management, Inc. Charter Township of Ypsilanti
901 Wilshire Dr. Suite 210, Troy, MI. 48084
248-680-4611

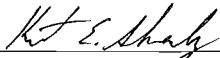
BY:  BY: _____
PRINTED NAME: Kent E. Sharkey PRINTED NAME: _____
TITLE: President & C.E.O. TITLE: _____
DATE: 11-1-10 DATE: _____

EXHIBIT A

TEAM HCS EMPLOYEE ASSISTANCE PROGRAM

The TEAM HCS Employee Assistance Program components:

1. **Consultation Prior to TEAM HCS Implementation:** To insure compatibility with Company culture and other cost-containment, risk reduction and health promotion strategies, TEAM HCS provides initial and annual consultation with key company officials.
2. **Supervisor EAP Orientation:** TEAM HCS will provide orientation for supervisors, managers and key employees, either in person or via CD Rom. While this is essential at the initiation of a new program, it may be replicated periodically to accommodate new managers. Supervisor EAP Orientation includes:
 - Introduction to the TEAM HCS Employee Assistance Program.
 - Recognition of employee personal performance problems.
 - Clarification of the supervisor's role with troubled employees and TEAM HCS
 - Effective management and documentation of employee work performance problems.
 - EAP referral types & related processes.
 - Privacy, confidentiality issues and formal employee referral services available to supervisors.
3. **Employee Orientation:** TEAM HCS will provide EAP employee orientation either via CD Rom or in person to groups of employees to familiarize them with the TEAM HCS Employee Assistance Program and how it works.
4. **Counseling Services:** TEAM HCS will provide professional, advance degreed and state licensed/certified counselors to assist employees and dependents experiencing a variety of personal problems.

TEAM HCS will respond to all calls or requests for assistance. This may involve telephone consultation or arrangements to meet at one of the counseling offices.

TEAM HCS will assess the employee's/dependent's concern, the type of assistance necessary, the nature and scope of the problem, and the prudent course of action. A counselor will help the employee/dependent define the problem and develop a course of action toward resolution.

TEAM HCS will provide counseling in cases where an employee's/dependent's problem(s) can be resolved within a short-term counseling model.

TEAM HCS will refer an employee/dependent, when necessary, to longer-term counseling services, facilities or to a community resource for the treatment of the employee's/dependent's problem. TEAM HCS is not responsible for providing EAP clients with insurance verification nor is TEAM HCS responsible for any treatment costs or any costs whatsoever covered or not covered by insurance. It is the EAP client's responsibility to verify their insurance eligibility, coverage, and to pay any and all deductibles, co-insurance and/or costs associated with counseling/treatment rendered by, or through, treatment providers.

TEAM HCS will provide follow-up to EAP clients for continuing support and furnish additional counseling services, as necessary.

TEAM HCS will provide a 24-hour telephone "Crisis Line" which will be listed on promotional material distributed to employees and/or displayed at the workplace.

TEAM HCS will promote the general health of the employees/dependents by recommending and providing information about community resources.

TEAM HCS will provide individual client case management for chemical abuse/dependency and mental health problems.

TEAM HCS does not provide psychiatric service, psychological testing, detoxification, long-term psychotherapy, specialized mental health treatment for autism, dyslexia or mental retardation, child psychiatric services/testing, or inpatient, day treatment, residential or halfway house services for chemical dependency or mental health problems.

Counseling will be available by appointment. Times will be scheduled to accommodate the needs of the employees/dependents in a timely manner, except on the following holidays: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Thanksgiving Friday. Crisis management services will be available at all times.

5. **Management Services:** TEAM HCS will provide a variety of Management Services including:

- **Management Consultations-** Your company will receive unlimited consultations and interventions for managers/supervisors/key personnel confronted with employees' policy violations or work performance problem. These confidential consultations can help managers deal with troubled employees and difficult situations in the most effective manner.

EAP "coaching" is provided to management and key personnel who may be experiencing confusion, frustration, or personal distress as a result of an employee's personal performance problem and/or situation.

TEAM HCS provides consultation for managers/supervisors/key personnel with employees who are under "Last Chance" or "Return-To-Work" guidelines for policy violations and other work performance problems, to determine if a work performance referral is appropriate.

- **Work Performance Referrals-** The formal referral process allows management or human resources to refer an employee who is at risk of termination due to personal work performance problems or company policy violations. This provides management with direct feedback regarding an employee's motivation toward resolving his/her work performance problem, and provides the employee with an opportunity to help him/herself. Formal referrals provide management and, if appropriate, union leadership, with a clear method of helping employees get back on track.

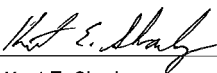
- **Critical Incident Stress Debriefings-** In the event that your company experiences a critical incident (CISD) at the worksite (e.g., workplace violence, suicide, natural disaster, fatality), TEAM HCS can provide on-site response. This service will help to reduce the possibility of post-traumatic stress, normalize reactions to the incident, provide continued support/counseling to those affected, and provide management/union consultation to prevent recurrence and reduce overall long-term effects.
6. **Utilization Report:** A TEAM HCS Utilization Report will be provided to management. Only demographic information will be submitted. To insure confidentiality this information is limited to:
 - Number of employees using the TEAM HCS EAP.
 - Number of client contacts.
 - Demographics and types of problems identified.
 - Number and types of referrals made.
 7. **Printed Material:** TEAM HCS provides the format and information for notices to employees/dependents. However, it is the Company's responsibility to print or to pay for the printing of, and to distribute, notices about the program to eligible employees/dependents. Said notices shall include, but not be limited to, posters, brochures or notices.
 8. **Travel Expenses:** It is the Company's responsibility to pay for all travel expenses incurred by TEAM HCS associated with supervisor orientations, employee orientations, EAP implementation meetings, on-sight critical/stress debriefings and on-site consultations at locations outside of areas served directly by local or regional offices.
 9. **Involvement in Legal Issues:** TEAM HCS cannot be involved in any capacity with legal problems – i.e., appearing in court for divorce/custody cases; writing reports for the courts for any legal purposes; providing documentation to assist in the application process for FMLA or disability claims; or with issues concerning the employer, employee or any bargaining agency or union issues.
 10. **Fee Schedule:** The fee schedule is based on a capitation rate of \$ 2.80 per employee per month. The quarterly EAP fee will be based on employee headcounts provided by your organization prior to that quarter. Headcounts will include all current Company employees, and former Company employees who are eligible for EAP coverage through COBRA-elected benefits. There is no fee for employees' dependent coverage. The Company will pay Total Employee Assistance & Management, Inc. on a quarterly basis, the first payment due at the time of the start of the program and the following payments due upon the receipt of a TEAM HCS invoice. The EAP capitated fee may be reviewed and adjusted annually in November 2010 by TEAM HCS.

At TEAM HCS' sole discretion, a late fee of 5% per month may be assessed on outstanding balances in excess of 30 days.

In the event TEAM HCS must use legal means to pursue collection due to failure to pay timely for contracted services rendered, Company shall pay all reasonable attorney fees and court costs. At TEAM HCS' sole discretion, legal action may be taken on accounts with overdue balances in excess of 120 days.

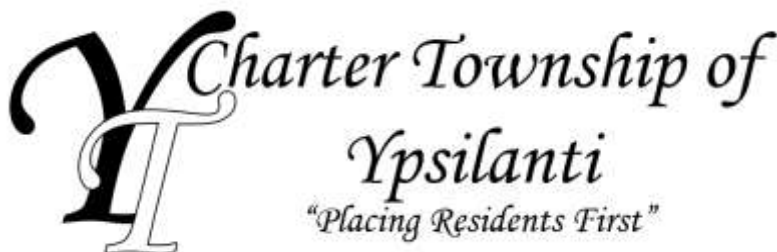
Conclusion of Exhibit A, Agreement for TEAM HCS Employee Assistance Services.

Total Employee Assistance & Management, Inc. Charter Township of Ypsilanti
901 Wilshire Dr. Suite 210, Troy, MI. 48084
248-680-4611

BY:  BY: _____
PRINTED NAME: Kent E. Sharkey PRINTED NAME: _____
TITLE: President & C.E.O. TITLE: _____
DATE: 11-1-10 DATE: _____

EAP3

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



**Human Resources
Department**

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-0065
Fax: (734) 484-5160
www.ytown.org

MEMORANDUM

TO: Charter Township of Ypsilanti Board of Trustees

FROM: Karen Wallin
Human Resource Department

DATE: December 2, 2010

RE: Accounting Director Position

Following the recent advertisement for the Accounting Director position, the Human Resource Department received a total of 47 resumes. A review of the resumes occurred and a total of 8 applicants were found to have the qualifications advertised for (Bachelor Degree in Accounting, Supervisory and Governmental Accounting experience). All 8 applicants were contacted and preliminary telephone interviews were conducted. Following the telephone interviews, 4 candidates were selected to be interviewed. Upon confirming times for the interviews, one candidate withdrew, leaving 3 to be interviewed.

On Monday, November 29, 2010, an interview committee composed of the Township Supervisor, Township Clerk, Deputy Treasurer, current Accounting Director, Human Resource Representative and outside consultant David Williamson conducted the final interviews. A request is being made of the Township Board to approve moving ahead with an employment offer to Ms. Javonna Neel.

Ms. Neel is a Township resident and a graduate of Eastern Michigan University, with a Bachelor's Degree in Accounting. She spent 7 years with Plante & Moran as a member of the governmental accounting team and has been employed with the City of Hamtramck for the last 3 years as Deputy Finance Director. A copy of the proposed compensation/benefit package is attached for consideration.

Thank you for your consideration in this matter. Should you have any additional questions, please feel free to contact me.

ACCOUNTING DIRECTOR - 2010

(COMPENSATION/BENEFIT PACKAGE)

Salary: \$70,000/annually, paid in bi-weekly installments. Applicant has experience in Human Resources functions and would be used to assist the current Human Resource Department. On an annual basis through the budgetary process, the salary will be reviewed and at the discretion of the Township Board, may be increased.

Vacation: 13 days of vacation per year, of which 5 days may be used within the first six months of employment. Three of the Vacation days would be used between the Christmas and New Year Holidays. Vacation shall be used within the year it is accrued and may not be rolled from year to year. Following five years of service, consideration may be given to increase yearly accrual.

Sick: The Township will provide 5 sick days per year to be used for illness or injury and is not to be accrued year to year.

