

**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

November 18, 2014

Work Session – 5:00 p.m.

Regular Meeting – 7:00 p.m.

Ypsilanti Township Civic Center

7200 S. Huron River Drive

Ypsilanti, MI 48197

DEPARTMENTAL REPORTS

14-B District Court

Revenue Report for October 2014

General Account

Account Number	
Due to Washtenaw County	
(101-000-000-214.222)	<u>\$3,183.00</u>
Due to State Treasurer	
Civil Filing Fee Fund (MCL 600.171):	\$17,780.00
State Court Fund (MCL 600.8371):	\$810.00
Justice System Fund (MCL 600.181):	\$14,490.00
Juror Compensation Reimbursement Fund:	
Civil Jury Demand Fee (MCL 600.8371):	\$10.00
Drivers License Clearance Fees (MCL 257.321a):	\$1,635.00
Crime Victims Rights Fund (MCL 780.905):	\$8,396.10
Judgment Fee (Dept. of Natural Resources):	\$0.00
Due to Secretary of State	
(101-000-000-206.136)	\$1,635.00
Total:	<u>\$44,756.10</u>

Due to Ypsilanti Township

Court Costs (101-000-000-602.136):	\$32,309.51
Civil Fees (101-000-000-603.136):	\$31,985.00
Probation Fees (101-000-000-604.000):	\$6,680.00
Ordinance Fines (101-000-000-605.001):	\$37,003.90
Bond Forfeitures (101-000-000-605.003):	\$1,300.00
Interest Earned (101-000-000-605.004):	\$0.00
State Aid-Caseflow Assistance (101-000-602.544):	\$0.00
Expense Write-Off:	\$0.00
Bank Charges (Expense - 101.136.000.957.000):	(\$319.90)
Total:	<u>\$108,958.51</u>

Total to General Account - (101.000.000.004.136): **\$156,897.61**

Escrow Account

(101-000-000-205.136)	
Court Ordered Escrow:	\$2,329.00
Garnishment Proceeds:	\$0.00
Bonds:	\$9,861.00
Restitution:	\$3,060.95
Total to Escrow Account - (101.000.000.205.136):	<u>\$15,250.95</u>

14-B District Court

Monthly Disbursements

October 2014

Revenue received as a Fine for violation of a State Statute is disbursed to the Washtenaw County Treasurer, for library purposes.

Revenue received as a Fine for violation of a Township Ordinance and all Court Costs are disbursed to the Ypsilanti Township Treasurer. Local revenue also includes Probation oversight fees and Bond Forfeitures.

Revenue received as State Filing Fee, State Court Fund, Justice System Fund, Juror Compensation, Crime Victims Rights Fund and Dept. of Natural Resources Judgment Fee is forwarded to the State Treasurer.

Money received as Garnishment Proceeds, Criminal Bonds, Restitution, and Court Ordered Escrow are deposited in the Escrow Account of the Court.

All other revenues are transferred to the Ypsilanti Township Treasurer.

October 2014 Disbursements:

Washtenaw County:	\$ 3,183.00
State of Michigan:	\$ 44,756.10
Ypsilanti Township Treasurer:	\$108,958.51

TOTAL: \$156,897.61

		Year to Date	
		Prior Year Comparison	
Month	Revenue	Revenue	
	2013	2014	
January	\$93,843.72	\$93,424.58	
February	\$120,646.88	\$134,377.46	
March	\$120,330.43	\$116,070.56	
April	\$87,844.43	\$104,192.57	
May	\$91,209.97	\$106,156.14	
June	\$90,086.73	\$107,897.55	
July	\$75,083.36	\$101,268.87	
August	\$89,198.00	\$98,053.38	
September	\$92,229.66	\$106,365.17	
October	\$137,889.48	\$108,958.51	
November	\$70,380.21		
December	\$81,613.89		
Caseload			
Standardization			
Payment:	\$45,724.00	\$45,724.00	
Year-to Date			
Totals:	\$1,196,080.76	\$1,122,488.79	
Expenditure			
Budget:	\$1,265,772.00	\$1,267,085.00	
Difference:	(\$69,691.24)	(\$143,283.21)	

**BUILDING DEPARTMENT REPORT
RON FULTON - BUILDING DIRECTOR**

BUILDING DEPARTMENT MONTHLY REPORT - OCTOBER 2014

Permit Type	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Building	55	44	66	90	127	124	91	128	91	112			928
	\$ 16,244	\$ 16,632	\$ 12,783	\$ 18,614	\$ 96,726	\$ 56,621	\$ 12,936	\$ 17,586	\$ 16,583	\$ 20,770			\$ 285,495
Electrical	16	16	23	18	49	43	41	30	25	39			300
	\$ 1,290	\$ 2,175	\$ 1,815	\$ 1,800	\$ 3,855	\$ 2,775	\$ 3,465	\$ 2,670	\$ 2,250	\$ 2,820			\$ 24,915
Mechanical	85	51	50	58	81	98	75	35	59	96			688
	\$ 4,980	\$ 2,760	\$ 3,095	\$ 4,185	\$ 5,925	\$ 10,000	\$ 7,161	\$ 3,390	\$ 6,110	\$ 7,125			\$ 54,731
Plumbing	28	30	83	35	46	107	39	36	49	53			506
	\$ 2,145	\$ 2,010	\$ 4,545	\$ 2,745	\$ 3,525	\$ 6,300	\$ 2,955	\$ 2,430	\$ 3,885	\$ 3,780			\$ 34,320
Zoning	2	-	1	14	13	26	16	10	7	9			98
	\$ 90	\$ -	\$ 45	\$ 630	\$ 585	\$ 1,170	\$ 720	\$ 450	\$ 315	\$ 405			\$ 4,410
Sub Totals	186	141	223	215	316	398	262	239	231	309	-	-	2,520
TOTAL YTD	\$ 24,749	\$ 23,577	\$ 22,283	\$ 27,974	\$ 110,616	\$ 76,866	\$ 27,237	\$ 26,526	\$ 29,143	\$ 34,900	\$ -	\$ -	\$ 403,871

BUILDING DEPARTMENT MONTHLY REPORT - 2013

Permit Type	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Building	61	57	63	100	85	96	107	90	100	143	61	68	1,031
	\$ 14,504	\$ 14,185	\$ 9,331	\$ 31,205	\$ 15,676	\$ 28,985	\$ 24,060	\$ 22,689	\$ 19,098	\$ 74,598	\$ 8,597	\$ 10,382	\$ 273,310
Electrical	37	27	27	29	49	30	30	36	36	35	21	25	382
	\$ 2,435	\$ 2,475	\$ 2,190	\$ 2,685	\$ 4,805	\$ 2,745	\$ 2,430	\$ 2,880	\$ 3,750	\$ 3,585	\$ 3,165	\$ 2,460	\$ 35,605
Mechanical	69	30	38	51	59	63	45	39	61	116	70	51	692
	\$ 5,115	\$ 2,680	\$ 3,005	\$ 4,198	\$ 6,670	\$ 10,565	\$ 3,750	\$ 3,035	\$ 3,675	\$ 6,105	\$ 3,935	\$ 3,235	\$ 55,968
Plumbing	34	21	29	46	36	49	37	29	45	56	29	21	432
	\$ 2,895	\$ 1,680	\$ 2,055	\$ 3,555	\$ 3,855	\$ 4,260	\$ 2,910	\$ 2,370	\$ 3,435	\$ 8,040	\$ 1,920	\$ 1,605	\$ 38,580
Zoning	1	2	4	17	14	16	17	12	14	12	3	2	114
	\$ 90	\$ 90	\$ 180	\$ 765	\$ 630	\$ 675	\$ 765	\$ 540	\$ 630	\$ 540	\$ 135	\$ 90	\$ 5,130
Sub Totals	202	137	161	243	243	254	236	206	256	362	184	167	2,651
TOTAL YTD	\$ 25,039	\$ 21,110	\$ 16,761	\$ 42,408	\$ 31,636	\$ 47,230	\$ 33,915	\$ 31,514	\$ 30,588	\$ 92,868	\$ 17,752	\$ 17,772	\$ 408,593

**BUILDING DEPARTMENT REPORT
RON FULTON - BUILDING DIRECTOR**

INSPECTION RUNNING TOTALS													
Inspections	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Total 2014	318	253	354	417	429	501	581	496	445	516			4,310
Total 2013	336	328	239	306	445	404	389	507	459	647	410	378	4,848
Total 2012	852	259	592	328	340	268	275	419	317	382	340	276	4,648
Total 2011	319	238	280	311	371	369	319	411	349	432	316	143	3,858
Total 2010	292	220	361	366	379	358	427	405	350	449	322	140	4,069
Total 2009	323	315	340	337	350	372	440	401	463	374	341	137	4,193
Total 2008	460	352	326	432	432	628	727	562	533	577	393	128	5,550

Rental Inspections	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Total 2014	234	225	303	337	310	290	267	291	296	310			2,863
Total 2013	197	237	206	175	226	251	291	302	222	297	215	175	2,794
Total 2012	142	165	228	194	209	202	185	258	225	265	231	131	2,435
Total 2011	95	49	102	146	129	179	183	243	177	214	187	153	1,857
Total 2010	214	170	139	216	223	158	264	179	212	183	83	48	2,089
Total 2009	(Began tracking separate rental inspection totals Oct, 2009)									57	160	77	294

YPSILANTI TOWNSHIP FIRE DEPARTMENT
MONTHLY REPORT

OCTOBER 2014

Fire Department staffing levels are as follows:

1 Fire Chief	3 Shift Captains	17 Fire Fighters
1 Fire Marshall	3 Shift Lieutenants	3 Probationary Fire Fighters
1 Clerk III / Staff Support		

All fire department response personnel are licensed as Emergency Medical Technicians by the State of Michigan Public Health. During the month, the fire department responded to 354 requests for assistance. Of those requests, 247 were medical emergency service calls, with the remaining 107 incidents classified as non-medical and/or fire related.

Department activities for the month of October, 2014:

- 1) The Public Education Department participated in the following events:
 - a) Truck Demonstration at Wiard's Orchard Community Day
 - b) Truck Demonstration at KC Child Care
 - c) Fire Safety Demonstration at Rawsonville School
 - d) Truck Demonstration at Ypsilanti Moose
 - e) Trunk or Treat at Pineview Church
 - f) Truck Demonstration at Greene Farms Subdivision Halloween event
 - g) Trunk or Treat at Ypsilanti District Library
 - h) Truck Demonstration at Antioch Baptist Church preschool
 - i) Smoke Alarms: 7989 Lake Crest Drive (2)
 - j) Car Seat fittings

- 2) Fire fighters attended 16 neighborhood watch meetings

- 3) Fire fighters received training in the following areas:
 - a) Washtenaw County Tech Rescue

The Fire Marshal had these activities for the month of October, 2014:

- 1) Inspections / Tests completed:
 - a) Fire Sprinkler System Inspections: 4
 - b) Building Inspections: 5
 - c) Site Inspections: 2
 - d) Commercial Kitchen Hood Inspections: 3
 - e) Fire Investigations: 3 (included 1 Mutual Aid to City of Ypsilanti)
 - f) Burn Permits Issued: 1
 - g) Emergency Light Testing: 1
 - h) Citations Issued: 2
 - i) Building Plan Reviews: 2
 - j) Fire Sprinkler System Reviews: 1
 - k) Addresses Issued: 1
 - l) Occupancy Load Certificates Issued: 8

- 2) Attended 7 meetings / events:
 - a) Fire Apparatus Committee meeting
 - b) WAMAA Chiefs meeting
 - c) Ebola virus Response meeting
 - d) Detroit Metro Fire Inspectors training – holiday decorations
 - e) Oakland/Macomb County Fire Inspectors training – sprinkler calculations
 - f) Washtenaw County HazMat Team University of Michigan Lab tour
 - g) DTE Tabletop Disaster Exercise

The Fire Chief attended 19 meetings / events for the month of October, 2014:

- 1) Officers meeting
- 2) 2 Truck Committee meetings
- 3) Fire Truck Presentation to Township Board
- 4) WAMAA meeting
- 5) SE MI Fire Chiefs meeting
- 6) Fire Marshal Testing
- 7) Washtenaw County Medical Control Board review
- 8) EMS Commission meeting
- 9) Snow Emergency meeting
- 10) Budget meeting
- 11) 2 Automatic Mutual Aid meetings with Ypsilanti City Fire Department
- 12) Automatic Mutual Aid meeting with Pittsfield Township Fire Department
- 13) Finalized MABAS Run Cards
- 14) MABAS Run Cards meeting with Canton Fire Chief
- 15) Washtenaw County Road Commission meeting – Textile Road Roundabouts
- 16) 2 Trunk or Treat Public Educations – Ypsilanti District Library & Pineview Church

There was 1 injury and 0 deaths reported this month for civilians.

