

CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES

Supervisor

BRENDA L. STUMBO

Clerk

KAREN LOVEJOY ROE

Treasurer

LARRY J. DOE

Trustees

JEAN HALL CURRIE

STAN ELDRIDGE

MIKE MARTIN

SCOTT MARTIN

October 14, 2013

Work Session – 4:00 p.m.

Regular Meeting – 7:00 p.m.

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

WORK SESSION AGENDA
CHARTER TOWNSHIP OF YPSILANTI
MONDAY, OCTOBER 14, 2013

5:00 P.M.

CIVIC CENTER
BOARD ROOM
7200 S. HURON RIVER DRIVE

1. 2014 DRAFT BUDGET PRESENTATION
 - a. Fund 206 – Fire Chief Eric Copeland
 - b. Fund 252 – Hydro Jeff Allen
 - c. Fund 226 – Environmental Services Jeff Allen
 - d. Fund 590 – CompostJeff Allen
 - e. Fund 595 – Motorpool Jeff Allen
 - f. Fund 584 – Golf CourseDan Roberts/Tim Smith
2. PROPOSED 2014 WORK SESSION AND BOARD MEETING DATES
3. REVIEW AGENDA
4. OTHER DISCUSSION

**2014 DRAFT
FUND BUDGETS**

206 – Fire Fund

2014 Revenues

<u>Line Item</u>	<u>Explanation</u>
206-000-000-402-005 – Current Taxes Fire Pension	Line item reflects revenues from property taxes for the fire pension, based on value & millage rates. Projections are \$1,107,141.
206-000-000-403-000 – Current Property Taxes	Line item reflects revenues from property taxes for the fire department, based on value and millage rates. Projections are \$3,459,816.
206-000-000-403-002 – Cur Property Tax Adjustments	Current property tax adjustments are the Board of Review and the Michigan Tax Tribunal refund for the current year tax revenues – 2011 / 2012. Projections are \$0.
206-000-000-403-005 – Cur Prop Tax Adj – Fire Pens	Line item reflects current property tax adjustment revenues to the fire pension for the current year 2011 / 2012. Projections are \$0.
206-000-000-417-000 – Delinquent Pers Property Tax	Line item reflects revenues from delinquent personal property taxes collected in current tax year. Projections are \$0.
206-000-000-417-005 – Delquent Per Prop – Fire Pens	Line item reflects revenues from delinquent personal property taxes for the fire pension. Projections are \$0.
206-000-000-476-491 – Non-Bus Lic–Fire Protect Permt	This line item reflects fees charged for non-business licenses for fire alarm / fire suppression systems inspections. Projections are \$1500.
206-000-000-607-011 – Chg for Servc-Fire Plan Review	Line item reflects fees charged for fire plan reviews. Projections are \$500.
206-000-000-607-012 – Charge for Serv-Address Assign	Line item reflects fees charged for an address assignment for a residence / business. Projections are \$200.
206-000-000-607-270 – Charge for Serv-Liquor Inspect	Line item reflects fees charged for a business liquor license inspection. Projections are \$800.
206-000-000-664-000 - Interest Earned Operating	Line item reflects interest earned on bank accounts. Projections are \$50.
206-000-000-673-002 – Sales of Fixed Assets-Equip	Line item reflects all fire department equipment sales. Projections are \$0.
206-000-000-675-000 – Contributions & Donations	Line item reflects any contributions / donations made to the fire department. Projections are \$0.

206 – Fire Fund

2014 Revenues

<u>Line Item</u>	<u>Explanation</u>
206-000-000-682-000 – Reimb-Hazardous Response Svc	This line item reflects revenues from reimbursement of fees by the Hazardous Materials Response Team (Washtenaw/Wayne Counties). Projections are \$0.
206-000-000-685-000 – Federal Rds Subsidy-Med Part D	Line item reflects Federal reimbursement / subsidy for retiree prescription drugs as part of Medicare Part D. No projection.
206-000-000-694-001 – Other Income – Miscellaneous	Line item reflects miscellaneous revenues. No projection.
206-000-000-694-004 – Misc Revenue–Insurance Reimb	Line item reflects reimbursement of fees from insurance companies. No projection.
206-000-000-699-000 – Appropriated Prior Year Bal	Line item reflects revenues from fund balance to fund capital outlays and debt service. Projections are \$835,556.

206 Fire Fund - 2014 Revenues total = \$4,570,007

206 – Fire Fund -

2014 Expenditures / Fire Department

<u>Line Item</u>	<u>Explanation</u>
206-206-000-704-000 – Appointed Officials	Line item is for the salary of an appointed official>no request.
206-206-000-705-000 – Salary –Supervision	Line item includes the salary for the Fire Chief. Request \$74,980.
206-206-000-705-002 – Salaries – Officers	Line item includes the salaries for 1 Fire Marshal, 4 Shift Captains, & 3 Shift Lieutenants. Request \$476,112.
206-206-000-706-000 – Salary – Permanent Wages	Line item includes the salaries for 20 career firefighters. Request \$1,071,786.
206-206-000-706-011 – Permanent Wage-Fire Clerical	Line item includes the salary for the AFSCME clerical support staff. Request \$44,516.
206-206-000-707-000 – Salary-Temporary/Seasonal	Line item includes the salary for any temporary or seasonal firefighter> no request.
206-206-000-708-004 – Salaries Payout-PTO/Sick Time	Line item includes the salary for the payout of any PTO or sick time for the firefighters. Request \$37,786.
206-206-000-708-005 – Salaries-Payout of Retirees	Line item includes the salary for the payout of any retired firefighters>no request.
206-206-000-708-007 – Fire Comp Time Payout	Line item is for the costs associated with the payout of any comp time for the firefighters. Request \$45,880.
206-206-000-708-008 – Retiree Time Payouts	Line item is for the costs associated with the payout of any retiree time for the firefighters. Due to the retirement of two employees in 2014, \$138,000 has been budgeted in this line item.
206-206-000-708-010 – Health Ins Buyout	Line item is for the costs associated with the buyout of any health insurance for the firefighters. Request \$12,000.
206-206-000-708-200 – Firefighter Clothing Allowance	Line item is for the costs associated with the purchase of the firefighter uniforms / clothing. Request \$4,840.
206-206-000-708-206 – Firefighter Food Allowance	Line item is for the costs associated with the purchase of the firefighter meals (\$1200 x 28). Request \$31,420.
206-206-000-709-000 – Regular Overtime	Line item is for the costs associated with regular overtime for the firefighters. Request \$110,000.
206-206-000-709-001 – Holiday Overtime	Line item is for the costs associated with holiday overtime for the firefighters. Request \$20,000.

206-206-000-709-002 – Contractual Overtime	Line item is for the costs associated with contractual (FLSA) overtime for the firefighters. Request \$124,329.
206-206-000-715-000 – F.I.C.A. / Medicare	Line item is for the costs associated with FICA / Medicare for firefighters. Request \$159,323.
206-206-000-717-000 – Salaries Holiday Pay	Line item is for the costs associated with salaries holiday pay for the firefighters. Request \$29,003.
206-206-000-719-000 – Health & Dental Insurance	Line item is for the costs associated with the firefighter health & dental care. Request \$290,903.
206-206-000-719-001 – Sick & Accident	Line item is for the costs associated with the firefighter sickness & accident care. Request \$368.
206-206-000-719-005 – Hospital Physicals	Line item is for the costs associated with physicals for incoming / current firefighters. No request - continue labor agreement.
206-206-000-719-006 – Fitness Testing	Line item is for the costs associated with fitness testing for firefighters. No request - continue labor agreement.
206-206-000-719-010 – Health Care Tax	Beginning in 2012, we began paying a new 1% State mandated tax for health care. Based on the recommendation of our Accounting Director, \$20,000 has been budgeted for 2014.
206-206-000-719-015 – Vision & Dental Benefits	Until we receive our renewal rates, it is recommended that a 15% increase be budgeted for vision insurance and an 8% increase be budgeted for dental insurance. Therefore, this line item has been increased by \$3,108 to \$39,488.
206-206-000-719-020 – Health Care Deduction	This line item is used to fund the “Benny” cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. \$121,345 has been budgeted for 2014.
206-206-000-719-021 – Admin Fee-Health Deductible	The “Benny” card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that this line item remain at \$2,200 for 2014, (\$7.50 per month per employee).
206-206-000-720-000 – Life Insurance	Line item is for the costs associated with firefighter’s life insurance coverage. Request \$7,262.
206-206-000-730-000 – Postage	Line item is for postage of outgoing mail for the department. Request \$500.
206-206-000-741-000 – Uniforms-Laundry/Cleaning	Line item is for the costs associated with the cleaning of firefighter uniforms, sheets and towels. Request \$14,000

206-206-000-741-001 – Uniforms-New & Badges	Line item is for the costs associated with the purchase of new uniforms or badges for firefighters. Request \$5,000.
206-206-000-742-000 – Fire Prevention Materials	Line item is for the costs associated with the purchase of materials for fire prevention demonstrations. Request \$2,000.
206-206-000-757-000 – Operating Supplies	Line item is for the costs associated with the purchase of office & departmental supplies. Request \$19,000.
206-206-000-757-004 – Medical Supplies	Line item is for the costs associated with the purchase of EMS supplies. Request \$9,000.
206-206-000-757-005 – Fire Investigation	Line item is for the costs associated with the purchase of fire investigative manuals / supplies & smoke alarms. Request \$1,000.
206-206-000-757-006 – Operating Supplies/Tools	Line item is for the costs associated with the supplies / tools / batteries necessary for firefighting equipment. Request \$500.
206-206-000-800-001 – Administration Fees	Line item is for the costs of any departmental administrative fees to Township. Request \$62,289.
206-206-000-801-000 – Professional Services	Line item is for the costs associated with any professional services for the fire department. Request \$50,000.
206-206-000-801-022 – Legal Services-Fire	Line item is for the costs associated with any legal services for the department. No request
206-206-000-801-005 – Prof Serv-Hazardous Response	Line item is for the costs associated with any professional services provided by the Hazardous Response Team>no request.
206-206-000-818-012 – Retirement Board/Trust Fees	Line item is for the costs associated with the fire department retirement board (stationery). Request \$100.
206-206-000-857-000 – Communications	Line item is for the costs associated with the maintenance & service of firefighter radios (portable, mobile, fixed). Request \$5,000.
206-206-000-857-001 – Communications-Dispatch	Line item is for the costs associated with HVA dispatching services. Request \$70,000.
206-206-000-863-001 – Auto & Truck-Station #1	Line item is for the costs associated with maintenance & repairs of autos & fire trucks at Station #1 (Ford Blvd - HQ) decrease of 30% from 2013. Request \$30,000.

206-206-000-863-003 – Auto & Truck-Station #3	Line item is for the costs associated with maintenance & repairs of autos & fire trucks at Station #3 (Hewitt) increase of 11% from 2013. Request \$10,000.
206-206-000-863-004 – Auto & Truck-Station #4	Line item is for the costs associated with maintenance & repairs of autos & fire trucks at Station #4 (Textile) increase of 11% from 2013. Request \$10,000.
206-206-000-867-000 – Gas & Oil	Line item is for the purchase of gas & oil for all fire department vehicles. Request \$30,000.
206-206-000-876-000 – Retirement / MERS	Line item is for the costs associated with retirement / MERS. Request \$6,406.
206-206-000-900-000 – Publishing	Line item is for costs associated with newspaper publications for postings. Request \$1000.
206-206-000-913-000 – Insurance & Bonds Fleet	Line item is for costs associated with insurance or bonds fleet. Request \$33,409.
206-206-000-917-000 – Workers Compensation Ins	Line item is for costs associated with workers compensation insurance. Request \$79,781.
206-206-000-920-004 – Utilities – Heat	Line item is for costs of providing heat (Natural Gas) to all fire stations/facilities. Request \$20,000.
206-206-000-920-005 – Utilities – Light	Line item is for costs of providing electricity to all fire stations. Request \$20,000.
206-206-000-920-006 – Utilities – Telephone	Line item is for costs of providing telephone service to all fire stations. Request \$20,000.
206-206-000-920-007 – Utilities – Water/Sewer	Line item is for costs of providing water / sewer to all fire stations. Request \$3,200.
206-206-000-931-005 – Bldg Maintenance-Station #1	Line item is for costs associated with building maintenance or repairs for Station #1 (Ford Blvd – HQ) no increase from 2013. Request \$11,000.
206-206-000-931-007 – Bldg Maintenance-Station #3	This line item is for costs associated with building maintenance or repairs for Station #3 (Hewitt). Request \$8,000.
206-206-000-931-008 – Bldg Maintenance-Station #4	This line item is for costs associated with building maintenance or repairs for Station #4 (Textile). Request \$8,000.
206-206-000-933-000 – Equipment Maintenance	Line item is for costs associated with maintenance / testing of SCBA equipment & fire extinguishers. Request \$4,500.
<u>Line Item</u>	<u>Explanation</u>
206-206-000-933-001 – Maintenance Contracts	Line item is for costs associated with maintenance contracts (copier-fax, generators, etc.). Request \$10,000.

206-206-000-944-000 – Fire Hydrant Charge	Line item is for costs associated with fire hydrant charges to Y.C.U.A. Request \$1,000.
206-206-000-956-000 – Miscellaneous	Line item is for miscellaneous fire departmental expenses. Request \$3,000.
206-206-000-956-010 – Tax Refund Expense	Line item is for costs associated with any Michigan Tax Tribunal expenses. Request \$5,000.
206-206-000-956-004 – Contingencies	Line item is not in use by the fire department at the present time.
206-206-000-958-000 – Membership & Dues	Line item is for all firefighter membership fees / dues (IAFC, NFPA, IAAI, MFIS, etc.). Request \$5,000.
206-206-000-960-000 – Education & Training	Line item is for costs associated with the education & training of all firefighting personnel. Request \$10,000.

206 Fire Fund - 2014 Expenditures / Fire Department total = \$3,429,226

206 – Fire Fund

2014 Expenditures / Civil Service Commission

<u>Line Item</u>	<u>Explanation</u>
206-220-000-704-000 – Appointed Officials	Line item is for the salary of an appointed official. Request \$2,500.
206-220-000-706-000 – Salary – Permanent Wages	Line item is for the salaries of 3 civil service personnel. Request \$400.
206-220-000-707-000 – Salary-Temporary/Seasonal	Line item is for the salary of any temporary or seasonal civil service personnel>no request.
206-220-000-715-000 – F.I.C.A. / Medicare	Line item is for the costs associated with FICA / Medicare. Request \$50.
206-220-000-723-000 – Deferred Comp Employer	Line item is for the costs associated with deferred comp. Request \$30.
206-220-000-727-000 – Office Supplies	Line item is for the costs associated with any office supplies for the civil service commission. No request.
206-220-000-728-000 – Civil Service Exam Supplies	Line item is for the costs associated with supplies for the civil service exams. No request.
206-220-000-801-000 – Professional Services	Line item is for the costs associated with any professional service for the civil service commission. Request \$10,000.
206-220-000-876-000 – Retirement / MERS	Line item is for the costs associated with retirement / MERS. Request \$40.
206-220-000-900-000 – Publishing	Line item is for the costs associated with any publishing by the civil service commission. Request \$1,500.
206-220-000-956-000 – Miscellaneous	Line item is for miscellaneous cost for civil service commission. No request.

206 Fire Fund - 2014 Expenditures / Civil Service Commission total = \$14,520

206 – Fire Fund

2014 Expenditures / Pension & Insurance

<u>Line Item</u>	<u>Explanation</u>
206-852-000-876-003 – OPEB Funding-Retiree Health	Line item is for the costs associated with OPEB funding – retiree health insurance. Request \$487,768 budgeted in operation and will be appropriated from prior year fund balance.
206-852-000-876-004 – Pension-Fire Dept	Line item is for the costs associated with employers’ portion of firefighter’s retirement. Request \$1,107,141. We are funded at 86% and this will get us toward our goal of being 100% funded.
206-852-000-956-014 – Tax Refunds / Fire Pension	Line item is for the costs associated with any Michigan Tax Tribunal chargebacks for the pension fund. Request \$1,000.

206 – Fire Fund

2014 Expenditures / Capital Outlay

<u>Line Item</u>	<u>Explanation</u>
206-970-000-971-008 – Capital Outlay-Prop Improvmt	Line item is for costs associated with any capital improvements made to fire department buildings. Request \$40,000 to replace the roof at Station 1 (Ford Blvd).
206-970-000-979-000 – Capital Outlay-Fire Apparatus	Line item is for costs associated with any capital improvements made to firefighting apparatus. Request \$450,000 for purchase of Class A fire engine.
206-970-000-979-001 – Protective Equipment	Line item is for costs associated with any capital improvements made to firefighting protective equipment. Request \$10,000 to replace firefighting gear for 1/6 of force.
206-970-000-979-001 – General Fire / Rescue Equip	Line item is for costs associated with any capital improvements made to firefighting rescue equipment. Request \$10,000 for purchase of firefighting equipment/tools, tuff-book upgrades, hazardous materials & technical rescue equipment.
206-970-000-980-001 – Computer / Comm / Furnishing	Line item is for costs associated with any capital improvements made to fire station furnishings, computers, etc. Request \$10,000 to upgrade or replace phone system, and purchase software assisting cooperative mutual aid initiatives.

206 Fire Fund – 2014 Expenditures / Capital Outlay total = \$520,000

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
Fund 206 - FIRE FUND							
ESTIMATED REVENUES							
Dept 000.000							
206-000.000-402.005	CURRENT TAXES FIRE PENSION	522,414	462,059	687,876	687,876	684,068	1,107,141
206-000.000-403.000	CURRENT PROPERTY TAXES	3,830,213	3,387,703	3,164,702	3,164,702	3,178,383	3,459,816
206-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	(36,736)	(4,275)				
206-000.000-403.005	CUR PROP TAX ADJ - FIRE PENS	(4,832)	(139)				
206-000.000-409.000	REPAYMENT OF ABATED TAXES						
206-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE						
206-000.000-417.005	DELQUENT PERS PROP-FIRE PENSI						
206-000.000-445.000	PENALTIES AND INTEREST						
206-000.000-446.000	REPAYMENT OF ABATED TAXES						
206-000.000-476.491	NON-BUS LIC-FIRE PROTECT PERM	755	1,785	1,500	1,500	315	1,500
206-000.000-529.000	FEDERAL GRANTS - OTHER		2,621		51,283	51,283	
206-000.000-569.019	STATE GRANT REVENUE						
206-000.000-607.011	CHG FOR SERVC-FIRE PLAN REVIE	825	1,050	300	300	1,180	500
206-000.000-607.012	CHARGE FOR SERV-ADDRESS ASSIG	200	120	300	300	50	200
206-000.000-607.270	CHARGE FOR SERV-LIQUOR INSPEC	495	900	500	500	900	800
206-000.000-664.000	INTEREST EARNED OPERATING	5,944	3,384	1,000	1,000	289	50
206-000.000-664.001	INTEREST EARNED		228			1,386	
206-000.000-671.000	REIMBURSEMENT - EMPLOYEE INS						
206-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.						
206-000.000-674.001	EMPLOYEE REIMB-PHONES						
206-000.000-675.000	CONTRIBUTIONS & DONATIONS	1,000					
206-000.000-675.010	WASH/LIV CTY MEDCL BOARD GRAN						
206-000.000-677.000	REIMBURSEMENT FROM STATE						
206-000.000-682.000	REIMB-HAZARDOUS RESPONSE SRV	743	338			540	
206-000.000-685.000	FEDERAL RDS SUBSIDY-Medc-PrtD	23,582	22,999			25,305	
206-000.000-694.001	OTHER INCOME-MISCELLANEOUS	62,963	13,786			1,075	
206-000.000-694.004	MISC REVENUE - INSURANCE REIM		28,201			17,036	

09/09/2013 BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 07/31/2013

GL NUMBER	DESCRIPTION	2011 ACTIVITY	2012 ACTIVITY	2013 ADOPTED BUDGET	2013 AMENDED BUDGET	2013 ACTIVITY THRU 07/31/13	2014 REQUESTED BUDGET
206-000.000-695.000	OTHER FIN.SOURCES/LONG TERM D						
206-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			1,030,229	1,045,321		988,748
Totals for dept 000.000-		4,407,566	3,920,760	4,886,407	4,952,782	3,961,810	5,558,755
TOTAL ESTIMATED REVENUES		4,407,566	3,920,760	4,886,407	4,952,782	3,961,810	5,558,755

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
APPROPRIATIONS							
Dept 206.000-FIRE							
206-206.000-704.000	APPOINTED OFFICIALS						
206-206.000-705.000	SALARY - SUPERVISION	74,898	74,488	74,980	74,980	40,219	74,980
206-206.000-705.002	SALARIES OFFICERS	280,442	388,290	469,912	469,912	252,434	476,112
206-206.000-706.000	SALARY - PERMANENT WAGES	1,270,847	1,179,871	1,077,319	1,077,319	579,712	1,071,786
206-206.000-706.011	PERMANENT WAGES- FIRE CLERICA	44,145	44,096	44,266	44,266	23,787	44,516
206-206.000-707.000	SALARY - TEMPORARY/SEASONAL						
206-206.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	77,772	82,928	47,798	50,948	34,068	37,786
206-206.000-708.005	SALARIES PAY OUT OF RETIREES		15,342				
206-206.000-708.007	FIRE COMP TIME PAYOUT	58,574	10,080	25,819	25,819	1,348	45,880
206-206.000-708.008	RETIREE TIME PAYOUTS	110,273					138,000
206-206.000-708.010	HEALTH INS BUYOUT	19,578	21,495	15,000	15,000	9,000	12,000
206-206.000-708.200	FIRE FIGHTER CLOTHING ALLOWAN	5,149	5,571	5,000	5,000		4,840
206-206.000-708.206	FIRE FIGHTER FOOD ALLOWANCE	32,016	34,272	32,500	32,500		31,420
206-206.000-708.300	MOVING REIMBURSEMENT						
206-206.000-709.000	REG OVERTIME	138,137	89,740	130,000	130,000	48,022	110,000
206-206.000-709.001	HOLIDAY OVERTIME	19,296	14,685	25,000	25,000		20,000
206-206.000-709.002	SALARY - CONTRACTUAL OVERTIME	129,620	125,148	132,814	132,814	67,105	124,329
206-206.000-709.003	OverTime-FireDept-MartinLuthe						
206-206.000-715.000	F.I.C.A./MEDICARE	181,586	167,328	164,610	164,610	89,925	159,323
206-206.000-717.000	SALARIES HOLIDAY PAY	117,089	112,168	71,355	71,355	55,669	29,003
206-206.000-718.000	RETIREMENT/MERIT AWARDS						
206-206.000-719.000	HEALTH INSURANCE	407,401	222,988	208,629	208,629	128,149	290,903
206-206.000-719.001	SICK AND ACCIDENT	343	349	298	298	174	298
206-206.000-719.005	HOSPITAL PHYSICALS	10,995	2,206				
206-206.000-719.006	FITNESS TESTING	5,058	1,190				
206-206.000-719.010	HEALTH CARE TAX		4,239	10,000	10,000	1,577	20,000
206-206.000-719.015	VISION & DENTAL BENEFITS		34,603	36,380	36,380	21,222	39,488

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
206-206.000-719.020	HEALTH CARE DEDUCTION		58,943	115,570	115,570	66,549	121,345
206-206.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE		2,200	2,200	2,200	1,208	2,200
206-206.000-720.000	LIFE INSURANCE	8,742	8,417	6,432	6,432	4,486	6,432
206-206.000-730.000	POSTAGE	205	441	1,500	1,500	256	500
206-206.000-741.000	UNIFORMS - LAUNDRY & CLEANING	13,592	13,718	14,000	14,000	7,348	14,000
206-206.000-741.001	UNIFORMS-NEW AND BADGES	11,686	1,730	3,000	3,000	733	5,000
206-206.000-742.000	FIRE PREVENTION MATERIALS	1,180	1,501	2,000	2,000	970	2,000
206-206.000-744.000	CLOTHING ALLOWANCE UNIFORMS						
206-206.000-750.000	FOOD ALLOWANCE						
206-206.000-757.000	OPERATING SUPPLIES	21,816	13,948	19,000	19,000	5,880	19,000
206-206.000-757.004	MEDICAL SUPPLIES	8,578	4,947	9,000	9,000	5,951	9,000
206-206.000-757.005	FIRE INVESTIGATION	1,964	900	1,000	1,000	148	1,000
206-206.000-757.006	OPERATING SUPPLIES/TOOLS	1,189	550	500	500		500
206-206.000-800.001	ADMINISTRATION FEES	76,512	62,289	62,289	62,289	36,335	62,289
206-206.000-801.000	PROFESSIONAL SERVICES	59,989	8,514	50,000	50,000	160	50,000
206-206.000-801.005	PROF SRVS-HAZARDOUS RESPONSE						
206-206.000-801.022	LEGAL SERVICES - FIRE RESOLUT	39,213					
206-206.000-818.000	CONTRACTUAL SERVICES						
206-206.000-818.012	RETIREMENT BOARD & TRUST FEES			100	100		100
206-206.000-857.000	COMMUNICATIONS	4,821	3,313	5,000	5,000	2,350	5,000
206-206.000-857.001	COMMUNICATIONS - DISPATCH	69,553	70,465	72,000	72,000	34,507	70,000
206-206.000-863.001	AUTO & TRUCK MAIN STATION #1	50,010	23,501	30,000	40,000	24,380	30,000
206-206.000-863.002	AUTO & TRUCK MAIN STATION #2						
206-206.000-863.003	AUTO & TRUCK MAIN STATION #3	10,311	8,708	7,500	10,500	6,668	10,000
206-206.000-863.004	AUTO & TRUCK MAIN STATION #4	5,667	13,742	7,500	9,500	3,468	10,000
206-206.000-867.000	GAS & OIL	37,665	38,658	30,000	30,000	19,457	30,000
206-206.000-876.000	RETIREMENT/MERS	4,181	4,670	6,117	6,117	3,279	6,406
206-206.000-876.003	OPEB FUNDING- RETIREE HEALTH						
206-206.000-900.000	PUBLISHING	199	115	1,000	1,000		1,000
206-206.000-913.000	INSURANCE & BONDS FLEET	36,318	36,632	38,901	38,901	18,970	33,409
206-206.000-914.000	INSURANCE & BONDS FIRE & LIAB						

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
206-206.000-917.000	WORKERS COMPENSATION INSURANC	90,443	88,676	91,699	91,699	50,939	79,781
206-206.000-920.004	UTILITIES HEAT	15,399	11,495	18,000	18,000	6,230	20,000
206-206.000-920.005	UTILITIES LIGHT	25,230	24,314	21,000	11,000	11,542	20,000
206-206.000-920.006	UTILITIES TELEPHONE	30,649	46,291	20,000	20,000	6,351	20,000
206-206.000-920.007	UTILITIES WATER AND SEWER	2,926	3,728	3,200	3,200	1,392	3,200
206-206.000-931.005	BLDG MAINTENANCE STATION #1	9,594	7,157	7,000	11,000	5,190	11,000
206-206.000-931.006	BLDG MAINTENANCE STATION #2						
206-206.000-931.007	BLDG MAINTENANCE STATION #3	5,360	3,452	5,000	5,000	2,479	8,000
206-206.000-931.008	BLDG MAINTENANCE STATION #4	3,279	6,438	5,000	6,000	3,738	8,000
206-206.000-933.000	EQUIPMENT MAINTANCE	13,192	8,825	9,500	4,500	67	4,500
206-206.000-933.001	MAINTENANCE CONTRACTS	3,636	4,179	12,240	7,240	841	10,000
206-206.000-944.000	FIRE HYDRANT CHARGE			2,500	2,500		1,000
206-206.000-956.000	MISCELLANEOUS	2,500		1,000	1,000		3,000
206-206.000-956.004	RESERVE CONTINGENCIES						
206-206.000-956.010	TAX REFUND EXPENSE	156,721	113,871	152,215	152,215	36,244	5,000
206-206.000-958.000	MEMBERSHIP AND DUES	5,959	3,123	6,000	6,000	1,961	5,000
206-206.000-960.000	EDUCATION AND TRAINING	17,972	3,755	10,000	10,000	2,835	10,000
206-206.000-969.002	TRANSFER OUT Y.C.U.A.						
206-206.000-976.000	CAPITAL OUTLAY NEW EQUIPMENT						
206-206.000-976.005	CAPITAL OUTLAY FIRE STATION						
206-206.000-977.004	IBM COMPUTER DISPATCH SYSTEM						
206-206.000-979.000	CAPITAL OUTLAY FIRE APPARATUS						
Totals for dept 206.000-FIRE		3,829,470	3,334,283	3,420,643	3,423,793	1,725,323	3,428,326

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
Dept 220.000-CIVIL SERVICE COMMISSION							
206-220.000-704.000	APPOINTED OFFICIALS	470	470	2,500	2,500	230	2,500
206-220.000-706.000	SALARY - PERMANENT WAGES	225	225	400	400	90	400
206-220.000-707.000	SALARY - TEMPORARY/SEASONAL						
206-220.000-715.000	F.I.C.A./MEDICARE	24	24	50	50	10	50
206-220.000-723.000	DEFERRED COMPENSATION EMPLOYE	6	6	30	30	3	30
206-220.000-727.000	OFFICE SUPPLIES						
206-220.000-728.000	CIVIL SERVICE EXAM. SUPPLIES						
206-220.000-801.000	PROFESSIONAL SERVICES	8,155	6,271	10,000	10,000	450	10,000
206-220.000-876.000	RETIREMENT/MERS	21	24	40	40	12	40
206-220.000-900.000	PUBLISHING	1,500		1,500	1,500		1,500
206-220.000-956.000	MISCELLANEOUS						
Totals for dept 220.000-CIVIL SERVICE COMMISSION		10,401	7,020	14,520	14,520	795	14,520

09/09/2013

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 07/31/2013

	2011 ACTIVITY	2012 ACTIVITY	2013 ADOPTED BUDGET	2013 AMENDED BUDGET	2013 ACTIVITY THRU 07/31/13	2014 REQUESTED BUDGET
GL NUMBER	DESCRIPTION					
Dept 852.000-PENSION & INSURANCE						
206-852.000-876.003	803,454	839,610	684,431	684,431	684,431	487,768
206-852.000-876.004	421,895	472,337	687,876	687,876	687,878	1,107,141
206-852.000-956.014	27,618	15,830	20,937	20,937	5,833	1,000

Totals for dept 852.000-PENSION & INSURANCE	1,252,967	1,327,777	1,393,244	1,393,244	1,378,142	1,595,909

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
Dept 970.000-CAPITAL OUTLAY							
206-970.000-971.008	CAPTL OUTLAY -IMPROVEMENT			35,000	17,360		40,000
206-970.000-971.009	CAP.OUTLAY/EQUIPMENT RESERVE						
206-970.000-979.000	CAPITAL OUTLAY FIRE APPARATUS						450,000
206-970.000-979.001	PROTECTIVE EQUIPMENT	8,134	3,114	10,000	27,640	1,461	10,000
206-970.000-979.002	GENERAL FIRE/RESCUE EQUIP	5,310	560	3,000	66,225	63,561	10,000
206-970.000-979.005	CAP OUTLAY-FIRE EQUIP-FED GRAN						
206-970.000-980.001	COMPUTER/COMM/FURNISHING	368		10,000	10,000	8,392	10,000
206-970.000-991.013	DEBT SERVICE APPARATUS						
206-970.000-991.016	DEBT SRV INTEREST - FIRE EQUI						
Totals for dept 970.000-CAPITAL OUTLAY		13,812	3,674	58,000	121,225	73,414	520,000

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
GL NUMBER	DESCRIPTION	2011 ACTIVITY	2012 ACTIVITY	2013 ADOPTED BUDGET	2013 AMENDED BUDGET	2013 ACTIVITY THRU 07/31/13	2014 REQUESTED BUDGET
Dept 975.000-FEDERAL GRANT DEPARTMENT							
206-975.000-933.002	OPERATING ANNUAL MAINTENANCE						
206-975.000-979.001	PROTECTIVE EQUIPMENT						
206-975.000-979.002	GENERAL FIRE/RESCUE EQUIP						
206-975.000-980.001	COMPUTER/COMM/FURNISHING						
Totals for dept 975.000-FEDERAL GRANT DEPARTMENT							
TOTAL APPROPRIATIONS		5,106,650	4,672,754	4,886,407	4,952,782	3,177,674	5,558,755
NET OF REVENUES/APPROPRIATIONS - FUND 206		(699,084)	(751,994)			784,136	

Fund 252 – Hydro

Revenues

<u>Line item</u>	<u>Explanation</u>
252-000-000-641-003 – Ford Lake Hydro Station	Revenues from the selling electricity from the Hydro Station to DTE Energy. Estimated revenue was calculated by averaging actual revenues from 1999 to 2012. Starting in January 2014 the Twp. no longer has to pay into the Twp./DTE Escrow, thus increase in revenue.
252-000-000-664-001 – Interest Earned	Reflects interest earned on funds deposited in the bank. No change from Prior year
252-000-000-697-000 – Transfer In: General Fund	Funds to cover expenses in Tyler Dam Phase 2 (Project Scope and Engineering design)
252-000-000-699-000 – App. Prior Yr. Fund Balance	Funds needed to cover costs over the expected revenue from the DTE sales.

