

**CHARTER TOWNSHIP OF
YPSILANTI BOARD OF TRUSTEES**

Supervisor

BRENDA L. STUMBO

Clerk

KAREN LOVEJOY ROE

Treasurer

LARRY J. DOE

Trustees

JEAN HALL CURRIE

STAN ELDRIDGE

MIKE MARTIN

SCOTT MARTIN

February 13, 2012

Work Session – 6:00 p.m.

Regular Meeting – 7:00 p.m.

Ypsilanti Township Civic Center

7200 S. Huron River Drive

Ypsilanti, MI 48197

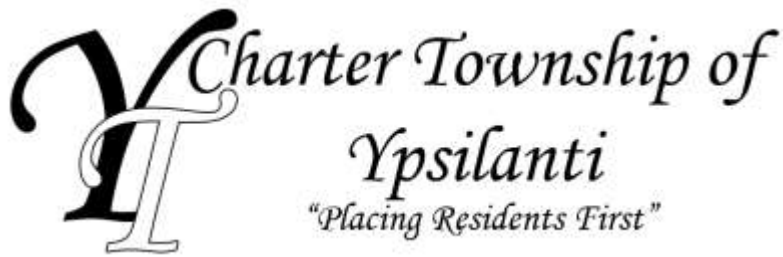
WORK SESSION AGENDA
CHARTER TOWNSHIP OF YPSILANTI
MONDAY, FEBRUARY 13, 2012

6:00 P.M.

CIVIC CENTER
BOARD ROOM
7200 S. HURON RIVER DRIVE

1. REQUEST OF JEFF ALLEN, RSD DIRECTOR TO THE RECENTLY VACATED HALF-TIME CUSTODIAL POSITION AT THE COMMUNITY CENTER
2. REVIEW AGENDA
3. OTHER DISCUSSION

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



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: February 3, 2012

RE: Request to post a half-time custodial position

In concurrence with Karen Wallin, HR Specialist, we request to be able to post a part-time (50%) custodial position at the Community Center.

This position was vacated by Norm Demming and we are requesting to fill it through the usual AFSCME posting procedure.

cc. HR, Karen Wallin

REVIEW AGENDA

- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

OTHER DISCUSSION

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

**CHARTER TOWNSHIP OF YPSILANTI
REGULAR MEETING
MONDAY, FEBRUARY 13, 2012**

**BRENDA L. STUMBO, SUPERVISOR
KAREN LOVEJOY ROE, CLERK
LARRY J. DOE, TREASURER
TRUSTEES:
JEAN HALL CURRIE
STAN ELDRIDGE
MIKE MARTIN
SCOTT MARTIN**

AGENDA

TIME AND PLACE **7:00 P.M.** **YPSILANTI TOWNSHIP CIVIC CENTER
BOARD ROOM
7200 S. HURON RIVER DRIVE**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC COMMENTS
 1. **SPEAK ON ITEMS NOT FORMALLY LISTED ON THE AGENDA**
 2. **PROVIDE NAME AND ADDRESS**
 3. **LIMIT COMMENTS TO THREE (3) MINUTES**

THE PUBLIC HAS THE OPPORTUNITY TO SPEAK ON EACH AGENDA ITEM WHEN IT IS BEFORE THE BOARD FOR CONSIDERATION

4. CRIME MAPPING AND NIXLE UPDATE - DERRICK JACKSON, DIRECTOR OF COMMUNITY ENGAGEMENT, WASHTENAW COUNTY SHERIFF DEPARTMENT
5. CONSENT AGENDA
 - A. MINUTES OF THE JANUARY 23, 2012 WORK SESSION AND REGULAR MEETING
 - B. STATEMENTS AND CHECKS
6. SUPERVISOR REPORT
7. CLERK REPORT
7. TREASURER REPORT
8. TRUSTEE REPORT
9. ATTORNEY REPORT
 - A. REQUEST FOR AUTHORIZATION TO INITIATE LEGAL ACTION, IF NECESSARY IN WASHTENAW COUNTY CIRCUIT COURT TO ABATE THE PUBLIC NUISANCE FOR PROPERTY LOCATED AT 440 VILLA DRIVE, KNOWN AS RIVER'S EDGE TOWNHOMES (K-11-04-200-013)

- B. REQUEST FORMAL AUTHORIZATION TO INITIATE LEGAL ACTION IN WASHTENAW COUNTY CIRCUIT COURT TO ABATE THE PUBLIC NUISANCE FOR PROPERTY LOCATED AT 1805 PARKWOOD
- C. GENERAL LEGAL UPDATE

NEW BUSINESS

1. AUTHORIZATION FOR PAYMENT TO HABITAT FOR HUMANITY FOR THE PURCHASE OF 1315 CLARITA IN THE AMOUNT OF \$24,291.55, 1211 CLARITA IN THE AMOUNT OF \$38,951.39 AND 1221 CLARITA IN THE AMOUNT OF \$41,312.28 WITH ADJUSTMENT OF \$12,255.22 FOR HABITAT INVESTMENT IN THREE (3) PURCHASES, AND \$2,300.00 FOR PURCHASE CONCESSION FOR 1315 CLARITA FOR A TOTAL PAYMENT OF \$90,000, BUDGETED IN LINE ITEM #101.950.000.969.001
2. RESOLUTION NO. 2011-1, TEMPORARY ROAD CLOSURE FOR NEW BALANCE "GIRLS ON THE RUN" 5K RACE
3. REQUEST OF STAR TOURING & RIDING, CHAPTER 317 TO UTILIZE CIVIC CENTER PARKING LOT AS A STAGING AREA FOR CHARITY BENEFIT RIDE ON SUNDAY, AUGUST 19, 2012
4. REQUEST OF JEFF ALLEN, RSD DIRECTOR FOR AUTHORIZATION TO WORK WITH THE SPICER GROUP TO PURSUE THE VIABILITY OF SEEKING A MDEQ GRANT AND APPROVAL TO MOVE FORWARD

OTHER BUSINESS

AUTHORIZATIONS AND BIDS

1. REQUEST FROM JAVONNA NEEL, ACCOUNTING DIRECTOR FOR AUTHORIZATION TO PURCHASE BS&A FINANCIAL SOFTWARE NOT TO EXCEED \$101,500 - EXPENSED OVER FOUR YEARS, IN THE ANNUAL AMOUNT OF \$25,375 BUDGETED IN LINE ITEM #101.266.000.977.001 WITH AN ANNUAL SERVICE AND SUPPORT FEE OF \$13,570 BEGINNING IN 2013
2. REQUEST FROM RON FULTON, BUILDING DIRECTOR TO ACCEPT THE BID FROM CITADEL EXCAVATING FOR THE DEMOLITION OF 2079 BRADLEY IN THE AMOUNT OF \$7601.00, BUDGETED IN LINE ITEM #283.283.000.807.009
3. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK BIDS FOR VEGETATION/NOXIOUS WEED ABATEMENT AND SPECIAL PROJECT DEBRIS/TRASH CLEAN UP AND REMOVAL.

PUBLIC COMMENTS

CRIME MAPPING / NIXLE UPDATE

1. CRIME MAPPING AND NIXLE UPDATE - DERRICK JACKSON,
DIRECTOR OF COMMUNITY ENGAGEMENT, WASHTENAW COUNTY
SHERIFF DEPARTMENT

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE JANUARY 23, 2012 WORK SESSION**

PROPOSED

The meeting was called to order by Supervisor Brenda L. Stumbo at approximately 6:00 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, Mike Martin and Scott Martin

Members Absent: Trustee Jean Hall Currie

Legal Counsel: Wm. Douglas Winters

1. PART-TIME BUILDING ATTENDANTS

Supervisor Stumbo explained the request to fill the part-time Building Attendant position vacated by Aaron Dietz, who posted for a clerical position in the Community Economic Development Department. The request was for authorization to post two openings, not to exceed 24 hours, for Building Attendants.

The Board agreed with the request.

2. RECITAL CONTRACT

Art Serafinski, Recreation Director provided a brief overview of the issues faced with previous locations used for the Annual Dance Recital. He said they had researched several locations since September. He reported he had received an agreement from Huron Public Schools and was requesting the Board to approve the use of that facility, contingent upon a few details to be worked out.

The Board agreed to place the item under Other Business.

3. GREENBRIAR ESTATES

Attorney Winters gave an update on the court order the park has been under. He reported on the rapid rate of deterioration bringing many serious health and safety issues to light. He shared the owner had verbally agreed to remove all vacant units from the site, however he felt a second review was needed to address units that were unsafe but still inhabited.

**CHARTER TOWNSHIP OF YPSILANTI
JANUARY 23, 2012 WORK SESSION MINUTES
PAGE 2**

Ron Fulton, Building Director reported the park was serviced by two individual 2-inch water mains and spoke to the issues faced by monitoring those vacant units. He felt he had enough rapport with the owner to resolve the matter without court action.

Supervisor Stumbo asked Mr. Fulton to provide an overview of River's Edge.

Mr. Fulton explained River's Edge was another area that had been issued a Notice of Violation. He believed the apartment complex had been sold to someone living in New York who had hoped to sell it for a quick profit but had yet to make any improvements. Mr. Fulton listed the violations and said there had been no compliance, therefore it needed to be brought to the Board at the next meeting to seek authorization for court action.

4. LIBERTY SQUARE

Mike Radzik, OCS Director gave an overview of conditions at Liberty Square. He reported many of the previously boarded up units had been damaged further and the street lights had stripped. Mr. Radzik asked the Board to consider a request for authorization to seek three bids for additional board ups and explained that they would be done differently in order to keep the boards from being ripped off again. He said Ron Fulton was in the process of attempting to assemble proposals to address the asbestos survey and they planned to request authorization at the February meeting.

Trustee Eldridge asked why nothing had been done since the 2010 court order concerning Greenbriar.

Mr. Radzik said the intention was not to reinstate the Notice of Violation process at Greenbriar but rather document violations of the court's order directly back to the court, asking for enforcement.

Mr. Fulton explained that when a violation was found, it would be written and served upon both the owner of the park and his attorney.

Trustee Eldridge asked if Judge Shelton had given an order to demolish Liberty Square immediately and if it was in appeal, would it be wise to demolish it now.

Attorney Winters responded that wisdom wasn't necessarily the question but rather if we could get any federal assistance that would be needed in order to demolish this complex.

Trustee Eldridge asked if it was wise to come back with a proposal for an asbestos survey when we may not have funds to demolish it.

Attorney Winters explained there were two parallel courses going on at this time, one that Mr. Radzik, Mr. Fulton and Attorney McLain had been following to prepare as best they could for Judge Shelton's order and the other that he, Supervisor Stumbo, Treasurer Doe and Clerk Lovejoy Roe were trying to secure funding to

**CHARTER TOWNSHIP OF YPSILANTI
JANUARY 23, 2012 WORK SESSION MINUTES
PAGE 3**

accomplish this task. He said it could even have more courses if the County and YCUA became involved and it would be a massive project.

Supervisor Stumbo said the questions were the same ones they had discussed internally. She said the township had prevailed in court with Judge Shelton's decision to demolish the complex, however there had been a handful of actual homeowners that appealed the decision. The Supervisor said the Judge said finances could not be used as a reason to not fulfill the order and she felt it must be boarded to keep worse things from happening and the costs the township incurred could be placed as a lien on the property.

Mr. Radzik agreed with the Supervisor, since the Judge had ordered the Township to demolish the complex and the appeal was filed. There was however, no Stay of Execution of the Order filed and the Judge had recently indicated he was expecting some action toward the order. Mr. Radzik said the first step was to see what type of asbestos was present in order to deal with it correctly.

Supervisor Stumbo added that an asbestos survey was necessary in order to obtain grants.

Mr. Radzik said that in addition to talking with Congressman Dingell's office concerning federal opportunities, he was meeting next week with Mary Jo Callan, the Director of County Economic Development trying to find out what might be available at the state level.

Supervisor Stumbo agreed to add the board up issue to the agenda under Other Business.

Trustee Eldridge voiced his concern of liability, since the court had ordered it to be taken down.

Supervisor Stumbo said that they thought at first, that they couldn't, since an appeal had been filed, but were now working toward that end.

Clerk Lovejoy Roe asked if the asbestos survey could be brought back to the February 13th meeting?

Mr. Radzik said he would prepare three written quotes, with the Board's approval, for the board ups and then hire the lowest bidder to do the job. Clerk Lovejoy Roe reminded him to add the line item number.

5. PARK & RIDE

Clerk Lovejoy Roe said lights could be installed at the Park & Ride area by North Bay Park if the Township agreed to do the maintenance. She asked if the Board would agree to let MDOT move ahead and the contract would then be brought back to the Board for approval.

**CHARTER TOWNSHIP OF YPSILANTI
JANUARY 23, 2012 WORK SESSION MINUTES
PAGE 4**

Trustee Eldridge said he didn't understand the process.

Clerk Lovejoy Roe explained that she had contacted MDOT after seeing the darkened entrance and discussed the situation with Supervisor Stumbo, Treasurer Doe, Mr. Allen and Mr. Radzik. MDOT said they had an opportunity now to install the lights if the Township would maintain them.

The Board agreed to move forward.

6. REVIEW AGENDA

A. Consent Agenda

B. Treasurer Report

Treasurer Doe said his office had been working with the Office of Community Standards to rewrite the ordinance to change dog licenses from just a one year to a one year and a three year license which would coincide with vaccinations.

C. Trustee Report

Trustee Eldridge reported he had met twice with Mr. Radzik and Mr. Allen and would bring their findings back to the next meeting.

D. Attorney Report

Attorney Winters provided an overview of the successful resolutions to 3360 Grove Road, 1240 Davis, 1416 Blossom and upcoming demolition of 254 Kansas. He reported the 2972 Roundtree address had been cleaned and was no longer condemned. The management of River's Edge had been contacted in the hope of bringing that property into compliance.

Mr. Winters mentioned that Matt Lane, the intern in the Supervisor's Office, had done a tremendous job in assembling the data and photos gathered over the last three years into a presentation documenting the impact of the housing crisis on the Township.

Mr. Winters also mentioned the good things that had occurred at the three properties on East Michigan Avenue because of the aggressive action of the Board. He added that they still needed to look to all avenues of resources available to bring Liberty Square to a successful conclusion.