There were 0 injuries and 0 deaths reported this month for fire fighters.

This month the total fire loss, including vehicle fires, is estimated at ***\$156,100.00***. All occurred at the following locations:

DATE OF LOSS	ADDRESS	ESTIMATED LOSS
1) 10/01/2014	7877 Lake Crest Drive	\$ 0.00 (cooking)
2) 10/01/2014	1275 S Huron	\$ 0.00 (outside equipment)
3) 10/04/2014	574 Brookside	\$ 80,000.00 (building)
4) 10/09/2014	WB I-94 @ Huron	\$ 5,000.00 (vehicle)
5) 10/09/2014	1633 E Forest	\$ 25,000.00 (building)
6) 10/11/2014	517 Dupont	\$ 0.00 (natural vegetation)
7) 10/11/2014	1325 Elmwood	\$ 0.00 (dumpster)
8) 10/14/2014	2330 Ellsworth #201	\$ 42,000.00 (building)
9) 10/19/2014	169 N Washington	\$ 0.00 (Mutual Aid-Ypsi City)
10) 10/26/2014	1565 E Forest	\$ 4,100.00 (vehicle)
11) 10/31/2014	8074 Lake Crest Drive	\$ 0.00 (chimney flue)

Respectfully submitted,

Rhonda Bates, Clerical Support Staff
Charter Township of Ypsilanti Fire Department

Attachment: Fire House Incident Type Report (Summary) 10/01/2014 – 10/31/2014

Ypsilanti Township Fire Department

Incident Type Report (Summary)

Alarm Date Between {10/01/14} And {10/31/14}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	4	1.13%	\$147,000	94.17%
113 Cooking fire, confined to container	1	0.28%	\$0	0.00%
114 Chimney or flue fire, confined to chimney or flue	1	0.28%	\$0	0.00%
131 Passenger vehicle fire	2	0.56%	\$9,100	5.82%
140 Natural vegetation fire, Other	1	0.28%	\$0	0.00%
154 Dumpster or other outside trash receptacle fire	1	0.28%	\$0	0.00%
162 Outside equipment fire	1	0.28%	\$0	0.00%
	11	3.11%	\$156,100	100.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
200 Overpressure rupture, explosion, overheat other	1	0.28%	\$0	0.00%
	1	0.28%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	23	6.50%	\$0	0.00%
311 Medical assist, assist EMS crew	38	10.73%	\$0	0.00%
320 Emergency medical service, other	29	8.19%	\$0	0.00%
321 EMS call, excluding vehicle accident with injuries	32	37.29%	\$0	0.00%
322 Motor vehicle accident with injuries	13	3.67%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	1	0.28%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	10	2.82%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	0.28%	\$0	0.00%
	247	69.77%	\$0	0.00%
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	1	0.28%	\$0	0.00%
412 Gas leak (natural gas or LPG)	2	0.56%	\$0	0.00%
424 Carbon monoxide incident	5	1.41%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	4	1.13%	\$0	0.00%
444 Power line down	1	0.28%	\$0	0.00%
445 Arcing, shorted electrical equipment	5	1.41%	\$0	0.00%
	18	5.08%	\$0	0.00%
5 Service Call				
500 Service Call, other	3	0.85%	\$0	0.00%
511 Lock-out	1	0.28%	\$0	0.00%
522 Water or steam leak	1	0.28%	\$0	0.00%
531 Smoke or odor removal	6	1.69%	\$0	0.00%

Ypsilanti Township Fire Department

Incident Type Report (Summary)

Alarm Date Between {10/01/14} And {10/31/14}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
5 Service Call				
550 Public service assistance, Other	2	0.56%	\$0	0.00%
553 Public service	1	0.28%	\$0	0.00%
561 Unauthorized burning	5	1.41%	\$0	0.00%
	19	5.37%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, Other	4	1.13%	\$0	0.00%
611 Dispatched & cancelled en route	34	9.60%	\$0	0.00%
622 No Incident found on arrival at dispatch address	6	1.69%	\$0	0.00%
631 Authorized controlled burning	2	0.56%	\$0	0.00%
651 Smoke scare, odor of smoke	1	0.28%	\$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke	1	0.28%	\$0	0.00%
	48	13.56%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	5	1.41%	\$0	0.00%
735 Alarm system sounded due to malfunction	2	0.56%	\$0	0.00%
744 Detector activation, no fire - unintentional	1	0.28%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	2	0.56%	\$0	0.00%
	10	2.82%	\$0	0.00%
Total Incident Count:	354		Total Est Loss:	\$156,100



WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL sheriffinfo@ewashtenaw.org

MARK A. PTASZEK
UNDERSHERIFF

To: Brenda Stumbo, Ypsilanti Township Supervisor
From: Jim Anuszkiewicz, Police Services Lieutenant
Cc: Mike Radzik, Ypsilanti Township Police Administrator & Ypsilanti Township Board
Marlene Radzik, WCSO Police Services Commander
Date: October 17, 2014
Re: September 2014 Police Services Monthly Report

In September of 2014, there were 3,381 Calls for service in Ypsilanti Township, which is a 1% decrease in Calls for service as compared to September of 2014.

BOOM BOX ORDINANCE ENFORCEMENT

After receiving information from residents at neighborhood meetings regarding boom box violations the Sheriff's Office took action. As a result of these concerns by residents, Sheriff Deputies on September 17th and 23rd conducted enforcement in this area. During this enforcement detail to address concerns from neighbors, deputies initiated 37 traffic stops, issued 46 citations of which 25 of the issued citations were for loud music. Additional details are scheduled for October and November.

SEARCH WARRANTS EXECUTED BY COMMUNITY ACTION TEAM

Several search warrants during the month of September were executed by both the Community Action Team/LAWNET at the following locations for narcotics/weapons:

800 Blk of E. Grand Blvd.	500 Blk of N. Miami
200 Blk of Oregon St.	1000 Blk of Woodglen
700 Blk of Dorset	

The Community Action Team continues to attend to neighbor problems and drug issues that impact local neighborhoods. The Sheriff's Office began a partnership with Ypsilanti Twp. Attorney's Office in September by them sending letters to property owners informing them of narcotic seizures from search warrants executed at their properties.

SIGNIFICANT ARREST MADE BY DEPUTIES IN SEPTEMBER

Deputies this month made some significant arrest in order to keep the residents of Ypsilanti Twp. safe. These arrests were from the following incidents:

- September 3rd, 2014 in the 1800 Blk of Carol Ann involving a home invasion arrest.
- September 8th, 2014 in the 800 Blk of Anchor Dr involving an arrest for felonious assault.
- September 5th, 2014 in the 5800 Blk of Textile involving a home invasion arrest by deputies.
- September 14, 2014 in the 5900 Blk of Bridge Rd involving an arrest of an individual involved in an armed robbery of pizza driver.
- September 16, 2014 in the 2800 Blk of International involving the arrest of a suspect who was involved in a felonious assault against his girlfriend.

The Sheriff's Office continues to work closely with residents and Officials to ensure to safety of everyone in Ypsilanti Twp.

Public Safety –Quality Service – Strong Communities

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT



Month:	September
Year:	2014
Print Option:	Print Both Monthly and YTD
Include Unfounded:	No
Report Offenses:	Include Primary Only
Attempted/Completed/NA:	Includes Attempted, Completed
City:	Ypsilanti Twp-YPT

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

For The Month Of September

Classification	Sep/2013	Sep/2014	%Change
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	0%
09002 NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	0	0	0%
09004 JUSTIFIABLE HOMICIDE	0	0	0%
10001 KIDNAPPING/ABDUCTION	0	0	0%
10002 PARENTAL KIDNAPPING	0	0	0%
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	1	0	-100%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	1	2	100%
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	1	1	0%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	0%
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	0%
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	1	0%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	0	1	0%
12000 ROBBERY	4	5	25%
13001 NONAGGRAVATED ASSAULT	48	32	-33.3%
13002 AGGRAVATED/FELONIOUS ASSAULT	15	13	-13.3%
13003 INTIMIDATION/STALKING	5	6	20%
20000 ARSON	0	2	0%
22001 BURGLARY -FORCED ENTRY	26	15	-42.3%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	6	4	-33.3%
23001 LARCENY -POCKETPICKING	0	0	0%
23002 LARCENY -PURSESNAATCHING	1	0	-100%
23003 LARCENY -THEFT FROM BUILDING	18	12	-33.3%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	0%
23005 LARCENY -THEFT FROM MOTOR VEHICLE	22	20	-9.09%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	3	3	0%
23007 LARCENY -OTHER	8	15	87.5%
24001 MOTOR VEHICLE THEFT	15	10	-33.3%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	0	1	0%
24003 MOTOR VEHICLE FRAUD	0	0	0%
25000 FORGERY/COUNTERFEITING	3	2	-33.3%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	4	4	0%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	3	5	66.66%
26003 FRAUD -IMPERSONATION	2	3	50%
26005 FRAUD -WIRE FRAUD	1	0	-100%
27000 EMBEZZLEMENT	1	0	-100%
28000 STOLEN PROPERTY	1	2	100%
29000 DAMAGE TO PROPERTY	32	27	-15.6%
30001 RETAIL FRAUD -MISREPRESENTATION	0	2	0%
30002 RETAIL FRAUD -THEFT	4	2	-50%
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	1	0%
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	11	15	36.36%
35002 NARCOTIC EQUIPMENT VIOLATIONS	0	2	0%
37000 OBSCENITY	0	0	0%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

