

# **CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES**

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*Supervisor*

**BRENDA L. STUMBO**

*Clerk*

**KAREN LOVEJOY ROE**

*Treasurer*

**LARRY J. DOE**

*Trustees*

**JEAN HALL CURRIE**

**STAN ELDRIDGE**

**MIKE MARTIN**

**SCOTT MARTIN**

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**January 14, 2013**

**Regular Meeting – 6:00 p.m.**

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

**SESSION AGENDA**  
**CHARTER TOWNSHIP OF YPSILANTI**  
**MONDAY, JANUARY 14, 2013**

**6:00 P.M.**

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

1. REVIEW AGENDA
2. OTHER DISCUSSION

# REVIEW AGENDA

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- A. SUPERVISOR STUMBO WILL REVIEW BOARD  
MEETING AGENDA

# OTHER DISCUSSION

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

**CHARTER TOWNSHIP OF YPSILANTI  
REGULAR MEETING  
MONDAY, JANUARY 14, 2013**

**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
4. CONSENT AGENDA
  - A. MINUTES OF THE DECEMBER 10, 2012 WORK SESSION AND REGULAR MEETING
  - B. STATEMENTS AND CHECKS
    1. 2012 YEAR-END - \$1,085,399.00
    2. 01/14/13 - \$678,060.00
5. SUPERVISOR REPORT
6. CLERK REPORT
7. TREASURER REPORT
8. TRUSTEE REPORT
9. ATTORNEY REPORT
  - A. GENERAL LEGAL UPDATE

**OLD BUSINESS**

1. 2<sup>nd</sup> READING RESOLUTION NO. 2012-41, ORDINANCE NO. 2012-427 AMENDING ORDINANCE NO. 2010-409, CHAPTER 14, ANIMALS OF THE CODE OF ORDINANCES CODE REQUIRING MANDATORY STERILIZATION OF PIT BULLS

## **NEW BUSINESS**

1. REQUEST OF KAREN WALLIN, HUMAN RESOURCE DEPARTMENT FOR AUTHORIZATION TO POST AND FILL A SECOND ORDINANCE ENFORCEMENT ASSISTANT POSITION IN THE OCS DEPARTMENT WITH A NEGOTIABLE SALARY BETWEEN \$37,400 AND \$41,600
2. REQUEST OF MARK NELSON, 14-B COURT MAGISTRATE TO APPROVE AGREEMENT BETWEEN YPSILANTI TOWNSHIP AND THE DISPUTE RESOLUTION CENTER FOR MEDIATION SERVICES AT 14-B DISTRICT COURT IN THE AMOUNT OF \$5,000, BUDGETED IN LINE ITEM #236.136.000.801.009
3. REQUEST OF MARK NELSON, 14-B COURT MAGISTRATE TO APPROVE AGREEMENT BETWEEN YPSILANTI TOWNSHIP AND WASHTENAW COUNTY TO PROVIDE TECHNICAL SUPPORT, CONSULTANT SERVICES AND NETWORK IT SUPPORT TO 14-B DISTRICT COURT IN THE AMOUNT OF \$33,649, BUDGETED IN LINE ITEM #236.136.000.819.010
4. REQUEST OF JEFF ALLEN, RSD DIRECTOR TO APPROVE THE NON-MOTORIZED PATHWAY AGREEMENT BETWEEN YPSILANTI TOWNSHIP AND WASHTENAW COUNTY ROAD COMMISSION IN THE AMOUNT OF \$40,000 FOR DESIGN AND CONSTRUCTION ENGINEERING, BUDGETED IN LINE ITEM #212.970.000.997.000

## **OTHER BUSINESS**

### **AUTHORIZATIONS AND BIDS**

#### **ACCEPT:**

1. REQUEST OF ART SERAFINSKI, RECREATION DIRECTOR TO AWARD BIDS FOR THE ANNUAL PARK AND BOAT STICKERS, DAILY PARK & BOAT PASSES AND "DISCOVER YPSILANTI, TOWNSHIP" MAGAZINE AS FOLLOWS:
  - A. ANNUAL PARK & BOAT STICKERS TO ADVANCE PRINT & GRAPHICS IN THE AMOUNT OF \$567.13, BUDGETED IN LINE ITEM #230.751.000.757.775
  - B. DAILY PARK & BOAT PASSES TO ADVANCE PRINT & GRAPHICS IN THE AMOUNT OF \$175.75, BUDGETED IN LINE ITEM #230.751.000.757.775
  - C. DISCOVER YPSILANTI TOWNSHIP MAGAZINE TO ADVANTAGE MARKETING SOLUTIONS, LLC IN THE AMOUNT NOT TO EXCEED \$25,000, BUDGETED IN LINE ITEM #230.751.000.880.00

#### **AUTHORIZE:**

1. REQUEST OF TRAVIS MCDUGALD, IS MANAGER TO DONATE A PORTION OF THE OBSOLETE EQUIPMENT TO THE B. SIDE PROGRAM AT EMU AND THE SEND THE REMAINING OBSOLETE EQUIPMENT TO MID MICHIGAN EWASTE, LLC FOR RECYCLING

# PUBLIC COMMENTS

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**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE DECEMBER 10, 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:** Dennis McLain and Wm. Douglas Winters

**1. PROPOSED AMENDMENT TO CELL TOWER LEASE**

Joe Lawson gave a brief presentation on the acquisition of SBA for two of the Township's cell towers from T-Mobile. He said SBA had presented two proposals to the Township as part of the ownership change. Mr. Lawson asked the Board for direction. He gave a recommendation for the lease payments to remain the same.

Discussion followed on several scenarios that could take place.

Supervisor Stumbo suggested that Attorney Winters, Mr. Lawson and Mr. McDugald review the options and bring a recommendation back to the Board.

Attorney Winters said he felt this was not the best offer.

Travis McDugald, IS Department said he really could not speculate on the projected future use of the cell towers and phones, except that the towers would be still be needed for a while, just maybe not as many of them.

**2. REVIEW AGENDA**

Supervisor Stumbo reviewed the agenda with additional discussion on the following items:

- **CLERK REPORT**

**URBAN COUNTY EXECUTIVE COMMITTEE**--The Washtenaw Urban County Executive Committee met on Tuesday, November 27, 2012. Food Gatherers made a presentation on what is available for those with food needs



**CHARTER TOWNSHIP OF YPSILANTI  
DECEMBER 10, 2012 WORK SESSION MINUTES  
PAGE 2**

in Washtenaw County. They are planning on an expansion, which will allow for a large increase in the distribution of food in our county. You can find sites for food distribution by going to [www.foodgatherers.org](http://www.foodgatherers.org). You will also find volunteer opportunities at this site and places for food drop off. The need is great and they provide food all year to those in need. The Washtenaw County Urban Executive Committee increased the allocation to Habitat for Humanity by \$105,000 for down payment assistance. This increase will provide down payment assistance for seven new homes located in Ypsilanti Township. This will bring the number of habitat homes to 52 in just three years, since 2012-2015. They have also provided weatherization help to 90 homes.

**PUBLIC HEARING NEEDS ASSESSMENT ON WASHTENAW URBAN COUNTY 2013-2018 CONSOLIDATED PLAN AND 2013-2014 ANNUAL ACTION PLAN TUESDAY, DECEMBER 18, 2012 at 1:00 PM—4135**

Washtenaw Avenue, Learning Resource Center, Room B, Ann Arbor, MI 48107. This public hearing will be held to solicit citizen input for the Washtenaw Urban County 2013-2018 Consolidated Plan and the 2013-2014 Annual Action Plan. The plan will outline specific objectives for housing and community development needs in the Urban County with CDBG, HOME, and ESG funding. The Annual Action Plan will identify specific projects and programs that the County intends to implement with these funds for the period July 1, 2013 – June 30, 2014. The public comment period will begin on December 18, 2012 and end on January 17, 2013. If you would like to submit comments or request additional information, contact Brett Lenart at [lenartb@ewashtenaw.org](mailto:lenartb@ewashtenaw.org) or 734.622.9006.

**DOROTHY'S DAYCARE**--Elected officials attended a meeting on Wednesday, November 28, 2012 with staff and township attorney to discuss the issues raised by township residents at the Monday, November 26, 2012 Township Board meeting in regards to the expansion of Dorothy's Daycare located on Merritt Rd.

**WASHTENAW COUNTY ROAD COMMISSION**--On Wednesday, November 28, 2012, the elected officials met with the Washtenaw County Road Commission in regards to several road issues. The meeting included discussion regarding the suggestions for road bond projects for 2013. The road commission reported that a raised pedestrian road crossing would be installed on S. Ivanhoe to help with residents visiting the Tot Park safely and to assist in slowing traffic on S. Ivanhoe. This project will be designed by the road commission and brought to the township board for financing and approval. The road commission agreed that the speed humps on Parkwood and Crestwood would be rebuilt because they were not constructed properly. This would occur in 2013 due to the closure of the asphalt plants. It was agreed that the road commission would have bi-monthly meetings with the township in 2013 during the development team meetings on Thursday mornings. The bond road projects that were completed in 2012 were discussed. Martz Road resurfacing concerns were discussed and the road

**CHARTER TOWNSHIP OF YPSILANTI  
DECEMBER 10, 2012 WORK SESSION MINUTES  
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commission agreed to review the inspections that were conducted on this paving project. It was agreed that Collegewood and Senate paving projects would proceed in 2013. The road commission will design both of these projects and meetings with the residents would be conducted.

**AATA REGIONAL TRANSIT**—The elected officials met with Michael Ford, Director of AATA and other AATA staff on Thursday, November 29, 2012 to discuss the future of regional transportation in the urban corridor of Washtenaw County. All agreed to support efforts to participate in plans to expand bus service in the urban corridor of the county including the cities of Ann Arbor, Saline and Ypsilanti along with the townships of Pittsfield and Ypsilanti. Discussion included reaching out to Superior Township for support for the expansion of transportation in the urban areas. AATA agreed to work with the urban municipalities to facilitate discussion and support for a plan to expand transportation in the urban areas of Washtenaw County.

**NEW TOWNSHIP WEBSITE DESIGN**--On Monday, December 3, 2012 the Information Systems Director, Travis McDugald along with the Website Designer/Programmer, Rebecca Bush presented the conceptual plan for the township's new website to township elected officials and management staff. The website project is under way and will continue to be developed through the first quarter of 2013.

**YCUA BOND PROPOSALS FOR 2013**—YCUA staff along with bond attorney and financial advisor presented possible proposals for bonds for water and sewer projects for 2013 to the elected officials on Wednesday, December 5, 2012. It was agreed that more research was needed and another meeting would be scheduled in January, 2013 to continue the discussion.

**DEVELOPMENT TEAM MEETING**—Several planning issues including flag replacement at the cell tower located at 444 James L. Hart Parkway, Woodard's Junk Yard and the Planning Commission Agenda were included in a discussion with the elected officials, the attorney and staff on Thursday, December 6, 2012.

**ELECTION PLANS**—The Washtenaw County Clerk's office offered to pay for 50% of the costs for new memory cards. The Clerk's office is ordering 22 new memory cards for all Ypsilanti Township precincts and for three receiving boards. The new memory cards will improve the efficiency of elections by drastically reducing the need to replace the memory cards during an election.

**MERRY CHRISTMAS TO ALL**—The Clerk's office wishes all Ypsilanti Township residents and staff a wonderful Christmas and Happy New Year. Our offices will be closed beginning on Saturday, December 22, 2012 through January 1, 2013.

- **ATTORNEY REPORT – GENERAL LEGAL UPDATE**

**CHARTER TOWNSHIP OF YPSILANTI  
DECEMBER 10, 2012 WORK SESSION MINUTES  
PAGE 4**

Attorney Dennis McLain provided an overview of the issues regarding Dorothy's Discovery Daycare and what had occurred prior to the November 13, 2012 Planning Commission.

Mr. McLain said he and Joe Lawson would reinstate their practice of meeting prior to the Planning Commission meeting to review planning issues.

Trustee Scott Martin wanted to ensure that there were no personal agendas regarding our Planning Commissioners.

Attorney McLain stated that Mr. Lawson had planned for the Commissioners to attend an in-depth training session on how to deal with protocol and the public after the first of the year.