E. New Business.

1. Supervisor Stumbo reviewed the request for the acceptance of assistance to the Firefighter's Grant in the amount of \$70,560, with a required 20% matching fund of \$17,640.

**CHARTER TOWNSHIP OF YPSILANTI
JANUARY 23, 2012 WORK SESSION MINUTES
PAGE 5**

2. Supervisor Stumbo explained the request for the extension of the current Teamster contract for 60 days due to the absence of Karen Wallin, Human Resource Department.

ADJOURNMENT

The meeting adjourned at approximately 6:58 p.m.

Respectfully submitted,

Karen Lovejoy Roe, Clerk

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE JANUARY 23, 2012 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 Stan Eldridge, Mike Martin and Scott Martin

Members Absent: Trustee Jean Hall Currie

Legal Counsel: Wm. Douglas Winters

PUBLIC COMMENTS

Arloa Kaiser, Township resident praised the Board and the Office of Community Standards for a job well done with the demolition projects.

CONSENT AGENDA

- A. MINUTES OF THE DECEMBER 20, 2011 WORK SESSION, REGULAR MEETING AND EXECUTIVE SESSION**
- B. DECEMBER 2011 TREASURER REPORT (SEE ATTACHED)**
- C. DECEMBER 20, 2011 STATEMENTS AND CHECKS**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to approve the Consent Agenda. The motion carried unanimously.

SUPERVISOR REPORT

12/22/11

- Attended weekly development team meeting

12/23/11-1/2/12

- Township closed for Christmas & New Year's
- Worked on 2012 Helpful Handbook mailer
- Travis McDugald switched over email system to Zimbra

1/3/12

- Attended weekly police meeting
- Attended Lakeview NHW meeting

1/5/12

- Attended weekly development team meeting
- Matt Lane, Doug Winters and I met to prepare for meeting with Congressman Dingell regarding foreclosures, blighted properties and the over concentration of public housing
- 3 FTOs, Mike Radzik, Ron Fulton, Matt Lane and Doug Winters met with Congressman Dingell and his aide, Jason
- Attended Bud/Blossom NHW meeting with new Community Engagement Officer, Andy Holt

**CHARTER TOWNSHIP OF YPSILANTI
JANUARY 23, 2012 REGULAR MEETING MINUTES
PAGE 2**

1/6/12

- Met with Bryce Kelley of Aerotropolis regarding business meetings with General Dynamics and Sensitile
- Met with local business owner

1/9/12

- Attended weekly police meeting
- Attended West Willow NHW meeting

1/10/12

- 3 FTOs met with Paul Ganz of DTE Energy regarding a change out in their meters, to read remotely
- Attended Holmes Road NHW meeting

1/11/12

- Met with new OCS employee, Aaron Dietz
- Attended meeting on 911 county wide dispatch as representative for MTA
- Karen Roe and I attended ELG Executive Committee Meeting at SPARK East

1/12/12

- Attended weekly development team meeting
- Met with Magistrate/Court Administrator Mark Nelson regarding negotiations

1/13/12

- 3 FTOs and Joe Lawson attended meeting regarding community outreach strategies for AATA

1/16/12

- Larry Doe, Stan Eldridge, Jean Hall Currie and I attended President's luncheon celebrating Martin Luther King, Jr. at Eastern Michigan University

1/16/12

- Township offices closed for Martin Luther King, Jr. Day

1/17/12

- Joe Lawson and I attended Detroit Economic Club Meeting with Lois Richardson
- 3 FTOs and Fire Chief met with John Hancock to discuss firefighter negotiations

1/18/12

- Attended WATS policy meeting
- Attended U-196 Community Strategies meeting, subcommittee of AATA
- 3 FTOs met with 14-B District Court Judge, Magistrate and Accountant
- Attended Cliffs on the Bay NHW meeting

1/19/12

- Attended MPO Exploration Committee meeting, a subcommittee of WATS
- 3 FTOs, Jeff Allen and Art Serafinski met to discuss Aaron Dietz transitioning into Floater II/Clerk III position, request posting of Building Attendant position
- 3 FTOs attended Teamsters negotiations planning meeting

**CHARTER TOWNSHIP OF YPSILANTI
JANUARY 23, 2012 REGULAR MEETING MINUTES
PAGE 3**

1/20/12

- Mike Radzik, Ron Fulton, Doug Winters, Matt Lane and I participated in conference call with Congressman Dingell's Office regarding housing foreclosures and blight issues
- 3 FTOs met with Washtenaw County Road Commission to discuss road bond issues and to get information - there are 26 miles of road in Ypsilanti Township that need either overlay, mill & overlay or total reconstruction.

1/23/12

- Karen Roe, Mike Radzik, Doug Winters and I participated in conference call with Kirk Profit and the State of Michigan regarding the lease of the Michigan State Police Post
- Attended weekly police meeting
- Met with Comcast regarding expansion of high speed internet at Airport Drive, DTE will be moving 30 jobs into one of the buildings – Comcast is continuing to find ways to have high speed internet in DeMattia Park

Other Events:

- Ypsi PRIDE – May 19, 2012 from 9 a.m. to noon
- Brotherhood Banquet, February 24, 2012 at 6:30 p.m.
- SOS Community Service Ford Lake Leap, February 11, 2012 from 9 a.m. to noon

CLERK REPORT

- After the Christmas break the Clerk's office has been diligently working on election preparation tasks for the Presidential Primary election to be held on February 28, 2012. Including reorganization and set up of the election room.
- Absentee ballots arrived on Friday, January 13, 2012 and those required for overseas mailing were mailed on the same day.
- Other Absentee ballots were prepared after the Martin Luther King holiday and were mailed week of January 16th after the Dr. Martin Luther King Holiday closure.
- Applications for Absentee ballots arrive daily and are processed.
- The Clerk's office is in need of election inspectors with computer experience for the August and November, 2012 elections. You must be registered to vote if 18 or older. If between the ages of 16-17 you must be a student to be eligible to become an election inspector. Please go on line at www.ytown.org under the Clerk's department to find an election inspector application. Please fill out and bring to Clerk's office with social security card and driver license to apply. You can also pick up an application at the Clerk's office.
- The Clerk has worked with the Accounting Director to support the Human Resources Department and employee needs during the leave of the Human Resources only staff person.
- The Clerk and Accounting offices mailed out the Health Care information to the retirees and prepared information for all active employees related to the change in health care for 2012.

**CHARTER TOWNSHIP OF YPSILANTI
JANUARY 23, 2012 REGULAR MEETING MINUTES
PAGE 4**

- The Auditors have begun preliminary work in the township beginning the week of January 9th.
- The Clerk's office will be open from 9-2 on Saturday, February 25th for absentee voting. The last day to vote absentee is Monday, February 27th at 4:00 p.m.
- The Clerk along with the Treasurer and Supervisor have provided support and input to negotiations underway in the township; Fire Department, Court and Teamsters, with several meetings since the beginning of the new year. Since returning from the Christmas Holiday there have been several internal meetings regarding all the bargaining units and negotiations.

TREASURER REPORT

Treasurer Doe stated that he gave his report at the Work Session.

TRUSTEE REPORT

Trustee Eldridge reported that the video camera issue would be brought back to the next meeting.

ATTORNEY REPORT

Attorney Winters praised the Fire Chief, Fire Dept. and Fire Marshal Larry James in particular, for the work he had done bringing businesses into compliance.

NEW BUSINESS

- 1. REQUEST OF ERIC COPELAND, FIRE CHIEF FOR AUTHORIZATION TO ACCEPT ASSISTANCE TO FIREFIGHTER'S GRANT (AFG) IN THE AMOUNT OF \$70,560 WITH A REQUIRED 20% MATCHING FUND OF \$17,640, BUDGETED IN LINE ITEM #206.206.000.979.002 AND AUTHORIZATION TO SEEK COMPETITIVE BIDS FOR VEHICLE EXHAUST REMOVAL SYSTEM FOR EACH OF THE STATIONS**

A motion was made by Trustee Eldridge, supported by Clerk Lovejoy Roe to approve the request of Eric Copeland, Fire Chief for authorization to accept Assistance to Firefighter's Grant (AFG) in the amount of \$70,560 with a required 20% matching fund of \$17,640, budgeted in line item #206.206.000.979.002 and to authorize seeking competitive bids for Vehicle Exhaust Removal System for each of the stations.

Chief Copeland provided a brief overview of the request.

The motion carried unanimously.

- 2. REQUEST OF TEAMSTERS LOCAL 214 TO EXTEND THE CURRENT CONTRACT FOR AN ADDITIONAL 60 DAYS (MARCH 30, 2012) DUE TO THE ABSENCE OF KAREN WALLIN, HUMAN RESOURCES**

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve the request of Teamsters Local 214 to extend the current contract for an additional 60 days (March 30, 2012) due to the absence of Karen Wallin, Human Resources. The motion carried unanimously.

OTHER BUSINESS

1. **REQUEST OF ART SERAFINSKI, RECREATION DIRECTOR TO ENTER INTO AN AGREEMENT WITH ANN ARBOR HURON HIGH SCHOOL FOR THE USE OF THEIR AUDITORIUM FOR THE ANNUAL DANCE REHEARSAL AND RECITAL, NOT TO EXCEED \$4,200, BUDGETED IN LINE ITEM #230.751.000.740.000 AND TO AUTHORIZE SIGNING OF THE AGREEMENT**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to approve request of Art Serafinski, Recreation Director to enter into an agreement with Ann Arbor Huron High School for the use of their auditorium for the Annual Dance rehearsal and recital, not to exceed \$4,200, budgeted in line item #230.751.000.740.000 and to authorize signing of the agreement. The motion carried unanimously.

2. **REQUEST OF MIKE RADZIK, OFFICE OF COMMUNITY STANDARDS DIRECTOR TO SOLICIT QUOTES FOR THE BOARD UP OF LIBERTY SQUARE AND SELECT THE LOWEST QUOTE, NOT TO EXCEED \$20,000, BUDGETED IN LINE ITEM #893.893.000.806.002**

Supervisor Stumbo read the memo from Mike Radzik into the record (See Attached).

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve the request of Mike Radzik, Office of Community Standards Director to solicit quotes for the board up of Liberty Square and select the lowest quote, not to exceed \$20,000, budgeted in line item #893.893.000.806.002. The motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at approximately 7:30 p.m.

Respectfully submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

OFFICE OF THE TREASURER
LARRY J. DOE



MONTHLY TREASURER'S REPORT
DECEMBER 1, 2011 THROUGH DECEMBER 31, 2011

<u>Account Name</u>	<u>Beginning Balance</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Ending Balance</u>
101 - General Fund	4,932,977.00	181,596.05	592862.64	4,521,710.41
101 - Payroll	82,261.68	755,967.20	751,339.95	86,888.93
101 - Willow Run Escrow	141,312.31	12.00	0.00	141,324.31
206 - Fire Department	2,468,801.23	10,241.56	395,746.00	2,083,296.79
208 - Parks Fund	19,748.27	1.64	413.49	19,336.42
211 - Bicycle Path	33,680.59	2.23	9,320.25	24,362.57
212 - Roads/Bike Path/Rec/General Fund	985,138.70	100,086.06	20,401.14	1,064,823.62
225 - Environmental Clean-up	443,527.78	37.67	0.00	443,565.45
226 - Environmental Services	3,638,641.23	250,910.81	470,924.69	3,418,627.35
230 - Recreation	226,346.40	19,473.26	61,055.56	184,764.10
236 - 14-B District Court	71,519.39	83,477.50	66,479.75	88,517.14
244 - Economic Development	67,058.24	5.69	0.00	67,063.93
245 - Public Improvement	0.00	0.00	0.00	-
248 - Rental Inspections	14,322.17	3,741.07	9,725.76	8,337.48
249 - Building Department Fund	266,857.36	17,670.71	16,963.99	267,564.08
250 - LDFA Tax	304.65	0.03	0.00	304.68
252 - Hydro Station Fund	584,683.99	32,715.02	15,208.40	602,190.61
266 - Law Enforcement Fund	3,572,960.45	369.97	473,978.46	3,099,351.96
280 - State Grants	18,350.58	1.56	0.00	18,352.14
283 - Neighborhood Stabilization	6,945.47	0.58	0.00	6,946.05
301 - General Obligation	395,537.69	32.79	8,150.00	387,420.48
396 - Series "A" Bond Payments	1,753.34	0.15	112.00	1,641.49
397 - Series "B" Cap. Cost of Funds	1,807.31	8,150.47	7,845.56	2,112.22
398 - LDFA 2006 Bonds	30,518.47	2.59	0.00	30,521.06
498 - Capital Improvement 2006 Bond Fund	343,915.20	29.21	0.00	343,944.41
584 - Green Oaks Golf Course	210,428.46	1,756.07	24,830.13	187,354.40
590 - Compost Site	1,214,274.49	36,453.48	26,628.40	1,224,099.57
595 - Motor Pool	442,374.89	11,216.73	2,331.49	451,260.13
701 - General Tax Collection	3,154.01	6,115.38	3,190.49	6,078.90
703 - Current Tax Collections	885,424.73	5,118,241.54	953,986.40	5,049,679.87
707 - Bonds & Escrow/GreenTop	557,124.46	2,046.98	4,472.60	554,698.84
708 - Fire Withholding Bonds	60,471.44	0.00	7,807.53	52,663.91
893 - Nuisance Abatement Fund	80,487.38	121.01	18,642.00	61,966.39
ABN AMRO Series "B" Debt Red. Cap.Int.	37,262.64	0.69	1,486.70	35,776.63
Comerica Series B Bond	1,843.95	0.24	25.00	1,819.19
GRAND TOTAL	21,841,815.95	6,640,477.94	3,943,928.38	24,538,365.51

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



Office of Community Standards

Ordinance Department
7200 S. Huron River Drive
Ypsilanti, MI 48197
(734) 485-4393
ytown.org

January 23, 2012

To: Board of Trustees
From: Michael Radzik, Director
Office of Community Standards & Police Administration
Subject: **Authorization to Board Up Liberty Square via
893-893.000-806.002 Nuisance Abatement Fund**
Copy: Doug Winters, Attorney

There is an immediate need to hire a contractor to board up approximately 120 doorways and 130 window openings that are currently open and unsecure within the Liberty Square townhouse complex.

