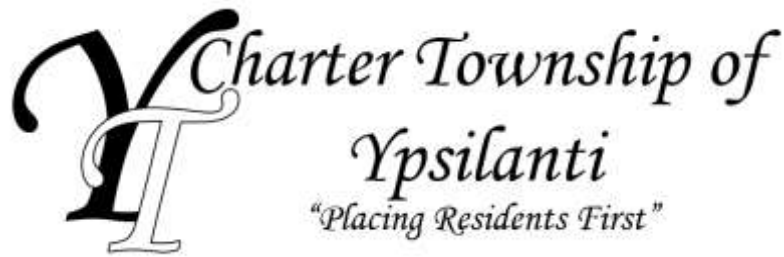


Supervisor
BRENDA L. STUMBO
Clerk
KAREN LOVEJOY ROE
Treasurer
LARRY J. DOE
Trustees
JEAN HALL CURRIE
STAN ELDRIDGE
MIKE MARTIN
SCOTT MARTIN



Supervisor's Office

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 481-0617
Fax: (734) 484-0002
www.ytown.org

SPECIAL MEETING

Friday, October 31, 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. Employment agreement for the Director of Golf Operations
2. Budget Amendment #14

10/28/14

Supervisor
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**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: October 28, 2014

RE: **Request authorization to move forward with Employment Agreement for the Director of Golf Operations position.**

On September 16, 2014 at the regular meeting of the Charter Township of Ypsilanti Board of Trustees, the Director of Golf Operations position was approved for posting.

Following the board meeting, the position was posted in a number of locations including the USGA (United States Golf Association) and GAM (Golf Association of Michigan). A total of 17 applications/resumes were received by the Human Resource Department. Applications were reviewed for the minimum qualifications outlined within the job description, and a total of 6 individuals were selected for interviews. Interviews took place on October 16th, 17th, and 20th conducted by a panel consisting of Treasurer Doe, Trustee Eldridge, and myself.

Recommendation is being forwarded to the Township board, that the position of Director of Golf Operations be offered to Justin Blair, and that the attached employment agreement outlining the compensation package be approved.

Your consideration in this matter is appreciated. Should you have any additional questions, please feel free to contact me.

DIRECTOR OF GOLF OPERATIONS

(COMPENSATION/BENEFIT PACKAGE)

Salary: \$50,000/annually, paid in bi-weekly installments. Following completion of a six-month probationary period and a revenue increase of 15% during the 2015 golf season the employee will receive an additional \$1,500/annually. Following the 2015 golf season annual wage shall be part of the budgetary process. The salary will be reviewed and at the discretion of the Township Board, may be increased based on increase revenues.

PTO/Sick: 13 days (104 hours) of PTO per year. Because of the seasonal nature of golf, PTO time must be scheduled between November 1st and March 15th of each year. 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. Payouts of PTO Time shall be non-MERS wages 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.

***Due to the nature of the position, holidays falling within the golf season will require the Director of Golf to work as needed. Therefore, the Holiday close down between Christmas and New Year's (3 work days) will be paid time off with no PTO required.**

Should the Township observe close down days around additional 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.

Employees also have the option to withdraw from health insurance coverage if covered by another health insurance program and proof of the coverage is provided to the Human Resource Department. Employees who choose to withdraw shall receive annually a \$3,000 cash payment in lieu of insurance. These payments are paid in two installments: one in June and one in December.

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.

I understand by signing below, the parties may review the current benefit package and make future changes negotiated with other Township employee groups.

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

Employee Signature

Date

HR Representative

Date

**CHARTER TOWNSHIP OF YPSILANTI
2014 BUDGET AMENDMENT #14
Special Meeting**

October 27, 2014

101 - GENERAL OPERATIONS FUND

Total Increase \$584,600.00

Increase to purchase a fire truck and equipment from Spartan. The General Fund will purchase the fire truck to take advantage of the prepaid discount. The Fire Fund will pay the General Fund \$58,460 annually over 10 years starting in 2015. This is funded by an Appropriation of Prior Year Fund Balance.

Revenues:

	Prior Year Fund Balance	101-000-000-699.000	\$584,600.00
		Net Revenues	<u><u>\$584,600.00</u></u>

Expenditures:

	Capital Outlay - Fire Truck	101-970-000-975.206	\$584,600.00
			<u><u>\$584,600.00</u></u>

Motion to Amend the 2014 Budget (#14):

Move to increase the General Fund budget by \$584,600 to \$11,786,284 and approve the department line item changes as outlined.