

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



Charter Township of Ypsilanti

**Supervisor's
Office**

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-1617
Fax: (734) 484-0002

SPECIAL MEETING

Monday, July 28, 2014 – 8:30 a.m.
Board Room, Civic Center, 7200 S. Huron River Drive,
Ypsilanti Township

AGENDA

A Special Meeting of the Charter Township of Ypsilanti Board of Trustees has been called by Supervisor Brenda Stumbo for the following items:

1. RESOLUTION NO. 2014-15, CREATION OF A SPECIAL ASSESSMENT DISTRICT FOR SUGARBROOK/LAKEVIEW/WINGATE FOR PUBLIC SECURITY CAMERAS
2. RESOLUTION NO. 2014-16, CREATION OF A SPECIAL ASSESSMENT DISTRICT FOR WEST WILLOW FOR PUBLIC SECURITY CAMERAS
3. BUDGET AMENDMENT #9
4. REQUEST TO SEEK BIDS FOR LAKESIDE PARK LANDSCAPING IMPROVEMENTS
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 #101-970-000-971-008
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
7. REQUEST TO AWARD RECREATION SERVICES MANAGER POSITION TO ANGELA VERGES TO FILL RECREATION DIRECTOR VACANCY

7/25/14

**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 Ypsilanti 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 Ypsilanti 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.

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Assessor's Office

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 487-4927
Fax: (734) 484-5159

Charter Township of Ypsilanti

Date: July 25, 2014

To: Brenda Stumbo,
Ypsilanti Township Supervisor

From: Brian McCleery,
Assistant Assessor

Subject: Cost Allocations – Sugarbrook/ Lakeview/ Wingate Special
Assessment District No. 60

The Sugarbrook/ Lakeview/ Wingate Special Assessment District is comprised of 974 parcels in which the operating costs are to be divided equally.

Annual Charges-

Comcast and Conti Corporation have fixed the annual charges for the first three years, per agreement to \$27,738.75. This cost is divided among the 974 parcels and equals \$28.48 per parcel. After the third year the cost will reflect the current rates set by Comcast and Conti Corporation.

**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.

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Charter Township of Ypsilanti

Date: July 25, 2014

To: Brenda Stumbo,
Ypsilanti Township Supervisor

From: Brian McCleery,
Assistant Assessor

Subject: Cost Allocations – West Willow Special Assessment District No. 61

The West Willow Special Assessment District is comprised of 1227 parcels in which the operating costs are to be divided equally.

Annual Charges-

Comcast and Conti Corporation have fixed the annual charges for the first three years, per agreement to \$20,311.12. This cost is divided among the 1227 parcels and equals \$16.55 per parcel. After the third year the cost will reflect the current rates set by Comcast and Conti Corporation.

**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:

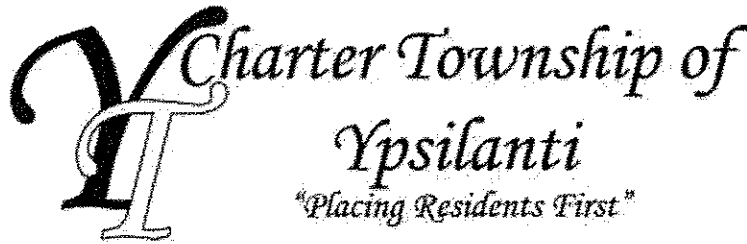
	Capital Outlay/Improvement	101-970-000-971.008	\$327,400.00
		Net Expenditures	<u>\$327,400.00</u>

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.*

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**Office of Community
Standards**

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 485-3943
Fax: (734) 484-5151
www.ytown.org