The complex, consisting of 151 units contained in 17 buildings, is currently vacant and is the subject of a circuit court demolition order. The order has been appealed to the state court of appeals and the time line for demolition is unknown at this time.

It is anticipated that this massive board up project will likely cost approximately \$15,000 to \$20,000. I propose to obtain three written quotes from qualified vendors and select the lowest quote for immediate execution.

Funds are available in the Nuisance Abatement account #893-893.000-806.002.

I respectfully request your authorization to obtain competitive quotes and select the lowest quote for immediate execution.

Thank you for your assistance in this matter.

Check Register Report

Date: 02/06/2012

Time: 9:07 am

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Charter Township of Ypsilanti

BANK: HAND CHECKS

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
HAND CHECKS Checks							
156734	01/18/2012	Printed		6215	UNITED STATES POSTMASTER	REPLENISH PERMIT #565	3,200.00
156735	01/20/2012	Printed		0363	COMCAST CABLE	ACCT. #09588 307929-01-7	75.95
156736	01/20/2012	Printed		0363	COMCAST CABLE	ACCT. #09588 290641-01-7	30.81
156737	01/20/2012	Printed		0363	COMCAST CABLE	ACCT. #09588 352887-01-2	81.95
156738	01/20/2012	Printed		0363	COMCAST CABLE	ACCT. #09588 290692-01-0	201.95
156739	01/20/2012	Printed		0426	GUARDIAN ALARM	BILLING: 7200 S. HURON RIVER	305.19
156740	01/20/2012	Printed		0426	GUARDIAN ALARM	BILLING: 1775 E. CLARK	163.11
156741	01/20/2012	Printed		4402	TDS METROCOM	ACCT. #825 609 0021	883.05
156742	01/20/2012	Printed		6821	AT & T	ACCT. #734 434-2020 090 1	39.45
156743	01/20/2012	Printed		6821	AT & T	ACCT. #734 482-2386 398 5	59.69
156744	01/20/2012	Printed		6821	AT & T	ACCT. #734 482-5720 807 3	174.50
156745	01/20/2012	Printed		6821	AT & T	ACCT. #734 482-6733 544 5	42.00
156746	01/20/2012	Printed		6821	AT & T	ACCT. #734 544-4100 851 1	654.11
156747	01/20/2012	Printed		6821	AT & T	ACCT. #734 R01-6553 984 9	241.49
156748	01/20/2012	Printed		6821	AT & T	ACCT. #734 R21-0061 299 8	5,385.75
156749	01/20/2012	Printed		6821	AT & T	ACCT. #734 R21-1069 765 8	720.84
156750	01/24/2012	Printed		6215	UNITED STATES POSTMASTER	REPLENISH PERMIT #465	3,000.00
156751	01/25/2012	Printed		0118	DTE ENERGY	GAS & ELECTRIC INVOICES	435.45
156752	01/25/2012	Printed		0426	GUARDIAN ALARM	BILLING: 7200 S. HURON RIVER	305.19
156753	01/25/2012	Printed		2002	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INS. - JAN & FEB 2012	21,396.01
156754	01/25/2012	Printed		15754	KELLOGG HOTEL & CONFERENCE CTR	REGISTRATION FOR 14TH ANNUAL M	340.00
156755	01/27/2012	Printed		0119	DTE ENERGY**	STREETLIGHTS - DEC. 2011	78,386.11
156756	01/27/2012	Printed		6263	STANDARD INSURANCE COMPANY	LIFE & DISABILITY - FEB. 2011	3,579.92
156757	01/27/2012	Printed		15934	WASTE MANAGEMENT	ACCT. #389-0054729-1389-5	347.07
156758	02/01/2012	Printed		6821	AT & T	ACCT. #734 480-9586 427 9	39.50
156759	02/01/2012	Printed		6821	AT & T	ACCT. #734 483-0584 132 0	39.50
156760	02/01/2012	Printed		6821	AT & T	ACCT. #734 483-0777 627 6	256.78
156761	02/01/2012	Printed		6821	AT & T	ACCT. #734 483-4224 435 5	189.22
156762	02/01/2012	Printed		6821	AT & T	ACCT. #734 483-9550 827 6	22.27
156763	02/01/2012	Printed		6821	AT & T	ACCT. #734 484-1536 689 4	58.60
156764	02/01/2012	Printed		6821	AT & T	ACCT. #734 484-3773 758 5	79.54
156765	02/01/2012	Printed		6821	AT & T	ACCT. #734 484-7323 055 2	37.52
156766	02/01/2012	Printed		6821	AT & T	ACCT. #734 484-7336 868 3	24.92
156767	02/01/2012	Printed		6821	AT & T	ACCT. #734 485-0084 397 9	45.33
156768	02/01/2012	Printed		6821	AT & T	ACCT. #734 485-0881 149 9	93.10
156769	02/01/2012	Printed		6821	AT & T	ACCT. #734 485-1174 097 4	159.29
156770	02/01/2012	Printed		6821	AT & T	ACCT. #734 485-1992 091 7	39.52
156771	02/01/2012	Printed		6821	AT & T	ACCT. #734 485-6881 100 9	43.32
156772	02/01/2012	Printed		0363	COMCAST CABLE	ACCT. #09588 302000-01-0	74.31
156773	02/01/2012	Printed		15420	RESERVE ACCOUNT	RESERVE ACCOUNT #10230589	10,000.00

Total Checks: 40

Checks Total (excluding void checks):

131,252.31

Total Payments: 40

Bank Total (excluding void checks):

131,252.31

Total Payments: 40

Grand Total (excluding void checks):

131,252.31

Accounts Payable Checks - 529,028.01
 HAND CHECKS - 131,252.31
 GRAND Total - 660,280.33

Check Register Report

Date: 02/06/2012

Time: 8:59 am

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Charter Township of Ypsilanti

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
156774	02/06/2012	Printed		8406	ACCESS DATA	ANNUAL LICENSE RENEWAL, MAINT	1,800.00
156775	02/06/2012	Printed		11339	ACCUSHRED LLC	DOCUMENT DESTRUCTION SVCS	85.00
156776	02/06/2012	Printed		8412	ACO HARDWARE	SUPPLIES	306.71
156777	02/06/2012	Printed		15184	AMERIGAS - YPSILANTI	PROPANE	744.20
156778	02/06/2012	Printed		0017	ANN ARBOR CLEANING SUPPLY	SUPPLIES	95.86
156779	02/06/2012	Printed		0022	ANN ARBOR WELDING SUPPLY CO	MEDICAL SUPPLIES	339.19
156780	02/06/2012	Printed		0675	ARBOR VACUUM & SMALL APPLIANCE	SUPPLIES	294.00
156781	02/06/2012	Printed		1014	ARGUS HAZCO	REPLACEMENT EXPLOSICE LEL SENS	450.61
156782	02/06/2012	Printed		0909	AT & T*	ACCT. #053 294-5218 001	34.47
156783	02/06/2012	Printed		0215	AUTO VALUE YPSILANTI	SUPPLIES	222.13
156784	02/06/2012	Printed		0777	BANDIT INDUSTRIES	CHIPPER REPAIRS #129, 133, 135	661.84
156785	02/06/2012	Printed		15941	TODD J. BARBER	BUILDING INSPECTIONS	3,700.00
156786	02/06/2012	Printed		8529	BASIC	FLEX PLAN - JAN, FEB, MAR 2012	41.20
156787	02/06/2012	Printed		0007	BECKETT AND RAEDER, INC.	PROFESSIONAL SERVICES	788.32
156788	02/06/2012	Printed		6702	BELFOR USA	LOCATION: 1240 DAVIS	1,052.25
156789	02/06/2012	Printed		0195	BEST BUY BUS. ADVANTAGE ACCT.	REPLACEMENT DIGITAL CAMERA PAC	1,499.60
156790	02/06/2012	Printed		0898	BS & A SOFTWARE	MAINTENANCE CONTRACTS	6,020.00
156791	02/06/2012	Printed		6959	BUTZEL LONG	PROFESSIONAL SERVICES	4,260.48
156792	02/06/2012	Printed		6959	BUTZEL LONG	PROFESSIONAL SERVICES	944.33
156793	02/06/2012	Printed		6959	BUTZEL LONG	PROFESSIONAL SERVICES	175.00
156794	02/06/2012	Printed		6959	BUTZEL LONG	PROFESSIONAL SERVICES	2,400.00
156795	02/06/2012	Printed		6015	CENTRON DATA SERVICES	PRE PAID POSTAGE FOR 2012 ASSE	6,336.00
156796	02/06/2012	Printed		0870	CHARTER TOWNSHIP OF SUPERIOR	UTILITIES: GREEN OAKS	15.62
156797	02/06/2012	Printed		2276	CINCINNATI TIME SYSTEMS	EQUIPMENT RENTAL	2,010.00
156798	02/06/2012	Printed		15370	CLEVELAND GOLF SRIXON	PRO SHOP RESALE	57.75
156799	02/06/2012	Printed		1312	COMPLETE BATTERY SOURCE	AUTO MAINTENANCE	236.94
156800	02/06/2012	Printed		0582	CONGDON'S	SUPPLIES	112.24
156801	02/06/2012	Printed		11679	TANEESHA CRAWFORD	REFUND - BASKETBALL LEAGUE	39.00
156802	02/06/2012	Printed		11936	LESLIE CYPERT	PYMT OF NOXIOUS WEED PLACED	161.94
156803	02/06/2012	Printed		0521	DSS CORPORATION	C90 LEADERLESS CASSETTEE TAPES	189.00
156804	02/06/2012	Printed		6515	EMERGENCY MEDICAL PRODUCTS	REPLACEMENT OF EMS EQUIPMENT	348.10
156805	02/06/2012	Printed		1200	FEDERAL EXPRESS CORPORATION	POSTAGE	88.59
156806	02/06/2012	Printed		15796	FIRST DUE FIRE SUPPLY	STRUCTUAL FIRE HELMET FOR MICH	1,559.10
156807	02/06/2012	Printed		16336	TABATHA FRANKOWIAK	REFUND - DODGEBALL WINTER	20.00
156808	02/06/2012	Printed		1233	GORDON FOOD SERVICE INC.	SUPPLIES	69.96
156809	02/06/2012	Printed		0107	GRAINGER	SUPPLIES	755.54
156810	02/06/2012	Printed		0070	GREAT LAKES TELECOM, INC.	TELEPHONE	83.25
156811	02/06/2012	Printed		6414	GRIFFIN PEST SOLUTIONS	LOCATION: STATION #1	87.00
156812	02/06/2012	Printed		15004	HABITAT FOR HUMANITY	HABITAT FOR HUMANITY	90,000.00
156813	02/06/2012	Printed		0158	MARK HAMILTON	ATTORNEY FEES - FEB. 2012	1,500.00
156814	02/06/2012	Printed		6551	HANS AUTO ELECTRIC	REBUILD 270 AMP ALTERNATOR	445.00
156815	02/06/2012	Printed		6542	HARBOR FREIGHT	SUPPLIES	42.45
156816	02/06/2012	Printed		0157	HAROLD'S FRAME SHOP INC.	REPLACE BORKEN LEAF SPRING ON	484.42
156817	02/06/2012	Printed		6021	HENDERSON GLASS	REPAIRS & MAINTENANCE	325.00
156818	02/06/2012	Printed		15884	HEPPNER LANDSCAPE SERVICES	PROFESSIONAL SERVICES	450.00

Check Register Report

Date: 02/06/2012

Time: 8:59 am

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Charter Township of Ypsilanti