For The Month Of September

Classification	Sep/2013	Sep/2014	%Change
40001 COMMERCIALIZED SEX -PROSTITUTION	0	0	0%
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	0%
52001 WEAPONS OFFENSE- CONCEALED	2	0	-100%
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	0%
52003 WEAPONS OFFENSE -OTHER	4	0	-100%
Group A Totals	242	208	-14.0%
03000 IMMIGRATION	0	0	0%
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	0%
26006 FRAUD -BAD CHECKS	2	0	-100%
36003 PEEPING TOM	0	0	0%
36004 SEX OFFENSE -OTHER	0	0	0%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	5	1	-80%
38003 FAMILY -OTHER	3	0	-100%
41001 LIQUOR LICENSE -ESTABLISHMENT	0	0	0%
41002 LIQUOR VIOLATIONS -OTHER	1	0	-100%
42000 DRUNKENNESS	0	0	0%
48000 OBSTRUCTING POLICE	1	2	100%
49000 ESCAPE/FLIGHT	0	0	0%
50000 OBSTRUCTING JUSTICE	4	6	50%
53001 DISORDERLY CONDUCT	1	3	200%
53002 PUBLIC PEACE -OTHER	0	0	0%
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	1	0	-100%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	12	6	-50%
55000 HEALTH AND SAFETY	2	0	-100%
57001 TRESPASS	1	1	0%
57002 INVASION OF PRIVACY -OTHER	0	0	0%
58000 SMUGGLING	0	0	0%
62000 CONSERVATION	0	0	0%
63000 VAGRANCY	0	0	0%
70000 JUVENILE RUNAWAY	4	4	0%
73000 MISCELLANEOUS CRIMINAL OFFENSE	3	0	-100%
75000 SOLICITATION	0	0	0%
77000 CONSPIRACY (ALL CRIMES)	0	0	0%
Group B Totals	40	23	-42.5%
2800 JUVENILE OFFENSES AND COMPLAINTS	60	69	15%
2900 TRAFFIC OFFENSES	37	23	-37.8%
3000 WARRANTS	50	46	-8%
3100 TRAFFIC CRASHES	101	96	-4.95%
3200 SICK / INJURY COMPLAINT	85	55	-35.2%
3300 MISCELLANEOUS COMPLAINTS	846	794	-6.14%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	3	2	-33.3%
3500 NON-CRIMINAL COMPLAINTS	697	786	12.76%
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	679	805	18.55%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

For The Month Of September

Classification	Sep/2013	Sep/2014	%Change
3800 ANIMAL COMPLAINTS	87	89	2.298%
3900 ALARMS	206	176	-14.5%
Group C Totals	2851	2941	3.156%
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	2	0	-100%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	1	0	-100%
4200 PARKING CITATIONS	3	11	266.6%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	0	0	0%
4500 MISCELLANEOUS A THROUGH UUUU	34	8	-76.4%
4900 TRAFFIC WARNINGS	0	0	0%
Group D Totals	40	19	-52.5%
5000 FIRE CLASSIFICATIONS	1	0	-100%
5100 18A STATE CODE FIRE CLASSIFICATIONS	2	0	-100%
Group E Totals	3	0	-100%
6000 MISCELLANEOUS ACTIVITIES (6000)	24	30	25%
6100 MISCELLANEOUS ACTIVITIES (6100)	101	102	0.990%
6300 CANINE ACTIVITIES	4	5	25%
6500 CRIME PREVENTION ACTIVITIES	34	35	2.941%
6600 COURT / WARRANT ACTIVITIES	4	3	-25%
6700 INVESTIGATIVE ACTIVITIES	4	15	275%
Group F Totals	171	190	11.11%
City : Ypsilanti Twp Totals	3347	3381	1.015%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

Year To Date Through September

Classification	2013	2014	%Change
Group F Totals	0	0	0%
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	1	2	100%
09002 NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	1	0	-100%
09004 JUSTIFIABLE HOMICIDE	0	1	0%
10001 KIDNAPPING/ABDUCTION	1	0	-100%
10002 PARENTAL KIDNAPPING	1	1	0%
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	17	15	-11.7%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	4	5	25%
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	4	3	-25%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	2	5	150%
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	3	0	-100%
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	8	11	37.5%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	6	4	-33.3%
12000 ROBBERY	30	45	50%
13001 NONAGGRAVATED ASSAULT	490	292	-40.4%
13002 AGGRAVATED/FELONIOUS ASSAULT	180	149	-17.2%
13003 INTIMIDATION/STALKING	64	31	-51.5%
20000 ARSON	6	7	16.66%
22001 BURGLARY -FORCED ENTRY	235	196	-16.5%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	47	38	-19.1%
23001 LARCENY -POCKETPICKING	1	4	300%
23002 LARCENY -PURSES/NATCHING	4	4	0%
23003 LARCENY -THEFT FROM BUILDING	117	147	25.64%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	2	2	0%
23005 LARCENY -THEFT FROM MOTOR VEHICLE	189	136	-28.0%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	38	28	-26.3%
23007 LARCENY -OTHER	129	85	-34.1%
24001 MOTOR VEHICLE THEFT	76	87	14.47%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	5	10	100%
24003 MOTOR VEHICLE FRAUD	2	1	-50%
25000 FORGERY/COUNTERFEITING	27	14	-48.1%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	68	55	-19.1%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	38	34	-10.5%
26003 FRAUD -IMPERSONATION	32	37	15.62%
26005 FRAUD -WIRE FRAUD	3	2	-33.3%
27000 EMBEZZLEMENT	6	7	16.66%
28000 STOLEN PROPERTY	17	17	0%
29000 DAMAGE TO PROPERTY	257	229	-10.8%
30001 RETAIL FRAUD -MISREPRESENTATION	6	6	0%
30002 RETAIL FRAUD -THEFT	80	55	-31.2%
30003 RETAIL FRAUD -REFUND/EXCHANGE	3	2	-33.3%
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	131	129	-1.52%
35002 NARCOTIC EQUIPMENT VIOLATIONS	14	15	7.142%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

Year To Date Through September

Classification	2013	2014	%Change
37000 OBSCENITY	1	4	300%
40001 COMMERCIALIZED SEX -PROSTITUTION	4	5	25%
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	6	7	16.66%
52001 WEAPONS OFFENSE- CONCEALED	7	14	100%
52002 WEAPONS OFFENSE -EXPLOSIVES	1	0	-100%
52003 WEAPONS OFFENSE -OTHER	10	5	-50%
Group A Totals	2374	1946	-18.0%
03000 IMMIGRATION	0	1	0%
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	3	4	33.33%
26006 FRAUD -BAD CHECKS	12	10	-16.6%
36003 PEEPING TOM	1	0	-100%
36004 SEX OFFENSE -OTHER	3	2	-33.3%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	31	31	0%
38003 FAMILY -OTHER	4	0	-100%
41001 LIQUOR LICENSE -ESTABLISHMENT	1	0	-100%
41002 LIQUOR VIOLATIONS -OTHER	4	7	75%
42000 DRUNKENNESS	1	0	-100%
48000 OBSTRUCTING POLICE	21	20	-4.76%
49000 ESCAPE/FLIGHT	0	2	0%
50000 OBSTRUCTING JUSTICE	38	59	55.26%
53001 DISORDERLY CONDUCT	26	22	-15.3%
53002 PUBLIC PEACE -OTHER	4	2	-50%
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	5	2	-60%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	92	60	-34.7%
55000 HEALTH AND SAFETY	16	6	-62.5%
57001 TRESPASS	4	3	-25%
57002 INVASION OF PRIVACY -OTHER	0	1	0%
58000 SMUGGLING	0	1	0%
62000 CONSERVATION	3	0	-100%
63000 VAGRANCY	2	3	50%
70000 JUVENILE RUNAWAY	65	75	15.38%
73000 MISCELLANEOUS CRIMINAL OFFENSE	10	5	-50%
75000 SOLICITATION	1	0	-100%
77000 CONSPIRACY (ALL CRIMES)	0	1	0%
Group B Totals	347	317	-8.64%
2800 JUVENILE OFFENSES AND COMPLAINTS	437	515	17.84%
2900 TRAFFIC OFFENSES	363	270	-25.6%
3000 WARRANTS	511	444	-13.1%
3100 TRAFFIC CRASHES	848	983	15.91%
3200 SICK / INJURY COMPLAINT	628	585	-6.84%
3300 MISCELLANEOUS COMPLAINTS	7415	7067	-4.69%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	18	19	5.555%
3500 NON-CRIMINAL COMPLAINTS	5972	7538	26.22%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

Year To Date Through September

Classification	2013	2014	%Change
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	6535	9027	38.13%
3800 ANIMAL COMPLAINTS	653	771	18.07%
3900 ALARMS	1548	1668	7.751%
Group C Totals	24928	28887	15.88%
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	47	1	-97.8%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	17	2	-88.2%
4200 PARKING CITATIONS	34	47	38.23%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	2	0	-100%
4500 MISCELLANEOUS A THROUGH UUUU	226	73	-67.6%
4900 TRAFFIC WARNINGS	1	0	-100%
Group D Totals	327	123	-62.3%
5000 FIRE CLASSIFICATIONS	6	2	-66.6%
5100 18A STATE CODE FIRE CLASSIFICATIONS	20	16	-20%
Group E Totals	26	18	-30.7%
6000 MISCELLANEOUS ACTIVITIES (6000)	653	293	-55.1%
6100 MISCELLANEOUS ACTIVITIES (6100)	893	830	-7.05%
6300 CANINE ACTIVITIES	26	47	80.76%
6500 CRIME PREVENTION ACTIVITIES	283	270	-4.59%
6600 COURT / WARRANT ACTIVITIES	19	19	0%
6700 INVESTIGATIVE ACTIVITIES	34	63	85.29%
Group F Totals	1908	1522	-20.2%
City : Ypsilanti Twp Totals	29910	32813	9.705%



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

WORK SESSION AGENDA CHARTER TOWNSHIP OF YPSILANTI TUESDAY, NOVEMBER 18, 2014

5:00 P.M.

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

- 1. 2015 FUND BUDGETS DEPARTMENT DIRECTORS
 - a. FUND 206 – FIRE CHIEF COPELAND
 - b. FUND 208 - PARKS SUPERVISOR STUMBO
 - c. FUND 212 – BSR II SUPERVISOR STUMBO
 - d. FUND 230 – RECREATION ANGELA VERGES/SUPERVISOR STUMBO/JAVONNA NEEL
 - e. FUND 584 – GOLF COURSE JUSTIN BLAIR/TREASURER DOE/TRUSTEE ELDRIDGE
- 2. DISCUSS CHIEF BUILDING OFFICIAL JOB DESCRIPTION AND SALARY KAREN WALLIN
- 3. REVIEW AGENDA SUPERVISOR STUMBO
- 4. OTHER DISCUSSION BOARD MEMBERS

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

TO: Karen Lovejoy Roe, Clerk
FROM: Brenda L. Stumbo, Supervisor *Brenda*
DATE: November 10, 2014
RE: Discussion of 2015 Fiscal Year Budget

Please place the following on the November 18, 2014 work session agenda:

1. Discussion of 2015 Fiscal Year Budget
 - A. Fund 206 – Fire – Eric Copeland
 - B. Fund 208 – Parks – Brenda Stumbo
 - C. Fund 212 – BSR II – Brenda Stumbo
 - D. Fund 230 – Recreation – Angela Verges/Javonna Neel/Brenda Stumbo
 - E. Fund 584 – Golf Course – Justin Blair/Stan Eldridge/Larry Doe

If you have any questions, please contact my office.

tk

cc: Eric Copeland, Fire Chief
Jeff Allen, Resident Services Director
Angela Verges, Recreation Services Manager
Javonna Neel – Accounting Director
Justin Blair, Director of Golf Operations
Stan Eldridge, Trustee
File

Fund 206 – Fire Department

Revenues

Line Item	Explanation
206-000-000-402-005 – Current Taxes Fire Retirement, Pension & OPEB	Line item reflects revenues from property taxes for fire retirement, pension and OPEB based on value & millage rates. Projections are \$1,104,558.
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 \$3,451,745.
206-000-000-476-491 – Non-Bus Lic-Fire Protection Permit	Line item reflects fees charged for non-business licenses for fire alarm/fire suppression systems inspections. Projections are \$750.
206-000-000-607-011 – Chg for Service – Fire Plan Review	Line item reflects fees charged for fire plan reviews. Projections are \$500.
206-000-000-607-012 – Chg for Service – Address Assign	Line item reflects fees charged for an address assignment for residences/businesses. Projections are \$100.
206-000-000-607-270 – Chg for Service – Liquor Inspect	Line item reflects fees charged for a business liquor license inspection. Projections are \$1,000.
206-000-000-664-000 – Interest Earned Operating	Line item reflects interest earned on bank accounts. Projecting \$50.
206-000-000-664-001 – Interest Earned	Line item reflects interest earned, projecting \$50.