The Township also agrees to salary continuation for the 30 day waiting period if a bona fide disability shall occur. Following the 30 day waiting period, short-term/long-term disability would provide supplemental income to 66 2/3% of wage.

Holiday: The Township observes thirteen holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

Retirement: Participation is required in the Municipal Employee's Retirement System (MERS) effective the date of hire. Employee contribution is currently 6.9% of gross wage, pre-tax and may change depending on yearly actuary results. The benefit offered is a defined benefit with vesting at 10 years of service and a benefit multiplier of 2.25%.

Optional participation in Nationwide Retirement Solutions is also available.

Life Insurance: \$30,000 group life with AD&D for employee only.

Health/Vision/Dental:

The Township offers health, vision and dental insurance all currently through Blue Cross/Blue Shield of Michigan. The current plan offered for health is the Blue Cross/Blue Shield Community Blue PPO Plan 1 with a yearly deductible of \$100/person, \$200/family; \$10 office co-pay; and a prescription rider of \$10/\$40. Vision is provided through VSP and dental provided through the Traditional Plus Plan.

The Township shall cover the employee at 100% and dependents at 65%. The remaining 35% shall be the responsibility of the employee and paid through payroll deduction on a monthly basis. The employee's responsibility for family coverage would be \$362.32/month.

Township health care is not available for the first 90 days of employment; however to avoid a lapse in coverage, the Township shall cover 3 months of COBRA payments upon documentation being provided to the Human Resource Department (not to exceed \$4,287.00) Payment of COBRA premiums shall be provided in lieu of compensation for training hours. The Township would anticipate a minimum of 20 hours of training with the current Accounting Director to cover COBRA premiums.


Employment offer shall also be contingent on a complete background investigation and following a pre-employment drug screen.

Supervisor
BRENDA L. STUMBO
Clerk
KAREN LOVEJOY ROE
Treasurer
LARRY J. DOE
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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

TO: Karen Lovejoy Roe, Clerk
FROM: Brenda L. Stumbo, Supervisor 
DATE: November 24, 2010
RE: 2011 GCSI Contract

Attached is the proposed agreement between Governmental Consultant Services, Inc. (GCSI) and Ypsilanti Township for 2011. Please place this item on the December 7, 2010 agenda for the Board's consideration.

If you have any questions, please contact me.

tk

Attachment

RETAINER AGREEMENT

THIS AGREEMENT, made and entered into this 1st of January 2011 by and between Governmental Consultant Services, Inc., a Michigan Corporation with its principal office located at 120 North Washington Square, Suite 110, Lansing, Michigan 48933, First Party, hereinafter referred to as GCSI, and Charter Township of Ypsilanti, a Michigan unit of government, located in Ypsilanti, MI, Second Party, hereinafter sometimes called YPSILANTI TOWNSHIP.

GCSI'S REPRESENTATIONS AND WARRANTIES

1.1 GCSI has been duly organized and validly exists in good standing under the laws of the State of Michigan. GCSI has Corporate Power to enter into and carry out this Agreement.

1.2 This Agreement has been duly executed and delivered by its appropriate Corporate Officers and is duly authorized by its Board of Directors.

YPSILANTI TOWNSHIP'S REPRESENTATIONS AND WARRANTIES

2.1 YPSILANTI TOWNSHIP has been duly organized and validly exists in good standing under the laws of the State of Michigan and its business affairs and conduct are in accord with the intent and purpose of its existence as described in its charter documents of record. YPSILANTI TOWNSHIP has Power to enter into and carry out this Agreement.

2.2 This Agreement has been duly executed and delivered by its Officers and is duly authorized by its Board of Directors.

AGREEMENT

3.1 YPSILANTI TOWNSHIP does hereby retain GCSI and GCSI does hereby agree to provide professional services for the purpose of aiding YPSILANTI TOWNSHIP in accomplishing its charter objectives, and GCSI agrees to the best of its ability to assist YPSILANTI TOWNSHIP in accomplishing such objectives.

3.2 It is understood and agreed that GCSI's operations hereunder are those of an independent contractor, and that GCSI has the authority to control and direct the performance of the details of the services to be rendered and performed and it is further agreed that GCSI's officers and employees are not employees of YPSILANTI TOWNSHIP and that GCSI is not, except as herein provided, subject to control by YPSILANTI TOWNSHIP.

COMPENSATION

4.1 For and in consideration for such services YPSILANTI TOWNSHIP agrees to pay GCSI and GCSI agrees to accept during the term of this Agreement, the sum of \$2,850 on the first day of each month commencing January 1, 2011 for professional services.

COSTS AND EXPENSES

5.1 It is understood and agreed that the compensation recited in Paragraph 4.1 includes usual and ordinary costs and expenses. If it develops that GCSI shall be exposed to extraordinary costs and expenses, then in that event, YPSILANTI TOWNSHIP shall assume and pay the same providing the nature and circumstances thereof are disclosed to and approved by YPSILANTI TOWNSHIP prior to the time the same are incurred.

TERM

6.1 The term of this Agreement shall be for a minimum of 12 months, and continuing thereafter on a month-to-month basis until written notice of termination has been served with 90 days' prior notice by either party hereto.

NON-ASSIGNABILITY

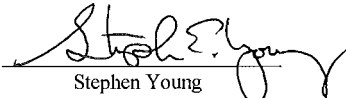
7.1 This Agreement shall be personal to the parties hereof and shall not be transferable or assignable by operation of law or otherwise.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the date first written above.

GOVERNMENTAL CONSULTANT SERVICES, INCORPORATED



Kirk Profit
Director



Stephen Young
Director

CHARTER TOWNSHIP OF YPSILANTI

Brenda Stumbo
Supervisor

Karen Lovejoy-Roe
Clerk

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



Residential Services

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-0073
Fax: (734) 544-3501
www.ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Jeff Allen, Director- Residential Services

Date: November 29, 2010

Subject: Authorization to seek "Connecting Communities" grant

I am requesting authorization to seek funding for additional bike path installation for the 2011 calendar year.

As you may recall, the Washtenaw County Parks and Recreation Department initiated a "Connecting Communities" grant that started in the 2010 calendar year. There is approximately \$600,000 of grant funding available per year for 5 years. We did qualify for this funding of \$100,000 and the bike path along Textile Rd will be going in during the spring of 2011.

I am currently waiting for a project estimate from the Washtenaw County Road Commission for some more sections along Textile Road with the intent to get more residential communities access to the area of the library and shopping center. I am anticipating a project in the realm of \$100-\$150,000. This would require the Township to fund engineering and testing in the area of \$50-\$60,000. As you may recall, this grant will cover all construction for the new path, but would not include any engineering of the path or any possible purchase rights for easements that may be needed.

At a future board meeting, I would request a resolution of the Board such as you did last year as that is part of the application process.

I will be available at the board meeting, should you have any questions.

Supervisor
BRENDA L. STUMBO
Clerk
KAREN LOVEJOY ROE
Treasurer
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Clerk's Office

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Ypsilanti, MI 48197
Phone: (734) 484-4700
Fax: (734) 484-5156
www.yplown.org

MEMORANDUM

TO: Jeff Allen, BSD Director
FROM: Karen Lovejoy Roe, Clerk
DATE: December 16, 2009
RE: Resolution No. 2009-50 – "Connecting Communities," Initiative

At the regular meeting held on December 15, 2009, the Charter Township of Ypsilanti Board of Trustees approved the attached resolution. A copy is provided for your files.

The cost of engineering not to exceed \$50,000, is available in line item 211-970-000-997-000.

If you have any questions, please contact my office.

sg

Attachment

cc: Chris Olshefske, Accounting Director
Joe Lawson, Planning Coordinator
Sandy Andresen, Park Commissioner Chair
File

RESOLUTION NO. 2009-50

WHEREAS, the Washtenaw County Parks and Recreation Commission has a "Connecting Communities" Initiative; and

WHEREAS, this initiative allows communities in the county to receive grant funds for local trail projects to connect communities; and

WHEREAS, Ypsilanti Township has an opportunity to invest \$50,000 in engineering design to receive an estimated \$200,000 for the construction of bike paths on Textile Road through this grant application; and

WHEREAS, there is a continual need to enhance our bike path trail system; and

WHEREAS, applications are due by December 31, 2009 for the 2010 construction year and the award is made in March of 2010; and

WHEREAS, this would be a collaborative effort with Ypsilanti Township, Washtenaw County Road Commission and Washtenaw County Parks and Recreation; and

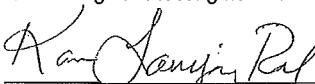
WHEREAS, Ypsilanti Township will ask the Washtenaw County Road Commission to contribute 50% toward the required engineering fees; and

WHEREAS, if the Washtenaw County Road Commission does not agree, the anticipated cost to the Township would not exceed \$50,000; and

WHEREAS, line item #211-970- 000-997-000 can only be spent on capital improvements for parks & recreation.

NOW THEREFORE BE IT RESOLVED that the Charter Township of Ypsilanti Board of Trustees approves this expenditure for engineering not to exceed \$50,000 and authorizes signing of the application and any necessary contracts and submittal of the application by Township staff for the Connecting Communities Initiative.

I, Karen Lovejoy 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. 2009-50 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on December 15, 2009.


Karen Lovejoy Roe, Clerk



Office (734) 544-4225
Fire Chief (734) 544-4110
Fire Marshal (734) 544-4107
Fax (734) 544-4195

FIRE DEPARTMENT
222 SOUTH FORD BOULEVARD
YPSILANTI, MICHIGAN 48198-6067

November 29, 2010

Charter Township of Ypsilanti
Supervisor Brenda Stumbo and Trustee Board
7200 S. Huron River Drive

Dear Madam Supervisor and Honorable Trustee Board,

In dedicated service to the Township and its citizenry I request for the December 7th 2010 Township Board meeting to present the following item of consideration for approval:

- 1) Proposal to transfer or donate defunct Alpha numeric pager hardware that was used to program obsolete alpha pagers previously used by our Township's Fire Department to the Washtenaw County Hazardous Materials Response Authority for use. Estimated value of the hardware / adapter is \$100.00

Thank You,

Chief Copeland

ERC;



WASHTENAW COUNTY HAZARDOUS MATERIALS RESPONSE AUTHORITY

TEAM DIRECTOR: VICTOR CHEVRETTE
222 SOUTH FORD BOULEVARD, YPSILANTI, MICHIGAN 48198-6067
TELEPHONE: 734-544-4225 FAX: 734-544-4195 E-MAIL: VCHEVRE@TWP.YPSILANTI.MI.US

To: Chief Copeland

Date: 11-23-10

Ref: Alpha Pager hardware

Chief,

The Alpha pager hardware that was used to program our alpha pagers is no longer used by the Fire Department. Since the fire department starting using the Code Spear, all personnel have turned in the pagers. This hardware would be of use for hazmat team, as several of the county personnel use alpha pagers. I would like to please request if this equipment could be laterally transferred to the hazmat team for use.