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
156819	02/06/2012	Printed		15884	HEPPNER LANDSCAPE SERVICES	PROFESSIONAL SERVICES	2,584.00
156820	02/06/2012	Printed		15884	HEPPNER LANDSCAPE SERVICES	PROFESSIONAL SERVICES	60.00
156821	02/06/2012	Printed		6547	HERITAGE NEWSPAPERS	PUBLISHING	83.20
156822	02/06/2012	Printed		0503	HOME DEPOT	SUPPLIES	654.49
156823	02/06/2012	Printed		16307	ICC	2009 FIRE CODE. PURCHASED THRU	94.00
156824	02/06/2012	Printed		8119	ICLE	SUBSCRIPTION RENEWAL	121.50
156825	02/06/2012	Printed		5420	INTAB	ELECTION SUPPLIES	444.06
156826	02/06/2012	Printed		15496	J.F. MOORE & ASSOCIATES, LLC	SMALL CLAIMS	81.00
156827	02/06/2012	Printed		16373	JP MORGAN CHASE	PYMT OF NOXIOUS WEEDS	253.00
156828	02/06/2012	Printed		0391	KONICA MINOLTA - ALBIN	EQUIPMENT MAINTENANCE	179.25
156829	02/06/2012	Printed		15493	ADAM KURTINAITIS	ELECTRICAL INSPECTIONS	1,080.00
156830	02/06/2012	Printed		16374	LA ESPIGA DORADA INC	PYMT OF NOXIOUS WEEDS	258.75
156831	02/06/2012	Printed		0222	LARDNER ELEVATOR COMPANY	ANNUAL MAINTENANCE	1,740.00
156832	02/06/2012	Printed		6467	LOWES	SUPPLIES	166.02
156833	02/06/2012	Printed		11330	LSL PLANNING INC	PROFESSIONAL SERVICES	855.00
156834	02/06/2012	Printed		0244	MARGOLIS COMPANIES, INC.	SUPPLIES	1,855.00
156835	02/06/2012	Printed		0253	MCLAIN AND WINTERS	LEGAL SERVICES - JAN. 2012	9,775.00
156836	02/06/2012	Printed		16001	MICHAEL MEYER	REFEREE	120.00
156837	02/06/2012	Printed		0044	MICHIGAN MUNICIPAL LIABILITY	INSURANCE & BONDS	203,741.00
156838	02/06/2012	Printed		15402	MIDWEST MEDICAL CENTER	HOSPITAL PHYSICALS	65.00
156839	02/06/2012	Printed		2986	NAPA AUTO PARTS*	AUTO PARTS	161.05
156840	02/06/2012	Printed		6278	OBRYAN'S LOCK & KEY*	REPAIRS & MAINTENANCE	328.00
156841	02/06/2012	Printed		1937	OFFICE DEPOT	REPLACE CHAIR	17,869.00
156842	02/06/2012	Printed		2997	OFFICE EXPRESS	SUPPLIES	1,187.99
156843	02/06/2012	Printed		6893	OFFICE MAX* #434705	SUPPLIES	135.97
156844	02/06/2012	Printed		0309	ORCHARD, HILTZ & MCCLIMENT INC	BLACKMORE II ADDITION	1,775.25
156845	02/06/2012	Printed		0147	OSCAR W. LARSON CO.	WATER ALARM FOR FUEL STORAGE T	335.00
156846	02/06/2012	Printed		16342	OUTDOOR EXPERTS, INC.	SNOW PLOW REPAIR (UTILITY 14-1	55.00
156847	02/06/2012	Printed		0327	PINTER'S FLOWERLAND, INC.	MAINTENANCE SUPPLIES	6.75
156848	02/06/2012	Printed		6203	PITTSFIELD CHARTER TOWNSHIP	INSPECTIONS	2,310.00
156849	02/06/2012	Printed		15887	POLO FIELDS GOLF & COUNTRY	BUILDING RENTAL - ELECTIONS	1,100.00
156850	02/06/2012	Printed		0722	PRINTING SYSTEMS	AV APPLICATIONS 02/28/2012 ELE	983.13
156851	02/06/2012	Printed		16008	PRIORITY ONE EMERGENCY	REPLACE HEADLIGHT/STREAMLITE O	136.99
156852	02/06/2012	Printed		16370	PROGRESSIVE BENEFIT SOLUTIONS	PBS MONTHLY ADMIN FEE	2,890.00
156853	02/06/2012	Printed		6953	QUILL OFFICE SUPPLIES	REPLENISH SUPPIES	1,498.51
156854	02/06/2012	Printed		3214	RENT A WRECK	LEASE	280.00
156855	02/06/2012	Printed		15386	RICOH AMERICAS CORPORATION	EQUIPMENT RENTAL	835.12
156856	02/06/2012	Printed		6308	RKA PETROLEUM	RESUPPLY FUEL TANKS AT HQ	3,532.17
156857	02/06/2012	Printed		16345	SHERRI PHILLIPS	DJ SERVICES FOR DADDY DAUGHTER	500.00
156858	02/06/2012	Printed		0395	SHRADER TIRE & OIL	REPAIRS	523.59
156859	02/06/2012	Printed		6757	SMETKA HEATING & COOLING	FURNACE REPAIR	203.00
156860	02/06/2012	Printed		16376	CAROL SMITH	REFUND - MINI ART MASTERS	40.00
156861	02/06/2012	Printed		0399	SPEARS FIRE & SAFETY SERVICE	FIRE & SAFETY SERVICES	143.00
156862	02/06/2012	Printed		1338	STADIUM TROPHY	UPDATE ANNUAL PLATES	38.00
156863	02/06/2012	Printed		6509	SUNSHINE MEDICAL	RESTOCK OF EMS MEDICAL GLOVES	452.50
156865	02/06/2012	Printed		1235	SURE-FIT LAUNDRY COMPANY	LAUNDRY - PKS & GROUND	2,405.93

Check Register Report

Date: 02/06/2012

Time: 8:59 am

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Charter Township of Ypsilanti

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
156866	02/06/2012	Printed		16301	TECHNICAL SERVICE PROFESSIONAL	PROFESSIONAL SERVICES	18,075.00
156867	02/06/2012	Printed		16378	TESTING ENGINEERS AND	PROFESSIONAL SERVICES	5,697.00
156868	02/06/2012	Printed		0887	TOTAL FITNESS CONCEPTS	FITNESS TESTING	1,190.00
156869	02/06/2012	Printed		2943	TRI COUNTY INTERNATIONAL	CHIPPER TRUCK #33 REPAIRS	825.01
156870	02/06/2012	Printed		8621	UNEMPLOYMENT INSURANCE AGENCY	MESC PAYABLES	25,859.60
156871	02/06/2012	Printed		16379	UNIVERSITY OF MICHIGAN	GROUPWISE REPLACEMENT SOFTWARE	6,081.60
156872	02/06/2012	Printed		3082	UNIVERSITY TRANSLATORS	TRANSLATOR SERVICES	420.00
156873	02/06/2012	Printed		6627	VICTORY LANE	AUTO MAINTENANCE	268.88
156874	02/06/2012	Printed		7035	WASHTENAW COMMUNITY COLLEGE#	DEL PP TAXES	141.08
156875	02/06/2012	Printed		0163	WASHTENAW COUNTY ROAD	DEBT SRVS INTEREST - HIGHWYS	6,875.00
156876	02/06/2012	Printed		7005	WASHTENAW COUNTY TREASURER	TRAILER FEES - DEC. 2011	3,232.50
156877	02/06/2012	Printed		7005	WASHTENAW COUNTY TREASURER	DEL PP TAXES	456.39
156878	02/06/2012	Printed		0444	WASHTENAW COUNTY TREASURER#	COMMUNICATIONS	100.00
156879	02/06/2012	Printed		0444	WASHTENAW COUNTY TREASURER#	SHERIFF PATROL	2,350.00
156880	02/06/2012	Printed		0444	WASHTENAW COUNTY TREASURER#	COMMUNICATIONS	2,350.00
156881	02/06/2012	Printed		0444	WASHTENAW COUNTY TREASURER#	SHERIFF PATROL	51,182.50
156882	02/06/2012	Printed		0444	WASHTENAW COUNTY TREASURER#	SHERIFF PATROL	1,534.00
156883	02/06/2012	Printed		7042	WASHTENAW INTERMEDIATE	DEL PP TAXES	152.15
156884	02/06/2012	Printed		3011	WEST PAYMENT CENTER	SUBSCRIPTION	69.84
156885	02/06/2012	Printed		7036	WILLOW RUN SCHOOL DISTRICT	DEL PP TAXES	300.53
156886	02/06/2012	Printed		1627	WINGFOOT COMMERCIAL TIRE	REPLACE 3 REAR TIRES ON ENGINE	1,247.12
156887	02/06/2012	Printed		4263	WOLVERINE FREIGHTLINER	AUTO MAINTENANCE	102.00
156888	02/06/2012	Printed		0480	YPSILANTI COMMUNITY	ACCT. #2-037-360000-01	4,375.05
156889	02/06/2012	Printed		7034	YPSILANTI DISTRICT LIBRARY	DEL PP TAXES	91.57
156890	02/06/2012	Printed		7039	YPSILANTI SCHOOL DISTRICT	DEL PP TAXES	266.82
156891	02/06/2012	Printed		6417	YPSILANTI TWP PETTY CASH	REIMBURSE PETTY CASH	219.32
156892	02/06/2012	Printed		0494	ZEE MEDICAL SERVICE COMPANY	SUPPLIES	41.64
156893	02/06/2012	Printed		0729	ZEP MANUFACTURING COMPANY	SUPPLIES	255.10

Total Checks: 119 Checks Total (excluding void checks): 529,028.01

Total Payments: 119 Bank Total (excluding void checks): 529,028.01

Total Payments: 119 Grand Total (excluding void checks): 529,028.01

SUPERVISOR REPORT

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

CLERK REPORT

THERE IS NO WRITTEN CLERK REPORT

TREASURER REPORT

THERE IS NO WRITTEN TREASURER REPORT

TRUSTEE REPORT

THERE IS NO WRITTEN TRUSTEE REPORT

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



Office of Community Standards

Building Department
7200 S. Huron River Drive
Ypsilanti, MI 48197
(734) 485-3943
ytown.org

Memorandum

To: Karen Lovejoy Roe

From: Ron Fulton, Building Director

Date: January 26, 2012

Subject: Request for Legal Authorization

Address: The River's Edge Apartments K -11-04-200-013

The Office of Community Standards has been working to abate the multiple issues at the above apartment complex. The first NOV was issued May 2011. This property is in disrepair. The Office of Community Standards has sent the owner a Notice of Violation. The owner sold the property. The NOV was re-issued to the new owner and they have not responded. The Office of Community Standards would respectfully request that the Board consider authorization to sue the owner in Circuit Court if necessary in order to abate this nuisance.

Please place this item on the agenda for the February 13, 2012 Board meeting for consideration. Thank you.



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



Office of Community Standards
Ordinance Department
7200 S. Huron River Drive
Ypsilanti, MI 48197
(734) 485-4393
ytown.org

February 6, 2012

To: Board of Trustees
From: Mike Radzik, Director
Office of Community Standards & Police Administration
Subject: **Confirm Authorization to Initiate Legal Action to Abate Public Nuisance
1805 Parkwood Ave**
Copy: Doug Winters, Attorney

The Office of Community Standards is investigating a public nuisance at a five-unit apartment building located at 1805 Parkwood Ave. As part of the investigation, an administrative search warrant was executed on February 1, 2012 in order to allow Township inspectors to inspect the premises. This was necessary because the property owner refused to cooperate and consent to inspections.

As a result of the inspections, the Building Director has condemned the building, including all five apartments. Two of the apartments remain occupied by tenants with unsafe conditions present.

Due to the property owner's lack of cooperation and the serious safety issues present on site, on February 3, 2012, I sought and received administrative approval from the full-time elected officials to initiate immediate legal action to abate the nuisance.

Now, I respectfully request that the Board of Trustees take action to confirm the authorization to proceed to circuit court. I am available to answer questions and address concerns regarding this case, which remains under investigation.

ATTORNEY REPORT

GENERAL LEGAL UPDATE

Habitat for Humanity of Huron Valley

170 Aprill Dr, Suite A
Ann Arbor, MI 48103

Invoice

Date	Invoice #
1/19/2012	1

Bill To
Ypsilanti Township 7200 S. Huron River Dr Ypsilanti, MI 48197

Description	Amount
1315 Clarita	24,291.55
1211 Clarita	38,951.39
1221 Clarita	41,312.28
Habitat Investment in Purchases	-12,255.22
Purchase Concession - 1315 Clarita	-2,300.00
Total \$90,000.00	

CHARTER TOWNSHIP OF YPSILANTI RESOLUTION NO. 2012-1

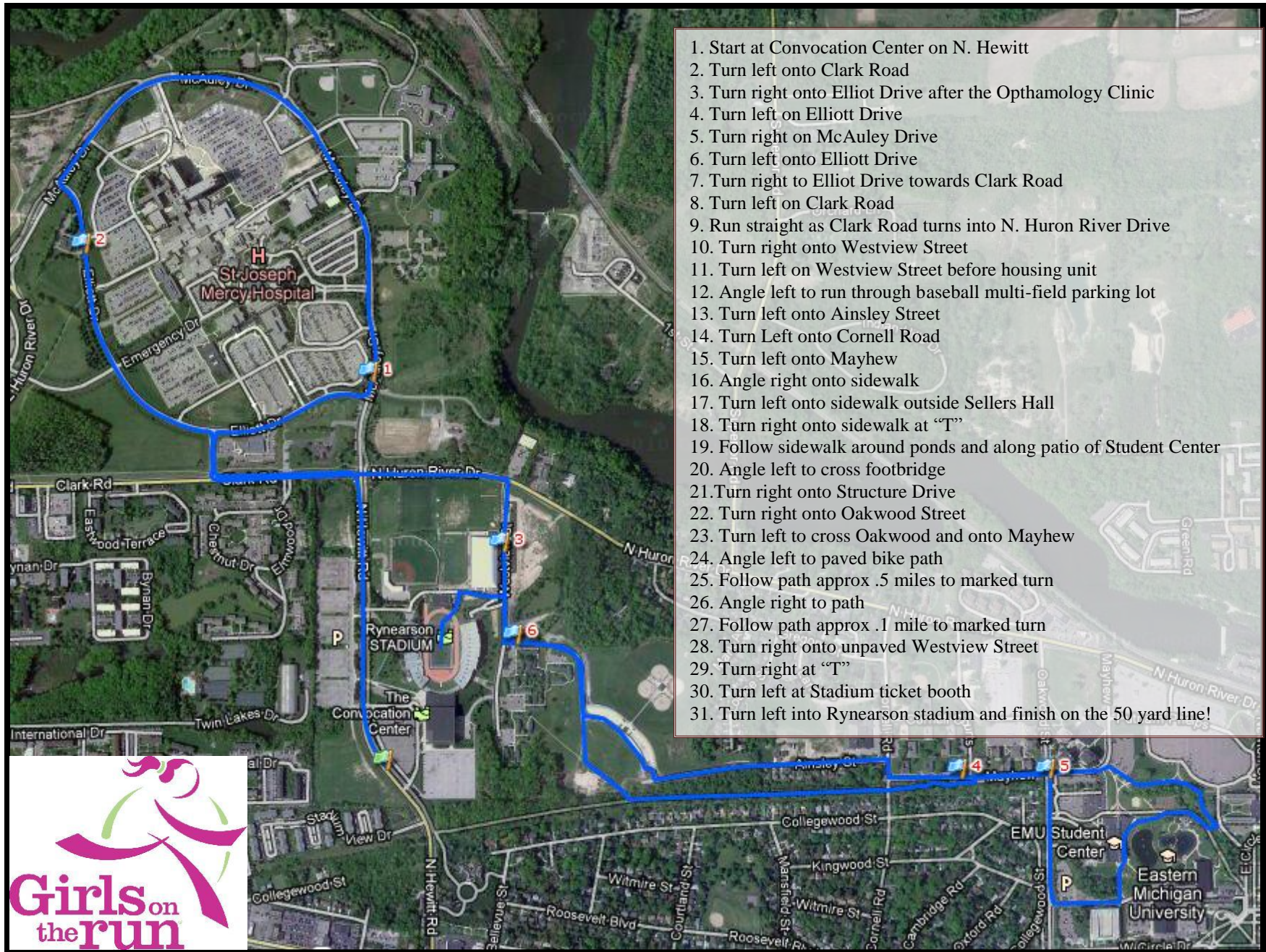
RESOLUTION REGARDING TEMPORARY ROAD CLOSURE

Resolution authorizing the temporary road closure of Hewitt Road from the EMU Convocation Center to W. Clark Road, W. Clark Road between Hewitt Road and Elliot Drive (entrance into hospital complex) and N. Huron River Drive between Hewitt Road and Westview Street on Sunday, May 20, 2012 from 9:45 a.m. to 11:45 a.m. for the New Balance Girls on the Run 5K.