Memorandum

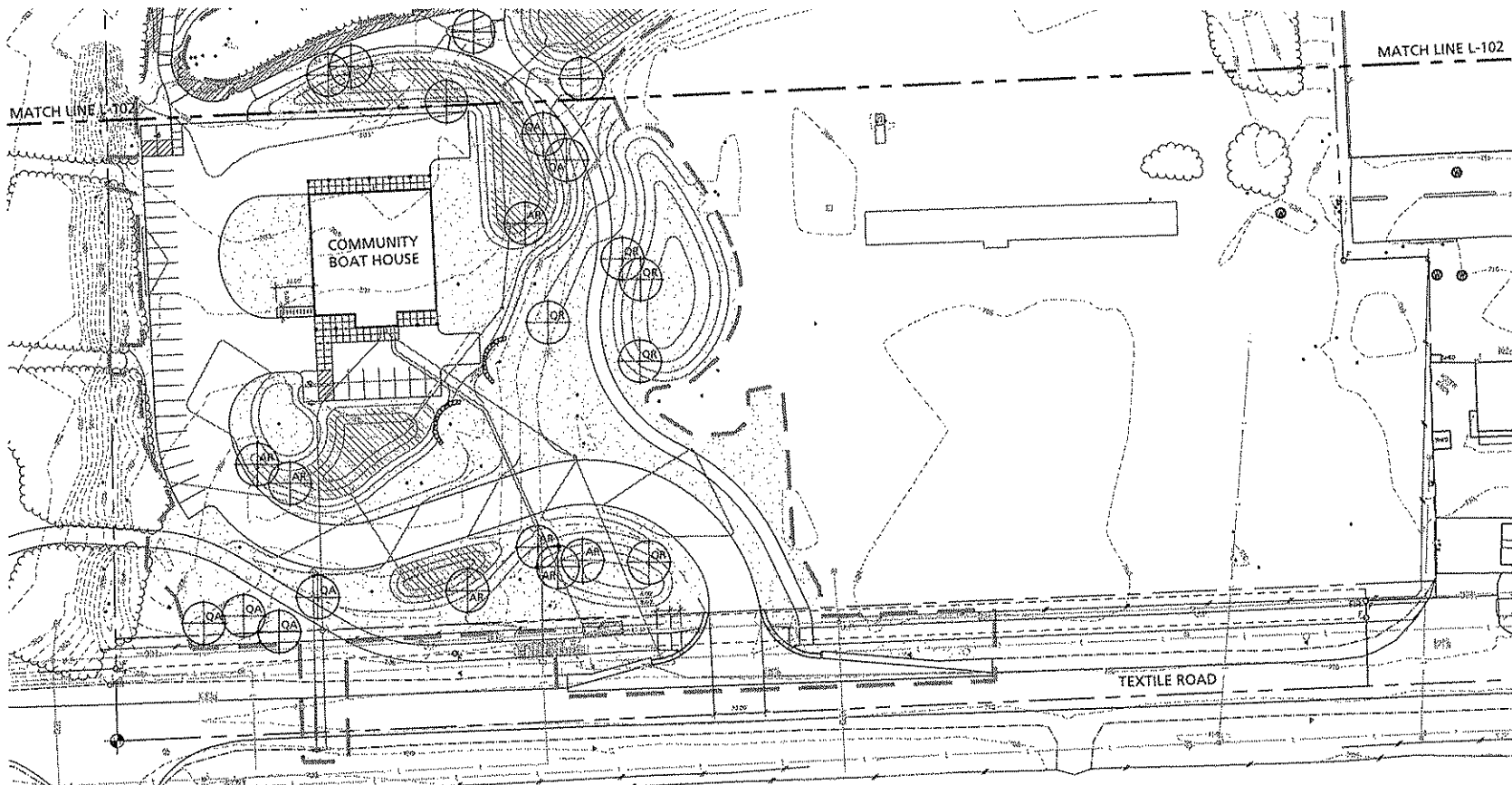
To: Supervisor Stumbo
Cc: Deputy Supervisor Keen
From: Joe Lawson, Planning Director
Date: July 24, 2014
Re: Request to Seek Bids for Lakeside Park Landscaping Improvements

As you may recall, during the review and approval of the Lakeside Park/Boat House project, the Township, in addition to being the sponsors for the grant application, also agreed to take responsibility for the required landscaping per the approved site plan.

The proposed landscaping, as illustrated on the approved site plan further fulfills our agreed upon contribution to the overall park improvements currently under construction.

That being said, I respectfully request that the Board of Trustees consider authorizing staff to seek bids for the planting of up to 30 trees associated with the ongoing Lakeside Park Improvements and within other public open space areas.

Funding for the proposed plantings is available within the escrowed Tree Replacement Fund.



B R & R
Beckett & Raeder
 Landscape Architect
 Planning & Engineering

Beckett & Raeder, Inc.
 213 West River, Suite 101
 Ann Arbor, MI 48103
 314.663.2722 ext.
 314.663.8755 fx

Consultants

sdi structures
 205 S Lenny Lane, Ann Arbor, MI 48104
 734.419.4001
 info@sdistructures.com

Project Title

**Ypsilanti Charter Township
 Lakeside Park Improvements**

Ypsilanti Charter Township, Michigan

MRPRT Grant TF-10-055

Sheet Title

Landscape Plan - South

Dates	
Revised	Issued for
04.10.2017	TOWNSHIP SITE PLAN, VERTICAL WORK
01.31.2013	R2V - TOWNSHIP SITE PLAN, VERTICAL WORK

Scale	
1" = 30.00'	

Quality Control	
Drawn	MSB/MLW
Checked	CSB
Approved	RT

Project Number

201134.00

Sheet Number

L-101

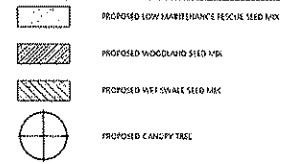
Landscape Requirements

	REQUIRED	PROPOSED
GENERAL LANDSCAPING: 1 TREE PER 1,000 SF OF GREEN SPACE (242,388 SF) 1 SHRUB PER 500 SF OF GREEN SPACE (849,268 SF)	370 TREES 740 SHRUBS	320 EXISTING TREES OVER 8" DBH ARE PROPOSED TO REMAIN. INDICATED EXISTING TREES AND SHRUBS UNDER 8" DBH ARE PROPOSED TO REMAIN PROVIDED THE SITE'S EXISTING VEGETATION IS SUFFICIENT TO MEET GENERAL LANDSCAPING REQUIREMENT.
ALL GREEN SPACE TO BE LAWNS	-	APPROXIMATELY 33% OF THE SITE IS EXISTING WOODLAND WITH PARTIAL WOODLAND COVER. OTHER PORTIONS OF THE SITE ARE EXISTING OPEN PASTURE. GRASS REQUIRED BY THIS PROJECT WILL BE PESTICIDE-FREE WITH NATIVE SEED MIXES OR LOW MAINTENANCE TROPICAL SEED MIXES. REGULARLY MAINTAINED LAWN AREAS ARE NOT PROPOSED.
STREET YARD LANDSCAPE: LANDSCAPE BUFFER: WEST PROPERTY LINE EAST PROPERTY LINE	NOT REQUIRED NOT REQUIRED NOT REQUIRED	12 8" DBH TREES OVER 8" DBH, 9 PROPOSED TREES EXISTING BERM AND HEDGEROW VEGETATION PROVIDE FULL BUFFER. 31 EXISTING TREES OVER 8" DBH AND OTHER WOODLAND VEGETATION PROVIDE FULL BUFFER ON NORTHWEST PORTION OF PROPERTY LINE AND WESTERLY BUFFER ON SOUTHWEST PORTION OF PROPERTY LINE.
DETENTION POND LANDSCAPING: 1 TREE AND 10 SHRUBS PER 50 LF OF PERIMETER 14 BOWENIA WITH 1,170 LF OF TOTAL PERIMETER	24 TREES, 210 SHRUBS	11 8" DBH TREES OVER 8" DBH, 13 PROPOSED TREES. BAYS WILL RECEIVE NATIVE SEED MIX. SEED MIX PLANTINGS PROPOSED TO BE WATER PER 500 SF, 3 FOR 10.
PARKING LOT LANDSCAPING: 1 TREE PER 3,000 SF OF LOT AND DRIVE SURFACE (20,546 SF)	10 TREES	4 EXISTING TREES OVER 8" DBH AND THOSE THAT EXISTING TREES UNDER 8" DBH WITHIN 10' OF LOT