Respectfully Requested

Vic Chevrette, Team Director

Resolution No. 2010-18
 Charter Township of Ypsilanti
 2011 Fiscal Year Budget

WHEREAS, The Township Supervisor has prepared and submitted to the Township Board the proposed budgets for calendar y 2011 and;

WHEREAS, the Township Board has advertised the tentative millage rates in the Ypsilanti Courier and held the public hearing on Tuesday, November 16, 2010 on the budget and the tentative millage rates pursuant to Section 16 of the Uniform Budgeting Accounting Act (Truth in Budgeting); and

WHEREAS, the Township Board has reviewed the proposed tax rates and budgets.

NOW THEREFORE BE IT RESOLVED, the Ypsilanti Township Board of Trustees adopts the 2011 Fiscal Year Budget by cost center, as follows:

General Fund Expenditures

101	Township Board	\$	148,644
137	Due Process		225,000
171	Supervisor		232,451
201	Accounting		262,920
202	Independent Auditing		36,500
209	Assessing		571,371
210	Legal Services		532,310
215	Clerk		422,314
227	Human Resources		86,138
247	Board of Review		4,076
253	Treasurer		310,382
265	Building Operations		594,063
266	Computer Support		323,072
267	General Services		294,700
371	Community Development		161,818
400	Planning Commission		3,953
410	Zoning Board of Appeals		1,483
446	Highways and Streets		118,000
762	RSD Administration		54,544
774	RSD Park and Grounds		498,865
780	RSD Storm Water Management		10,000
851	Fringes and Insurance		9,700
950	Community Stabilization (new fund)		240,000
956	Other Functions		1,575,678
991	Debt Service/Other Financing		18,541
	Total General Fund Expenditure by Department:	\$	<u>6,736,527</u>
Fire Department Fund - Fund 206			
206	Fire Department	\$	3,918,020
220	Civil Service Commission		15,120
852	Pension and Insurance		1,225,849
970	Capital Outlay		387,000
975	Federal Grant Department		-
	Total Fire Department Fund by Department	Total:	<u>\$ 5,545,989</u>
	Parks Commission - Fund 208	Total:	<u>\$ 8,000</u>
	Bike Path, Sidewalk and Recreation - Fund 211	Total:	<u>\$ 20,120</u>

Bike Path, Sidewalk, Recreation, Roads, Operations - Fund 212		
212	BSR II-Operations	\$ 92,169
230	BSR II-Recreation	\$ 497,924
991	Debt Service	327,200
	Total BSR II Fund by Department	Total: \$ 917,293
Environmental Services - Fund 226		Total: \$ 2,562,451
Recreation - Fund 230		Total: \$ 910,461
14B Court - Fund 236		Total: \$ 1,290,644
Public Improvement - Fund 245		Total: \$ 420,999
Building Rental Inspection Fund - Fund 248		Total: \$ 83,136
Building Department - Fund 249		Total: \$ 233,977
Local Development Finance Authority - Fund 250		Total: \$ 138,200
Hydro Station - Fund 252		Total: \$ 226,058
Law Enforcement Fund - Fund 266		
301	Sheriff Services	\$ 5,248,830
304	Ordinance	300,233
	Total Law Enforcement Fund by Department	Total: \$ 5,549,063
General Obligation Debt Service - Fund 301		Total: \$ 78,200
Debt Fund Series A Bonds - Fund 396		Total: \$ 48,450
Debt Fund Series B Bonds - Fund 397		Total: \$ 101,150
Debt 2006 Bond Fund - Fund 398		Total: \$ 185,225
Capital Improv-Seaver Infrastr - Fund 498		Total: \$ 10,000
Golf Course - Fund 584		Total: \$ 690,644
Compost - Fund 590		Total: \$ 308,234
Motor Pool - Fund 595		Total: \$ 114,809
Nuisance Abatement Fund - Fund 893		Total: \$ 100,000
Grand Total:		\$ 26,279,630

BE IT FURTHER RESOLVED, that the revenues, transfers-in and appropriations of prior year fund balances are estimated as follows:

Revenues	\$	6,736,527	
Transfer-in		-	
Appropriation of prior year fund balance		-	
General Fund - 101	Total:	\$	<u>6,736,527</u>
Revenues	\$	4,313,174	
Transfer-in		-	
Appropriation of prior year fund balance		1,232,815	
Fire Department Fund - 206	Total:	\$	<u>5,545,989</u>
Revenues	\$	8,000	
Transfer-in		-	
Appropriation of prior year fund balance		-	
Parks Commission Fund - 208	Total:	\$	<u>8,000</u>
Revenues	\$	-	
Transfer-in		-	
Appropriation of prior year fund balance		20,120	
Bike Path, Sidewalk and Recreation Fund - 211	Total:	\$	<u>20,120</u>
Revenues	\$	1,362,678	
Transfer-in		-	
Appropriation of prior year fund balance		-	
Bike Path, Sidewalk, Recreation, Roads, Operations - 212	Total:	\$	<u>1,362,678</u>
Revenues	\$	2,287,272	
Transfer-in		-	
Appropriation of prior year fund balance		275,179	
Environmental Services Fund - 226	Total:	\$	<u>2,562,451</u>
Revenues	\$	412,537	
Transfer-in		497,924	
Appropriation of prior year fund balance		-	
Recreation Fund - 230	Total:	\$	<u>910,461</u>
Revenues	\$	1,290,644	
Transfer-in		-	
Appropriation of prior year fund balance		-	
14B Court - 236	Total:	\$	<u>1,290,644</u>
Revenues	\$	-	
Transfer-in		-	
Appropriation of prior year fund balance		420,999	
Public Improvement Fund - 245	Total:	\$	<u>420,999</u>
Revenues	\$	83,136	
Transfer-in		-	
Appropriation of prior year fund balance		-	
Building Rental Inspection Fund - 248	Total:	\$	<u>83,136</u>

Revenues	\$	238,205	
Transfer-in		-	
Appropriation of prior year fund balance		-	
Building Department Fund - 249	Total:	\$	238,205
Revenues	\$	138,200	
Transfer-in		-	
Appropriation of prior year fund balance		-	
Local Development Finance Authority Fund - 250	Total:	\$	138,200
Revenues	\$	240,000	
Transfer-in		-	
Appropriation of prior year fund balance		-	
Hydro Station Fund - 252	Total:	\$	240,000
Revenues	\$	6,793,042	
Transfer-in		-	
Appropriation of prior year fund balance		-	
Law Enforcement Fund- 266	Total:	\$	6,793,042
Revenues	\$	-	
Transfer-in		-	
Appropriation of prior year fund balance		78,200	
General Obligation Debt Service Fund - 301	Total:	\$	78,200
Revenues	\$	-	
Transfer-in		48,450	
Appropriation of prior year fund balance		-	
Debt Fund Series A Bonds - 396	Total:	\$	48,450
Revenues	\$	-	
Transfer-in		28,750	
Appropriation of prior year fund balance		72,400	
Debt Fund Series B Bonds - 397	Total:	\$	101,150
Revenues	\$	-	
Transfer-in		128,735	
Appropriation of prior year fund balance		56,490	
Debt 2006 Bond Fund - Fund 398	Total:	\$	185,225
Revenues	\$	-	
Transfer-in		-	
Appropriation of prior year fund balance		10,000	
Capital Improv-Seaver Infrastr - Fund 498	Total:	\$	10,000

Revenues	\$	694,516	
Transfer-in		-	
Appropriation of prior year fund balance		-	
Golf Course Fund - 584	Total:	\$	694,516
Revenues	\$	347,300	
Transfer-in		-	
Appropriation of prior year fund balance		-	
Compost Site Fund - 590	Total:	\$	347,300
Revenues	\$	114,809	
Transfer-in		-	
Appropriation of prior year fund balance		-	
Motorpool Fund - 595	Total:	\$	114,809
Revenues	\$	100,000	
Transfer-in		-	
Appropriation of prior year fund balance		-	
Nuisance Abatement Fund - 893	Total:	\$	100,000
Grand Total:		\$	28,030,102

BE IT FURTHER RESOLVED, that the Township Supervisor is authorized to approve transfers of budgetary funds within a cost center in consultation with the effected Department Director and/or the Accounting Director.

BE IT FURTHER RESOLVED, that increases to fund budgets must be authorized by the Township Board.

BE IT FURTHER RESOLVED, the following property tax revenues and tax rates be authorized and that the Township Treasurer is ordered to levy such funds and rates and collect and deposit to the various specific uses and funds as required by ordinance or resolution:

<u>Operating</u>	<u>Rate</u>	<u>Revenue</u>
General	1.0322	\$ 1,398,306
Fire Department	2.8000	\$ 3,793,119
Solid Waste	1.6800	\$ 2,275,872
Law Enforcement	3.5000	\$ 4,741,398
Law Enforcement 2	1.5000	\$ 2,032,028
Bike Path, Sidewalk, Recreation, Roads, Operation	1.0059	\$ 1,362,678
Operating Total:	11.5181	15,603,401
<u>Debt</u>		
Fire Pension	0.3819	\$ 517,355
Debt Total:	0.3819	517,355
Grand Total:	11.9000	\$ 16,120,756

BE IT FURTHER RESOLVED, the Township will levy the 1% Tax Administration fee on property taxes collected by the Township Treasurer on behalf of other governmental units, as permitted by State Law.

CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2010-23
ESTABLISH TOWNSHIP SUPERVISOR'S SALARY

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for elected officials shall be determined by the township board;

BE IT RESOLVED, that the salary of the office of Supervisor shall not be increased and remain the same in 2011 as in 2010 at \$73,653.80 annually.

CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2010-24
ESTABLISH TOWNSHIP CLERK'S SALARY

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for elected officials shall be determined by the township board;

NOW THEREFORE BE IT RESOLVED that the salary of the office of Clerk shall not be increased and remain the same in 2011 as in 2010 at \$73,653.80 annually.

CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2010-25
ESTABLISH TOWNSHIP TREASURER'S SALARY

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for elected officials shall be determined by the township board;

NOW THEREFORE BE IT RESOLVED that the salary of the office of Treasurer shall remain the same in 2011 as in 2010 at \$73,653.80 annually.

**CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2010-26**

ESTABLISH TOWNSHIP TRUSTEES' SALARY

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for elected officials shall be determined by the township board;

NOW THEREFORE BE IT RESOLVED that the salary of the office of Trustee shall not be increased and remain the same in 2011 as in 2010, at \$14,983.41 annually.

RESOLUTION NO. 2010-27

CHARTER TOWNSHIP OF YPSILANTI WAGE RESOLUTION FOR ADMINISTRATIVE AND CONFIDENTIAL EMPLOYEES

WHEREAS, the Charter Township of Ypsilanti Board of Trustees on November 16, 2010 held a public hearing on the proposed 2011 budget, after advertising the same in the newspaper of record for the Township; and

WHEREAS, on December 7, 2010 the Ypsilanti Township Board of Trustees approved the same for fiscal year 2011; and

WHEREAS, administrative and confidential employees received a 3% decrease in 2010 and in 2011 will decrease their paid time off by 8 days, which is a equivalent to a 3% reduction,

NOW THEREFORE BE IT RESOLVED that the salaries for administrative and confidential employees shall be as follows:

	2009 Total Salary*	2010 Total Salary	2011 Total Salary
Deputy Supervisor	\$54,954	\$ 53,306	\$ 53,306
Note 1 Neighborhood Watch Coordinator			\$ 7,800
Deputy Clerk	\$54,954	\$ 53,306	\$ 53,306
Deputy Treasurer	\$54,954	\$ 53,306	\$ 53,306
Note 2 Human Resource Generalist II (one position cut 2010)	\$54,026	\$ 52,405	\$ 54,905
Accounting Director	\$82,978	\$ 80,489	\$ 67,000
Note 3 Assessor		\$ 28,700	\$ 40,000
Building Director	\$77,137	\$ 74,823	\$ 74,823
Recreation Director	\$75,504	\$ 73,239	\$ 73,239
Hydro Operator	\$53,690	\$ 53,690	\$ 53,690
Fire Chief	\$77,000	\$ 74,690	\$ 74,690
Police Services Administrator	\$81,988	\$ 79,528	\$ 79,528
14B District Court Judge	\$45,724	\$ 45,724	\$ 45,724
Part/time Magistrate	\$45,000	\$ 45,000	\$ 45,000
Court Administrator	\$57,804	\$ 56,070	\$ 56,070
Court Bailiff - part time employees in 2011	\$57,706	\$ 55,975	
Secretary/Court Recorder	\$50,764	\$ 49,241	\$ 49,241
Secretary/Court Recorder	\$50,764	\$ 49,241	\$ 49,241
Residential Services Director	\$83,612	\$ 81,104	\$ 81,104
Note 4 Golf Course Superintendent	\$81,065	\$ 77,520	\$ 75,194
Assistant to Golf Course Superintendent	\$31,011	\$ 29,650	\$ 29,650
Assistant Golf Pro	\$51,138	\$ 48,892	\$ 48,892
Note 5 Golf Pro (part-time)	\$81,821	\$ 25,000	\$ 24,000

Note 1 Deputy Supervisor absorbed the duties of Neighborhood Watch Coordinator in August of 2010 and is budgeted to be paid an additional \$7,800 per year.

Note 2 A 3% lump sum payment increase for 2011 is budgeted for the HR Generalist position, as discussed in budget meetings.

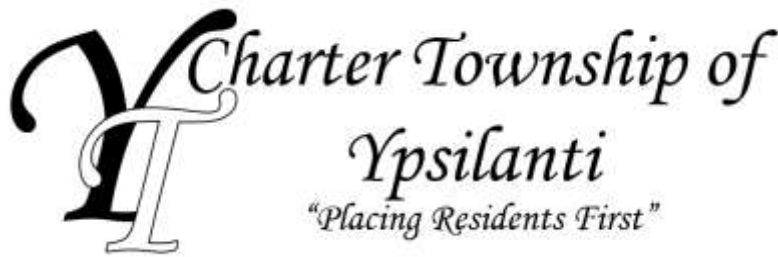
Note 3 The Assessor is a part-time position and is budgeted for additional time at \$30.00 per hour for 2011 due to increase in tax tribunal and reorganization of the department.

Note 4 Salary for Golf Course Superintendent is decreased by 3%.

Note 5 Golf Pro (part-time) is reduced by \$1,000 from 2010.

OTHER BUSINESS

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



**Recreation Department
Community Center**

2025 E. Clark Road
Ypsilanti, MI 48198
Phone: (734) 544-3800
Fax: (734) 544-3888
50 & Beyond: (734) 544-3838

www.ytown.org

MEMORANDUM

TO: Ypsilanti Township Board of Trustees

CC: Jeff Allen, Residential Services Director

FROM: Art Serafinski, CPRP, CPSI, Recreation Director

DATE: November 16, 2010

RE: Request to Seek Competitive Proposals for the Printing of the Discover Ypsilanti Township Magazine, 50 & Beyond Newsletter, Season Park/Boat Stickers and Daily Park/Boat Passes for 2011 and 2012.

The Residential Services Department, Recreation Division is requesting authorization to seek competitive proposals for printing several items for the 2011 and 2012 seasons. Over the past several years, we have found that entering into a two-year agreement for our printing needs gives us greater consistency, better pricing and more efficiency in administrative time and effort.

Funding for the following items has been requested in the 2011 budget:

1. **“Discover Ypsilanti Township” Brochure** – Two issues printed annually.
Account No. 230-751-000-880.000 Amount Budgeted: \$25,000.00.
2. **Monthly “50 & Beyond” Newsletter** – Eleven issues printed annually.
Account No. 230-751-000-880.000 Amount Budgeted \$4,400.00.
3. **Season Park/Boat Stickers** – Printed once a year.
Account No. 230-751-000-757.775 Amount Budgeted: \$850.00.
4. **Daily Park/Boat Passes** – Printed once a year.
Account No. 230-751-000-757.775 Amount Budgeted: \$350.00

As in the past, an RFP has been drafted for each of the four printing projects requesting itemized pricing and alternatives. All four projects will be sent out collectively to local printing vendors and each item will be awarded based on pricing, turn around time and references.

Should you have any questions, please contact me at your convenience. Please have this item placed on the December 7, 2010 Township Board meeting agenda for consideration.

**CHARTER TOWNSHIP OF YPSILANTI
SENIOR PROGRAM MONTHLY NEWSLETTER SPECIFICATIONS**

The Charter Township of Ypsilanti, Recreation Department is seeking quotes for the printing of our monthly senior program newsletter for 2011 & 2012 (sample enclosed). The specifications are as follows:

- Issues:** The newsletter is printed monthly with the December/January issue combined. Base your bid on two years, 22 issues.
- Quantity:** 1,200 copies of either a 12 page or a 16 page newsletter (each issue).
- Size:** The finished size of the newsletter shall be 8 1/2" X 11." We are seeking prices on a 12-page and a 16-page newsletter, printed on 11" X 17" paper two-sided, folded and collated (see sample).
- Paper:** 60# offset, 20# bond or equal. Provide a paper sample if different than requested. Recycled paper is preferred. Provide cost for both regular and recycled paper.
- Paper Color:** We are requesting costs for white and light colored (pastel) paper. Include a list of colors available.
- Ink Color:** Black. Also list any additional cost for using a color other than black.
- Art Work:** The publication is produced internally in Microsoft Publisher (2007 version). We can provide it digitally, on a CD or camera ready artwork.
- Delivery:** Indicate number of days to complete and deliver the job from time you receive the artwork.

Please base your cost per monthly issue. Include all costs (set-up, printing, delivery, etc.).

	<u>1,200 copies: 12-pg</u>	<u>1,200 copies: 16-pg</u>
White Paper	\$ _____	\$ _____
White (recycled)	\$ _____	\$ _____
Color Paper	\$ _____	\$ _____
Color (recycled)	\$ _____	\$ _____

Additional cost per issue (if any) for using color ink: \$ _____

Additional cost, if any, to saddle stitch the newsletter: \$ _____

Number of business days to complete & deliver the job from time artwork is received: _____

Authorized Signature: _____ Date: _____

Name: _____ Title: _____

Email: _____

Company: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____

For additional information, please contact Debbie Aue, Recreation Coordinator, at (734) 544-3805 or at daue@ytown.org.

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



**Recreation Department
Community Center**

2025 E. Clark Road
Ypsilanti, MI 48198
Phone: (734) 544-3800
Fax: (734) 544-3888
50 & Beyond: (734) 544-3838

www.ytown.org

INVITATION TO PROVIDE WRITTEN COMPETITIVE PROPOSALS

The Charter Township of Ypsilanti Purchasing Department is accepting written competitive proposals for the following projects, for which the specifications and quotation sheets are enclosed:

RESIDENTIAL SERVICES DEPARTMENT, RECREATION DIVISION

“Discover Ypsilanti Township” Brochures
“50 & Beyond” Monthly Newsletter
Season Park/Boat Stickers
Daily Park/Boat Passes

Sealed Proposals will be accepted until 1:30 p.m. est. on Tuesday, January, 18, 2011 at the Ypsilanti Township Clerk’s Office, 7200 South Huron River Drive, Ypsilanti, Michigan 48197. Please mark the sealed envelope containing the proposal "Recreation Printing Proposals."

Please provide two (2) copies of your proposal.

Each of the four items will be awarded independently of each other based on costs and adherence to specifications. The Charter Township of Ypsilanti reserves the right to accept or reject any and all proposals and to waive any irregularities in any proposal in the interest of the Charter Township of Ypsilanti.

Sincerely,

Art Serafinski, CPRP, CPSI, Director
Ypsilanti Township Recreation

CC: Jeff Allen
File

Encl.