Line Item	Explanation
206-000-000-699-000 – Appropriated Prior Year Balance	Line item reflects revenues from fund balance to fund capital outlays and debt service. Projections are \$590,358.

206 Fire Fund – 2015 Revenues total = \$5,149,111

Expenditures

Line Item	Explanation
206-206-000-705-000 – Salary-Supervision	It is recommended that the salary for the Fire Chief be set at \$79,310 for 2015. Slightly more has been budgeted for payroll accrual.
206-206-000-705-002 – Salaries-Officers	Line item includes salaries for 1 Fire Marshal, 3 Captains & 3 Lieutenants. Requesting \$414,249.
206-206-000-706-000 – Salary-Permanent Wages	Line item includes the salaries for 21 career firefighters. Requesting \$1,122,654.
206-206-000-706-011 – Permanent Wages-Fire Clerical	Line item includes the salary for the AFSCME clerical support staff. Requesting \$46,898. An increase is budgeted for the AFSCME contractual increase and payroll accrual.
206-206-000-708-004 – Salaries Pay Out-PTO & Sick Time	Line item includes the salary for the payout of any PTO or sick time for firefighters. Requesting \$37,786.
206-206-000-708-007 – Fire Comp Time Payout	Line item is for the costs associated with the payout of any comp time for firefighters. Requesting \$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 firefighters. Requesting \$138,000.
206-206-000-708-010 – Health Insurance Buyout	Line item is for the costs associated with the buyout of any health insurance for firefighters. Requesting \$9,000.

Line Item	Explanation
206-206-000-708-200 – Fire Fighter Clothing Allowance	Line item is for the costs associated with the purchase of new firefighter’s uniforms (3 pants, 3 shirts, 2 sweaters). Requesting \$11,700.
206-206-000-708-206 – Fire Fighter Food Allowance	Line item is for the costs associated with the purchase of firefighter meals (\$1300 x 24 / \$650 x 4). Request \$31,200.
206-206-000-709-000 – Regular Overtime	Line item is for the costs associated with regular overtime for firefighters. Request \$110,000.
206-206-000-709-001 – Holiday Overtime	Line item is for the costs associated with holiday overtime for firefighters. Request \$20,000.
206-206-000-709-002 – Salary-Contractual Overtime	Line item is for the costs associated with contractual (FLSA) overtime for firefighters. Requesting \$126,364.
206-206-000-715-000 – FICA/Medicare	Line item is for the costs associated with FICA/Medicare for firefighters. Requesting \$172,770.
206-206-000-717-000 – Salaries-Holiday Pay	Line item is for the costs associated with salaries holiday pay for firefighters. Requesting \$61,757.
206-206-000-719-000 – Health Insurance	Line item is for the costs associated with firefighter health care. Requesting \$345.900.
206-206-000-719-001 – Sick & Accident	Line item is associated with the costs with firefighter sickness & accident care. Request \$298.

Line Item	Explanation
206-206-000-719-005 – Hospital Physicals	Line item is for the costs associated with physicals & respiratory for incoming/current firefighters. Request \$13,000.
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 Accounting Director’s recommendation, \$20,500 is budgeted for 2015.
206-206-000-719-015 – Dental Benefits	In previous years, dental and vision benefits were budgeted together. In 2015, we are splitting them into separate line items to allow for better tracking. There will be no increase in dental insurance rates for 2015.
206-206-000-719-016 – Vision Benefits	In previous years, dental and vision benefits were budgeted together. In 2015, we are splitting them into separate line items to allow for better tracking. There will be no increase in vision insurance rates for 2015.
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. \$124,285 is budgeted for 2015.
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 2015.
206-206-000-720-000 – Life Insurance	Line item is for the costs associated with firefighter’s life insurance coverage. Requesting \$7,962.

Line Item	Explanation
206-206-000-730-000 - Postage	Line item is for postage of outgoing mail for the department. Request \$600.
206-206-000-741-000 – Uniforms-Laundry & Cleaning	Line item is for costs associated with the cleaning of firefighter uniforms, sheets and towels. Request \$15,000.
206-206-000-741-001 – Uniforms-New and Badges	Line item is for costs associated with the purchase of new dress uniforms, accessories, dress hats and badges for firefighters. Request \$5,000.
206-206-000-742-000 – Fire Prevention Materials	Line item is for costs associated with the purchase of fire prevention demonstration materials. Request \$3,000.
206-206-000-757-000 – Operating Supplies	Line item is for costs associated with the purchase of office & departmental supplies. Request \$19,000.
206-206-000-757-004 – Medical Supplies	Line item is for costs associated with the purchase of EMS supplies. Request \$9,000.
206-206-000-757-005 – Fire Investigation	Line item is for costs associated with the purchase of fire investigative manuals/supplies and smoke alarms. Request \$1,000.
206-206-000-757-006 – Operating Supplies/Tools	Line item is associated with supplies/tools/batteries necessary for firefighting equipment. Request \$500.
206-206-000-800-001 – Administration Fees	Line item is for costs of any departmental administrative fees to the Township. Request \$64,184.
206-206-000-801-000 – Professional Services	This line item is used for legal services. Request \$8,000.

Line Item	Explanation
206-206-000-818-012 – Retirement Board & Trust Fees	Line item is for costs associated with the department retirement board (stationery). Request \$100.
206-206-000-857-000 - Communications	Line item is for costs associated with the maintenance & service of firefighter radios (portable, mobile, fixed). Request \$17,000.
206-206-000-857-001 – Communications-Dispatch	Line item is for costs associated with HVA dispatching services. Request \$70,000.
206-206-000-863-001 – Auto & Truck Main Station #1	Line item is for costs associated with maintenance & repairs of autos & fire trucks at Station #1 (Ford Blvd – HQ) increase of 50% from 2014. Request \$45,000.
206-206-000-863-003 – Auto & Truck Main Station #3	Line item is for costs associated with maintenance & repairs of autos & fire trucks at Station #3 (Hewitt) increase of 50% from 2014. Request \$15,000.
206-206-000-863-004 – Auto & Truck Main Station #4	Line item is for costs associated with maintenance & repairs of autos & fire trucks at Station #4 (Textile) increase of 50% from 2014. Request \$15,000.
206-206-000-867-000 – Gas & Oil	Line item is for the purchase of gas & oil for all fire department vehicles. Requesting \$42,000.

Line Item	Explanation
206-206-000-876-000 – Retirement/MERS	Employer's portion is based on a flat rate with a 5% increase from 2014. This calculates at \$352.03 per employee times 24 pays ~ \$8,449 per employee. Retirement for the clerical position is budgeted in this line item.
206-206-000-876-100 – Retiree Health Care Savings	This line item reflects the employer match for retiree health care savings for new firefighters. This is in lieu of full health care coverage. \$5,200 has been budgeted for 2015.
206-206-000-900-000 - Publishing	Line item is for costs associated with newspaper publications for posting. Request \$1,000.
206-206-000-913-000 – Insurance & Bonds Fleet	Figures provided by Accounting Director.
206-206-000-917-000 – Workers Compensation Insurance	Figures provided by Accounting Director.
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 to provide electricity to all fire stations/facilities. Request \$20,000.
206-206-000-920-006 – Utilities Telephone	Line item is for costs associated with providing telephone/internet service to all fire stations. Request \$20,000.
206-206-000-920-007 – Utilities Water and Sewer	Line item is for cost of providing water/sewer to all fire stations. Increase of 10% from 2014. Request \$3,500.

Line Item	Explanation
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). Request \$12,000.
206-206-000-931-007 – Bldg Maintenance Station #3	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	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.
206-206-000-933-001 – Maintenance Contracts	Line item is for costs associated with maintenance contracts (copier-fax, generators, sirens, etc.). Increase of 20% from 2014 in part for 2 new sirens. Request \$12,000.
206-206-000-944-000 – Fire Hydrant Charge	Line item is for costs associated with fire hydrant charges to YCUA (\$1 x 2700 hydrants) Request \$2,700.
206-206-000-956-000 - Miscellaneous	Line item is for miscellaneous fire department expenses. Request \$500.
206-206-000-956-010 – Tax Refund Expense	Line item is for costs associated with any Michigan Tax Tribunal expenses. Requesting \$5,000.
206-206-000-958-000 – Membership and Dues	Line item is for all firefighter membership fees/dues (IAFC, NFPA, IAAI, MFIS, etc.). Request \$5,000.

Line Item	Explanation
206-206-000-960-000 – Education and Training	Line item is for costs associated with education & training of all firefighting personnel. Increase of 50% from 2014. Request \$15,000.

206 Fire Fund – 2015 Expenditures / Fire Department total = \$3,576,520

Civil Service Commission

Line Item	Explanation
206-220-000-704-000 – Appointed Officials	Line item is for the salary of appointed officials. Request \$2,500.
206-220-000-706-000 – Salary-Permanent Wages	Line item is for the salaries of 3 civil service personnel. Request \$400.
206-220-000-715-000 – FICA/Medicare	Line item is for the costs associated with FICA/Medicare. Request \$50.
206-220-000-723-000 – Deferred Compensation Employer	Line item is for the costs associated with deferred comp. Request \$30.
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 MERS retirement. 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 Fire Fund – 2015 Expenditures/Civil Service Commission total = \$14,520

Pension & Insurance

Line Item	Explanation
206-852-000-876-003 – OPEB Funding – Retiree Health	Line item is for the Annual Contribution Requirement for OPEB funding – retiree health insurance. Requesting \$590,744.
206-852-000-876-004 – Retirement-Fire Department	Line item is for the Annual Contribution Requirement for employers’ portion of firefighter’s retirement. Currently funded at 80% with goal of being 100% funded. Request \$737,867.
206-852-000-956-014 – Tax Refunds/Fire Pension	Line item is for the costs associated with any Michigan Tax Tribunal chargebacks to the pension fund. Request \$1,000.

206 Fire Fund – 2015 Expenditures/Pension & Insurance total = \$1,329,611

Capital Outlay

Line Item	Explanation
206-970-000-971-008 – Captl Outlay/Property Improvement	Line item is for costs associated with capital improvements made to fire department buildings. Request \$55,000 for roof replacement, \$4,000 for storm basin(s) repairs and \$6,000 for replacement steel entry doors at Station #1 (Ford Blvd – HQ) Total request \$65,000.
206-970-000-979-000 – Capital Outlay-Fire Apparatus	Line item is for costs associated with capital improvements made to firefighting vehicles/apparatus. Request purchase of two (2) new SUV type autos for Chief and Fire Marshal. Request \$65,000.
206-970-000-979-001 – Protective Equipment	Line item is for costs associated with capital improvements made to firefighting protective equipment. Request \$10,000 to replace firefighting gear for 1/6 of force, and to outfit new hires.
206-970-000-979-002 – General Fire/Rescue Equipment	Line item is for costs associated with capital improvements made to firefighting rescue equipment. Request \$10,000 for purchase of firefighting equipment/tools, technical rescue and hazardous materials equipment.
206-970-000-980-001 – Computer/Comm/Furnishing	Line item is for costs associated with capital improvements made to fire station furnishings, computers, etc. Request \$20,000 to replace six (6) outdated desktop computers

Line Item	Explanation
206-970-000-991-013 – Debt Service Apparatus	\$58,460 has been budgeted in this line item for the payment on the new fire truck. It will be paid over 10 years.