Landscape Notes

- TOPON (41) AND NEED ALL ENCLOSED AREAS.
- ALL IMPROVED TOPSOIL SHALL BE SCREENED AND BE APPROVED BY LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. PROVIDE CERTIFICATION FOR ALL RATED TOPSOIL.
- CONTRACTOR SHALL VERIFY ALL RIGHTS OF WAY, EASEMENTS, PROPERTY LINES AND LIMITS OF WORK, ETC. PRIOR TO COMMENCING WORK.
- BEFORE ANY CONSTRUCTION, THE CONTRACTOR SHALL TELEPHONE MISS DIG (1-800-463-7171) 72 HOURS IN ADVANCE OF ANY WORK. FOR THE LOCATION OF UNDERGROUND FACILITIES, AND SHALL ALSO NOTIFY REPRESENTATIVES OF ANY OTHER FACILITIES LOCATED IN THE VICINITY OF THE WORK, WHICH MAY NOT BE HANDLED BY MISS DIG.
- CONTRACTOR SHALL NOT UNLAWFULLY PROCEED WITH CONSTRUCTION AS DESIGNATED WHEN IT IS OBVIOUS THAT UNUSUAL OBSTRUCTIONS OR OTHER GRADE DIFFERENCES EXIST. SUCH CONDITIONS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE OWNER'S REPRESENTATIVE AND/OR LANDSCAPE ARCHITECT. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL NECESSARY REVISIONS DUE TO FAILURE TO OBTAIN SUCH NOTIFICATION.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ANY EXISTING MATERIALS THAT ARE DAMAGED DURING CONSTRUCTION. CONTRACTOR SHALL PROVIDE AND MAINTAIN POSITIVE SURFACE DRAINAGE AWAY FROM BUILDING.
- ALL TREES TO HAVE CLAY LOAM OR CLAY BALLS - **THOSE WITH SAND BALLS SHALL NOT BE ACCEPTED.**
- ALL TREES TO BE APPROVED BY OWNER'S REPRESENTATIVE AND/OR LANDSCAPE ARCHITECT PRIOR TO DELIVERY TO THE SITE. ANY TREES DELIVERED TO THE SITE NOT PREVIOUSLY APPROVED MAY BE REJECTED AND ARE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
- FINAL LOCATION OF ALL PLANT MATERIAL SHALL BE SUBJECT TO THE APPROVAL OF THE LANDSCAPE ARCHITECT.
- CONTRACTOR TO VERIFY PROTECTION OF ALL PLANTING THIS AND THIS PRIOR TO INSTALLATION OF PLANT MATERIAL.
- PRUNE MATERIAL ONLY AS DIRECTED BY LANDSCAPE ARCHITECT.
- CONTRACTOR SHALL STRAIGHTEN & STAKE THE LINES WITHIN 3 DAYS OF INSTALLATION.
- LANDSCAPE ARCHITECT SHALL REVIEW ALL ENCLOSED TREE THIS AND SHRUBS, GROUND COVER, AND PERENNIAL BEDS PRIOR TO INSTALLATION OF SPECIFIED PLANTING SOIL MIX.
- ESPECIALLY CONTROL SEED BLEND IS TO BE USED IN THE FOLLOWING SITUATIONS:
 14.1. ON THE UPSTREAM AND SIDE SLOPES OF ALL DEPRESSION DRAINING TO THE DISCHARGE HIGH WATER MARK
 14.2. ON ALL SLOPES EXCEEDING 4:1