Expenditures

252-252-000-704-000 – Appointed Officials	Pay for commissioner on the Water Conservation Advisory Commission. This was moved to 226 Fund.
252-252-000-706-000 – Salary-Permanent Wages	Wages for the full time operator/ coordinator who is responsible for the day to day operations, maintenance, regulatory compliance, DTE contract oversight, and communications with other parties. This department oversees 1 federal regulated and 2 state regulated dams.
252-252-000-707-000 – Salary-Temp/Seasonal	This line is the expected cost for the part-time operator to cover weekends, holidays, FTE's PTO, and general labor to assist the full time employee.
252-252-000-708-004 – Salaries Pay Out-PTO/Sick	It is recommended that \$827 be budgeted in this line item to cover a payout of 32 hours @ 100%, per policy.

252-252-000-708-009 – Auto Allowance	The Full Time Operator is given a vehicle allowance because of the on-call responsibilities. Also uses personal vehicle for business related travel and work activities. The amount was set back 2007 and has not been adjust since. For 2014, increase amount that is more in line for today cost.
252-252-000-709-000 – Reg Overtime	Accounts for the necessary overtime for the full time operator when he is called in and when necessary work exceeds 40 hours to avoid loss of revenue or handle compliance issues.
252-252-000-715-000 – FICA/Medicare	Cost provided by Human Resources.
252-252-000-719-000 – Health/Dental Insurance	Cost provided by Human Resources.
252-252-000-719-001 – Sick & Accident	Cost provided by Human Resources.
252-252-000-719-015 – Vision & Dental Benefits	Cost provided by Human Resources.
252-252-000-719-020 – Health Care Deductible	Cost provided by Human Resources.
252-252-000-719-021 – Admin Fee- Health Care Ded.	Cost provided by Human Resources.
252-252-000-720-000 – Life Insurance	Cost provided by Human Resources.
252-252-000-723-000 – Deferred Comp Employer	Cost provided by Human Resources.
252-252-000-727-000 – Office Supplies	Cover the cost of supplies and material used in completing reports by the department. 2014 additional filing cabinets will be needed.
252-252-000-730-000 – Postage	Cover cost in mailing business related material.
252-252-000-740-000 – Operating Supplies	Accounts for the miscellaneous cost related to operating the Hydro Station
252-252-000-741-000 – Uniforms	Funds to purchase operators uniforms and boot allowance.
252-252-000-776-000 – Maintenance Supplies	Cost associated in maintaining Hydro Station including housekeeping, general supplies, and hand tools. Small increase over 2012 actual spent.
252-252-000-801-000 – Professional Services	Cover cost for an independent engineering firm for technical support related to dam safety and compliance. For 2014 funds are needed to finish the sediment and fish survey. This is a requirement of the FERC License.

252-252-000-801-250 – Professional Services	Cover cost for general engineering support for two other Township dams. Large projects needing engineering is budgeted under Capital Outlay.
252-252-000-818-013 – Contractual Svcs/Hydro	Associated cost for services routinely used by the department for operations or maintenance activities.
252-252-000-850-000 – Telephone	Cover the cost for communication circuits for station alarm system and DTE substation fault protection. It was approved in 2012 to upgrade DTE communications. Once the new system is installed it will reduce associated monthly cost. The DTE communication project has been delayed by DTE, It is not clear when the work will get started.
252-252-000-867-000 – Gas & Oil	Cover cost related to fuel used by the department.
252-252-000-876-000 – Retirement/MERS	Cost provided by Human Resources
252-252-000-915-000 – Insurance & Bonds	Cost provided by Accounting
252-252-000-917-000 – Worker’s Comp Ins	Cost provided by Human Resources
252-252-000-920-017 – Utilities – Hydro	Cost related in heating powerhouse.
252-252-000-930-000 – Repairs Maint/Machinery	Accounts for cost related repairing and maintaining the equipment related to generating electricity. For 2014 work is planned to make repairs to turbines and floor drainage system, turbine room bearing inspections.
252-252-000-930-001 – Repairs/Maint Hydro Infrac	Cost related to maintaining the Hydro Station structure- powerhouse and dam. For 2014, We have plans to replace deteriorated ladders in the turbine rooms, this was a 2013 project but was pushed back. Maintenance to the substation is planned for 2014.
252-252-000-931-013 – Repairs & Maint/Other Dams	Cost associated in maintaining Tyler and Sargent Charles Dams. The department continues looking into ways to reduce long term cost and responsibility at Tyler Dam.
252-252-000-956-000 – Miscellaneous	Cover cost for bank fees and small expenses
252-252-000-956-004 – Reserve Contingencies	Propose to remain \$0.

252-252-000-956-009 – City Share/Hydro Station	Expected amount that the Twp. will have to pay the City (10% gross of DTE sales) from a judgment when JYRO was dissolved.
252-252-000-956-019 – Hydro-Fish Study/Escrow Exp.	Expected amount that the Twp. will have to put into Fish Escrow for future fish enhancement. This required by the FERC License agreement.
252-252-000-956-025 – Licenses & Fees/FERC	Annual fee assessed by the Federal Energy Regulatory Commission.
252-252-000-971.001 – Capital Outlay Other	For 2014 recommended being \$0
252-252-000-976-000 – Capital Outlay/New Equip.	For 2014 remains \$0
252-252-000-977-000 – Equipment	For 2012- 2014, 1 project in the works is to upgrade communications between the Hydro and with DTE’s Substations (estimated project cost \$100K). This project will eliminate 1 AT&T bill. For the proposed 2014 budget process I will like to leave the line item \$0 in hopes the project will be completed by 12-31-13. If the project will into 2014 I will ask for prior year funds at that time.

8/21/13

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
Fund 252 - HYDRO STATION FUND							
ESTIMATED REVENUES							
Dept 000.000							
252-000.000-641.003	FORD LAKE HYDRO STATION	367,040	305,133	280,000	280,000	252,851	320,000
252-000.000-664.001	INTEREST EARNED	558	695	400	400	240	400
252-000.000-694.001	OTHER INCOME-MISCELLANEOUS	3,388	506			691	
252-000.000-694.004	MISC REVENUE - INSURANCE REIM		799			287	
252-000.000-697.000	TRANSFER IN: GENERAL FUND						50,000
252-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			9,864	11,891		2,033
Totals for dept 000.000-		370,986	307,133	290,264	292,291	254,069	372,433
TOTAL ESTIMATED REVENUES		370,986	307,133	290,264	292,291	254,069	372,433

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
APPROPRIATIONS							
Dept 252.000-HYDRO STATION: FORD LAKE							
252-252.000-704.000	APPOINTED OFFICIALS						
252-252.000-706.000	SALARY - PERMANENT WAGES	53,218	53,706	53,897	53,897	28,918	53,897
252-252.000-707.000	SALARY - TEMPORARY/SEASONAL	17,444	17,172	16,308	16,308	6,849	16,308
252-252.000-708.004	SALARIES PAY OUT-PTO&SICKTIME				2,027		827
252-252.000-708.009	AUTO ALLOWANCE	6,000	6,000	6,000	6,000	3,500	7,200
252-252.000-709.000	REG OVERTIME	4,916	4,338	4,000	4,000	2,250	4,000
252-252.000-715.000	F.I.C.A./MEDICARE	5,179	5,113	5,125	5,125	2,907	5,216
252-252.000-719.000	HEALTH INSURANCE	18,753	12,148	11,257	11,257	6,561	14,634
252-252.000-719.001	SICK AND ACCIDENT	374	349	298	298	174	298
252-252.000-719.015	VISION & DENTAL BENEFITS		1,648	1,702	1,702	993	1,815
252-252.000-719.020	HEALTH CARE DEDUCTION		1,068	5,775	5,775	2,727	5,775
252-252.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE		100	100	100	53	100
252-252.000-720.000	LIFE INSURANCE	166	158	144	144	84	144
252-252.000-723.000	DEFERRED COMPENSATION EMPLOYE	232	225	212	212	99	212
252-252.000-727.000	OFFICE SUPPLIES	541	357	400	400	222	1,400
252-252.000-730.000	POSTAGE		50	50	50	63	50
252-252.000-740.000	OPERATING SUPPLIES	375	235	400	400	123	400
252-252.000-741.000	UNIFORMS - LAUNDRY & CLEANING	267	351	450	450	412	450
252-252.000-757.000	OPERATING SUPPLIES						
252-252.000-776.000	MAINTENANCE SUPPLIES	6,301	7,368	6,500	6,500	3,109	8,000
252-252.000-801.000	PROFESSIONAL SERVICES	15,490	6,162	55,000	22,925	13,341	40,000
252-252.000-801.250	PROFESSIONAL SER - OTHER DAMS		40	10,000	42,000		50,000
252-252.000-818.013	CONTRACTUAL SERVICES/HYDRO ST	10,484	11,373	7,500	7,500	1,865	7,500
252-252.000-850.000	TELEPHONE	9,290	12,732	16,000	16,000	7,721	23,000
252-252.000-867.000	GAS & OIL		2,897	200	200		200
252-252.000-876.000	RETIREMENT/MERS	5,522	6,145	7,580	7,580	4,290	8,302
252-252.000-915.000	INSURANCE AND BONDS	2,168	2,187	2,322	2,322	1,134	1,995

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
GL NUMBER	DESCRIPTION	2011 ACTIVITY	2012 ACTIVITY	2013 ADOPTED BUDGET	2013 AMENDED BUDGET	2013 ACTIVITY THRU 07/31/13	2014 REQUESTED BUDGET
252-252.000-917.000	WORKERS COMPENSATION INSURANC	1,628	1,685	1,845	1,845	1,022	1,811
252-252.000-920.000	UTILITIES - PARKS						
252-252.000-920.017	UTILITIES - HYDRO	1,339	282	1,400	1,400	748	1,400
252-252.000-930.000	REPAIRS MAINTENANCE-MACHINERY	5,962	33,133	7,000	7,000	3,990	45,000
252-252.000-930.001	REPAIRS/MAINT HYDRO INFRASTRU	3,590	6,443	18,000	18,000	5,451	16,800
252-252.000-931.013	REPAIRS & MAINT - OTHER DAMS	123	2,852	10,000	8,400		10,000
252-252.000-942.000	LEASE - MOTORPOOL						
252-252.000-956.000	MISCELLANEOUS	1,665	1,600	1,800	3,475	3,475	1,800
252-252.000-956.004	RESERVE CONTINGENCIES						
252-252.000-956.009	CITY SHARE/HYDRO STATION	36,704	30,513	27,200	27,200	25,285	32,000
252-252.000-956.019	HYDRO-FISH STUDY-ESCROW EXPEN	9,018	5,703	8,000	8,000		8,000
252-252.000-956.025	LICENSES AND FEES/FERC	3,733	3,030	3,800	3,800		3,800
252-252.000-971.001	CAPITAL OUTLAY - OTHER		17,500				
252-252.000-976.000	CAPITAL OUTLAY NEW EQUIPMENT						
252-252.000-977.000	EQUIPMENT	11,832					
Totals for dept 252.000-HYDRO STATION: FORD LAKE		232,314	254,663	290,265	292,292	127,366	372,334
TOTAL APPROPRIATIONS		232,314	254,663	290,265	292,292	127,366	372,334
NET OF REVENUES/APPROPRIATIONS - FUND 252		138,672	52,470	(1)	(1)	126,703	99

Fund 226 – Environmental Services

Revenues

<u>Line item</u>	<u>Explanation</u>
226.000.000.403.000 – Current Property Taxes	This line item reflects the revenues received from property taxes. These figures were provided to me.
226.000.000.642.000 – Sale of Yard Waste Bags & Bins	This line item reflects revenue from the sale of recycling bins.
226.000.000.642.001 – Sale of Trash Pickup Stickers	This line item reflects revenue from the sale of trash stickers.
226.000.000.642.002 – Sale of White Good Stickers	This line item reflects revenue from the sale of stickers for white goods.
226.000.000.642.003 – Sale of Freon Stickers	This line item reflects revenue from the sale of stickers for items containing Freon.
226.000.000.699.000 – Appropriated Prior Year Bal.	This line item is being used for operating expenses in 2014 and it is requested that \$289,180 be budgeted.

Expenditures

226.226.000.704.000 – Appointed Officials/WCAC	This line item is used to pay the per diem for the Water Conservation Advisory Commissioners.
226.226.000.705.000 – Salary/Supervision	This line item is for ½ the salaries of the Residential Services Director and the Public Services Superintendent. The other 50% of the Director's salary is budgeted in 101-762-000-705-000, the Superintendent's is budgeted in 101-774-000-705-000.
226.226.000.706.000 – Salary/Perm. Wages	This line item is for the wages of 2 full-time employees (chipping) 75% of 2 full-time Floater II/Clerk III's and 50% of the mechanic.
226.226.000.707.000 – Salary/Temp. Seasonal	This line item is used for seasonal employees who work on the chipper trucks.
226.226.000.708.004 – PTO Payout	It is recommended that this line item be increased to cover a payout of 32 hours @ 100% per policy = \$1,248, split evenly between this line item and 101.762.000.708.004.
226.226.000.708.009 – Auto Allowance	This line item is used for 50% of the auto allowance for the RSD Director. The other 50% is budgeted in line item 101.762.000.708.009.
226.226.000.708.010 – Health Insurance Buyout	Employees who receive health insurance through another source can receive a health insurance buyout from the Township in lieu of insurance. 75% of the buyout for one Floater II/Clerk III is budgeted in this line item.
226.226.000.709.000 – Regular Overtime	This line item is used for overtime received for the chipping crew, the mechanic and the Floater II/Clerk III's. Based on what was spent to date in 2013, it is recommended that \$5,000 be budgeted for 2014.

226.226.000.715.000 – FICA/Medicare	Figures provided by Human Resources.
226.226.000.719.000 – Health Insurance	This was provided by Human Resources.
226.226.000.719.001 – Sick & Accident Ins.	This was provided by Human Resources.
226.226.000.719.015 – Vision & Dental Benefits	This was provided by Human Resources.
226.226.000.719.020 – Health Care Deduction	This was provided by Human Resources.
226.226.000.719.021 – Admin Fees/Health Deductible	This was provided by Human Resources.
226.226.000.720.000 – Life Insurance	This was provided by Human Resources.
226.226.000.723.000 – Deferred Comp. Employer	Figures provided by Human Resources.
226.226.000.724.001 – Unemployment Expense	This line item covers the cost of unemployment. We are maintaining this at a \$1,000.
226.226.000.726.000 – Recycle Bins & Yard Bags	This line item is used to purchase recycling bins.
226.226.000.726.001 – Stickers for Trash Pickup	This line item is used to purchase trash stickers.
226.226.000.726.002 – Stickers White Goods Pickup	This line item is used to purchase white good stickers.
226.226.000.726.003 – Stickers for Freon White Goods	This line item is used to purchase Freon stickers.
226.226.000.727.000 – Office Supplies	This line item is used to purchase office supplies for the department.

226.226.000.730.000 – Postage	This line item is used for a portion of the costs associated with the annual mailing of magnets and garbage & recycling information. We propose reducing this by \$1,000 from last year, as it gets shared with other departments.
226.226.000.741.000 – Uniforms/Laundry & Cleaning	This line item is used for uniform cleaning costs.
226.226.000.757.000 – Operating Supplies	This line item covers the cost of safety equipment used for chipping.
226.226.000.776.000 – Maintenance Supplies	This line item covers the cost of items to repair the chippers.
226.226.000.800.001 – Administration Fees	This line item reflects fees allocated for use of floor space and associated employee resources at the Civic Center.
226.226.000.804.000 – Contractual/Rolloff Disposal	This line item covers the cost of the trash dumpsters at the Civic Center, Ford Lake Park and the Community Center.
226.226.000.804.001 – Contractual/Rubbish Pickup	This line item covers the per resident fee paid to Waste Management for curbside pickup, & their contract calls for an increase. This amounts to a 2.8% increase.
226.226.000.804.003 – Contractual/Yard Waste	This line item covers the per resident fee paid to Waste Management for yard waste pick up. This line item was increased approximately 2.8%. Under our contract, there is an increase on July 1 st of each year.

226.226.000.804.004 – Twp. Compost Processing	This line item covers the fee for the amount of material brought to the Compost Site and matches the revenue line item in the Compost budget. We propose to maintain the same # as last year.
226.226.000.804.006 – Recycling Disposal	This line item covers the cost of hauling recycling containers to Great Lakes. It has been reduced due to the better value of the recyclables.
226.226.000.804.007 – Recycling Pick Up Curbside	This line item covers the per resident fee paid to Waste Management for recycling pick up. Under our contract, there is an increase on July 1 st of each year, and we anticipate this to be about 2.8%.
226.226.000.804.008 – Curbside Recycling	This line item covers the per ton fee paid for materials hauled., or monies received. It changes year to year, depending on the market.
226.226.000.850.000 – Telephone	This line item covers the cost of telephones for the Environmental Services Department.
226.226.000.867.000 – Gas & Oil	This line item is used for the fuel used by our chipper trucks. Based on what has been spent to date in 2013 it is recommended that \$14,000 be budgeted in 2014.
226.226.000.867.200 – Gas & Oil/YCUA	This line item is used to pay for the fuel used by our Compost Equipment at the YCUA facility. Based on what has been spent to date in 2013, it is recommended that \$2,500 be budgeted in 2014.
226.226.000.867.300 – Fuel Surcharge/Curbside	This is for the contractual charge to us from Waste Management for rising fuel costs. I am proposing we raise this another \$5,000 to make it \$80,000.

226.226.000.876.000 – Retirement/MERS	Figures were provided by Human Resources.
226.226.000.876.003 – OPEB Funding/Retiree Health	This line item is used for OPEB funding.
226.226.000.900.000 – Publishing	This line item covers the printing costs for magnets and information packets sent to residents.
226.226.000.913.000 – Insurance & Bonds Fleet	Figures were provided by Accounting.
226.226.000.917.000 – Worker’s Comp. Ins.	Figures provided by Accounting.
226.226.000.920.005 – Utilities/Light	This line item covers the cost of electric service at Ford Lake Park.
226.226.000.920.009 – Utilities Maint. Heating	This line item covers the cost of gas service at Ford Lake Park.
226.226.000.933.000 – Equipment Maintenance	This line item covers the cost of repairing the chippers.
226.226.000.939.000 – Auto Maintenance	This line item covers the cost of the annual inspection and fees for the chipping vehicles.
226.226.000.943.000 – Motorpool Lease/Maint.	This line item covers the motorpool charges. Based on what has been spent to date in 2013, it is recommended that \$7,200 be budgeted in 2014.
226.226.000.956.000 – Miscellaneous	Drug screenings and Class A driver’s licenses are budgeted in this line item.
226.226.000.956.010 – Tax Refund Expense	This line item reflects expenses incurred to refund taxes. Provided by others.

226.226.000.956.252 – Miscellaneous/WCAC

This line item is used for miscellaneous items for the Water Conservation Advisory Commission.

226.226.000.958.000 – Membership & Dues

This line item is used for membership dues for environmental groups.

226.226.000.960.000 – Education & Training

This line item covers the cost of educational material distribution.

8/21/13

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
Fund 226 - ENVIRONMENTAL SERVICES FUND							
ESTIMATED REVENUES							
Dept 000.000							
226-000.000-403.000	CURRENT PROPERTY TAXES	2,298,128	2,032,622	1,898,821	1,898,821	1,907,030	2,385,889
226-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	(22,724)	(2,300)				
226-000.000-409.000	REPAYMENT OF ABATED TAXES						
226-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE						
226-000.000-445.000	PENALTIES AND INTEREST						
226-000.000-569.019	STATE GRANT REVENUE						
226-000.000-581.000	CONTRIBUTIONS FRM GENERAL FUN						
226-000.000-626.628	CHRG SERVICES/ROAD SIDE PICKU						
226-000.000-642.000	SALE OF YARD WASTE BAGS & BIN	2,217	2,135	2,200	2,200	1,186	2,200
226-000.000-642.001	SALE OF TRASH PICKUP STICKERS	5,866	4,884	5,000	5,000	2,941	4,500
226-000.000-642.002	SALE OF WHITE GOOD STICKERS	1,060	900	800	800	620	1,000
226-000.000-642.003	SALE OF FREON STICKERS	295	300	300	300	105	200
226-000.000-650.001	SALES/SHREDDING FEES-SCRAP ME						
226-000.000-650.002	SALES/COMPOST - GATE REVENUE						
226-000.000-650.003	BIODEGRADABLE DROPOFF-NONTWP						
226-000.000-664.001	INTEREST EARNED	8,754	7,057	5,000	5,000	3,352	5,000
226-000.000-670.000	REIMBURSEMENT - TIRE REMOVAL						
226-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.						
226-000.000-694.001	OTHER INCOME-MISCELLANEOUS	2,434					
226-000.000-694.003	RECYCLING REVENUE						
226-000.000-694.004	MISC REVENUE - INSURANCE REIM		2,622			735	
226-000.000-694.006	WASHTENAW COUNTY TIPPING FEES						
226-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			736,754	741,917		289,180
Totals for dept 000.000-		2,296,030	2,048,220	2,648,875	2,654,038	1,915,969	2,687,969
TOTAL ESTIMATED REVENUES		2,296,030	2,048,220	2,648,875	2,654,038	1,915,969	2,687,969

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
APPROPRIATIONS							
Dept 226.000-ENVIRONMENTAL							
226-226.000-704.000	APPOINTED OFFICIALS	2,700	3,550	3,400	3,400	1,250	3,400
226-226.000-705.000	SALARY - SUPERVISION	66,414	67,077	69,318	69,318	35,764	69,318
226-226.000-706.000	SALARY - PERMANENT WAGES	169,500	162,730	136,597	136,597	115,622	137,129
226-226.000-707.000	SALARY - TEMPORARY/SEASONAL	24,481	18,816	20,000	20,000	11,005	20,000
226-226.000-708.004	SALARIES PAY OUT-PTO&SICKTIME		6,865	1,087	6,250	3,367	624
226-226.000-708.009	AUTO ALLOWANCE	3,000	3,000	3,000	3,000	1,750	3,000
226-226.000-708.010	HEALTH INS BUYOUT	2,250	2,250	3,750	3,750	1,883	3,750
226-226.000-709.000	REG OVERTIME	4,944	3,645	6,000	6,000	2,278	5,000
226-226.000-715.000	F.I.C.A./MEDICARE	18,886	17,997	17,150	17,150	11,505	17,031
226-226.000-719.000	HEALTH INSURANCE	73,161	40,044	21,576	21,576	19,135	28,049
226-226.000-719.001	SICK AND ACCIDENT	1,846	1,706	1,191	1,191	869	1,191
226-226.000-719.015	VISION & DENTAL BENEFITS		6,016	4,461	4,461	3,562	4,743
226-226.000-719.020	HEALTH CARE DEDUCTION		12,647	12,294	12,294	6,259	12,294
226-226.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE		425	427	427	197	427
226-226.000-720.000	LIFE INSURANCE	818	774	576	576	420	576
226-226.000-721.000	LIBRARY SUBSCRIPTION						
226-226.000-723.000	DEFERRED COMPENSATION EMPLOYE	133	292	304	304	513	304
226-226.000-724.001	UNEMPLOYMENT EXPENSE			1,000	1,000		1,000
226-226.000-726.000	RECYCLE BINS & YARD BAGS	4,494	1,905	4,500	4,500	2,255	4,500
226-226.000-726.001	STICKERS FOR TRASH PICK-UP			2,000	2,000		2,000
226-226.000-726.002	STICKERS WHITE GOODS PICKUP			2,000	2,000		2,000
226-226.000-726.003	STICKERS FOR FREON WHITEGOODS			700	700		700
226-226.000-727.000	OFFICE SUPPLIES	1,014	572	1,000	1,000	183	1,000
226-226.000-728.001	UNEMPLOYMENT EXPENSE						
226-226.000-730.000	POSTAGE	1,608	1,743	5,000	5,000	2,359	4,000
226-226.000-739.000	LIBRARY SUBSCRIPTION						
226-226.000-741.000	UNIFORMS - LAUNDRY & CLEANING	1,222	927	1,000	1,000	420	1,000

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
				BUDGET	BUDGET	THRU 07/31/13	BUDGET
226-226.000-757.000	OPERATING SUPPLIES	1,519	832	1,000	1,000	43	1,000
226-226.000-776.000	MAINTENANCE SUPPLIES	536	34	300	300	101	300
226-226.000-800.001	ADMINSTRATION FEES	19,956	12,424	12,424	12,424	7,247	12,424
226-226.000-801.000	PROFESSIONAL SERVICES						
226-226.000-804.000	CONTRACTUAL/ROLLOFF DISPOSAL	15,070	15,960	14,500	14,500	5,345	15,000
226-226.000-804.001	CONTRACTUAL/RUBBISH PICKUP	1,222,726	1,240,925	1,239,235	1,239,235	526,657	1,274,460
226-226.000-804.002	CONTRACTUAL/SITE CLEANUP						
226-226.000-804.003	CONTRACTUAL/YARDWASTE PICKUP	305,780	313,597	322,495	322,495	132,181	331,278
226-226.000-804.004	TWP COMPOST PROCESSING	152,502	146,600	120,000	120,000	85,860	120,000
226-226.000-804.006	RECYCLING DISPOSAL	11,148	15,762	13,000	13,000	4,168	10,000
226-226.000-804.007	RECYCLING PICK-UP CURBSIDE	228,652	277,146	316,780	316,780	123,049	325,671
226-226.000-804.008	CURBSIDE RECYCLING DISPOSAL	966		1,000	500		500
226-226.000-804.009	ROADSIDE AND BRUSH PICKUP						
226-226.000-804.010	CONTRACTUAL/TIRE REMOVAL						
226-226.000-818.000	CONTRACTUAL SERVICES						
226-226.000-818.017	TIRE SHREDDING/CONTRACT SERVC		595		1,235	735	1,200
226-226.000-850.000	TELEPHONE	244	219	300	300		300
226-226.000-860.000	TRAVEL						
226-226.000-867.000	GAS & OIL	14,216	14,498	12,000	12,000	10,162	14,000
226-226.000-867.100	GAS & OIL - OTHER EQUIP						
226-226.000-867.200	GAS & OIL - YCUA	1,856	954	2,000	2,000	693	2,500
226-226.000-867.300	FUEL SURCHARGE-CURBSIDE	71,979	73,856	75,000	75,000	30,747	80,000
226-226.000-876.000	RETIREMENT/MERS	22,760	23,832	27,885	27,885	18,091	30,313
226-226.000-876.003	OPEB FUNDING- RETIREE HEALTH	15,707	16,414	27,956	27,956	27,956	15,007
226-226.000-900.000	PUBLISHING	7,154	11,423	12,000	11,265	8,598	11,500
226-226.000-913.000	INSURANCE & BONDS FLEET	5,549	5,598	5,944	5,944	2,899	5,105
226-226.000-915.000	INSURANCE AND BONDS						
226-226.000-917.000	WORKERS COMPENSATION INSURANC	5,379	5,964	7,094	7,094	3,941	6,361
226-226.000-920.005	UTILITIES LIGHT	1,846	2,241	3,000	3,000	895	2,000
226-226.000-920.007	UTILITIES WATER AND SEWER						
226-226.000-920.009	UTILITIES MAINTENANCE HEATING	2,198	1,502	2,500	2,500	1,495	3,000

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
226-226.000-933.000	EQUIPMENT MAINTANCE	5,447	6,323	6,000	6,000	2,158	4,000
226-226.000-939.000	AUTO MAINTENANCE	8,686	6,191	8,000	8,000	396	6,000
226-226.000-939.031	FLAT FEE-MOTORPOOL-MISC REPAI						
226-226.000-941.000	EQUIPMENT RENTAL/LEASING						
226-226.000-942.000	LEASE - MOTORPOOL						
226-226.000-943.000	MOTORPOOL LEASE/MAINTENANCE	7,200	7,200	7,200	7,200	4,200	7,200
226-226.000-956.000	MISCELLANEOUS	415	240	500	500	90	500
226-226.000-956.004	RESERVE CONTINGENCIES						
226-226.000-956.010	TAX REFUND EXPENSE	96,902	68,302	91,331	91,331	21,746	4,000
226-226.000-956.252	MISCELLANEOUS - WCAC			500	500		
226-226.000-958.000	MEMBERSHIP AND DUES	75		200	200	75	
226-226.000-960.000	EDUCATION AND TRAINING			400	400		400
226-226.000-968.280	TRANSFER TO STATE GRANT FUND						
226-226.000-969.590	TRANSFER TO: COMPOST						67,568
226-226.000-971.001	CAPITAL OUTLAY - OTHER						
226-226.000-971.008	CAPTL OUTLAY -IMPROVEMENT						
226-226.000-977.000	EQUIPMENT						
226-226.000-977.001	COMPUTER SOFTWARE						
226-226.000-977.003	COMPUTER SUPPLIES						
226-226.000-985.000	CAPITAL OUTLAY/VEHICLES						
Totals for dept 226.000-ENVIRONMENTAL		2,602,939	2,621,613	2,648,875	2,654,038	1,240,124	2,674,623
TOTAL APPROPRIATIONS		2,602,939	2,621,613	2,648,875	2,654,038	1,240,124	2,674,623
NET OF REVENUES/APPROPRIATIONS - FUND 226		(306,909)	(573,393)			675,845	13,346

Fund 590 - Compost

Revenues

<u>Line item</u>	<u>Explanation</u>
590.000.000.607.510 – Auto Lease Revenue	This line item reflects the revenues for rental of the dump truck to the Parks Department.
590.000.000.650.003 – Biodegradable Dropoff/ Non-Twp.	This line item reflects the revenue for yard waste brought in by non-township residents.
590.000.000.650.004 – Biodegradable Dropoff/ Ypsilanti Township	This line item reflects the revenue for yard waste brought in by Waste Management to the Compost Site from our township residents.
590.000.000.650.100 – Billable Sales/Compost	This line item reflects the revenue for the sale of compost materials.
590.000.000.650.102 – Sales/Scrap Metal	This line item reflects the revenue from scrap metal.
590.000.000.650.103 – Sales/Recycled Oil	This line item reflects the revenue from receiving oil.
590.000.000.650.200 – Gate Revenue/Compost	This line item reflects the revenue from materials sold at the gate.
590.000.000.650.201 – Gate Revenue/Wood Sales	This line item reflects the revenue from firewood sold at the gate.
590.000.000.650.202 – Gate Revenue/Top Soil	This line item reflects the revenue from top soil sold at the gate.
590.000.000.650.203 – Gate Revenue/Drop Off Fees	This line item reflects the revenue from trash drop off.
590.000.000.650.204 – Gate Revenue/Battery	This line item reflects the revenue Core Sale from the sale of collected batteries.
590.000.000.650.205 – Gate Revenue/Milling Sales	This line item reflects the revenue from the sale of road millings.
590.000.000.664.001 – Interest Earned	This line item reflects interest earned on funds deposited at various banks.
590.590.000.697.001 – Transfer in –Env Svcs	Moving money for a balanced budget- \$67,568.

Expenditures

590.590.000.706.000 – Salary/Perm. Wages	Wages for the Compost Coordinator and 25% of a Floater II/Clerk III are budgeted in this line item.
590.590.000.707.000 – Salary/Temp. Seasonal	Wages for the Gate Attendant are budgeted in this line item.
590.590.000.708.010 – Health Ins. Buyout	This line item is used for the health insurance buyout for employees who receive health insurance through another source.
590.590.000.709.000 – Reg. Overtime	This line item is used for overtime wages for the Compost Coordinator.
590.590.000.715.000 – FICA/Medicare	Figures were provided by Human Resources.
590.590.000.719.000 – Health Insurance	This line item covers health insurance.
590.590.000.719.001 – Sick & Accident Ins.	Figures were provided by Human Resources.
590.590.000.719.015 – Vision & Dental Benefits	Provided by Human Resources
590.590.000.719.020 – Health Care Deduction	This line is used to fund the “Benny” cards associated with the health insurance plan. Health care deductible accounts are budgeted at 75% of the total that could possibly be expended. The percentage is based on the agent’s experience with other communities using this type of health care tool.
590.590.000.720.000 – Life Insurance	Figures were provided by Human Resources. No increase is expected in 2014.
590.590.000.723.000 – Deferred Comp. Employer	Figures were provided by Human Resources.
590.590.000.727.000 – Office Supplies	This line item is used for purchasing office supplies for the Compost Site.
590.590.000.730.000 – Postage	This line item is used to cover postage costs.
590.590.000.741.000 – Uniforms/Laundry & Cleaning	This line item is used to cover uniform cleaning costs.
590.590.000.757.000 – Operating Supplies	This line item is used to purchase safety equipment for the operators. This is increased to reflect the purchase of a Lincoln power mig 256 welder, which is needed out here.