Revised 11/4/14

206 Fire Fund – 2015 Expenditures/Capital Outlay total = \$228,460

11/13/2014

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

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GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
Fund 206 - FIRE FUND							
ESTIMATED REVENUES							
Dept 000.000							
206-000.000-402.005	CURRENT TAXES FIRE PENSION	462,059	684,068	1,107,141	1,107,141	1,102,862	1,104,558
206-000.000-403.000	CURRENT PROPERTY TAXES	3,387,703	3,178,383	3,459,816	3,459,816	3,450,198	3,451,745
206-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	(4,275)	(127,619)			931	
206-000.000-403.005	CUR PROP TAX ADJ - FIRE PENS	(139)	(28,256)			113	
206-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE		2,880				
206-000.000-417.005	DELQUENT PERS PROP-FIRE PENSI		(50)				
206-000.000-476.491	NON-BUS LIC-FIRE PROTECT PERM	1,785	630	1,500	1,500	720	750
206-000.000-529.000	FEDERAL GRANTS - OTHER	2,621	70,924				
206-000.000-607.011	CHG FOR SERVC-FIRE PLAN REVIE	1,050	1,480	500	500	975	500
206-000.000-607.012	CHARGE FOR SERV-ADDRESS ASSIG	120	80	200	200	170	100
206-000.000-607.270	CHARGE FOR SERV-LIQUOR INSPEC	900	900	800	800	1,215	1,000
206-000.000-664.000	INTEREST EARNED OPERATING	3,384	289	50	50		50
206-000.000-664.001	INTEREST EARNED	228	2,283			299	50
206-000.000-675.000	CONTRIBUTIONS & DONATIONS		500				
206-000.000-682.000	REIMB-HAZARDOUS RESPONSE SRV	338	4,478			3,840	
206-000.000-685.000	FEDERAL RDS SUBSIDY-Medc-PrtD	22,999	25,305			2,174	
206-000.000-694.001	OTHER INCOME-MISCELLANEOUS	13,786	4,844		5,400	4,853	
206-000.000-694.004	MISC REVENUE - INSURANCE REIM	28,201	29,308		9,286	24,455	
206-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			596,092	627,560		590,358
Totals for dept 000.000-		3,920,760	3,850,427	5,166,099	5,212,253	4,592,805	5,149,111
TOTAL ESTIMATED REVENUES		3,920,760	3,850,427	5,166,099	5,212,253	4,592,805	5,149,111

11/13/2014

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
APPROPRIATIONS							
Dept 206.000-FIRE							
206-206.000-705.000	SALARY - SUPERVISION	74,488	74,693	75,555	77,822	62,175	80,225
206-206.000-705.002	SALARIES OFFICERS	388,290	469,748	479,760	479,760	377,199	414,249
206-206.000-706.000	SALARY - PERMANENT WAGES	1,179,871	1,078,667	1,079,999	1,024,999	794,350	1,122,654
206-206.000-706.011	PERMANENT WAGES- FIRE CLERICA	44,096	44,254	44,857	46,203	36,899	46,898
206-206.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	82,928	34,068	37,786	37,786	20,688	37,786
206-206.000-708.005	SALARIES PAY OUT OF RETIREES	15,342	16,561				
206-206.000-708.007	FIRE COMP TIME PAYOUT	10,080	7,078	45,880	45,880	16,051	45,880
206-206.000-708.008	RETIREE TIME PAYOUTS			138,000	138,000	107,651	138,000
206-206.000-708.010	HEALTH INS BUYOUT	21,495	12,000	12,000	12,000	16,500	9,000
206-206.000-708.200	FIRE FIGHTER CLOTHING ALLOWAN	5,571	5,400	4,840	4,840		11,700
206-206.000-708.206	FIRE FIGHTER FOOD ALLOWANCE	34,272	33,250	31,420	31,420		31,200
206-206.000-709.000	REG OVERTIME	89,740	100,191	110,000	140,000	116,553	110,000
206-206.000-709.001	HOLIDAY OVERTIME	14,685		20,000	20,000	2,421	20,000
206-206.000-709.002	SALARY - CONTRACTUAL OVERTIME	125,148	124,783	124,329	124,329	92,740	126,364
206-206.000-715.000	F.I.C.A./MEDICARE	167,328	157,764	163,595	163,872	136,599	172,770
206-206.000-717.000	SALARIES HOLIDAY PAY	112,168	93,205	64,736	64,736	80,389	61,757
206-206.000-719.000	HEALTH INSURANCE	222,988	219,684	290,903	290,903	246,608	345,900
206-206.000-719.001	SICK AND ACCIDENT	349	298	298	298	273	298
206-206.000-719.005	HOSPITAL PHYSICALS	2,206	1,504	2,500	14,500	2,649	13,000
206-206.000-719.006	FITNESS TESTING	1,190					
206-206.000-719.010	HEALTH CARE TAX	4,239	2,528	20,000	20,000	15,937	20,500
206-206.000-719.015	DENTAL BENEFITS	34,603	35,938	36,459	36,459	28,943	31,220
206-206.000-719.016	VISION BENEFITS						5,172
206-206.000-719.020	HEALTH CARE DEDUCTION	58,943	96,872	121,345	109,345	72,329	124,285
206-206.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	2,200	2,070	2,200	2,200	1,356	2,200
206-206.000-720.000	LIFE INSURANCE	8,417	7,686	7,990	7,990	6,905	7,962
206-206.000-730.000	POSTAGE	441	510	533	533	297	600
206-206.000-741.000	UNIFORMS - LAUNDRY & CLEANING	13,718	13,946	14,000	14,000	10,438	15,000
206-206.000-741.001	UNIFORMS-NEW AND BADGES	1,730	1,228	5,000	5,000	684	5,000
206-206.000-742.000	FIRE PREVENTION MATERIALS	1,501	1,833	2,000	3,500	3,189	3,000

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
206-206.000-757.000	OPERATING SUPPLIES	13,948	11,840	19,000	14,500	12,107	19,000
206-206.000-757.004	MEDICAL SUPPLIES	4,947	9,312	9,000	9,000	5,907	9,000
206-206.000-757.005	FIRE INVESTIGATION	900	148	1,000	1,000		1,000
206-206.000-757.006	OPERATING SUPPLIES/TOOLS	550	444	500	500	416	500
206-206.000-800.001	ADMINSTRATION FEES	62,289	62,289	62,289	62,289	51,908	64,184
206-206.000-801.000	PROFESSIONAL SERVICES	8,514	34,030	50,000	40,500	39,222	8,000
206-206.000-818.012	RETIREMENT BOARD & TRUST FEES			100	100		100
206-206.000-857.000	COMMUNICATIONS	3,313	4,493	5,000	5,000	2,989	17,000
206-206.000-857.001	COMMUNICATIONS - DISPATCH	70,465	76,183	70,000	71,000	59,073	70,000
206-206.000-863.001	AUTO & TRUCK MAIN STATION #1	23,501	36,164	30,000	78,070	69,924	45,000
206-206.000-863.003	AUTO & TRUCK MAIN STATION #3	8,708	10,665	10,000	31,000	23,543	15,000
206-206.000-863.004	AUTO & TRUCK MAIN STATION #4	13,742	6,796	10,000	30,686	24,812	15,000
206-206.000-867.000	GAS & OIL	38,658	42,744	36,000	52,000	31,680	42,000
206-206.000-876.000	RETIREMENT/MERS	4,670	5,681	6,406	6,914	6,060	8,449
206-206.000-876.100	RETIREMENT HEALTH CARE SAVINGS					350	5,200
206-206.000-900.000	PUBLISHING	115	1,186	1,000	1,000		1,000
206-206.000-913.000	INSURANCE & BONDS FLEET	36,632	32,225	33,409	33,409	25,970	35,537
206-206.000-917.000	WORKERS COMPENSATION INSURANC	88,676	82,584	79,781	79,781	69,874	81,730
206-206.000-920.004	UTILITIES HEAT	11,495	11,464	20,000	20,000	14,370	20,000
206-206.000-920.005	UTILITIES LIGHT	24,314	24,264	20,000	21,000	17,607	20,000
206-206.000-920.006	UTILITIES TELEPHONE	46,291	14,017	20,000	17,000	13,800	20,000
206-206.000-920.007	UTILITIES WATER AND SEWER	3,728	3,354	3,200	3,200	3,128	3,500
206-206.000-931.005	BLDG MAINTENANCE STATION #1	7,157	8,536	11,000	11,000	4,847	12,000
206-206.000-931.007	BLDG MAINTENANCE STATION #3	3,452	4,241	8,000	4,000	1,389	8,000
206-206.000-931.008	BLDG MAINTENANCE STATION #4	6,438	7,385	8,000	8,000	4,244	8,000
206-206.000-933.000	EQUIPMENT MAINTENANCE	8,825	5,269	4,500	2,500	813	4,500
206-206.000-933.001	MAINTENANCE CONTRACTS	4,179	5,348	10,000	12,000	4,607	12,000
206-206.000-944.000	FIRE HYDRANT CHARGE			1,000	1,000		2,700
206-206.000-956.000	MISCELLANEOUS			500	500		500
206-206.000-956.010	TAX REFUND EXPENSE	113,871	41,699	5,000	5,000		5,000
206-206.000-958.000	MEMBERSHIP AND DUES	3,123	3,567	5,000	3,500	2,164	5,000
206-206.000-960.000	EDUCATION AND TRAINING	3,755	6,498	10,000	10,000	5,286	15,000
Totals for dept 206.000-FIRE		3,334,283	3,188,185	3,485,670	3,551,824	2,745,913	3,576,520

11/13/2014

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

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GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
Dept 220.000-CIVIL SERVICE COMMISSION							
206-220.000-704.000	APPOINTED OFFICIALS	470	425	2,500	2,500	505	2,500
206-220.000-706.000	SALARY - PERMANENT WAGES	225	180	400	400	225	400
206-220.000-715.000	F.I.C.A./MEDICARE	24	20	50	50	25	50
206-220.000-723.000	DEFERRED COMPENSATION EMPLOYE	6	6	30	30	7	30
206-220.000-801.000	PROFESSIONAL SERVICES	6,271	6,255	10,000	10,000	7,911	10,000
206-220.000-876.000	RETIREMENT/MERS	24	23	40	40	33	40
206-220.000-900.000	PUBLISHING			1,500	1,500		1,500
Totals for dept 220.000-CIVIL SERVICE COMMISSION		7,020	6,909	14,520	14,520	8,706	14,520

