

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE JANUARY 28, 2013 REGULAR MEETING**

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, Jean Hall Currie, Mike Martin and Scott Martin

**Members Absent:** None

**Legal Counsel:** Wm. Douglas Winters

**PUBLIC COMMENTS**

Jan Barker, CEO Girl Scouts Heart of Michigan stated their new home was located at 444 James L. Hart Parkway. She introduced each of her chief officers and explained each of their duties. Ms. Barker said they were thrilled to be in Ypsilanti Township where they would be servicing approximately 21,000 girls in 34 counties. She explained the campus would offer after school programs, summer day camp, weekend programs, all with hands on learning. Ms. Baker thanked Supervisor Stumbo and Township staff for their help in making it possible for the Girls Scouts Heart of Michigan to move to Ypsilanti Township. She said the welcome mat provided by the Township, helped to sell them on the move.

Harold Staulburgh said he had the good fortune to represent the owner of the property and the welcome given to the Girl Scouts provided by Supervisor Stumbo, Ron Fulton, Vic Chevette and Joe Lawson helped facilitate the purchase. He stressed it was a pleasure to work with those township representatives.

Supervisor Stumbo stated the Girl Scouts was an excellent program and it was a wonderful addition to our community.

**CONSENT AGENDA**

- A. MINUTES OF THE JANUARY 14, 2013 WORK SESSION AND REGULAR MEETING**
- B. STATEMENTS AND CHECKS**
- C. DECEMBER 2012 TREASURER REPORT**
- D. 2012 ANNUAL TREASURER REPORT**

**A motion was made by Treasurer Doe, supported by Trustee Scott Martin to approve the Consent Agenda. The motion carried unanimously.**

**SUPERVISOR REPORT**

Supervisor Stumbo said rather than read her report regarding the meetings she had attended in the past two weeks, she wanted to address the work on economic development. She stated Ypsilanti Township had lost 47% of the taxable value since 2007 and the only way to grow revenue was to have someone focus on bringing economic development and jobs to the township. Supervisor Stumbo said she had been working toward that goal in the last two weeks by meeting with Ann Arbor SPARK, Eastern Leaders Group, Aerotropolis and AATA.

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**CLERK REPORT**

- GM-RACER TRUST-The Elected officials met with representatives from the RACER Trust on Tuesday, January 15, 2013. Discussion included plans for another meeting to help with the redevelopment of the property sometime in February. The RACER representatives shared that this GM site was the top priority site for the RACER group in regards to the need to develop a plan for the future use of the property and to find a purchaser.
- ELECTION ROOM CLEAN UP-Staff worked extensively for several days during the week of January 14-18, 2013 to follow up on the November 2012 election and cleanup of the election room. Staff continues to update the files and to process new registrations, address changes, etc. that arrive daily from the Secretary of State.
- YCUA PROPOSED BOND SALE—Supervisor Stumbo, Treasurer Doe and Clerk Lovejoy Roe along with YCUA Director Castro, Accounting Director Harrigan other YCUA Staff along with bond counsel and financial advisors met on Thursday, January 17, 2013 to discuss the proposed sale of bonds for Township water and sewer capital improvement projects. The plan is to bring the request for authorization to sale bonds for water/sewer work in Ypsilanti Township to the first Township Board meeting in February.
- MML INSURANCE--On January 15, 2013 Nancy Hare, Nancy Wrybkowski, and Clerk Lovejoy Roe met with Judith Thomson-Torosian from MML, the Ypsilanti Township insurance carrier to discuss the renewal of the insurance policy. Once again, MML will be presenting Ypsilanti Township with a dividend check in 2013. The premium has also been reduced for the renewal.
- YPSILANTI TOWNSHIP/UAW 898 HABITAT BUILD--On Saturday, January 26, 2013, several township employees and elected officials joined together with the elected leadership and membership of UAW Local 898-Ford Rawsonville Plant to work on a Habitat home on Parkwood in Ypsilanti Township. Much work was accomplished and the build team had the opportunity to work side by side with the future owner, a veteran, and the construction leader from Habitat. A very special thank you to Tim Hortons and Dunkin Donuts on Hewitt Road in Ypsilanti Township for the donation of donuts and coffee. Also, a thank you is due to UAW Local 898 who provided lunch for the entire team of workers. Thank you for all the Ypsilanti Township employees and members of UAW Local 898 along with Ypsilanti Township resident, Ms. Kaiser for volunteering and making our very first Habitat Build a great success.
- AATA Urban County Transit Plans—Supervisor Stumbo and Clerk Lovejoy Roe continue to meet with other elected officials and AATA staff to explore the next steps for expanding transit services in Washtenaw County.