CHARTER TOWNSHIP OF YPSILANTI
2011/2012 COMMUNITY BROCHURE PRINTING SPECIFICATIONS

We are looking for competitive pricing to produce our "Discover Ypsilanti Township" brochure for 2011 & 2012. It is anticipated that a minimum of four (4) issues will be needed during this two year period, with the potential of two additional issues. Please base your quotes on the following specifications:

- All issues of "Discover Ypsilanti Township" will be awarded to the successful bidder. For the purpose of comparison, base your written quotes on producing one issue.
- We are interested in the possibility of securing advertisements to help offset the cost of publishing the brochure. If your company has the resources to market our product and sell ads, please include a detailed proposal regarding the services you can provide.
- The desired finished size of the brochure shall be 8½" x 11", printed two sided. If your proposal is different, please indicate your proposed size.
- We are seeking quotes for a one-color, two-color and a four-color brochure. We have provided a separate quotation sheet for each of these.
- The quantity for each issue may range from 34,000 to 38,000 copies. When filling out the quotation sheets, base your quotes per 1,000 brochures.
- Number of pages per issue: provide quotes for a 28-page, 32-page, 36-page and a 40-page brochure.
- Preferred paper shall be a minimum of 50# white offset or equal (please provide samples). Recycled paper is preferred. Indicate if your price is for recycled paper or not.
- Provide a cost for color separations if there will be an additional charge.
- Provide a cost for bleeds (per page) if there will be an additional charge.
- Provide costs for printing half tones if there will be an additional charge.
- We will provide camera-ready artwork and burn it to CD and/or send electronically (Software used is Adobe In Design CS and Adobe Illustrator).
- The brochure shall be bound by saddle stitch (two staples per brochure).
- Provide the cost for packaging and delivery to the Post Office for bulk mailing. Current mailing specifications: 54 carrier routes totaling approximately 33,700 brochures. Complete carrier route information will be provided to the successful bidder including counts for each route and route slips. The successful bidder shall file all necessary paperwork with the post office and the Township shall pay for postage directly to the Post Office. Do not include the cost of postage in your proposal.
- The remainder of the brochures ordered shall be packaged in convenient cartons and delivered to the Charter Township of Ypsilanti Recreation Department, 2025 East Clark Road, Ypsilanti, Michigan 48198. Indicate if there will be a cost for this delivery.
- Successful bidder shall provide proofs for review/approval prior to printing the brochure.
- Indicate the number of days it will take to get us a proof from the date you receive the camera-ready artwork.
- Indicate number of days it will take to complete the job and deliver to the post office from the date the proof is approved.
- Indicate a minimum charge & per hour rate for any changes needed to be made to the document prior to going to press.
- We are considering outsourcing the design and layout of this publication. Provide a "per page" cost for design/layout of each full issue of the publication. Include all costs of design/layout including graphics, half tones, bleeds, scanning artwork, etc.
- Include sample(s) of similar projects you have produced in your proposal. You may also include any other information you believe would be beneficial to the evaluation of your proposal.
- For additional information contact Art Serafinski, at 734/544-3807 or aserafinski@ytown.org

**CHARTER TOWNSHIP OF YPSILANTI
2011/2012 COMMUNITY BROCHURE QUOTATION SHEET**

OPTION A

(One Color Ink Throughout)

The total project will include 4 – 6 editions of our publication over a two year period. For the purpose of comparison, provide a cost for printing one issue of the community brochure, based on the information contained in the specifications. Keep in mind that we will be ordering 34,000 – 38,000 brochures per issue. Base your quote on cost per 1,000 brochures.

<u>28-page</u>	<u>32-page</u>	<u>36-page</u>	<u>40-page</u>
\$ _____	\$ _____	\$ _____	\$ _____

- Additional cost, if any, for color separations (per each): \$ _____.
- Additional cost, if any, for bleeds (per page): \$ _____.
- Additional cost, if any, for printing half tones (per halftone): \$ _____.
- Cost for providing a four-color cover on heavier semi-gloss paper: \$ _____.
- Additional cost, if any, for providing 60# offset paper instead of 50# offset paper: \$ _____.
- Additional cost, if any, for packaging and delivery to post office for bulk mailing: \$ _____.
- Number of days to provide us a proof from date you receive camera ready art work: _____.
- Number of days to complete and deliver brochure from time your proof is approved: _____.
- Minimum charge for artwork changes: \$ _____.
- Hourly charge for artwork changes: \$ _____.
- Additional cost, if any, to deliver extra copies of brochures to the Ypsilanti Township Community Center: \$ _____.
- Provide a “per page” cost for design/layout of each full issue of the publication. Include all costs for design/layout (graphics, half tones, bleeds, scanning artwork, etc.) \$ _____.
- If your company has the resources to market and sell ads for this publication, please include a detailed proposal regarding the services you can provide.

The undersigned hereby declares that he/she has carefully examined the specifications and declares that all of the information provided is true, accurate and complete. The undersigned also declares that he/she has the authority to submit this proposal and that it will become a binding contract if accepted by owner. I hereby state that I have read and agree to be bound by all of the terms and conditions of this proposal.

Authorized Signature: _____ Date: _____

Name: _____ Title: _____

Email: _____

Company: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____

**CHARTER TOWNSHIP OF YPSILANTI
2011/2012 COMMUNITY BROCHURE QUOTATION SHEET**

OPTION B

(Two Color Ink Throughout)

The total project will include 4 – 6 editions of our publication over a two year period. For the purpose of comparison, provide a cost for printing one issue of the community brochure, based on the information contained in the specifications. Keep in mind that we will be ordering 34,000 – 38,000 brochures per issue. Base your quote on cost per 1,000 brochures.

<u>28-page</u>	<u>32-page</u>	<u>36-page</u>	<u>40-page</u>
\$ _____	\$ _____	\$ _____	\$ _____

- Additional cost, if any, for color separations (per each): \$ _____.
- Additional cost, if any, for bleeds (per page): \$ _____.
- Additional cost, if any, for printing half tones (per halftone): \$ _____.
- Cost for providing a four-color cover on heavier semi-gloss paper: \$ _____.
- Additional cost, if any, for providing 60# offset paper instead of 50# offset paper: \$ _____.
- Additional cost, if any, for packaging and delivery to post office for bulk mailing: \$ _____.
- Number of days to provide us a proof from date you receive camera ready art work: _____.
- Number of days to complete and deliver brochure from time your proof is approved: _____.
- Minimum charge for artwork changes: \$ _____.
- Hourly charge for artwork changes: \$ _____.
- Additional cost, if any, to deliver extra copies of brochures to the Ypsilanti Township Community Center: \$ _____.
- Provide a “per page” cost for design/layout of each full issue of the publication. Include all costs for design/layout (graphics, half tones, bleeds, scanning artwork, etc.) \$ _____.
- If your company has the resources to market and sell ads for this publication, please include a detailed proposal regarding the services you can provide.

The undersigned hereby declares that he/she has carefully examined the specifications and declares that all of the information provided is true, accurate and complete. The undersigned also declares that he/she has the authority to submit this proposal and that it will become a binding contract if accepted by owner. I hereby state that I have read and agree to be bound by all of the terms and conditions of this proposal.

Authorized Signature: _____ Date: _____

Name: _____ Title: _____

Email: _____

Company: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____

**CHARTER TOWNSHIP OF YPSILANTI
2011/2012 COMMUNITY BROCHURE QUOTATION SHEET**

OPTION C

(Four Color Ink Throughout)

The total project will include 4 – 6 editions of our publication over a two year period. For the purpose of comparison, provide a cost for printing one issue of the community brochure, based on the information contained in the specifications. Keep in mind that we will be ordering 34,000 – 38,000 brochures per issue. Base your quote on cost per 1,000 brochures.

<u>28-page</u>	<u>32-page</u>	<u>36-page</u>	<u>40-page</u>
\$ _____	\$ _____	\$ _____	\$ _____

- Additional cost, if any, for color separations (per each): \$ _____.
- Additional cost, if any, for bleeds (per page): \$ _____.
- Additional cost, if any, for printing half tones (per halftone): \$ _____.
- Cost for providing a four-color cover on heavier semi-gloss paper: \$ _____.
- Additional cost, if any, for providing 60# offset paper instead of 50# offset paper: \$ _____.
- Additional cost, if any, for packaging and delivery to post office for bulk mailing: \$ _____.
- Number of days to provide us a proof from date you receive camera ready art work: _____.
- Number of days to complete and deliver brochure from time your proof is approved: _____.
- Minimum charge for artwork changes: \$ _____.
- Hourly charge for artwork changes: \$ _____.
- Additional cost, if any, to deliver extra copies of brochures to the Ypsilanti Township Community Center: \$ _____.
- Provide a “per page” cost for design/layout of each full issue of the publication. Include all costs for design/layout (graphics, half tones, bleeds, scanning artwork, etc.) \$ _____.
- If your company has the resources to market and sell ads for this publication, please include a detailed proposal regarding the services you can provide.

The undersigned hereby declares that he/she has carefully examined the specifications and declares that all of the information provided is true, accurate and complete. The undersigned also declares that he/she has the authority to submit this proposal and that it will become a binding contract if accepted by owner. I hereby state that I have read and agree to be bound by all of the terms and conditions of this proposal.

Authorized Signature: _____ Date: _____

Name: _____ Title: _____

Email: _____

Company: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____

CHARTER TOWNSHIP OF YPSILANTI

SPECIFICATIONS FOR SEASON PARK & BOAT STICKERS

The Charter Township of Ypsilanti, Recreation Department is seeking quotes for the printing of season park & boat stickers (artwork and samples enclosed) for 2011 & 2012. The specifications are as follows:

- Quantity:** 600 boat stickers, 3,200 park stickers.
- Size:** see enclosed samples.
- Color:** **Park Sticker** – Color lettering with a white background.
Boat Sticker – White lettering with a color background.
- Art Work:** Created with Adobe In-design CS and Adobe Illustrator. Camera ready artwork will be provided electronically and/or on a CD.
- Numbering:** ***All permit numbers must be guaranteed***
- Delivery:** Indicate number of days to complete and deliver the job from time you are awarded the job and receive the camera-ready artwork.

1. **Park Stickers** – 3,200 total. No. 0001 – No. 3200

2. **Boat Stickers** – 600 total. No. 0001 – No. 0600

***NOTE:** At the top of each shield for both stickers, the word PARK (or BOAT) and the number MUST be printed in the appropriate color or Black ink.*

Total cost to complete the job including delivery: \$ _____.

Number of days to complete & deliver the job from the time the artwork is received and approved: _____.