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

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GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
Dept 852.000-PENSION & INSURANCE							
206-852.000-876.003	OPEB FUNDING- RETIREE HEALTH	839,610	684,431	487,768	487,768	487,768	590,744
206-852.000-876.004	RETIREMENT-FIRE DEPT	472,337	687,878	1,107,141	1,107,141	750,163	737,867
206-852.000-956.014	TAX REFUNDS/FIRE PENSION	15,830	6,662	1,000	1,000		1,000
Totals for dept 852.000-PENSION & INSURANCE		1,327,777	1,378,971	1,595,909	1,595,909	1,237,931	1,329,611

11/13/2014

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

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GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
Dept 970.000-CAPITAL OUTLAY							
206-970.000-971.008	CAPTL OUTLAY -IMPROVEMENT			40,000	20,000		65,000
206-970.000-979.000	CAPITAL OUTLAY FIRE APPARATUS						65,000
206-970.000-979.001	PROTECTIVE EQUIPMENT	3,114	27,969	10,000	10,000	4,917	10,000
206-970.000-979.002	GENERAL FIRE/RESCUE EQUIP	560	65,057	10,000	10,000	6,282	10,000
206-970.000-980.001	COMPUTER/COMM/FURNISHING		8,392	10,000	10,000	2,600	20,000
206-970.000-991.013	DEBT SERVICE APPARATUS						58,460
Totals for dept 970.000-CAPITAL OUTLAY		3,674	101,418	70,000	50,000	13,799	228,460
TOTAL APPROPRIATIONS		4,672,754	4,675,483	5,166,099	5,212,253	4,006,349	5,149,111
NET OF REVENUES/APPROPRIATIONS - FUND 206		(751,994)	(825,056)			586,456	
BEGINNING FUND BALANCE		2,596,873	1,844,884	1,019,827	1,019,827	1,019,827	
ENDING FUND BALANCE		1,844,879	1,019,828	1,019,827	1,019,827	1,606,283	

Fund 208 - Parks

Revenues

Line Item	Explanation
208-000-000-651-000 – Charge Services-Handball Court	Funds are generated by the rental of the racquetball/wallyball courts located in the Community Center. \$7,300 is the anticipated revenue for 2015.
208-000-000-664-001 – Interest Earned	Interest earned from the Fund Balance.
206-000-000-699-000 – Appropriated Prior Year Balance	This is funding from the prior year fund balance of the Park Fund. There is nothing budgeted in this line item for 2015.

Expenditures

Line Item	Explanation
208-208-000-703-000 – Salaries-Elected Officials	Per diem compensation for the nine elected Park Commissioners at \$50 each. 14 meetings have been budgeted for 2015.
208-208-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
208-208-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
208-208-000-801-000 – Professional Services	No professional services expected in 2015.
208-208-000-860-000 - Travel	No expenses expected in 2015.
208-208-000-956-012 – Hand Ball Court Expenses	Covers expenses directly related to the racquetball/wallyball courts (i.e. wallyballs, nets, racquets, etc.).
208-208-000-958-000 – Membership and Dues	Covers the annual membership with the Michigan Recreation & Park Association.
208-208-000-960-000 – Education and Training	Covers the expense of conferences and workshops.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

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GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
Fund 208 - PARKS FUND							
ESTIMATED REVENUES							
Dept 000.000							
208-000.000-651.000	CHARGE-SERVICES HANDBALL COUR	7,382	6,884	7,300	7,300	5,854	7,300
208-000.000-664.001	INTEREST EARNED	16	4			3	
Totals for dept 000.000-		7,398	6,888	7,300	7,300	5,857	7,300
TOTAL ESTIMATED REVENUES		7,398	6,888	7,300	7,300	5,857	7,300

11/13/2014

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

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GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
APPROPRIATIONS							
Dept 208.000-PARKS							
208-208.000-703.000	SALARIES - ELECTED OFFICIALS	4,400	5,450	6,300	6,300	3,450	6,300
208-208.000-715.000	F.I.C.A./MEDICARE	82	79	91	91	50	92
208-208.000-723.000	DEFERRED COMPENSATION EMPLOYE	53	71	82	82	45	82
208-208.000-801.000	PROFESSIONAL SERVICES	5,939	8,786			480	
208-208.000-956.012	HAND BALL COURT EXPENSES			125	125		126
208-208.000-958.000	MEMBERSHIP AND DUES	500	500	500	500	500	500
208-208.000-960.000	EDUCATION AND TRAINING		152	200	200		200
Totals for dept 208.000-PARKS		10,974	15,038	7,298	7,298	4,525	7,300
TOTAL APPROPRIATIONS		10,974	15,038	7,298	7,298	4,525	7,300
NET OF REVENUES/APPROPRIATIONS - FUND 208		(3,576)	(8,150)	2	2	1,332	
BEGINNING FUND BALANCE		35,642	32,066	23,915	23,915	23,915	
ENDING FUND BALANCE		32,066	23,916	23,917	23,917	25,247	

Fund 212 – BSR II

Revenues

Line Item	Explanation
212-000-000-403-000 – Current Property Taxes	This line item reflects revenues from property taxes, based on values and millage rates.
212-000-000-476-489 – Non Bus. Lic. Bicycle Paths	When building permits are issued, a fee is charged for bicycle paths, based on the property frontage. This line item reflects estimated revenues received for these fees.
212-000-000-531-000 – Community Dev Block Grant CDBG	It is estimated that we will receive \$123,000 in CDBG dollars for 2015. We use these dollars on roads in LMI areas.
212-000-000-540-000 – County Grant	This line item reflects a reimbursement from the County for the Connecting Communities Project on Textile Road. The project was completed in 2014 so nothing is budgeted for 2015. We hope to be awarded additional grants.
212-000-000-569-020 – State Grant-MDOT	This line item reflects MDOT-TAP grant dollars received for the non-motorized path on Grove Road. Project completed in 2014. We will be applying for additional grants in the future for Ecorse Road.
212-000-000-569-023 – State Grant-DNR	This line item is for the Lakeside Park project and is only used for DNR grant funds. Project is expected to be completed in 2014.

Line Item	Explanation
212-000-000-569-026 – MI State Grant-Recreation/Park	This line item is for the tennis court project that was delayed in 2014. At this time, we are not sure if the project is moving forward.
212-000-000-664-001 – Interest Earned	This line item reflects interest earned on funds received.
212-000-000-675-000 – Contributions & Donations	This line item reflected contributions and donations received for the Lakeside Park Boathouse Project. It is projected that it will be completed in 2014.
212-000-000-697-000 – Transfer In:General Fund	This line item reflects a transfer from the General Fund to cover a portion of the cost of the Township’s road bond. The total bond payment for 2015 is \$600,000.
212-000-000-699-000 – Appropriated Prior Year Balance	This line item reflects dollars from Fund Balance that are needed. It is recommended that \$174,923 be budgeted for 2015.

Expenditures

Line Item	Explanation
212-212-000-730-000 - Postage	This line item is used for half of the postage costs for the Helpful Handbook mailing.
212-212-000-801-000 – Professional Services	In 2014, this line item was used for engineering expenses for the bike paths on Grove Road. We are recommending that \$10,000 be budgeted for 2015 to cover the cost of playground inspections in our parks.
212-212-000-818-006 – Highways & Streets Maintenance	This line item is used for dust control, street sweeping and limestone lifting on Township roads. It is recommended that it remain at \$40,000 for 2015.
212-212-000-900-000 – Publishing	This line item is used for publishing costs of the Helpful Handbook. It is recommended that it remain at \$10,000 for 2015.
212-212-000-931-004 – Repairs & Maintenance-Parks	We are recommending that \$30,000 be budgeted for 2015, based on repairs that were recommended from safety inspections in 2014.
212-212-000-931-775 – Repairs – Ford Lake Parks	We are recommending that \$30,000 be budgeted for 2015, based on repairs that were recommended from safety inspections in 2014.
212-212-000-956-010 – Tax Refund Expense	This line item reflects expenses incurred to refund property taxes due to tax appeals and negotiated appraisal settlements. It was recommended by our Accounting Director that it remain at \$2,000 for 2015.

Line Item	Explanation
212-212-000-968-230 – Transfer To: Recreation Fund	This line item reflects transfers made to the Recreation Fund for operational expenses. Based on their proposed budget, \$591,286 has been budgeted for 2015.
212-212-000-969-584 – Contribution to Golf Course	This line item reflects funds transferred to the Golf Course. It is recommended that \$106,712 be transferred to balance their revenues and expenditures for 2015.

Line Item	Explanation
212-970-000-818-022 – Highway & Street-Road Construction	This line item is used to construct and repair roads within the Township. The \$123,000 we expect to receive in revenue from CDBG funds (budgeted in 212-212-000-531-000) is budgeted here.
212-970-000-974-036 – Lakeside Park Grant	This line item is for expenses for the Lakeside Park project, the grant dollars received from the DNR. Project completed in 2014.
212-970-000-974-037 – Lakeside Park	This line item is for expenses for the Lakeside Park project, the funds received from contributions from other sources. Projected completed in 2014.
212-970-000-997-000 – Capital Outlay/Bike Paths	This line item reflects expenses related to the Connecting Communities Project, which will be completed in 2014.
212-970-000-997-001 – Capital Outlay/Recreation	This line item is for the tennis court project that was delayed in 2014. At this time, we are not sure if it will be completed in 2015.
212-970-000-997-002 – Capital Outlay/Sidewalk	This line item reflects expenses for sidewalk repairs. It is recommended that it remain at \$11,000 for 2015.
212-991-000-991-001 – Debt Service-Highways & Streets	This line item reflects the principal payment for our road bonds. \$600,000 has been budgeted for 2015.
212-991-000-991-002 – Debt Svc Interest-Highways&Streets	The cost for debt service interest on our road bond. It was recommended by our Accounting Director that it be decreased to \$102,000 for 2015.

Line Item	Explanation
212-991-000-991-023 – Bond Cost of Issuance	It was recommended by our Accounting Director that this line item remain at \$500 for 2015.

Possible Capital Improvements:

- 1) It has been discussed that \$300,000 be transferred from this fund to the Golf Course, Fund 584 for golf cart path repair.