Mr. Lawson said the training would occur January 8, 2013 at 5:30 p.m. for the Planning Commission, Zoning Board of Appeals, Park Commission and if they should wish to attend, the Township Board as well. He gave a brief description of the items the training would cover.

Supervisor Stumbo said the three full-time officials had met with Commissioner Sally Ritchie and she agreed that additional training would be helpful.

Attorney Winters provided a general legal update. He referred to a graph that was provided by Michael Radzik, OCS Director showing the OIUL arrests.

*(At this point the recording is inaudible due to the static)*

- **NEW BUSINESS**

- 1. Budget Amendment #12**

*(At this point the recording picked back up)*

Supervisor Stumbo explained that the amendments were made within the General Fund.

- 2. Resolution No. 2012-39 – Wage Resolution**

Supervisor Stumbo said Ronnie Peterson was a new person on the LDFA and Greg Peoples would no longer be on the YCUA Board.

- 3. Resolution No. 2012-40**

Jeff Allen, Residential Services Director provided a brief overview of the Connecting Communities grant for which he would be applying.

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DECEMBER 10, 2012 WORK SESSION MINUTES  
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Clerk Lovejoy Roe requested a change for the Resolution to include Tuttlehill and Whittaker.

Supervisor Stumbo said she and Jeff had met with SEMCOG regarding non-motorized trails.

Mr. Allen said the program had many options. He said there was about five million dollars available statewide with a 20% match and the deadline for projects in 2013 would be this Friday, December 14, 2012.

Mr. Allen said he had talked to Roy Townsend and he was willing to sign a sponsorship agreement and had suggested other areas that could be incorporated.

Supervisor Stumbo requested to add under Other Business, a motion to authorize Jeff Allen to formally submit a grant through MDOT/SEMCOG to work with the Washtenaw County Road Commission for a non-motorized path on Grove Road.

**ADJOURNMENT**

The meeting adjourned at approximately 6:59 p.m.

Respectfully submitted,

Karen Lovejoy Roe, Clerk

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE DECEMBER 10, 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:** Dennis McLain and Wm. Douglas Winters

**PUBLIC COMMENTS**

Donald Hazzard, Ypsilanti Township resident expressed his desire to fight against the RTA Authority, which included four counties in State Bill 911. He compared it to taxation without representation.

Arloa Kaiser, Ypsilanti Township resident complimented the staff and the attorneys for the great job done on the Ford Boulevard and East Michigan Avenue trailer park cleanup. She suggested looking into the possibility of putting a dog run at the Ford Boulevard location to alleviate the problem with dogs being in the street in that area. Ms. Kaiser also expressed the need for transportation for those who needed to get to their jobs.

Supervisor Stumbo and Clerk Lovejoy Roe suggested referring the idea of a dog park to the new Park Commission since they had already shown an interest.

Supervisor Stumbo said that Ms. Kaiser had also come up with the idea of having an Open House when the State Police Post becomes available to the Township.

**CONSENT AGENDA**

**A. MINUTES OF THE NOVEMBER 20, 2012 SPECIAL MEETING AND EXECUTIVE SESSION AND NOVEMBER 26, 2012 WORK SESSION AND REGULAR MEETING**

**B. STATEMENTS AND CHECKS**

**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 gave updates regarding:

- Legislation passed the House regarding the State Police Post and was headed to the Governor's office for signing. There would be a period of sixty days for some renovations to be completed.
- Issues regarding the Planning Commission were discussed at length at several internal meetings. The outcome was that a weekly meeting would take place between Attorney McLain and Joe Lawson, the Planning Director. Also, the Development Team meeting held each Thursday would include a review of planning issues. Mr. Lawson had scheduled training regarding policies and procedures specifically for the Planning

**CHARTER TOWNSHIP OF YPSILANTI  
DECEMBER 10, 2012 REGULAR MEETING MINUTES  
PAGE 2**

Commission and the Zoning Board of Appeals. The Township Board and the Park Commission could attend those sessions if they desired.

- Jeff Castro was appointed Director of YCUA.
- Mike Marocco was appointed the new Neighborhood Community Watch Deputy and would begin after the first of the year.
- Attended a meeting of the West Willow Women in Action with Sheriff Clayton, Lt. Anuszkiewicz and Mike Radzik.
- Attended meeting with Jeff Allen at SEMCOG and MDOT regarding grant dollars.
- The three full-time officials would be meeting with RACER Trust December 11, 2012 for the purpose of bringing jobs to our community.
- John Reiser, Planning Commission Chair had a band that would be doing a fundraiser for the Humane Society on Friday, December 14, 2012 at Papios.
- Mark Giffin, Township Ordinance Officer would be retiring on Friday, December 21, 2012.
- Since there had been a 47% reduction in taxable value since 2007 and Township staff had been reduced by 30, a decision had been reached to hire a consultant to try to bring in new businesses to our community. The consultant could also broker the township owned property on Huron Street. It would be a part-time position, as a contract employee.
- She wished everyone a Merry Christmas and a good New Year.

**CLERK REPORT**

Clerk Lovejoy Roe reported she had given her report at the Work Session and it was available in printed form on the back table.

**TREASURER REPORT**

Treasurer Doe said he did not have a report but wanted to take this opportunity to wish everyone a Merry Christmas and a Safe New Year.

**ATTORNEY REPORT**

Attorney Winters said that he should have mentioned that Joe Lawson was part of the team that participated in the success story of the Township when he gave the General Legal Update the Work Session.

Mr. Winters said Habitat for Humanity played an instrumental role in the Township's stabilization program and resolving the nuisance cases at 2147 Merrill, 1095 Jones and 1091 Rambling Road.

Clerk Lovejoy Roe mentioned a Township build program with Habitat for Humanity that would involve Township residents, employees and union members to help put a Veteran's family into a house in Ypsilanti Township. She said if anyone was interested, they could contact the Clerk's Office or the Supervisor's Office to find out which Saturday in January this would be scheduled. She also said that Habitat had gift cards available and a percentage of those sold would

**CHARTER TOWNSHIP OF YPSILANTI  
DECEMBER 10, 2012 REGULAR MEETING MINUTES  
PAGE 3**

come to Habitat, directly for Ypsilanti Township homes. The gift cards could be purchased online at the Washtenaw County Habitat website.

**NEW BUSINESS**

**1. BUDGET AMENDMENT #12**

Clerk Lovejoy Roe read the Amendment into the record.

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Budget Amendment #12 (see attached). The motion carried unanimously.**

**2. RESOLUTION NO. 2012-39, 2013 BOARDS AND COMMISSIONS  
APPOINTMENTS AND REAPPOINTMENTS**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Scott Martin to approve Resolution No. 2012-39, 2013 Boards and Commissions Appointments and Reappointments (see attached). The motion carried unanimously.**

**3. RESOLUTION NO. 2012-42, CONNECTING COMMUNITIES INITIATIVE**

Clerk Lovejoy Roe read the Resolution into the record.

Clerk Lovejoy Roe said a correction was made, for the record, to read Textile, Tuttlehill and Whittaker Roads.

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Resolution No. 2012-42, Connecting Communities Initiative (see attached). The motion carried unanimously.**

**4. RESOLUTION NO. 2012-43, REVISED FEE SCHEDULE FOR RENTAL  
INSPECTION PROGRAM**

Clerk Lovejoy Roe read the Resolution into the record.

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Resolution No. 2012-43, Revised Fee Schedule for Rental Inspection Program (see attached). The motion carried unanimously.**

Discussion followed regarding the fee for no show inspections.

**5. REQUEST OF KAREN WALLIN, HUMAN RESOURCES TO APPROVE  
MERS RESOLUTION REGARDING CHANGE IN EMPLOYEE  
CONTRIBUTION FROM 6.9% TO 7.3% EFFECTIVE 1/1/2013 PER  
APPROVED UNION CONTRACTS.**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Scott Martin to approve MERS resolution changing employee contribution from 6.9% to 7.3%, effective January 1, 2013 per approved Union contract (see attached). The motion carried unanimously.**

**OTHER BUSINESS**

**1. AUTHORIZATION FOR JEFF ALLEN, RESIDENTIAL SERVICES  
DIRECTOR TO APPLY FOR GRANT THROUGH MDOT/SEMOG FOR  
WORKING WITH WASHTENAW COUNTY ROAD COMMISSION ON  
GROVE ROAD NON-MOTORIZED PATH**

**CHARTER TOWNSHIP OF YPSILANTI  
DECEMBER 10, 2012 REGULAR MEETING MINUTES  
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**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to authorize Jeff Allen, Residential Services Director to apply for a grant through MDOT/SEMCOG for working with the Washtenaw County Road Commission on the Grove Road Non-motorized Path. 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



# CHARTER TOWNSHIP OF YPSILANTI

## 2012 BUDGET AMENDMENT #12

DECEMBER 10, 2012

### 101 - GENERAL OPERATIONS FUND

Total Increase

\$0.00

Request to do the following line item budget transfer amendments throughout different departments. The decrease and increase in the line items will have a zero net effect on the budget for fund balance.

<b>Decrease</b>	<u>Line Description</u>	<u>Dept</u>		
<b>Expenditure</b>	Tax appeals	Assessing	101.209.000.811.001	\$25,000.00
	Postage	General Services	101.267.000.730.000	\$20,000.00
	Telephone	General Services	101.267.000.850.000	\$10,000.00
	Equip Rental/Leasing	General Services	101.267.000.941.000	\$4,780.00
	Professional Services	Other Functions	101.956.000.801.000	\$25,000.00
			Net Revenues	<u><u>\$84,780.00</u></u>

<b>Increase</b>	<u>Line Description</u>	<u>Dept</u>		
<b>Expenditures:</b>	Legal - Prosecution	Due Process	101.137.000.801.014	\$28,200.00
	Legal - Domestic Violence	Due Process	101.137.000.801.020	\$7,000.00
	Retirement - MERS	Supervisor	101.171.000.876.000	\$895.00
	Salaries - PTO Payout	Accounting	101.201.000.708.004	\$4,135.00
	Salaries - PTO Payout	Assessing	101.209.000.708.004	\$4,263.00
	Salaries - PTO Payout	Clerk	101.215.000.708.004	\$3,140.00
	Reg Overtime	Clerk	101.215.000.709.000	\$1,575.00
	Retirement - MERS	Clerk	101.215.000.876.000	\$2,700.00
	Salaries - PTO Payout	Human Resource	101.227.000.708.004	\$1,134.00
	Salaries - PTO Payout	Treasurer	101.253.000.708.004	\$4,806.00
	Salaries - PTO Payout	Computer Support	101.266.000.708.004	\$4,000.00
	Retirement - MERS	Computer Support	101.266.000.876.000	\$425.00
	Salaries - PTO Payout	Community Develop	101.371.000.708.004	\$1,284.00
	Salary - Temp Ford Lake	Res Svcs Park Ground	101.774.000.707.775	\$2,600.00
	Salaries - PTO Payout	Res Svcs Park Ground	101.774.000.708.004	\$17,713.00
	Retirement - MERS	Res Svcs Park Ground	101.774.000.876.000	\$910.00

Net Expenditures \$84,780.00

# CHARTER TOWNSHIP OF YPSILANTI

## 2012 BUDGET AMENDMENT #12

DECEMBER 10, 2012

<b>206 - FIRE FUND</b>	<b>Total Increase</b>	<b>\$7,740.21</b>
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Increase tax refund expenditure budget due to Michigan Tax Tribunal tax settlements - reductions of value 2010-2011 taxes for required refunds to tax payers. This is funded by an Appropriation of Prior Year Fund Balance from the Reserve for MTT losses based on specific millage rates for the specific fund.

Revenues:	Prior Year Fund Balance	206.000.000.699.000	\$7,740.21
		Net Revenues	\$7,740.21
Expenditures:	Tax Refund Expenditures	206.206.000.956.010	\$6,811.21
	Tax Refund Expenditures-Fire Pension	206.852.000.956.014	\$929.00
		Net Expenditures	\$7,740.21

<b>212 - BIKE, SIDEWALK, RECREATION, ROAD AND GENERAL OPERATIONS FUND (BSR II)</b>	<b>Total Increase</b>	<b>\$2,610.54</b>
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Increase tax refund expenditure budget due to Michigan Tax Tribunal tax settlements - reductions of value 2010-2011 taxes for required refunds to tax payers. This is funded by an Appropriation of Prior Year Fund Balance from the Reserve for MTT losses based on specific millage rates for the specific fund.