**TRUSTEE REPORT**

Trustee Mike Martin thanked Ann Arbor.com freelance reporter, Tom Perkins for doing the story on the Ypsilanti Township/UAW 898 Habitat build.

**ATTORNEY REPORT**

**A. GENERAL LEGAL UPDATE**

Attorney Winters provided a brief updated on the blight issue at Liberty Square and stated the Township was moving forward with the grant application. He

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further added the Township was working to have the owners of the former mobile home parks at Harris Road and Michigan Avenue held responsible for the cleanup cost.

Attorney Winters said in August of 2012, Township Officials along with Lt. Anuszkiewicz, Judge Pope, Mike Radzik and himself met to come up with a collaborative effort to examine the decline in drunk driving arrests. He stated that since that meeting, the number of drunk driving arrests between August and December increased by 300%. Attorney Winters said the results and progress were impressive.

**NEW BUSINESS**

**1. BUDGET AMENDMENT #1**

Clerk Lovejoy Roe read the resolution into the record.

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Hall Currie to approve Budget Amendment #1 (see attached). The motion carried unanimously.**

**2. REQUEST OF KAREN WALLIN, HUMAN RESOURCE DEPARTMENT FOR AUTHORIZATION TO HIRE PART-TIME HELP DESK SPECIALIST THROUGH MANPOWER, INC., BUDGETED IN LINE ITEM #101.266.000.707.000**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Hall Currie to authorize hiring of part-time Help Desk Specialist through Manpower.**

Travis McDugald, IS Manager said it was an entry-level position that could help employees with software type issues. He further stated that Manpower completed all background checks.

**The motion carried unanimously.**

**3. REQUEST TO APPROVE AND RETAIN ECONOMIC DEVELOPMENT PROFESSIONAL IN THE AMOUNT OF \$35,000 PLUS REIMBURSABLE EXPENSES, BUDGETED IN LINE ITEM #101.956.000.801.000**

**A motion was made by Treasurer Doe, supported by Clerk Lovejoy Roe to approve and retain Economic Development Professional in the amount of \$35,000, plus reimbursable expenses.**

Supervisor Stumbo introduced Mark Perry as the Economic Development Professional who had been the Site Selection Director for MASCO and had been all over the world locating sites. She also indicated that Mr. Perry was a broker, pilot and had also served on boards at Ann Arbor SPARK and Metro Airport. Supervisor Stumbo stressed that he would be dedicated to seeking new businesses, as well as retaining and expanding existing businesses. She stated that the full-time officials had met with the Eastern Leaders Group who agreed to contribute \$7,500 toward the reimbursable expenses. A conference call was scheduled with Racer Trust Group to discuss their possible contribution toward expenses as well.

Mark Perry explained that there was a scope of work but the details had not yet been worked out. He said once they meet to develop the details of the scope of work, marketing plans and strategies, dollar amounts for the expenses would be decided.

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Supervisor Stumbo stressed that it was their goal to have the expenses 100% covered by contributions from other entities. She assured the Board that any reimbursable expense would always come before the Board for approval.

Mr. Perry reiterated that all marketing, travel and entertainment would be preapproved by the Board. He stated he planned to use his extensive experience and networking to sell the community. Mr. Perry said he would contact everyone he knew to bring attention to the project area once it had been determined. He said he would be meeting with the leadership to discuss the priority and goals of marketing the commercial and industrial properties.

**The motion carried unanimously.**

**4. SET PUBLIC HEARING DATE OF MONDAY, FEBRUARY 25, 2013 AT APPROXIMATELY 7:00 P.M. – REQUEST OF SENSITILE SYSTEMS, LLC, LOCATED AT 1735 HOLMES ROAD IN YPSILANTI TOWNSHIP, FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE**

**A motion was made by Treasurer Doe, supported by Clerk Lovejoy Roe to set a public hearing date of Monday, February 25, 2012 at approximately 7:00 p.m. to hear the request of Sensitile Systems, LLC, located at 1735 Holmes Road in Ypsilanti Township, for an Industrial Facilities Exemption Certificate. The motion carried unanimously.**

**AUTHORIZATIONS AND BIDS**

**1. REQUEST OF JEFF ALLEN, RSD DIRECTOR TO PURCHASE SIX (6) NEW VEHICLES THROUGH STATE OF MICHIGAN PURCHASING PLAN (MI DEAL) IN THE APPROXIMATE AMOUNT OF \$145,000, BUDGETED IN LINE ITEM #595.595.000.985.000**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Hall Currie to approve purchase of six (6) new vehicles through the State of Michigan Purchasing Program, in the approximate amount of \$145,000.**

Jeff Allen, RSD Director provided a brief summary explaining his request to purchase the new vehicles. He stated a long-term plan to address the vehicle fleet was being developed. Discussion followed.