590.590.000.800.001 – Administration Fees	This line item reflects fees allocated for use of floor space and associated employee resources at the Civic Center.
590.590.000.804.000 – Contractual/Rolloff Disposal	This line item covers the cost of emptying the dumpsters at the Compost Site.
590.590.000.804.004 – Twp. Compost Processing	This line item covers the cost of removing spoils from the site that cannot become compost.
590.590.000.850.000 – Telephone	This line item is used for telephone charges for the Compost Site.
590.590.000.867.200 – Gas & Oil/YCUA	This line item is used for fuel used through the YCUA site.
590.590.000.876.000 – Retirement/MERS	Figures provided by Human Resources.
590.590.000.913.000 – Insurance & Bonds Fleet	Figures provided by Accounting.
590.590.000.917.000 – Worker’s Comp. Ins.	Figures provided by Accounting.
590.590.000.920.004 – Utilities/Heat	This line item is used for gas service costs for the Compost Site.
590.590.000.920.005 – Utilities/Light	This line item is used for electric service costs for the Compost Site.
590.590.000.931.000 – Repairs & Maintenance	This line item is used for repair costs for the pole barns and trailers.
590.590.000.933.000 – Equipment Maintenance	This line item is used for repair costs for the equipment used at the Compost Site. We are in need of a new belly conveyor for the grinder and new tires for the 721D loader.
590.590.000.941.000 – Equipment Rental/Leasing	This line item is used for renting equipment (occasionally).
590.590.000.943.000 – Motorpool Lease/Maint.	This line item is for the fees paid to the Motorpool.
590.590.000.956.000 – Miscellaneous	This line item is used for drug screening costs, etc.
590.590.000.960.000 – Education & Training	This line item is used for training costs for the Compost Site Coordinator.
590.590.000.968.001 – Depreciation Expense	This line item covers the cost of equipment depreciation and calculated by Javonna Neel.

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
Fund 590 - COMPOST FUND							
ESTIMATED REVENUES							
Dept 000.000							
590-000.000-607.510	AUTO LEASE REVENUE	2,800	2,800	2,800	2,800		2,800
590-000.000-607.550	Equipment Rental						
590-000.000-650.001	SALES/SHREDDING FEES-SCRAP ME						
590-000.000-650.002	SALES/COMPOST - GATE REVENUE						
590-000.000-650.003	BIODEGRADABLE DROPOFF-NONTWP	42,407	42,261	35,000	35,000	16,891	31,000
590-000.000-650.004	BIODEGRADABLE DROPOFF-YPSI TW	152,502	146,600	120,000	120,000	85,860	120,000
590-000.000-650.100	BILLABLE SALES - COMPOST	43,376	54,874	45,000	45,000	32,800	54,000
590-000.000-650.101	SALES- WOOD						
590-000.000-650.102	SALES - SCRAP METAL	8,013	7,236	7,000	7,000	1,632	4,000
590-000.000-650.103	SALES - RECYCLED OIL	528	423	700	700	1,417	1,500
590-000.000-650.200	GATE REVENUE - COMPOST SALES	17,835	23,834	25,000	25,000	15,839	20,000
590-000.000-650.201	GATE REVENUE - WOOD SALES	3,574	5,022	5,000	5,000	8,534	12,000
590-000.000-650.202	GATE REVENUE - TOP SOIL SALES		864	500	500	367	500
590-000.000-650.203	GATE REVENUE - DROP OFF FEES	45,326	42,966	40,000	40,000	28,164	42,000
590-000.000-650.204	GATE REVENUE-BATTERY CORE SAL	305	713	200	200	250	500
590-000.000-650.205	GATE REVENUE-MILLING SALES	3,131	3,124	3,000	3,000	1,831	3,000
590-000.000-664.001	INTEREST EARNED	1,219	1,239	1,000	1,000	443	750
590-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.						
590-000.000-694.001	OTHER INCOME-MISCELLANEOUS	533	255				
590-000.000-694.004	MISC REVENUE - INSURANCE REIM		1,169	200	200	161	
590-000.000-697.001	TRANSFER IN: ENVIRONMENTL SR						67,568
590-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			87,025	91,025		2,774
Totals for dept 000.000-		321,549	333,380	372,425	376,425	194,189	362,392
TOTAL ESTIMATED REVENUES		321,549	333,380	372,425	376,425	194,189	362,392

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
APPROPRIATIONS							
Dept 590.000-COMPOST SITE							
590-590.000-706.000	SALARY - PERMANENT WAGES	78,404	78,535	125,196	125,196	42,358	125,614
590-590.000-706.003	WAGES-ALLOCATED TO OTHER DEPT						
590-590.000-707.000	SALARY - TEMPORARY/SEASONAL	17,271	16,025	25,000	25,000	8,376	
590-590.000-708.004	SALARIES PAY OUT-PTO&SICKTIME		2,287		4,000		2,000
590-590.000-708.010	HEALTH INS BUYOUT	3,750	3,750	3,750	3,750	1,875	3,750
590-590.000-709.000	REG OVERTIME	5,031	3,152	4,500	4,500	3,196	4,500
590-590.000-710.000	ACC COMP ABSENCES-LNGTERM		11,718				
590-590.000-715.000	F.I.C.A./MEDICARE	6,869	6,953	10,571	10,571	3,984	10,241
590-590.000-719.000	HEALTH INSURANCE	1,794		11,257	11,257		14,634
590-590.000-719.001	SICK AND ACCIDENT	444	436	670	670	217	670
590-590.000-719.015	VISION & DENTAL BENEFITS		1,953	3,658	3,658	1,174	3,898
590-590.000-719.020	HEALTH CARE DEDUCTION			5,775	5,775		5,775
590-590.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE			90	90		100
590-590.000-720.000	LIFE INSURANCE	197	198	324	324	105	324
590-590.000-723.000	DEFERRED COMPENSATION EMPLOYE	230	208	325	325	111	
590-590.000-727.000	OFFICE SUPPLIES	100		200	258	258	400
590-590.000-728.001	UNEMPLOYMENT EXPENSE						
590-590.000-730.000	POSTAGE			100	100		100
590-590.000-741.000	UNIFORMS - LAUNDRY & CLEANING	1,958	1,996	1,800	1,800	958	1,900
590-590.000-757.000	OPERATING SUPPLIES	6,595	2,777	4,700	4,642	825	8,000
590-590.000-800.001	ADMINSTRATION FEES	5,724	5,714	5,714	5,714	3,333	5,714
590-590.000-801.000	PROFESSIONAL SERVICES						
590-590.000-804.000	CONTRACTUAL/ROLLOFF DISPOSAL	29,987	31,158	28,000	28,000	19,340	30,000
590-590.000-804.004	TWP COMPOST PROCESSING	9,532	4,195	5,000	5,000		5,000
590-590.000-850.000	TELEPHONE	2,096	1,659	1,500	1,500	333	800
590-590.000-860.000	TRAVEL						
590-590.000-867.000	GAS & OIL						

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
590-590.000-867.200	GAS & OIL - YCUA	15,509	21,286	20,000	20,000	7,071	22,000
590-590.000-876.000	RETIREMENT/MERS	7,831	8,965	16,979	16,979	6,249	18,654
590-590.000-900.000	PUBLISHING						
590-590.000-913.000	INSURANCE & BONDS FLEET	1,215	1,226	1,302	1,302	638	1,117
590-590.000-917.000	WORKERS COMPENSATION INSURANC	3,872	3,803	3,993	3,993	2,212	3,778
590-590.000-920.004	UTILITIES HEAT	4,390	3,104	7,000	7,000	2,974	6,000
590-590.000-920.005	UTILITIES LIGHT	3,537	2,248	2,000	2,000	1,069	2,000
590-590.000-920.007	UTILITIES WATER AND SEWER						
590-590.000-931.000	REPAIRS AND MAINTENANCE	3,006	2,590	5,000	5,000		10,000
590-590.000-933.000	EQUIPMENT MAINTANCE	8,315	7,875	12,000	12,000	7,378	12,000
590-590.000-939.000	AUTO MAINTENANCE	19					
590-590.000-941.000	EQUIPMENT RENTAL/LEASING		2,260	3,000	3,000		2,000
590-590.000-942.000	LEASE - MOTORPOOL						
590-590.000-943.000	MOTORPOOL LEASE/MAINTENANCE	3,600	3,667	3,600	3,600	2,219	2,000
590-590.000-956.000	MISCELLANEOUS	635		500	500	90	500
590-590.000-956.004	RESERVE CONTINGENCIES						
590-590.000-960.000	EDUCATION AND TRAINING		29	300	300		
590-590.000-968.001	DEPRECIATION EXPENSE	58,904	58,727	58,620	58,620		58,700
590-590.000-971.008	CAPTL OUTLAY -IMPROVEMENT						
590-590.000-977.000	EQUIPMENT						
Totals for dept 590.000-COMPOST SITE		280,815	288,494	372,424	376,424	116,343	362,169
TOTAL APPROPRIATIONS		280,815	288,494	372,424	376,424	116,343	362,169
NET OF REVENUES/APPROPRIATIONS - FUND 590		40,734	44,886	1	1	77,846	223

Fund 595 - Motorpool

Revenues

<u>Line item</u>	<u>Explanation</u>
595.595.000.581.000 – Contributions from G.Fund	We are running at a slight deficit of \$12,647.
595.000.000.607.502 – Flat Fee/Parks Motorpool Monthly	This line item reflects fees charged to the parks for miscellaneous fluids, etc. (\$100/month).
595.000.000.607.515 – Combined Lease/Repair Rev	This line item reflects lease revenue from other departments. It now includes repair.
595.000.000.607.520 – Fuel & Fluids Revenue	This line item reflects the fuel surcharge received from other departments. This is being increased to \$63,000 due to increased fuel prices.
595.000.000.664.001 – Interest Earned	This line item reflects interest earned on funds deposited at various banks.
595.000.000.673.002 – Sales of Fixed Assets/ Equipment	This line item reflects revenue from the auction of equipment.

Expenditures

595.595.000.706.000 – Salary/Perm. Wages	25% of a Floater II/Clerk III is budgeted in this line item.
595.595.000.715.000 – FICA/Medicare	Figures provided by Human Resources.
595.595.000.719.000 – Health Insurance	This line item covers health insurance. 25% of the health insurance for a Floater II/Clerk III is budgeted in this line item.
595.595.000.719.001 – Sick & Accident Ins.	Figures provided by Human Resources.
595.595.000.719.015 – Vision & Dental Benefits	Provided from Human Resources
595.595.000.719.020 – Health Care Deduction	This is used to fund the “Benny” cards associated with the health insurance plan and provided by Human Resources.
595.595.000.720.000 – Life Insurance	Figures provided by Human Resources.
595.595.000.776.500 – Auto Parts	This line item is used to purchase small items for automobiles.
595.595.000.776.550 – Shop Supplies	This line item is used to purchase rags and other small items.
595.595.000.818.000 – Contractual Services	This line item is used for the GPS Vehicle System. We are charged \$351/month.
595.595.000.818.032 – Contractual Svcs/Fuel Tank Repair	This line item is used for monitoring fuel tanks, per State regulations.
595.595.000.818.033 – Contractual Svcs/Auto Equipment Maint.	This line item is used to hire outside contractors to work on vehicles (YCUA, Ed’s Garage, etc.). We are increasing this a few \$ due to an aging fleet.

595.595.000.867.000 – Gas & Oil

This line item is used for the purchase of fuel. The cost of fuel has fluctuated and we are proposing to move this up to \$60,000.

595.595.000.876.000 – Retirement/MERS

Figures provided by Human Resources.

595.595.000.968.001 – Depreciation Expense

This line item covers the cost of auto depreciation.

595.595.000.977.000 – Capital Outlay-Equipment

\$0 budgeted. See list of items.

595.595.000.985.000 – Capital Outlay – Vehicles

\$0 budgeted. See list of items.

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
Fund 595 - MOTORPOOL / REPAIRS							
ESTIMATED REVENUES							
Dept 000.000							
595-000.000-581.000	CONTRIBUTIONS FRM GENERAL FUN						12,647
595-000.000-607.500	REPAIR REVENUE						
595-000.000-607.501	Repair Mowing Equip Revenue						
595-000.000-607.502	Flat Fee-Parks MotorpoolMnthl	100	1,200	1,200	1,200	700	1,200
595-000.000-607.503	FLAT FEE-ENVIRNMNTL SRVS-MONT						
595-000.000-607.510	AUTO LEASE REVENUE						
595-000.000-607.515	COMBINED LEASE/REPAIR REVENUE	76,020	76,020	76,020	76,020	44,345	95,500
595-000.000-607.520	FUEL AND FLUIDS REVENUE	55,725	65,297	55,000	55,000	43,549	63,000
595-000.000-607.530	FUEL CHARGES TO SHERIFF DEPT						
595-000.000-607.540	REPAIR REVENUE - MOWING EQUIP						
595-000.000-664.001	INTEREST EARNED	457	442	400	400	151	400
595-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.		25,077	2,000	2,000	6,090	2,000
595-000.000-694.001	OTHER INCOME-MISCELLANEOUS						
595-000.000-694.004	MISC REVENUE - INSURANCE REIM	2,430			1,077	1,076	
595-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				145,000		
Totals for dept 000.000-		134,732	168,036	134,620	280,697	95,911	174,747

09/09/2013

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 07/31/2013

	2011 ACTIVITY	2012 ACTIVITY	2013 ADOPTED BUDGET	2013 AMENDED BUDGET	2013 ACTIVITY THRU 07/31/13	2014 REQUESTED BUDGET
GL NUMBER DESCRIPTION						
Dept 596.000-MOTORPOOL FUEL						
595-596.000-607.520 FUEL AND FLUIDS REVENUE						
595-596.000-607.530 FUEL CHARGES TO SHERIFF DEPT						
Totals for dept 596.000-MOTORPOOL FUEL						

09/09/2013

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 07/31/2013

	2011 ACTIVITY	2012 ACTIVITY	2013 ADOPTED BUDGET	2013 AMENDED BUDGET	2013 ACTIVITY THRU 07/31/13	2014 REQUESTED BUDGET
GL NUMBER	DESCRIPTION					
Dept 597.000-MOTORPOOL - LEASE						
595-597.000-607.510	AUTO LEASE REVENUE					
595-597.000-664.001	INTEREST EARNED					
595-597.000-673.002	SALES OF FIXED ASSETS-EQUIP.					
595-597.000-697.892	TRANSFER IN: NOXIOUS WEEDS					
595-597.000-699.000	APPROPRIATED PRIOR YEAR BAL.					
Totals for dept 597.000-MOTORPOOL - LEASE						

TOTAL ESTIMATED REVENUES	134,732	168,036	134,620	280,697	95,911	174,747

Calculations as of 07/31/2013

		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
APPROPRIATIONS							
Dept 000.000							
595-000.000-969.212	TRANSFER TO BSRII Fund 212						
Totals for dept 000.000-							

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
Dept 595.000-MOTORPOOL							
595-595.000-706.000	SALARY - PERMANENT WAGES	11,024	11,024	11,066	11,066	5,936	11,066
595-595.000-706.003	WAGES-ALLOCATED TO OTHER DEPT						
595-595.000-707.000	SALARY - TEMPORARY/SEASONAL						
595-595.000-709.000	REG OVERTIME						
595-595.000-715.000	F.I.C.A./MEDICARE	798	825	847	847	477	847
595-595.000-719.000	HEALTH INSURANCE	2,911	1,081	938	938	590	1,219
595-595.000-719.001	SICK AND ACCIDENT			74	74		74
595-595.000-719.015	VISION & DENTAL BENEFITS		145	128	128	75	136
595-595.000-719.020	HEALTH CARE DEDUCTION		548	726	726	554	726
595-595.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE		25	25	25	13	25
595-595.000-720.000	LIFE INSURANCE	31	40	36	36	21	36
595-595.000-723.000	DEFERRED COMPENSATION EMPLOYE						
595-595.000-776.500	AUTO PARTS	2,181	2,530	2,000	2,450	2,156	3,405
595-595.000-776.550	SHOP SUPPLIES	1,556	1,536	1,500	1,500	490	1,000
595-595.000-818.000	CONTRACTUAL SERVICES	5,342	5,069	4,200	4,200	2,442	4,800
595-595.000-818.032	CONTRACT'L SRV-FUEL TANK REPA	680	1,819	1,000	1,000	288	1,200
595-595.000-818.033	CONTRACT'L SRV-AUTO/EQUIP MAI	24,635	16,038	23,200	22,750	21,186	30,000
595-595.000-867.000	GAS & OIL	49,995	58,820	50,000	50,000	28,796	60,000
595-595.000-876.000	RETIREMENT/MERS	1,004	1,167	1,449	1,449	818	1,586
595-595.000-931.000	REPAIRS AND MAINTENANCE				1,077		
595-595.000-933.010	SHOP EQUIPMENT MAINTENANCE						
595-595.000-956.000	MISCELLANEOUS						
595-595.000-960.000	EDUCATION AND TRAINING						
595-595.000-968.001	DEPRECIATION EXPENSE	38,271	41,705	37,230	37,230		58,600
595-595.000-969.212	TRANSFER TO BSRII Fund 212						
595-595.000-971.004	CAPITAL OUTLAY-MOWING EQUIPMN						
595-595.000-977.000	EQUIPMENT						
595-595.000-985.000	CAPITAL OUTLAY/VEHICLES				145,000	138,623	
Totals for dept 595.000-MOTORPOOL		138,428	142,372	134,419	280,496	202,465	174,720

09/09/2013

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 07/31/2013

		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
Dept 596.000-MOTORPOOL FUEL							
595-596.000-818.032	CONTRACT'L SRV-FUEL TANK REPA						
595-596.000-867.000	GAS & OIL						
Totals for dept 596.000-MOTORPOOL FUEL							

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
GL NUMBER	DESCRIPTION	2011 ACTIVITY	2012 ACTIVITY	2013 ADOPTED BUDGET	2013 AMENDED BUDGET	2013 ACTIVITY THRU 07/31/13	2014 REQUESTED BUDGET
Dept 597.000-MOTORPOOL - LEASE							
595-597.000-968.001	DEPRECIATION EXPENSE						
595-597.000-971.004	CAPITAL OUTLAY-MOWING EQUIPMN						
595-597.000-985.000	CAPITAL OUTLAY/VEHICLES						
Totals for dept 597.000-MOTORPOOL - LEASE							
TOTAL APPROPRIATIONS		138,428	142,372	134,419	280,496	202,465	174,720
NET OF REVENUES/APPROPRIATIONS - FUND 595		(3,696)	25,664	201	201	(106,554)	27

Fund 584 – Golf Course

Revenues

<u>Line item</u>	<u>Explanation</u>
584.000.000.650.000 – Sales Merchandise/ Pro Shop	This line item reflects revenues received from the sale of merchandise in the Pro Shop.
584.000.000.651.001 – Use & Admission Fee/ 18 Holes	This line item reflects revenues received from the admission fee for playing 18 holes.
584.000.000.651.002 – Use & Admission Fee/ 9 Holes	This line item reflects revenues received from the admission fee for playing 9 holes.
584.000.000.651.003 – Use & Admission Fee/ Leagues	This line item reflects revenues received from the admission fee for league play.
584.000.000.651.005 – Use & Admission Fee/ Season Pass	This line item reflects revenues received from season passes.
584.000.000.667.004 – Equipment Rentals/Carts	This line item reflects revenues received from the rental of golf carts.
584.000.000.667.005 – Golf Cart Storage Rental	This line item reflects revenues received from the storage of golf carts.

Expenditures

584.584.000.702.001 – Salaries/Greenskeeper	This line item is for the Greenskeeper's salary.
584.584.000.702.002 – Salaries/Pro Shop Mgr.	This line item is for the Pro Shop Manager's salary.
584.584.000.706.000 – Salary/Permanent Wages	This line item is for the salary of the Assistant Greenskeeper.
584.584.000.706.008 – Wages/Pro Shop	This line item is for the salary of the Assistant Pro Shop Manager.
584.584.000.707.001 – Wages/Temp. Maintenance	This line item is used for the seasonal employees who work at the Golf Course Maintenance.
584.584.000.707.002 – Wages/Temp. Pro Shop	This line item is used for the seasonal employees who work at the Pro Shop.
584.584.000.708.010 – Health Insurance Buyout	If employees are covered with health insurance from another source, they can elect to receive a buyout of \$3,000 per year from the Township in lieu of health insurance. This line item is used for these buyouts.
584.584.000.715.000 – FICA/Medicare	Figures provided by Human Resources.
584.584.000.719.000 – Health & Dental Insurance	Figures provided by Human Resources.
584.584.000.719.001 – Sick & Accident Insurance	Figures provided by Human Resources.
584.584.000.720.000 – Life Insurance	Figures provided by Human Resources.
584.584.000.723.000 – Deferred Comp. Employer	Figures provided by Human Resources.
584.584.000.727.001 – Office Supplies Maint.	This line item is used to purchase office supplies for the golf course.
584.584.000.727.002 – Office Supplies Pro Shop	This line item is used to purchase office supplies for the pro shop.

584.584.000.757.001 – Operating Supplies/Maint.	This line item is used to purchase general operating supplies for the golf course.
584.584.000.757.002 – Operating Supplies Pro Shop	This line item is used to purchase general operating supplies for the pro shop.
584.584.000.757.003 – Operating Supplies/ Cart Rental	This line item is used for the lease of our golf carts.
584.584.000.757.007 – Cost of Sales Pro Shop	This line item is used to purchase merchandise to sell in the pro shop.
584.584.000.776.004 – Bldg. Maint. Supplies/ Pro Shop	This line item is used to purchase building maintenance supplies for the pro shop.
584.584.000.776.005 – Bldg. Maint. Supplies/ Maintenance	This line item is used to purchase building maintenance supplies for the golf course.
584.584.000.783.001 – Seed Planting/Fertilizer	This line item is used to purchase fertilizer for the golf course.
584.584.000.783.002 – Seed Planting/Chemicals	This line item is used to purchase chemicals for the golf course.
584.584.000.783.003 – Seed Planting/Top Soil	This line item is used to purchase top soil for the golf course. And sand for the sandtraps.
584.584.000.783.004 – Tree Maintenance	This line item is used for tree maintenance costs for the golf course.
584.584.000.800.001 – Administration Fees	This line item reflects fees allocated for the use of floor space and associated employee resources at the Civic Center.
584.584.000.801.000 – Professional Services	This line item is used to cover the cost of the alarm system and for the water use reporting fee.
584.584.000.818.000 – Contractual Services	This line item is used to cover the cost of the deep roots aerification and the back flow prevention.

584.584.000.867.000 – Gas & Oil	This line item is used to cover the cost of gas and oil for golf carts
584.584.000.867.100 – Gas & Oil/Other Equip.	This line item is used to cover the cost of gas and oil for maintenance golf course vehicles.
584.584.000.876.000 – Retirement/MERS	Figures provided by Human Resources.
584.584.000.900.000 – Publishing	This line item is used to cover the cost of scorecards.
584.584.000.914.000 – Insurance & Bonds/ Fire & Liability	Figures provided by Accounting.
584.584.000.917.000 – Worker’s Comp. Insurance	Figures provided by Accounting.
584.584.000.920.008 – Utilities/Electric Maint.	This line item is used to cover the cost of electricity at the golf course maintenance building.
584.584.000.920.009 – Utilities/Maint. Heating	This line item is used to cover the cost of heating the golf course maintenance building.
584.584.000.920.010 – Utilities/Maint. Phone	This line item is used to cover the cost of telephone service at the golf course maintenance building.
584.584.000.920.011 – Utilities/Maint. Water	This line item is used to cover the cost of water at the golf course.
584.584.000.920.013 – Utilities/Pro Shop Phone	This line item is used to cover the cost of telephone service at the Pro Shop.
584.584.000.930.000 – Repairs/Maint. Machinery	This line item is used to cover the cost of repairs to machinery.
584.584.000.931.009 – Building Maintenance	This line item is used to cover the cost of maintenance supplies for the golf course.
584.584.000.931.010 – Building Maintenance/ Pro Shop	This line item is used to cover the cost of maintenance supplies for the Pro Shop.

584.584.000.933.000 – Equipment Maintenance	This line item is used to cover the cost of equipment maintenance.
584.584.000.939.001 – Vehicle Maintenance	This line item is used to cover the cost of maintenance to golf course vehicles.
584.584.000.939.003 – Golf Cart Expense	This line item is used to cover the cost of repairs and supplies for golf carts.
584.584.000.956.008 – Misc. Expenses/Pro Shop	This line item is used to cover any miscellaneous expenses for the Pro Shop and Comcast
584.584.000.957.000 – Bank Charges	This line item is used for bank charges.
584.584.000.958.001 – Memberships & Dues/ National Super	This line item is used for membership and dues for the Golf Course Superintendent.
584.584.000.958.004 – Memberships & Dues/ Pro Shop	This line item is used for annual membership dues.
584.584.000.960.001 – Education/Maint. Staff	This line item is used for education and conferences for staff.
584.584.000.968.001 – Depreciation Expense	This line item is used to cover the cost of depreciation for golf course equipment.

I would like to use BSR II 212 to purchase new items for the men's bathroom. New toilets and urinals are desperately needed.

Increased Expenditures for 2014

Line item

584.584.000.707.001 – Increased by \$4000.00 so I can start my Maintenance employees in March and not run out of monies in the fall.

584.584.000.757.002 – Increased by \$423.00 for Pro Shop articles we need to replace and build. Such as bag holders, leaf blowers, hoses and restroom articles.

584.584.000.776.004 – Increased by \$200.00 for Pro Shop building supplies. Paper supplies, soaps, trash bags, etc.

584.584.000.783.001 – Increased by \$3011.00 for Maintenance fertilizers. Fertilizers have greatly increased because they use petroleum to manufacture fertilizer. We need this for the upkeep of the golf course.

584.584.000.801.000 – Increased by \$500.00. This is needed to have enough to pay for the Guardian Alarm system.

584.584.000.867.100 – Increased by \$2,000.00. This is needed to have enough to pay for gas and oil for the Maintenance equipment.

584.584.000.956.008 – Increased by \$300.00. This is needed to cover the expense of Comcast and any other miscellaneous expenses for the Pro Shop.

584.584.000.958.001 – Increased by \$50.00. Membership dues have increased for Golf Course Superintendents Association.

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
Fund 584 - GOLF COURSE FUND							
ESTIMATED REVENUES							
Dept 000.000							
584-000.000-581.000	CONTRIBUTIONS FRM GENERAL FUN						
584-000.000-581.211	CONTRIBUTION FROM BSR FUND						
584-000.000-581.212	CONTRIBUTION FROM BSR II 212 F						
584-000.000-650.000	SALES MERCHANDISE PRO SHOP	58,531	70,734	65,000	65,000	33,541	72,000
584-000.000-651.001	USE & ADMISSION FEE 18 HOLES	119,185	143,664	174,064	174,064	112,787	187,972
584-000.000-651.002	USE & ADMISSION FEE 9 HOLES	92,158	87,021	104,000	104,000	32,962	104,000
584-000.000-651.003	USE & ADMISSION FEE LEAGUES	65,663	60,188	80,000	80,000	31,719	80,000
584-000.000-651.004	USE & ADMISSION FEE TWILITE	10,445	10,436	15,400	15,400		
584-000.000-651.005	USE& ADMISSION FEE SEASON PAS	63,188	56,801	70,000	70,000	49,400	70,000
584-000.000-664.001	INTEREST EARNED	311	374	300	300	141	300
584-000.000-667.004	EQUIPMENT RENTALS -CARTS	190,570	201,342	232,000	232,000	113,950	232,000
584-000.000-667.005	GOLF CART STORAGE RENTAL			9,000	9,000		9,000
584-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.						
584-000.000-694.000	MISC. INCOME SALES TAX	60					
584-000.000-694.001	OTHER INCOME-MISCELLANEOUS	41,550	7,372				
584-000.000-694.004	MISC REVENUE - INSURANCE REIM		15,584			2,395	
584-000.000-694.007	MISCELLANEOUS INCOME OVR&SHOR		27				
584-000.000-697.211	TRANSFER IN: BIKEPATH,SIDEWAL						
584-000.000-697.212	TRANSFER IN: FROM BSR II FUND	22,244	49,793	5,508	5,508		
584-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.						1,412
Totals for dept 000.000-		663,905	703,336	755,272	755,272	376,895	756,684
TOTAL ESTIMATED REVENUES		663,905	703,336	755,272	755,272	376,895	756,684

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
APPROPRIATIONS							
Dept 584.000-GOLF COURSE FUND							
584-584.000-702.001	SALARIES - GREENSKEEPER	75,194	75,194	75,483	75,483	40,489	75,483
584-584.000-702.002	SALARIES - PRO SHOP MANAGER	19,992	20,104	20,000	20,000	2,198	
584-584.000-702.003	COMMISSIONS PRO SHOP						
584-584.000-704.000	APPOINTED OFFICIALS						
584-584.000-706.000	SALARY - PERMANENT WAGES	29,650	29,650	29,764	29,764	15,965	29,764
584-584.000-706.008	WAGES PROSHOP	48,892	48,892	49,080	49,080	27,788	55,103
584-584.000-707.001	WAGES- TEMPORARY MAINTENANCE	50,064	62,868	58,000	58,000	29,262	62,000
584-584.000-707.002	WAGES- TEMPORARY PRO SHOP	48,650	49,863	58,000	58,000	21,864	58,000
584-584.000-708.004	SALARIES PAY OUT-PTO&SICKTIME						
584-584.000-708.010	HEALTH INS BUYOUT	3,000	3,000	3,000	3,000	1,500	3,000
584-584.000-709.000	REG OVERTIME					1	
584-584.000-710.000	ACC COMP ABSENCES-LNGTERM						
584-584.000-715.000	F.I.C.A./MEDICARE	14,958	15,089	15,248	15,248	7,878	14,236
584-584.000-719.000	HEALTH INSURANCE	28,035	16,215	15,009	15,009	8,747	19,512
584-584.000-719.001	SICK AND ACCIDENT	748	697	596	596	347	596
584-584.000-719.015	VISION & DENTAL BENEFITS		3,129	3,228	3,228	1,883	3,438
584-584.000-719.020	HEALTH CARE DEDUCTION		7,137	8,680	8,680	6,606	8,680
584-584.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE		200	200	200	105	200
584-584.000-720.000	LIFE INSURANCE	331	317	288	288	168	288
584-584.000-723.000	DEFERRED COMPENSATION EMPLOYE	1,283	1,466	1,508	1,508	665	1,560
584-584.000-724.001	UNEMPLOYMENT EXPENSE						
584-584.000-727.000	OFFICE SUPPLIES						
584-584.000-727.001	OFFICE SUPPLIES MAINTENANCE	97	111	100	100	51	100
584-584.000-727.002	OFFICE SUPPLIES PRO SHOP	514	710	900	900	48	900
584-584.000-728.001	UNEMPLOYMENT EXPENSE						
584-584.000-741.000	UNIFORMS - LAUNDRY & CLEANING						
584-584.000-757.001	OPERATING SUPPLIES MAINTENANC	4,195	5,430	5,000	5,000	2,537	5,000