WHEREAS, the Charter Township of Ypsilanti Board of Trustees has approved the temporary closure of Ypsilanti Township roads as indicated above; and

WHEREAS, the Driveways, Banners, and Parades Act 200 of 1969 requires the Township to authorize an official designated by resolution to make such request from the Road Commission.

NOW THEREFORE, BE IT RESOLVED that the Township of Ypsilanti Board of Trustees designates and agrees that Sarah Henry of Girls on the Run of Southeast Michigan be the authorized official designated in this instance, when application is made to the Washtenaw County Road Commission for this temporary road closure.



1. Start at Convocation Center on N. Hewitt
2. Turn left onto Clark Road
3. Turn right onto Elliot Drive after the Ophthalmology Clinic
4. Turn left on Elliott Drive
5. Turn right on McAuley Drive
6. Turn left onto Elliott Drive
7. Turn right to Elliot Drive towards Clark Road
8. Turn left on Clark Road
9. Run straight as Clark Road turns into N. Huron River Drive
10. Turn right onto Westview Street
11. Turn left on Westview Street before housing unit
12. Angle left to run through baseball multi-field parking lot
13. Turn left onto Ainsley Street
14. Turn Left onto Cornell Road
15. Turn left onto Mayhew
16. Angle right onto sidewalk
17. Turn left onto sidewalk outside Sellers Hall
18. Turn right onto sidewalk at "T"
19. Follow sidewalk around ponds and along patio of Student Center
20. Angle left to cross footbridge
21. Turn right onto Structure Drive
22. Turn right onto Oakwood Street
23. Turn left to cross Oakwood and onto Mayhew
24. Angle left to paved bike path
25. Follow path approx .5 miles to marked turn
26. Angle right to path
27. Follow path approx .1 mile to marked turn
28. Turn right onto unpaved Westview Street
29. Turn right at "T"
30. Turn left at Stadium ticket booth
31. Turn left into Rynearson stadium and finish on the 50 yard line!



Zimbra

nwrybk@ytown.org

Girls on the Run 5k

From : Sarah Henry <sarahgotrsemi@gmail.com>
Subject : Girls on the Run 5k
To : nwrybk@ytown.org

Mon, Jan 30, 2012 12:59 PM

📎 3 attachments

Hello Nancy,

I hope the new year has started off well for you. It's that time again, another Girls on the Run 5k is fast approaching for Sunday, May 20th. I have attached our course map, which is the same from the falls approval.

I am writing with the intent to get approval once again for these road closures within your township for May 20th from 9:30am-11:45am.

With Gratitude,

--

Sarah Henry

Marketing and Development Coordinator
Girls on the Run of Southeastern Michigan
Ellen Thompson Women's Health Center
5320 Elliott Drive Ypsilanti, MI 48197
o. 734.712.5640 f. 734.712.5499
www.girlsontherunsemi.org

learn . dream . live . run .

join us:  

**image001.jpg**

1 KB

image003.png

Zimbra

nwryrbk@ytown.org

Re: park reservation and Civic Center Reservation

From : Nancy Wrybkowski <nwryrbk@ytown.org> Mon, Feb 06, 2012 01:46 PM
Subject : Re: park reservation and Civic Center Reservation
To : ajroos 1221 <ajroos_1221@msn.com>
Cc : Art Serafinski <aserafinski@ytown.org>, Karen Lovejoy Roe <klovejoyroe@ytown.org>
Bcc : Nancy Wrybkowski <nwryrbk@ytown.org>

Anita,

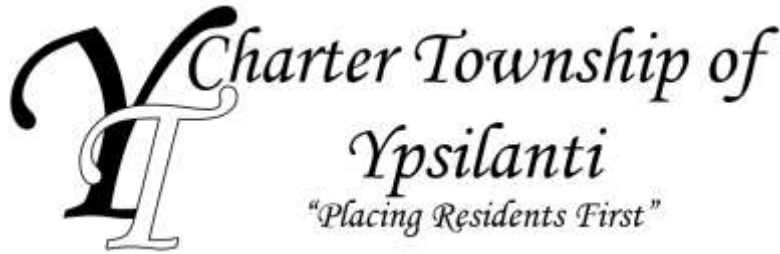
This request will be place on the February 13, 2012 agenda for consideration by the Board. Please contact Art Serafinski at 734.544.3800 or aserafinski@ytown.org to complete the necessary paper work for reserving Pavilion #2 at Ford Heritage Park on August 19th. If you have any question, please let me know.

----- Original Message -----

From: webmaster@ewashtenaw.org
To: "Karen Lovejoy Roe" <klovejoyroe@ytown.org>
Cc: nwryrbk@ytown.org, mbatian@ytown.org, arobins@ytown.org, bstumbo@ytown.org
Sent: Sunday, February 5, 2012 2:19:54 PM
Subject: park reservation and Civic Center Reservation

Your E-Mail Address ajroos_1221@msn.com Subject park reservation and Civic Center Reservation Comments I am the Secretary of Chapter 317 of Ann Arbor STAR Touring & Riding. For many years we've asked for the use of the Civic Center Park lot for a staging area for motorcycle charity benefit ride. The ride will be on Sunday, August 19th this year from 9:30 until approximately 12:30 pm. We would also like to requet the use of Pavilion #2 at Ford Heritage Park. We would like to take the ride to the park for a luncheon. We will return to the Civic center to clean up anything that is left behind. This event should be completed by 6:00 p.m. Please contact me as soon as possible. Yours Truly, Anita Jean Roos, ajroos_1221@msn.com. Eves: 734-428-8673, or Mobile: 734-260-1118.

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



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 of Residential Services

DATE: February 6, 2012

RE: Request for authorization to work with the Spicer Group to pursue the viability of seeking a MDEQ grant not to exceed \$3,200 & to be paid only if and when awarded the grant

As you may recall from the end of last year, we discussed the possibility that there may be some grant monies from the Land and Water Conservation Trust Fund of the MDEQ available.

We would like to pursue the feasibility of the Township seeking this grant and to authorize the Spicer Group to go forward with this grant. This would be a 50% match grant, but as you may recall, we have a desperate need to do some repairs to our tennis courts and any costs savings we could find would be most helpful. The grant period would be for 2013 and we would be seeking \$100,000 from the Trust Fund for spending \$100,000 of our own.

The Spicer Group has indicated their fee for this work would be \$3,200. Their work would include the following:

1. A detailed cost estimate prepared by an Engineer (we have figured out a few construction items that can fit)
2. Detail on the existing recreation system and how the project fits in
3. Statements describing how the proposed project supports the 5-Year Parks and *Recreation Plan
4. Past history with grant funding
5. Basic community demographics, and how various demographics are served by the parks system

6. Statements describing how the project will provide opportunities to certain demographics

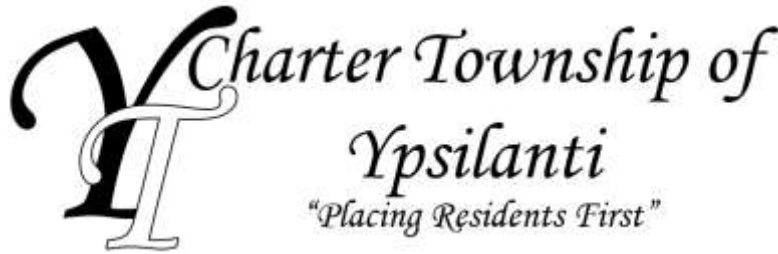
7. Coordination with other recreation agencies in the area

We also recognize the need for some short term court repairs that safety-wise cannot wait until next year. We will be coming back to the board next month in an attempt to seek funding to mitigate these as well.

The Township would also have hold a public meeting to discuss the project and we would eventually need a resolution from you authorizing the full amount of the Township's cost share of the project.

OTHER BUSINESS

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



Accounting Office

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-3702
Fax: (734) 484-5154
www.ytown.org

MEMORANDUM

To: Township Board
From: Javonna Neel, Accounting Director
Date: February 5, 2012
Subject: Request to purchase BS & A Financial Software

I am requesting that the Township purchase the BS & A Financial Management Software consisting of the General Ledger, Accounts Payable, Cash Receipting, Payroll, and Purchase Orders applications.

The Township currently has Fund Balance Software for the financial management systems which include the general ledger, cash receipts, accounts payable, payroll and purchase orders modules. We currently use BS & A software applications for assessing, property taxes, animal licensing, and building department permits and inspections. One of the reasons that the Township purchased the BS & A Tax Suite was due to the fact that the counties were using that software for property taxes and in order for us to communicate efficiently we needed to adopt the same software system.

Converting to BS & A financial software would allow the smooth integration of all applications within the Township. The ability to integrate all the applications will result in greater efficiencies and generate required reports. One example of efficiency and accuracy would be that we would no longer need to make manual journal entries to the general ledger for the property taxes because of the ability to integrate the systems.

Some advantages BS&A provides are:

- Integrating accurate information between applications
- Preparing numerous required reports for Federal and State
- Analyzing and ease of creating budgets
- Using their version of the Dashboard
- Drilling down from one application to the other for faster and more transparent information within seconds.

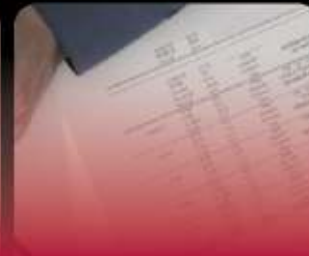
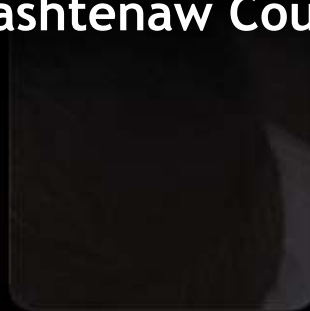
The purchase of this software not to exceed \$101,500 can be expensed over a four year period with no interest. The first year initial application payment of \$25,375 has been budgeted for 2012 in line 101-266-000-977.001. This will have to be budgeted for 2013, 2014 and 2015. The annual service and support fee for the first year is free. Thereafter the annual service and support fee is \$13,570. The current annual fee for Fund Balance is \$4,179.00.

I have attached the proposal from BS&A Software and their Financial Management Client list from BS&A Software.



January 19, 2012

Prepared for:
Ypsilanti Charter Township,
Washtenaw County



Financial Management Suite • Assessing & Property Tax Suite • Community Development Suite • Internet Services • Ancillary Applications

14965 Abbey Lane, Bath, MI, 48808 • Toll Free: (855) BSA-SOFT • P: (517) 641-8900 • F: (517) 641-8960 • www.bsasoftware.com



14965 Abbey Lane
 Bath, MI 48808
 Phone: 517-641-8900
 Fax: 517-641-8960

Proposal to Ypsilanti Charter Township, Washtenaw County

Financial Management Systems

Network License

Prices based on approx. 19,437 parcels

Please Note: To efficiently run these applications the Hardware requirements have increased. Please review our required specifications prior to ordering these applications.

General Ledger System	\$14,595
Accounts Payable System	\$12,395
Cash Receipting System	\$12,395

Optional Cash Receipting Hardware

- **Epson Series Receipt Printer** **\$700**
- **APG Cash Drawer** **\$200**

If using a previously purchased receipt printer, which brand will be used with the drawer?

Epson Ithaca Other

- **ImageTeam 3800- Hand Held Linear Barcode Scanner** **\$250**

Please provide the number of cash drawers that will be hooked up to the printer _____

IMPORTANT: the receipt printer must be plugged in to the USB port on one workstation (not your server); this workstation is not to be "shared" with other workstations. If more than one workstation will be used for receipting, please consider buying more than one receipt printer. *Ithaca Receipt Printers are NOT compatible with Vista or Windows 7. The Epson Series replaces the Ithaca brand and is fully compatible with these operating systems.

Payroll System **\$16,055**

Purchase Order System **\$12,395**

10% Discount on program prices - \$6,785

Data Conversions

(Conversion fees do not include data extraction from your existing software. These services can be performed by BS & A for a fee of \$100/hr.) Data must be received in ASCII format.

Convert existing FundBalance data to BSA format.

General Ledger	\$1,400
Accounts Payable	\$1,400
Cash Receipting	\$1,400

Prices good for a period of 90 days from date on proposal.



14965 Abbey Lane
 Bath, MI 48808
 Phone: 517-641-8900
 Fax: 517-641-8960

Purchase Order	\$1,400
Payroll (conversion and database set-up)	\$8,500

On-Site Training

General Ledger	3
Accounts Payable	2
Cash Receipting	2
Payroll	7
Purchase Order	2

Est. 16 days @ \$1,150/day (travel expenses included - billed for actual days used) **\$18,400**

Implementation & Project Management **\$6,800**

Services include the planning and evaluation of current hardware and network, sources and format of legacy data, potential integration with existing systems, software installation, data conversion and training.

*** Note: Client has option to pay for programs over multiple budget years, interest free.**

Total	\$101,500
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**Please mark the box if you wish to take advantage of our payment plan.
 Payment will be spread over multiple budget years, interest free.**

4 - year

Annual Service and Support

The first year is free, which includes new features and unlimited telephone support for the Equalizer Systems. Service and support for years 2 and 3 will be as follows, billed annually:

General Ledger	\$2,920
Accounts Payable	\$2,480
Cash Receipting	\$2,480
Purchase Order	\$2,480
Payroll System	\$3,210

Total: **\$13,570**

BS&A Software, Inc. guarantees that the annual fee will not change for 3 years from the date of the executed Service Agreement issued upon purchase of the system(s). After 3 years from the purchase date, BS&A Software reserves the right to increase the fee by no more than the cumulative yearly CPI.

Prices good for a period of 90 days from date on proposal.



14965 Abbey Lane
Bath, MI 48808
Phone: 517-641-8900
Fax: 517-641-8960

Important Proposal Notes:

BS&A Software promises that if you are not satisfied with our products or services after the first year, you may return the program and we will fully refund the purchase price of your software.

* Prices above DO NOT include: Program Customization or Training beyond the estimated days

<p>SQL Server - Based on user count, the version of SQL that BS&A Software recommends is as follows. Please see the attached Microsoft SQL pricing list, which includes Governmental Reseller contact information.</p>	<p><u>Recommendation:</u></p> <ul style="list-style-type: none"> o Workgroup Edition o Standard Edition
---	--

Internet & Server Considerations:

*We strongly recommend you have Internet Access. This allows you to:

- a) Download BS&A Software .NET Program Updates as soon as they become available. This can save you several days of transit time when you are waiting for a new feature you may have requested.
- b) Send email to our web site when you have questions or comments about our software and service.

