

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE JULY 28, 2014 SPECIAL MEETING**

The meeting was called to order by Supervisor Brenda L. Stumbo, at approximately 8:30 a.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

1. RESOLUTION NO. 2014-15, CREATION OF A SPECIAL ASSESSMENT DISTRICT FOR SUGARBROOK/LAKEVIEW/WINGATE FOR PUBLIC SECURITY CAMERAS

Clerk Lovejoy Roe read the Resolution into the record.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Resolution No. 2014-15, creation of a Special Assessment District for Sugarbrook/Lakeview/Wingate for Public Security Cameras (see attached). The motion carried unanimously.

Supervisor Stumbo stated a Memorandum was in the packet, which verified the charges from the Assessor's Department, dated July 22, 2014.

2. RESOLUTION NO. 2014-16, CREATION OF A SPECIAL ASSESSMENT DISTRICT FOR WEST WILLOW FOR PUBLIC SECURITY CAMERAS

Clerk Lovejoy Roe read the Resolution into the record.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Scott Martin to approve Resolution No. 2014-16, creation of a Special Assessment District for West Willow (see attached). The motion carried unanimously.

Supervisor Stumbo stated a Memorandum was in the packet, which verified the charges from the Assessor's Department, dated July 22, 2014.

3. BUDGET AMENDMENT #9

Clerk Lovejoy Roe read the Budget Amendment into the record.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Budet Amendment #9 (see attached). The motion carried unanimously.

4. REQUEST TO SEEK BIDS FOR LAKESIDE PARK LANDSCAPING IMPROVEMENTS

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to seek bids for Lakeside Park Landscaping Improvements. The motion carried unanimously.

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5. REQUEST TO AWARD CIVIC CENTER IMPROVEMENTS CONTRACT TO ENVISION BUILDERS, INC. IN THE AMOUNT OF \$287,400, WITH A CONTINGENCY BUDGET OF \$40,000, BUDGETED IN LINE ITEM #101-970-000-971-008

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to award Civic Center Improvements Contract to Envision Builders, Inc. in the amount of \$287,400 with a Contingency Budget of \$40,000, budgeted in line item #101-970-000-971-008 (see attached). The motion carried unanimously.

Matt Parks, OHM Engineer provided a brief overview and listed improvements slated for the Civic Center. He stated Envision Builders, Inc. had the overall low bid of \$287,400 with contingencies of \$40,000 for the project. Mr. Parks explained a quote for additional work for future lighting and additional heated sidewalks had been obtained which made the Contingency Budget higher than normal.

Brandon Krisman, OHM Architect provided clarification on the Contingency Budget. He stated the \$287,400 was the base bid which included all the work in the construction documents and specifications. He stated the Contingency Budget was added due to the nature of the project regarding water around any existing building that was over thirty years old, because it was difficult to be able to itemize every item that was discovered, after the work was started. He stated nothing would be added to that amount without express written permission from Jeff Allen or a designated authority. He stated the second reason for the Contingency Budget was the quote for additional work.

Clerk Lovejoy Roe withdrew her motion with the support of Treasurer Doe.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve the bid for \$287,400, plus \$13,365 for the additional heated sidewalks for a total amount of \$300,765.00.

Attorney Winters stated usually a contingency was added for expenses incurred that were not known at the time, rather than additional quotes.

Matt Parks explained the additional quotes for the sidewalks and light bases had been requested after the bid had been presented to the Board last week and the contingency was requested since some of the studies had been done in the Fall and things may have changed, creating unforeseen expenses.

Trustee Eldridge asked why heated sidewalks were needed and Jeff Allen explained it would improve long-term maintenance issues.

Clerk Lovejoy Roe restated the motion, supported by Treasurer Doe to award the Civic Center Improvement Contract to Envision Builders, Inc. in the amount of \$300,765.00 with a Contingency Budget of 10%, budgeted in line item #101-970-000-971-008 and authorize signing of the contract. The motion carried unanimously.

6. REQUEST TO PURCHASE THREE (3) HEWLETT PACKARD SERVERS IN THE AMOUNT OF \$25,319.10, BUDGETED IN LINE ITEM #101-266-000-977-000

A motion was made by Trustee Eldridge, supported by Clerk Lovejoy Roe to purchase three (3) Hewlett Packard Servers in the amount of \$25,319.10, budgeted in line item #101-266-000-977-000. The motion carried unanimously.