The undersigned hereby declares that he/she has carefully examined the specifications and declares that all of the information provided is true, accurate and complete. The undersigned also declares that he/she has the authority to submit this proposal and that it will become a binding contract if accepted by owner.

I hereby state that I have read and agree to be bound by all of the terms and conditions of this proposal.

Authorized Signature: _____ Date: _____

Name: _____ Title: _____

Email: _____

Company: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____

For additional information, please contact Art Serafinski at (734) 544-3800 or at aserafinski@ytown.org

CHARTER TOWNSHIP OF YPSILANTI

SPECIFICATIONS FOR DAILY PARK AND BOAT PASSES

The Charter Township of Ypsilanti, Recreation Department is seeking quotes for the printing of Daily Park and Boat Passes (sample artwork enclosed) for 2011 & 2012. The specifications are as follows:

- Quantity:** See amounts listed by each of the five items. Samples are enclosed.
- Paper:** Vellum Bristol or card stock. Each pass will be printed on a separate color, including white, brown (tan), green, blue and goldenrod. Indicate weight and type of paper in your quote. Include a price for regular and recycled paper. Include a sample of the stock bid on.
- Size:** 1 3/4" x 3 1/2" printed on one side.
- Ink:** Black
- Art Work:** Created with Adobe In-design CS and Adobe Illustrator. Camera ready artwork will be provided on a CD and/or electronically.
- Numbering:** All permit numbers must be guaranteed. The park pass number shall be located in the center of the pass as shown on the sample artwork.

1. Daily Park Pass – Quantity: 2,400 – Blue Stock

No. 0001 – No. 2400

Total cost to complete the job including delivery (regular paper): \$ _____.

Total cost to complete the job including delivery (recycled paper): \$ _____.

Number of days to complete & deliver the job from time artwork is received: _____.

2. Daily Park Pass – Quantity: 1,500 – White Stock

No. 0001 – No. 1500

Total cost to complete the job including delivery (regular paper): \$ _____.

Total cost to complete the job including delivery (recycled paper): \$ _____.

Number of days to complete & deliver the job from time artwork is received: _____.

3. Daily Park Pass – Quantity: 800 – Green Stock

No. 0001 – No. 0800

Total cost to complete the job including delivery (regular paper): \$ _____.

Total cost to complete the job including delivery (recycled paper): \$ _____.

Number of days to complete & deliver the job from time artwork is received: _____.

4. Daily Park Pass – Quantity: 900 – Goldenrod Stock

No. 0001 – No. 0900

Total cost to complete the job including delivery (regular paper): \$ _____.

Total cost to complete the job including delivery (recycled paper): \$ _____.

Number of days to complete & deliver the job from time artwork is received: _____.

5. Daily Boat Pass – Quantity: 1,200 – Brown (Tan) Stock

No. 0001 – No. 1200

Total cost to complete the job including delivery (regular paper): \$_____.

Total cost to complete the job including delivery (recycled paper): \$_____.

Number of days to complete & deliver the job from time artwork is received: _____.

The undersigned hereby declares that he/she has carefully examined the specifications and declares that all of the information provided is true, accurate and complete. The undersigned also declares that he/she has the authority to submit this proposal and that it will become a binding contract if accepted by owner.

I hereby state that I have read and agree to be bound by all of the terms and conditions of this proposal.

Authorized Signature: _____ Date: _____

Name: _____ Title: _____

Email: _____

Company: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____

For additional information, please contact Art Serafinski at (734) 544-3807 or at aserafinski@ytown.org

Advance Print & Graphics
Gary Hambell
4553 Concourse Drive
Ann Arbor, MI 48108

Country Printing
Lawrence Stock
14850 Telegraph Road
Flat Rock, MI 48134

GSA
Attn: Michael Mason
5864 Interface Dr, Suite D
Ann Arbor, MI 48103

Fed Ex Office
Lisa Kennedy
2609 Plymouth Road
Ann Arbor, MI 48105

Pace Custom Printing
43578 Serenity Drive
Northville, MI 48167

Printwell Acquisitions, Inc.
26975 Northline
Taylor, MI 48180

Tutt & Associates
24154 Haggerty Rd.
Farmington Hills, MI 48335

Vivid Imaging Studio
25 N. Washington St.
Ypsilanti, MI 48197

Betsy Christianson
TGI Direct, Inc.
5365 Hill 23 Drive
Flint, MI 48507

Allegra Print & Imaging
Jane Dillard
1283 Industrial Drive
Saline, MI 48176

MSW Print & Imaging
797 200 W. Bennett St.
Saline, MI 48176

JP Print & Copy
3917 Research Park Dr, Suite B-2
Ann Arbor, MI 48108

S & D Publishing
18543 Bainbridge
Livonia, MI 48152

Popcorn Press
32400 Edward
Madison Heights, MI 48071

QPS Printing
989 James L Hart Parkway
Ypsilanti, MI 48197

United Sonz Business Solutions
105 W. Michigan Ave.
Ypsilanti, M 48198

White Pine Inc.
5204 Jackson Road
Ann Arbor, MI 48103

Goetzcraft Printers, Inc.
975 Phoenix Dr.
Ann Arbor, MI 48108

City Printing
Attn: Tim
411 W. Cross Street
Ypsilanti, Mi 48197

Huron Valley Printing
Donna Corker
4557 Washtenaw
Ann Arbor, MI 48108

S & D Publishing
18543 Bainbridge
Livonia, MI 48152

Spectrum Printers, Inc.
400 East Russell Rd.
Tecumseh, MI 49286

Print-Tech
6800 Jackson Rd.
Ann Arbor, MI 48103

John Harrington
Standard Printing
35 Cross Street
Ypsilanti, Mi 48198

University Lithoprinters
4150 Varsity Drive
Ann Arbor, MI

Kevin Johnston
Johnston Lithograph, Inc.
11334 Hunt St.,
P.O. Box 74424
Romulus, MI 48174-0424

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



Residential Services

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-0073
Fax: (734) 544-3501
www.ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Jeff Allen, Director-Residential Services

Date: November 29, 2010

Subject: Request for authorization to purchase used loader/backhoe

We are requesting authorization to purchase a used loader/backhoe. The current backhoe is approaching 30 yrs. old and would require a lot of money and work to get it back into service. If approved, we would seek to sell the old equipment.

As you can see from the attached information, this is a critical piece of equipment that is listed in our Emergency Action Plan for the Hydro Dam. It would also be used by the Parks Department for the work they do as well.

I am proposing that we use Hydro Operations account #252.252.000.976.000 (Capital Outlay New Equipment). This expense account currently has \$25,000 remaining in it. I would propose supplementing this with an additional \$15,000 through a budget amendment from surplus revenues we have experienced here in 2010. This would make the total not to exceed \$40,000 and we would bring the approval of the purchase back to you at the December 21, 2010 Board Meeting.

I will be available at the meeting should you have any questions.

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



**Residential Services
Department**

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-0073
Fax: (734) 544-3501
www.ytown.org

MEMORANDUM

To: Jeff Allen, RSD Director

From: Brian Durant, Public Services Superintendent

Date: November 23, 2010

RE: **Authorization to Purchase a used Loader/Backhoe**

This Memorandum is seeking the authorization to purchase a used loader/backhoe. This is to replace the existing Case 580 Loader/Backhoe owned by the Township which has fallen into disrepair over the years.

We utilize the loader for excavating in the parks and around the township grounds, snow removal, and other duties as they present themselves including the clean-up of any natural disaster.

The loader/backhoe is also utilized by the Hydro Operations for equipment maintenance and embankment repair of the dams.

It should also be recognized that the Township has listed in the Emergency Action Plan with FERC a loader/backhoe that would be utilized in the event of an emergency with either of township owned dams.

This purchase would be funded through the Hydro Budget and will not exceed \$38,500.

CC: Michael Saranen, Hydro Operations Manager

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



**Residential Services
Department**

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-0073
Fax: (734) 544-3501
www.ytown.org

MEMORANDUM

To: Jeff Allen, RSD Director

From: Brian Durant, Public Services Superintendent

Date: November 23, 2010

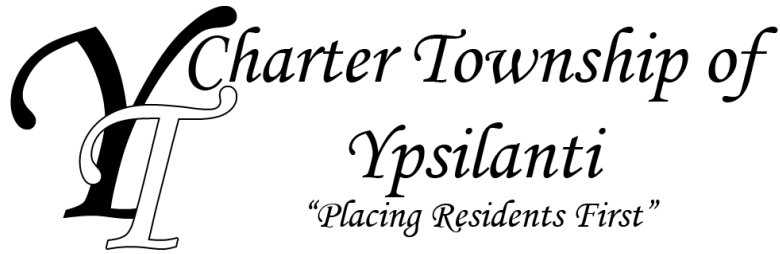
RE: **Recommendation to Replace Existing Loader Backhoe**

This Memorandum is to report the condition of the existing township owned Case 580 loader backhoe as being poor and is not safe to operate. At this time the loader is in need of brakes, front left and right wheel spindle replacement, and multiple bearing and bushing replacement. It also requires a new exhaust system as the existing is leaking into the operators cab. The engine is also over heating but we have not diagnosed the problem at this time.

We utilize the loader for excavating within the parks and around the township grounds, snow removal, and other duties as they present themselves including water line repairs within the parks for the shelters.

CC: Michael Saranen, Hydro Operations Manager

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



Hydro Station

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 368-4169
Fax: (734) 544-3626
www.ytown.org

Date: November 23, 2010

To: Jeff Allen, RSD Director

CC: Brian Durant,

From: Michael Saranen, Hydro Operation Manager

Subject: Township owned Case 580 loader backhoe

Following up to Mr. Durant's memo dated November 23, 2010 regarding the Case loader backhoe.

The Hydro Department utilizes the backhoe for embankment maintenance and other activities.

As part of the 2000 Fuse Plug Project it was indicated to the FERC the Township maintains a small fleet of heavy equipment. This piece of equipment is listed in the Emergency Plans for Ford and Tyler dams therefore should be maintained.

In an emergency such as a tornado or dam failure it is imperative to have reliable heavy equipment.

The Hydro budget can make available funds to help purchase a replacement backhoe.