Revenues:	Prior Year Fund Balance	212.000.000.699.000	\$2,610.54
		Net Revenues	\$2,610.54
Expenditures:	Tax Refund Expenditures	212.212.000.956.010	\$2,610.54
		Net Expenditures	\$2,610.54

<b>226 - ENVIRONMENTAL SERVICES FUND</b>	<b>Total Increase</b>	<b>\$4,086.72</b>
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Increase tax refund expenditure budget due to Michigan Tax Tribunal tax settlements - reductions of value 2010-2011 taxes for required refunds to tax payers. This is funded by an Appropriation of Prior Year Fund Balance from the Reserve for MTT losses based on specific millage rates for the specific fund.

Revenues:	Prior Year Fund Balance	226.000.000.699.000	\$4,086.72
		Net Revenues	\$4,086.72
Expenditures:	Tax Refund Expenditures	226.226.000.956.010	\$4,086.72
		Net Expenditures	\$4,086.72

# CHARTER TOWNSHIP OF YPSILANTI

## 2012 BUDGET AMENDMENT #12

DECEMBER 10, 2012

### 249 - BUILDING DEPARTMENT FUND

Total Increase \$21,000.00

Increase the Contractual Services expenditure line item by \$21,000 and Increase the Non Bus Lic Building Permit revenue line item by \$21,000 to offset. The Building Department generated more revenue than originally budgeted, but we also incurred more expenditures as well.

Revenues:	NON BUS. LIC- BUIDLING PERMITS	\$21,000.00
	Net Revenues	<u>\$21,000.00</u>

Expenditures:	CONTRACTUAL SERVICES	\$21,000.00
	Net Expenditures	<u>\$21,000.00</u>

### 266 - LAW ENFORCEMENT FUND

Total Increase \$12,162.88

Increase tax refund expenditure budget due to Michigan Tax Tribunal tax settlements - reductions of value 2010-2011 taxes for required refunds to tax payers. This is funded by an Appropriation of Prior Year Fund Balance from the Reserve for MTT losses based on specific millage rates for the specific fund.

Revenues:	Prior Year Fund Balance	266.000.000.699.000	\$12,162.88
	Net Revenues		<u>\$12,162.88</u>

Expenditures:	Tax Refund Expenditure	266.301.000.956.010	\$12,162.88
	Net Expenditures		<u>\$12,162.88</u>

### 893 - NUISANCE ABATEMENT FUND

Total Increase \$9,495.00

Increase the expenditure line items for Blight Enforcement and Board up Enforcement Costs due to the lower than expected revenue from the tax settlement for reimbursements of Noxious Weed Revenue and the Foreclosure chargebacks from the County. This will be funded by an appropriated of the prior year fund balance.

Revenues:	Prior Year Fund Balance	893.000.000.699.000	\$9,495.00
	Net Revenues		<u>\$9,495.00</u>

Expenditures:	Blight Enforcement Cost	893.893.000.806.001	\$6,771.00
	Board up Enforcement Cost	893.893.000.806.002	\$2,724.00
	Net Expenditures		<u>\$9,495.00</u>

Motion to Amend the 2012 Budget (#12):

Move to execute line item budget transfers between departments netting a zero increase to the General Fund which will remain at \$8,090,166 and approve the department line item changes as outlined.

Move to increase the Fire Fund budget by \$7,740.21 to \$5,031,343 and approve the department line item changes as outlined.

Move to increase the Bike, Sidewalk, Recreation, Road, & General Operations Fund (BSRII) by \$2,610.54 to \$2,947,154 and approve the department line item changes as outlined.

Move to increase the Environmental Services Fund budget by \$4,086.72 to \$2,641,184 and approve the department line item changes as outlined.

Move to increase the Building Department Fund budget by \$21,000 to \$285,774 and approve the department line item changes as outlined.

Move to increase the Law Enforcement Fund budget by \$12,162.88 to \$6,536,557 and approve the department line item changes as outlined.

Move to increase the Nuisance Abatement Fund budget by \$9,495 to \$109,995 and approve the department line item changes as outlined.

**CHARTER TOWNSHIP OF YPSILANTI**  
**2013 Board and Commissions Appointments and Re-Appointments**  
**Resolution No. 2012-39**

**REAPPOINTMENTS**

**Board of Review**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Gunia, Ron	2 Years	12/31/2014
Weathers, E.L.	2 Years	12/31/2014
Lathion, Marsha (Alternate)	2 Years	12/31/2014

**Civil Service Commission**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Brotz, Thomas (appointed by Firefighters to finish term of J. Yurkunas)		12/31/2016
Warren, Martha (appointed by Commission)	6 Years	12/31/2018

**Construction Board of Appeals**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Anderson, Jimmy	2 Years	12/31/2014
Cook, Roger	2 Years	12/31/2014
Foley, Jesse	2 Years	12/31/2014
McComb, Alan	2 Years	12/31/2014

**Election Board**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Currie, Jean Hall	4 Years	11/20/2016
Martin, Mike	4 Years	11/20/2016
Roe, Karen Lovejoy	4 Years	11/20/2016

**Greens Commission**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Cobb, Michael	2 Years	12/31/2014
Doe, Lawrence	2 Years	12/31/2014
Wilbanks, Ambrose	2 Years	12/31/2014

**Joint Labor Management Team**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Doe, Lawrence	4 Years	11/20/2016
Stumbo, Brenda	4 Years	11/20/2016
Wallin, Karen	Staff Assignment	Pleasure of the Board

**Liquor Committee**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Doe, Lawrence	4 Years	11/20/2016
Eldridge, Stan	4 Years	11/20/2016
Martin, Scott	4 Years	11/20/2016

**Local Development Finance Authority (LDFA)**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Peterson, Ronnie		
Roe, Karen Lovejoy		11/20/2016

**Middle Huron River Watershed**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Martin, Scott	4 Years	11/20/2016
Stumbo, Brenda	4 Years	11/20/2016

**Planning Commission**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Eldridge, Stan	4 Years	11/20/2016
Walls, Ralph	3 Years	12/31/2015

**Southeast Michigan Council of Governments (SEMCOG)**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Doe, Lawrence (Alternate)	4 Years	11/20/2016
Martin, Michael (Delegate)	4 Years	11/20/2016

**Washtenaw Area Transportation Study Committee (WATS)**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Martin, Michael (Alternate)	4 Years	11/20/2016
Stumbo, Brenda (Delegate)	4 Years	11/20/2016
Lawson, Joseph	Staff Assignment	Pleasure of the Board

**Washtenaw Urban Executive Committee/  
Home Consortium Board**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Roe, Karen Lovejoy	4 Years	11/20/2016
Stumbo, Brenda	4 Years	11/20/2016
Radzik, Michael	Designee	Pleasure of the Board

**Water Conservation Advisory Commission**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Martin, Scott	4 Years	11/20/2016

**Weed Commissioner**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Keen, Tammie	2 Years	12/31/2014

**Zoning Board of Appeals**

	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Brewington, Brenda	3 Years	12/31/2015
Sprague, Ed	3 Years	12/31/2015

## **Resolution No. 2012-42**

### **Connecting Communities Initiative**

**WHEREAS**, the Washtenaw County Parks and Recreation Commission has a "Connecting Communities" Initiative; and

**WHEREAS**, this initiative allows communities in the county to receive grant funds for local trail projects to connect communities; and

**WHEREAS**, Ypsilanti Township has an opportunity to invest \$100,000 in engineering design to receive an estimated \$295,000 for the construction of bike paths on Textile, Tuttlehill and Whittaker Roads through this grant application; and

**WHEREAS**, there is a continual need to enhance our bike path trail system; and

**WHEREAS**, applications are due by December 31, 2012 for the 2013 construction year and the award is made in March of 2013; and

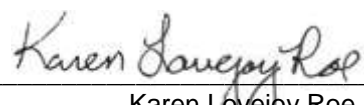
**WHEREAS**, this may be a collaborative effort with Ypsilanti Township, Washtenaw County Road Commission and Washtenaw County Parks and Recreation; and

**WHEREAS**, the anticipated cost to the Township would not exceed \$100,000; and

**WHEREAS**, line item #212-970- 000-997-000 can only be spent on capital improvements for parks & recreation.

**NOW THEREFORE BE IT RESOLVED** that the Charter Township of Ypsilanti Board of Trustees approves this expenditure for engineering not to exceed \$100,000 and authorizes signing of the application and any necessary contracts and submittal of the application by Township staff for the Connecting Communities Initiative.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2012-42 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on December 10, 2012.



Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

**RESOLUTION NO. 2012-43**  
**Amending Resolution No. 2007-19**

**Rental Inspection Program Fee Schedule**

**Whereas**, the Charter Township of Ypsilanti adopted a rental inspection ordinance effective on November 15, 2007; and

**Whereas**, the rental inspection ordinance provides that the fees to be charged in the administration of the ordinance shall be established by a resolution of the Township Board; and

**Whereas**, the fee schedule has not changed in five years since it was first adopted; and

**Whereas**, a cost analysis and an analysis of comparable fees adopted by other local jurisdictions indicates that the current fee schedule does not recover actual costs and is up to 45% lower than neighboring jurisdictions;

**Now Therefore, Be it resolved**, that the Charter Township of Ypsilanti hereby adopts the following rental inspection fee schedule effective as of January 1, 2013:

**Rental Inspection Program Fee Schedule**

Registration for One and Two Unit Dwellings (per unit)	\$10
Failure to Register Penalty Fee	\$100
Initial/Renewal Inspection (24 month cycle)	\$100
Re-Inspections	\$30
No Show/No Access for Scheduled Inspection	Inspection Fee
Late Cancellation for Initial Inspection (< 4 business days' notice)	\$50
Late Cancellation for Re-Inspection (< 4 business days' notice)	\$30
Tenant Complaint Inspection	No Charge
Search Warrant Fee	\$100
Appeal to Construction Board of Appeals	\$100



**RESOLUTION FOR CHANGING MERS BENEFITS  
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**



In accordance with the MERS Plan Document of 1996, the Charter Township of Ypsilanti  
(Participating Municipality)  
8104 adopts the following benefits for: Division #10  
(Municipality No.) (Reporting Unit No., MERS Division No. and Name)

A "division" is defined as an employee or group of employees covered by the same benefit programs and the same employee contribution program. Each division has a specific MERS number and name, such as "Div. 10, General-Admin.," and is part of a Reporting Unit, such as: "01."

Supporting Supplemental Valuation is dated \_\_\_\_\_

**BENEFIT MULTIPLIER**

From \_\_\_\_\_ To \_\_\_\_\_ Effective Date \_\_\_\_\_  
(Current Benefit Multiplier) (New Benefit Multiplier)

**Provisions for Earlier Normal Retirement**

☐ F50/25 ☐ F50/30 ☐ F(N)-Years and Out (Specify number of years) \_\_\_\_\_  
☐ F55/15 ☐ F55/20 ☐ F55/25 ☐ F55/30  
Effective Date \_\_\_\_\_

**EMPLOYEE CONTRIBUTION RATE**

New Rate 7.3%  
Effective Date 1/1/2013

**ADDITIONAL BENEFITS  
AFFECTING FUTURE RETIREES**

☐ FAC 3 ☐ FAC 5 ☐ V-6 ☐ V-8 ☐ V-10 ☐ RS - 50%  
☐ D-2 ☐ E-2 ☐ DROP+ with \_\_\_\_\_ %  
Effective Date \_\_\_\_\_

**RETIREE COST-OF-LIVING BENEFIT PROGRAMS FOR CURRENT RETIREES**

☐ E Standard ☐ E-1  
☐ E - Other (Specify Factor \_\_\_\_\_ Adjustment Years \_\_\_\_\_)  
Effective Date \_\_\_\_\_

**WINDOW PERIOD (If applicable)**

From \_\_\_\_\_ To \_\_\_\_\_  
(Date) (Date)

I CERTIFY THAT THE ABOVE WAS ADOPTED BY Township Board of Trustees Dec. 10, 2012  
Governing Body Date of Meeting

\_\_\_\_\_  
Authorized Signature Title Date

**NOTE: Standard/Nonstandard Benefit Provisions**—Attach page fully describing provision(s), and (1) a complete copy of the fully executed collective bargaining agreement and a certified copy of official minutes where the collective bargaining agreement or this Resolution was adopted, or (2) a copy of the arbitration or mediation decision. If further information is needed, please contact MERS Employer Services Division at 1 (800) 767-6377.