Revised 11/13/14

11/13/2014

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

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GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
Fund 212 - BIKE, SIDEWALK, REC, ROADS, GF							
ESTIMATED REVENUES							
Dept 000.000							
212-000.000-403.000	CURRENT PROPERTY TAXES	1,217,032	1,141,834	1,113,673	1,113,673	1,110,822	1,111,075
212-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	(1,377)	(44,425)			329	
212-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE		1,229				
212-000.000-476.489	NON BUS. LIC. BICYCLE PATHS	2,799	7,396	1,000	1,000	6,873	3,000
212-000.000-531.000	COMMUNITY DEV BLOCK GRANT CDB	209,950			154,193		123,000
212-000.000-540.000	COUNTY GRANT	100,000		200,000	325,000		
212-000.000-569.020	STATE GRANT - MDOT			763,000	1,198,559		
212-000.000-569.023	STATE GRANT - DNR			500,000	500,000	114,325	
212-000.000-569.026	MI STATE GRANT-RECREATION/PARK			100,000	100,000		
212-000.000-664.001	INTEREST EARNED	1,210	495			274	
212-000.000-675.000	CONTRIBUTIONS & DONATIONS	53,568	80,156	770,000	770,000	225,000	
212-000.000-694.001	OTHER INCOME-MISCELLANEOUS		53,000				
212-000.000-694.004	MISC REVENUE - INSURANCE REIM					12,120	
212-000.000-697.000	TRANSFER IN: GENERAL FUND		363,350	392,932	392,932	354,000	250,000
212-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			624,919	955,650		174,923
Totals for dept 000.000-		1,583,182	1,603,035	4,465,524	5,511,007	1,823,743	1,661,998
TOTAL ESTIMATED REVENUES		1,583,182	1,603,035	4,465,524	5,511,007	1,823,743	1,661,998

11/13/2014

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
APPROPRIATIONS							
Dept 212.000-BIKE,SIDEWALK,ROAD,REC & GF							
212-212.000-730.000	POSTAGE	1,600	1,750	5,325	5,325	3,100	5,500
212-212.000-801.000	PROFESSIONAL SERVICES	17,725	460	200,000	200,000		10,000
212-212.000-818.006	HIGHWAYS & STREETS MAINTENANC	70,216	19,089	40,000	40,000	28,718	40,000
212-212.000-900.000	PUBLISHING	8,750	9,003	10,000	10,000	8,606	10,000
212-212.000-931.004	REPAIRS & MAINTENANCE - PARKS				32,138		30,000
212-212.000-931.775	REPAIRS - FORD LAKE PARKS						30,000
212-212.000-956.010	TAX REFUND EXPENSE	40,877	14,980	2,000	1,478		2,000
212-212.000-968.230	TRANSFER TO: RECREATION FUND	426,741	473,331	564,964	564,964	400,000	591,286
212-212.000-969.584	CONTRIBUTION TO GOLF COURSE	49,793	46,800	2,176	2,176		106,712
212-212.000-977.000	EQUIPMENT				263,867	263,867	
Totals for dept 212.000-BIKE,SIDEWALK,ROAD,REC & GF		615,702	565,413	824,465	1,119,948	704,291	825,498

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
Dept 970.000-CAPITAL OUTLAY							
212-970.000-818.022	HIGHWAY & ST-ROAD CONSTRUCTIO	209,949			154,193	154,193	123,000
212-970.000-974.036	LAKESIDE PARK GRANT			500,000	500,000		
212-970.000-974.037	LAKESIDE PARK	53,568	364,774	770,000	770,000	354,434	
212-970.000-975.535	CAP OUTLAY/COMM CTR BLDG IMPR	37,960					
212-970.000-975.794	PARK IMPROVEMNTS - SIGNS		3,931				
212-970.000-975.795	PARK IMPROVEMENTS		62,125		14,863	15,783	
212-970.000-997.000	CAPITOL OUTLAY/BIKE PATHS	115,199		250,000	434,885	379,337	
212-970.000-997.001	CAPITAL OUTLAY/RECREATION	120,659	22,275	203,000	203,000		
212-970.000-997.002	CAPITAL OUTLAY/SIDEWALK	134,322	5,205	11,000	11,000	8,285	11,000
212-970.000-997.007	CAPITAL OUTLAY - PATHWAY			1,198,559	1,594,618		
Totals for dept 970.000-CAPITAL OUTLAY		671,657	458,310	2,932,559	3,682,559	912,032	134,000

11/13/2014

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
Dept 991.000-DEBT SERVICES							
212-991.000-991.001	DEBT SERVICE HIGHWAYS & STREE	300,000	600,000	600,000	600,000	654,125	600,000
212-991.000-991.002	DEBT SRVC INTEREST-HGHWYS/STS	13,625	11,652	108,000	108,000	54,125	102,000
212-991.000-991.023	BOND COST OF ISSUANCE		125	500	500		500
Totals for dept 991.000-DEBT SERVICES		313,625	611,777	708,500	708,500	708,250	702,500
TOTAL APPROPRIATIONS		1,600,984	1,635,500	4,465,524	5,511,007	2,324,573	1,661,998
NET OF REVENUES/APPROPRIATIONS - FUND 212		(17,802)	(32,465)			(500,830)	
BEGINNING FUND BALANCE		1,132,169	1,114,368	1,081,903	1,081,903	1,081,903	
ENDING FUND BALANCE		1,114,367	1,081,903	1,081,903	1,081,903	581,073	

Fund 230 - Recreation

Revenues

Line Item	Explanation
230-000-000-529-000 – Federal Grants-Other	This line item reflects the revenues received for the Senior Nutrition Grant Program. This is a Federal Program through the County. On avg. we serve 90 meals monthly.
230-000-000-630-000 – Recreation/Adult Sports	Revenues generated from adult sports programs (racquetball, softball, soccer, tennis).
230-000-000-631-000 – Recreation/Youth Sports	Revenues generated from youth sports programs (t-ball, coach pitch, baseball, softball, basketball, soccer, track & field, tennis, gymnastics, flag football, sports camps, Start Smart pre-school age sports programs, golf and karate).
230-000-000-632-000 – Recreation/Dance	Revenues generated from youth & adult dance and fitness classes.
230-000-000-634-000 – Recreation/Day Camp	Revenues generated from youth day camps (spring & summer, pre-school & youth).
230-000-000-635-000 – Recreation/Senior Citizen Dues	Revenues generated from annual “50 & Beyond” member dues (individual & family memberships offered).
230-000-000-636-000 – Recreation/Other Activities	Revenues generated from youth & adult enrichment programs & special events (holiday events, arts & crafts, drama, daddy/daughter dance, Jump-A-Rama, etc.)

Line Item	Explanation
230-000-000-637-000 – Recreation/Sr. Citizen Activity Fees	Revenues generated from “50 & Beyond” programs, travel and special events.
230-000-000-638-000 - Miscellaneous	Non-Program revenues such as vending machine commissions and ads for the “50 & beyond” newsletter and the Discover Ypsilanti Township publication.
230-000-000-639-000 – Building/Field Rental	Revenues generated from room & gym rentals as well as from outdoor field & court rentals.
230-000-000-641-001 – Ford Lake Gate Fees	Revenues generated from park entry gate fees (annual & daily fees collected from the sale of park & boat permits).
230-000-000-641-002 – Ford Lake Shelter Rent	Revenues generated from park shelter rentals.
230-000-000-664-001 – Interest Earned	Interest earned from the Rec Fund.
230-000-000-675-000 – Contributions & Donations	Revenues received from individuals, businesses and organizations who donate to the department. Donations are usually earmarked for a specific item or program.
230-000-000-675-011 – Recreation Bucks	Rec Bucks are gift certificates we sell for the public to use towards any of our programs.
230-000-000-694-001 – Other Income-Miscellaneous	This line item is used for any miscellaneous income.

Line Item	Explanation
230-000-000-694-004 – Misc. Revenue-Insurance Reimb.	This line item is used for Insurance claims paid to fix and repair. Usually a budget amendment is requested for this revenue and the corresponding expenditure at the time of reimbursement.
230-000-000-697-212 – Transfer In: BSR II Fund	Requested amount to be transferred from Fund 212–BSR II into the Recreation Fund to support the expenditure side of the budget.
230-000-000-699-000 – Appropriated Prior Year Balance	This is the balance (or surplus) of the Rec Fund Budget from previous years.

Expenditures

Line Item	Explanation
230-751-000-705-000 – Salary-Supervision	This line item reflects the salary of the Recreation Services Manager.
230-751-000-706-000 – Salary-Permanent Wages	Salaries of Recreation Supervisor, Recreation Coordinator, Two Clerk III/Floater II positions and 3 part time Building Attendants at 1040 hours each.
230-751-000-707-000 – Salary-Temporary/Seasonal (sports staff for soccer, flag football, etc.)	These part-time positions teach, coordinate and supervise most of our programs. Usually 17 employees ranging \$10 to \$18 per hour or a flat amount for program.
230-751-000-707-100 – Salary-Temporary Program Staff – NEW line item for better tracking (Senior Aide, bus drivers, fitness instructors, art, etc.)	These part-time positions teach, coordinate and supervise most of our programs. Usually 6 to 12 employees ranging \$10 to \$20 per hour.
230-751-000-707-200 – Salary-Temporary Dance Staff – NEW line item for better tracking	These part-time positions teach, coordinate or dance program. Usually 5-6 employees ranging \$16-\$20 per hour.
230-751-000-707-775 – Salary-Temporary Ford Lake Park	Includes Park Rangers & Park Attendants. Usually 14 to 15 employees ranging \$10 to \$12 per hour.
230-751-000-708-004 – Salaries Pay Out-PTO & Sick Time	Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted.
230-751-000-709-000 – Regular Overtime	This is overtime for the Clerk III/Floater II and the Building Attendant positions.
230-751-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
230-751-000-719-000 – Health Insurance	We will be receiving a 19% increase in health care rates for 2015.

Line Item	Explanation
230-751-000-719-001 – Sick & Accident	Our current rates are good through August 2015 and we are estimating an increase of 10% at that time.
230-751-000-719-015 – Dental Benefits	In previous years, dental and vision benefits were budgeted together. In 2015, we are splitting them into separate line items to allow for better tracking. The amounts budgeted in these two line items for 2015 will be the same as was budgeted in 230-751-000-719-015 in 2014. There will be no increase in dental insurance rates for 2015.
230-751-000-719-016 – Vision Benefits	In previous years, dental and vision benefits were budgeted together. In 2015, we are splitting them into separate line items to allow for better tracking. The amounts budgeted in these two line items for 2015 will be the same as was budgeted in 230-751-000-719-015 in 2014. There will be no increase in vision insurance rates for 2015.
230-751-000-719-020 – Health Care Deduction	This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. This is the same as last year.
230-751-000-719-021 – Admin Fees – Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$450 be budgeted in this line item for 2015 (\$7.50 per month, per employee).
230-751-000-720-000 – Life Insurance	Our current rates for life insurance are good through August 2015 and we are estimating a 10% increase at that time.

Line Item	Explanation
230-751-000-723-000 – Deferred Compensation Employer	Combination of all temporary and seasonal employees. Amount contributed is 1.3% of wages to deferred compensation instead of social security and 1.45% of wages to Medicare.
230-751-000-727-000 – Office Supplies	This line item covers the cost of general office supplies and paper for printing the monthly senior newsletter, fliers, rules, programs, etc.
230-751-000-730-000 - Postage	This line item covers recreation department mailings.
230-751-000-740-000 – Operating Supplies	This line item covers all of the supplies and equipment needed to operate the many programs and services we offer. It also includes the cost of field trips.
230-751-000-740-100 – Rec Youth Sports Program Supplies NEW line item for improved tracking	This line item covers supplies needed to operate our Youth Sports.
230-751-000-740-150 – Rec Adult Sports Supplies NEW line item for improved tracking	This line item covers supplies needed to operate our Adult Sports.
230-751-000-740-200 – Rec Dance Programs Supplies NEW line item for improved tracking	This line item covers supplies needed to operate our Dance program (dance costumes, etc.).
230-751-000-740-300 – Rec Camp Program Supplies NEW line item for improved tracking	This line item covers supplies needed to operate our camp programs (Spring Break, summer, etc. – field trips, crafts, etc.).
230-751-000-740-400 – Rec Enrichment Programs NEW line item for improved tracking	This line item covers supplies needed to operate our Enrichment Programs (special events, classes, etc.)
230-751-000-740-500 – Rec Senior Programs NEW line item for improved tracking	This line item covers supplies needed to operate our Senior Programs.
230-751-000-757-775 – Operating Supplies – FLP	These are supplies needed to operate the parks (printing of daily & seasonal permits, shirts and ranger uniforms, office supplies, etc.).