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
		ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 07/31/13	BUDGET
584-584.000-757.002	OPERATING SUPPLIES PRO SHOP	217	267	1,000	1,000	141	1,423
584-584.000-757.003	OPERATING SUPPLIES-CART RENTA	41,751	38,845	45,000	45,000	18,987	45,000
584-584.000-757.007	COST OF SALES PRO SHOP	49,833	57,323	47,798	47,798		47,598
584-584.000-776.004	BLDG MAIN SUPPLIES PRO SHOP	2,190	1,491	3,300	3,300	1,319	3,500
584-584.000-776.005	BLDG MAIN SUPPLIES MAINTENANC	1,095	559	2,000	2,000	78	2,000
584-584.000-783.001	SEED PLANTING -FERTILIZER	15,769	18,191	19,989	19,989	9,033	23,000
584-584.000-783.002	SEED PLANTING -CHEMICALS	15,254	13,109	15,000	15,000	7,613	15,000
584-584.000-783.003	SEED PLANTING -TOP SOIL	1,504	1,454	3,500	3,500		3,500
584-584.000-783.004	TREE MAINTENANCE	495	605	1,000	1,000		1,000
584-584.000-800.001	ADMINSTRATION FEES	23,688	21,129	21,129	21,129	12,325	21,129
584-584.000-801.000	PROFESSIONAL SERVICES	2,807	2,942	2,500	2,500	1,721	3,000
584-584.000-818.000	CONTRACTUAL SERVICES	2,700	2,700	3,000	3,000		3,000
584-584.000-867.000	GAS & OIL	14,619	20,081	15,000	15,000	8,621	15,000
584-584.000-867.100	GAS & OIL - OTHER EQUIP	18,255	27,073	20,000	20,000	12,275	22,000
584-584.000-876.000	RETIREMENT/MERS	11,759	13,141	16,305	16,305	9,399	18,719
584-584.000-876.001	RETIREMENT BENEFITS						
584-584.000-882.000	FOURTH OF JULY						
584-584.000-882.001	CHRISTMAS LIGHTS						
584-584.000-900.000	PUBLISHING	793	2,168	2,200	2,200	490	2,200
584-584.000-900.003	GOLF COURSE ADVERTISING			200	200		200
584-584.000-913.000	INSURANCE & BONDS FLEET						
584-584.000-914.000	INSURANCE & BONDS FIRE & LIAB	8,196	8,267	8,779	8,779	4,283	7,540
584-584.000-917.000	WORKERS COMPENSATION INSURANC	3,890	4,045	4,386	4,386	2,436	4,386
584-584.000-920.008	UTILITIES-ELECTRC MAINTNC 170	10,184	17,382	14,895	14,895	5,465	14,895
584-584.000-920.009	UTILITIES MAINTENANCE HEATING	2,804	2,476	5,100	5,100	1,763	5,100
584-584.000-920.010	UTILITIES MAINTENANCE PHONE	1,274	1,181	1,000	1,000	290	1,000
584-584.000-920.011	UTILITIES MAINTENANCE WATER	844	1,151	1,000	1,000	506	1,000
584-584.000-920.012	UTILITIES-ELECTRIC-PROSHOP174						
584-584.000-920.013	UTILITIES PRO SHOP PHONE	1,841	1,416	1,200	1,200	370	1,200
584-584.000-930.000	REPAIRS MAINTENANCE-MACHINERY	4,504	892	4,500	4,500	1,822	4,500
584-584.000-931.009	BLDG MAINTENANCE		38	500	500		500

09/09/2013		BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI					
Calculations as of 07/31/2013							
		2011	2012	2013	2013	2013	2014
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ADOPTED	AMENDED	ACTIVITY	REQUESTED
				BUDGET	BUDGET	THRU 07/31/13	BUDGET
584-584.000-931.010	BLDG MAINTENANCE PRO SHOP	2,757	7,592	1,000	1,000	140	1,000
584-584.000-933.000	EQUIPMENT MAINTANCE	22,741	21,162	13,000	13,000	7,033	13,000
584-584.000-938.001	LEASING EQUIPMENT MAINTENANCE						
584-584.000-939.001	VEHICAL MAINTENANCE	913		1,500	1,500		1,500
584-584.000-939.003	GOLF CARTS EXPENSE	296	160	1,000	1,000	41	1,000
584-584.000-940.000	RENT						
584-584.000-941.000	EQUIPMENT RENTAL/LEASING			52,142	52,142		52,142
584-584.000-956.000	MISCELLANEOUS						
584-584.000-956.004	RESERVE CONTINGENCIES						
584-584.000-956.007	MISCELLANEOUS EXP-MAINTENANC						
584-584.000-956.008	MISCELLANEOUS EXP-PRO SHOP	881	1,232	1,000	1,000	815	1,300
584-584.000-956.017	RESERVE CAPITAL OUTLAY						
584-584.000-957.000	BANK CHARGES	4,432	4,603	5,000	5,000	2,214	5,000
584-584.000-957.001	Interest Expense						
584-584.000-958.000	MEMBERSHIP AND DUES						
584-584.000-958.001	MEMBERSHIPS & DUES NATL SUPER	325	340	350	350	365	400
584-584.000-958.002	MEMBERSHIPS & DUES LOCAL ASSO						
584-584.000-958.004	MEMBERSHIPS & DUES PRO SHOP	15	(70)	415	415	110	400
584-584.000-960.000	EDUCATION AND TRAINING						
584-584.000-960.001	EDUCATION-MAINTENANCE STAFF		153	500	500		500
584-584.000-960.004	WORKSHOP-NATIONAL CONFERENCE						
584-584.000-968.001	DEPRECIATION EXPENSE	70,327	74,550	75,000	75,000		75,000
584-584.000-968.002	TRANSFER TO GENERAL FUND						
584-584.000-969.002	TRANSFER OUT Y.C.U.A.						
584-584.000-971.000	CAPITAL OUTLAY/OTHER						
584-584.000-971.023	CAPITAL OUTTLAY-IRRIGATION SY						
584-584.000-974.000	LAND IMPROVEMENT-NEW TREES						
584-584.000-976.006	PRO SHOP CAPITAL PROJECTS						
584-584.000-977.030	COMPUTER EQUIPMENT						
Totals for dept 584.000-GOLF COURSE FUND		664,556	707,720	755,272	755,272	277,757	756,492

09/09/2013

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 07/31/2013

	2011 ACTIVITY	2012 ACTIVITY	2013 ADOPTED BUDGET	2013 AMENDED BUDGET	2013 ACTIVITY THRU 07/31/13	2014 REQUESTED BUDGET
GL NUMBER						
DESCRIPTION						
TOTAL APPROPRIATIONS	664,556	707,720	755,272	755,272	277,757	756,492
NET OF REVENUES/APPROPRIATIONS - FUND 584	(651)	(4,384)			99,138	192

WORK SESSION ITEM

1. Proposed 2014 Work Session and Board Meeting dates

REVIEW AGENDA

- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

OTHER DISCUSSION

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



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK KAREN LOVEJOY ROE • TREASURER LARRY DOE
TRUSTEES: JEAN HALL CURRIE • STAN ELDRIDGE • MIKE MARTIN • SCOTT MARTIN

REGULAR MEETING AGENDA

**MONDAY, OCTOBER 14, 2013
7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC COMMENTS
4. CONSENT AGENDA
 - A. MINUTES OF THE SEPTEMBER 23, 2013 WORK SESSION AND REGULAR MEETING
 - B. STATEMENTS AND CHECKS
5. TRUSTEE REPORT
6. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

OLD BUSINESS

1. REQUEST OF ART SERAFINSKI, RECREATION DIRECTOR TO APPROVE SENIOR NUTRITION PROGRAM AGREEMENT WITH WASHTENAW COUNTY THAT WILL BE FULLY FUNDED THROUGH FEDERAL GRANT AND TO AUTHORIZE SIGNING OF THE AGREEMENT (PREVIOUSLY APPROVED AT THE REGULAR MEETING HELD SEPTEMBER 23, 2013)

NEW BUSINESS

1. REQUEST TO APPROVE PROFESSIONAL SERVICES AGREEMENT WITH TETRA TECH FOR SUPPORT RELATED TO ENVIRONMENTAL CORRECTIVE ACTION PROGRAM AND FUTURE DEVELOPMENT AT WILLOW RUN RACER TRUST SITE NOT TO EXCEED \$10,000, BUDGETED IN LINE ITEM #101.956.000.801.110 AND TO AUTHORIZE SIGNING OF THE PROPOSAL
2. REQUEST OF CHARLES MOLINA & CHERI JACKSON FOR A TAVERN LICENSE FOR BLUE WOLF GRILL LOCATED AT 2333 WASHTENAW (Liquor Committee Meeting held October 11, 2013)
3. REQUEST OF TRAVIS MCDUGALD, IS MANAGER TO APPROVE AGREEMENT WITH POINT & PAY TO PROCESS CREDIT CARD PAYMENTS FOR BS&A SOFTWARE TRANSACTIONS AND TO AUTHORIZE SIGNING OF THE AGREEMENT
4. REQUEST OF THE ELKS, ANNA G. PARKER TEMPLE #1283 FOR A CHARITABLE GAMING LICENSE FOR EVENT HELD AT 1405 ECORSE ROAD

5. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION, IF NECESSARY, TO ABATE PUBLIC NUISANCE FOR PROPERTIES LOCATED AT 2260 E. MICHIGAN AVENUE AND 6480 RAWSONVILLE, BUDGETED IN LINE ITEM #101.950.000.801.023
6. RESOLUTION NO. 2013-28, APPROVAL OF CHARTER TOWNSHIP OF YPSILANTI FIRE DEPARTMENT PARTICIPATION IN WASHTENAW COUNTY MUTUAL AID BOX ALARM SYSTEM DIVISION
7. REQUEST OF ERIC COPELAND, FIRE CHIEF TO AUTHORIZE THE PURCHASE OF TURNOUT GEAR IN THE AMOUNT OF \$17,640 FUNDED BY FEDERAL GRANT, WITH MATCHING FUNDS OF \$5,667.22, BUDGET IN LINE ITEM #206.970.000.979.001, CONTINGENT UPON BUDGET AMENDMENT APPROVAL
8. BUDGET AMENDMENT #14
9. SET PUBLIC HEARING DATE OF MONDAY, OCTOBER 28, 2013 AT APPROXIMATELY 7:00 P.M. – REQUEST OF INTERCLEAN EQUIPMENT, INC., LOCATED AT 709 JAMES L HART PARKWAY IN YPSILANTI TOWNSHIP, FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE

OTHER BUSINESS

PUBLIC COMMENTS

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE SEPTEMBER 23, 2013 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 4:00 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

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

Members Absent: None

Legal Counsel: Wm. Douglas Winters

**UPDATE FROM LT. ANUSZKIEWICZ, WASHTENAW COUNTY
SHERIFF'S DEPARTMENT**

Supervisor Stumbo asked Lt. Anuskiewicz, Washtenaw County Sheriff's Department to provide an update to the Board regarding recent shooting events in the Township.

Lt. Anuskiewicz stated that the Sheriff's Department had increased patrols and traffic stops, which had resulted in a number of arrests and seizure of guns. He shared that the Sheriff's Department was working in cooperation with the City of Ypsilanti Police Department.

1. 2014 PROPOSED BUDGET PRESENTATION

A. FUND 208 – PARKS Art Serafinski
Art Serafinski, Recreation Director, reviewed Fund 208-Parks budget. Board members requested both a 5-year Capital Improvement Plan and a schedule for annual improvements and on-going maintenance of the parks. The Board members requested these be included in the 2014 budget.

B. FUND 230 – RECREATION Art Serafinski
Art Serafinski also presented the Fund 230-Recreation budget to the board. Discussion followed on the requested increases for purchasing chairs, a sound system for the senior wing and buoys for the beach area at Ford Lake Park.

**CHARTER TOWNSHIP OF YPSILANTI
SEPTEMBER 23, 2013 WORK SESSION MINUTES
PAGE 2**

Mr. Serafinski discussed the 5-year Recreation Master Plan process that was currently underway and said he looked forward to the possibility of installing spray pads at a Township park to meet the needs of outdoor water recreation for township residents and as a revenue generator to support township park operations.

Trustee Scott Martin shared that installing water and sewer services at Ford Heritage Park should be included in the capital improvement plan.

C. FUND 212 – BSR II Supervisor Stumbo

Supervisor Stumbo reviewed the Fund 212-BSR II budget. She highlighted the following items:

- \$1,000 for Professional Services
- Publishing for Helpful Handbook
- Transfer to Recreation increased
- Contribution to Golf Course decreased
- Lakeside Park Grant budgeted
- \$11,000 for Sidewalk Repairs

D. FUND 236 – 14-B COURT Judge Pope/ Magistrate Nelson

Magistrate Nelson presented Fund 236-14-B Court budget. He highlighted the following items:

- Increase for Clemis computer program
- Increase for office supplies
- Salaries would be revisited after labor negotiations were completed
- Part-time workers to assist in certain areas
- Discussion followed on revenue, permanent wages for non-union workers, infusion of Township funds for the court, incentives for paying tickets and the impact of technology upon the budget

E. FUND 248 – RENTAL INSPECTION Mike Radzik

Mike Radzik, Director of Office of Community Standards presented the Fund 248-Rental Inspection budget.

- The Office of Community Standards Department was looking forward to developing and receiving Board approval for a fee schedule and ordinance changes to require inspection of apartment complexes
- The 2014 budget would be increasing expenditures for more clerical hours based on actual time allocation of staff

**CHARTER TOWNSHIP OF YPSILANTI
SEPTEMBER 23, 2013 WORK SESSION MINUTES
PAGE 3**

F. FUND 249 – BUILDING Mike Radzik

Mike Radzik presented Fund 249-Building budget. He highlighted the following items:

- Increase in construction and home remodeling permits
- Revenue changes related to staffing and recommended continuing to contract for inspectors
- One-time purchase of uniforms
- Reimbursement for use of personal vehicle and liability issues

G. FUND 266 – LAW ENFORCEMENT Mike Radzik

Mike Radzik presented Fund 266-Law Enforcement budget. He highlighted the following items:

- Ordinance Department net reduction of expenditures of approximately \$192,000, the bulk of the difference was for tax refund expense
- Sheriff's contractual rate increase of 1%
- Net reduction of \$16,000 in the Ordinance Department
- \$30,000 for purchasing and \$15,000 for maintenance budgeted for camera surveillance
- Discussion regarding cameras in conjunction with Washtenaw County Road Commission for traffic intersections – the Board agreed to bring this item forward at a later date
- 300% increase in utilities and building maintenance due to operation of Police Services at the Civic Center and the recently acquired State Police facility
- \$2,000 for Education and Training
- Police Services productivity improvements and court funding

H. FUND 893 – NUISANCE ABATEMENT Mike Radzik

Mike Radzik presented the Fund 898-Nuisance Abatement budget. The following items were presented:

- Mowing, Boarding and Property Clean Up

Work Session Break at 6:04 P.M. Meeting reconvened at 6:20 P.M.

Supervisor Stumbo said Attorney Winters had distributed the AAATA Articles of Incorporation for review. The Board agreed to have this item added to the Board Agenda under Attorney Report.

**CHARTER TOWNSHIP OF YPSILANTI
SEPTEMBER 23, 2013 WORK SESSION MINUTES
PAGE 4**

REVIEW AGENDA

Supervisor Stumbo review the agenda with additional comment on the following items:

SUPERVISOR REPORT

Supervisor Stumbo reported that the largest issue facing the township currently involved the Willow Run/GM site. She reported that Clerk Lovejoy Roe, Treasurer Doe and she had been meeting regularly regarding Walbridge, the proposed developer of the site, who is working to attract connected vehicle research and development companies to locate at the Willow Run site. She said they were trying to work through the demolition permit process, the largest ever undertaken by the Township. She said that the Yankee Air Museum proposed site was currently being preserved by the GM Racer Trust. She reported that overall it was good news regarding the interest by Walbridge in the Willow Run/GM property and hopefully the plans would lead to an increase in employment.

CLERK REPORT

Clerk Lovejoy Roe said her report was available at the back of the room and in the packet.

ATTORNEY REPORT

A. REQUEST TO APPROVE THE ANN ARBOR AREA TRANSPORTATION AUTHORITY, AMENDMENT #3 OF THE ARTICLES OF INCORPORATION

Attorney Winters provided a brief explanation of the change in the proposed Articles of Incorporation for the Ann Arbor Area Transportation Authority in Amendment #3. He explained the attorneys involved from the Authority, the Cities of Ann Arbor and Ypsilanti believe the State Statute does control the Authority's make-up regarding both admission and release of members to the Authority. He reported the resulting draft of the Articles of Incorporation Amendment #3, if approved by all the parties, would result in Ypsilanti Township being a member of the Authority. He said the exception to Amendment #3 would be that the publication costs would be paid for by the Authority rather than the Township and the Board membership would increase from nine to ten. He felt it was in the proper form for the Ypsilanti Township Board's approval.

Attorney Winters confirmed the issue of the redevelopment of Willow Run was a high priority.

**CHARTER TOWNSHIP OF YPSILANTI
SEPTEMBER 23, 2013 WORK SESSION MINUTES
PAGE 5**

OLD BUSINESS

- 1. 2ND READING ORDINANCE NO. 2013-432, SEWAGE DISPOSAL RATE INCREASE (FIRST READING HELD AT THE AUGUST 26, 2013 REGULAR MEETING)**

Jeff Castro, YCUA Director stated the City of Ypsilanti had passed the 1st and 2nd Readings of the Sewage Disposal Rate Increase Ordinance.

NEW BUSINESS

- 1. REQUEST TO AUTHORIZE HABITAT FOR HUMANITY, ON BEHALF OF YPSILANTI TOWNSHIP TO BID ON HUD PROPERTIES PURSUANT TO THE FIRST LOOK PROGRAM, NOT TO EXCEED \$75,000, CONTINGENT UPON APPROVAL BY THE THREE FULL-TIME OFFICIALS AND THE ATTORNEY, AND UPON ACCEPTANCE OF THE BID BY HUD TO AUTHORIZE THE THREE FULL-TIME OFFICIALS TO SIGN THE PURCHASE AGREEMENT(S) AND REMIT THE EARNEST MONEY DEPOSIT, AND FURTHERMORE TO EXECUTE ALL DOCUMENTS NEEDED TO CLOSE ON THE PROPERTY(IES), SUBJECT TO TOWNSHIP ATTORNEY APPROVAL WITH FORMAL APPROVAL OF ANY PURCHASE BEING PRESENTED TO THE TOWNSHIP BOARD AT THE NEXT REGULAR MEETING, CONTINGENT UPON BUDGET AMENDMENT APPROVAL**

Supervisor Stumbo said this item was discussed at the last Work Session. She explained it was a new program and asked Attorney Winters if he had additional information regarding the agenda item.

Attorney Winters explained this was another tool for neighborhood stabilization. He said it preauthorized the Township officials to work in collaboration with Habitat for Humanity to identify and purchase HUD foreclosed homes, within a short time frame. He said these properties were not tax foreclosures and the Township would be reimbursed 100% for all costs.

Clerk Lovejoy Roe confirmed the Letter of Intent presented by Rob Nissly from Habitat for Humanity stated that all closing costs as well as 100% of the purchase price for each home would be reimbursed to the Township. She provided a brief explanation of how the program came into being and its benefits.

The Board agreed to attach to the motion that Habitat for Humanity would reimburse the Township for all costs incurred.

**CHARTER TOWNSHIP OF YPSILANTI
SEPTEMBER 23, 2013 WORK SESSION MINUTES
PAGE 6**

2. REQUEST OF WASHTENAW LITERACY FOR A CHARITABLE GAMING LICENSE

Supervisor Stumbo stated this was a raffle license from the State of Michigan slated for Saturday, October 19, 2013.

3. RESOLUTION NO. 2013-26, TEMPORARY ROAD CLOSURE REQUEST FROM CALVARY CHRISTIAN ACADEMY FOR SCHOOL EVENT ON OCTOBER 4, 2013

No discussion.

4. RESOLUTION NO. 2013-27, ABANDONED TAX DELINQUENT PROPERTIES

Mike Radzik, OCS Director briefly described the advantages of utilizing this State Law by publicizing the Township's intent to identify, inspect and certify any tax delinquent properties that were considered to be abandoned. He said any properties that were certified by March 1, 2014 were available for the County Treasurer to forfeit and foreclose after just one year of delinquent taxes as opposed to waiting three years. He said this could potentially save two years of deterioration of a property, by getting the houses into the tax auction system and back to productive use.

Mr. Radzik said he had already asked the County Treasurer for a list of properties that fit the State criteria for 2012.

Attorney Winters commented that if the Board agreed to do this, it would be good to work out an internal mechanism to notify Habitat for Humanity so they could reclaim these properties versus them being sold as rental properties.

5. REQUEST OF ART SERAFINSKI, RECREATION DIRECTOR TO APPROVE SENIOR NUTRITION PROGRAM AGREEMENT FOR \$13,200 WITH WASHTENAW COUNTY FUNDED THROUGH FEDERAL GRANT AND TO AUTHORIZE SIGNING OF THE AGREEMENT

Art Serafinski, Recreation Director said this program had grown into the largest hot lunch program in the County. He said in the past the County had only asked for the use of the Community Center but they were now requesting that an employee be provided to administer the program with all costs reimbursed by a federal grant. He expressed his desire to keep this program going.

Discussion followed concerning the number of hours this employee would work and if they would fall under the Affordable Care Act. It was determined this

**CHARTER TOWNSHIP OF YPSILANTI
SEPTEMBER 23, 2013 WORK SESSION MINUTES
PAGE 7**

position would require only ten hours a week which was less than the twenty-nine hour stipulation for the Affordable Care Act.

**6. REQUEST OF KAREN WALLIN, HR DEPARTMENT FOR
AUTHORIZATION TO RE-CLASS VACANT ASSESSING AFSCME
POSITION TO FULL-TIME APPRAISER III AND TO CREATE PART-TIME
AFSCME APPRAISER II/CLERK POSITION, NOT TO EXCEED 24
HOURS PER WEEK**

Karen Wallin, Human Resource Department, explained that the Assessor, Linda Gosselin, would like to move a current employee, that was hired in at a lower certification but actually had the Appraiser III certification, into the Appraiser III position. Ms. Wallin said the Assessor would then need a part-time person for twenty hours of clerical and some light appraising work. This would represent a cut in hours and wages since the current part-time position was thirty-two hours.

Discussion followed on the difference between an Appraiser II and III and that it was a certification done by the State. There was also discussion that the Township had met a fourteen-point evaluation by Washtenaw County.

**7. REQUEST OF KAREN WALLIN, HR DEPARTMENT TO APPROVE
LEAVE TIME POLICY**

Karen Wallin reported that a committee including herself, Tammie Keen, Trustee Stan Eldridge, Trustee Mike Martin and Treasurer Larry Doe had met and researched the policy for leave time.

Trustee Mike Martin gave a brief summary of what the committee hoped to accomplish with this policy.

**8. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION
TO SEEK LEGAL ACTION, IF NECESSARY, TO ABATE ZONING
VIOLATIONS FOR PROPERTY LOCATED AT 2851 E. MICHIGAN
AVENUE.**

Joe Lawson, Planning Director briefly explained that a Notice of Violation was issued against Los Amigos restaurant for establishing a parking lot expansion without prior approval.

9. BUDGET AMENDMENT #13

No discussion.

AUTHORIZATIONS AND BIDS

**CHARTER TOWNSHIP OF YPSILANTI
SEPTEMBER 23, 2013 WORK SESSION MINUTES
PAGE 8**

- 1. REQUEST OF JEFF ALLEN RSD DIRECTOR TO ACCEPT THE LOW PROPOSAL FROM ALPINE POWER FOR THE REPLACEMENT OF HYDRO STATION BATTERIES AND CHARGER IN THE AMOUNT OF \$20,448.50, BUDGETED IN LINE ITEM #252.252.000.977.000**

No discussion.

- 2. REQUEST TO SEEK BIDS WITH NO MINIMUM BID FOR THE SALE OF 116 S. HARRIS**

No discussion.

ADJOURNMENT

The meeting adjourned at approximately 6:59 P.M.

Respectfully submitted,

Karen Lovejoy Roe, Clerk

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE SEPTEMBER 23, 2013 REGULAR MEETING**

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

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

Members Absent: None

Legal Counsel: Wm. Douglas Winters

PUBLIC COMMENTS

Arloa Kaiser, Township Resident said she was glad Grove Road had been redone but voiced concern as to the irregularity of the road markings.

Jo Ann McCollum, Township Resident voiced concern for unsafe conditions for employees walking to work in the early morning hours on Huron Street over I-94.

A man who preferred to remain anonymous, voiced concern regarding the increase of rental properties and related drug activity in the Township. He presented an ordinance, which he had drafted, redefining public nuisance activity.

Dennis Holt, Township Resident said he was involved in a community service with the Jehovah's Witness publications, which they wanted to make available to Township residents. He said he was directed to obtain an application for a Peddler's Permit through the Ordinance Department.

CONSENT AGENDA

- A. MINUTES OF THE SEPTEMBER 9, 2013 WORK SESSION AND REGULAR MEETING**
- B. STATEMENTS AND CHECKS**
- C. AUGUST 2013 TREASURER REPORT**

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

SUPERVISOR REPORT

Supervisor Stumbo said her report was given at the Work Session.

Supervisor Stumbo announced the Freedom Fund Gala would be held Oct. 19, 2013, at 6:00 p.m. at the Eastern Michigan Student Center Ballroom. She explained this was the largest fundraiser for the Willow Run Branch of the NAACP.

CLERK REPORT

Clerk Lovejoy Roe stated her report was in the packet.

ATTORNEY REPORT

The Board agreed to add this item under Attorney Report at the Work Session:

**CHARTER TOWNSHIP OF YPSILANTI
SEPTEMBER 23, 2013 REGULAR MEETING MINUTES
PAGE 2**

1. REQUEST TO APPROVE THE ANN ARBOR AREA TRANSPORTATION AUTHORITY, AMENDMENT #3 OF THE ARTICLES OF INCORPORATION

A motion was made by Clerk Lovejoy Roe, supported by Trustee Hall Currie to approve the Ann Arbor Area Transportation Authority (AAATA), Amendment #3 of the Articles of Incorporation with the Authority paying the cost for publication (see attached). The motion carried unanimously.

Attorney Winters agreed the Amendment was in proper form.

A. GENERAL LEGAL UPDATE

Attorney report was given at the Work Session.

OLD BUSINESS

1. 2ND READING ORDINANCE NO. 2013-432, SEWAGE DISPOSAL RATE INCREASE (FIRST READING HELD AT THE AUGUST 26, 2013 REGULAR MEETING)

Clerk Lovejoy Roe read the Ordinance into the record.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Scott Martin to approve the 2nd Reading of Ordinance No. 2013-432, Sewage Disposal Rate Increase (see attached). The motion carried as follows:

Eldridge:	Yes	S. Martin:	Yes	Hall Currie:	Yes	Stumbo:	Yes
Lovejoy Roe:	Yes	Doe:	Yes	M. Martin:	Yes		

Supervisor Stumbo reported the City of Ypsilanti had already approved the same Sewer Ordinance, as required.

NEW BUSINESS

1. REQUEST TO AUTHORIZE HABITAT FOR HUMANITY, ON BEHALF OF YPSILANTI TOWNSHIP TO BID ON HUD PROPERTIES PURSUANT TO THE FIRST LOOK PROGRAM, NOT TO EXCEED \$75,000, CONTINGENT UPON APPROVAL BY THE THREE FULL-TIME OFFICIALS AND THE ATTORNEY, AND UPON ACCEPTANCE OF THE BID BY HUD TO AUTHORIZE THE THREE FULL-TIME OFFICIALS TO SIGN THE PURCHASE AGREEMENT(S) AND REMIT THE EARNEST MONEY DEPOSIT, AND FURTHERMORE TO EXECUTE ALL DOCUMENTS NEEDED TO CLOSE ON THE PROPERTY(IES), SUBJECT TO TOWNSHIP ATTORNEY APPROVAL WITH FORMAL APPROVAL OF ANY PURCHASE BEING PRESENTED TO THE TOWNSHIP BOARD AT THE NEXT REGULAR MEETING, CONTINGENT UPON BUDGET AMENDMENT APPROVAL

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Authorize Habitat for Humanity, on behalf of Ypsilanti Township to bid on HUD Properties pursuant to the First Look Program, not to exceed \$75,000, contingent upon approval by the three full-time officials and the attorney, and upon acceptance of the bid by HUD, authorized the three full-time officials to sign the purchase agreement(s) and remit the earnest money deposit, and furthermore to execute all documents needed to close on the property(ies), subject to Township Board approval, with formal approval of any purchase being presented to the Township Board at the next regular meeting, with complete reimbursement by Habitat for Humanity and sale back to Habitat for Humanity for all costs incurred. The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
SEPTEMBER 23, 2013 REGULAR MEETING MINUTES
PAGE 3**

Rob Nissly, Director of Habitat for Humanity explained the First Look Program would allow the Township Board to take quick action within the fourteen day time frame.

2. REQUEST OF WASHTENAW LITERACY FOR A CHARITABLE GAMING LICENSE

A motion was made by Treasurer Doe, supported by Trustee Hall Currie to approve the Charitable Gaming License for Washtenaw Literacy (see attached). The motion carried unanimously.

3. RESOLUTION NO. 2013-26, TEMPORARY ROAD CLOSURE REQUEST FROM CALVARY CHRISTIAN ACADEMY FOR SCHOOL EVENT ON OCTOBER 4, 2013

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Resolution No. 2013-26, Temporary Road Closure for Calvary Christian Academy for a school event on October 4, 2013 (see attached). The motion carried unanimously.

4. RESOLUTION NO. 2013-27, ABANDONED TAX DELINQUENT PROPERTIES

Clerk Lovejoy Roe read the Resolution into the record.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Mike Martin to approve Resolution No. 2013-27, Abandoned Tax Delinquent Properties (see attached). The motion carried unanimously.

5. REQUEST OF ART SERAFINSKI, RECREATION DIRECTOR TO APPROVE SENIOR NUTRITION PROGRAM AGREEMENT WITH WASHTENAW COUNTY FUNDED THROUGH FEDERAL GRANT AND TO AUTHORIZE SIGNING OF THE AGREEMENT

A motion was made by Treasurer Doe, supported by Clerk Lovejoy Roe to approve Senior Nutrition Program Agreement with Washtenaw County funded through federal grant and to authorize signing of the agreement (see attached). The motion carried unanimously.

6. REQUEST OF KAREN WALLIN, HR DEPARTMENT FOR AUTHORIZATION TO RE-CLASS VACANT ASSESSING AFSCME POSITION TO FULL-TIME APPRAISER III AND TO CREATE PART-TIME AFSCME APPRAISER II/CLERK POSITION, NOT TO EXCEED 24 HOURS PER WEEK

A motion was made by Clerk Lovejoy Roe, supported by Trustee Scott Martin to authorize reclassification of vacant Assessing AFSCME position to full-time Appraiser III and to create part-time AFSCME Appraiser II/Clerk position, not to exceed 24 hours per week. The motion carried unanimously.

7. REQUEST OF KAREN WALLIN, HR DEPARTMENT TO APPROVE LEAVE TIME POLICY

A motion was made by Clerk Lovejoy Roe, supported by Trustee Mike Martin to approve the Leave Time Policy (see attached). The motion carried unanimously.

- 8. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION, IF NECESSARY, TO ABATE ZONING VIOLATIONS FOR PROPERTY LOCATED AT 2851 E. MICHIGAN AVENUE.**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Hall Currie to authorize legal action, if necessary, to abate zoning violations for property located at 2851 E. Michigan Avenue. The motion carried unanimously.

Supervisor Stumbo reported that the property owner had spoken with Planning Director Joe Lawson and had agreed to comply.

9. BUDGET AMENDMENT #13

Clerk Lovejoy Roe read the Amendment into the record.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Hall Currie to approve Budget Amendment #13 (see attached). The motion carried unanimously.

AUTHORIZATIONS AND BIDS

- 1. REQUEST OF JEFF ALLEN RSD DIRECTOR TO ACCEPT THE LOW PROPOSAL FROM ALPINE POWER FOR THE REPLACEMENT OF HYDRO STATION BATTERIES AND CHARGER IN THE AMOUNT OF \$20,448.50, BUDGETED IN LINE ITEM #252.252.000.977.000**

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to accept the low proposal from Alpine Power for the replacement of Hydro Station batteries and charger in the amount of \$20,448.50, budgeted in line item #252.252.000.977.000. The motion carried unanimously.

- 2. REQUEST TO SEEK BIDS WITH NO MINIMUM BID FOR THE SALE OF 116 S. HARRIS**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Scott Martin to approve seeking bids, with no minimum bid for the sale of 116 S. Harris. The motion carried unanimously.

ADJOURNMENT

A motion was made by Clerk Lovejoy Roe, supported by Supervisor Stumbo 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

AMENDMENT 3 OF THE ARTICLES OF INCORPORATION OF
ANN ARBOR AREA TRANSPORTATION AUTHORITY

This amendment to the Articles of Incorporation of the Ann Arbor Area Transportation Authority are adopted by the City Council of the City of Ann Arbor, the City Council of the City of Ypsilanti, the Board of the Charter Township of Ypsilanti, and the Board of the Ann Arbor Area Transportation Authority for the purpose of adding the Charter Township of Ypsilanti as an incorporator with all rights granted members under Act 55 of the Public Acts of Michigan of 1963.

ARTICLE I

NAME OF AUTHORITY

The name of this public corporation is the Ann Arbor Area Transportation Authority (referred to hereinafter as "Authority" and also known as AAATA).

ARTICLE II

PURPOSES

The Authority is incorporated for the purposes of acquiring, owning, operating or causing to be operated a mass transportation system within the corporate limits of the Cities of Ann Arbor and Ypsilanti, and the Charter Township of Ypsilanti, and beyond the said corporate limits.

ARTICLE III

POWERS, DUTIES AND LIMITATIONS

Section 1. The Authority shall be a body corporate with power to sue and be sued in any court in the State of Michigan.

Section 2. The Authority shall possess all the powers necessary to carry out the purposes of its incorporation and all things incident thereto.

Section 3. The Authority by contract may employ a management firm, either corporate or otherwise to operate the mass transportation system under the supervision of the Authority.