Check Register Report

Date: 12/01/2010

Time: 10:37 am

Page: 1

Charter Township of Ypsilanti

Check Number	Check Date	Status	Vendor Number	Vendor Name	Check Description	Amount
152711	11/12/2010	Printed	6821	AT & T	ACCT. #734 484-1536 689 4	153.52
152712	11/12/2010	Printed	6821	AT & T	ACCT. #734 484-3773 758 5	147.66
152713	11/12/2010	Printed	6821	AT & T	ACCT. #734 482-6733 544 5	31.84
152714	11/12/2010	Printed	6821	AT & T	ACCT. #734 483-0777 627 6	298.84
152715	11/12/2010	Printed	6821	AT & T	ACCT. #734 484-7323 055 2	71.83
152716	11/12/2010	Printed	6821	AT & T	ACCT. #734 485-0084 397 9	37.57
152717	11/12/2010	Printed	6821	AT & T	ACCT. 734 434-2020 090 1	31.90
152718	11/12/2010	Printed	6821	AT & T	ACCT. #734 480-9586 427 9	31.87
152719	11/12/2010	Printed	6821	AT & T	ACCT. #734 482-5720 807 3	162.75
152720	11/12/2010	Printed	6821	AT & T	ACCT. #734 483-0584 132 0	31.87
152721	11/12/2010	Printed	6821	AT & T	ACCT. #734 483-4224 435 5	158.32
152722	11/12/2010	Printed	6821	AT & T	ACCT. #734 483-9550 827 6	22.55
152723	11/12/2010	Printed	6821	AT & T	ACCT. #734 484-7336 868 3	61.77
152724	11/12/2010	Printed	6821	AT & T	ACCT. #734 485-0881 149 9	124.96
152725	11/12/2010	Printed	6821	AT & T	ACCT. #734 485-1174 097 4	128.28
152726	11/12/2010	Printed	6821	AT & T	ACCT. #734 485-1992 091 7	33.96
152727	11/12/2010	Printed	6821	AT & T	ACCT. #734 485-6881 100 9	34.88
152728	11/12/2010	Printed	6821	AT & T	ACCT. #734 544-3800 862 3	216.00
152729	11/12/2010	Printed	6821	AT & T	ACCT. #734 R01-7562 363 3	730.80
152730	11/12/2010	Printed	6821	AT & T	ACCT. #734 R21-0061 299 8	960.00
152731	11/12/2010	Printed	6821	AT & T	ACCT. #734 R21-1069 765 8	543.20
152732	11/22/2010	Printed	15999	JOSEPH AND JANNA CREPS	REFUND - FIRE BOND 8345 MER	7,860.00
152733	11/22/2010	Printed	16000	LEONITTA TURNER	REFUND - FIRE BOND 1424 NASI	14,940.82
152734	11/23/2010	Printed	6923	PEAR SPERLING EGGAN &	NSP DEMO - 2079 BRADLEY	500.00
152735	11/24/2010	Printed	0174	HONEYWELL	ENERGY IMPROVEMENT - COMM	285,026.00
152736	11/29/2010	Printed	15811	CITADEL EXCAVATING, INC	NSP DEMO	45,220.00
Total Checks:				28	Grand Total(excluding void checks):	357,561.19

Accounts Payable checks - 959,871.06
 Hand Checks - 357,561.19
GRAND Total = 1,317,432.25

Check Register Report

Date: 12/01/2010

Time: 10:51 am

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Charter Township of Ypsilanti

Check Number	Check Date	Status	Vendor Number	Vendor Name	Check Description	Amount
152737	12/01/2010	Printed	0235	ABSOPURE WATER COMPANY	H & C COOLER	28.00
152738	12/01/2010	Printed	15203	ACS FIREHOUSE SOFTWARE	MAINTENANCE & SUPPORT	2,485.00
152739	12/01/2010	Printed	0049	ALL SEASONS LANDSCAPING CO.	SUPPLIES	80.61
152740	12/01/2010	Printed	0560	ALLGRAPHICS CORPORATION	SUPPLIES	255.40
152741	12/01/2010	Printed	0017	ANN ARBOR CLEANING SUPPLY	SUPPLIES	71.55
152742	12/01/2010	Printed	0022	ANN ARBOR WELDING SUPPLY CO	CYLINDERS	174.25
152743	12/01/2010	Printed	1014	ARGUS HAZCO	REPAIR GX2003 FOUR GAS MET	287.27
152744	12/01/2010	Printed	15759	ASBESTOS ABATEMENT INCORPORATE	PRE-DEMOLITION ASBESTOS AB	10,418.00
152745	12/01/2010	Printed	0909	AT & T*	ACCT. #053 294-5218 001	31.77
152746	12/01/2010	Printed	0215	AUTO VALUE YPSILANTI	SUPPLIES	223.36
152748	12/01/2010	Printed	6702	BELFOR USA	LOCATION: 521 WOODLAWN	3,865.25
152749	12/01/2010	Printed	6589	BREG ENVIRONMENTAL	RESTOCK VEHICLE SPILL KITS	478.62
152750	12/01/2010	Printed	3460	CDW GOVERNMENT INC	EQUIPMENT	99.69
152751	12/01/2010	Printed	0089	CHARTER TOWNSHIP OF	ADVANCE PAYMENTS - WTR TA	7,164.95
152752	12/01/2010	Printed	0089	CHARTER TOWNSHIP OF	TO PAY SPECIALS TWP PROPEF	1,302.49
152753	12/01/2010	Printed	15529	CLUB PRO MANUFACTURING	GOLF CART COVER	150.84
152754	12/01/2010	Printed	15452	COLD CUT KRUISE	PRO SHOP RESALE	58.70
152755	12/01/2010	Printed	0363	COMCAST CABLE	ACCT. #09588 290641-01-7	33.61
152756	12/01/2010	Printed	0363	COMCAST CABLE	ACCT. #09588 307929-01-7	68.95
152757	12/01/2010	Printed	0363	COMCAST CABLE	ACCT. #09588 344688-01-4	107.00
152758	12/01/2010	Printed	0363	COMCAST CABLE	ACCT. #09588 352887-01-2	74.95
152759	12/01/2010	Printed	0363	COMCAST CABLE	ACCT. #09588 302000-01-0	80.97
152760	12/01/2010	Printed	0363	COMCAST CABLE	ACCT. 09588 284370-01-0	162.38
152761	12/01/2010	Printed	3976	CONFINED SPACE SERVICES	STAND BY RESCUE WITH EQUIF	2,537.50
152762	12/01/2010	Printed	0582	CONGDON'S	SUPPLIES	229.93
152763	12/01/2010	Printed	0521	DSS CORPORATION	SUPPLIES	358.00
152764	12/01/2010	Printed	15102	ELEMENTS OF EXERCISE	ZUMBA INSTRUCTION	1,133.30
152765	12/01/2010	Printed	6951	EMERGENCY VEHICLES PLUS	LADDER 14-1 REPAIR/REPLACE	1,134.12
152766	12/01/2010	Printed	0245	FAST SIGNS	SIGNS	49.50
152767	12/01/2010	Printed	15421	FLEET SERVICES	GAS & OIL	1,848.61
152768	12/01/2010	Printed	15789	FLEETPRIDE	FLEETPRIDE FORMALLY SOUTH	2,576.53
152769	12/01/2010	Printed	0470	FOOTJOY	PRO SHOP RESALE	108.79
152770	12/01/2010	Printed	12943	DAVID FREY	SOCCER REFEREE	30.00
152771	12/01/2010	Printed	1919	SAMUEL E. FRYE	UNIFORM ALLOWANCE	90.22
152772	12/01/2010	Printed	6033	GARAN LUCOW MILLER, P.C.	PROFESSIONAL SERVICES	16,812.25
152773	12/01/2010	Printed	0533	GENESCO	PRO SHOP RESALE	92.22
152775	12/01/2010	Printed	6169	GOVERNOR BUSINESS SOLUTIONS	SUPPLIES	290.95
152776	12/01/2010	Printed	0107	GRAINGER	SUPPLIES	144.84
152777	12/01/2010	Printed	0070	GREAT LAKES TELECOM, INC.	MONTHLY USAGE CHARGES	138.27
152778	12/01/2010	Printed	1386	GREAT LAKES TRUCK & TRAILER	AUTO MAINTENANCE	637.15
152779	12/01/2010	Printed	11957	GRIFFIN PEST SOLUTIONS	MONTHLY SERVICE - STATION #	174.00
152780	12/01/2010	Printed	15368	GROSS ELECTRIC	REPAIRS & MAINTENANCE	57.92
152781	12/01/2010	Printed	0426	GUARDIAN ALARM	BILLING: 7200 S. HURON RIVER	305.19
152782	12/01/2010	Printed	0426	GUARDIAN ALARM	BILLING: 14B COURT	1,264.53
152783	12/01/2010	Printed	0158	MARK HAMILTON	ATTY FEES - DEC. 2010	1,500.00
152784	12/01/2010	Printed	6542	HARBOR FREIGHT	SUPPLIES	85.96
152785	12/01/2010	Printed	6760	HARPER ELECTRIC	STATION 4 PARKING LOT LIGHT	115.47
152786	12/01/2010	Printed	6021	HENDERSON GLASS	MATERIAL TO REPLACE BROKEI	158.40
152787	12/01/2010	Printed	15884	HEPPNER LANDSCAPE SERVICES	LANDSCAPE SERVICES	770.00
152788	12/01/2010	Printed	6547	HERITAGE NEWSPAPERS	PUBLISHING	368.00
152789	12/01/2010	Printed	0503	HOME DEPOT	SUPPLIES	82.27
152790	12/01/2010	Printed	15474	TINA HOTCHKISS	REIMBURSEMENT - SENIOR PRC	107.01
152791	12/01/2010	Printed	0684	IFSTA PUBLICATIONS	PROVIDING MANUALS AND STUI	332.50
152792	12/01/2010	Printed	15788	INLAND	2 MAN RESCUE TEAM W/EQUIP	1,662.50

Check Register Report

Date: 12/01/2010

Time: 10:51 am

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Charter Township of Ypsilanti