7. REQUEST TO AWARD RECREATION SERVICES MANAGER POSITION TO ANGELA VERGES TO FILL RECREATION DIRECTOR VACANCY

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to award Recreation Services Manager Position to Angela Verges to fill Recreation Director Vacancy.

Karen Wallin, Human Resource Department stated the job description for the Recreation Services Manager included changes from the Recreation Director position. She said Angela Verges would be primarily focusing on recreation. Ms. Wallin stated Angela Verges would be a liaison between the Park Commission and the Township Board and direct both the Teamster and AFSCME staff and the starting salary would be \$58,000, with an additional \$1,000 after a 6 month probationary period and after a year, an additional \$1,000. Ms. Verges was willing to begin work on August 4, 2014, if approved.

Trustee Eldridge requested to remove the section regarding the Golf Course from the list of duties for the Recreation Services Manager position.

Karen Wallin stated a policy was in effect stating, whenever necessary, the three Full -Time Officials along with the Human Resource Department and the Unions could bring recommendations to the Board in order to fill a position without it being posted.

Supervisor Stumbo stated the Board had agreed to move forward on this position at the last Work Session (July 15, 2014).

Trustee Mike Martin questioned why Angela Verges was offered so many days PTO, sick days and holidays and it was explained it was in line with the package for the last managerial position hired.

Karen Wallin explained Angela Verges would not be able to roll any PTO time from year to year; she was starting with a lower multiplier for MERS; paying 8% with a 2% multiplier, had no retiree health care and was paying more for health care.

Trustee Eldridge asked why any employee would be allowed 5 sick days within their 6 month probationary time period.

Karen Wallin responded that typically, employees begin accruing PTO time after their date of hire and were able to use it after 90 days. She explained that Angela already had some conferences scheduled in the recreation field that she had requested to be able to attend, which would ultimately be of benefit to the Township Recreation Department. Discussion followed on whether or not that would be considered PTO or a work day.

Clerk Lovejoy Roe stated that huge gains had been made in the Teamsters and AFSCME contracts related to time off. The Clerk explained that since Angela Verges would be managing Teamster employees, historically, a manager would receive the same benefits as employees they manage. Clerk Lovejoy Roe also explained the implementation of the lower multiplier for MERS would result in savings for the Township.

Clerk Lovejoy Roe made a friendly amendment and Treasurer Doe agreed to change the job description by removing the Golf Course duties and change to include, "other duties as requested by the Supervisor". The motion carried unanimously.

8. REQUEST OF ART SERAFINSKI TO RECEIVE A CASH PAYOUT FOR HIS PTO AT 75%

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Supervisor Stumbo read an email from Art Serafinski into the record. She stated his request would equal pay for 649 PTO hours. She said the current policy stated, if you resigned, 100% of the PTO was sent into a health care savings account.

Karen Wallin stated the required prior notice time that would make an employee eligible for a cash pay-out was a two week notice.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to add the request of Art Serafinski to receive a cash payout for his PTO at 75% to the Agenda. The motion carried unanimously.

A motion was made by Trustee Mike Martin, supported by Trustee Eldridge to deny the request of Art Serafinski to receive a cash payout for his PTO at 75%.

Trustee Eldridge stated he had a problem rewarding an employee for quitting, especially on such short notice. He also asked if any of the money would go into the FAC.

Karen Wallin provided a brief explanation and discussion followed.

Treasurer Doe discussed the policy that had been moved forward and stated Mr. Serafinski had been one of the employees that had an excess of PTO time in his bank. He said time was drawing close so that those hours would have been required to be transferred into a health care fund or paid out at 75%, so if Mr. Serafinski had not resigned he would have received those hours anyway, so he felt he should be able to receive it now. Treasurer Doe said he did not support the motion for denial

Clerk Lovejoy Roe stated the policy needed to be reviewed and brought back to the Board. She requested to waive the policy and stated Mr. Serafinski had been a great employee and had made a mistake. She said this request frankly saved a lot of money for the Township. Clerk Lovejoy Roe stated she did not support the motion for denial.

Supervisor Stumbo reported she and Karen Wallin had met with Art Serafinski on Friday and he was very emotional. She stated it was his money and she supported his request for a cash payout, simply because it was cost effective for the Township.

Trustee Scott Martin did not support the motion to deny the request.

Trustee Mike Martin withdrew the motion to deny the request of Art Serafinski to receive a cash payout for his PTO at 75%, supported by Trustee Eldridge.

Supervisor Stumbo stated the item would be placed on the next Agenda.