Landscape Legend



Plant List

1. SEE SHEET L-102 FOR PLANT LIST



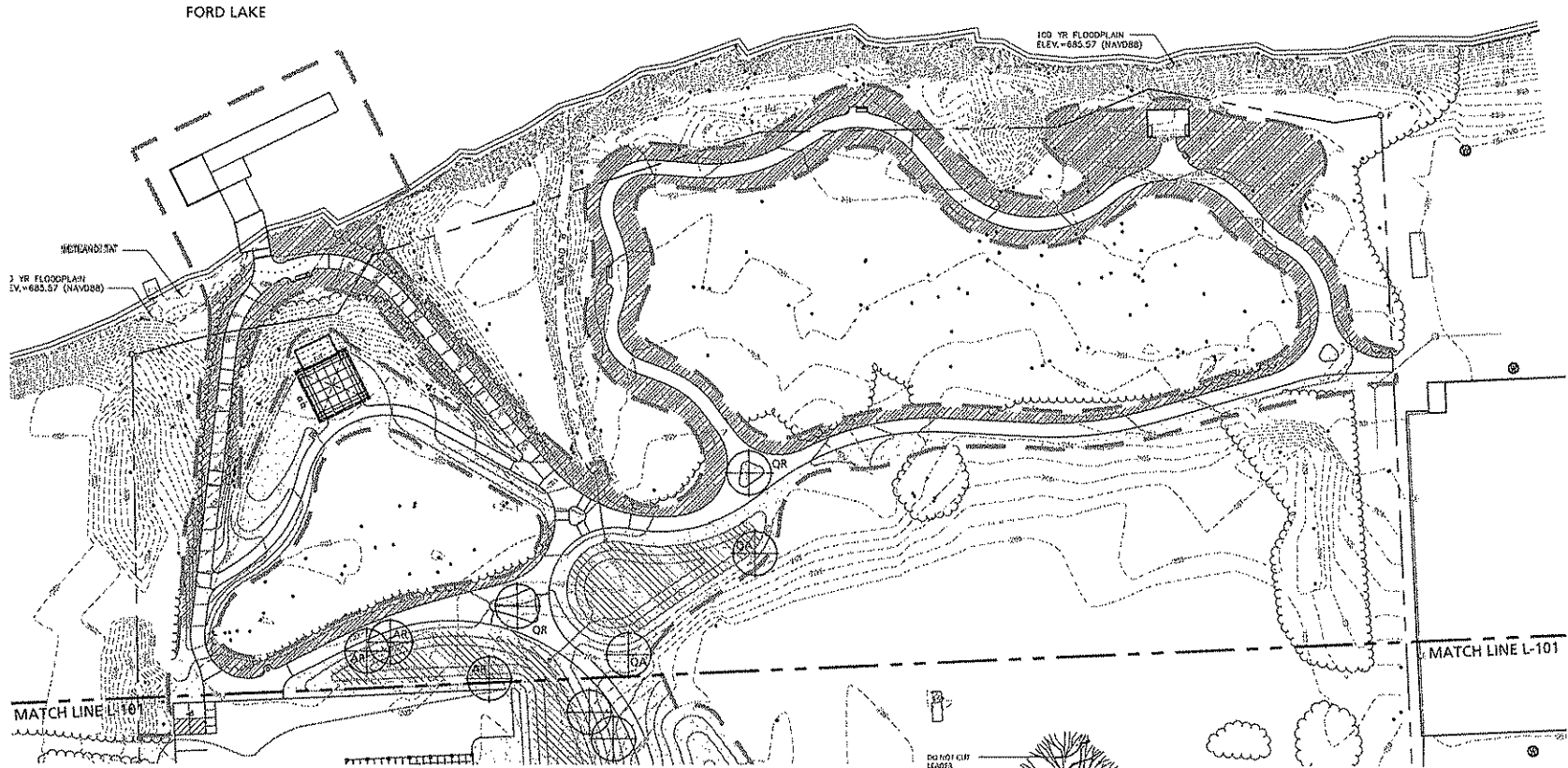
Date	Drawn by
04/10/2012	TOWNSHIP SITE PLAN WORKSHEET
01/11/2011	ATV - TOWNSHIP SITE PLAN WORKSHEET

Scale:
1" = 30.00'

Quality Control:
Checked: []
Approved: []

Project Number:
201134.00

Sheet Number:
L-102

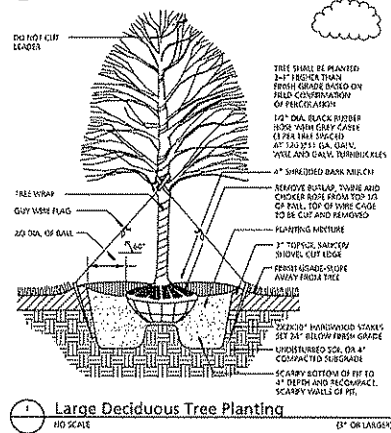


Plant List

QTY.	SYMB.	BOTANICAL NAME	CULTIVAR NAME	SIZE
10	AR	ACER RUBRUM	RED MAPLE	3" B&B
8	QA	QUERCUS ALBA	WHITE OAK	3" B&B
7	OR	QUERCUS FUMANA	RED OAK	3" B&B

Woodland Requirements

TAG #	QTY	COMMON NAME	REPLACEMENT
PLANTING TREES TO BE REMOVED			
1513	11	TREE-OF-HEAVEN	REPLACEMENT IS REQUIRED FOR THE 216' DASH OF HEALTHY TREES PROPOSED FOR REMOVAL
	137	TOTAL PINE/SPRUE TREES	24' OF PROPOSED TREES MUST BE PLANTED TO MEET OTHER LANDSCAPE REQUIREMENTS AND MEET A PORTION OF THE WOODLAND REQUIREMENTS AND LEAVE 10% OF REMAINING TREES TO BE COMPLETED AS PART OF A FUTURE PHASE.
PLANTING TREES TO BE REMOVED			
1485	19*	COTTONEWOOD	
1486	35*	COTTONEWOOD	
1487	16*	BLACK WILLOW	
1514	11*	RED-OAK LEAF	
1515	10*	BLACK WILLOW	
	110*	TOTAL DEAD OR DECLINING TREES	
PLANTING TREES TO BE REMOVED			
1485	20*	COTTONEWOOD	
1491	12*	COTTONEWOOD	
1493	17*	COTTONEWOOD	
1497	18*	COTTONEWOOD	
1498	24*	COTTONEWOOD	
1499	16*	COTTONEWOOD	
1511	30*	COTTONEWOOD	
1512	31*	COTTONEWOOD	
1543	10*	AMERICAN BEECH	
1548	11*	AMERICAN BEECH	
1552	20*	COTTONEWOOD	
1558	15*	TOTAL HEALTHY TREES	