Check Number	Check Date	Status	Vendor Number	Vendor Name	Check Description	Amount
152793	12/01/2010	Printed	6357	JUMP-A-RAMA	GYMNASTIC INSTRUCTOR	424.90
152794	12/01/2010	Printed	16004	DANA KEARNEY	REFUND - ROOM RENTAL	80.00
152795	12/01/2010	Printed	15808	KIDDY KEYS	PROGRAM INSTRUCTOR	294.00
152796	12/01/2010	Printed	16603	NICOLE KINNUNEN	REFUND - ROOM RENTAL	80.00
152797	12/01/2010	Printed	0391	KONICA MINOLTA - ALBIN	SUPPLIES	42.08
152798	12/01/2010	Printed	8030	JAMES KROSKE	MEDICARE PART B REIMBURSE	1,156.80
152799	12/01/2010	Printed	15493	ADAM KURTINAITIS	ELECTRICAL INSPECTIONS	2,170.00
152800	12/01/2010	Printed	0230	LESCO INCORPORATED	SUPPLIES	19.04
152801	12/01/2010	Printed	15550	MATTA BLAIR, PLC	PROFESSIONAL SERVICES	933.70
152802	12/01/2010	Printed	0140	MCAA-TINA L. KEIFER, TREASURER	MEMBERSHIP DUES	75.00
152803	12/01/2010	Printed	16001	MICHAEL MEYER	SOCCER REFEREE	90.00
152804	12/01/2010	Printed	15785	MICHIGAN COMMERCIAL DOOR	INSIDE HANDICAP DOOR OPENE	1,445.00
152805	12/01/2010	Printed	1489	MICHIGAN GENERATOR SERVICE	REPAIR AND SERVICE GENERA	816.07
152806	12/01/2010	Printed	0265	MICHIGAN STATE FIREMEN'S ASSOC	MEMBERSHIP DUES	75.00
152807	12/01/2010	Printed	15732	SARAH MORRIS	REFUND - ROOM RENTAL	80.00
152808	12/01/2010	Printed	16002	MOUNTAIN MACHINE	REPAIRS & MAINTENANCE	50.00
152809	12/01/2010	Printed	0297	MUNICIPAL CODE CORPORATION	ANNUAL CODE ON INTERNET FE	400.00
152810	12/01/2010	Printed	2986	NAPA AUTO PARTS*	AUTO PARTS	94.35
152811	12/01/2010	Printed	15195	MARK NELSON	REIMBURSEMENT - DUES	2,190.00
152812	12/01/2010	Printed	6278	OBRYAN'S LOCK & KEY*	INSTALLED CAMERA ON OUTSIE	779.00
152813	12/01/2010	Printed	2993	OEMC	EQUIPMENT RENTAL FOR WOR	720.00
152814	12/01/2010	Printed	2997	OFFICE EXPRESS	SUPPLIES	261.68
152815	12/01/2010	Printed	0309	ORCHARD, HILTZ & MCCLINT INC	ISLAMIC CENTER - CONT SRVCS	6,376.25
152816	12/01/2010	Printed	0913	PARKWAY SERVICES, INC.	RENTAL	288.00
152817	12/01/2010	Printed	6203	PITTSFIELD CHARTER TOWNSHIP	INSPECTIONS	5,425.00
152818	12/01/2010	Printed	6045	QPS PRINTING	PROPOSITION 1 POSTCARD	3,627.25
152819	12/01/2010	Printed	3214	RENT A WRECK	LEASE	20.00
152820	12/01/2010	Printed	15536	REVOLUTION DANCEWEAR	DANCE COSTUMES	3,596.04
152821	12/01/2010	Printed	15386	RICOH AMERICAS CORPORATION		541.25
152822	12/01/2010	Printed	0043	DENISE ROE	MILEAGE REIMBURSEMENT	12.00
152823	12/01/2010	Printed	6658	CARL ROWSEY	BOOT ALLOWANCE	104.93
152824	12/01/2010	Printed	0152	S. F. STRONG, INC.	JANITORIAL SUPPLIES FOR ALL	481.76
152825	12/01/2010	Printed	0371	SAFEGUARD BUSINESS SYSTEMS	REPLENISH SUPPLY OF BLANK C	265.70
152826	12/01/2010	Printed	0433	ART SERAFINSKI	MILEAGE REIMBURSEMENT	311.50
152827	12/01/2010	Printed	0395	SHRADER TIRE & OIL	REPLACEMENT OF TIRES FOR V	716.54
152828	12/01/2010	Printed	8489	ROLLAND SIZEMORE III	ATTORNEY FEES	300.00
152829	12/01/2010	Printed	8337	JACK SLAVEN	REIMBURSEMENT - CLOTHING	111.28
152830	12/01/2010	Printed	3978	SOLOMON DIVING INC.	DIVE CREW TO REPAIR UNDER	2,075.00
152831	12/01/2010	Printed	15751	SOUTHERN COMPUTER WAREHOUSE	UPS SYSTEM FOR RECREATION	2,943.89
152832	12/01/2010	Printed	1507	SPARTAN DISTRIBUTORS	REPAIR PARTS	131.71
152833	12/01/2010	Printed	1338	STADIUM TROPHY	PARTICIPATION AWARDS FOR Y	885.96
152834	12/01/2010	Printed	0607	STATE OF MICHIGAN	MEMBERSHIP & DUES	300.00
152835	12/01/2010	Printed	0632	STERICYCLE INC	PRO SHOP RESALE	153.71
152836	12/01/2010	Printed	1235	SURE-FIT LAUNDRY COMPANY	LAUNDRY - FIRE DEPT.	1,763.76
152837	12/01/2010	Printed	3802	SUSAN ALLSHOUSE	PREPARED TEST DECK FOR NO	1,000.00
152838	12/01/2010	Printed	1227	TARGET INFORMATION	PUBLISHING	265.48
152839	12/01/2010	Printed	4402	TDS METROCOM	ACCT. #825 609 0021	883.24
152840	12/01/2010	Printed	8063	TELEGRATION	ACCT. #8119-0000	124.79
152841	12/01/2010	Printed	6956	TYLER TECHNOLOGIES	ANNUAL MAINTENANCE	4,179.00
152842	12/01/2010	Printed	6523	UNIQUE 1 SERVICE	REPAIR/REPLACE REAR BRAKE	600.00
152843	12/01/2010	Printed	3082	UNIVERSITY TRANSLATORS	TRANSLATOR SERVICE	310.00
152844	12/01/2010	Printed	2859	USA MOBILITY WIRELESS, INC	ACCT. #7382798-2	1,309.23
152845	12/01/2010	Printed	15792	V & J CEMENT	SIDEWALK REPAIR FOR 1267 HL	1,650.00
152846	12/01/2010	Printed	7045	VAN BUREN SCHOOL DISTRICT	PYMT OF DELINQ. PERSONAL PI	181.30

Check Register Report

Date: 12/01/2010

Time: 10:51 am

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Charter Township of Ypsilanti

Check Number	Check Date	Status	Vendor Number	Vendor Name	Check Description	Amount	
152847	12/01/2010	Printed	1475	VERIZON WIRELESS	ACCT. #385474612	1,836.97	
152848	12/01/2010	Printed	6812	WALLSIDE INC.	OVERPAYMENT - BUILDING PER	59.00	
152849	12/01/2010	Printed	7035	WASHTENAW COMMUNITY COLLEGE#	PYMT OF DELINQ. PERSONAL PI	167.62	
152850	12/01/2010	Printed	7005	WASHTENAW COUNTY TREASURER	PYMT OF DELINQ. PERSONAL PI	525.28	
152851	12/01/2010	Printed	7005	WASHTENAW COUNTY TREASURER	TRAILER FEES - OCT 2010	2,447.50	
152852	12/01/2010	Printed	0444	WASHTENAW COUNTY TREASURER#	SHERIFF PATROL	111,231.19	
152853	12/01/2010	Printed	0444	WASHTENAW COUNTY TREASURER#	REFUND - NO TAXES DUE	201.82	
152854	12/01/2010	Printed	0444	WASHTENAW COUNTY TREASURER#	MTT & STC INVOICES	254,289.04	
152855	12/01/2010	Printed	7042	WASHTENAW INTERMEDIATE	PYMT OF DELINQ. PERSONAL PI	109.48	
152856	12/01/2010	Printed	15934	WASTE MANAGEMENT	ACCT. #389-0054717-1389-0	3,481.52	
152857	12/01/2010	Printed	6039	WASTE MANAGEMENT*	COMPOST CONTRACT	150,075.60	
152858	12/01/2010	Printed	7044	WAYNE ISD	PYMT OF DELINQ. PERSONAL PI	62.12	
152859	12/01/2010	Printed	6149	WEISSMAN'S	DANCE COSTUMES	3,687.51	
152860	12/01/2010	Printed	3011	WEST PAYMENT CENTER	PUBLISHING	172.24	
152861	12/01/2010	Printed	0361	WESTERN WAYNE COUNTY FIRE DEPT	MEMBERSHIP & DUES	3,705.01	
152862	12/01/2010	Printed	4313	RONALD WHITTENBERG	REIMBURSEMENT - CLOTHING	152.99	
152863	12/01/2010	Printed	6454	DALERECIA WILSON	MILEAGE REIMBURSEMENT	33.35	
152864	12/01/2010	Printed	1627	WINGFOOT COMMERCIAL TIRE	REPLACE BOTH FRONT STEERII	1,250.39	
152865	12/01/2010	Printed	1306	WOLVERINE SPORTS	SUPPLIES	93.90	
152866	12/01/2010	Printed	0480	YPSILANTI COMMUNITY	ACCT. #2-037-360000-01	5,906.80	
152867	12/01/2010	Printed	7034	YPSILANTI DISTRICT LIBRARY	PYMT OF DELINQ. PERSONAL PI	94.41	
152868	12/01/2010	Printed	7039	YPSILANTI SCHOOL DISTRICT	PYMT OF DELINQ. PERSONAL PI	342.73	
152869	12/01/2010	Printed	8417	YPSILANTI TWP PETTY CASH	REIMBURSE PETTY CASH	129.95	
152870	12/01/2010	Printed	8417	YPSILANTI TWP PETTY CASH	REIMBURSE PETTY CASH	190.00	
152871	12/01/2010	Printed	8417	YPSILANTI TWP PETTY CASH	REIMBURSE PETTY CASH	137.94	
152872	12/01/2010	Printed	0729	ZEP MANUFACTURING COMPANY	SUPPLIES	268.52	
152873	12/01/2010	Printed	2829	GOVERNMENTAL BUSINESS SYSTEMS	LINEN REFILL SHEETS FOR MINI	257.45	
152874	12/01/2010	Printed	6161	GOVERNMENTAL CONSULTANT	PROFESSIONAL SERVICES	2,850.00	
Total Checks:					138	Grand Total(excluding void checks):	959,871.05