AUTHORIZATIONS AND BIDS

Matt Parks stated OHM was finishing up the Veteran's Drive design and requested the Board to authorize them to seek bids in mid-August in order to begin construction in September.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Scott Martin to add the request of OHM to seek bids on the Veteran's Drive Connector Road for the AAATA project. The motion carried.

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- 1. REQUEST OF JEFF ALLEN, RESIDENTIAL SERVICES DIRECTOR TO AUTHORIZE OHM TO SEEK BIDS ON THE CIVIC CENTER VETERAN'S MEMORIAL DRIVE, INCLUDING THE AAATA BUS STOP**

A motion was made by Treasurer Doe, supported by Trustee Scott Martin to authorize OHM to seek bids on the Civic Center Veteran's Memorial Drive, including the AAATA Bus Stop. The motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at approximately 9:37 a.m.

Respectfully submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**Charter Township of Ypsilanti
Resolution No. 2014-15**

**Resolution on Sugarbrook/Lakeview/Wingate
Special Assessment District for
Public Security Cameras**

WHEREAS, the Township Board of the Charter Township of Ypsilanti proposes to install security cameras in the Sugarbrook/Lakeview/Wingate area; and

WHEREAS, the Township Board proposes to pay for the purchase and installation of the security cameras; and

WHEREAS, the Ypsilanti Township Board proposes the creation of a special assessment district consisting of 974 parcels within the Sugarbrook/Lakeview/Wingate area which will be benefited to defray the operation and maintenance cost of the security cameras; and

WHEREAS, the Ypsilanti Township Board has solicited *Requests for Proposals* for the proposed project describing the security camera improvements, the proposed location of said improvements and estimated costs; and

WHEREAS, Conti Corporation, a video security company, licensed by the State of Michigan, prepared and submitted proposed plans to install, operate and maintain security cameras in public areas within an area bounded by South Harris to Grove Road to Lakeview to McCartney to I-94 to Foley, located in the Sugarbrook/Lakeview/Wingate area which consists of 974 parcels with the following estimated costs:

- Township Costs for purchase and installation of 12 security cameras: \$ 60,000.00
(approximately \$5,000.00 each)

- Total Annual Residents' Cost for maintenance and operation of security cameras: \$ 27,738.75

- Annual cost per parcel \$ 28.48

- Monthly cost per parcel \$ 2.37

Less than .08 cents per day

WHEREAS, the plans, estimates of cost and proposed special assessment district were filed with the Township Clerk for public examination and notice of the public hearing upon the same was published and mailed in accordance with the law and statute provided as shown by affidavits pertaining thereto on file with the Township Clerk; and

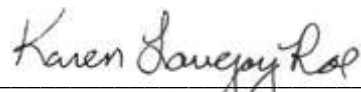
WHEREAS, in accordance with the aforesaid notices, a hearing was held on the 15th day of July, 2014 commencing at 7:00pm and all persons given the opportunity to be heard in the matter; and

WHEREAS, as a result of the foregoing, the Ypsilanti Township Board believes the project to be in the best interests of the Township and of the district proposed to be established therefore;

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That this Ypsilanti Township Board does hereby approve the plans for the public security cameras as prepared and presented by the Township's licensed security system contractor and its annual estimate of costs for the operation and maintenance thereof of \$27,738.75.
2. That this Ypsilanti Township Board creates a special assessment district bounded by South Harris to Grove Road to Lakeview to McCartney to I-94 to Foley, to be known as Sugarbrook/Lakeview/Wingate Security Camera Special Assessment District No. 060 within which the costs of the operation and maintenance of the security cameras shall be assessed according to benefits.
3. That on the basis of the foregoing, this Ypsilanti Township Board does hereby direct the Supervisor and Assessing Officer to make a special assessment roll in which shall be entered and described all the parcels of land to be assessed with the names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which amount shall be the relative portion of the whole sum to be levied against the parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all the parcels of land in the special assessment district. When the same has been completed, the Supervisor or Assessing Officer shall affix thereto her certificate stating that it was made pursuant to this resolution and that in making such assessment roll, she has, according to her best judgment, conformed in all respects to the directions contained in this resolution and the applicable state statutes.
4. If the special assessment roll is confirmed, the Township Board intends to hold a public hearing once each year in future years, on or before October 31st, to reassess property in the special assessment district for the costs in the next year, and will provide notice of such hearing by publication in the newspaper only, unless the amount to be specially assessed increases by more than 10 percent in any one year, then mailed notice of the public hearing will be provided to owners of property to be specially assessed.
5. That all resolutions and parts of resolutions insofar as they conflict with the provisions of the within resolution be and the same are hereby rescinded.