Large Deciduous Tree Planting
1" = 30' SCALE
1" OR LARGER

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Residential Services

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-0073
Fax: (734) 544-3501
www.ytown.org

MEMORANDUM

TO: Charter Township of Ypsilanti Board of Trustees

FROM: Jeff Allen, Director of Residential Services

DATE: July 24, 2014

RE: Approval of Civic Center improvements as bid by OHM

Please find attached a number of documents, including a memo from Brandon Kritzman, an engineer for OHM regarding the bid work they performed for the repair and improvements of the Civic Center building.

I would ask that the Board accept their recommendation to award the bid to Envision Builders Inc. in the amount of \$287,400. In addition, I would recommend the Township Board accept a contingency amount of \$40,000 to cover some additional work quoted by Envision and to cover any unforeseen circumstances that may arise.

The recommendation should read, "The Township Board accepts and approves awarding the Civic Center maintenance and renovation work to the lowest bidder, Envision Builders, Inc., in an amount not to exceed, \$327,400." This will be paid out of account 101.970.000.971.008.

I will be in attendance at the Board meeting, as will OHM should you have any questions.

July 22, 2014

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

RE: Ypsilanti Civic Center Improvements
Recommendation of Award
OHM Job No. 0098-13-0030

Dear: Ms. Stumbo

Sealed bids for the Ypsilanti Civic Center Improvements project were received and publicly read aloud at 3:00 pm on Wednesday, July 2, 2014 at the Ypsilanti Township offices. Ten (10) prospective contractors obtained plans and specifications for the project. Proposals were received from four (4) bidders with as-checked results ranging from \$287,400.00 to \$396,091.00. The engineer's estimate for the project was \$306,243.90.

The lowest qualified bid was received from Envision Builders, Inc., located at 28036 Oakland Oaks Ct., Wixom, MI 48393 in the amount of \$287,400.00. All required information, including bond surety, statement of qualifications, and subcontractors listing, was provided.

After a review of the bids by OHM Advisors, it was determined that the significant difference in bid amounts between Envision and the next lowest was largely attributable to the Envision Builders' attendance at the walk-thru. Envision Builders was contacted and expressed their comfort with the project as bid, which was also in line with the original estimate provided by OHM Advisors.

In any event, due to the nature of the project and the need to consider multiple mobilizations we would recommend that a contingency budget be added. Based on quotes provided for new lighting bases and additional heated sidewalk (\$21,500) and the typical 10% contingency we would normally recommend we would suggest a total contingency budget of \$50,000. However, any additional work above the contract amount of \$287,400.00 will still need to be approved via change order by the Township Board.

Based on the submitted information, it is recommended that the Ypsilanti Civic Center Improvements contract be awarded to Envision Builders, Inc., Wixom, MI in the amount of \$287,400.00 with a contingency budget of \$50,000.

Should there be any questions, please contact this office at (734) 522-6711.

Sincerely,
OHM Advisors



FOR

Brandon Kritzman, Senior Architect

cc: Matt Parks



28036 Oakland Oaks Court / Wixom, MI 48393

Phone: 248-305-8181 / Fax: 248-305-8183

CONSTRUCTION SERVICES / www.envisionbuilders.net

July 21, 2014

OHM –Advisors
34000 Plymouth Rd.
Livonia, MI 48150

Attn: John Eisses

RE: Ypsilanti Twp Civic Center Improvements

John,

Per your request we have put together some pricing for some proposed additional work at the Civic Center Project.

Scope of Work

1. Install electrical conduit feeds from mechanical room panel to proposed lighting Locations (one each side of relocated benches. (Pole lights by owner)
Stub up and cap in concrete light base, including 2 Light base foundations.
2. Provide additional heated sidewalk at new slab area at entrance 104 (see detail 2/A302)
Saw cut/trench piping under existing asphalt drive between entrance 104 and new concrete outside mechanical room. Route piping in grassy area in front of the new concrete sidewalk. Tie piping into proposed system. Repair Asphalt at saw cuts.
Remove and replace an additional 45sqft of concrete sidewalk. Furnish and install foam under and over the piping at the asphalt area.

Item #1. **\$8,200.00**

Item #2. **\$ 13,365.00**

Respectfully,

Harold Oliver
President
Envision Builders, Inc.



28036 Oakland Oaks Court / Wixom, MI 48393

Phone: 248-305-8181 / Fax: 248-305-8183

CONSTRUCTION SERVICES / www.envisionbuilders.net

July 21, 2014

OHM –Advisors
34000 Plymouth Rd.
Livonia, MI 48150

Attn: John Eisses

RE: Ypsilanti Twp Civic Center Improvements

John,

Per your request we have put together a preliminary list of subcontractors for the Civic Center Project.