Section 4. The Authority may acquire property for a mass transportation system by purchase, construction, lease, gift or devise, either within or without the area served by such mass transportation system, and may hold, manage, control, sell, exchange or lease such property.

Section 5. The Authority, with the consent of the Ann Arbor City Council, may utilize any appropriate statute for the purpose of condemnation of real property within the City of Ann Arbor, with the consent of the Ypsilanti City Council may utilize any appropriate statute for the purpose of condemnation of real property within the City of Ypsilanti, and with the consent of the Charter Township of Ypsilanti Board may utilize any appropriate statute for the purpose of condemnation of real property within said Township.

Section 6. The Authority may establish and charge such fares and enter into contracts for the service provided by the mass transportation system as shall be necessary to provide funds to meet the obligations of said Authority.

Section 7. For the purpose of acquiring, improving, enlarging or extending a mass transportation system, the Authority may issue self-liquidating revenue bonds in accordance with the provisions of state law. No such bonds shall be a general obligation of the Authority, but shall be payable solely from the revenues of the mass transportation system.

Section 8. All property owned by or leased to the Authority shall be exempt from all taxes levied by the State and by the political subdivisions in which the Authority is incorporated. All such leased property in order to be exempt shall be used and owned by the company which is under contract with the Authority for the operation of the Authority's mass transportation system. The Authority shall be required to pay taxes or assessments upon its real and personal property situated

outside the corporate boundaries in which the Authority is incorporated.

Section 9. The Authority shall meet at regular intervals and conduct all meetings of the Board in compliance with the Open Meetings Act (Act 267 of the Public Acts of 1976). The Authority shall obtain an annual audit in accordance with generally accepted government auditing standards as promulgated by the United States General Accounting Office and satisfy all federal, state or local regulations related to grant requirements. Copies of the Annual Audit shall be filed with the clerks of the City of Ann Arbor, the City of Ypsilanti and the Charter Township of Ypsilanti, and made available for public review by the Authority. In addition, the books and record of the Authority and the Board shall be open for inspection and audit by the Cities of Ann Arbor and Ypsilanti at all reasonable times during the Authority's fiscal year. The Authority and the Charter Township of Ypsilanti shall submit an annual report to the governing bodies of the City of Ann Arbor, the City of Ypsilanti and the Charter Township of Ypsilanti and such additional reports as may from time to time be requested on the operations of the Authority

Section 10. The powers stated in these Articles of Incorporation pursuant to the above named enabling Act are in addition to those granted by any statute or by the Charters of the City of Ann Arbor, City of Ypsilanti and Charter Township of Ypsilanti, or any future statute or amendment thereto, and the enumeration of any power either in these Articles of Incorporation or in the enabling Act shall not be construed as a limitation on the general powers of this Authority.

ARTICLE IV

GOVERNING BODY – OFFICERS

Section 1. The Authority shall be directed and governed by a Board which shall consist of eight members appointed by the Mayor of the City of Ann Arbor with the concurrence of the Ann Arbor City Council, one member appointed by the Mayor of the City of Ypsilanti with the concurrence of the Ypsilanti City Council, and one member appointed by the Supervisor of the Charter Township of Ypsilanti with the concurrence of the Township board. All appointments to the Board shall be in accordance with the adopted policies and procedures for appointment for the respective governing bodies and each governing body retains the right to remove and replace such members in accordance with the same procedures. There shall be no limit to the number of consecutive terms an appointee can serve.

Section 2. Members of the Ann Arbor Transportation Authority board as of June 15, 2013 shall continue in and complete their terms on the Board and at the expiration of any Board member's term the Mayor of Ann Arbor shall fill the position on the Board with the concurrence of the Ann Arbor City Council. All appointments shall be for a term of five years other than the terms of Ann Arbor Transportation Authority board members as of June 15, 2013 who became members of the Authority board for the remainder of their original terms. All regular appointments to the Board shall be made to coincide with May 1st of each calendar year; however, seated members will hold over until a successor has been appointed, and when such a successor has been appointed the appointment term shall be modified so that it terminates to coincide with the regular appointment term. Any vacancy in office shall be filled by the legislative body appointing said member for the remainder of the term. Members of the Board shall serve without compensation but may be reimbursed for expenses.

Section 3. The Board shall designate one of its members as chairman, one of its members as secretary, and one of its members as treasurer, each to be designated for such term in office as may be fixed in the Board's bylaws.

Section 4. The Board shall adopt and may amend bylaws and rules of procedure.

Section 5. The chairman shall preside at meetings of the Board and shall sign and execute all authorized bonds, contracts, checks and other obligations in the name of the Authority when so authorized by the Board. The chairman shall do and perform such other duties as may be fixed by the bylaws and from time to time assigned to him by the Board.

Section 6. The secretary shall keep the minutes of all meetings of the Board, and of all committees thereof, and books provided for that purpose. The secretary shall attend to the giving, serving, and receiving of all notices or process of or against the Authority. The secretary shall sign with the chairman in the name of the Authority all contracts authorized by the Board. The secretary shall have charge of all books and records, which shall at all reasonable times be open to inspection and examination of the Board, or any member thereof and in general perform all the duties instant to this office. The secretary shall preside at meetings of the Board in the absence of the chairman.

Section 7. The treasurer shall have custody of all the funds and securities of the Authority which may come into his hands or possession. When necessary or proper, the treasurer shall endorse in behalf of the Authority for collection, checks, notes and other obligations and shall deposit them to the credit of the Authority in a designated bank or depository. The treasurer shall sign all receipts and vouchers for payments made to the Authority. The treasurer shall jointly with such other officer as may be designated by the Board sign all checks, bonds, promissory notes or other obligations of the Authority when so ordered by the Board. The treasurer shall render a statement of his cash account when required by the Board. The treasurer shall enter regularly in the books of the Authority

to be kept by him for this purpose full and accurate accounts of all monies received and paid by him on account of the Authority, and shall at all reasonable times exhibit the books and accounts to the Board or any member thereof when so required. The treasurer shall perform all acts incidental to the position of treasurer fixed by the bylaws and as assigned to the treasurer from time to time by the Board. The treasurer shall be bonded for the faithful discharge of the duties of treasurer, the premium to be paid by the Authority.

ARTICLE V

PUBLICATION AND FILING

The City Clerk of the City of Ann Arbor is charged with the responsibility of causing this amendment to the Articles of Incorporation to be published at least once in the Washtenaw County Legal News. The Authority shall reimburse the City of Ann Arbor for the costs of publication. In addition, the Clerks of the City of Ann Arbor, the City of Ypsilanti and the Charter Township of Ypsilanti shall publish this amendment to the Articles of Incorporation on their respective websites. The said City Clerk of the City of Ann Arbor is further charged with the responsibility of filing with the Secretary of State of the State of Michigan and with the County Clerk of the County of Washtenaw a printed copy of this amendment to the Articles of Incorporation certified as a "true copy" with the date and place of publication.

ARTICLE VI

AMENDMENTS

Amendments may be made to these Articles of Incorporation in the same manner in which the said Articles were originally adopted.

ARTICLE VII

REGISTERED OFFICE

Location of registered office and post office address of this Authority is the Office of the Ann Arbor City Clerk, City Hall, Ann Arbor, Michigan.

ARTICLE VIII

MEMBERS ADMISSION AND RELEASE FROM THE AUTHORITY

Admission of and release of a political subdivision from the Authority shall be evidenced by an amendment to the Articles of Incorporation, adopted, executed and published and filed in the same manner as the original articles of incorporation. Any such release shall be subject to the conditions set forth in Act 55.

ARTICLE VIX

EFFECTIVE DATE

These Articles of Incorporation shall become effective and be in full force upon the filing of a printed copy with the Secretary of State of the State of Michigan and the County Clerk of the County of Washtenaw as herein provided.

IN WITNESS WHEREOF, the Ann Arbor City Council, the Ypsilanti City Council, the Board of the Charter Township of Ypsilanti and the Ann Arbor Area Transportation Authority Board have adopted and authorized to be executed these Articles of Incorporation in behalf of the City of Ann Arbor, a Michigan municipal corporation, by the Mayor and City Clerk, by the City of Ypsilanti, a

Michigan municipal corporation, by the Mayor and City Clerk, by the Charter Township of Ypsilanti, a Michigan municipal corporation, by the Supervisor and Clerk, and by the Ann Arbor Area Transportation Authority by the chairperson and secretary.

WITNESSES:

CITY OF ANN ARBOR, a Michigan
Municipal Corporation,

By: _____
John Hieftje, Mayor

By: _____
Jacqueline Beaudry, City Clerk

CITY OF YPSILANTI, a Michigan
Municipal Corporation,

By: _____
Paul Schreiber, Mayor

By: _____
Frances McMullan, City Clerk

AAATA

By: _____
Charles Griffith, Chair

By: _____
Any Dale Secretary

The foregoing Articles of Incorporation were adopted by an affirmative vote of the majority of the members elect of the City Council of the City of Ann Arbor, Washtenaw County, Michigan, at a meeting duly held on the _____ day of _____, 2013.

WITNESSES:

CITY OF ANN ARBOR, a Michigan
Municipal Corporation,

By: _____
John Hieftje, Mayor

By: _____
Jacqueline Beaudry, City Clerk

The foregoing Articles of Incorporation were adopted by an affirmative vote of the majority of the members elect of the City Council of the City of Ypsilanti, Washtenaw County, Michigan, at a meeting duly held on the _____ day of _____, 2013.

WITNESSES:

CITY OF YPSILANTI, a Michigan
Municipal Corporation,

By: _____
Paul Schreiber, Mayor

By: _____
Frances McMullan, City Clerk

The foregoing Articles of Incorporation were adopted by an affirmative vote of the majority of the Board of the Charter Township of Ypsilanti, at a meeting duly held on the 23rd day of September, 2013.

CHARTER TOWNSHIP OF YPSILANTI,
a Michigan Municipal Corporation,

Nancy Wyrzykowski

By: Brenda L. Stumbo
Brenda L. Stumbo, Supervisor

Nancy Wyrzykowski

By: Karen Lovejoy Roe
Karen Lovejoy Roe, Clerk

Charter Township of Ypsilanti

Proposed Ordinance No. 2013-432

An ordinance to amend Chapter 62, Article IV, Section 62-77 of the Code of Ordinances, Charter Township of Ypsilanti, to increase sewage disposal service rates.

BE IT ORDERED BY THE CHARTER TOWNSHIP OF YPSILANTI, that:

Section 62-77 of Chapter 62, Article IV of the Code of Ordinances be revised as follows:

For all billings rendered prior to October 1, 2013, existing sewage disposal service rates shall prevail. For all billings rendered from October 1, 2013, charges for sewage disposal services shall be as provided for in Schedule A, for each bimonthly (two-month) period:

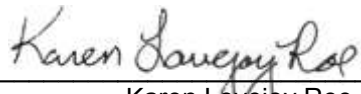
Schedule A:

Meter Size (inch)	Allowed Usage Cubic Feet	CAPITAL CHARGE		OM&R		TOTAL	
		Contract Community	All Others	Contract Communities	All Others	Contract Community	All Others
5/8-3/4	600	\$1.23	\$1.23	\$16.49	\$20.41	\$17.72	\$21.64
1	1000	\$2.08	\$2.08	\$27.57	\$34.75	\$29.65	\$36.83
1½	2100	\$4.55	\$4.55	\$56.56	\$71.44	\$61.10	\$75.98
2	4000	\$8.26	\$8.26	\$109.10	\$137.31	\$117.35	\$145.57
3	9000	\$18.59	\$18.59	\$238.09	\$307.24	\$256.68	\$325.83
4	16200	\$33.46	\$33.46	\$454.18	\$553.74	\$487.64	\$587.20
6	36000	\$74.36	\$74.36	\$979.25	\$1232.34	\$1053.61	\$1306.70
8	66000	\$136.29	\$136.29	\$1787.24	\$2251.06	\$1923.53	\$2387.34
10	102000	\$207.53	\$207.53	\$2766.51	\$3483.39	\$2974.04	\$3690.92
12	150000	\$309.77	\$309.77	\$4072.19	\$5126.45	\$4381.96	\$5436.22

For all usage in excess of allowed usage, the rate per 100 cubic feet shall be as follows:

	CAPITAL CHARGE	OM&R	TOTAL
Contract Communities	\$0.208	\$1.785	\$1.993
All Others	\$0.208	\$1.881	\$2.089

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify adoption of Ordinance No. 2013-432 by the Charter Township of Ypsilanti Board of Trustees assembled at a Regular Meeting held on September 23, 2013 after first being introduced at a Regular Meeting held on August 26, 2013. The motion to approve was made by member Roe and seconded by member Scott Martin. Yes: Mike Martin, Eldridge, Currie, Scott Martin, Stumbo, Roe, Doe. NO: None. ABSTAIN: None.



 Karen Lovejoy Roe, Clerk
 Charter Township of Ypsilanti



State of Michigan
 Michigan Gaming Control Board
 Office of the Executive Director
 P.O. Box 30786
 Lansing, MI 48909
 Phone: (313) 456-4940
 Fax: (313) 456-3405
 Email: Millionaireparty@michigan.gov
 www.michigan.gov/mgcb

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL 432.103(K)(ii))

At a regular meeting of the Upsalanti Twp. Board
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD
 called to order by Supervisor Brenda Stumba on 09-23-13
DATE
 at 7:00 a.m. (p.m.) the following resolution was offered:
TIME

Moved by Treasurer Doe and supported by Trustee Hall Curvie
 that the request from Washtenaw Literacy of Upsalanti
NAME OF ORGANIZATION CITY
 county of Washtenaw, asking that they be recognized as a
COUNTY
 nonprofit organization operating in the community for the purpose of obtaining charitable
 gaming licenses, be considered for approval.
APPROVAL/DISAPPROVAL

	APPROVAL	DISAPPROVAL
Yeas:	<u>7</u>	_____
Nays:	<u>0</u>	_____
Absent:	<u>0</u>	_____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
 adopted by the Upsalanti Twp. Board at a regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL
 meeting held on 09-23-13.
DATE

SIGNED: Karen Lovejoy Roe
TOWNSHIP, CITY, OR VILLAGE CLERK
Karen Lovejoy Roe Township Clerk
PRINTED NAME AND TITLE
7200 S. Huron River Dr. Upsalanti MI 48197
ADDRESS

**CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2013-26**

**RESOLUTION REGARDING
TEMPORARY ROAD CLOSURE**

Resolution authorizing the temporary road closure of Rosewood between Ecorse Road and Davis St. for a Calvary Christian Academy function on Friday, October 4, 2013 from 5:30 p.m. to 9:30 p.m. to allow utilization of property on both sides of the street to ensure the safety of the children.

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

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

NOW THEREFORE, BE IT RESOLVED that the Township of Ypsilanti Board of Trustees designates and agrees that Kelly Boyette, Enrollment & Marketing Manager be the authorized official designee in this instance, when application is made to the Washtenaw County Road Commission for this temporary road closure.

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. 2013-26 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on September 23, 2013.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION 2013-27

Abandoned Tax Delinquent Property

Whereas, the Charter Township of Ypsilanti Board of Trustees has determined that parcels of abandoned tax delinquent property exist; and

Whereas, abandoned tax delinquent property contributes to crime, blight, and decay with Ypsilanti Township; and

Whereas, the certification of tax delinquent abandoned property as certified abandoned property will result in the accelerated forfeiture and foreclosure of certified abandoned property under the general property tax act and return abandoned property to productive use more rapidly, therefore reducing crime, blight, and decay within Ypsilanti Township.

Now Therefore, Be It Resolved, that the Charter Township of Ypsilanti Board of Trustees hereby notifies residents and owners of property within Ypsilanti Township that abandoned tax delinquent property will be identified and inspected; and may be certified abandoned property subject to accelerated forfeiture and foreclosure under the general property tax act.

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. 2013-27 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on September 23, 2013.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

SERVICE CONTRACT - FEDERAL FUNDED

CR _____

AGREEMENT is made this 1st day of October , 2013, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County") and Charter Township of Ypsilanti located at 7200 S. Huron River Dr., Ypsilanti, MI 48197 ("Contractor").

Federal Awarding Agency	Administration on Aging, Office of Services to the Aging
Federal / State Contract Number	14-9052-01
Federal Program Title	"Special Programs for the Aging Title III, Part C_ Nutrition Services"
CFDA Number	93.045
Federal Funding %	100%

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

ARTICLE I - SCOPE OF SERVICES

The Contractor will be responsible for administering the congregate meals program at the Ypsilanti Township Community Center located at 2025 E. Clark Road, Ypsilanti, MI 48198 in accordance with local, state, and federal requirements as outlined in Attachment A.

ARTICLE II - COMPENSATION

The County will pay the Contractor an amount not to exceed thirteen thousand two hundred dollars (\$13,200). The County agrees to make payments in quarterly installments in accordance with the budget and timeline in Attachment B, unless otherwise approved in writing by the parties. If at the end of the term of this Agreement there are unexpended portions of the contract amount, the unexpended funds will be retained by the County for reallocation to other purposes.

No funds shall be disbursed under this Agreement by the Contractor or any other subcontractor except under a written contract and unless the subcontractor is in compliance with all County and Federal requirements regarding fiscal matters and civil rights to the extent these requirements are applicable. The Contractor shall provide the County with copies of the contracts with subcontractors.

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to the OCED Human Services Manager and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies. Documentation shall include payments for purchases, vouchers and other official documentation that show in proper detail the nature and propriety of such expenditures. All documents must be clearly identifiable and readily accessible. Where any expenditure is allocable only in part to services under this Agreement, the Contractor shall maintain and make available on request sufficient documentation to demonstrate the reasonableness of the allocation.

The Contractor agrees to securely maintain its records for a period of five (5) years after the final disbursement to the Contractor. The Contractor shall permit the County to examine these records upon giving reasonable notice to the Contractor. The County may, at a reasonable time after giving reasonable notice, cause an audit of the records of the Contractor.

ARTICLE IV - TERM

This contract begins on October 1, 2013 and ends on September 30, 2014.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 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.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, 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 Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of 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.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own 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. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County and the Area Agency on Aging 1-B shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
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.
4. Fidelity Bonding covering employee theft from employer.
5. Third Party Fidelity (Crime Bond) with a minimum of \$50,000, covering employee theft from participant.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, 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 Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County 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 Washtenaw County c/o: Office of Community and Economic Development & CR# _____, 110 N. Fourth Ave, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for written notice to the Certificate holder of cancellation of coverage.

ARTICLE 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.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

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 County of Washtenaw, 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. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE 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 County 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.

ARTICLE XI – DEBARMENT AND SUSPENSION

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

ARTICLE XII – LOBBYING

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
3. This language shall be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ARTICLE XIII - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b) Establishing an on-going drug-free awareness program to inform employees about—
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;
 - f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

ARTICLE XIV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations section 2 CFR Part 215.4 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

ARTICLE XV - 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 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 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.

[REDACTED]

[REDACTED]

ARTICLE XVII - EQUAL ACCESS

The Contractor 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 XVIII - 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 County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIX - ASSIGNS AND SUCCESSORS

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

ARTICLE XX - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XXI - 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 County against such liability.

ARTICLE XXII- PRACTICE AND ETHICS

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

ARTICLE XXIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

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

ARTICLE XXIV - 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 XXV - EXTENT OF CONTRACT

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

ATTESTED TO:

WASHTENAW COUNTY

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

Verna J. McDaniel (DATE)
County Administrator

APPROVED AS TO CONTENT:

CHARTER TOWNSHIP OF YPSILANTI

By: _____
Mary Jo Callan (DATE)
Director, Office of Community
And Economic Development

Brenda L. Stumbo 9/24/13

Brenda Stumbo (DATE)
Supervisor
Karen J. [unclear]
Clerk

APPROVED AS TO FORM:

By: _____
Curtis N. Hedger (DATE)
Office of Corporation Counsel

Attachment A:
Scope of Services

Congregate Meals Program

I. Participants

Eligibility Criteria

The Senior Nutrition Program will serve individuals that meet the following criteria:

- a. The eligible person must be 60 years of age or older, or be the spouse or partner of a person 60 years of age or older.
- b. Individuals living with disabilities who have not attained 60 years of age but who reside in housing facilities occupied primarily by older adults at which congregate nutrition services are provided, may receive such services.
- c. Non-older adult individuals living with disabilities who reside in a non-institutional household may accompany an eligible older individual and may participate on the same basis as the elderly participants.

Participant Registration and Recordkeeping

Upon registration, the participant should be provided the Participant Welcome Packet developed by OCED. Each participant must complete a registration form for the program. This form is submitted to OCED as soon as possible for entry into the database. Participants must sign on the Daily Sign-in Sheet prior to receiving each meal. Daily Sign-in Sheets must be submitted to OCED each month.

Participant Donations

Individuals who meet the above criteria will be encouraged to donate \$3.00 per meal, although no one will be turned away for inability to pay.

Individuals not otherwise eligible may be served if meals are available, and they must pay \$5.50 and receive a receipt for their payment. Meals for these individuals may only be provided after all eligible participants have been served.

Donations must be counted and signed for by two people and kept in a locked container until deposited into a bank account. At the end of each month, sites must mail to OCED the original deposit receipts and documentation showing that each day's donations were counted and signed for by two individuals. Donations will be invested back into the Senior Nutrition Program by OCED. Donation Summary sheets and donation deposit receipts must be submitted to OCED each month.

Referrals

Each congregate nutrition provider shall be able to provide information about the nearest home delivered meals program and be prepared to make referrals for persons who may be eligible for a home delivered meals program.

OCED will connect each site to food assistance program information, as well as services that exist locally, including other AAA 1-B partners. Each site shall take steps to inform participants about local, state, and federal food assistance programs and provide information and referral to assist the individual with obtaining benefits. Sites will also refer participants to other services, as needed.

Participant Complaints

Sites will handle initial participant complaints. Should a complaint be unable to be resolved, the complaint must be addressed in accordance with the Senior Nutrition Program Grievance Procedure.

Postings

Each program shall display, at a prominent location in each meal site, the AAA 1-B or the Office of Services to the Aging (OSA) Community Nutrition Services poster. A site may use its own poster as long as all required information is included and clearly presented. The poster shall contain the following information for each program; additional information pertaining to the program shall not be displayed so as to cause any misunderstanding or confusion with information presented on the poster:

- The name of the nutrition project director
- The nutrition project director's telephone number
- The suggested donation for eligible participants
- The guest fee to be charged non-eligible participants
- A statement of non-discrimination identical to the language on the OSA poster: No persons shall be excluded from participating in, denied the benefits of, or be subjected to discrimination under the program because of age, race, color, national origin, or handicap. If you believe you have been discriminated against, please contact the Affirmative Action Officer at the Michigan office of Services to the Aging, 517-373-2057 or the Chicago Regional Office of Civil Rights, 312-886-2359.

II. Facilities and Safety

Accessible site

Senior Nutrition Program sites must be operated within an accessible facility. Accessibility is defined as a participant living with a disability being able to enter the facility, use the rest room, and receive service that is at least equal in quality to that received by a participant not living with a disability. Documentation from a local building official or licensed architect is preferred.

Site Access, Maintenance, Security

Sites are responsible for

- Care and maintenance of the facility, including restrooms, equipment, kitchen, storage areas and areas of common use
- Snow removal
- Utility payments
- Arranging fire safety inspections; all reports must be forwarded to OCED
- Licensing by the Public Health Department
- Insurance coverage
- Security procedures

Fire safety standards

Each meal site must be inspected, by a local fire official, no less frequently than every three years. For circumstances where a local fire official is unavailable after a formal (written) request, OCED may conduct fire safety assessments of the Senior Nutrition Program site. Each meal site must conduct an annual fire drill. At a minimum, documentation of a fire drill must include the date of the fire drill and a signature verifying that the fire drill occurred. Best practices suggest that documentation should also include items such as number of minutes to evacuate, aspects that went well, and aspects that require improvement.

Michigan Food Code

Sites must comply with Michigan Food Code and local public health codes regulating food service establishments. Each meal site and kitchen operated by a congregate meal provider shall be licensed, as appropriate, by the local health department. The local health department is responsible for periodic inspections and for determining when a facility is to be closed for failure to meet Michigan Food Code standards. The site shall submit copies of inspection reports electronically to OCED within five days of receipt for all facilities in which the Senior Nutrition Program is conducted. It is the responsibility of the Senior Nutrition Program site to address noted violations promptly.

Site staff is responsible for measuring the temperature of food items upon arrival and immediately prior to service. Hot food must be maintained above 135 degrees. Should the temperature fall below 135 degrees, the food must be reheated to above 165 degrees prior to service. Cold foods should stay below 41 degrees. Measured temperatures must be recorded on the temperature chart to be submitted to OCED each month.

Site Closure

When a meal site is to be permanently or temporarily closed, the program will notify OCED in writing, including the following information:

1. Intent to close a site, as soon as possible.
2. A rationale for site closure (e.g. lack of attendance, inability to meet minimum standards and/or other requirements, loss of resources)

All closures must be approved by OCED. If a closure occurs without approval, funding may be withheld and/or recaptured at OCED's discretion.

Emergency Preparedness

In cases of inclement weather, sites should close their program when the school district in the area is closed. Closure must immediately be reported to OCED.

Procedures to be followed in the event of a medical emergency must be posted. Staff and volunteers will be trained by OCED during in-services on procedures to be followed in the event of a medical emergency.

III. Staffing

Staff

OCED will provide training in identified competency areas twice per year at Senior Nutrition Program in-services. Each site must designate a "Site Coordinator" to serve as point person for OCED. Site coordinators are expected to train staff members on an ongoing basis and manage all staff members in order to carry out expected duties. Training provided by site staff members should include, at a minimum, day-to-day operations, food safety basics, and Senior Nutrition Program policies and procedures. Site staff member are expected to utilize the Volunteer Training Manual provided by OCED to cover all necessary training areas.

Volunteers

Sites are responsible for volunteer recruitment, orientation, ongoing training, and management for day-to-day activities. Sites are expected to use the Volunteer Training Manual provided by OCED. Volunteers must submit a volunteer registration form. Volunteer time must be documented to be included as an in-kind contribution to the Senior Nutrition Program using the In-Kind Documentation Form. Forms must be submitted monthly to OCED.

In-service Training

Staff and volunteers of each program shall receive in-service training at least twice each fiscal year which is specifically designed to increase their knowledge and understanding of the program and to improve their skills at tasks performed in the provision of service.

IV. Meals

Assistive Eating Devices

Each site shall make available, store and clean, upon request, food containers and utensils used as assistive devices for participants who are living with disabilities as part of a therapeutic program.

Non-Approved Meals

Funding provided by OCED may not be used to contribute towards potluck dining activities.

Food Taken Out of Meal Site

Sites may allow leftovers (food served to participants and not eaten) to be taken out of the site if the following conditions are met:

- a. A sign shall be posted near the congregate meal sign informing the meal participants that all food removed from the site becomes the responsibility of the individual.
- b. All new congregate participants receive written material about food safety and preventing food-borne illness when they sign up.
- c. All participants receive written material about food safety and preventing food-borne illness annually.
- d. The individual is required to sign a waiver statement that has been added to the registration form that states that they are responsible for food taken out of the site.
- e. Containers are not provided for the leftovers.

If a regular congregate meal participant is unable to come to the site due to illness, the meal may be taken out of the site to the individual for no more than seven (7) days. If needed for more than seven days, the participant should be evaluated for home delivered meals. If the person taking out the meal is also a regular congregate participant, they may also take their meal out.

OCED will provide technical assistance and materials for carrying out this policy if necessary.

Nutrition Education

OCED will provide nutrition education materials to be distributed each month to participants. Additionally, OCED will arrange for any additional nutrition education sessions and coordinate with the site to deliver the nutrition education. Sites are welcome to arrange for additional nutrition education activities.

FY 2013-2014 PROPOSED PROGRAM BUDGET

Agency Name: Charter Township of Ypsilanti, Ypsilanti Township Community Center

Revenue	
Source	Funding Amount
Washtenaw County Senior Nutrition Program allocation amount	\$ 13,200.00
Other funding sources used to support the Senior Nutrition Program	\$
Total Revenue**	\$ 13,200.00

Program Expenses*		
<i>*Total program expenses should be equivalent to Program Revenue (above).</i>		
Item	Description	Expenditure
Personnel	Please complete Personnel Detail**	
Fringe Benefits		
Taxes		
Building rental		
Utilities		
Office supplies		
Meal-related supplies		
Mileage		
Postage		
Phone		
Food Service License	Food Service License that must be renewed annually with the Health Dept.	\$ 300.00
Other		
Other		
Total Expenses*		\$ 300.00

Personnel Detail**		
<i>Only complete if personnel expenses are expected.</i>		
Name	Hourly Wage	Hours per week

In-Kind Support***

***This program is required to produce a match of 10% in order to receive funding. A portion of this is through in-kind contributions. Please estimate the value of any items that may be considered an in-kind contribution. This should include other funding sources as well as non-monetary contributions (e.g. volunteer contributions).

Item	In-kind Value	Description	Documentation
Congregate volunteer hours			OCED in-kind volunteer form
Home Delivered Meal volunteer hours			OCED in-kind volunteer form
Building rental			Letter containing details of in-kind support at fair market value for the
Utilities			Senior Nutrition Program cost portion
Supplies			
Other			
Total In-Kind Contribution	0		

LEAVE TIME POLICY

POLICY:

It is the policy of the Township to grant time off work for employees according to the employees' relative collective bargaining union contract or Township policy.

Provision – AFSCME Employees:

Township AFSCME employees shall be entitled to PTO (Paid Time Off) Leave pursuant to the provisions of their collective bargaining contract. The provisions of the bargaining contract shall govern accumulation of PTO leave.

Newly hired probationary employees are not eligible to use PTO leave during the first 90 days of employment, however, PTO hours shall accumulate during the first 90 days of employment and will appear on the first payroll check following 90 days of employment.

Scheduling of PTO is subject to the employee's immediate supervisor's approval and provisions of the bargaining agreement.

PTO accrued and not taken prior to termination of employment shall be paid out to the employee subject to the provisions of the bargaining agreement.

Provision – Teamsters:

All Teamster employees shall be entitled to PTO (Paid Time Off) Leave pursuant to the provisions of their collective bargaining contract. The provisions of the bargaining contract shall govern accumulation of PTO leave.

Paid Time Off (PTO) shall be requested and may be paid from banked PTO days to cover full day absences so long as the supervisor or designated representative approves the request.

PTO banks are capped as of December 31st each year in accordance with the provisions of the bargaining contract.

Any unused PTO time in the employee's bank at the time of termination must be requested as a whole or partial cash payout two weeks prior to the termination date or the balance of the PTO bank will be converted at 100% and be forwarded to a MERS Health Care Savings Account in the employee's name for future health care expenses.

LEAVE TIME POLICY (Con't)

Provision – Fire Fighters

Vacation Time

Township Fire Fighters shall be entitled to Vacation Leave pursuant to the provisions of their bargaining contract. The provisions of the bargaining contract shall govern the accumulation of Vacation Leave and scheduling of Vacation time off.

Vacation hours for Fire Fighters are not accumulative from year to year.

Upon termination any unused vacation hours will be paid at 100%.

Sick Time

Fire Fighters are entitled to sick time pay in accordance with provisions of their bargaining contract.

A new employee will receive three (3) working days of sick leave credit on the first day of the month in which the employee completes the first six (6) months of employment. Each employee will thereafter receive one (1) working day of sick leave for each month of subsequent service.

Sick time will be allowed to accumulate to a maximum of 100 days. Payment will be made on July 1 of each year for 50% of any excess of the 100 day maximum.

Sick time banks may be used toward terminal leave at time of retirement per the collective bargaining contract.

All other Sick Time benefits shall be governed by the bargaining contract.

Personal Leave

Personal leave shall be granted in accordance with the relevant collective bargaining agreement. Personal leave may be taken in 24 hour or 12 hour segments only.

LEAVE TIME POLICY (Con't.)

Provision - Non-Bargaining Employees:

Unless otherwise stated within an employment agreement, all Non-bargaining Administrative/Confidential employees shall have their PTO posted to their PTO banks on January 1st of each year. The amount of PTO and the accrual of PTO shall be based on seniority as of December 31st of the previous year. If an employee has an anniversary date (during the course of the year) that increases their years of service calculation, those additional hours will be added on a pro-rata basis on the date of the anniversary.

PTO benefits will accrue for employees hired prior to 1/1/2009 in the following manner:

1 year through the 4 th year of employment	192 hours
5 years through the 9 th year of employment	240 hours
10 years through the 14 th year of employment	288 hours
15 years or more of employment	336 hours

**PTO benefits for employees hired after 1/1/2009 are based on their individual employment agreement.

PTO banks are capped at 360 hours as of December 31, 2014. Employees who have PTO banks in excess of 360 hours at the end of each year, must request to receive the cash payout at 75%, two weeks prior to December 31st or the total excess of the PTO limit will automatically convert over to a MERS Health Care Savings Account at 100% for use toward future health care expenses.