Trustee Eldridge said he was not willing to vote for new vehicles unless there was a maintenance standard in place and he requested a copy of that standard.

Supervisor Stumbo said there would be a checklist in each vehicle to be completed before and after driving the vehicle. She said Carl Girbach, Public Services Superintendent was in the process of developing the checklist/policy, which would be brought to the next meeting.

Trustee Eldridge requested the total cost be brought back to the Board prior to making the purchase.

Clerk Lovejoy Roe suggested looking at the Chevy Volt and the Ford C-MAX Hybrid, which have higher gas mileage ratings.

Trustee Martin asked Mr. Allen to make sure the vehicle VIN numbers started with a 1 or 2 to ensure they were built in the United States or Canada.

**A friendly amendment was made to authorize proceeding with obtaining addition cost for necessary upgrades, to ensure vehicles were made in America and to bring the final cost back to the Board for approval. The friendly amendment was accepted. The motion carried unanimously.**

2. **REQUEST OF JEFF ALLEN, RSD DIRECTOR TO SEEK PROPOSALS FOR ARCHITECTURAL SERVICES FOR NEEDED UPGRADES AT FORMER MICHIGAN STATE POLICE POST AND TO ALLOW RESIDENTIAL SERVICES DIRECTOR TO MAKE THE SELECTION WITH APPROVAL OF THE THREE FULL-TIME OFFICIALS, BUDGETED IN LINE ITEM #266.301.000.931.015**

**A motion was made by Treasurer Doe, supported by Clerk Lovejoy Roe to seeking proposals for architectural services for needed upgrades at former Michigan State Police Post and to allow Residential Services Director to make the selection with approval of the three full-time officials.**

Trustee Martin stated he was fine with obtaining proposals but he felt it final selection should come back to the Board for approval.

Jeff Allen, RSD Director briefly reviewed some of the updates that were needed.

**A friendly amendment was made to proceed with obtaining proposals with final approval by the Board. The friendly amendment was accepted. The motion carried unanimously.**

#### **ADJOURNMENT**

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

The meeting adjourned at approximately 8:04 p.m.

Respectfully submitted,

Brenda L. Stumbo, Supervisor  
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

# CHARTER TOWNSHIP OF YPSILANTI

## 2013 BUDGET AMENDMENT #1

JANUARY 28, 2013

### 101 - GENERAL OPERATIONS FUND

Total Increase

\$35,000.00

Increase the other functions department for professional services line item 101-956-000-801.000 for contracting of an Economic Development professional to assist in the attracting of new business and retention/expansion of existing business development. This is funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101.000.000.699.000	<u>\$35,000.00</u>
		Net Revenues	<u><u>\$35,000.00</u></u>
Expenditures:	Professional Services	101-956-000-801.000	<u>\$35,000.00</u>
		Net Expenditures	<u><u>\$35,000.00</u></u>

### 595-MOTORPOOL FUND

Total Increase

\$145,000.00

Increase the budget for capital outlay for vehicles in line item 595-595-000-985.000 for the purchase of 6 vehicles and fees for title and transfer expenses not to exceed \$145,000. (list of vehicles in agenda packet) Each department that uses a motor pool vehicle pays the motor pool a monthly lease for the vehicles. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	595.000.000.699.000	<u>\$145,000.00</u>
		Net Revenues	<u><u>\$145,000.00</u></u>
Expenditures:	Professional Services	595-595-000-985.000	<u>\$145,000.00</u>
		Net Expenditures	<u><u>\$145,000.00</u></u>

Motion to Amend the 2013 Budget (#1):

Move to increase the General Fund budget by \$35,000 to \$7,435,864 and approve the department line item changes as outlined.

Move to increase the Motor Pool Fund budget by \$145,000 to \$279,620 and approve the department line item changes as outlined.