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. 2014-15 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on July 28, 2014.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**Charter Township of Ypsilanti
Resolution No. 2014-16**

**Resolution on West Willow Special Assessment
District for Public Security Cameras**

WHEREAS, the Township Board of the Charter Township of Ypsilanti proposes to install security cameras in the West Willow area; and

WHEREAS, the Township Board proposes to pay for the purchase and installation of the security camera; and

WHEREAS, the Township Board proposes the creation of a special assessment district consisting of 1227 parcels within the West Willow area which will be benefited to defray the operation and maintenance cost of the security cameras; and

WHEREAS, the Township Board has solicited *Requests for Proposals* for the proposed project describing the security camera improvements, the proposed location of said improvements and estimated costs; and

WHEREAS, Conti Corporation, a video security company, licensed by the State of Michigan, prepared and submitted proposed plans to install, operate and maintain security cameras in public areas with an area bounded by the US-12 Bypass, I-94 and Wiard Road which consists of 1227 parcels with the following estimated costs:

- Township Costs for purchase and installation
of security cameras: \$ 40,000.00
(approximately \$5,000.00 each)

- Total Annual Residents' Cost for maintenance
and operation of security cameras: \$ 20,311.12

- Annual cost per parcel \$ 16.55

- Monthly cost per parcel \$ 1.38

Less than .05 cents per day

WHEREAS, the plans, estimates of cost and proposed special assessment district were filed with the Township Clerk for public examination and notice of the public hearing upon the same was published and mailed in accordance with the law and statute provided as shown by affidavits pertaining thereto on file with the Township Clerk; and

WHEREAS, in accordance with the aforesaid notices, a hearing was held on the 15th day of July, 2014 commencing at 7:15pm and all persons given the opportunity to be heard in the matter; and

WHEREAS, as a result of the foregoing, the Township Board believes the project to be in the best interests of the Township and of the district proposed to be established therefore;

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That this Township Board does hereby approve the plans for the public security cameras as prepared and presented by the Township's licensed security system contractor and its annual estimate of costs for the operation and maintenance thereof of \$20,311.12.

2. That this Township Board creates a special assessment district bounded by US-12 Bypass, I-94 and Wiard Road, to be known as Willow Run Security Camera Special Assessment District No. 061 within which the costs of the operation and maintenance of the security cameras shall be assessed according to benefits.
3. That on the basis of the foregoing, this Township Board does hereby direct the Supervisor and Assessing Officer to make a special assessment roll in which shall be entered and described all the parcels of land to be assessed with the names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which amount shall be the relative portion of the whole sum to be levied against the parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all the parcels of land in the special assessment district. When the same has been completed, the Supervisor or Assessing Officer shall affix thereto her certificate stating that it was made pursuant to this resolution and that in making such assessment roll, she has, according to her best judgment, conformed in all respects to the directions contained in this resolution and the applicable state statutes.
4. If the special assessment roll is confirmed, the Township Board intends to hold a public hearing once each year in future years, on or before October 31st, to reassess property in the special assessment district for the costs in the next year, and will provide notice of such hearing by publication in the newspaper only, unless the amount to be specially assessed increases by more than 10 percent in any one year, then mailed notice of the public hearing will be provided to owners of property to be specially assessed.
5. That all resolutions and parts of resolutions insofar as they conflict with the provisions of the within resolution be and the same are hereby rescinded.

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. 2014-16 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on July 28, 2014.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
2014 BUDGET AMENDMENT #9**

July 28, 2014

101 - GENERAL OPERATIONS FUND

Total Increase \$327,400.00

Increase budget for Civic Center improvement contract in the amount of \$327,400. This is funded by an Appropriation of the Prior Year Fund Balance.

Revenues:

	Prior Year Fund Balance	101-000-000-699.000	\$327,400.00
		Net Revenues	<u>\$327,400.00</u>

Expenditures:

	Capital Outlay/Improvement	101-970-000-971.008	\$327,400.00
		Net Expenditures	<u>\$327,400.00</u>

Motion to Amend the 2014 Budget (#9):

Move to increase the General Fund budget by \$327,400 and approve the department line item changes as outlined.

** Our Accounting Director is on vacation this week. She will be returning on Monday, 7/28/14 and will confirm.*