Any unused PTO time in the employee's bank at the time of a voluntary termination must be requested as a whole or partial cash payout two weeks prior to the termination date or the balance of the PTO bank will be converted at 100% and be forwarded to a MERS Health Care Savings Account in the employee's name for future health care expenses. PTO hours accrued during the final year of employment will be pro-rated based on hours actually worked that year.

Involuntary termination of employment will result in a maximum payout of 50% of the PTO bank balance. PTO hours accrued during the final year of employment will be pro-rated based on hours actually worked that year. If the involuntary termination is a result of the elimination of the employee's position, the PTO balance will be paid at 100%. Unused PTO hours will not be paid to employees discharged for "just cause".

Employees may request a payout of PTO hours earned from their banks throughout the year. The first 32 hours requested shall be paid at 100% with all other requested hours being paid at 75%. A maximum of 180 hours will be allowed for payout in any given year.

All payouts from PTO banks will be considered Non-MERS wages and not rolled into the employee's base wage.

If at any time a non-bargaining employee utilizes their entire PTO bank leaving a zero balance and require additional time away from work, their salary will be reduced based on the hours not worked.

PTO shall be requested in advance from the employee's supervisor and shall be used in minimum increments of one-half days for leave time of more than 4 hours. Employees utilizing half-day increments of PTO time shall be expected to work a minimum of 4 hours in addition to the use of PTO hours.

CHARTER TOWNSHIP OF YPSILANTI

2013 BUDGET AMENDMENT #13

September 23, 2013

101 - GENERAL OPERATIONS FUND

Total Increase

Increase for the purchase of properties under "First Look Program" to sale same properties to Habitat for Humanity not to exceed \$75,000 . This will be funded by the reimbursement from Habitat for Humanity. Increase an additional \$42, 300 for the purchase of 4 homes in the Township for Habitat for Humanity not to exceed the total of \$60,000. This will be funded by an Appropriation of the Prior Year Fund Balance.

Revenues:	Reimbursement - Habitat for Humanity	101-000-000-688.100	\$75,000.00
	Prior Year Fund Balance	101-000-000-699.000	\$42,300.00
		Net Revenues	<u>\$117,300.00</u>

Expenditures:	Land Bank Habitat	101-950-000-969.010	\$75,000.00
	Land Bank Habitat	101-950-000-969.010	\$42,300.00
		Net Expenditures	<u>\$117,300.00</u>

252 - HYDRO STATION FUND

Total Increase

Increase to cover cost to purchase new station batteries, City of Ypsilanti share portion of revenue, supplies and additional cost in professional services. This is funded by the increase in revenues of the Hydro station.

Revenues:	Ford Lake Hydro Station	252.000.000.641.003	\$36,448.50
		Net Revenues	<u>\$36,448.50</u>

Expenditures:	Maintenance supplies	252-252-000.776.000	\$5,000.00
	Professional Services	252.252.000.801.000	\$5,000.00
	City Share/Hydro Station	252.252.000.956.009	\$6,000.00
	Equipment	252.252.000.977.000	\$20,448.50
		Net Expenditures	<u>\$36,448.50</u>

595-MOTORPOOL FUND

Total Increase

Increase the budget to pay for fuel that was higher in price and more use than anticipated. These expenses are off set by the reimbursement from the funds and departments that use the fuel. This is funded by revenue reimbursement from others funds.

Revenues:	Fuel and Fluids Revenue	595.000.000.607.520	\$12,000.00
		Net Revenues	<u>\$12,000.00</u>

Expenditures:	Contract Service Auto/Equip Maint	595-595-000-867.000	\$12,000.00
		Net Expenditures	<u>\$12,000.00</u>

Motion to Amend the 2013 Budget (#13):

Move to increase the General Fund budget by \$117,300 to \$9,885,542 and approve the department line item changes as outlined.

Move to increase the Hydro Station Fund budget by \$36,448.50 to \$323,739.50 and approve the department line item changes as outlined.

Move to increase the Motor Pool Fund budget by \$12,000 to \$304,697 and approve the department line item changes as outlined.

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank AP AP					
09/17/2013	AP	162767	6821	AT & T	1,489.15
09/17/2013	AP	162768	0363	COMCAST CABLE	84.85
09/17/2013	AP	162769	0363	COMCAST CABLE	84.90
09/17/2013	AP	162770	0363	COMCAST CABLE	94.85
09/17/2013	AP	162771	0363	COMCAST CABLE	241.60
09/17/2013	AP	162772	0363	COMCAST CABLE	90.25
09/17/2013	AP	162773	1475	VERIZON WIRELESS	1,465.45
09/17/2013	AP	162774	15934	WASTE MANAGEMENT	794.65
09/17/2013	AP	162775	15934	WASTE MANAGEMENT	4,284.49
09/17/2013	AP	162776	15934	WASTE MANAGEMENT	219.82
09/17/2013	AP	162777	WASTEMGT	WASTE MANAGEMENT	112,076.98
09/17/2013	AP	162778	6039	WASTE MANAGEMENT*	27,084.39
09/17/2013	AP	162779	6039	WASTE MANAGEMENT*	27,173.52
09/17/2013	AP	162780	6039	WASTE MANAGEMENT*	1,771.49
09/17/2013	AP	162781	0480	YPSILANTI COMMUNITY	2,062.43
09/24/2013	AP	162782	5049	BLUE CROSS BLUE SHIELD OF MI	61,975.49
09/24/2013	AP	162783	BCBS	BLUE CROSS BLUE SHIELD OF MI	26,020.64
09/24/2013	AP	162784	16509	CLEAR RATE COMMUNICATIONS, INC	1,139.49
09/24/2013	AP	162785	0363	COMCAST CABLE	535.42
09/24/2013	AP	162786	2002	DELTA DENTAL PLAN OF MICHIGAN	13,330.99
09/24/2013	AP	162787	16486	PAETEC	474.64
09/24/2013	AP	162788	PAETEC	PAETEC	9.95
09/24/2013	AP	162789	6263	STANDARD INSURANCE COMPANY	955.50
09/24/2013	AP	162790	SIC	STANDARD INSURANCE COMPANY	1,734.08
09/25/2013	AP	162791	SIC	STANDARD INSURANCE COMPANY	2,352.24
09/26/2013	AP	162792	0363	COMCAST CABLE	137.93
09/26/2013	AP	162793	0119	DTE ENERGY**	78,592.37
09/26/2013	AP	162794	3745	WASHTENAW COMMUNITY COLLEGE'	285.00
09/27/2013	AP	162795	0118	DTE ENERGY	16,188.54
09/30/2013	AP	162796	2879	CARL GIRBACH	96.98
10/02/2013	AP	162797	6821	AT & T	24.03
10/02/2013	AP	162798	6821	AT & T	49.77
10/02/2013	AP	162799	6821	AT & T	231.82
10/02/2013	AP	162800	0426	GUARDIAN ALARM	1,397.52
10/02/2013	AP	162801	0426	GUARDIAN ALARM	307.19
10/02/2013	AP	162802	0426	GUARDIAN ALARM	70.00
10/02/2013	AP	162803	0426	GUARDIAN ALARM	163.11
10/02/2013	AP	162804	4402	TDS METROCOM	870.00
10/03/2013	AP	162805	6821	AT & T	19.25
10/03/2013	AP	162806	6821	AT & T	25.24
10/03/2013	AP	162807	0363	COMCAST CABLE	84.85
10/03/2013	AP	162808	0118	DTE ENERGY	369.58
10/03/2013	AP	162809	1475	VERIZON WIRELESS	82.86
10/03/2013	AP	162810	16404	WELLS FARGO FINANCIAL LEASING	8,906.82
10/03/2013	AP	162811	0480	YPSILANTI COMMUNITY	197.81

AP TOTALS:

Total of 45 Checks:	395,647.93
Less 0 Void Checks:	0.00
Total of 45 Disbursements:	<u>395,647.93</u>

Accounts Payable Checks - 760,413.90

Hand Checks - 395,647.93

Grand Total - 1,156,061.83

User: mharris

CHECK NUMBERS 162812 - 162960

DB: Ypsilanti-Twp

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank AP AP					
10/07/2013	AP	162812	0657	14-B DISTRICT COURT	20.00
10/07/2013	AP	162813	2937	A & R TOTAL CONSTRUCTION, INC.	795.86
10/07/2013	AP	162814	15928	A AND B RADIATOR	388.00
10/07/2013	AP	162815	11339	ACCUSHRED LLC	50.00
10/07/2013	AP	162816	15493	ADAM KURTINAITIS	1,680.00
10/07/2013	AP	162817	6272	AIS CONSTRUCTION EQUIPMENT	504.76
10/07/2013	AP	162818	16468	ALLEN GARDETTE	96.00
10/07/2013	AP	162819	0017	ANN ARBOR CLEANING SUPPLY	455.32
10/07/2013	AP	162820	0022	ANN ARBOR WELDING SUPPLY CO	193.44
10/07/2013	AP	162821	0675	ARBOR VACUUM & SMALL APPLIANCE	39.90
10/07/2013	AP	162822	0215	AUTO VALUE YPSILANTI	167.54
10/07/2013	AP	162823	6397	BARR ENGINEERING COMPANY	1,467.50
10/07/2013	AP	162824	16315	CAMTRONICS COMMUNICATIONS CO.	400.93
10/07/2013	AP	162825	15988	CAROLYN WEINS	378.00
10/07/2013	AP	162826	0870	CHARTER TOWNSHIP OF SUPERIOR	48.58
10/07/2013	AP	162827	C. BRYANT	CHASE BRYANT	16.00
10/07/2013	AP	162828	C. KOCH	CHRISTOPHER KOCH	26.00
10/07/2013	AP	162829	6477	CITY OF ANN ARBOR	786.00
10/07/2013	AP	162830	15452	COLD CUT KRUISE	160.40
10/07/2013	AP	162831	1312	COMPLETE BATTERY SOURCE	22.02
10/07/2013	AP	162832	0582	CONGDON'S	630.82
10/07/2013	AP	162833	C. JOHNSON	CORY JOHNSON	33.00
10/07/2013	AP	162834	D. SHEFFIE	DANIELLE SHEFFIELD	130.00
10/07/2013	AP	162835	15987	EDGAR RAINEY	96.00
10/07/2013	AP	162836	6515	EMERGENCY MEDICAL PRODUCTS	453.55
10/07/2013	AP	162837	ETC	EMPLOYEE TIME CLOCKS	227.98
10/07/2013	AP	162838	EME	ENVIRONMENTAL MAINTENANCE ENGINEERS	69,250.00
10/07/2013	AP	162839	15957	FAMILY HEATING COMPANY	90.00
10/07/2013	AP	162840	15796	FIRST DUE FIRE SUPPLY	335.00
10/07/2013	AP	162841	0470	FOOTJOY	66.29
10/07/2013	AP	162842	0135	FORMS TRAC, ENTERPRISES	242.84
10/07/2013	AP	162843	0073	GENE BUTMAN FORD	445.38
10/07/2013	AP	162844	15962	GLORIA MAYER	26.00
10/07/2013	AP	162845	1233	GORDON FOOD SERVICE INC.	78.89
10/07/2013	AP	162846	2829	GOVERNMENTAL BUSINESS SYSTEMS	906.00
10/07/2013	AP	162847	6161	GOVERNMENTAL CONSULTANT	2,850.00
10/07/2013	AP	162848	0107	GRAINGER	451.15
10/07/2013	AP	162849	3391	GRAYBAR	15.92
10/07/2013	AP	162850	GLDS	GREAT LAKES DATA SYSTEMS	74.00
10/07/2013	AP	162851	GRT LAKES	GREAT LAKES RENTAL OF MI	40.00
10/07/2013	AP	162852	6414	GRIFFIN PEST SOLUTIONS	90.00
10/07/2013	AP	162853	15884	HEPPNER LANDSCAPE SERVICES	3,053.00
10/07/2013	AP	162854	15884	HEPPNER LANDSCAPE SERVICES	1,385.00
10/07/2013	AP	162855	15884	HEPPNER LANDSCAPE SERVICES	2,346.00
10/07/2013	AP	162856	6547	HERITAGE NEWSPAPERS	58.90
10/07/2013	AP	162857	0503	HOME DEPOT	450.18
10/07/2013	AP	162858	6147	HP DIRECT	26,597.34
10/07/2013	AP	162859	0630	INTERNATIONAL ASSOC. OF FIRE	209.00
10/07/2013	AP	162860	15496	J.F. MOORE & ASSOCIATES, LLC	140.00
10/07/2013	AP	162861	J.S. BIOND	J.S. BIONDI CONSTRUCTION	646.00
10/07/2013	AP	162862	16156	JAMES ROSEMAN	43.00
10/07/2013	AP	162863	J. NEEL	JAVONNA NEEL	47.53
10/07/2013	AP	162864	15972	JESSE HILDEBRANDT	79.00
10/07/2013	AP	162865	VARNER	JOEL VARNER	18.00
10/07/2013	AP	162866	4467	JOHN DEERE LANDSCAPES	432.22
10/07/2013	AP	162867	16408	JTW PIPES LLC	1,225.00
10/07/2013	AP	162868	16428	JULIA ETHERIDGE	16.00
10/07/2013	AP	162869	15860	JULIA MAYER	59.00
10/07/2013	AP	162870	6357	JUMP-A-RAMA	252.00
10/07/2013	AP	162871	K. TANSEY	KAITLYN TANSEY	80.00
10/07/2013	AP	162872	6280	KAREN LOVEJOY ROE	8.07
10/07/2013	AP	162873	KSUDDENDOR	KATHERINE SUDDENDORF	336.00
10/07/2013	AP	162874	16350	KEVIN PARVIZ	34.47
10/07/2013	AP	162875	7038	LINCOLN SCHOOL DISTRICT	192.16
10/07/2013	AP	162876	16321	LINDA JEROME	262.50
10/07/2013	AP	162877	6507	LOWER HURON SUPPLY	277.09
10/07/2013	AP	162878	6467	LOWES	152.75
10/07/2013	AP	162879	11330	LSL PLANNING INC	2,233.63
10/07/2013	AP	162880	6185	LUBRICATION ENGINEERS	394.15
10/07/2013	AP	162881	15855	MADELINE GOODSON	98.00
10/07/2013	AP	162882	M. FARNSWO	MAJORIE FARNSWORTH	203.00
10/07/2013	AP	162883	MANPOWER	MANPOWER	1,918.13
10/07/2013	AP	162884	0158	MARK HAMILTON	1,500.00
10/07/2013	AP	162885	15195	MARK NELSON	523.17
10/07/2013	AP	162886	6476	MASA	63.00
10/07/2013	AP	162887	0253	MCLAIN AND WINTERS	9,775.00
10/07/2013	AP	162888	6043	MEADOWBROOK, INC.	55.00
10/07/2013	AP	162889	SEMEYN.	MICHAEL SEMEYN	18.00

Check Date	Bank	Check	Vendor	Vendor Name	Amount
10/07/2013	AP	162890	MCS	MICHIGAN COURT SERVICES	630.00
10/07/2013	AP	162891	16461	MICHIGAN LINEN SERVICE, INC.	1,481.08
10/07/2013	AP	162892	6517	MICHIGAN TOURNAMENT FLEET, INC	134.40
10/07/2013	AP	162893	6517	MICHIGAN TOURNAMENT FLEET, INC	825.00
10/07/2013	AP	162894	SEMEYN	MITCHEL SEMEYN	18.00
10/07/2013	AP	162895	0297	MUNICIPAL CODE CORPORATION	1,040.40
10/07/2013	AP	162896	16420	NICHOLAS BLASZCZYK	63.00
10/07/2013	AP	162897	1937	OFFICE DEPOT	724.90
10/07/2013	AP	162898	2997	OFFICE EXPRESS	1,020.63
10/07/2013	AP	162899	1081	OKINAWAN KARATE CLUB	1,104.60
10/07/2013	AP	162900	0309	ORCHARD, HILTZ & MCCLIMENT INC	24,294.51
10/07/2013	AP	162901	15971	PARKER ALLEN	79.00
10/07/2013	AP	162902	0913	PARKWAY SERVICES, INC.	456.00
10/07/2013	AP	162903	P. POWER	PETER POWER	2,065.00
10/07/2013	AP	162904	2966	PITNEY BOWES	1,482.39
10/07/2013	AP	162905	PSI	PSI, INC	750.00
10/07/2013	AP	162906	1070	REHRIG PACIFIC COMPANY	1,920.00
10/07/2013	AP	162907	3214	RENT A WRECK	200.00
10/07/2013	AP	162908	15420	RESERVE ACCOUNT	10,000.00
10/07/2013	AP	162909	1637	RESIDEX	1,967.80
10/07/2013	AP	162910	6308	RKA PETROLEUM	5,947.73
10/07/2013	AP	162911	R. LEONE	ROCCO LEONE	18.00
10/07/2013	AP	162912	3059	RUBBER STAMPS UNLIMITED INC	35.75
10/07/2013	AP	162913	16429	RYAN ETHERIDGE	32.00
10/07/2013	AP	162914	0634	SAM'S CLUB DIRECT	149.22
10/07/2013	AP	162915	11274	SENSAPHONE	98.95
10/07/2013	AP	162916	15419	SERVICE ELECTRIC	123.80
10/07/2013	AP	162917	S. HUNTER	SHANA HUNTER	15.00
10/07/2013	AP	162918	0395	SHRADER TIRE & OIL	38.95
10/07/2013	AP	162919	6288	SIGNS BY TOMORROW	803.50
10/07/2013	AP	162920	6757	SMETKA HEATING & COOLING	487.50
10/07/2013	AP	162921	2990	SOUTHEASTERN EQUIPMENT	196.80
10/07/2013	AP	162922	15751	SOUTHERN COMPUTER WAREHOUSE	295.24
10/07/2013	AP	162923	1507	SPARTAN DISTRIBUTORS	663.02
10/07/2013	AP	162924	3212	STANLEY CONVERGENT SECURITY	908.94
10/07/2013	AP	162925	STANTEC	STANTEC	4,360.02
10/07/2013	AP	162926	6384	STAPLES* - ACCOUNT #1026071	731.40
10/07/2013	AP	162927	15603	STATE BAR OF MICHIGAN	305.00
10/07/2013	AP	162928	15603	STATE BAR OF MICHIGAN	305.00
10/07/2013	AP	162929	SOFM	STATE OF MICHIGAN	10.00
10/07/2013	AP	162930	0632	STERICYCLE INC	149.41
10/07/2013	AP	162931	16295	STERN BROTHERS & CO	712.50
10/07/2013	AP	162932	SCS	STEVENS CUSTOM SIGNS	690.00
10/07/2013	AP	162933	6509	SUNSHINE MEDICAL	1,829.50
10/07/2013	AP	162934	0449	SYSCO FOOD SERVICES OF DETROIT	1,135.35
10/07/2013	AP	162935	T. MAHONE	TASHA MAHONE-MOORE	35.00
10/07/2013	AP	162936	0759	TERRAFIRMA	136.00
10/07/2013	AP	162937	T. BURDICK	TERRI A. BURDICK	8,129.00
10/07/2013	AP	162938	6974	TERRY CONDIT	162.00
10/07/2013	AP	162939	15941	TODD BARBER	3,055.00
10/07/2013	AP	162940	4779	U.S. BANK, N.A.	1,968.75
10/07/2013	AP	162941	7045	VAN BUREN SCHOOL DISTRICT	401.11
10/07/2013	AP	162942	0103	VICTOR CHEVRETTE	428.00
10/07/2013	AP	162943	6627	VICTORY LANE	76.90
10/07/2013	AP	162944	W. AKEMAN	WANDA AKEMAN	40.00
10/07/2013	AP	162945	7035	WASHTENAW COMMUNITY COLLEGE#	1,010.73
10/07/2013	AP	162946	7005	WASHTENAW COUNTY TREASURER	3,380.14
10/07/2013	AP	162947	7005	WASHTENAW COUNTY TREASURER	8,370.00
10/07/2013	AP	162948	0444	WASHTENAW COUNTY TREASURER#	31,208.55
10/07/2013	AP	162949	0444	WASHTENAW COUNTY TREASURER#	35,681.00
10/07/2013	AP	162950	0444	WASHTENAW COUNTY TREASURER#	443,625.00
10/07/2013	AP	162951	7042	WASHTENAW INTERMEDIATE	923.45
10/07/2013	AP	162952	7044	WAYNE ISD	137.43
10/07/2013	AP	162953	7036	WILLOW RUN SCHOOL DISTRICT	978.92
10/07/2013	AP	162954	4263	WOLVERINE FREIGHTLINER	3,899.43
10/07/2013	AP	162955	WORKSQ	WORK SQUARED	813.83
10/07/2013	AP	162956	7054	YCUA	340.33
10/07/2013	AP	162957	0480	YPSILANTI COMMUNITY	2,810.14
10/07/2013	AP	162958	7034	YPSILANTI DISTRICT LIBRARY	818.83
10/07/2013	AP	162959	7039	YPSILANTI SCHOOL DISTRICT	2,127.80
10/07/2013	AP	162960	0729	ZEP MANUFACTURING COMPANY	146.91

AP TOTALS:

Total of 149 Checks:	760,413.90
Less 0 Void Checks:	0.00
Total of 149 Disbursements:	760,413.90

TRUSTEE REPORT

THERE IS NO WRITTEN TRUSTEE REPORT

ATTORNEY REPORT

GENERAL LEGAL UPDATE

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



**Recreation Department/
Community Center**

2025 East Clark Road
Ypsilanti, MI 48198
Phone: (734) 544-3807
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www.ytown.org

Charter Township of Ypsilanti

TO: Ypsilanti Township Board of Trustees

FROM: Debbie Aue, Recreation Coordinator
Art Serafinski, CPRP, Recreation Director

DATE: August 16, 2013

RE: Board Agenda Item: Senior Nutrition Program Agreement

As you are aware, the Community Center is host to the largest senior nutrition program offered by the Washtenaw County Office of Community & Economic Development. This is a program funded by grant dollars and administered by the County. It is also a program that is very important to the many that use it on a daily basis.

We recently found out that the County is changing the way the program is administered. They are requiring all sites who want to continue the program to be much more involved in the administration of it including hiring the on-site program coordinator, ordering the supplies, handling the associated paperwork and sending periodic reports to the County.

We have met with the County Nutrition Program Coordinators and discussed all of the details of implementing these changes. We believe we can continue with the program and have all of our associated expenses covered. Our portion of the grant will be \$13,200.00 which will supply costs, the cost of the coordinator and all incidental costs such as copies, administrative, utilities, etc. The coordinator will be paid the county living wage ordinance rate of \$13.65 an hour. This employee can be a "contract" employee. Our current Site Coordinator has agreed to continue working in this capacity.

This is a flow through federal grant. Accounting will set up the following account numbers to reflect revenues & expenditures:

Revenue: 230-000-000-529.000 – Federal Grants – Other
Expenditure: 230-751-000-890.000 – Senior Nutrition Program

Since this is an annual grant that is starting October 1, 2013, \$3,300.00 will need to be budgeted for the remainder of 2013 and \$13,200.00 will need to be budgeted in 2014.

We respectfully ask that this item be placed on the August 26, 2013 board agenda for consideration. We have included a memorandum from the county, the agreement, and a financial spreadsheet for your review. We will also forward this information to our Attorney for review. Finally, Art will be in attendance at the work session and the board meeting to answer questions.



MEMORANDUM

To: Brenda Stumbo, Supervisor, Ypsilanti Township
CC: Art Serafinski & Deborah Aue, Ypsilanti Township
From: Mary Jo Callan, Director & Andrea Plevak, Human Services Manager, OCED
Date: August 16, 2013
Subject: New Fiscal Year Changes at Ypsilanti Township Community Center

The Washtenaw County Office of Community and Economic Development (OCED) administers the Senior Nutrition Program with funding from the Area Agency on Aging 1-B, in addition to other leveraged resources including Community Services Block Grant (CSBG) funding from the Department of Human Services.

In an effort to mitigate the effects of Sequestration, and better align current service delivery with both federal funder and best practice priorities, a number of changes will be implemented at the start of the next fiscal year on October 1, 2013. Some of these changes, such as co-location of congregate and home delivered meal programs at local senior centers, will not impact the Ypsilanti Township Community Center.

The changes that will predominantly impact the Ypsilanti Township Community Center are related to efforts to reduce county administrative overhead and ensure fair distribution of resources across the county. Currently, Senior Nutrition Program resources (both direct financial support and county staff) are distributed throughout the county without regard to need and demand. For Ypsilanti Township, this includes one county staff person. Through the implementation of county-wide program improvements, OCED will be able to reduce the administrative costs incurred directly by the County and re-direct those resources to support increased nutritious meals for seniors as well as financial resources for our local program partners to support delivery of the meals. What this means for Ypsilanti Township Community Center is that the county will no longer be directly employing any part-time staff for the Senior Nutrition Program. Instead, we will be empowering the senior center to make its own staffing resource allocation decisions. We believe that this change, in addition to others, will result in greater stability and efficiency of the Senior Nutrition Program for Washtenaw County.

Please let Andrea Plevak, Human Services Manager (pleveka@ewashtenaw.org), or me know if you have any questions about this change, or if you would like additional information.

SERVICE CONTRACT - FEDERAL FUNDED

CR _____

AGREEMENT is made this 1st day of October , 2013, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County") and Charter Township of Ypsilanti located at 7200 S. Huron River Dr., Ypsilanti, MI 48197 ("Contractor").

Federal Awarding Agency	Administration on Aging, Office of Services to the Aging
Federal / State Contract Number	14-9052-01
Federal Program Title	"Special Programs for the Aging Title III, Part C_Nutrition Services"
CFDA Number	93.045
Federal Funding %	100%

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

ARTICLE I - SCOPE OF SERVICES

The Contractor will be responsible for administering the congregate meals program at the Ypsilanti Township Community Center located at 2025 E. Clark Road, Ypsilanti, MI 48198 in accordance with local, state, and federal requirements as outlined in Attachment A.

ARTICLE II - COMPENSATION

The County will pay the Contractor an amount not to exceed thirteen thousand two hundred dollars (\$13,200). The County agrees to make payments in quarterly installments in accordance with the budget and timeline in Attachment B, unless otherwise approved in writing by the parties. If at the end of the term of this Agreement there are unexpended portions of the contract amount, the unexpended funds will be retained by the County for reallocation to other purposes.

No funds shall be disbursed under this Agreement by the Contractor or any other subcontractor except under a written contract and unless the subcontractor is in compliance with all County and Federal requirements regarding fiscal matters and civil rights to the extent these requirements are applicable. The Contractor shall provide the County with copies of the contracts with subcontractors.

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to the OCED Human Services Manager and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies. Documentation shall include payments for purchases, vouchers and other official documentation that show in proper detail the nature and propriety of such expenditures. All documents must be clearly identifiable and readily accessible. Where any expenditure is allocable only in part to services under this Agreement, the Contractor shall maintain and make available on request sufficient documentation to demonstrate the reasonableness of the allocation.

The Contractor agrees to securely maintain its records for a period of five (5) years after the final disbursement to the Contractor. The Contractor shall permit the County to examine these records upon giving reasonable notice to the Contractor. The County may, at a reasonable time after giving reasonable notice, cause an audit of the records of the Contractor.

ARTICLE IV - TERM

This contract begins on October 1, 2013 and ends on September 30, 2014.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 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.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, 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 Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from grossly negligent, reckless and/or intentional wrongful or tortious acts or omissions by the contractor or its employees or agents occurring in the performance of this Agreement.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own 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. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County and the Area Agency on Aging 1-B shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
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.
4. Fidelity Bonding covering employee theft from employer.
5. Third Party Fidelity (Crime Bond) with a minimum of \$50,000, covering employee theft from participant.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, 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 Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County 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 Washtenaw County c/o: Office of Community and Economic Development & CR# _____, 110 N. Fourth Ave, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for written notice to the Certificate holder of cancellation of coverage.

ARTICLE 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.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

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 County of Washtenaw, 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. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE 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 County 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.

ARTICLE XI – DEBARMENT AND SUSPENSION

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

ARTICLE XII – LOBBYING

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities,” in accordance with its instructions;
3. This language shall be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ARTICLE XIII - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b) Establishing an on-going drug-free awareness program to inform employees about—
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, *and* employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;
 - f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - g) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

ARTICLE XIV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations section 2 CFR Part 215.4 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

ARTICLE XV - 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 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 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.

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$11.64 per hour with benefits or \$ 13.65 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2014 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XVII - EQUAL ACCESS

The Contractor 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 XVIII - 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 County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIX - ASSIGNS AND SUCCESSORS

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

ARTICLE XX - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XXI - 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 County against such liability.

ARTICLE XXII- PRACTICE AND ETHICS

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

ARTICLE XXIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

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

ARTICLE XXIV - 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 XXV - EXTENT OF CONTRACT

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

ATTESTED TO:

WASHTENAW COUNTY

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

Verna J. McDaniel (DATE)
County Administrator

APPROVED AS TO CONTENT:

CHARTER TOWNSHIP OF YPSILANTI

By: _____
Mary Jo Callan (DATE)
Director, Office of Community
And Economic Development

Brenda Stumbo (DATE)
Supervisor

APPROVED AS TO FORM:

By: _____
Curtis N. Hedger (DATE)
Office of Corporation Counsel

Attachment A:
Scope of Services

Congregate Meals Program

I. Participants

Eligibility Criteria

The Senior Nutrition Program will serve individuals that meet the following criteria:

- a. The eligible person must be 60 years of age or older, or be the spouse or partner of a person 60 years of age or older.
- b. Individuals living with disabilities who have not attained 60 years of age but who reside in housing facilities occupied primarily by older adults at which congregate nutrition services are provided, may receive such services.
- c. Non-older adult individuals living with disabilities who reside in a non-institutional household may accompany an eligible older individual and may participate on the same basis as the elderly participants.

Participant Registration and Recordkeeping

Upon registration, the participant should be provided the Participant Welcome Packet developed by OCED. Each participant must complete a registration form for the program. This form is submitted to OCED as soon as possible for entry into the database. Participants must sign on the Daily Sign-in Sheet prior to receiving each meal. Daily Sign-in Sheets must be submitted to OCED each month.

Participant Donations

Individuals who meet the above criteria will be encouraged to donate \$3.00 per meal, although no one will be turned away for inability to pay.

Individuals not otherwise eligible may be served if meals are available, and they must pay \$5.50 and receive a receipt for their payment. Meals for these individuals may only be provided after all eligible participants have been served.

Donations must be counted and signed for by two people and kept in a locked container until deposited into a bank account. At the end of each month, sites must mail to OCED the original deposit receipts and documentation showing that each day's donations were counted and signed for by two individuals. Donations will be invested back into the Senior Nutrition Program by OCED. Donation Summary sheets and donation deposit receipts must be submitted to OCED each month.

Referrals

Each congregate nutrition provider shall be able to provide information about the nearest home delivered meals program and be prepared to make referrals for persons who may be eligible for a home delivered meals program.

OCED will connect each site to food assistance program information, as well as services that exist locally, including other AAA 1-B partners. Each site shall take steps to inform participants about local, state, and federal food assistance programs and provide information and referral to assist the individual with obtaining benefits. Sites will also refer participants to other services, as needed.

Participant Complaints

Sites will handle initial participant complaints. Should a complaint be unable to be resolved, the complaint must be addressed in accordance with the Senior Nutrition Program Grievance Procedure.

Postings

Each program shall display, at a prominent location in each meal site, the AAA 1-B or the Office of Services to the Aging (OSA) Community Nutrition Services poster. A site may use its own poster as long as all required information is included and clearly presented. The poster shall contain the following information for each program; additional information pertaining to the program shall not be displayed so as to cause any misunderstanding or confusion with information presented on the poster:

- The name of the nutrition project director
- The nutrition project director's telephone number
- The suggested donation for eligible participants
- The guest fee to be charged non-eligible participants
- A statement of non-discrimination identical to the language on the OSA poster: No persons shall be excluded from participating in, denied the benefits of, or be subjected to discrimination under the program because of age, race, color, national origin, or handicap. If you believe you have been discriminated against, please contact the Affirmative Action Officer at the Michigan office of Services to the Aging, 517-373-2057 or the Chicago Regional Office of Civil Rights, 312-886-2359.

II. Facilities and Safety

Accessible site

Senior Nutrition Program sites must be operated within an accessible facility. Accessibility is defined as a participant living with a disability being able to enter the facility, use the rest room, and receive service that is at least equal in quality to that received by a participant not living with a disability. Documentation from a local building official or licensed architect is preferred.