User: mharris

CHECK NUMBERS 160065 - 160087

DB: Ypsilanti-Twp

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank AP AP					
12/03/2012	AP	160065	16370	PROGRESSIVE BENEFIT SOLUTIONS	15,427.22
12/03/2012	AP	160066	16370	PROGRESSIVE BENEFIT SOLUTIONS	15,233.08
12/03/2012	AP	160067	16370	PROGRESSIVE BENEFIT SOLUTIONS	1,162.50
12/11/2012	AP	160068	6821	AT & T	201.13
12/11/2012	AP	160069	6821	AT & T	42.27
12/11/2012	AP	160070	6821	AT & T	26.33
12/11/2012	AP	160071	0363	COMCAST CABLE	81.90
12/11/2012	AP	160072	0363	COMCAST CABLE	211.90
12/11/2012	AP	160073	0426	GUARDIAN ALARM	1,306.53
12/11/2012	AP	160074	1475	VERIZON WIRELESS	1,124.74
12/11/2012	AP	160075	1475	VERIZON WIRELESS	774.47
12/11/2012	AP	160076	15934	WASTE MANAGEMENT	465.08
12/11/2012	AP	160077	15934	WASTE MANAGEMENT	764.50
12/11/2012	AP	160078	15934	WASTE MANAGEMENT	2,488.59
12/11/2012	AP	160079	15934	WASTE MANAGEMENT	212.01
12/11/2012	AP	160080	6039	WASTE MANAGEMENT*	2,030.10
12/11/2012	AP	160081	6039	WASTE MANAGEMENT*	26,193.12
12/11/2012	AP	160082	6039	WASTE MANAGEMENT*	109,793.07
12/11/2012	AP	160083	6039	WASTE MANAGEMENT*	26,425.20
12/11/2012	AP	160084	0480	YPSILANTI COMMUNITY	1,282.32
12/12/2012	AP	160085	6762	EDWARD MARX, JR.	123.00
12/18/2012	AP	160086	15536	REVOLUTION DANCEWEAR	315.92
12/18/2012	AP	160087	6149	WEISSMAN'S	1,828.40

## AP TOTALS:

Total of 23 Checks:

207,513.38

Less 0 Void Checks:

0.00

Total of 23 Disbursements:

207,513.38

Accounts Payable Checks

877,885.62

HAND Checks

207,513.38

Grand Total

1,085,399.00

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank AP AP					
12/19/2012	AP	160088	0001	A.F. SMITH ELECTRIC	195.06
12/19/2012	AP	160089	6046	AARON LYLES	150.00
12/19/2012	AP	160090	8412	ACO HARDWARE	103.58
12/19/2012	AP	160091	15493	ADAM KURTINAITIS	570.00
12/19/2012	AP	160092	15515	AEROTROPOLIS DEVELOPMENT	25,000.00
12/19/2012	AP	160093	0152	ALLIED-EAGLE SUPPLY	2,230.00
12/19/2012	AP	160094	0017	ANN ARBOR CLEANING SUPPLY	1,287.40
12/19/2012	AP	160095	1990	ANNETTE GONTARSKI	96.51
12/19/2012	AP	160096	6821	AT & T	52.53
12/19/2012	AP	160097	6821	AT & T	46.54
12/19/2012	AP	160098	6821	AT & T	2,098.03
12/19/2012	AP	160099	0215	AUTO VALUE YPSILANTI	259.94
12/19/2012	AP	160100	0007	BECKETT & RADEDER	6,088.00
12/19/2012	AP	160101	6702	BELFOR USA	149.00
12/19/2012	AP	160102	1111	BURCO	1,668.00
12/19/2012	AP	160103	6959	BUTZEL LONG	2,173.00
12/19/2012	AP	160104	6659	CARL ROWSEY	127.19
12/19/2012	AP	160105	4477	CDW-G	6,860.00
12/19/2012	AP	160106	6015	CENTRON DATA SERVICES	1,025.73
12/19/2012	AP	160107	16544	CHRISTOPHER SALAZAR	735.00
12/19/2012	AP	160108	2276	CINCINNATI TIME SYSTEMS	678.45
12/19/2012	AP	160109	CLI	CLI CONCRETE LEVELING INC.	250.00
12/19/2012	AP	160110	0102	COLMAN-WOLF SANITARY SUPPLY CO	80.04
12/19/2012	AP	160111	0363	COMCAST CABLE	163.85
12/19/2012	AP	160112	0363	COMCAST CABLE	37.12
12/19/2012	AP	160113	0363	COMCAST CABLE	216.90
12/19/2012	AP	160114	1312	COMPLETE BATTERY SOURCE	359.80
12/19/2012	AP	160115	0582	CONGDON'S	89.06
12/19/2012	AP	160116	CRC THERMAL	CRC THERMAL	2,193.00
12/19/2012	AP	160117	1068	CUDA UNIFORM, INC.	189.98
12/19/2012	AP	160118	0588	CUMMINS BRIDGEWAY, LLC	86.07
12/19/2012	AP	160119	16503	DAVID & GATTI, PLLC	1,089.00
12/19/2012	AP	160120	0521	DSS CORPORATION	199.00
12/19/2012	AP	160121	0119	DTE ENERGY**	79,395.17
12/19/2012	AP	160122	2913	EMERGENCY VEHICLE SERVICES	90.77
12/19/2012	AP	160123	6084	FIRE SERVICE MANAGEMENT	718.40
12/19/2012	AP	160124	FIRESTONE	FIRESTONE COMPLETE AUTO CARE	1,455.66
12/19/2012	AP	160125	16443	FLOYD'S RIGGING AND MACHINERY	1,538.00
12/19/2012	AP	160126	0135	FORMS TRAC, ENTERPRISES	1,857.93
12/19/2012	AP	160127	6033	GARAN LUCOW MILLER, P.C.	1,396.00
12/19/2012	AP	160128	1233	GORDON FOOD SERVICE INC.	108.85
12/19/2012	AP	160129	6161	GOVERNMENTAL CONSULTANT	2,850.00
12/19/2012	AP	160130	0107	GRAINGER	970.62
12/19/2012	AP	160131	3391	GRAYBAR	467.85
12/19/2012	AP	160132	0426	GUARDIAN ALARM	70.00
12/19/2012	AP	160133	0426	GUARDIAN ALARM	307.19
12/19/2012	AP	160134	16170	HEIKK'S DECORATED APPAREL	60.00
12/19/2012	AP	160135	6547	HERITAGE NEWSPAPERS	368.00
12/19/2012	AP	160136	6786	HERITAGE-CRYSTAL CLEAN, LLC	243.24
12/19/2012	AP	160137	2831	HERKIMER RADIO SERVICE	2,030.92
12/19/2012	AP	160138	0503	HOME DEPOT	1,929.22
12/19/2012	AP	160139	6147	HP DIRECT	2,683.90
12/19/2012	AP	160140	2898	HURON VALLEY AMBULANCE	5,751.17
12/19/2012	AP	160141	16303	I-94 MARINE & WATERSPORTS LLC	61.77
12/19/2012	AP	160142	15993	J.J. JINKLEHEIMER & CO	383.66
12/19/2012	AP	160143	4467	JOHN DEERE LANDSCAPES	1,500.00
12/19/2012	AP	160144	KSUDDENDOR	KATHERINE SUDDENDORF	322.00
12/19/2012	AP	160145	0391	KONICA MINOLTA - ALBIN	204.39
12/19/2012	AP	160146	0567	LARRY'S MOWER SHOP	325.91
12/19/2012	AP	160147	6558	LCMAJORII CARPENTRY	845.00
12/19/2012	AP	160148	LISAREED	LISA REED	100.00
12/19/2012	AP	160149	6467	LOWES	186.78
12/19/2012	AP	160150	11330	LSL PLANNING INC	947.50
12/19/2012	AP	160151	MANPOWER	MANPOWER	594.00
12/19/2012	AP	160152	2344	MARC DUTTON IRRIGATION, INC.	500.00
12/19/2012	AP	160153	MGRAY	MARCELLE GRAY	203.00
12/19/2012	AP	160154	0158	MARK HAMILTON	1,500.00
12/19/2012	AP	160155	15195	MARK NELSON	161.00
12/19/2012	AP	160156	MSMITH	MARLENE SMITH	45.00
12/19/2012	AP	160157	0253	MCLAIN AND WINTERS	102,979.60
12/19/2012	AP	160158	0253	MCLAIN AND WINTERS	9,775.00
12/19/2012	AP	160159	16001	MICHAEL MEYER	120.00
12/19/2012	AP	160160	16165	MICHIGAN ABILITY PARTNERS	744.00
12/19/2012	AP	160161	16461	MICHIGAN LINEN SERVICE, INC.	1,354.49
12/19/2012	AP	160162	MID-TECH	MID-TECH, INC	495.00
12/19/2012	AP	160163	15402	MIDWEST MEDICAL CENTER	20.00
12/19/2012	AP	160164	MLAWRENCE	MINDY LAWRENCE	130.00
12/19/2012	AP	160165	1937	OFFICE DEPOT	724.90