Demolition	- Envision
General Trades	- Envision
Electrical	- Envision
Exterior Concrete	- Pasqualli Concrete
Exterior Canopy	- Envision
Roof Coping Work	- Envision
Exterior Store Front Glazing	- Monroe Glass
Flooring	- Chevie tile
Mechanical	- Wesco Plumbing
Landscaping	- Envision
Benches	- Forms+Surfaces
Millwork	- CMC
Exterior Restoration	- Arisco or Ram

Respectfully,

Harold Oliver
President
Envision Builders, Inc.

BID TABULATIONS FOR:

PROJECT: Ypsilanti Civic Center Improvements

OWNER: Charter Township of Ypsilanti

BID DATE: July 2, 2014 – 3:00 PM

LOCATION: Charter Township of Ypsilanti

BIDDER	BID BOND	BASE BID	BID ALT #1 Snow-Melt	BID ALT #2 Toilet Rooms	BID ALT #3 Entry Canopy	BID ALT #4 Landscaping	REMARKS
<i>Envision Builders, Inc.</i> 28036 Oakland Oaks Ct. Wixom, MI 48393	Yes	\$287,400.00	\$35,000	\$87,000	\$13,000	\$14,500	
<i>Heaney General Contracting, Inc.</i> 7560 Carpenter Road Ypsilanti, MI 48197	Yes	\$372,669.00	\$44,300	\$33,300	\$10,810	\$28,805	
<i>D&S Contractors, Inc.</i> 3500 W. 11 Mile Road, Suite A Berkley, MI 48072	Yes	\$382,270.00	NR	NR	NR	NR	No alternate prices provided
<i>Vanston O'Brien, Inc.</i> 2375 Bishop Circle West Dexter, MI 48130	Yes	\$396,091.00	\$54,648	\$121,761	\$21,838	\$15,018	

BIDDER	UNIT PRICE #1 Tuck Point	UNIT PRICE #2 Expansion Joint	REMARKS
<i>Envision Builders, Inc.</i>	\$6.85	\$6.50	
<i>Heaney General Contracting, Inc.</i>	\$8.50	\$9.25	
<i>D&S Contractors, Inc.</i>	NR	NR	No alternate prices provided
<i>Vanston O'Brien, Inc.</i>	\$6.33	\$6.04	

Bid Breakdown Summary

Project: **Ypsilanti Civic Center Improvements**

Date: **July 21, 2014**

Owner: **Charter Township of Ypsilanti
7200 S. Huron River Drive
Ypsilanti, MI 48197**

BASE BID:

The base bid shall include all of the alternates, as well as the unit priced items. See below for a detailed description of work. In addition to the items below, the base bid will include sealing of existing windows and installation of new flashing as indicated on sheets A-203 and A-204, installation of catch basins and roof drains, removal of existing concrete, brick, benches, and signs as shown on sheet C-101, repaving of the entire entry plaza, tying into the existing sidewalks as shown on sheet C-102 (and as detailed on sheet A-301), as well as re-grading and repaving at the other entrances of the building as shown on sheet A-302. Additional work to be completed, but not included in the alternates below includes, replacing framing of storefront glazing, replacing mortar below frames to mitigate drainage, reinstalling existing glazing of storefront, applying sealant to the roof and replacing rooftop coping and hardware, as well as tuck pointing and expansion joint replacement as detailed on the elevation sheets. Approximately 750 sf requires all mortar to be ground to a depth of ¾" and new mortar to be applied per the specifications, 435 sf requires portions of mortar to be ground to a depth of ¾" and new mortar to be applied per the specifications, and nearly 600 lft of expansion joints need to be replaced.

ALTERNATE SCHEDULE:

The following space is provided for entry of alternates as listed in Section 01100. Entry of alternates is mandatory and failure to do so shall be interpreted to mean that no change in price will result from the addition or deletion of the alternate work described. If alternate price is not available to the Bidder, he shall enter "No Bid" in the space provided. Building, Mechanical and Electrical contractors shall investigate all alternates and enter price for any change which affects the work.

(Note: The bidder understands that the OWNER reserves the right to reject any or all Bid Proposals and to waive any informalities or irregularities therein. In addition the OWNER has the right to award all, some or none of the project.)

Alternate #1: (Deduct) The cost of providing heated sidewalk system; include bond cost:

This work includes updates to the boiler room such as removal and replacement of concrete, removal and relocation of shelving, and installation of snowmelt system piping and controls, and updating HVAC (see bid set sheets M-001 and M-101). The piping will be installed under the proposed concrete entry as detailed on sheets M-101 and M-102 in the bid drawing set.

\$35,000



Alternate #2: (Deduct) The cost of all work associated with the men's and women's toilet rooms; include bond cost:

This work includes removal of existing finishes, plumbing and lighting fixtures, and existing ceiling, as well as installation of new countertops, tile, ceiling, plumbing fixtures, lighting, and typical bathroom accessories such as hand dryers, soap dispensers, etc. The toilets require new hangers, and the plumbing will need to be slightly adjusted. The lighting and hand dryers will require electrical updates. Toilet room work is detailed on sheets A-303 to A-401 and E-101 to P-101.

\$87,000

Alternate #3: (Deduct) The cost of all work associated with the entrance canopy; include bond cost:

This work includes installation of a new entrance canopy at the existing buildings main entrance. Work includes installation of steel columns, supported by new concrete footings, which support a metal framed flat roof structure for protection from the elements. A slight pitch of the roof to either side will allow draining of rainwater to either side. For details, see sheets A-205 and A-2026 of the bid set.