Site Access, Maintenance, Security

Sites are responsible for

- Care and maintenance of the facility, including restrooms, equipment, kitchen, storage areas and areas of common use
- Snow removal
- Utility payments
- Arranging fire safety inspections; all reports must be forwarded to OCED
- Licensing by the Public Health Department
- Insurance coverage
- Security procedures

Fire safety standards

Each meal site must be inspected, by a local fire official, no less frequently than every three years. For circumstances where a local fire official is unavailable after a formal (written) request, OCED may conduct fire safety assessments of the Senior Nutrition Program site. Each meal site must conduct an annual fire drill. At a minimum, documentation of a fire drill must include the date of the fire drill and a signature verifying that the fire drill occurred. Best practices suggest that documentation should also include items such as number of minutes to evacuate, aspects that went well, and aspects that require improvement.

Michigan Food Code

Sites must comply with Michigan Food Code and local public health codes regulating food service establishments. Each meal site and kitchen operated by a congregate meal provider shall be licensed, as appropriate, by the local health department. The local health department is responsible for periodic inspections and for determining when a facility is to be closed for failure to meet Michigan Food Code standards. The site shall submit copies of inspection reports electronically to OCED within five days of receipt for all facilities in which the Senior Nutrition Program is conducted. It is the responsibility of the Senior Nutrition Program site to address noted violations promptly.

Site staff is responsible for measuring the temperature of food items upon arrival and immediately prior to service. Hot food must be maintained above 135 degrees. Should the temperature fall below 135 degrees, the food must be reheated to above 165 degrees prior to service. Cold foods should stay below 41 degrees. Measured temperatures must be recorded on the temperature chart to be submitted to OCED each month.

Site Closure

When a meal site is to be permanently or temporarily closed, the program will notify OCED in writing, including the following information:

1. Intent to close a site, as soon as possible.
2. A rationale for site closure (e.g. lack of attendance, inability to meet minimum standards and/or other requirements, loss of resources)

All closures must be approved by OCED. If a closure occurs without approval, funding may be withheld and/or recaptured at OCED's discretion.

Emergency Preparedness

In cases of inclement weather, sites should close their program when the school district in the area is closed. Closure must immediately be reported to OCED.

Procedures to be followed in the event of a medical emergency must be posted. Staff and volunteers will be trained by OCED during in-services on procedures to be followed in the event of a medical emergency.

III. Staffing

Staff

OCED will provide training in identified competency areas twice per year at Senior Nutrition Program in-services. Each site must designate a "Site Coordinator" to serve as point person for OCED. Site coordinators are expected to train staff members on an ongoing basis and manage all staff members in order to carry out expected duties. Training provided by site staff members should include, at a minimum, day-to-day operations, food safety basics, and Senior Nutrition Program policies and procedures. Site staff member are expected to utilize the Volunteer Training Manual provided by OCED to cover all necessary training areas.

Volunteers

Sites are responsible for volunteer recruitment, orientation, ongoing training, and management for day-to-day activities. Sites are expected to use the Volunteer Training Manual provided by OCED. Volunteers must submit a volunteer registration form. Volunteer time must be documented to be included as an in-kind contribution to the Senior Nutrition Program using the In-Kind Documentation Form. Forms must be submitted monthly to OCED.

In-service Training

Staff and volunteers of each program shall receive in-service training at least twice each fiscal year which is specifically designed to increase their knowledge and understanding of the program and to improve their skills at tasks performed in the provision of service.

IV. Meals

Assistive Eating Devices

Each site shall make available, store and clean, upon request, food containers and utensils used as assistive devices for participants who are living with disabilities as part of a therapeutic program.

Non-Approved Meals

Funding provided by OCED may not be used to contribute towards potluck dining activities.

Food Taken Out of Meal Site

Sites may allow leftovers (food served to participants and not eaten) to be taken out of the site if the following conditions are met:

- a. A sign shall be posted near the congregate meal sign informing the meal participants that all food removed from the site becomes the responsibility of the individual.
- b. All new congregate participants receive written material about food safety and preventing food-borne illness when they sign up.
- c. All participants receive written material about food safety and preventing food-borne illness annually.
- d. The individual is required to sign a waiver statement that has been added to the registration form that states that they are responsible for food taken out of the site.
- e. Containers are not provided for the leftovers.

If a regular congregate meal participant is unable to come to the site due to illness, the meal may be taken out of the site to the individual for no more than seven (7) days. If needed for more than seven days, the participant should be evaluated for home delivered meals. If the person taking out the meal is also a regular congregate participant, they may also take their meal out.

OCED will provide technical assistance and materials for carrying out this policy if necessary.

Nutrition Education

OCED will provide nutrition education materials to be distributed each month to participants. Additionally, OCED will arrange for any additional nutrition education sessions and coordinate with the site to deliver the nutrition education. Sites are welcome to arrange for additional nutrition education activities.

Attachment B:
Project Budget

To be added.

FY 2013-2014 PROPOSED PROGRAM BUDGET

Agency Name: Charter Township of Ypsilanti, Ypsilanti Township Community Center

Revenue	
Source	Funding Amount
Washtenaw County Senior Nutrition Program allocation amount	\$ 13,200.00
Other funding sources used to support the Senior Nutrition Program	\$
Total Revenue**	\$ 13,200.00

Program Expenses*		
<i>*Total program expenses should be equivalent to Program Revenue (above).</i>		
Item	Description	Expenditure
Personnel	Please complete Personnel Detail**	
Fringe Benefits		
Taxes		
Building rental		
Utilities		
Office supplies		
Meal-related supplies		
Mileage		
Postage		
Phone		
Food Service License	Food Service License that must be renewed annually with the Health Dept.	\$ 300.00
Other		
Other		
Total Expenses*		\$ 300.00

Personnel Detail**		
<i>Only complete if personnel expenses are expected.</i>		
Name	Hourly Wage	Hours per week

In-Kind Support***

***This program is required to produce a match of 10% in order to receive funding. A portion of this is through in-kind contributions. Please estimate the value of any items that may be considered an in-kind contribution. This should include other funding sources as well as non-monetary contributions (e.g. volunteer contributions).

Item	In-kind Value	Description	Documentation
Congregate volunteer hours			OCED in-kind volunteer form
Home Delivered Meal volunteer hours			OCED in-kind volunteer form
Building rental			Letter containing details of in-kind support at fair market value for the
Utilities			
Supplies			Senior Nutrition Program cost portion
Other			
Total In-Kind Contribution	0		



SUBCONTRACTING REQUEST FOR APPROVAL

Send original signed form to:
Area Agency on Aging 1-B
29100 Northwestern Highway, Suite 400
Southfield, MI 48034

All subcontracting requests must be submitted using the Subcontracting Request for Approval form.

The Area Agency on Aging 1-B (AAA 1-B) recognizes and approves the following subcontracting agreement between the parties listed below:

AAA 1-B Contractor Agency Name: Washtenaw County Office of Community and Economic Development

AAA 1-B Contract Number: 14-9052-01

Service:

Subcontractor Agency Name:

It is the responsibility of the AAA 1-B Contractor agency to monitor and assess the performance of all assignees or subcontractors for the following:

1. Compliance with State and AAA 1-B Minimum Service Standards
2. Timely submission of data to the AAA 1-B contractor agency
3. Compliance with AAA 1-B insurance requirements
4. Subject to all conditions and provisions of the AAA 1-B Contract

Note: The Contractor shall be responsible for the performance of all assignees or subcontractors. Subcontractor agencies may be assessed by the AAA 1-B to ensure compliance with items listed above. **Attach Subcontractor's Certificate of Insurance from insurance agency.**

In addition, subcontractors providing **personal care services** must meet the following guidelines:

1. The subcontractor must be a member of the AAA 1-B Direct Service Purchase (DSP) pool.
2. Personal care aides must be cross-trained to assist in other areas during times when no personal care is required (i.e., office administration, social activities).
3. Supervision of the subcontracted personal care aides during the hours they are on-site at the AAA 1-B Contractor agency will be performed by the Contractor agency.

Subcontractor Agency: Executive Director/President or Board Chairperson

Date

Contractor Agency: Executive Director/President or Board Chairperson

Date

Tina Abbate Marzolf, Chief Executive Officer, AAA 1-B

Date



October 8, 2013

Ms. Brenda Stumbo, Supervisor
Charter Township of Ypsilanti
7200 S. Huron River Drive
Ypsilanti, MI 48197

**Re: TECHNICAL SERVICES SUPPORT RELATED TO ENVIRONMENTAL
CORRECTIVE ACTION PROGRAM AND FUTURE DEVELOPMENT AT WILLOW
RUN RACER TRUST SITE**

Dear Ms. Stumbo:

As requested, Tetra Tech is pleased to present this proposal for technical support services to assist the Ypsilanti Township with decisions regarding the future development and environmental clean-up of the former General Motors Powertrain site in Ypsilanti Township, Michigan. Details regarding our proposed scope, schedule, and budget are provided below.

BACKGROUND

The former General Motors Powertrain site (site) was closed in 2010 and transferred to the Revitalization Automotive Communities Environmental Response Trust (RACER Trust). The site includes a large former manufacturing plant of 3.5 million square feet and encompasses 332.53 acres located directly adjacent to the Willow Run airport. It is our understanding that the current plan is to demolish the existing structures and redevelop the site as an automotive testing facility. The testing facility would evaluate Intelligent Transportation Systems and Autonomous Vehicles.

Remedial investigations are ongoing to further evaluate LNAPL, VOCs and several metals that have been detected above applicable regulatory criteria in soil and groundwater. LNAPL (light, non-aqueous phase liquid) is present over many acres at the property. Future activity will include developing appropriate remedial strategies. Work is being performed under Part 201 and the RCRA Corrective Action program under the oversight of Michigan Department of Environmental Quality.

SCOPE OF WORK

Tetra Tech has developed the following scope of work for this project.

Tetra Tech will review the following documents:

- Redevelopment Plan - We understand that a redevelopment plan is currently being developed by RACER Trust. Upon Township request, Tetra Tech will review technical aspects of the redevelopment plan that may affect existing soil and groundwater impacts, ongoing and future



remediation efforts, storm water and surface water management, wastewater management, management of hazardous substances, and other environmental and engineering considerations.

- Storm Water and Groundwater Management Plan(s) - We understand a storm water management plan is currently being developed by RACER Trust, which will describe a new management strategy from current storm water and groundwater collection and treatment. We anticipate a groundwater management plan will be developed as part of the storm water management plan or prepared under separate cover. Upon Township request, we will review draft documents when presented to you and participate in meetings with RACER, MDEQ as directed by the Township.
- Demolition and redevelopment Permits - We understand that the demolition permit application and site plan was approved by the Township on October 2, 2013. Upon your request, Tetra Tech will review progress reports and participate in routine inspections. We further understand that other related permits will be required during the demolition and redevelopment process. We will perform technical and environmental reviews of pertinent permit applications as specifically requested by the Township.
- Review other documents or issues requiring review by the Township upon Township request in the future.

KEY PERSONNEL

Tetra Tech technical staff with will be available from multiple disciplines to review demolition and redevelopment related documents. Our local staff includes experienced expertise in managing storm water, groundwater, waste water, environmental investigation and remediation, waste generation and management, demolition, electrical modifications, mechanical engineering, and structural engineering. Our staff will attend conference calls and meetings at your request.

SCHEDULE

We are prepared to begin work on this project immediately following written approval from the Township. We will develop a mutually agreeable schedule following our project kick-off meeting.

COMPENSATION

The general scope of work described above will be completed on a time and material basis in accordance with our attached standard terms and conditions. Our fees will be based on direct hourly rate plus expenses, as we have done in the past. We propose a budget of \$10,000 and will only invoice a fee based on actual efforts. A table of representative rates for our staff is attached.



Please let us know if you have any questions or comments regarding this proposal, or if we can provide any additional information for your consideration at this time. We look forward to the opportunity to continue providing environmental and engineering services to YCUA.

Sincerely,

A handwritten signature in black ink that reads 'S. Joh Kang'.

S. Joh Kang, P.E., Ph.D.
Sr. Vice President

A handwritten signature in black ink that reads 'Michael S. Kovacich'.

Michael S. Kovacich, CPG
Principal Hydrogeologist

Encl.

PROPOSAL ACCEPTED BY _____

TITLE _____ **DATE** _____

M:\MARKETING-ANN ARBOR\Proposals FY 2014\Water-Wastewater\Willow Run RACER_Ypsi Twp 10-7-13.docx



Tetra Tech of Michigan, PC

Engineering Services Standard Terms & Conditions

Services Consultant will perform services for the Project as set forth in the provisions for Scope of Work/Fee/Schedule in the proposal and in accordance with these Terms & Conditions. Consultant has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Consultant in performing their services. Consultant is authorized to proceed with services upon receipt of an executed Agreement.

Compensation In consideration of the services performed by Consultant, the Client shall pay Consultant in the manner set forth above. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation shall be equitably adjusted for delays or extensions of time beyond the control of Consultant. Where total project compensation has been separately identified for various tasks, Consultant may adjust the amounts allocated between tasks as the work progresses so long as the total compensation amount for the project is not exceeded.

Fee Definitions The following fee types shall apply to methods of payment:

- **Salary Cost** is defined as the individual's base salary plus customary and statutory benefits. Statutory benefits shall be as prescribed by law and customary benefits shall be as established by Consultant employment policy.
- **Cost Plus** is defined as the individual's base salary plus actual overhead plus professional fee. Overhead shall include customary and statutory benefits, administrative expense, and non-project operating costs.
- **Lump Sum** is defined as a fixed price amount for the scope of services described.
- **Standard Rates** is defined as individual time multiplied by standard billing rates for that individual.
- **Subcontracted Services** are defined as Project-related services provided by other parties to Consultant.
- **Reimbursable Expenses** are defined as actual expenses incurred in connection with the Project.

Payment Terms Consultant shall submit invoices at least once per month for services performed and Client shall pay the full invoice amount within 30 days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 days of the invoice date. Client payment to Consultant is not contingent on arrangement of project financing or receipt of funds from a third party. In the event the Client disputes the invoice or any portion thereof, the undisputed portion shall be paid to Consultant based on terms of this Agreement. Invoices not in dispute and unpaid after 30 days shall accrue interest at the rate of one and one-half percent per month (or the maximum percentage allowed by law, whichever is the lesser). Invoice payment delayed beyond 60 days shall give Consultant the right to stop work until payments are current. Non-payment beyond 70 days shall be just cause for termination by Consultant.

Additional Services The Client and Consultant acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Consultant notify the Client of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

Site Access The Client shall obtain all necessary approvals for Consultant to access the Project site(s).

Underground Facilities Consultant and/or its authorized subcontractor will conduct research and perform site reconnaissance in an effort to discover the location of existing underground facilities prior to developing boring plans, conducting borings, or undertaking invasive subsurface investigations. Client recognizes that accurate drawings or knowledge of the location of such facilities may not exist, or that research may reveal as-built drawings or other documents that may inaccurately show, or not show, the location of existing underground facilities. In such events, except for the sole negligence, willful misconduct, or practice not conforming to the Standard of Care cited in this Agreement, Client agrees to indemnify and hold Consultant and/or its Subcontractor harmless from any and all property damage, injury, or economic loss arising or allegedly arising from borings or other subsurface penetrations.

Regulated Wastes Client is responsible for the disposal of all regulated wastes generated as a result of services provided under this Agreement. Consultant and Client

mutually agree that Consultant assumes no responsibility for the waste or disposal thereof.

Contractor Selection Consultant may make recommendations concerning award of construction contracts and products. The Client acknowledges that the final selection of construction contractors and products is the Client's sole responsibility.

Ownership of Documents Drawings, specifications, reports, programs, manuals, or other documents, including all documents on electronic media, prepared under this Agreement are instruments of service and are, and shall remain, the property of Consultant. Record documents of service shall be based on the printed copy. Consultant will retain all common law, statutory, and other reserved rights, including the copyright thereto. Consultant will furnish documents electronically; however, the Client releases Consultant from any liability that may result from documents used in this form. Consultant shall not be held liable for reuse of documents or modifications thereof by the Client or its representatives for any purpose other than the original intent of this Agreement, without written authorization of and appropriate compensation to Consultant.

Standard of Care Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

Period of Service Consultant shall perform the services for the Project in a timely manner consistent with sound professional practice. Consultant will strive to perform its services according to the Project schedule set forth in the provisions for Scope of Work/Fee/Schedule above. The services of each task shall be considered complete when deliverables for the task have been presented to the Client. Consultant shall be entitled to an extension of time and compensation adjustment for any delay beyond Consultant control.

Insurance and Liability Consultant shall maintain the following insurance and coverage limits during the period of service. The Client will be named as an additional insured on the Commercial General Liability and Automobile Liability insurance policies.

Worker's Compensation – as required by applicable state statute

Commercial General Liability - \$1,000,000 per occurrence for bodily injury, including death and property damage, and \$2,000,000 in the aggregate

Automobile Liability –\$1,000,000 combined single limit for bodily injury and property damage

Professional Liability (E&O) - \$1,000,000 each claim and in the aggregate

The Client shall make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Consultant shall be a named insured on those policies where Consultant may be at risk. The Client shall obtain the counsel of others in setting insurance limits for construction contracts.

Indemnification Consultant shall indemnify and hold harmless the Client and its employees from any liability, settlements, loss, or costs (including reasonable attorneys' fees and costs of defense) to the extent caused solely by the negligent act, error, or omission of Consultant in the performance of services under this Agreement. If such damage results in part by the negligence of another party, Consultant shall be liable only to the extent of Consultant's proportional negligence.

Dispute Resolution The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work.

Suspension of Work The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or Consultant may terminate services on the Project upon seven (7) days written notice without cause or in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Consultant shall submit an invoice for services performed up to the effective date of termination and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. The Client may withhold an amount for services that may be in dispute provided that the Client furnishes a written notice of the basis for their dispute and that the amount withheld represents a reasonable value.

Authorized Representative The Project Manager assigned to the Project by Consultant is authorized to make decisions or commitments related to the project on behalf of Consultant. Only authorized representatives of Consultant are authorized to execute contracts and/or work orders on behalf of Consultant. The Client shall designate a representative with similar authority.

Project Requirements The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to Consultant at Project inception. Consultant will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Independent Consultant Consultant is and shall be at all times during the term of this Agreement an independent consultant and not an employee or agent of the Client. Consultant shall retain control over the means and methods used in performing Consultant's services and may retain subconsultants to perform certain services as determined by Consultant.

Compliance with Laws Consultant shall perform its services consistent with sound professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Consultant shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Permits and Approvals Consultant will assist the Client in preparing applications and supporting documents for the Client to secure permits and approvals from agencies having jurisdiction over the Project. The Client agrees to pay all application and review fees.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Consultant and its subconsultants to all those named shall not exceed \$50,000 or the amount of Consultant's total fee paid by the Client for services under this Agreement, whichever is the greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Consequential Damages Neither the Client nor Consultant shall be liable to the other for any consequential damages regardless of the nature or fault.

Waiver of Subrogation Consultant shall endeavor to obtain a waiver of subrogation against the Client, if requested in writing by the Client, provided that Consultant will not increase its exposure to risk and Client will pay the cost associated with any premium increase or special fees.

Environmental Matters The Client warrants that they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Consultant shall be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client shall indemnify Consultant from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Consultant.

Cost Opinions Consultant shall prepare cost opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Consultant acknowledge that actual costs may vary from the cost opinions prepared and that Consultant offers no guarantee related to the Project cost.

Contingency Fund The Client acknowledges the potential for changes in the work during construction and the Client agrees to include a contingency fund in the Project budget appropriate to the potential risks and uncertainties associated with the Project. Consultant may offer advice concerning the value of the contingency fund; however, Consultant shall not be liable for additional costs that the Client may incur beyond the contingency fund they select unless such additional cost results from a negligent act, error, or omission related to services performed by Consultant.

Safety Consultant shall be responsible solely for the safety precautions or programs of its employees and no other party.

Information from Other Parties The Client and Consultant acknowledge that Consultant will rely on information furnished by other parties in performing its services under the Project. Consultant shall not be liable for any damages that may be incurred by the Client in the use of third party information.

Force Majeure Consultant shall not be liable for any damages caused by any delay that is beyond Consultant's reasonable control.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

Warranty Consultant warrants that it will deliver services under the Agreement within the standard of care. No other expressed or implied warranty is provided by Consultant.

Severability Any provision of these terms later held to violate any law shall be deemed void and all remaining provisions shall continue in force. In such event, the Client and Consultant will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Survival All provisions of these terms that allocate responsibility or liability between the Client and Consultant shall survive the completion or termination of services for the Project.

Assignments Neither party shall assign its rights, interests, or obligations under the Agreement without the express written consent of the other party.

Governing Law The terms of agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Collection Costs In the event that legal action is necessary to enforce the payment provisions of this Agreement if Client fails to make payment within sixty (60) days of the invoice date, Consultant shall be entitled to collect from the Client any judgment or settlement sums due, reasonable attorneys' fees, court costs, and expenses incurred by Consultant in connection therewith and, in addition, the reasonable value of Consultant's time and expenses spent in connection with such collection action, computed at Consultant's prevailing fee schedule and expense policies.

Equal Employment Opportunity Consultant will comply with federal regulations pertaining to Equal Employment Opportunity. Consultant is in compliance with applicable local, state, and federal regulations concerning minority hiring. It is Consultant's policy to ensure that applicants and employees are treated equally without regard to race, creed, sex, color, religion, veteran status, ancestry, citizenship status, national origin, marital status, sexual orientation, or disability. Consultant expressly assures all employees, applicants for employment, and the community of its continuous commitment to equal opportunity and fair employment practices.

Attorney Fees Should there be any suit or action instituted to enforce any right granted in this contract, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney fees from the other party. The party that is awarded a net recovery against the other party shall be deemed the substantially prevailing party unless such other party has previously made a bona fide offer of payment in settlement and the amount of recovery is the same or less than the amount offered in settlement. Reasonable attorney fees may be recovered regardless of the forum in which the dispute is heard, including an appeal.

Third Party Beneficiaries Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

Captions The captions herein are for convenience only and are not to be construed as part of this Agreement, nor shall the same be construed as defining or limiting in any way the scope or intent of the provisions hereof.

TETRA TECH, INC.
Rate Schedule for Time and Expense Services
Effective January 1, 2013, through December 31, 2013



Billing Title	2013 Hourly Billing Rate
Operations Management	
Principal in Charge	\$270
Proj Mgmt	
Project and Program Management	
Project Manager 1	\$160
Project Manager 2	\$170
Sr Project Manager	\$195
Program Manager	\$220
Engineers	
Engineer 1	\$85
Engineer 2	\$110
Engineer 3	\$125
Project Engineer 1	\$135
Project Engineer 2	\$165
Sr. Engineer 1	\$215
Sr. Engineer 2	\$220
Sr. Engineer 3	\$225
Principal Engineer	\$240
Engineering Designers	
Engineering Technician	\$60
Engineering Designer 1	\$85
Engineering Designer 2	\$95
Engineering Designer 3	\$115
Sr. Eng Designer 1	\$125
Sr. Eng Designer 2	\$140
Architects	
Architect 1	\$110
Architect 2	\$130
Information Technology	
Sys Analyst / Programmer 1	\$75
Sys Analyst / Programmer 2	\$100
Sr Sys Analyst / Programmer 1	\$125
Sr Sys Analyst / Programmer 2	\$195
Scientists	
Scientist 1	\$80
Scientist 2	\$95
Scientist 3	\$100
Sr Scientist 1	\$135
Sr Scientist 2	\$160
Sr Scientist 3	\$190
Construction Observation	
Construction Project Rep 1	\$75
Construction Project Rep 2	\$90
Sr Constr Project Rep 1	\$140
Sr Constr Project Rep 2	\$150
Construction Administration	
Construction Administrator	\$60
Sr Construction Administrator	\$65
Construction Management	
Construction Manager 1	\$150
Construction Manager 2	\$185
Construction Director	\$190
Surveying	
Survey Tech 1	\$55
Survey Tech 2	\$70
Survey Crew Chief	\$95
Surveying Specialist	\$100
Land Surveyor	\$110
Sr Land Surveyor	\$155

TETRA TECH, INC.
Rate Schedule for Time and Expense Services
Effective January 1, 2013, through December 31, 2013



Billing Title	2013 Hourly Billing Rate
Plant Operations	
Plant Operator 1	\$70
Plant Operator 2	\$80
Technicians	
Tecnician 1	\$50
Tecnician 2	\$70
Tecnician 3	\$90
Computer Aided Design (CAD)	
CAD Technician 1	\$60
CAD Technician 2	\$65
CAD Technician 3	\$70
CAD Designer	\$80
Sr CAD Designer 1	\$100
Sr CAD Designer 2	\$120
CAD Director	\$130
Geographic Information Systems (GIS)	
GIS Analyst 1	\$65
GIS Analyst 2	\$80
Sr GIS Analyst	\$90
GIS Application Developer	\$130
Sr GIS Application Developer	\$160
Project Administration	
Project Assistant 1	\$65
Project Assistant 2	\$70
Project Administrator	\$80
Sr Project Administrator	\$90
Contracts / Legal	
Contract Administrator	\$80
Sr Contract Administrator	\$100
Finance / Accounting	
Project Analyst 1	\$60
Project Analyst 2	\$85
Sr Project Analyst	\$100
Project Accounting Director	\$195
Technical Writers	
Technical Writer 1	\$65
Technical Writer 2	\$75
Sr Technical Writer	\$85
Graphics	
Graphic Artist	\$75
Consulting	
Consultant 1	\$70
Consultant 2	\$85
Sr Consutlant 1	\$100
Sr Consutlant 2	\$170
Sr Consutlant 3	\$190
Reimburseable Expenses	
Subcontractors	Cost plus 15%
Mileage:	
Auto	IRS Standard Rate
Truck	125% of IRS Standard Rate
Out of Pocket Expenses	Cost
Special Equipment	Standard Rate Schedule (available upon request)

CHARTER TOWNSHIP OF YPSILANTI WASHTENAW COUNTY, MICHIGAN

LIQUOR LICENSE APPLICATION AND QUESTIONNAIRE

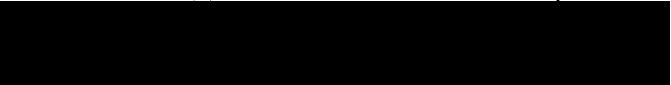
The Township Board of Ypsilanti is responsible to the residents of the township. Therefore, liquor licenses will be granted when it is in the best interest of the citizens of the township to do so. Those applications which indicate substantial benefit to the residents of the township will receive the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

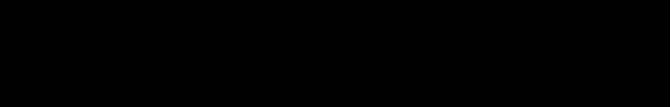
1. Location of business should be easily accessible and adjacent to populated areas of the township.
2. Located on or adjacent to, major traffic arteries.
3. Size and patron capacity of facility.
4. Number of jobs to be created.

DATE: 09 / 05 / 2013 → Revised 10/1/13
Mo. Day Year

1. Applicant (s) *Names Charles Molina
Cheri Jackson

Address Business 2333 Washtenaw
Ypsilanti, MI 48197

Home 

Phone 

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

What type of License is being requested: Tavern (Beer & Wine)

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

Ypsilanti Township Liquor License and Application

2.

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

Blue Wolf Grill
2333 Washtenaw Rd
Ypsilanti, MI 48197

B. The business has been in operation for 3.5 years.

SCC Food Services LLC
For 3.5 years

Capacity of business for that time period?

We cater to U-3415
Blue Wolf Grill monthly

45 people

C. Primary purpose of business? casual dining and catering services.

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

If yes, explain:

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

F. What is the present patron capacity? 45

G. What is the square footage of the building? 1400 sq ft

H. How many employees on existing staff? 15

I. Hours of Operations? Sun 9-8pm, Mon-Thur 11am-9pm
Fri/SAT 9am-9pm

Ypsilanti Township Liquor License and Application

Revised 10/11

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

- A. Renovations to building? If yes, explain: ~~yes, expand front of building to increase seating capacity~~
- B. Estimated costs of renovations? \$30,000
- C. Will patron capacity increase? If yes, to how many? yes, double
- D. Will number of employees be increased? yes,
If so, by how many? 7-12 people

we will be building a seasonal open patio that is fenced in.

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

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

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

N/A

Ypsilanti Township Liquor License and Application


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

Why do you think you should receive a liquor license?

We have had a business in ypsilanti township for over 3 years and provided jobs. Many of our customers are requesting for us to provide Beer and wine. We also hope Beer and wine will allow us to grow and provide more jobs for the community.

6. Have you ever been convicted of a felony? No Are you disqualified to receive a license by reason or any matter or thing contained in Charter Township of Ypsilanti Liquor Licenses or the laws of the State of Michigan? No

7. A statement that you will not violate any of the laws of the State of Michigan or of the United States or any ordinances of the Charter Township of Ypsilanti in the conduct of your business. I agree

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

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

Applicant's signature Charles Molina Date 9/05/13
Printed Name Charles Molina

Receipt No. _____ Amount _____

Fee Schedule
(effective May 13, 1999)

Application for New Class C License	\$1,000.00
Application for Addition to Existing Class C License	\$1,000.00
Transfer of Existing License	\$1,000.00
Any Other Changes (stock ownership, etc.)	\$ 150.00

CHARTER TOWNSHIP OF YPSILANTI

INFORMATION SERVICES

Computer Support • Web Content Management • Communications Services

To: Karen Lovejoy Roe, Clerk
From: Travis McDugald, IS Manager
Re: Request to authorize the signing of an agreement with Point & Pay to process credit card payments for BS&A software transactions
Date: September 24, 2013
Copy To: Mike Radzik, OCS Director
Doug Winters, Township Attorney

Customer demand to accept credit card payments for various types of transactions processed through BS&A software has significantly increased. The types of transactions processed through BS&A software include building permits, zoning permits, rental inspections and certifications, dog licensing and tax payments.

Several options have been researched including presentations attended by Treasurer Larry Doe and Deputy Treasurer Debby Agdorny. It is recommended that the Township partner with Point & Pay, which is the preferred credit card vendor of the BS&A software system. Point & Pay is directly integrated with BS&A for a transparent customer experience.

There is no cost to the Township to provide this service to our customers. Customers who choose to pay by credit card will pay a convenience fee charged and collected by Point & Pay. The Township's fees are deposited directly into a Township bank account with the transaction recorded through BS&A. The Township pays no fees for credit card processing and does not collect or handle convenience fees.

Customers are not required to use a credit card and may avoid the convenience fee by paying with cash or check.

Point & Pay is the preferred partner of BS&A Software for electronic payments and has invested into integrating with BS&A Software, which means they offer real time updates and reports through the BS&A cash receipting software. They offer this service to the township with no set up costs or integration fees. Staff training is also provided at no cost.

I respectfully request that the Board of Trustees authorize the signing of the service agreement with Point & Pay to process credit cards contingent upon attorney review.



POINT AND PAY
E-PAYMENT SERVICES AGREEMENT

Parties:

Point and Pay LLC (“**PNP**”)
A subsidiary of NAB, doing business in Michigan

Charter Township of Ypsilanti, MI (“**Client**”)

Terms

SECTION 1 E-PAYMENT SERVICES

1.1 Access to Payment Modules

1.1.1 Pursuant to this E-Payment Services Agreement (this “**Agreement**”), PNP grants Client a limited, non-exclusive, non-transferable and terminable license for the duration of the Term to use the electronic payment services (the “**Services**”) and payment modules (each, a “**Module**”) chosen in the attached client application (“**Client Application**”) to enable Client’s customers (“**Customers**”) to make payments to Client using a Payment Device. “**Payment Device**” means the payment type(s) chosen by Client on the Client Application. A description of all Modules, Services, training and support offered by PNP is attached as Exhibit A (the “**Services Description**”).

1.1.2 At the time of Client’s execution of this Agreement, Client shall also return the completed Client Application to PNP. Subject to the terms and conditions of this Agreement, the Services may be also be used by the affiliated offices, bureaus, agencies or departments of Client (“**Affiliates**”). Each Affiliate shall complete a Client Application prior to commencement of the Services.

1.2 Client Representatives

PNP will provide Client’s authorized representatives with a logon and password to access the Counter Module. Client shall be solely responsible for maintaining the confidentiality and security of the logons and passwords provided by PNP. Client will cause each of its representatives to change the initial password, keep the passwords confidential, refrain from sharing passwords and/or logon information with any unauthorized user, and use no other password to access the Counter Module. PNP shall be entitled to rely on any communications it receives under Client’s passwords, logon information, and/or account number as having been sent by Client, without conducting any further checks as to the identity of the user of such information. PNP will not be responsible for the operability or functionality of any of Client’s computer equipment, system, browser or Internet connectivity.

1.3 Payment Device Transactions

All Payment Device transactions using the Services will be processed through a secured link. The parties to each Payment Device transaction will be the Customer cardholder, the Client and PNP.