*We strongly recommend you have a network with a dedicated file Server...not a Peer-to-Peer Network. Peer-to-Peer Networks are typically less stable and more prone to problems as compared to networks with dedicated file servers. Our software runs much more efficiently on networks with a dedicated file server. See our Hardware Specifications for more details.

Signature below constitutes:

- 1) An order for products & services as quoted in this proposal
- 2) That you have read and concur with the hardware specifications required to efficiently operate the .Net applications.

Quoted by: Dan J Burns , **January 19, 2012**

Accepted by: _____, **Date: _____**

Prices good for a period of 90 days from date on proposal.



14965 Abbey Lane
Bath, MI 48808
Phone: 517-641-8900
Fax: 517-641-8960

Please complete the following for our records

Contact Person for SUPPORT & NEWSLETTERS:

Contact Name _____ **Title** _____
Mailing Address _____
(if PO Box, please provide Street Address for UPS or Overnight Mail Shipments)
Street Address _____
City, State Zip _____
Phone Number _____ **Fax Number** _____
Email _____

Contact Person for PROGRAM UPDATES:

Contact Name _____ **Title** _____
Phone Number _____
Email _____

IT Contact Person:

Contact Name _____ **Title** _____
Phone Number _____
Email _____

Please Fax Back All Pages

Alger County MI

Burt Township Kay Wampler

Allegan County MI

Allegan City Tracy Stull
 Dorr-Leighton Waste Water Authority Dar VanderArk
 Douglas Village City Bob Drexler
 Fennville City Julie Wright
 Fillmore Township Janella Hop
 Gun Plain Charter Township Michael VandenBerg
 Hopkins Township Dawn Arndt
 Laketown Township Al Meshkin
 Leighton Township Char Troost
 Manlius Township Kathy Lubbers
 Martin Township Carrie Coburn
 Otsego City Matt Storbeck
 Otsego Township Cindy Hunt
 Plainwell City Sandra Lamorandier
 Saugatuck City Kirk Harrier
 Valley Township Brandee Ellis
 Wayland City Bhama Cairns

Alpena County MI

Alpena City Karen Hebert

Antrim County MI

Antrim County Laura Sexton
 Bellaire Village Cathy Odom

Arenac County MI

Sims Township Wanda Boley

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Barry Township Deb Dewey-Perry
 Castleton Township Lorna Wilson
 Freeport Village Dorothy Kelley
 Hope Township Linda Eddy-Hough
 Middleville Village Chris Mugriage
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 Rutland Charter Township Robin Hawthorne
 Southwest Barry County Sewer & Water Authority Karen Wilson
 Thornapple Township Susan Vliestra
 Yankee Springs Township Janice Lippert

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 Hampton Charter Township Dave Swinson
 Merritt Township Kathy Bremer
 Pinconning Township Joanne Moody
 Williams Charter Township Amy Charney

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 Lowell City Mary Mason

Benzie County MI

Benzie County Charles Clarke
 Benzonia Village Vicki Rankin
 Beulah Village Dawn Olney
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 Benton Charter Township Kelli Smith
 Benton Harbor City Debra Popp
 Buchanan Township Cathy Ganus
 Eau Claire Village Lisa Borkowski
 Michiana Village Kimberly Dabbert
 New Buffalo Township Jack Rogers
 St Joseph City Deb Koroch
 Three Oaks Village David Grosse
 Watervliet City David Brinker

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Branch County Crystal Strong
 Bronson City Karen Smith
 Quincy Village Eric Zuzga

Branch County MI

Union City Village James Campfield

Calhoun County MI

Fredonia Township Ruth Albaugh
 Homer Township Jennifer Johnson
 Leroy Township Sharon Gasser
 Marshall Area Firefighters Assoc Mark Burk
 Marshall City Tracy Hovarter
 Marshall Township Cynthia Sink
 Pennfield Charter Township Karen Kooi
 Sheridan Township Ken Laur
 Springfield City Patty DeJean
 Tekonsha Village Bob Main

Cass County MI

Dowagiac City Mitch Billingham
 Porter Township Helen Croninger
 Vandalia Village Beth James

Charlevoix County MI

Boyne City Cindy Grice
 Charlevoix Township Carol Martin

Cheboygan County MI

Benton Township Maureen Engle
 Cheboygan City Kenneth Kwiatkowski
 Cheboygan County Kari Kortz

Chippewa County MI

Kinross Charter Township Gail Graham

Citrus, Florida County FL

Crystal River City Deanna Rowe

Clare County MI

Clare City Ken Hibl
 Farwell Village Diane Maki
 Franklin Township Diane Blackburn
 Hamilton Township Finotte Laboda

Clare County MI

Summerfield Township Aloma Joslin

Clinton County MI

Bath Charter Township Jeff Garrity
 Bingham Township Helen Kus
 Dallas Township Therese Koenigsknecht
 DeWitt Area Recreation Authority Clay Summers
 DeWitt Charter Township Diane Mosier
 DeWitt City Lisa Grysen
 Elsie Village Sue Bensinger
 Fowler Village Rhonda Feldpausch
 Maple Rapids Village Linda Gavenda
 Ovid Village Josefina Medina
 Southern Clinton County Muncipal Utilities Authority Lisa Mead
 St Johns City Greg Teichman
 Victor Township Mike Wall
 Watertown Charter Township Donna Case
 Westphalia Village Sandy Smith

Crawford County MI

Crawford County Joe Wakeley
 Frederic Township Sandy Barber

Delta County MI

Gladstone City Darla Falcon

Dickinson County MI

Iron Mountain City Carol Bartolameolli
 Norway City Mary Pollard

DuPage County IL

Burr Ridge Village Jerry Sapp

Eaton County MI

Delta Charter Township Jeff Anderson
 Eaton Township Becky Dolman
 Vermontville Village Shirley Harmon

Emmet County MI

Alanson Village	Pat Prater-Sewer
Bear Creek Township	Sally Boughan
Harbor Springs Sewage Authority	Robert Morris
Little Traverse Township	Jane Taylor
Littlefield Township	Avis Granger
Pellston Village	Lisa Fought
West Traverse Township	Bob Sanford

Genesee County MI

Beecher Metropolitan District	Jacqueline Huddleston
Burton City	Karen Foster
Davison City	Cindy VanMegroet
Davison Township	Alma Gay
Fenton City	Cindy Shane
Flint City	Tom O'Brien
Flint Public Library	Connie Palmer
Flushing Charter Township	Karla Carpenter
Flushing City	Nancy Parks
Genesee Charter Township	Tammie Coates
Genesee County	Maxine Westall
Genesee County Land Bank	Mia Chapman
Goodrich Village	Jeanie Bradley
Grand Blanc Charter Township	Debra Barriger
Grand Blanc City	Bethany Smith
Linden City	Sue Young
Montrose Charter Township	Fred Domine
Mundy Charter Township	David Guigear
Richfield Township	Joseph Madore
Swartz Creek City	Juanita Aguilar

Gladwin County MI

Beaverton City	Beverly Miller
Billings Township	Larry Nelson
Gladwin City	Shannon Greaves
Gladwin County	Laura Brandon

Gogebic County MI

Bessemer City	Jim Trudgeon
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Gogebic County MI

Bessemer Township	Jerry Grenfell
Gogebic County	Mary Jendrusina
Ironwood Charter Township	Jyl Renee Olson
Marenisco Township	Teri Stanfield
Watersmeet Township	Maureen Kersten

Grand Traverse County MI

Blair Township	Brenda Dekuiper
Kingsley Village	Deb Nickerson

Gratiot County MI

Ashley Village	Shelly Moffit
Breckenridge Village	Bridget Suhr
Gratiot County	Mary Sullivan
Pine River Township	Kevin Beeson/Nancy
Wheeler Township	Kelly Bushre

Hillsdale County MI

Hillsdale County	David Holcomb
Jonesville Village	Lenore Spahr
Litchfield City	Jill Adams

Houghton County MI

Chassell Township	June Michaelson
Elm River Township	Debbie Maki
Houghton City	Kurt Kuure
Lake Linden Village	Robert Poirier
Osceola Township	Debbie Simpson
Portage Charter Township	Sandra Luoma

Huron County MI

Bad Axe City	Kay Goebel
Caseville Township	Michelle Stirrett
Elkton Village	Lonna Fisher
Fairhaven Township	Ellen McGathy
Harbor Beach City	Jennifer Capling
Port Austin Area Water & Sewer	Ken Rutkowski
Port Austin Village	Judith Binbly
Sebewaing Light & Water Department	Michelle Schaaf

Huron County MI

Ubyly Village Carl Weber

Ingham County MI

Alaiedon Township Sandy Shier
 Aurelius Township Donna Lawson
 Bunker Hill Township Carrie Zeitz
 Delhi Charter Township Marian Frane
 Ingham County Land Bank Eric Schertzing
 Lansing City Jill Rhode
 Leroy Township Roberta Hamlin
 Leslie City Cheryl Neu
 Locke Township Dorothy Hart
 Mason City Eric Smith
 Meridian Charter Township Diana Hasse
 Stockbridge Village Timothy Sadowski
 Vevay Township JoAnne Keane
 Webberville Village Rachel Howd
 Williamston City Alan Dolley
 Williamstown Township Mickey Martin

Ionia County MI

Hubbardston Village Robert Fahey
 Ionia City Robin Marhoffer
 Ionia County Stephanie Hurlbut
 Lake Odessa Village Pearl Goodemoot
 Lyons Township Edith Lincoln
 Lyons Village Paul Tunell
 North Plains Township Robert Fahey
 Orleans Township Rene Noe
 Otisco Township Kim Pennock
 Pewamo Village Sandy Wolniakowski
 Portland City Brenda Schrauben

Iosco County MI

Au Sable Charter Township Sandra Wilson
 Baldwin Township Ray Conroy
 East Tawas City Blinda Baker
 Oscoda Charter Township Jaimie McGuire
 Reno Township Cheryl Hottois

Iosco County MI

Tawas City Annette Corey

Iron County MI

Crystal Falls Township Mary Dalpra
 Hematite Township Tonya Hiltonen
 Mastodon Township Judith Anne Hines

Isabella County MI

Mt Pleasant City Mary Ann Kornexl
 Shepherd Village Gina Gross
 Union Charter Township Mike Kantner

Jackson County MI

Blackman Charter Township Ray Snell
 Brooklyn Village Victor Cardenas
 Columbia Township Ruth Scott
 Concord Village Nancy Salvatore
 Grass Lake Charter Township Marjorie Clark
 Hanover Township Mary Ann Greiner
 Henrietta Township Sally Keene
 Jackson City Steve Maga
 Leoni Township Sandi Bird
 Napoleon Township Lawrence Kujawa
 Norvell Township Carol Brisbois
 Parma Township Don Spangler
 Parma Village Katie Cotey
 Pulaski Township Kathy Petrakovitz
 Spring Arbor Township Julia Stonestreet
 Springport Township Becky Wilson
 Summit Township Dave McCumber
 Waterloo Township Janice Kitley

Kalamazoo County MI

Augusta Village Julie Glenn
 Climax Village Scott Torrance
 Comstock Charter Township Chad Meints
 Cooper Charter Township Bonnie Sytsma
 Galesburg City Diana Skidmore
 Kalamazoo City Connie Darling

Kalamazoo County MI

Kalamazoo County Land Bank	Kelly Clarke
Oshtemo Charter Township	Nancy Culp
Pavilion Township	Karen Siegart
Richland Township	Jackie Light
Schoolcraft Village	Faith Akert
Texas Charter Township	Linda Kerr
Vicksburg Village	Matt Crawford

Kent County MI

Ada Township	George Haga
Algoma Township	Judy Bigney
Alpine Township	Jean Wahlfield
Byron Township	Julie Meza
Caledonia Charter Township	Jennifer Christian
Cannon Township	Bonnie Shupe
Cascade Charter Township	Mildred Pinder
Cedar Springs City	Karen Mushong
Courtland Township	Marilynn Crosby
East Grand Rapids City	Jeff Dood
Gaines Charter Township	Jan Boone
Grand Rapids Charter Township	Janice Hulbert
Grand Rapids City	Dawn Kulak
Grandville City	Tammy Aue
Grattan Township	Monica Burt
Kent County	Nancy Brewer
Kentwood City	Philip D Tietz
Lowell City	Suzanne Olin
Rockford City	Jeff Dood
Sand Lake Village	Judy Howard
Solon Township	John Rideout
Sparta Village	Sharon DeLange
Vergennes Township	Mari Stone
Walker City	Cindy Mielke
Wyoming City	James DeLange

Keweenaw County MI

Eagle Harbor Township	Ann Johnson
Grant Township	Meg Vivian

Lake County MI

Lake County	Brenda Kutchinski
Libertyville Village	Pat Wesolowski
Pinora Township	Don Dvoracek
Whiting City	Mark Adam

Lake, Indiana County MI

Cedar Lake Town	Amy Sund
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Lapeer County MI

Columbiaville Village	Denise Dupack
Elba Township	Brenda Johnson
Imlay City	Janice Zuhlke

Leelanau County MI

Leland Township	Mike Kirt
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Lenawee County MI

Addison Village	John Decker
Adrian City	Jeffery Pardee
Blissfield Village	Peggy Nieman
D&B Billing Service	Debbie Girdwood
Fairfield Township	Carol DeLong
Madison Charter Township	Janet Bovee
Onsted Village	Thanna Oechsle
Raisin Charter Township	Betty Holdridge

Livingston County MI

Brighton Charter Township	Lana Theis
Brighton City	Kelly Hanna
Fonda Island Briggs Lake Joint Authority	Dennis Palmer
Fowlerville Village	Sherry Prevo
Green Oak Charter Township	Michael Sedlak
Hamburg Township	Angela Rabb
Handy Township	Laura Eisele
Hartland Township	Susan Dryden
Howell Area Fire Authority	Chief Jim Reed
Howell City	Catherine Stanislawski

Livingston County MI

Howell Township	Carolyn Eaton
Oceola Township	Kathy McLean
Pinckney Village	Judi Paul
Tyrone Township	Vicki Butler