\$13,000

Alternate #4: (Deduct) The cost of all work associated with the landscape design; include bond cost:

This work includes removal of existing shrubs as shown on sheet C-101 and re-grading of entire entry lawn, landscaping as detailed on sheets L-101 and L-102.

\$14,500

UNIT PRICES: Only used if additional work is identified.

Unit Price #1: (Tuck Pointing) \$6.85 /L.F.

*Unit prices only apply to work requested of the contractor that is above and beyond the work identified in the documents.

Unit Price #2: (Expansion Joint Replacement) \$6.50 /L.F.

*Unit prices only apply to work requested of the contractor that is above and beyond the work identified in the documents.

ALLOWANCES:

There will be a fifteen hundred dollar (\$1,500) permit allowance for this project.

REQUESTED SCOPE CHANGES: The following was requested by the Township for consideration. This is included in the suggested contingency amount for the project.

Light Pole Bases: Cost to install conduit and concrete light pole bases (prepped for owner supplied fixture)

\$8,200

Additional Heated Sidewalk: Cost to install heated sidewalk system at elected official's entrance.

\$13,365

Search

Brenda Stumbo

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Special Board Meeting agenda item for July 28, 2014- accepting OHM bid action

From: Jeff Allen
To: Brenda Stumbo Karen Lovejoy Roe Nancy Wrybkowski Tammie Keen
Cc: Carl Girbach Jessica Howard Matt Parks Brandon Kritzman

Board approval ...M July 2014.docx (61.4 KB) Preview | Download | Briefcase | Remove
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All.. please find many attachments that relate to the bidding that OHM did for the repair of the I have a cover memo included in the attachments as well. In that document, I ask for ONLY \$ electrical for 2 additional lights that would be over the 2 benches alongside the sidewalks.

In a final note, knowing Javonna is off, my records indicate that this line item was budgeted at

Please let me know if you have any questions or comments or you want this prepared in a diff

Jeff

Karen, Brenda and Larry –

Here are the documents you will need for the special board meeting and award of the contract. I have attache

- 1. Revised recommendation of award to Envision. The contingency includes the additional items (ite
2. Bid tab.
3. Quote for additional items discussed at 7-18-14 meeting. Based on the decision on adding these it
4. List of subs and who is performing the work.
5. Detailed list of alternates, unit prices and additional items.

Please let me, Brandon or John know if there are questions. I am off on vacation Thursday and Friday but you s

We will provide you a proposal for construction services after this meeting and after we know what work is mo

MATT Parks, PE
CLIENT REPRESENTATIVE

OHM Advisors | ARCHITECTS. ENGINEERS. PLANNERS.

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 purchase of three new Hewlett Packard servers for a cost of \$25,319.10 budgeted in line 101.266.000.977.000.
Date: July 22, 2014
Copy To: Mike Radzik, OCS Director

In the past the Township has purchased its servers directly from HP fully configured. This time I would like to utilize multiple vendors to assemble servers in-house; we have experienced significant cost savings using this method in the past on other types of projects.

By utilizing multiple vendors the Township would save an estimated \$8,480 for this server refresh cycle. The base server units will be purchased from Hewlett Packard direct, while additional commodity components (hard drives, memory, secondary power supply, etc.) will be purchased from Calhoun Technologies. All items will be new (no refurbished items) and will be assembled in-house.

The base server units from Hewlett Packard will be custom configured with a specified CPU, RAID Controller, and warranty. These items are purchase from the HP REMC contract.

Cost Break Down

- Three Base Server Units
 - Hewlett Packard Direct \$10,481.34
- Commodity Components
 - Calhoun Technologies \$14,837.76

I have done a cost comparison between several vendors the Township utilizes; this option is the most cost effective grouping I was able to find.

I respectfully request Board approval to purchase three new servers and necessary commodity components as outlined above for a total cost of \$25,319.10 budgeted in account 101.266.000.977.000.

Travis McDugald
IS Manager, Charter Township of Ypsilanti



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



**Human Resource
Department**

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

MEMORANDUM

TO: Charter Township of Ypsilanti Board of Trustees

FROM: Karen Wallin, HR Department

DATE: July 25, 2014

RE: **Request to award Recreation Services Manager position to Angela Verges to fill Recreation Director Vacancy**

On Monday, July 7, 2014 the Charter Township of Ypsilanti received the resignation of Recreation Director, Art Serafinski. After discussing the needs of the department with recreation staff and the three full-time officials, we would like to move forward filling a non-bargaining position entitled Recreation Services Manager (job description enclosed) and offer the position to Angela Verges, the former Recreation Superintendent.

Angela's experience and knowledge of our Recreation Department including programming would be a great benefit to the department. Angela's eleven prior years of employment with the Ypsilanti Township Recreation Department, together with her knowledge of the Rec Track Program and formal education would make this a smooth transition.

I would like to formally request the Boards authorization to move forward with the employment offer based on the attached compensation package.

Your consideration in this matter is appreciated.

Charter Township of Ypsilanti

RECREATION SERVICES MANAGER

Summary

Plan, organize, and administer a diversified program of recreation within the community center building and related facilities. Participate in master planning for recreation programs.

Supervision Received

This employee carries out administrative assignments independently and is held accountable for the results. Direct Supervision is provided by the Township Supervisor or designee. The Township Supervisor is consulted on unusual or difficult work situations and assigns special projects.

Supervision Exercised

This employee supervises directly and indirectly a large staff of full-time, part-time and seasonal employees in supervisory, clerical and recreation positions.