Check Date	Bank	Check	Vendor	Vendor Name	Amount
12/19/2012	AP	160166	2997	OFFICE EXPRESS	1,573.95
12/19/2012	AP	160167	0309	ORCHARD, HILTZ & MCCLIMENT INC	533.00
12/19/2012	AP	160168	0913	PARKWAY SERVICES, INC.	120.00
12/19/2012	AP	160169	0327	PINTER'S FLOWERLAND, INC.	343.75
12/19/2012	AP	160170	2966	PITNEY BOWES	1,482.39
12/19/2012	AP	160171	PREFEREED	PREFERRED DATA SYSTEMS	6,047.00
12/19/2012	AP	160172	0722	PRINTING SYSTEMS	2,009.56
12/19/2012	AP	160173	0928	PROFESSIONAL TREE SERVICE	3,400.00
12/19/2012	AP	160174	6045	QPS PRINTING	532.29
12/19/2012	AP	160175	6953	QUILL OFFICE SUPPLIES	183.68
12/19/2012	AP	160176	11340	RECYCLE ANN ARBOR	210.00
12/19/2012	AP	160177	3214	RENT A WRECK	43.00
12/19/2012	AP	160178	16395	RESIDEX TURFGRASS ***	745.00
12/19/2012	AP	160179	15386	RICOH AMERICAS CORPORATION	2,289.60
12/19/2012	AP	160180	4313	RONALD WHITTENBERG	150.00
12/19/2012	AP	160181	0634	SAM'S CLUB DIRECT	274.68
12/19/2012	AP	160182	0395	SHRADER TIRE & OIL	54.78
12/19/2012	AP	160183	3978	SOLOMON DIVING INC.	3,025.00
12/19/2012	AP	160184	15751	SOUTHERN COMPUTER WAREHOUSE	1,302.06
12/19/2012	AP	160185	16364	SPICER GROUP	3,200.00
12/19/2012	AP	160186	16364	SPICER GROUP	2,305.50
12/19/2012	AP	160187	3212	STANLEY CONVERGENT SECURITY	907.14
12/19/2012	AP	160188	3212	STANLEY CONVERGENT SECURITY	1,850.52
12/19/2012	AP	160189	6384	STAPLES* - ACCOUNT #1026071	365.70
12/19/2012	AP	160190	3001	START SMART SPORTS DEV.	720.00
12/19/2012	AP	160191	0632	STERICYCLE INC	265.55
12/19/2012	AP	160192	15176	SUSAN ALLSHOUSE	1,250.00
12/19/2012	AP	160193	1227	TARGET INFORMATION	163.60
12/19/2012	AP	160194	15941	TODD BARBER	1,150.00
12/19/2012	AP	160195	6376	TRACTOR SUPPLY COMPANY	561.80
12/19/2012	AP	160196	TBLOUNT	TYLER BLOUNT II	100.00
12/19/2012	AP	160197	15131	U.S. BANK, N.A.	112.50
12/19/2012	AP	160198	3082	UNIVERSITY TRANSLATORS	420.00
12/19/2012	AP	160199	1475	VERIZON WIRELESS	85.37
12/19/2012	AP	160200	1475	VERIZON WIRELESS	60.67
12/19/2012	AP	160201	6633	VERMONT SYSTEMS, INC	4,878.00
12/19/2012	AP	160202	1354	VESCO OIL CORPORATION	2,897.00
12/19/2012	AP	160203	6627	VICTORY LANE	63.31
12/19/2012	AP	160204	16302	W.J. O'NEIL COMPANY	4,254.19
12/19/2012	AP	160205	7035	WASHTENAW COMMUNITY COLLEGE#	86.36
12/19/2012	AP	160206	7005	WASHTENAW COUNTY TREASURER	2,397.50
12/19/2012	AP	160207	7005	WASHTENAW COUNTY TREASURER	529.21
12/19/2012	AP	160208	0444	WASHTENAW COUNTY TREASURER#	46,756.75
12/19/2012	AP	160209	0444	WASHTENAW COUNTY TREASURER#	13,779.78
12/19/2012	AP	160210	0444	WASHTENAW COUNTY TREASURER#	28,947.64
12/19/2012	AP	160211	0444	WASHTENAW COUNTY TREASURER#	439,235.42
12/19/2012	AP	160212	7042	WASHTENAW INTERMEDIATE	152.22
12/19/2012	AP	160213	16368	WEINGARTZ	29.50
12/19/2012	AP	160214	3011	WEST PAYMENT CENTER	678.46
12/19/2012	AP	160215	0459	WEST PUBLISHING COMPANY	528.00
12/19/2012	AP	160216	15421	WEX BANK	1,809.48
12/19/2012	AP	160217	4263	WOLVERINE FREIGHTLINER	48.00
12/19/2012	AP	160218	0480	YPSILANTI COMMUNITY	6,364.72
12/19/2012	AP	160219	7034	YPSILANTI DISTRICT LIBRARY	98.35
12/19/2012	AP	160220	7039	YPSILANTI SCHOOL DISTRICT	615.62
12/19/2012	AP	160221	6417	YPSILANTI TWP PETTY CASH	187.34
12/19/2012	AP	160222	0494	ZEE MEDICAL SERVICE COMPANY	33.00
12/19/2012	AP	160223	0729	ZEP MANUFACTURING COMPANY	614.01

AP TOTALS:

Total of 136 Checks:	877,885.62
Less 0 Void Checks:	0.00
Total of 136 Disbursements:	877,885.62

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank AP AP					
12/20/2012	AP	160224	5049	BLUE CROSS BLUE SHIELD OF MI	48,224.04
12/20/2012	AP	160225	5049	BLUE CROSS BLUE SHIELD OF MI	58,181.08
12/20/2012	AP	160226	CHOICE STR	CHOICE STRATEGIES	36,380.00 V
12/20/2012	AP	160227	DEARBONNAT	DEARBORN NATIONAL LIFE INSURANCE	2,985.19
12/20/2012	AP	160228	2002	DELTA DENTAL PLAN OF MICHIGAN	13,440.63
12/20/2012	AP	160229	MICH ACADE	MICHIGAN ACADEMY OF EMERGENCY SVCS	375.00
12/21/2012	AP	160230	4709	ALLEGRA PRINTING AND IMAGING	798.05
12/21/2012	AP	160231	0118	DTE ENERGY	18,264.38

AP TOTALS:

Total of 8 Checks:	178,648.37
Less 1 Void Checks:	36,380.00
Total of 7 Disbursements:	142,268.37

Accounts Payables Checks - 535,791.63  
HAND Checks - 142,268.37  
Grand Total - 678,060.00

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank AP AP					
01/07/2013	AP	160232	8406	ACCESS DATA	6,000.00
01/07/2013	AP	160233	15493	ADAM KURTINAITIS	630.00
01/07/2013	AP	160234	0397	ALLIE BROTHERS, INC.	270.80
01/07/2013	AP	160235	6981	ALLIED SUBSTANCE ABUSE	76.00
01/07/2013	AP	160236	0022	ANN ARBOR WELDING SUPPLY CO	194.50
01/07/2013	AP	160237	0215	AUTO VALUE YPSILANTI	53.87
01/07/2013	AP	160238	AVPRO	AV PRO	5,852.40
01/07/2013	AP	160239	0007	BECKETT & RADEDER	2,122.40
01/07/2013	AP	160240	1193	CARROT-TOP INDUSTRIES, INC.	160.31
01/07/2013	AP	160241	16544	CHRISTOPHER SALAZAR	630.00
01/07/2013	AP	160242	0582	CONGDON'S	4.99
01/07/2013	AP	160243	6586	DISCOUNT SCHOOL SUPPLY	422.87
01/07/2013	AP	160244	2913	EMERGENCY VEHICLE SERVICES	60.99
01/07/2013	AP	160245	0073	GENE BUTMAN FORD	10.11
01/07/2013	AP	160246	2829	GOVERNMENTAL BUSINESS SYSTEMS	259.12
01/07/2013	AP	160247	6161	GOVERNMENTAL CONSULTANT	2,850.00
01/07/2013	AP	160248	1046	GRAYBAR ELECTRIC CO., INC.	139.52
01/07/2013	AP	160249	6414	GRIFFIN PEST SOLUTIONS	58.00
01/07/2013	AP	160250	6547	HERITAGE NEWSPAPERS	51.20
01/07/2013	AP	160251	0503	HOME DEPOT	8.21
01/07/2013	AP	160252	15754	KELLOGG HOTEL & CONFERENCE CTR	510.00
01/07/2013	AP	160253	11330	LSL PLANNING INC	1,039.33
01/07/2013	AP	160254	15047	M & N INTERNATIONAL	176.47
01/07/2013	AP	160255	MANPOWER	MANPOWER	2,338.88
01/07/2013	AP	160256	0158	MARK HAMILTON	1,500.00
01/07/2013	AP	160257	15550	MATTA BLAIR, PLC	729.30
01/07/2013	AP	160258	16001	MICHAEL MEYER	120.00
01/07/2013	AP	160259	16461	MICHIGAN LINEN SERVICE, INC.	1,136.66
01/07/2013	AP	160260	MOLNARROOF	MOLNAR ROOFING	1,780.00
01/07/2013	AP	160261	1937	OFFICE DEPOT	420.00
01/07/2013	AP	160262	2997	OFFICE EXPRESS	170.34
01/07/2013	AP	160263	0820	Q.P.S. PRINTING	137.32
01/07/2013	AP	160264	0383	SHERWIN WILLIAMS COMPANY	44.59
01/07/2013	AP	160265	SHINDIGZ	SHINDIGZ	448.77
01/07/2013	AP	160266	6288	SIGNS BY TOMORROW	126.45
01/07/2013	AP	160267	15751	SOUTHERN COMPUTER WAREHOUSE	328.01
01/07/2013	AP	160268	16364	SPICER GROUP	2,202.00
01/07/2013	AP	160269	1338	STADIUM TROPHY	22.29
01/07/2013	AP	160270	6384	STAPLES* - ACCOUNT #1026071	548.55
01/07/2013	AP	160271	0632	STERICYCLE INC	265.55
01/07/2013	AP	160272	TTIPPETT	TERRY TIPPETT AND ROBER TIPPETT	7,860.00
01/07/2013	AP	160273	15941	TODD BARBER	950.00
01/07/2013	AP	160274	6627	VICTORY LANE	81.57
01/07/2013	AP	160275	0163	WASHTENAW COUNTY ROAD	48,878.46
01/07/2013	AP	160276	0444	WASHTENAW COUNTY TREASURER#	443,625.00
01/07/2013	AP	160277	0480	YPSILANTI COMMUNITY	332.12
01/07/2013	AP	160278	0211	YPSILANTI TWP. TAX COLLECTION	164.68

AP TOTALS:

Total of 47 Checks:	535,791.63
Less 0 Void Checks:	0.00
Total of 47 Disbursements:	535,791.63

# SUPERVISOR REPORT

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

# **CLERK REPORT**

**JANUARY 14, 2013**

Submitted by Karen Lovejoy Roe, Clerk

- **REIMAGINE WASHTENAW**—The Joint Technical Committee met on December 12, 2012 and on January 9, 2013. The focus is on both public awareness and following up on the grant projects. There is a lot of activity currently underway. Clerk Lovejoy Roe and Office of Community Standards, Planning & Zoning Director Joe Lawson are actively involved as Ypsilanti Township Board representatives on the Reimagine Washtenaw Project. The project envisions a transit corridor using transit oriented development (TOD) to enhance quality of place, efficient movement of transportation and encouraging economic development.

The project includes partnerships with the Cities of Ann Arbor and Ypsilanti, along with the Townships of Pittsfield and Ypsilanti, Washtenaw Area Transportation Study, Ann Arbor Transportation Authority and the Michigan Department of Transportation. The website has been updated at [www.washtenawavenue.org](http://www.washtenawavenue.org). Plans are currently underway for public hearings to take public comment and input regarding current plans and future ideas. The administrator of the project Nathan Voght is planning on attending both a Development Team meeting at Ypsilanti Township and will be making a presentation to the Ypsilanti Township Board in the near future along with all the municipalities that are a part of Reimagine Washtenaw.

Right of Way and Transit Design Study Public Awareness plans are underway. A meeting is scheduled for January 16, 2013 for the Corridor Merchant Association (merchants west of US 23) and the Chamber of Commerce. Smart Growth Technical Assistance from MSHDA is also being utilized to help with planning work.

- **URBAN COUNTY EXECUTIVE COMMITTEE**--The Washtenaw Urban County Executive Committee met on Tuesday, December 18, 2012. The **PUBLIC HEARING NEEDS ASSESSMENT ON WASHTENAW URBAN COUNTY 2013-2018 CONSOLIDATED PLAN AND 2013-2014 ANNUAL ACTION PLAN** was held on TUESDAY, DECEMBER 18, 2012 at 1:00 PM—4135 Washtenaw Avenue, Learning Resource Center, Room B, Ann Arbor, MI 48107. This public hearing was held to solicit citizen input for the Washtenaw Urban County 2013-2018 Consolidated Plan and the 2013-2014 Annual Action Plan. The plan will outline specific objectives for housing and community development needs in the Urban County with CDBG, HOME, and ESG funding. The Annual Action Plan will identify specific projects and programs that the County intends to implement with these funds for the period July 1, 2013 – June 30, 2014. The public comment period began on December 18, 2012 and will end on January 17, 2013. If you would like to submit comments or request additional information, contact Brett Lenart at [lenartb@ewashtenaw.org](mailto:lenartb@ewashtenaw.org) or 734.622.9006.

The Urban County Funding Allocation Plan was discussed with two alternatives to funding. One plan would keep funding the same as in the past and another suggested a fixed amount that would be used throughout the county with the



decision regarding funding made by the Executive Committee. The county wide allocation would allow for funding a larger project that could not be funded by the individual community's allocations. This alternative would mean that each municipality would have a reduced amount of funding to utilize in their own community. Discussion and a decision regarding the alternative to funding allocation will continue at future meetings of the Executive Committee. The next meeting will be held on Tuesday, January 22, 2013 at 1:00 – 3:00 p.m. at the Washtenaw County Learning Resource Center.