Luce County MI

Pentland Township	David Carmody
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Mackinac County MI

Bois Blanc Township	Joan Schroka
Clark Township	Mike Miller
Mackinac Island City	Bruce Zimmerman
St Ignace City	Renee Vonderwerth

Macomb County MI

41-B District Court	Lynn Gustafson
Armada Village	Jo Adair
Bruce Township	Debbie Obrecht
Chesterfield Charter Township	Carol Meyers
Eastpointe City	Randy Altimus
Fraser City	Tim McCulloch
Harrison Charter Township	Glen Spencer
Lenox Township	Jodi Kethe
Macomb Township	Jeanette Rooney
Memphis City	Jennifer Baranowski
New Baltimore City	Marcia Shinska
New Haven Village	Greta Jackson
Roseville City	Phil Longueuil
St Clair Shores City	Scott Vandemergel
Utica City	Catherine McGrail
Warren City	Tom Pawelkowski
Washington Charter Township	Kathy Bosheers

Manistee County MI

Manistee County	Russell Pomeroy
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Marquette County MI

Ishpeming Township	Susan Jandron
Marquette County	Jeannie Johnson

Marquette County MI

Negaunee Township	Carrie Heard
Powell Township	Sara Drury
Richmond Township	Rita Laiho
Tilden Township	Lori Kulju

Mason County MI

Ludington City	Deborah Luskin
Mason County	Timothy Hansen
Pere Marquette Charter Township	Joanne Kelley

Mecosta County MI

Barryton Village	Jessica Pelong
Big Rapids Charter Township	Sherri Gilbert
Big Rapids City	Tim Moslener
Green Charter Township	Denise MacFarlane
Mecosta County	Sherry Earnest
Mecosta Township	Mary Quinlan

Menominee County MI

Menominee City	Kathy Brofka
Stephenson City	Judy St. Juliana

Midland County MI

Coleman City	Kathleen Lewis
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Milwaukee, Wisconsin County WI

Brown Deer Village	Bridget Souffrant
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Monroe County MI

Ash Township	Lucille Mell
Bedford Township	David Manning
Berlin Charter Township	Judy Lindquist
Carleton Village	Nancy Mell
Dundee Township	Antoinette Carder
Erie Township	Jolene Upchurch
Exeter Township	Billie Iott
Frenchtown Charter Township	Mark J. Baker
Luna Pier City	Michelle Cureton

Monroe County MI

Milan Township	Nancy Pilbeam
Monroe City	Edward Sell
Monroe County	Kay Sisung
Monroe County Drain Office	Carlene Kostoff
Raisinville Township	Janet Kuehnlein
South County Water Department	Nicole Chandler
South Rockwood Village	Willene Harold
Whiteford Township	Angela Christensen

Montcalm County MI

Carson City	Cindy Schafer
Crystal Township	Bob Naumann
Howard City Village	Kim Alexander
Montcalm County	Carrie Wills
Sheridan Village	Marilyn Klemm

Muskegon County MI

Casnovia Township	John Gort
Dalton Township	Tracy DeMarse
Egelston Township	Joan Rapp
Fruitland Township	Janell Beard
Fruitport Charter Township	Rose Dillon
Laketon Township	Veronica West
Lakewood Club Village	Wendy Bloem
Montague City	Susanne McGee
Muskegon Charter Township	Diane Stafford
Muskegon City	Derrick Smith
Muskegon County	Eduardo Bedoya
North Muskegon City	Kristy Mattson
Norton Shores City	Mike Houston
Ravenna Village	Sandy Rollenhagen
Roosevelt Park City	Marcia Jeske
Sullivan Township	Beth Sims
Whitehall City	Laurie Audo

Newaygo County MI

Fremont City	Todd Blake
Grant City	Lori Gardner
Hesperia Village	Scott Kaopel

Oakland County MI

48th-District Court	Nicole O'dea
Addison Township	Daniel Alberty
Auburn Hills City	Will Cagle
Berkley City	Brenda Cole
Birmingham City	Judy Rumps
Bloomfield Charter Township	Thomas Trice
Clarkston City	Art Pappas
Commerce Charter Township	Janet Bushey
Farmington City	Chris Weber
Farmington Hills City	Michael Lasley
Groveland Township	Pam Mazich
Hazel Park City	Joann Bowling
Holly Township	Karen Winchester
Holly Village	Cathrene Behrens
Huntington Woods City	Tony Lehmann
Independence Charter Township	Susan Hendricks
Keego Harbor City	Dorothy Silver
Lathrup Village City	Pamela Bratschi
Lyon Charter Township	Patty Carcone
Madison Heights City	Gary Fiscus
Milford Charter Township	Cynthia Dagenhardtd
Milford Village	Penny Ray
Novi City	Kathy Smith-Roy
Oakland Charter Township	Kay Smith
Orion Charter Township	Wendy Stiller
Ortonville Village	Mary Clark
Pleasant Ridge City	Amy Allison
Pontiac City	Joseph Sobota
Rochester Hills City	Kevin Krajewski
Rose Township	Debbie Miller
Royal Oak City	Melanie Halas
Southfield City	Susan Armstrong
Springfield Charter Township	Laura Moreau
Sylvan Lake City	Dennise Clippert
Troy City	Gert Paraskevin
Walled Lake City	Kathy Kercorian
West Bloomfield Charter Township	Mark Osinski

Oceana County MI

Golden Township	Connie Cargill
Newfield Township	Evelyn Kolbe
Pentwater Village	Colleen Moser
Shelby Village	Peggy Miller

Ontonagon County MI

Ontonagon Village	Penny Hill
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Osceola County MI

Leroy Township	Heather Marks
Middle Branch Township	Peggy Hoard
Osceola County	Jon-Thomas Burgess

Other County MI

Mason Oceana 911	Catherine Walker
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Otsego County MI

Gaylord City	Dave Duffield
Otsego County	Rachel Frisch

Ottawa County MI

Allendale Charter Township	Jack Hagedorn
Blendon Township	Don Vanderkuyl
Chester Township	Jan Redding
Coopersville City	Keri Rogers
Crockery Township	Judy Van Bemmelen
Georgetown Charter Township	Dan Carleton
Grand Haven Charter Township	Jane Horton
Holland Charter Township	Susan Working
Hudsonville City	Janice Sal
Jamestown Charter Township	Ruth Pruis
Olive Township	Lona Bronkema
Ottawa Co Public Utility	Chris Binker
Park Township	Jan Steggerda
Port Sheldon Township	Kathy Van Voorst
Spring Lake Township	Carolyn Boersma
Spring Lake Village	Maribeth Lawrence
Tallmadge Charter Township	Brenda Martin

Ottawa County MI

Wright Township	Linda Way
Zeeland Charter Township	Tami Koomen
Zeeland City	Rose Borst

Presque Isle County MI

Rogers City	Theresa Heinzl
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Roscommon County MI

Higgins Lake Utilities Authority	Paul Tatro
Houghton Lake Sewer Authority	Renee Nichols

Saginaw County MI

Albee Township	Jennifer Whiting
Birch Run Village	Alyssa Barto
Blumfield Township	Lisa Roethlisberger
Buena Vista Charter Township	Tracy Cormier
Carrollton Township	Megan King
James Township	Thomas Dierich
Kochville Township	Neil Hammerbacher
Saginaw Charter Township	Michele Gadd
Spaulding Township	Tara Stinson

Sanilac County MI

Carsonville Village	Diane Schneider
Moore Township	Annette Bradley
Watertown Township	John Bezotte
Worth Township	Marcella Bartniczak

Schoolcraft County MI

Seney Township	Diane Reed
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Shiawassee County MI

Bancroft Village	Shana Post
Byron Village	Brian Boggs
Corunna City	Nichole Cowdrey
Durand City	Amy Roddy
Middlebury Township	Susan Tomasek-Swan
New Lothrop Village	Karen Maksimchuk
Owosso Charter Township	Judy Gute

Shiawassee County MI

Owosso City	Jacqueline Newell
Shiawassee District Library	Jodi Fox
Woodhull Township	Carol Maize

St Clair County MI

Algonac City	Linda Mackie
Burtchville Township	Jessica Lize
China Charter Township	Susan Deraedt
Clay Township	Connie Turner
Cottrellville Township	Violet Pfaff
East China Charter Township	Sandy Smith
Fort Gratiot Charter Township	David Jewell
Ira Township	Crystal Sovey
Kimball Township	Joyce Shaffer
Marine City	Mary Ellen McDonald
Marysville City	Carolyn East
Port Huron City	James Brennan
St Clair Township	Debbie Rickert
Wales Township	Cynthia Bobcean

St Joseph County MI

Colon Township	Diane McKelvey
White Pigeon Village	Maria Spencer

Steuben, Indiana County IN

Angola City	Deb Twitchell
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Tuscola County MI

Akron Village	Shari Hadaway
Cass City Village	Nanette Walsh
Mayville Village	Wendy McKenney
Millington Township	Carrie Petzold

Van Buren County MI

Almena Township	Sandra Rickli
Antwerp Township	Bonnie Osborne
Bangor City	Peter Stanislawski
Decatur Village	Louann Conklin
Gobles City	Paula Sipes

Van Buren County MI

Hartford Township	Julie Sweet
Lake Area Sewer Authority	Chris Oxley
Lawrence Village	Ken Schaut
Lawton Village	Andreia Gailhouse
Mattawan Village	Ruth Goheen
Paw Paw Township	Norman Rushing
Paw Paw Village	Christopher Tapper
Waverly Township	Sandy Oakleaf

Washtenaw County MI

Ann Arbor Charter Township	Marcy Scaturo
Augusta Charter Township	Kathy Giszczak
Barton Hills Village	Carol Redies
Chelsea City	Terri Royal
Dexter Township	Harley Rider
Dexter Village	Marie Sherry
Lima Township	Arlene Bareis
Loch Alpine Sanitary Authority	Sandy Egeler
Manchester Township	Ann Becketl
Milan City	Sherry Steinwedel
Multi Lake Sewer Authority	
Northfield Township	Cindy Wilson
Pittsfield Charter Township	Tracy Watkins
Salem Township	David Trent
Scio Township	Jim Merte
Superior Charter Township	Susan Mumm
Sylvan Twp Water & Sewer	Robert Halliwell
Webster Township	Mariah Howell
York Charter Township	Helen Neill

Wayne County MI

Allen Park City	Kris Barann
Brownstown Charter Township	Donna Hall
Dearborn City	Mary Siefert
Dearborn Heights City	John Riley II
Ecorse City	Sarah Laird
Flat Rock City	Debbie Lambrix
Gibraltar City	Linda Sucharski
Grosse Ile Township	Ann Darzniek
Grosse Pointe City	Lois Zaremski

Wayne County MI

Grosse Pointe Woods City	Deeann Irby
Hamtramck City	Nevrus Nazarko
Inkster City	Lynn Ellyn
Lincoln Park City	Lisa Griggs
Livonia City	Dennis Wright
Northville Charter Township	Delores Bowden
Northville City	Sandi Wiktorowski
Plymouth City	Tom Alexandris
River Rouge City	Susan Joseph
Riverview City	Denise Kuch
Rockwood City	Vicki Trush
Southgate City	David Angileri
Trenton City	Theresa Monthei
Wayne City	Tim McCurley
Woodhaven City	Katherine Oehring

Wexford County MI

Cherry Grove Township	Jim Barton
Haring Charter Township	Lynn Nixon
Selma Township	Vicki Flory
Wexford County	Elaine Richardson

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



Office of Community Standards

Building Department
7200 S. Huron River Drive
Ypsilanti, MI 48197
(734) 485-3943
ytown.org

Memorandum

To: Board of Trustees

From: Ron Fulton, Building Director

Date: February 6, 2012

Subject: Award Demolition Contract for 2079 Bradley

This property has been on our NSP list of homes to be demolished. This has been on a pending list as due to legal issues that had to be resolved through Washtenaw County Probate Court.

Bids were received in August, 2010, at which time three companies submitted proposals for the demolition, as follows:

Citadel Excavating:	\$7601
CCI	\$14,107.50
Homrich	\$10,780

I respectfully request that the Board accept the bid from Citadel Excavating for the demolition of 2079 Bradley in the amount of \$7601.00. A representative of Citadel has confirmed that it will honor its bid despite the time delay.

Funding for this project will pass through the Neighborhood Stabilization Fund via account 283-283.000-807.009.

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



Office of Community Standards

Ordinance Department
7200 S. Huron River Drive
Ypsilanti, MI 48197
(734) 485-4393
ytown.org

February 6, 2012

To: Karen Lovejoy Roe, Clerk
From: Mike Radzik, Director
Office of Community Standards & Police Administration
Subject: **Request for Proposals for Vegetation Abatement Contract**
Copy: Nancy Wrybkowski, Deputy Clerk
Doug Winters, Attorney

In accordance with a previous directive of the Board of Trustees, I respectfully submit the attached Request for Proposals (RFP) for your review and consideration.

The Ordinance Department, through the Office of Community Standards, administers the vegetation abatement program to enforce the Township's lawn mowing and noxious weeds standards. The Township contracts with an outside vendor to fulfill work orders to mow grass and destroy weeds whenever statutorily required.

Last year, the Board directed that the contract be bid out for the 2012 growing season. A proposed RFP is attached here for review and consideration. If approved, the RFP will be published and the bid process will occur in accordance with Township financial policy. The mowing season generally begins around May 1st and runs through November each year.

Please place this item on the agenda for the February 13, 2012 regular meeting of the Board of Trustees. If approved, the RFP will be published on February 16, 2012 and the deadline to submit bids will be March 9, 2012 at 10:00AM sharp. A recommendation to award the contract will be offered at the March 26, 2012 board meeting.

I am available to answer questions and address concerns. Thank you for your assistance.

INVITATION TO PROVIDE WRITTEN BID PROPOSALS

The Charter Township of Ypsilanti is accepting written bid proposals for the following:

Nuisance Abatement Services for Vegetation/Noxious Weed Abatement
and
Special Project Debris/Trash Clean-Up and Removal

Sealed bids will be accepted until Friday, March 9, 2012 at 10:00AM at which time all bids will be opened and read aloud. Bid proposals may only be mailed or hand delivered. Bids submitted by facsimile will not be accepted. Please provide two (2) sealed copies of the bid proposal to:

Ypsilanti Township Clerk
7200 S. Huron River Drive
Ypsilanti, MI 48197

Sealed envelopes must be plainly marked "Vegetation/Noxious Weed Abatement Services".