Responsibilities and Duties

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

1. Direct the department and the associated staff responsible for providing a diversified program of recreation.
2. Participate in establishing short and long term goals for the department through the master planning process.
3. Monitor and evaluate recreation programs and community needs to maximize benefit to the community.
4. Participate in the recruitment, selection and evaluation of staff.
5. Provide technical guidance, training and coaching to employees as needed to acquaint employees with policy and procedures and to enhance work performance.
6. Supervise personnel directly or through subordinate employees, maintaining an employee relations program consistent with labor agreements and good management practices.
7. Prepare the Recreation Department Budget and participate in presenting the budget to the Township Board for approval. Monitor division spending and initiate measures to stay within approved budgetary limits. Approve the billing of services and recommend payment for division purchases.
8. Maintain records and make periodic reports accounting for services utilized and revenues received.

RECREATION SERVICES MANAGER (Continued)

Responsibilities and Duties (cont'd)

9. Lead the department in a marketing effort to promote recreation services and general community support for leisure programming, parks, recreation and golf course.
10. Investigate work problems, complaints and program irregularities and take appropriate action.
11. Responsible for maintaining an accurate written inventory of equipment and materials within the recreation department.
12. Attend the Township Park Commission meetings as liaison between the Township and Park Commission.
13. Perform related work as required.

Essential Functions, Qualifications and KSA's for Employment

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

- Considerable knowledge of the principles and practices of recreation management.
- Knowledge of the principles and practices of business management.
- Skill to plan, organize, supervise and coordinate the activities of employees engaged in a variety of recreation programs.
- Interpersonal skill to develop and maintain effective working relationships with the public, elected officials, employees, and consultants.
- Ability to work with numbers to complete duties 6, 7, 8, 12, and 13.
- Analytical ability to evaluate financial reports and usage data.
- Skill in the use of computers.
- Written and oral communication skills to complete duties 1, 2, 4, 5, 9, 10, and 13.
- Must be physically mobile and be able to climb and stoop to perform duties 1, 5, 9, 10, and 11.
- Bachelor's Degree in Recreation Program Management or equivalent with a minimum of five years of progressively responsible experience.
- Must possess a valid Michigan Driver License with a good driving record.

July 2014

RECREATION SERVICES MANAGER

(COMPENSATION/BENEFIT PACKAGE)

Salary: \$58,000/annually, paid in bi-weekly installments. Following completion of a six-month probationary period and a satisfactory evaluation the employee will receive an additional \$1,000/annually. At 1-year, a step increase of \$1,000 shall be received. Following 1 year through the budgetary process, the salary will be reviewed and at the discretion of the Township Board, may be increased.

PTO/Sick: 13 days of PTO per year, of which 5 days may be used within the first six months of employment. PTO hours accrued in the first and final years of employment will be pro-rated based on time actually worked that year. PTO shall be used within the year it is accrued and may not be rolled from year to year. Following five years of service, consideration may be given to increase yearly accrual. The employee may request a payout of 32 hours of PTO earned at 100% per year. This payout shall be non-MERS and not rolled into base wage.

The Township will provide 5 sick days per year to be used for illness of injury and is not to be accrued year to year.

Holiday: The Township observes thirteen holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

Should the Township observe close down days around observed Holidays, the employee shall take the time off by using PTO days from their bank. Upon approval, this time may be taken LWOP.

Retirement: Participation is required in the Municipal Employee's Retirement System (MERS) effective the date of hire. Employee contribution is currently 8.0% of gross wage, pre-tax and may change depending on yearly actuary results. The benefit offered is a defined benefit with vesting at 10 years of service and a benefit multiplier of 2.0%.

Optional participation in a 457 Plan is available through Nationwide Retirement Solutions or MERS.

Life Insurance: \$30,000 group life with AD&D for employee only.

Health Insurance:

The Township offers health through Blue Cross/Blue Shield of Michigan. The current plan is Flex Blue Plan #3 with the Flex Blue RX Drug Rider. The Township is currently providing a benefits card to pay for In-Network deductibles of up to \$3,250/per person and up to \$6,450/per family. In addition, the Township is currently providing an additional \$1,000/per person and \$2,000/family of \$10 generic/\$60 Brand name coinsurance for prescription drugs. The current benefit card is paid for by the Township through a Healthcare Reimbursement Account established by the Township.

For Non-union employees, the Township is currently providing coverage for the employee at 100% and coverage for the dependents at 80%. The current employee contribution for family health care coverage is \$81.23/per pay period. This contribution may change based on yearly health care renewals.

Township health care is not available for the first 90 days of employment; however to avoid a lapse in coverage, the Township shall cover 3 months of COBRA payments upon documentation being provided to the Human Resource Department.

Employees hired after December 31, 2013 shall not be eligible for retiree health care. The Township shall make available a Health Care Savings program for employees to setup an account to pay for health care upon retirement.

Vision/Dental: Vision insurance shall be offered at the level currently provided through VSP Vision Plan with premiums paid by the Township.

Dental insurance shall be offered at the level currently provided through Delta Dental of Michigan with premiums paid by the Township.

Disability: Short Term and Long Term Disability benefits are currently available through the Township paying at 66 2/3% of wage. The employee may utilize their PTO to make up the difference in their gross income, while on disability, not to exceed 100% of pay.

Employment offer shall also be contingent on a pre-employment drug screen. A background investigation will also be conducted.

Please sign below indicating your acceptance of the above employment package.

Employee Signature

Date

HR Representative

Date