1.4 Service Promotion

Client will use reasonable efforts to promote the Services and build awareness of the Services with its customers through various media including, but not limited to:

- Print: Bill inserts, counter displays, and announcements in Client’s newsletter
- Online: Home page announcements with an easily accessible, one-click link to payments page.
- Phone/IVR: Pre-recorded message with the ability to transfer to payments IVR (e.g., “Press 2 to make a payment”) or provide the IVR phone number to call.
- Joint Press Releases: The parties shall mutually agree upon press releases announcing the availability of electronic payment services and the partnering of Client and PNP.

1.5 Trademark License

PNP grants Client a limited, non-exclusive, non-transferable license to use the PNP trademarks, service marks and logos provided by PNP to Client (the “**Trademarks**”) solely in connection with Client’s promotion of the Services to Customers. Client shall not alter the Trademarks nor use the Trademarks in any way which is disparaging, dilutive or otherwise adversely affects the reputation of PNP.

1.6 Client Logo License

Client grants PNP a limited, non-exclusive, non-transferable license to use its applicable logos, copyrighted works and trademarks (“**Client Marks**”) solely in connection with the Services provided to Client. Client shall provide the Client Marks to PNP for use with the Services. Client represents that it has all intellectual property rights required for Client’s and PNP’s use of Client Marks, and shall indemnify PNP against any third party claims that the Client Marks infringe the intellectual property rights of a third party.

SECTION 2 COMPENSATION

2.1 Services Transaction Fee

PNP will charge the transaction fee to use the Services set forth on the Client Application. If Services fees are charged directly to Customers by PNP, Customers will receive a notice each time they use the Services stating that the Services are provided by PNP and that a convenience fee is charged for use of the Services. PNP may change the amount of such fee by notifying Client of such new amount at least thirty (30) days prior to such change.

2.2 Activation Fee

If applicable, Client shall pay the one-time Activation Fee set forth on the Client Application. If the Activation Fee or any portion of the Activation Fee is waived by PNP and the Client does not implement the Service under this Agreement within six months after the Effective Date, other than due to a material breach by PNP, the waived portion of the Activation Fee shall become immediately due and payable.

2.3 Charge-backs and Returns

Unless otherwise specified in the Client Application, PNP will set off (a) the amount of any charge-backs, refusals to pay and returns from any amounts otherwise owing by PNP to Client and (b) a transaction handling fee for charge-backs and non-sufficient funds (NSF) as specified in the Client Application

2.4 ACH Debit of Fees

Client hereby authorizes PNP, and any subsidiary or successor thereof, solely with respect to amounts due pursuant to this Agreement and any subsequent agreements between Client and PNP, including but not limited to service fees, transaction fees, charge-backs and returns as set forth in Sections 2.1 and 2.3 of this Agreement, to initiate Automated Clearing House ("ACH") Authorizations to credit and debit Client's bank account as set forth on the Banking Authorization Form attached hereto as Exhibit B or otherwise provided by Client. Client acknowledges that it will be subject to a \$25 reject fee if items are returned for insufficient funds.

SECTION 3 INTELLECTUAL PROPERTY; CONFIDENTIALITY

3.1 No Transfer or License

Except for the rights expressly granted to Client in this Agreement, no PNP Intellectual Property Right is transferred or licensed to Client pursuant to this Agreement, by implication or otherwise. PNP reserves and retains all rights, title and interests in and to the PNP Intellectual Property Rights, and all copies, revisions, modifications, updates, and upgrades thereof. Client agrees not to remove, alter or destroy any copyright, patent notice, trademark or other proprietary markings or confidential legends placed on or within any portion of the PNP Intellectual Property Rights. For purposes of this Agreement, "Intellectual Property Rights" means all the intellectual

property, industrial and other proprietary rights, protected or protectable, under the laws of the United States, any foreign country, or any political subdivision thereof, including (a) all trade names, trade dress, trademarks, service marks, logos, brand names and other identifiers, (b) copyrights, moral rights (including rights of attribution and rights of integrity), (c) all trade secrets, inventions, discoveries, devices, processes, designs, techniques, ideas, know-how and other confidential or proprietary information, whether or not reduced to practice, (d) all domestic and foreign patents and the registrations, applications, renewals, extensions and continuations (in whole or in part) thereof, and (e) all goodwill associated with any of the foregoing and (f) all rights and causes of action for infringement, misappropriation, misuse, dilution or unfair trade practices associated with (a) through (d) above.

3.2 Ownership and Use of PNP Materials

Any software developed by or on behalf of PNP for use in connection with the Services remains the exclusive property of PNP. Client will not sell, transfer, barter, trade, license, modify or copy any such software. Web pages accessible through use of the Services are the copyrighted intellectual property of PNP and may not be copied in whole or part by anyone. Any training materials (including, but not limited to, webinars and manuals) provided to Client by PNP shall remain the exclusive property of PNP. PNP grants Client and Client's personnel a limited, non-exclusive, non-transferrable license to use and to make copies of the training materials with its personnel solely in connection with the Services. Training materials may not be modified by Client or its personnel or disclosed to any third party, including Client's end-user customers. Client shall ensure all personnel shall complete and review all training materials prior to using the Services.

3.3 Reverse Engineering

Client will not reverse engineer, reverse assemble, decompile or disassemble any of PNP's intellectual property, nor will Client attempt to do so or enable any third party to do so or otherwise attempt to discover any source code, modify the Service in any manner or form, or use unauthorized modified versions of the Service, including (without limitation) for the purpose of building a similar or competitive product or service or for the purpose of obtaining unauthorized access to the Service. Client is expressly prohibited from sublicensing use of the Service to any third parties. If Client becomes aware that any person has engaged or is likely to have engaged in any of the activities described in this Section 3.3, Client will promptly notify PNP.

3.4 Confidential Information

3.4.1 Any Confidential Information provided by PNP to Client pursuant to this Agreement will remain the exclusive property of PNP. Client will disclose such Confidential Information only to those of its representatives and employees who need to know such Confidential Information for purposes of performing this Agreement, who are informed of the confidential nature of the Confidential Information and who agree, for the benefit of PNP, to be bound by the terms of confidentiality in this Agreement. Client will, and will cause each of its representatives and employees, to keep confidential and not to disclose in any manner whatsoever any Confidential Information provided by PNP pursuant to this Agreement, and not to use such Confidential Information, in whole or in part, directly or indirectly, for any purpose at any time other than for the purposes contemplated by this Agreement. Notwithstanding the foregoing, if Client is a city, county, township or similar entity, or government agency or department thereof, Client may disclose Confidential Information as necessary to comply with applicable public records laws.

3.4.2 For purposes of this Agreement, “**Confidential Information**” means all nonpublic or proprietary information of PNP, including proprietary, technical, development, marketing, sales, operating, performances, cost, know-how, business and process information, computer programs and programming techniques, security features (including, without limitation, multi-level access and log-in features, audit trail setup, interfaces between the Counter Module and the Internet or IVR Modules), all record bearing media containing or disclosing such information and techniques, and anything marked confidential, that is disclosed by PNP to Client pursuant to this Agreement. Confidential Information also includes the terms and conditions of this Agreement.

3.5 Exclusions

The term Confidential Information will not apply to information that: (a) is or becomes generally available to the public other than as a result of a disclosure by Client in breach of this Agreement; (b) was within Client's possession prior to its disclosure by or on behalf of PNP, provided that the discloser of such information was not known by Client to be bound by a confidentiality agreement with, or other contractual, legal or fiduciary obligation of confidentiality to, PNP with respect to such information; (c) becomes available to Client on a non-confidential basis from a source other than PNP, provided that such source is not known by Client to be bound by a confidentiality agreement with, or other contractual, legal or fiduciary obligation of confidentiality to, PNP with respect to such information; or (d) is developed independently by Client, as demonstrated by the written records of Client, without use of such information. The confidentiality obligations of Client pursuant to this Agreement will not apply to any Confidential Information of PNP that Client is legally compelled to disclose. In the event Client becomes legally compelled to disclose any Confidential Information provided pursuant to this Agreement,

Client will provide PNP with prompt written notice so that PNP may seek a protective order or other appropriate remedy or waive compliance with the confidentiality provisions of this Agreement.

3.6 Failure to Comply

If Client fails to comply with any of its obligations pursuant to this Section 3, PNP will have the right to immediately terminate this Agreement by providing written notice of such termination to Client.

3.7 Survival

The rights and obligations of the parties provided for in this Section 3 will survive any expiration or termination of this Agreement or its term.

SECTION 4 WARRANTIES; DISCLAIMER

4.1 Warranties

4.1.1 Each party represents and warrants that it has the full legal right, authority and power to enter into this Agreement and perform its obligations hereunder.

4.1.2 PNP represents and warrants that the Services will be provided in a professional, workman-like manner consistent with industry standards.

4.2 Disclaimers

4.2.1 PNP does not represent that Client's or its Customers use of the Services will be uninterrupted or error-free, or that the system that makes the Services available will be free of viruses or other harmful components resulting from the Internet or any third party providers or products outside the control of PNP.

4.2.2 EXCEPT FOR THE WARRANTIES EXPRESSLY SET FORTH IN THIS SECTION 4, PNP DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. THE SERVICE IS PROVIDED TO CLIENT ON AN “AS IS” AND “AS AVAILABLE” BASIS, AND IS FOR COMMERCIAL USE ONLY.

SECTION 5 LIMITATIONS OF LIABILITY AND OBLIGATION

5.1 Damages and Liability Limit

IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY IN CONNECTION WITH THIS AGREEMENT FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, RELIANCE, SPECIAL, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING DAMAGES FOR LOST PROFITS, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EACH PARTY RELEASES THE OTHER PARTY AND ALL OF THE OTHER PARTY'S AFFILIATES, EMPLOYEES, AND AGENTS FROM ANY SUCH DAMAGES. IN NO EVENT WILL PNP HAVE OR INCUR ANY LIABILITY TO CLIENT OR ANY THIRD PARTY IN EXCESS OF THE AGGREGATE COMPENSATION RECEIVED BY PNP FOR THE SIX-MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO A CLAIM FOR SUCH LIABILITY. THE FOREGOING EXCLUSIONS AND LIMITATIONS WILL APPLY TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, EVEN IF ANY REMEDY FAILS ITS ESSENTIAL PURPOSE.

5.2 Refusals of Payment

PNP will not be liable for charge-backs or other refusals of payment initiated by any Customer. All such charge-backs and other refusals of payment will be refunded by PNP to the Customer and Client will mark and otherwise treat the related Customer account as "unpaid."

5.3 Errors and Omissions

PNP will not be liable for any errors or omissions in data provided by Client or Customers. Client will be responsible for the accuracy of data provided to PNP for use in providing the Services.

5.4 Bank Actions

PNP will not be liable for any errors, omissions or delays attributable to the acts or omissions of any bank or other third party involved in the processing of any Payment Device payment.

SECTION 6 CARDHOLDER DATA SECURITY

To the extent applicable, each of the parties shall be required to comply at all times with the Payment Card Industry Data Security Standard Program ("PCI-DSS") in effect and as may be amended from time to time during the term of the Agreement. The current PCI-DSS specifications are available on the PCI Security Standards Council website at <https://www.pcisecuritystandards.org>.

SECTION 7 EXCLUSIVITY

Client agrees that PNP will be the non-exclusive provider of fee-based electronic payment services and that Client may procure similar such services from any other party.

SECTION 8 TERM AND TERMINATION

8.1 Term

The initial term of this Agreement will commence on the Effective Date and will end on the first (1st) anniversary of the Effective Date (the "Initial Term"). This Agreement will automatically renew for successive one (1)-year terms (each, a "Renewal Term," and the Initial Term and any Renewal Term may be referred to as a "Term"). The term of this Agreement will terminate at the end of the Initial Term or any subsequent Renewal Term if either party provides written notice of such termination to the other party at least sixty (60) days prior to the expiration of the applicable Term.

8.2 In the Event of Breach; Effect on Affiliates

8.2.1 Subject to the opportunity to cure set forth below, either party may terminate this Agreement upon sixty (60) days written notice to the other party in the event of a material, uncured breach of any provision of this Agreement by the other party. Such notice by the complaining party shall expressly state all of the reasons for the claimed breach in sufficient detail so as to provide the alleged breaching party a meaningful opportunity to cure such alleged breach ("Notice").

8.2.2 Following receipt of Notice, the alleged breaching party shall have sixty (60) days to cure such alleged breach. Upon termination or expiration of this Agreement, Client shall have no rights to continue use of the Service or the Modules. Expiration or termination of the Agreement by Client or PNP shall also terminate the Affiliates' rights under the Agreement unless otherwise agreed by the parties in writing. PNP may terminate the Agreement solely with respect to an individual Affiliate without affecting the rights and obligations of Client and other Affiliates under the Agreement.

8.3 Modification to or Discontinuation of the Service

PNP reserves the right at any time and from time to time to modify, temporarily or permanently, the Service (or any part thereof). In addition, PNP will have the right to discontinue accepting any Payment Device by providing not less than ten (10) days' written notice to Client. In the event that PNP modifies the Service in a manner which removes or disables a feature or functionality on which Client materially relies, PNP, at Client's request, shall use commercially reasonable efforts to substantially restore such functionality to Client. In the event that PNP is unable to substantially restore such functionality within sixty (60) days, Client shall have the right to terminate the Agreement. Client acknowledges that PNP reserves the right to discontinue offering the Service and any support at the conclusion of Client's then-current Term. Client agrees that PNP shall not be liable to Client nor to any third party for any modification of the Service as described in this Section.

SECTION 9 PAYMENT DEVICE TRANSACTION DEPOSITS

The exact amount of each approved Payment Device transaction will be electronically deposited into the Client bank account identified on the Client Application. PNP shall initiate such deposits as specified on the attached Client Application. PNP will provide Client's authorized employees with access to PNP's online transaction reports for reconciliation purposes.

SECTION 10 FORCE MAJEURE

PNP will not be responsible for its failure to perform under this Agreement due to causes beyond its reasonable control, including acts of God, wars, riots, revolutions, acts of civil or military authorities, terrorism, fires, floods, sabotage, nuclear incidents, earthquakes, storms, or epidemics. If the provision of Services under this Agreement is delayed by such an event or condition, PNP will promptly notify Client thereof. PNP will use commercially reasonable efforts to overcome any such cause for delay as soon as is reasonably practicable.

SECTION 11 GOVERNING LAW

This Agreement will be interpreted, construed and enforced in all respects in accordance with the laws of the State of Michigan without reference to its conflicts of law principles.

SECTION 12 NOTICES

All notices or other communications required or permitted by this Agreement must be in writing and will be deemed to have been duly given when delivered personally to the party for whom such notice was intended, or upon actual receipt if sent by facsimile or delivered by a nationally recognized overnight delivery service, or at the expiration of the third day after the date of deposit if deposited in the United States mail, postage pre-paid, certified or registered, return receipt requested, to the respective parties at:

- If to Client: See Merchant Application
- If to PNP: Point and Pay LLC
110 State Street E, Suite D
Oldsmar, FL 34677
Fax: 863-248-1891

SECTION 13 MISCELLANEOUS

The headings of sections and subsections of this Agreement are for convenience of reference only and will not be construed to alter the meaning of any provision of this Agreement. PNP is an independent contractor and nothing in this Agreement will be deemed to create any agency, employee-employer relationship, partnership, franchise or joint venture between the parties. Except as otherwise specifically provided in this Agreement, neither party will have, or represent that it has the right, power or authority to bind, contract or commit the other party or to create any obligation on behalf of the other party. Each of the parties will have any and all rights and remedies available to them under all applicable laws. The remedies provided for in this Agreement will be deemed to be non-exclusive and in addition to any other available remedy at law or in equity. All rights and remedies are cumulative and may be exercised singularly or concurrently. Client may not assign or transfer any of its rights or delegate any of its obligations under this Agreement to any third party, by operation of law or otherwise, without the prior written consent of PNP. Any attempted assignment or transfer in violation of the foregoing will be void. This Agreement will be binding upon, and inure to the benefit of, the successors and permitted assigns of the parties. Client shall comply with all applicable laws, rules, treaties, and regulations in its performance of this Agreement. If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable, the remaining provisions of this Agreement will not be affected and the illegal, invalid, or unenforceable provision will be deemed modified such that it the intention of the parties to the fullest extent possible. No amendment or modification of this Agreement will be effective unless it is in writing and executed by both of the parties. Nothing contained in this Agreement establishes, creates, or is intended to or will be construed to establish or create, any right in or obligation to any third party. This Agreement, the Exhibit(s) and the Client Application set forth the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes any and all prior or contemporaneous understandings and agreements, whether written or oral, between the parties with respect to such subject matter.

The parties have duly executed this Agreement as of the date of the last signature below (the "Effective Date").

Point and Pay LLC

By: _____

Name: _____

Title: _____

Date: _____

Charter Township of Ypsilanti, MI

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A Services Description

The following is a description of all Services and Modules offered by PNP. PNP shall provide the Services to Client and its end-user customers via the specific Modules and Payment Devices chosen by Client in the Client Application. Applicable fees, if any, for Client's elections are set forth on the Client Application. The Services include support and training outlined below at no additional charge to Client.

Service Modules

- **Counter Module.** The Counter Module allows customers to make payments to Client in a face-to-face environment or over the phone using a Payment Device. PNP will issue unique confirmation numbers to customers who have completed a payment transaction using the Counter Module. The Counter Module also enables Client's staff to access reports via the web. The Counter Module is required to access the PNP Services. The Counter Module may be used in conjunction with or independently of point-of-sale (POS) terminals.
- **Web Module.** The Web Module allows customers to make payments to Clients online using a Payment Device via a secure website hosted by PNP. Customers who elect to make payments via the Internet can follow a link from the Client website to the Client-branded, PNP-hosted web pages to submit a payment. PNP will issue unique confirmation numbers to customers who have completed a payment transaction using the Web Module. PNP shall create the Client-branded, PNP-hosted web pages at no additional charge. Client may elect bill presentment and account validation functionality for the one-time set-up fee set forth on the Client Application under "Data File Integration."
- **Interactive Voice Response (IVR) Module.** The IVR Module allows Customers to make payments to Clients over the phone using a Payment Device. The Customer calls a toll-free phone number provided and managed by PNP to access the Client branded IVR. The IVR system recognizes Customer instructions through making a payment; the phone keypad is used to enter Payment Device numbers. The IVR system is configured and tested by PNP. PNP will issue unique confirmation numbers to customers who have completed a payment transaction using the IVR Module. Election of the IVR Module includes a Client-branded IVR environment and, if applicable, Client shall pay the one-time IVR set-up fee for the IVR Module set forth on the Client Application. In addition, Client may elect to have bill presentment and account validation functionality enabled through the IVR for the one-time set-up fee on the Client Application under "Data File Integration."

Customer Payment Devices

Each of the Modules can provide the Customer with the ability to pay by Credit Card, Debit Card and/or Electronic Check.

Training

PNP shall provide instruction manuals and up to four (4) hours of webinar training to Client and Client personnel in connection with the Modules chosen by Client.

Support

The following support shall be provided to Client and Client's customers at no additional charge during the term of the Services:

- First Level Support. PNP shall provide first-level support to Customers via PNP's call center. Customer service representatives shall be available 8 a.m. EST to 10 p.m. EST M-F, to handle customer inquiries.
- Second Level Support. PNP shall provide first-level support to Client via telephone. Second level support shall be available Monday through Friday during normal business hours.

Support availability shall be exclusive of downtime due to scheduled maintenance or events out of PNP's control. Support for the Products may be modified, suspended or terminated in PNP's sole discretion upon prior written notice.

Exhibit B

Client Banking Application, Client Application, Product Worksheets

October 7, 2013

Attention: Township Board

Organizations Name: Improved Benevolent and Protective Order of Elks of the World;
EIN: 38-2169371.

Anna G. Parker Temple number 1283, need information required by the Michigan Gaming Control Board: Local Governing Body Resolution for Charitable Gaming Licenses. We are a charitable organization requesting your approval to participate in millionaire parties. If you have any issues or concerns you may contact me at, (734) 272-3417 email address lovel@ewashtenaw.org. Thanking you in advance.

Peace,

Lavinia Love

CHARTER TOWNSHIP OF YPSILANTI

To: Karen Lovejoy Roe, Clerk

From: Mike Radzik
Office of Community Standards

Re: Request to authorize legal action to abate public nuisances located at 2260 E. Michigan Ave and 6480 Rawsonville Rd budgeted in General Fund account 101-950.000-801.023

Date: October 7, 2013

Copy To: Board of Trustees
Doug Winters, Township Attorney

The Office of Community Standards has conducted public nuisance investigations at the following locations and seeks authorization to initiate legal action to abate the nuisances that currently exist at:

2260 E. Michigan Ave

This 2.1 acre parcel of land was formerly known as Woodard's American Auto Parts that ceased operation on July 6, 2010 as the result of a structure fire that destroyed the building. The business stored junk automobiles and sold automobile parts. At the time of the fire the business was under investigation for violating a circuit court order prohibiting automobile dismantling on the premises. The property is split between two zoning districts, B-3 and I-1, both of which prohibit operation of a junkyard. The business was a legal non-conforming land use and, when it was destroyed by fire it lost its legal non-conforming land use status and could no longer operate at the location.

During demolition of the site in 2011 the Ordinance Department discovered that a fence had been installed completely enclosing the southern portion of the property where junk automobiles were stored. The business owner was cited for work without permit and a permit application was subsequently denied based on the zoning regulations described above.

Since the destruction of the building, the property owner has continued to store junk automobiles, tires and other blight within the fenced portion of the property in violation of zoning regulations, junkyard licensing requirements and the property maintenance code. In fact, a portion of the property has been leased to a separate towing company for vehicle storage. Continued use of the property in this manner is unlawful and a public nuisance. The property owner has been notified in writing of the violations and the need to cease the junkyard operation several times. It continues to exist in violation of the code.

The OCS recently inspected the property and obtained evidence to support circuit court litigation to abate the nuisance. Administrative approval was granted to pursue abatement and a lawsuit was filed on October 4, 2013. Formal authorization is now sought to confirm legal action and to resolve the matter.



6480 Rawsonville Rd

This 2.7 acre parcel of land is believed to have been formerly used as a commercial kennel. It has been vacant for an undetermined number of years, and the house and out-structures are in a serious state of deterioration. The structures were recently boarded up by the OCS at public expense after being found open to trespass.

Assessor records show that it was foreclosed in 2004 and is owned by Bank One National Association in Flint, MI. However a Notice of Violation sent to that institution at the address of record has been returned undeliverable with no forwarding address. The 2012 property taxes are delinquent.

A title search revealed that the property is owned by two individuals whose whereabouts are not known. A second Notice of Violation sent to their last known address has not resulted in contact with them.

The OCS and legal counsel jointly request authorization to file circuit court litigation to abate this nuisance.



Thank you for your consideration and continued support of our nuisance abatement program.



Office (734) 544-4225
Fire Chief (734) 544-4110
Fire Marshal (734) 544-4107
Fax (734) 544-4195

FIRE DEPARTMENT
222 SOUTH FORD BOULEVARD
YPSILANTI, MICHIGAN 48198-6067

October 7, 2013

Charter Township of Ypsilanti
Supervisor Brenda Stumbo and Trustee Board
7200 S. Huron River Drive

Dear Supervisor and Trustee Board,

In service to the Township, I am requesting for the October 14, 2013 Township Board regular meeting to present the following item(s) for consideration:

- 1) Approval of the resolution to establish and participate in the Washtenaw County Mutual Aid Box Alarm System Division. This resolution will formalize the current mutual aid system "box alarm" in use by the local jurisdictions of Ann Arbor and Ypsilanti cities, and Townships of Pittsfield, Superior and Ypsilanti. The resolution also standardizes mutual aid countywide into the "run-card" or box alarm system streamlining responses and expediting duplication and/or exhausting of any particular communities resources.

Attached are the following for your consideration: #1) copy of the MABAS resolution letter.

Thank You,

Eric Copeland
Fire Chief

ERC;

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2013-28

APPROVAL OF CHARTER TOWNSHIP OF YPSILANTI FIRE DEPARTMENT PARTICIPATION IN THE WASHTENAW MUTUAL AID BOX ALARM SYSTEM DIVISION

WHEREAS, the Charter Township of Ypsilanti has the power, privilege and authority to maintain and operate a fire department providing fire protection, fire suppression, emergency medical, technical rescue, hazardous incident response, and other emergency response services (Fire Services”); and

WHEREAS, Fire services can further be improved by cooperation between political subdivisions during times of public emergency, conflagration or disaster (“Incidents”); and

WHEREAS, the Michigan Constitution of 1963, Article 7, Subsection 28, and the Urban Cooperation Act of 1967, Act No.7 of the Public Acts of 1967, Ex. Sess., being MCL 124.501 et seq. (the “Act”), permit a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common and which each might exercise separately; and

WHEREAS, the Charter Township of Ypsilanti desires to enter into an Interlocal Agreement, pursuant to the Act, to further improve Fire Services; and

WHEREAS, the Mutual Aid Box Alarm System (MABAS), is a mechanism that may be used for deploying personnel and equipment in a multi-jurisdictional or multi-agency emergency mutual aid response; and

WHEREAS, as a result of entering into an Interlocal Agreement to further improve Fire Services, the Parties are creating the WASHTENAW COUNTY MABAS Division; and

WHEREAS, the Charter Township of Ypsilanti has the authority to execute this Agreement pursuant to resolution of its governing body; and

WHEREAS, the Charter Township of Ypsilanti desires to commit personnel and equipment to another Party if deemed reasonable upon the request of another Party; and

NOW, THEREFORE BE IT RESOLVED, that the Charter Township of Ypsilanti Board of Trustees finds it is the best interest of its citizens from a safety and fiscal standpoint to enter into the Interlocal Agreement creating the WASHTENAW COUNTY MABAS Division and agrees to appoint one member to the MABAS Executive Board of State of Michigan



Office (734) 544-4225
Fire Chief (734) 544-4110
Fire Marshal (734) 544-4107
Fax (734) 544-4195

FIRE DEPARTMENT
222 SOUTH FORD BOULEVARD
YPSILANTI, MICHIGAN 48198-6067

October 8, 2013

Charter Township of Ypsilanti
Supervisor Brenda Stumbo and Trustee Board
7200 S. Huron River Drive

Dear Supervisor and Trustee Board,

In service to the Township, I am requesting for the October 14, 2013 Township Board regular meeting to present the following item(s) for consideration:

- 1) Approval to purchase 12 sets of firefighting protective gear (coat, pant) in the amount of \$5,667.21 from line item 206-970.000-979.001 – Protective Equipment in order to provide the required 20% match according to the amended *2011 Assistance to Firefighters Grant (AFG) our Fire Department received for replacement of the Vehicle Exhaust Systems.

The total cost of the 12 sets of protective gear is \$23,307.21

(*Ypsilanti Township was awarded the 2011 AFG grant and upon completion a grant was amendment was submitted to FEMA and approved to request a drawdown of the remaining (allocated) funds in the amount of \$17,640 to apply towards the purchase protective gear.)

Attached are the following for your consideration: #1) copy of the grant amendment.

Thank You,

Eric Copeland
Fire Chief

Amendment Package



Federal Emergency Management Agency
Washington, D.C. 20472

Mr Fred Anstead
Charter Township of Ypsilanti Fire Department
222 S. Ford Blvd
Ypsilanti, Michigan 48198-6067

Re: Grant No. EMW-2011-FO-08238

Dear Mr Anstead:

This letter is in written response to your amendment request to extend the period of performance and to purchase 12 sets of turnout gear. Your request was reviewed by the Program and Grants Office and is hereby approved. As a result of this approval, your Grant Period of Performance and Article III of your Grant Agreement Articles are amended to extend your grant from December 30, 2011 through August 28, 2013. Please maintain copies of all bids/quotes, purchase receipts, vouchers, etc., along with a copy of this letter in your grant file. All other terms and conditions of the grant remain unchanged.

If you have any further questions and/or concerns please contact me at (202) 786-9624.

Sincerely,

Martin Rosier
Department of Homeland Security/FEMA
Grants Managements Specialist

Agreement Articles



FEMA

U.S. Department of Homeland Security
Washington, D.C. 20472

AGREEMENT ARTICLES

ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety program

GRANTEE: Charter Township of Ypsilanti Fire Department

PROGRAM: Operations and Safety

AGREEMENT NUMBER: EMW-2011-FO-08238

AMENDMENT NUMBER: 2

TABLE OF CONTENTS

Article I	Project Description
Article II	Grantee Concurrence
Article III	Period of Performance
Article IV	Amount Awarded
Article V	Financial Guidelines
Article VI	Prohibition on Using Federal Funds
Article VII	GPD Allocations
Article VIII	Financial Reporting
Article IX	FEMA Officials

Article I - Project Description

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - is consistent with the program's purpose and worthy of award. Therefore, the grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval from FEMA.

Article II - Grantee Concurrence

By providing the Primary Contact's electronic signature and indicating acceptance of the award, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. Grantees agree that they will use the funds provided through the Fiscal Year 2011 Assistance to Firefighters Grant Program in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2011 Assistance to Firefighters Grant program guidance. All documents submitted as part of the application are made a part of this agreement by reference.

Article III - Period of Performance

The period of performance shall be from **30-DEC-11 to 28-AUG-13**.

Article IV - Amount Awarded

The amount of the award is detailed on the Obligating Document for the Award attached to these articles. Following are the budgeted estimates for each object class of this grant (including Federal share plus grantee match):

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$88,200.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$88,200.00

NEGOTIATION COMMENTS IF APPLICABLE (max 4000 characters)**Article V - Financial Guidelines**

The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to FEMA grants are listed below:

A. Administrative Requirements

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (OMB Circular A-110)

B. Cost Principles

1. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Nonprofit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

C. Audit Requirements

1. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations

Article VI - Prohibition on Using Federal Funds

Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of

the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.

Article VII - GPD Allocations

The recipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2011 Assistance to Firefighters Grant Program guidance and application kit.

Article VIII - Financial Reporting

Recipients of any Assistance to Firefighters Grants will be required to submit a semi-annual Federal Financial Report (FFR) via the automated system on the Standard Form 425. The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR, to be submitted using the online e-grant system, will be due semi-annually based on the calendar year beginning with the period after the award is made. Grant recipients will be required to submit a FFR throughout the entire period of performance of the grant.

The reporting periods for the FFR are January 1 through June 30 (Report due by July 31), and July 1 through December 31 (Report due by January 30).

At the end of the grant's period of performance, all grantees are required to produce a final report on how the grant funding was used and the benefits realized from the award. Grantees must submit a final financial report and a final performance report within 90 days after the end of the period of performance.

Article IX - FEMA Officials

Program Officer: Catherine Patterson is the Program Officer for the Assistance to Firefighters Grant Program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application.

Grants Assistance Officer: is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters.

Grants Management Division POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1a. AGREEMENT NO. EMW-2011-FO-08238	2. AMENDMENT NO. 2	3. RECIPIENT NO. 38-6007433	4. TYPE OF ACTION AWARD	5. CONTROL NO. W482946N
6. RECIPIENT NAME AND ADDRESS Charter Township of Ypsilanti Fire Department 222 S. Ford Blvd Ypsilanti Michigan, 48198-6067	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC:	8. PAYMENT OFFICE AND ADDRESS FEMA/Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER Fred Anstead	PHONE NO. 7345444225	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 30-DEC-11	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:30-DEC-11 To:28-AUG-13	

Budget Period
From:31-OCT-11 To:30-SEP-12

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON-FEDERAL COMMITMENT
AFG	97.044	2012-M1-3007RG-10000000-4101-D	\$70,560.00	\$0.00	\$70,560.00	\$17,640.00
TOTALS			\$70,560.00	\$0.00	\$70,560.00	\$17,640.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)
N/A

DATE
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)

DATE



**CHARTER TOWNSHIP OF YPSILANTI
2013 BUDGET AMENDMENT #14**

October 14, 2013

206 - FIRE FUND

Total Increase \$17,640.00

Increase Revenue and Expenditure for Federal Grant for firefighters' turn out gear in the amount of \$17,640. The matching funds required from the Fire Fund is \$5,667.22 and is currently budgeted in the expenditure line.

Revenues:	Federal Grants	206.000.000.529.000	<u>\$17,640.00</u>
			Net Revenues <u><u>\$17,640.00</u></u>
Expenditures:	Protective Equipment	206.970-000.979.001	\$17,640.00
			Net Expenditures <u><u>\$17,640.00</u></u>

Motion to Amend the 2013 Budget (#14):

Move to increase the Fire Fund budget by \$17,640 to \$4,982,492 and approve the department line item changes as outlined.

SET PUBLIC HEARING

1. SET PUBLIC HEARING DATE OF MONDAY, OCTOBER 28, 2013 AT APPROXIMATELY 7:00 P.M. – REQUEST OF INTERCLEAN EQUIPMENT, INC., LOCATED AT 709 JAMES L HART PARKWAY IN YPSILANTI TOWNSHIP, FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE

OTHER BUSINESS