- On December 2, 2012 the Clerk's office staff attended the Washtenaw County Clerk's Meeting in Pittsfield Township. Reports were given regarding updates on election law changes and the election cycle for 2013. Election vendors provided insight regarding election equipment. It was reported that the current election machines would be utilized through 2016. After the 2016 election cycle new election equipment would be recommended for use by the state elections bureau.
- On December 11, 2012 Supervisor Stumbo, Clerk Lovejoy Roe and Treasurer Larry Doe attended a meeting with RACER regarding the reuse and disposition of the General Motors Property.
- On December 11, 2012 Supervisor Stumbo, Clerk Lovejoy Roe and Treasurer Larry Doe attended the Seniors Christmas Dinner at the Ypsilanti Township Community Center. It was well attended and was very well organized.
- On December 18, 2012 Supervisor Stumbo, Clerk Lovejoy Roe and Treasurer Doe along with Joe Lawson, Office of Community Standards attended the Local Development Financing Authority annual meeting to conduct required annual business.
- On January 3, 2013 Clerk Lovejoy Roe and Recreation Director Art Serafinski attending the viewing of James Hampton, Ypsilanti Township Park Ranger. Mr. Hampton passed away on Christmas Day and will be sorely missed as a Park Ranger in our community. Our sympathies go out to his wonderful family.

# TREASURER REPORT

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THERE IS NO WRITTEN TREASURER REPORT

# TRUSTEE REPORT

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THERE IS NO WRITTEN TRUSTEE REPORT

# ATTORNEY REPORT

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GENERAL LEGAL UPDATE

## **RESOLUTION 2012-41**

**Whereas**, on **October 19, 2010**, the Township board adopted Ordinance 2010-409 requiring the mandatory sterilization of pit bulls, and

**Whereas**, Ordinance 2010-409 was adopted in partnership with the Huron Valley Humane Society to reduce an over population of pit bulls; and

**Whereas**, Ordinance 2010-409 sought to decrease the number of stray and abandoned pit bulls sheltered at the Humane Society and decrease the number of pit bulls euthanized by the Humane Society; and

**Whereas**, Ordinance 2010-409 contained a **December 31, 2012** sunset provision to allow the Township Board to reconsider the ordinance to determine whether the goals of reducing the over population of pit bulls, the number of stray and abandoned pit bulls, and the number of pit bull euthanizations were advanced: and

**Whereas**, the Huron Valley Humane Society reports that between 2009 and 2012: 1) a 42% reduction in stray and abandoned pit bulls given intake shelter and care at the Humane Society, 2) a 58% reduction in pit bull euthanasia, and 3) a 40-60% increase in pit bull live release rates [return to owners, adoption and transfers] from the Humane Society; and

**Whereas**, the Huron Valley Humane Society has committed to offer an additional 150 free pit bull sterilizations and will request additional funds to continue the program; and

**Whereas**, the Huron Valley Humane Society strongly supports the continuation of Ordinance 2010-409 requiring mandatory pit bull sterilizations; and

**Whereas**, the data provided by the Humane Society demonstrates that the ordinance is successful in substantially reducing pit bull euthanasia and abandonment rates.

**Now therefore, be it resolved**, that Ordinance 2012- 427, which removes the sunset provision of the pit bull sterilization Ordinance 2010-409 is hereby adopted by reference.

## ORDINANCE NO. 2012-427

*An ordinance amending Ordinance 2010-409 Requiring Pit Bull Sterilization  
for the Charter Township of Ypsilanti, Washtenaw County, Michigan*

The Charter Township of Ypsilanti hereby ordains that Ordinance No. 2010-409 adopted on **October 19, 2010**, which requires pit bull sterilization is amended as follows:

**Delete** the following provision:

### **Effective Date**

This ordinance shall become effective on **January 1, 2011** through **December 31, 2012**

**Add** the following provision:

### **Effective Date**

This ordinance shall become effective upon publication in a newspaper of general circulation as required by law.

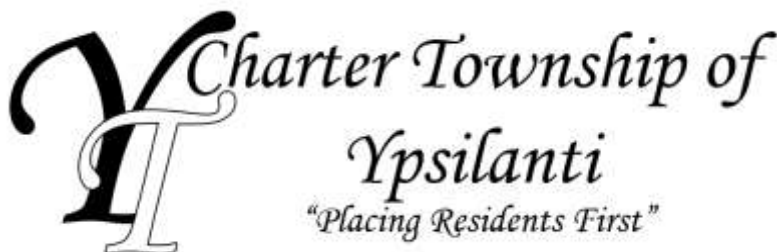
### **Severability**

The various parts, sentences, paragraphs and clauses of this ordinance are severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected.

### **Publication**

This Ordinance shall be published in a newspaper of general circulation as required by law.

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



**Human Resources  
Department**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 484-0065  
Fax: (734) 484-5160  
[www.ytown.org](http://www.ytown.org)

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## MEMORANDUM

**TO:** Charter Township of Ypsilanti Board of Trustees

**FROM:** Karen Wallin  
Human Resource Department

**DATE:** January 7, 2013

**RE:** **Request for Authorization to post and fill a second position as Ordinance Enforcement Assistant to serve the OCS Department with a negotiable salary between \$37,400 and \$41,600**

During the 2013 Budget Process, the organizational needs of the Office of Community Standards (OCS) Department were reviewed taking into consideration the retirement being planned by Ordinance Enforcement Administrator, Mark Giffin. On December 31, 2013, Mr. Giffin did retire and the following is being forwarded to the board for consideration.

After discussion with both the OCS Department and Teamsters Union, it is felt that to meet the needs of the department and to continue providing services to the residents of the Township, the vacant position should be filled as an Ordinance Enforcement Assistant and not an Ordinance Enforcement Administrator.

Approval is being requested to post and fill the position as the second Ordinance Enforcement Assistant with a negotiable salary between \$37,400 and \$41,600.

Thank you for your consideration in this matter. Should you have any additional questions, please feel free to contact me.

## **Charter Township of Ypsilanti**

### **ORDINANCE ENFORCEMENT ASSISTANT**

#### **Summary**

The employee assigned to this position performs responsible municipal code enforcement work in a coordinated manner within the Office of Community Standards to achieve the goals and objectives of the organization. The employee will assist the Ordinance Enforcement Administrator with general ordinance enforcement activities and will enforce provisions of the property maintenance ordinance in conjunction with the rental housing inspection program.

#### **Supervision Received**

Work is performed in the field with considerable independence under the general direction of the Building Director through the Director of the Office of Community Standards according to established procedures and techniques. The work is monitored through its progress and final reports.

#### **Responsibilities and Essential Duties**

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform).

1. Investigate alleged violations of municipal ordinances and conduct inspections to verify code compliance. Make routine observation of the Township to insure that ordinances are followed.
2. Conduct property maintenance ordinance inspections of rental housing properties as prescribed through the rental housing inspection program.
3. Keep accurate records (including photographic records) and maintain files pertaining to assigned activities; prepare correspondence and make periodic reports.
4. Issue citations to violators regarding ordinance violations.
5. Prepare testimony and appear in court as a complainant or a witness for the Township when necessary.
6. Perform related work assignments as required.



## **ORDINANCE ENFORCEMENT ASSISTANT (continued)**

### **Essential Functions, Qualifications and KSA's for Employment**

All of the following functions, qualifications, knowledge, skills and abilities are essential. An employee in this position, upon appointment, should have the equivalent of the following:

- Considerable knowledge of and the ability to research, read, interpret and implement municipal ordinances.
- Knowledge of the streets and addresses located within the Township.
- Ability to prepare and maintain accurate reports and records.
- Ability to effectively communicate both verbally and in writing.
- Ability to work independently and set daily schedule to meet work assignment expectations.
- Ability to maintain tact and diplomacy in dealing with the public.
- Interpersonal skills to establish and maintain effective working relations with supervisor, coworkers and the public.
- Initiative and resourcefulness in handling problem situations.
- Skill in the use of computer software for word processing and data collection programs.
- Physical ability to traverse uneven surfaces, perform visual inspection, hear and speak clearly.
- Graduation from an accredited high school or equivalent.
- Must possess and maintain a valid driver's license with a good driving record.



## 14-B DISTRICT COURT

7200 SOUTH HURON RIVER DRIVE  
YPSILANTI, MICHIGAN 48197-7099

CRIMINAL/TRAFFIC (734) 483-1333  
CIVIL (734) 483-5300  
FAX (734) 483-3630



**HON. CHARLES POPE**  
DISTRICT COURT JUDGE

**MARK W. NELSON**  
MAGISTRATE

January 3, 2013

Office of the Clerk  
Charter Township of Ypsilanti  
7200 South Huron River Drive  
Ypsilanti, MI 48197

Re: Agenda Request

Dear Ms. Lovejoy Roe

Please place the attached contracts on the first available Township Board of Trustee's meeting for approval. Both of the attached contracts have funding in the 2013 Budget previously approved by the Board. The contract with Dispute Resolution Centers of Michigan for \$5,000.00 is funded in line item 236.136.000.801.009. The contract the County of Washtenaw for \$33,649.00 is funded in line item 236.136.000.819.010.

Thank you in advance for your consideration of these matters. If you are in need of additional information, please do not hesitate to contact me.

Very truly yours,

Mark W. Nelson  
Magistrate/Court Administrator

## **CONTRACTED SERVICES AGREEMENT**

This agreement is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Township of Ypsilanti for mediation services at the 14B Judicial District Court, with courthouse and offices located at 7200 South Huron River Drive, Ypsilanti, MI 48197, hereinafter referred to as 14B, and Dispute Resolution Centers of Michigan, Inc. d/b/a The Dispute Resolution Center (The DRC) located at 4101 Washtenaw Avenue, Suite 1105, Ann Arbor, MI 48108, hereinafter referred to as Contractor.

In consideration of the promises below, the parties mutually agree as follows:

### **SECTION I – Scope of Services**

The Contractor will provide small claims mediation services for 14B at court location in accordance with MCR 2.410 and 2.411, and shall:

1. Keep all communication during intake and mediation confidential, except to advise The DRC's mediators of the facts and issues involved.
2. Operate under The DRC's written non-discrimination policy.
3. Use mediators who have completed the State Court Administrative Office's approved 40 hour mediator training.
4. Report to the Alternative Dispute Resolution (ADR) Clerk of the Court and/or the 14B Court Administrator regarding compliance with MCR 2.411.
5. Provide up to two (2) hours of training to the ADR Clerk of the Court and/or other court personnel on mediation and procedures for processing litigants through mediation annually as deemed necessary.
6. Invoice the Court on a monthly basis including with the invoice, a statistical narrative of services rendered to the Court for the designated billing period.
7. Provide other reports as requested by the Court.

### **SECTION II - Compensation**

Upon completion of the above services and submission of invoices the Court will pay the Contractor in equal monthly payments for months during which mediation services were rendered, not to exceed the sum of \$5,000 dollars for the calendar year 2013 for small claims mediation services.

### **SECTION III – Reporting of Contractor**

1. The Contractor is to report to the ADR Clerk of the Court and/or the Court Administrator and will cooperate and confer with him/her as necessary to insure satisfactory work progress.
2. All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

3. All reports made in connection with these services are subject to review and final approval by the Court Administrator.
4. The Court may review and inspect the Consultant's activities during the term of this contract.
5. When applicable, the Contractor will submit a final, written report to the Court Administrator.
6. After reasonable notice to the Contractor, the Court may review any of the Contractor's internal records, reports or insurance policies.

#### **SECTION IV – Term**

This contract begins on January 1, 2013 and ends on December 31, 2013.

#### **SECTION V – Personnel**

1. The Contractor will provide the required services and will not subcontract or assign the services without the Court's written approval.
2. The Contractor will not hire any Court, Ypsilanti Township, or Washtenaw County employee for any of the required services without the Court's written approval.
3. The parties agree that the Contractor is neither an employee nor an agent of the Court or Washtenaw County for any purpose.
4. The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

#### **SECTION VI – Indemnification Agreement**

The Contractor will protect, defend and indemnify the Court, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the Court in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance or work in connection with this contract resulting in whole or in part from negligent acts or omissions of Contractor, any sub-Contractor, or any employee, agent or representative of the Contractor or any sub-Contractor.

#### **SECTION VII – Insurance Requirements**

The Contractor shall maintain at his/her expense during the term of this Contract, the following insurance:

- 1.) Workers' Compensation Insurance with Michigan statutory limits and Employers' Liability Insurance with a minimum limit of \$100,000 each accident for any employee.