Questions about bid specifications or format may be directed to Mike Radzik at the Office of Community Standards at (734) 485-4393 or mradzik@ytown.org.

The Charter Township of Ypsilanti reserves the right to reject any and/or all bids and to waive any informalities and technicalities and to accept the bid it deems most favorable to the interest of the Township.

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

INSTRUCTIONS TO BIDDERS

PROPOSALS

The Charter Township of Ypsilanti desires to receive bid pricing for nuisance abatement services for vegetation/noxious weed abatement and special project debris/trash clean-up and removal. All bids must be submitted on the bid form provided and must include all required attachments listed below. The contract duration will be for up to two (2) years with an option for negotiated annual renewals at rates to be determined. The Township is not obligated to negotiate a renewal and may seek new bid pricing.

The Township reserves the right to reject any and/or all bids and to waive any informalities and technicalities and to accept the bid which it deems most favorable to the interest of the Township.

All bids must include:

- BID FORM with complete pricing for all bid categories for which the bidder wishes to be considered (enclosed here)
- ATTACHMENT 1: Company name, address, telephone number and email address; a statement indicating the number of persons employed by the Contractor (include copies of driver's licenses or state ID cards)
- ATTACHMENT 2: A complete list of available equipment owned by the company to be used to fulfill this contract
- ATTACHMENT 3: History of similar work experience
- ATTACHMENT 4: References including names, address and telephone numbers

SCOPE OF WORK

The Office of Community Standards will issue written work orders and directions for the mowing and cleanup of properties, in accordance with Charter Township of Ypsilanti Code of Ordinances, Chapter 26, Articles II & III, Chapter 48, Article II, and Chapter 66, Articles II & III.

The Contractor must complete each work order within three (3) working days after the date of notification to commence work. For purposes of this contract, Saturday is considered a working day.

HOLD HARMLESS

The Contractor shall assume full responsibility for the protection of all pavements, curbs, bridges, railroads, poles and any other surface structures and all water mains, sewers, telephones lines, gas mains and any other underground services and structures along and near the work which may be affected by his/her operations and shall indemnify, defend and save harmless the Charter Township of Ypsilanti against all damages or alleged damages to any structure or injury to any individuals as a result of his/her operations. No tree or shrubbery of any kind shall be removed or destroyed by the Contractor without the consent of the Charter Township of Ypsilanti.

INSURANCE

The Contractor shall not commence work under this contract until he has obtained all insurance as required by the Charter Township of Ypsilanti financial policy and provided for in the Contract Documents. All insurance certificates must name "*The Charter Township of Ypsilanti and its past, present, and future elected officials, appointed commissions and boards, agents and employees*" as **additional named insured** on the general liability policy with respect to the services provided under this contract.

SUB-CONTRACTS

The Contractor shall not sublet, assign or transfer this contract or any portion thereof or any payment due him, without the written consent of the Charter Township of Ypsilanti.

INTERPRETATION OF BIDDING DOCUMENTS

The Owner will not give verbal answers to any inquiries regarding the meaning of drawings or specifications. All explanations by bidders must be requested of the Township in writing, and if an explanation is necessary, a reply will be made in the form of an addendum to each Bidder who has received a set of the contract documents.

All addenda issued to bidders prior to date of receipt of bids shall become a part of the specifications.

WITHDRAWING BID

Once a bid is submitted, it may be withdrawn when a request is made in writing and prior to the time designated in the advertisement for the opening of bids.

BID DEADLINE

Bids must be submitted in a sealed envelope marked "Ordinance Abatement Bid" either by mail or hand delivered and must be received at the Clerk's Office at 7200 S Huron River Dr, Ypsilanti, MI 48197 no later than **Friday, March 9, 2012 at 10:00AM (EST)**.

The Charter Township of Ypsilanti Code of Ordinances, Sec. 2-201, "Living Wage", may be obtained from the Clerk's Office or on-line at www.ytown.org.

(End of Instructions to Bidders)

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

GENERAL CONDITIONS

SPECIFICATIONS

- A.** The intent of the Contract Documents is to include in the contract price the cost of all labor and materials, water, fuel, tools, plant, equipment, light, transportation and all other expenses as may be necessary for the proper execution and completion of the work.
- B.** Under the direction of the Office of Community Standards, the “Vegetation & Clean-Up Abatement Program” shall include:
1. Mowing of vacant and developed properties
 2. Cleanup of vacant and developed properties
 3. Clean-up and hauling of trash and debris to an approved disposal site
- C.** The Office of Community Standards will submit authorized work orders by electronic mail (e-mail) to the Contractor which shall include:
1. The address of the property to be mowed or cleaned-up
 - Parcel number and physical description may be substituted where no street address has been assigned
 2. A description of the work to be performed and authorized
 3. A lot size and pre-determined pricing code for invoicing purposes
- D.** The following scope of work standards will apply for authorization of work:

Improved Lots

Mowing of improved lots (containing homes, commercial buildings and/or accessory structures) of various sizes in the following increments:

- Improved lots < 6,000 sf. (represents typical lot size in older neighborhoods)
- Improved lots > 6,000 sf. and < 12,000 sf. (represents typical lot size in newer neighborhoods)
- Improved lots > 12,000 sf.

*Scope includes sweeping and/or blowing of cuttings from paved areas; includes clean-up and removal of up to one (1) 13-gallon trash bag of trash/debris prior to cutting.

Unimproved Lots

Mowing of unimproved lots of various sizes in the following increments:

- Unimproved lots < 6,000 sf. (represents typical lot size in older neighborhoods)
- Unimproved lots > 6,000 sf. and < 12,000 sf. (represents typical lot size in newer neighborhoods)
- Unimproved lots > 12,000 sf.

*Scope includes sweeping and/or blowing of cuttings from paved areas; includes clean-up and removal of up to one (1) 13-gallon trash bag of debris prior to cutting.

Margin Only

Mowing of “right-of-way” margin only (typically the area between the sidewalk and street).

*Scope includes sweeping and/or blowing of cuttings from paved areas; includes clean-up and removal of up to one (1) 13-gallon trash bag of debris prior to cutting.

Premium Surcharge

An additional “premium” surcharge shall be allowed for mowing vegetation substantially in excess of 10” in height with prior approval of the Office of Community Standards. In the event the majority of the vegetation on a parcel exceeds 10” in height, the Office of Community Standards may approve payment of a surcharge included in this bid proposal. This surcharge must be approved in writing prior to the start of work. Typically, the Ordinance Officer placing the work order will pre-approve a surcharge based on personal observation of conditions at the time the order is placed.

The price to complete work orders to mow parcels where the majority of vegetation is substantially higher than 18” shall be negotiated and agreed upon in advance on a case by case basis.

Extra Large Parcels

Mowing lots that are substantially larger than ½ -acre (21,780 sf.) will be negotiated and agreed upon in advance by the Office of Community Standards on a case-by-case basis as needed.

Excess Debris Clean-Up per 13-gallon Trash Bag

Vegetation mowing will include clean-up of debris and litter from the area to be mowed prior to cutting the area to avoid scattering paper and other debris. When the volume of debris is in excess of one (1) 13-gallon trash bag, the Office of Community Standards will determine if it is necessary for the contractor to collect the excess debris prior to cutting. The contractor will be compensated at a rate approved in the bid for each additional 13-gallon trash bag of debris. The contractor shall properly dispose of any and all collected debris at the Township’s compost site and forward the invoice to the Office of Community Standards for payment.

Special Ordered Trash/Debris Clean-Up & Removal

The contractor may on occasion be called upon to perform larger clean-up jobs unrelated to mowing services as directed by the Office of Community Standards. This work may include removal of debris, trash, junk, rubbish, litter, yard waste, goods, materials, noxious weeds, vegetation, trees, tree stumps, fences and construction materials. It may also include, but not be limited to, parts of machinery or motor vehicles, appliances, remnants of wood, metal or other castoff material. The contractor will be compensated per cubic yards of debris as approved in the bid proposal.

*Scope includes raking and/or sweeping as necessary to completely clean up to broom clean standard; additional disposal charges allowed for tires, batteries, televisions, CRT’s, refrigerant recovery, etc.; additional costs for specialized rental equipment must be approved in writing by the Office of Community Standards prior to the start of work.

Show-Up Fees

No “show up fees” will be authorized or paid if the property has been brought into compliance with law by some other means prior to the contractor arriving at the property to start work.

Timeliness and Invoices

All work shall be completed within three (3) working days after the date of notification to commence work unless otherwise specified for special circumstances. Saturday shall be considered a working day. Inclimate weather, including but not limited to excessive heat, rain and lightning

may be taken into consideration for timely completion of work. After work is completed, the Contractor shall submit a detailed invoice to the Office of Community Standards. The invoice shall include all necessary documentation of expenses incurred to complete the job. The Office of Community Standards will inspect completed work and authorize payment on all jobs.

GENERAL REQUIREMENTS FOR MATERIALS AND WORKMANSHIP

The Contractor shall furnish suitable vehicles, equipment, tools and labor to perform the work to be done. The Contractor shall also provide a valid electronic mail (email) address to the Township that can be relied upon to transmit and receive work orders. All work orders will be submitted to the Contractor via email; and a reply from the Contractor acknowledging receipt of each work order/email is required in a timely manner.

PERMITS

The Contractor shall, at all times, observe and comply with, and shall cause all of his agents and employees to observe and comply with, all existing and future laws and ordinances.

PROTECTION OF WORK AND PROPERTY

The Contractor shall maintain adequate protection of all his work from damage and shall protect all public property and private abutting property from injury or loss arising from its fulfillment of this contract. He/she shall, without delay, make good any such damages, injury or loss, and shall defend and save the Charter Township of Ypsilanti from all such damages or injuries occurring because of his/her work. He/she shall furnish and maintain any passageways, barricades, guard fences, lights and danger signals, watchmen and other facilities for protection required by the public authority or by local conditions, all at no additional cost to the Owner. In an emergency affecting the safety of life or of the work or of adjoining property, the Contractor without special instruction or authorization from the Owner, shall take such action as may be necessary to prevent such threatened damage, injury or loss.

MAINTENANCE OF SERVICE

Drainage through existing sewers and drains shall be maintained at all times and all nearby gutters shall be kept open for drainage.

STORAGE OF MATERIALS

Materials and equipment distributed, stored and placed upon or near the site of the work shall, at all times, be so disposed as not to interfere with work being executed by other contractors in the employ of the Owner, or with street drainage, or with fire hydrants or with access thereto, and not hinder any more than may be necessary for the ordinary traffic of the street.

MINIMUM WAGE

All employees involved with this contract must be paid in accordance with the Charter Township of Ypsilanti Code of Ordinances Sec. 2-201, "Living Wage". A copy of this ordinance can be obtained through the Charter Township of Ypsilanti Clerk's Office by calling (734) 484-4700.

INSURANCE

The Contractor agrees to provide the Township with Certificates of Insurance for General Liability, Vehicle Liability, and Statutory Workers Compensation, according to the limits provided in the Charter Township of Ypsilanti Financial Policy. The Certificates of Insurance must be provided to the Township prior to the execution of the contract documents. *Examples of said insurances should be included in your bid.*

The Contractor will maintain at its own expense during the term of the Contract, the following insurances:

- a. Worker's Compensation insurance with Michigan statutory limits and employers liability insurance of \$ 1,000,000.00 minimum each accident.
- b. Broad Form Comprehensive General Liability Insurance with a combined single limits of \$1,000,000.00 each occurrence for bodily injury and property damage. Policy to include products and completed operations, independent contractors and contractual liability coverage. Policy shall be endorsed to provide 60 day written notice to the Risk Manager of any material change of coverage, cancellation or non-renewal of coverage.
- c. Township's protective policy shall be in the name of "Charter Township of Ypsilanti". Policy shall provide property damage per occurrence. **"The Charter Township of Ypsilanti and its past, present, and future elected Officials, appointed commissions and boards, agents and employees"** shall be named as **"additional named insured"** on the General Liability policy with respect to the services provided under this contract.
- d. Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with provisions of the Michigan No Fault Insurance Law. Including residual liability insurance with a minimum combined single limit of \$ 1,000,000.00 each accident for bodily injury and property damage.
- e. An umbrella policy may be used to meet some of the above requirements.
- f. All insurance policies must be held by companies licensed to do business in Michigan and such companies must be well rated and acceptable to the Charter Township of Ypsilanti.
- g. If the required insurance is not maintained at any time during the term of this Contract, the Contract shall be subject to cancellation immediately or at any time thereafter, at the sole discretion of the Charter Township of Ypsilanti. If the Township elects to exercise its option to cancel on these grounds, the Township shall so notify the Contractor of its election.
- h. All Certificates of Insurance are subject to the final approval of the Ypsilanti Township Attorney.

(End of General Conditions)

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

Company Name: _____

Improved Lots < 6,000 sf	<input type="text"/>	Premium surcharge for over 10"	<input type="text"/>
Improved Lots > 6,000 sf and < 12,000 sf	<input type="text"/>	Premium surcharge for over 10"	<input type="text"/>
Improved Lots > 12,000 sf	<input type="text"/>	Premium surcharge for over 10"	<input type="text"/>
Unimproved Lots < 6,000 sf	<input type="text"/>	Premium surcharge for over 10"	<input type="text"/>
Unimproved Lots > 6,000 sf and < 12,000 sf	<input type="text"/>	Premium surcharge for over 10"	<input type="text"/>
Unimproved Lots > 12,000 sf	<input type="text"/>	Premium surcharge for over 10"	<input type="text"/>
Margin Only (right-of-way area)	<input type="text"/>	Premium surcharge for over 10"	<input type="text"/>
Pick-up and disposal of excess trash & debris per 13-gallon trash bag (ea)	<input type="text"/>		
Special Order Trash/Debris Clean-Up and Removal		.00 - .25 Cubic Yards	<input type="text"/>
		.25 - .50 Cubic Yards	<input type="text"/>
		.50 - .75 Cubic Yards	<input type="text"/>
		.75 - 1.0 Cubic Yards	<input type="text"/>
Additional quantities:		per .50 Cubic Yards	<input type="text"/>