- 2.) Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage.
- 3.) Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms may be subject to the approval of the Court Administrator, and, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Court. Contractor shall be responsible to the Court or insurance companies insuring Ypsilanti Township for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Court Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the Court Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Court Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is cancelled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the Court Administrator's office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the 14B Judicial Court Administrator, 7200 Huron River Drive, Ypsilanti, MI 48197, and shall provide for 30 day written note to the Certificate holder of cancellation of coverage.

#### **SECTION VIII – Compliance with Laws and Regulations**

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

#### **SECTION IX – Interest of Consultant and Township**

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the Charter Township of Ypsilanti, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest.

#### **SECTION X – Contingent Fees**

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the Township may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

## **SECTION XI – Equal Employment Opportunity**

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not limited to: employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

## **SECTION XII – Assigns and Successors**

This contract is binding on the 14B Judicial District Court and the Contractor, their successors and assigns. Neither the 14B Judicial Court nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

## **SECTION XIII – Termination of Contract**

Either party may terminate the contract by giving thirty (30) days written notice to the other party.

## **SECTION XIV – Equal Access**

The Contractor shall provide the services set forth in Section I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

## **SECTION XV – Ownership of Documents and Publication**

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the Court. Any publication of the information or results must be co-authored by the Court.

## **SECTION XV – Payroll Taxes**

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the Township against such liability.

## **SECTION XVI – Practice and Ethics**

The parties will conform to the code of ethics of their respective national professional associations.

## **SECTION XVII – Changes in Scope or Schedule or Services**

Changes mutually agreed upon by the Court and the Contractor will be incorporated into this contract by written amendments signed by both parties.

## **SECTION XVIII – Choice of Law and Forum**

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

## **SIGNATURES**

The Contractor acknowledges by his/her signature that he/she has read the Agreement and understands same and agrees this contract constitutes the total agreement between the parties and that anything not included in this contract is expressly excluded.

Agreed to on \_\_\_\_\_, 2013

\_\_\_\_\_  
Township Supervisor

DATE \_\_\_\_\_

\_\_\_\_\_  
Chief Judge, 14B Judicial District Court

DATE \_\_\_\_\_

\_\_\_\_\_  
Administrator, 14B Judicial District Court

DATE \_\_\_\_\_

\_\_\_\_\_  
The Dispute Resolution Center

DATE \_\_\_\_\_

CONTRACT  
14B District Court

AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by the 14B District Court located at 7200 South Huron River Drive, Ypsilanti, Michigan 48197 and the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The COUNTY and the 14B District Court are engaged in a strategic partnership in which the County will provide technical support, consultant services and network IT support services to the 14B District Court. The goal of the project is to share resources in order to reduce costs and improve services both to internal and external customers of the 14B District Court in the area of technology.

The following are deliverables and outcomes of the strategic partnership.

- General Technical Support  
The County will provide desktop technology and network infrastructure support.

Washtenaw County will provide:

1. Desktop and Computer Support-Safe and secure computing including operating system, productivity suite, virus protection and regular automated updates.
2. Network Support - Appropriately configured and secured data connection using the County's fiber optic data network, connected at the 14B District Court. LAN/WAN support including firewall upgrades and network maintenance.
3. Data Center Support-Servers, data backup and restore.
4. Email-Email addresses, spam filtering, desktop email software, web-based email.
5. Email Archiving  
Archive email in conformity with County's email retention schedule.
6. Help Desk Support  
Email, web or telephone support for all technology issues covered in this agreement.
7. Microsoft Windows and Office licensing  
Licensing included for each computer covered in this agreement.
8. Application Support  
See asset list (attached for application support model).

14B District Court Responsibilities:

1. Fund replacement and upgrades of equipment on a scheduled basis as required by the County.
2. Fund acquisition of new equipment.
3. Make all technology purchases through County IT.
4. Use County Help Desk to make all requests for service including break-fix, new services, and new equipment. Helpdesk can be contacted at 734.222.3737 or helpdesk@ewashtenaw.org.
5. Follow County IT standards for desktop computing (standard PC's and Office applications).
6. Assist with technology asset tracking.



7. Identify technology liaison(s) as onsite technology resource or point of contact for technology-related issues.
8. Be responsible for all records stored, including, but not limited to, responding to all Freedom of Information requests (FOIA).

#### Exclusions

1. 14B District Court-specific application support.

#### Performance Expectations:

1. County will strive to provide full system availability during normal business hours.
2. County agrees to provide system performance at a mutually agreeable level
3. Any major planned service outages will be discussed with the 14B District Court at a minimum 10 business days prior planned service outages.
4. Major planned service outages will be scheduled to occur during non- core operating hours where possible.
5. County Helpdesk will be staffed during core operating hours.
6. County Helpdesk tickets will be responded to within 24 hours (one business day).
7. Core operating hours are defined as Monday – Friday 8:00am 5:00pm; excluding holidays
8. After hours support will be available for emergency public safety issues – requests made through County help desk.

#### Communications Protocol

1. The County Helpdesk is the main point of contact for all service-related issues.
2. Main point of contact for County business/administrative issues is the County Information and Technology Manager, the alternate contact is the Network/Infrastructure Supervisor.
3. Main point of contact for 14B District Court business/administrative issues is the Finance Director; the alternate contact is Mark W. Nelson, Magistrate/Court Administrator.
4. Scheduling of planned service outages will be communicated through email addressed to 14B District Court point of contact no later than 10 business days prior to planned service outages.
5. Planned outages and system outages will be communicated via email list of 14B District Court key contacts.

#### Role of Contractors

The 14B District Court will obtain approval from the County for any work done by third party contractors in support of systems that use the County infrastructure. At least 10 business days' notice is required and access will be jointly supervised by County and 14B District Court.

### ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the 14B District Court will pay the COUNTY for services rendered as outlined below:

Payment Number	Type	Amount
Annual Technology Support – based on 20 PCs \$1,682.45 per PC. PC count updated annually prior to billing	Annual-	\$33,649
Replacement Hardware Purchases	As Needed	Billed at Cost

New Software or Hardware Purchases	As Needed	Billed at Cost
Wiring	As Needed	Billed at Cost
Special Projects outside of scope	As Needed	TBD

### ARTICLE III - TERM

This contract begins on January 1, 2013 and ends on December 31, 2014.

### ARTICLE IV - EQUAL EMPLOYMENT OPPORTUNITY

The County will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The County will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The County agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the County, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

### ARTICLE V - EQUAL ACCESS

The County shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

### ARTICLE VI - ASSIGNS AND SUCCESSORS

This contract is binding on the 14B District Court and the County, their successors and assigns. Neither the County nor the 14B District Court will assign or transfer its interest in this contract without the written consent of the other.

### ARTICLE VII - TERMINATION OF CONTRACT

Section 1 – Either party may choose to terminate this Agreement with or without cause by giving ninety (90) days written notice to the other party of its intent to terminate with the following conditions being met prior to termination: Payment of any remaining costs owed County.

### ARTICLE VIII - CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the 14B District Court and the County will be incorporated into this contract by written amendments signed by both parties.

### ARTICLE IX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE X - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XI – ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO:

WASHTENAW COUNTY

By: \_\_\_\_\_  
Lawrence Kestenbaum (DATE)  
County Clerk/Register

By: \_\_\_\_\_  
Verna J. McDaniel (DATE)  
County Administrator

APPROVED AS TO CONTENT:

14B District Court

By: \_\_\_\_\_  
Andy Brush (DATE)  
Information and Technology Manager

By: \_\_\_\_\_  
14B District Court (DATE)

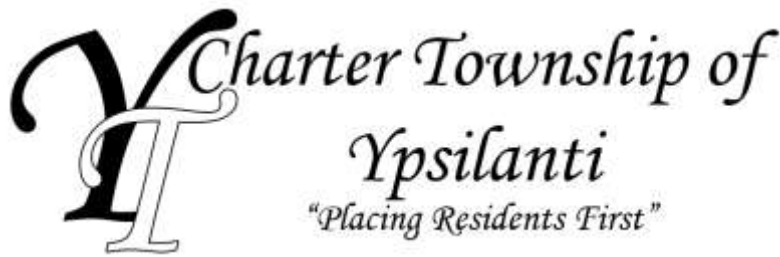
By: \_\_\_\_\_  
Brenda Stumbo (DATE)  
Charter Township of Ypsilanti  
Supervisor

By: \_\_\_\_\_  
Karen Lovejoy Roe (DATE)  
Charter Township of Ypsilanti  
Clerk

APPROVED AS TO FORM BY

BY: \_\_\_\_\_  
Curtis N. Hedger (DATE)  
Office of Corporation Counsel

*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](http://www.ytown.org)

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# **MEMORANDUM**

**TO:** Charter Township of Ypsilanti Board of Trustees

**FROM:** Jeff Allen, Director of Residential Services

**DATE:** January 7, 2013

**RE:** Board Approval of WCRC agreement for Connecting Communities

Please find attached a proposed agreement between Ypsilanti Township and the Washtenaw County Road Commission in connection with the 2012 Connecting Communities Grant that we were awarded.

As you may recall, we were notified in the Spring of 2012 that the Township was awarded \$250,000 to construct a non-motorized path along Textile Road to fill in existing gaps in the path between the streets of S. Huron River Dr. and Whittaker Road.

The attached agreement indicates that the WCRC is going to split the design expense for this project with the Township at \$10,000 each. The Township would also be responsible for \$30,000 worth of construction engineering for the project. This would bring the cost to the Township at \$40,000.

In December of 2011, the Township Board approved resolution 2011-38 in which you committed up to \$40,000 for the design expense of this project budgeted in line item #212.970.000.997.000.

If you have any questions, please let me know, as I will be in attendance at the meeting.

**NON-MOTORIZED PATHWAY AGREEMENT  
BETWEEN THE CHARTER TOWNSHIP OF YPSILANTI  
AND THE WASHTENAW COUNTY ROAD COMMISSION**

**TEXTILE ROAD  
(WHITTAKER ROAD TO HURON RIVER DRIVE)**

THIS AGREEMENT made and entered into this day \_\_\_\_\_ of, \_\_\_\_\_ 2013, by and between The Charter Township of Ypsilanti ("Ypsilanti Township") and the Board of Washtenaw County Road Commissioners ("WCRC").

WHEREAS, Ypsilanti Township desires to construct a continuous non-motorized pathway along Textile Road from Whittaker Road to Huron River Drive, and

WHEREAS, the estimated costs for the desired improvements, excluding any necessary easement acquisitions, are as follows:

• Design:	\$ 20,000.00
• Construction:	\$ 200,000.00
• Construction Engineering	\$ 30,000.00
<b>TOTAL</b>	<b>\$ 250,000.00</b>

IT IS NOW THEREFORE AGREED, WCRC will design and construct the non-motorized pathway on behalf of the Township, and

IT IS ALSO AGREED that Ypsilanti Township shall pay WCRC for fifty percent (50 %) of the actual costs incurred associated with the design and all costs associated with the construction of the non-motorized pathway described herein estimated to cost \$250,000.00, and

IT IS FURTHER AGREED that Ypsilanti Township shall pay WCRC for all actual costs incurred associated with obtaining easements for the construction of the non-motorized pathway described herein. These costs would be over and above the estimated \$250,000.00

**AGREEMENT SUMMARY**

ESTIMATED AMOUNT TO BE PAID BY THE CHARTER TOWNSHIP OF YPSILANTI UNDER THIS AGREEMENT	\$240,000.00
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ESTIMATED AMOUNT TO BE PAID BY WCRC	<u>\$10,000.00</u>
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TOTAL ESTIMATED COST	\$250,000.00
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**FOR THE CHARTER TOWNSHIP OF YPSILANTI**

\_\_\_\_\_  
Brenda Stumbo, Supervisor

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Karen Lovejoy-Roe, Clerk

\_\_\_\_\_  
Witness

**FOR WASHTENAW COUNTY ROAD COMMISSION**

\_\_\_\_\_  
WCRC, Chair

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Roy D. Townsend, Managing Director

\_\_\_\_\_  
Witness

## OTHER BUSINESS

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



**Recreation Department  
Community Center**

2025 E. Clark Road  
Ypsilanti, MI 48198  
Phone: (734) 544-3800  
Fax: (734) 544-3888  
50 & Beyond: (734) 544-3838

[www.ytown.org](http://www.ytown.org)

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## Memorandum

**TO:** Ypsilanti Township Board of Trustees  
**FROM:** Art Serafinski, CPRP, Director  
**DATE:** January 2, 2013  
**RE:** Board Agenda Item: 2013/14 Printing RFP Recommendations for Annual Park and Boat Stickers, Daily Park & Boat Passes, and "Discover Ypsilanti Township" Magazine

A total of twenty (20) requests for proposals were sent out to printing vendors for printing our Annual Park and Boat Stickers, Daily Park & Boat Passes, and "Discover Ypsilanti Township" Magazine. A total of five (5) vendors responded to the proposals, some of which bid on only a portion of the items. Tabulation sheets for each item have been included with this correspondence.

After careful review of the proposals, it is our recommendation that the work be awarded as follows:

- 1. Annual Park and Boat Stickers: Advance Print & Graphics – Ann Arbor (\$567.13)**  
They are the low bidder that meets all of our specifications.
- 2. Daily Park & Boat Passes: Advance Print & Graphics – Ann Arbor (\$175.75)**  
They are the low bidder that meets all of our specifications.
- 3. Discover Ypsilanti Township Magazine: Advantage Marketing Solutions, LLC, Novi**  
They met our specifications and had the over-all lowest bid. They also have been printing this publication and securing ads for this publication.

Funding for items 1 & 2 (daily & seasonal park permits) has been budgeted in account number 230-751-000-757.775. Funding for the "Discover Ypsilanti Township" magazine has been budgeted in account number 230-751-000-880.000. If approved, we will create a separate purchase order for each vendor in the amounts listed above.

Please place this item on the January 14, 2013 Township Board meeting agenda for review/approval. I will be on hand at the board meeting to answer questions.



Charter Township of Ypsilanti  
**Annual Park and Boat Stickers**

**2013 – 2014 Printing Bid Tabulation Sheet**

	<b>Johnston Lithograph (Romulus)</b>	<b>Office Depot (Northville)</b>	<b>Standard Printing (Ypsilanti)</b>	<b>Advantage Marketing Solutions (Novi)</b>	<b>Advance Print &amp; Graphics (Ann Arbor)</b>
<b>Annual Park and Boat Stickers; Park stickers numbered 0001-2500; Boat stickers numbered 0001-0500</b>					
Total cost including delivery:	<b>No Bid</b>	<b>\$970.43</b>	<b>\$690.00</b>	<b>\$742.00</b>	<b>\$567.13</b>
Number of days to complete & deliver:	<b>-----</b>	<b>8</b>	<b>10-15</b>	<b>10-15</b>	<b>7-10</b>

**Notes:** We recommend Advance Print & Graphics for this project. They are a local County Business and the low bidder.

**Charter Township of Ypsilanti**  
**Daily Park and Boat Passes**  
**2013 – 2014 Printing Bid Tabulation Sheet**

	<b>Johnston Lithograph (Romulus)</b>	<b>Office Depot (Northville)</b>	<b>Standard Printing (Ypsilanti)</b>	<b>Advantage Marketing Solutions (Novi)</b>	<b>Advance Print &amp; Graphics (Ann Arbor)</b>
<b>1. Daily Park Pass; 2,000; Numbered; Blue Stock</b>					
Numbered 0001 – 2000; regular paper	<b>\$70.00</b>	NA	<b>\$81.00</b>	No Bid	<b>\$41.11</b>
Numbered 0001 – 2000; recycled paper	<b>NA</b>	\$224.00		No Bid	<b>\$47.25</b>
<b>2. Daily Park Pass; 1,000; Numbered; White Stock</b>					
Numbered 0001 – 1000; regular paper	<b>\$70.00</b>	NA	<b>\$57.00</b>	No Bid	<b>\$26.00</b>
Numbered 0001 – 1000; recycled paper	<b>NA</b>	\$112.00		No Bid	<b>\$29.25</b>
<b>3. Daily Park Pass; 1,100; Numbered; Green Stock</b>					
Numbered 0001 – 1100; regular paper	<b>\$75.00</b>	NA	<b>\$59.00</b>	No Bid	<b>\$26.93</b>
Numbered 0001 – 1100; recycled paper	<b>NA</b>	\$123.20		No Bid	<b>\$31.00</b>
<b>4. Daily Park Pass; 600; Numbered; Goldenrod Stock</b>					
Numbered 0001 – 0600; regular paper	<b>\$75.00</b>	NA	<b>\$52.00</b>	No Bid	<b>\$22.19</b>
Numbered 0001 – 0600; recycled paper	<b>NA</b>	\$67.20		No Bid	<b>\$26.15</b>
<b>5. Daily Boat Pass; 1,500; Numbered; Brown (Tan) Stock</b>					
Numbered 0001 – 1500; regular paper	<b>\$90.00</b>	NA	<b>no price given</b>	No Bid	<b>\$36.36</b>
Numbered 0001 – 1500; recycled paper	<b>NA</b>	\$168.00		No Bid	<b>\$42.10</b>
<b>Total regular stock:</b>	<b>\$380.00</b>	NA	<b>\$259.00</b>	No Bid	<b>\$152.59</b>
<b>Total recycled stock:</b>	<b>NA</b>	\$694.40		No Bid	<b>\$175.75</b>
<b>Number of days to complete &amp; deliver:</b>	<b>4</b>	8	<b>7-10</b>	-----	<b>3</b>

**Recommendation:** We recommend Advance Print & Graphics for this project. They are a local County Business and the low bidder.

**Charter Township of Ypsilanti**  
**20013 & 2014 Printing Tabulation Sheet for the “Discover Ypsilanti Township” Magazine**  
**Page #1**

	<b>Johnston Lithograph (Romulus)</b>	<b>Office Depot (Northville)</b>	<b>Standard Printing (Ypsilanti)</b>	<b>Advantage Marketing Solutions (Novi)</b>	<b>Advance Print &amp; Graphics (Ann Arbor)</b>
<b>Option A</b> ( <i>one color ink throughout</i> )					<b>NO-BID</b>
24 page brochure (cost per 1000)	<b>\$210.25</b>	\$161.38	<b>\$742.00</b>	\$160.00	
28 page brochure (cost per 1000)	<b>\$248.40</b>	\$203.04	<b>\$828.00</b>	\$171.00	
32 page brochure (cost per 1000)	<b>\$268.00</b>	\$194.40	<b>\$914.00</b>	\$186.00	
36 page brochure (cost per 1000)	<b>\$307.80</b>	\$239.76	<b>\$1,000.00</b>	\$198.00	
40 page brochure (cost per 1000)	<b>\$334.23</b>	\$262.13	<b>\$1,086.00</b>	\$205.00	
<b>Option B</b> ( <i>four color ink throughout</i> )					<b>NO-BID</b>
24 page brochure (cost per 1000)	<b>\$245.86</b>	\$342.05	<b>\$1,013.00</b>	\$196.14	
28 page brochure (cost per 1000)	<b>\$293.74</b>	\$413.95	<b>\$1,132.00</b>	\$254.41	
32 page brochure (cost per 1000)	<b>\$316.74</b>	\$427.37	<b>\$1,251.00</b>	\$263.00	
36 page brochure (cost per 1000)	<b>\$364.00</b>	\$499.27	<b>\$1,371.00</b>	\$283.00	
40 page brochure (cost per 1000)	<b>\$394.23</b>	\$537.69	<b>\$1,450.00</b>	\$299.00	
Additional costs for color separations (B)	<b>\$15.00 each</b>			none	
Additional costs for bleeds (per page)	<b>none</b>	\$0.00	<b>\$0.00</b>	none	
Cost for 4-color cover on same paper (A)	<b>\$450.00</b>	\$78.53/m (A);		\$40.00/1000	
Cost for providing a 4 –color cover on heavier gloss stock	<b>\$34.30/m</b>	\$131.60/m (A); \$103.22/m (B)	<b>\$1,000.00</b>	\$40.00/1000	
Additional cost for 60# offset paper	<b>\$28.00/page</b>	\$58.94/m (A); \$27.77/m (B)	<b>Same</b>	\$4.00/1000	
Cost for packaging & delivery to post office	<b>\$220.00</b>	\$19.30/m	<b>\$350.00</b>	\$250	
Number of days to provide proof	<b>2 days</b>	5 working	<b>3-5 days</b>	2-3 working	
# of days to complete & deliver brochure	<b>5 working</b>	7 working	<b>15-20 working</b>	5-7 working	
Minimum charge for design/artwork changes	<b>\$15.00</b>	\$45.00	<b>\$15.00</b>	\$20.00	
Hourly charge for design/artwork changes	<b>\$70.00</b>	\$80.00	<b>\$60.00</b>	\$85.00	
Cost to deliver balance of books to Comm. Ctr.	<b>none</b>	\$12-\$14/carton		\$0.00	
Per page cost for design/layout	<b>\$90.00</b>	N/A	<b>\$60.00</b>	\$45.00	
Total Cost: 36 page, 1-color, 4-color cover, 37,000 (A)	<b>\$12,058.60</b>	\$12,590.83	<b>\$37,350.00</b>	\$9,056.00	<b>NO-BID</b>
Total Cost: 36 page 4-color 37,000 (B)	<b>\$13,783.00</b>	\$19,287.09	<b>\$51,077.00</b>	\$10,721.00	<b>NO-BID</b>

**Charter Township of Ypsilanti**  
**2013 & 2014 Printing Tabulation Sheet for the “Discover Ypsilanti Township” Magazine**  
**Page #2**

**NOTES:**

**General:**

For comparison purposes, we took the same specifications that we used in previous brochures and calculated total cost.

**Comparison 1-color:** 36 pages total; gloss four color cover; one-color throughout; 37,000 copies printed; sorted & delivered to post office.

**Comparison 4-color:** 36 pages total; gloss four color cover; four-color throughout; 37,000 copies printed; sorted & delivered to post office.

**Johnston Lithograph:**

We have used them in the past. They are a very reliable company that does great work. They are very easy to work with. They are the second low bidder.

**Advantage Marketing:**

Their brochure size is 8” x 10 ½”.

On a 24, 28 page & 36 page brochures, they stitch the edge; on a 32 page and a 40 page brochure, they glue the edge.

All options include a 70# gloss cover.

We used them the past couple of years. We had some issues with quality.

They are the only company that provides the sale of ads to offset printing costs.

**Office Depot:**

They met specifications. We never used them before. They are the third lowest bidder.

**Standard Printing:**

They are a local company that we have used for other printing needs. They do meet specifications but their prices are the highest.

**Advance Print & Graphics:**

They did not bid on the brochure.

**Recommendation:** Advantage Marketing. They are currently doing our ads & printing for this publication and they also are the low bidder over all.

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



## Computer Support

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 484-4700  
Fax: (734) 484-5156  
[www.ytown.org](http://www.ytown.org)

# Memorandum

**To:** Ypsilanti Township Board  
**From:** Travis McDugald, IS Manager  
**Date:** 19, December 2012  
**Re:** Disposal of obsolete computer, and phone equipment.

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At the September 24<sup>th</sup> 2012 meeting the Township Board approved seeking sealed bids for outdated computer and phone equipment.

Computer Support proceeded with the RFP process. However the Township did not receive any bids for the obsolete equipment.

I would like to recommend the Board to donate equipment to The B. Side program of EMU and allow Mid Michigan EWaste LLC to recycle the remaining.

### *About The B. Side*

*The B. Side: The Business Side of Youth is a program of Eastern Michigan University's (EMU) Office of Academic Service-Learning (AS-L). The B. Side of Youth was launched in 2007 with support from AAACF, RNR Foundation, and the James A. and Faith Knight Foundation, our primary goals were to improve area youth's academic success through an entrepreneurship curriculum focusing on rigor, relevancy, and relationships. Through The B. Side, youth would experience the relevancy of business as it applies to school, be connected to valuable relationships, and thus would persevere through high school to graduation. Ultimately, the vision was to cultivate a culture of entrepreneurship in the community*

Mid Michigan EWaste LLC is a recycler out of Frankenmuth who will come, pick up, and properly recycle the old and obsolete equipment at no cost to the Township.

Travis McDugald  
IS Manager, Charter Township of Ypsilanti