Line Item	Explanation
230-751-000-776-000 – Maintenance Supplies	This line item is used to help purchase chalk, line paint & diamond dry for athletic fields.
230-751-000-776-003 – Maint. Supplies-Community Ctr.	This line item mainly covers custodial supplies for the community center.
230-751-000-800-001 – Administration Fees	This is for administration fees for services provided by Human Resource Dept., Accounting Dept., Computer Support, Legal and Auditor. Number provided by Accounting
230-751-000-818-000 – Contractual Services	This line item reflects contracted programs we offer at the community center, entertainment for select programs and for sports officials who are not on our payroll. Total revenues for contracted programs are split on a percentage basis so we are guaranteed a profit without absorbing any program expenses.
230-751-000-818-002 – Contractual Services-Comm Ctr.	This line item is directly related to the maintenance of the community center.
230-751-000-850-000 - Telephone	Telephone usage at the community center.
230-751-000-860-000 - Travel	Mileage reimbursement for eligible staff.
230-751-000-867-000 – Gas & Oil	This line item pays for fueling the township bus, two ranger trucks and township van.
230-751-000-876-000 – Retirement/MERS	Employer's portion is based on a flat rate with a 5% increase from 2014. This calculates at \$352.03 per employee times 24 pays ~ \$8,449 per employee.

Line Item	Explanation
230-751-000-876-003 – OPEB Funding-Retiree Health	This line item is for all eligible recreation department retirees. The numbers are provided through the Actuarial Report.
230-751-000-880-000 – Community Promotion	Printing of two issues of “Discover Ypsilanti Township” magazine and contracting with constant Contact which is a web based newsletter program.
230-751-000-890-000 – Senior Nutrition Program	This line item is used for the Senior Nutrition Program and is reimbursed by a grant.
230-751-000-915-000 – Insurance and Bonds	This line item reflects the Recreation’s portion for fleet and liability insurance and is a new expenditure for this year. Previously, the general fund was paying this share.
230-751-000-917-000 – Workers Compensation	This line item reflects the Recreation’s portion for their share of Workers Compensation Insurance coverage.
230-751-000-920-003 – Utilities-Community Center	This line item covers all of the utilities at the community center.
230-751-000-931-003 – Repairs-Community Center	This line item covers maintenance supplies & repairs to the community center including its fixtures.
230-751-000-931-021 – Non Recurring R&M-Comm Ctr.	This item covers unexpected “one time” repairs throughout the year at the community center.
230-751-000-933-001 – Maintenance Contracts	This item covers our maintenance agreement for our copier thru Ricoh.

Line Item	Explanation
230-751-000-940-000 - Rent	This line item covers the cost of renting auditorium and gym space for our annual dance recital and indoor sports programs.
230-751-000-941-000 – Equipment Rental/Leasing	This line item covers the cost of renting port-a-johns for various parks.
230-751-000-943-000 – Motorpool Lease/Maintenance	This line item covers the lease and maintenance cost of recreation department vehicles including the township bus, van and two ranger trucks.
230-751-000-957-000 – Bank Charges	This line item covers processing fees for accepting credit cards. The cost is built into our program fees.
230-751-000-958-000 – Membership & Dues	Membership dues paid for staff & the department for the Michigan Recreation & Park Association.
230-751-000-974-022 – Senior Rec Center-Equipment	This line item covered a one-time grant we received to purchase fitness equipment for the “50 & Beyond” program.

Revised 11/14/14

11/13/2014

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

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GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
Fund 230 - RECREATION FUND							
ESTIMATED REVENUES							
Dept 000.000							
230-000.000-529.000	FEDERAL GRANTS - OTHER		3,300	13,200	13,200	9,900	13,200
230-000.000-630.000	RECREATION/ADULT SPORTS	16,070	9,526	14,000	14,000	10,195	10,000
230-000.000-631.000	RECREATION/YOUTH SPORTS	101,106	97,483	111,000	111,000	86,015	100,000
230-000.000-632.000	RECREATION/DANCE	66,815	68,692	66,000	66,000	55,356	67,000
230-000.000-634.000	RECREATION/DAY CAMP	32,414	31,927	27,000	27,000	23,600	25,000
230-000.000-635.000	RECREATION/SENIOR CITIZEN DUE	12,919	11,385	13,000	13,000	9,361	12,000
230-000.000-636.000	RECREATION/OTHER ACTIVIES	47,476	40,938	26,000	26,000	29,803	26,000
230-000.000-637.000	RECREATION/SR. CITZ. ACT. FEE	14,504	7,101	12,000	12,000	3,488	12,000
230-000.000-638.000	MISCELLANEOUS	5,370	2,428	3,500	3,500	1,916	3,500
230-000.000-639.000	BUILDING / FIELD RENTAL	30,251	37,630	30,000	30,000	31,308	36,000
230-000.000-641.001	FORD LAKE GATE FEES	38,132	44,090	32,000	32,000	45,820	45,000
230-000.000-641.002	FORD LAKE SHELTER RENT	5,947	5,990	4,800	4,800	6,840	6,000
230-000.000-664.001	INTEREST EARNED	173	102	100	100	52	100
230-000.000-675.000	CONTRIBUTIONS & DONATIONS	862	988	500	500	650	
230-000.000-675.006	SENIOR GRANT- PRIVATE GRANTOR				12,608	12,608	
230-000.000-675.011	RECREATION BUCKS	(575)	(5)				
230-000.000-694.001	OTHER INCOME-MISCELLANEOUS		446				50
230-000.000-694.004	MISC REVENUE - INSURANCE REIMB	1,704	1,230			1,520	
230-000.000-697.212	TRANSFER IN: FROM BSRII FUND	426,741	473,331	564,964	564,964	400,000	591,286
230-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				32,481		2,861
Totals for dept 000.000-		799,909	836,582	918,064	963,153	728,432	949,997
TOTAL ESTIMATED REVENUES		799,909	836,582	918,064	963,153	728,432	949,997

11/13/2014

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

		2012	2013	2014	2014	2014	2015
		ACTIVITY	ACTIVITY	ORIGINAL	AMENDED	ACTIVITY	REQUESTED
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	THRU 10/31/14	BUDGET
APPROPRIATIONS							
Dept 751.000-RESIDENT SVCS: RECREATION							
230-751.000-705.000	SALARY - SUPERVISION	73,258	73,258	74,084	70,256	51,746	60,692
230-751.000-706.000	SALARY - PERMANENT WAGES	208,433	202,360	216,736	223,238	170,454	227,379
230-751.000-707.000	SALARY - TEMPORARY/SEASONAL	97,391	84,146	95,725	95,725	68,723	23,000
230-751.000-707.100	SALARY - TEMP PROGRAM STAFF						57,000
230-751.000-707.200	SALARY - TEMP DANCE STAFF						16,000
230-751.000-707.775	SALARY - TEMP. FORD LAKE PARK	40,448	44,548	44,000	44,000	43,706	44,000
230-751.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	9,228	12,104	6,910	24,579	19,624	6,750
230-751.000-709.000	REG OVERTIME	634	2,890	200	200	942	1,000
230-751.000-715.000	F.I.C.A./MEDICARE	23,880	23,280	24,818	25,315	20,763	24,584
230-751.000-719.000	HEALTH INSURANCE	58,310	53,984	70,243	70,243	59,646	85,115
230-751.000-719.001	SICK AND ACCIDENT	1,649	1,489	1,489	1,489	1,266	1,540
230-751.000-719.015	DENTAL BENEFITS	7,586	7,730	7,545	7,545	6,176	6,456
230-751.000-719.016	VISION BENEFITS						1,089
230-751.000-719.020	HEALTH CARE DEDUCTION	13,219	15,983	28,875	28,875	21,500	28,875
230-751.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	500	450	500	500	308	450
230-751.000-720.000	LIFE INSURANCE	751	720	720	720	612	744
230-751.000-723.000	DEFERRED COMPENSATION EMPLOYE	1,787	1,661	1,816	1,816	1,507	1,820
230-751.000-727.000	OFFICE SUPPLIES	2,130	2,395	2,400	2,400	728	2,300
230-751.000-730.000	POSTAGE	473	343	533	533	265	11,450
230-751.000-740.000	OPERATING SUPPLIES	35,811	39,414	48,480	48,480	19,299	1,800
230-751.000-740.100	REC YOUTH SPORTS PROG						12,100
230-751.000-740.150	REC ADULT SPORTS PROG						7,000
230-751.000-740.200	REC DANCE PROGRAMS						12,200
230-751.000-740.300	REC CAMP PROGRAMS						3,600
230-751.000-740.400	REC ENRICHMENT PROGRAMS						2,100
230-751.000-740.500	REC SENIOR PROGRAMS						3,000
230-751.000-757.775	OPERATING SUPP: FORD LAKE PAR	1,571	783	1,000	1,000	969	1,000
230-751.000-776.000	MAINTENANCE SUPPLIES			200	200	84	200
230-751.000-776.003	MAINT SUPPLIES - COMMUNITY CT	6,130	4,514	6,000	4,500	2,962	4,500
230-751.000-800.001	ADMINSTRATION FEES	22,219	22,219	22,219	22,219	18,516	23,110

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GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
230-751.000-818.000	CONTRACTUAL SERVICES	22,040	21,906	23,000	23,000	17,345	23,000
230-751.000-818.002	CONTRACTUAL SERVICES COMM CEN	5,596	2,569	2,000	2,000	3,398	2,000
230-751.000-850.000	TELEPHONE	7,130	2,314	2,400	2,400	1,789	2,400
230-751.000-860.000	TRAVEL		629	1,000	1,000		300
230-751.000-867.000	GAS & OIL	7,074	5,711	8,400	8,400	4,553	7,500
230-751.000-876.000	RETIREMENT/MERS	28,768	33,481	37,676	38,489	32,482	42,244
230-751.000-876.003	OPEB FUNDING- RETIREE HEALTH	51,081	65,816	44,898	44,898	44,898	48,874
230-751.000-880.000	COMMUNITY PROMOTION	21,113	22,329	24,000	24,000	20,293	24,000
230-751.000-890.000	SENIOR NUTRITION PROGRAM		1,769	13,200	13,200	6,136	13,200
230-751.000-913.000	INSURANCE & BONDS FLEET						6,832
230-751.000-917.000	WORKERS COMPENSATION INSURANC	6,348	7,227	7,997	7,997	7,106	8,193
230-751.000-920.003	UTILITIES - COMMUNITY CENTER	61,951	62,583	66,000	66,000	46,623	66,000
230-751.000-931.003	REPAIRS COMMUNITY CENTER	1,689	1,089	1,500	3,000		4,000
230-751.000-931.021	NON RECURRING R & M-COMM CTR	1,845	1,954	2,000	9,000	6,964	1,000
230-751.000-933.001	MAINTENANCE CONTRACTS	5,292	4,099	4,500	4,500	3,565	4,500
230-751.000-940.000	RENT	3,827	3,691	3,900	3,900	2,393	3,500
230-751.000-941.000	EQUIPMENT RENTAL/LEASING	1,672	2,004	1,700	1,700	2,479	2,200
230-751.000-943.000	MOTORPOOL LEASE/MAINTENANCE	10,800	10,800	14,700	14,700	12,250	14,700
230-751.000-957.000	BANK CHARGES	4,419	4,422	4,500	4,500	4,573	4,500
230-751.000-958.000	MEMBERSHIP AND DUES	55	77	200	200	150	200
230-751.000-974.022	SENIOR REC CENTER - EQUIPMENT				16,436	15,203	
Totals for dept 751.000-RESIDENT SVCS: RECREATION		846,108	848,741	918,064	963,153	741,996	949,997
TOTAL APPROPRIATIONS		846,108	848,741	918,064	963,153	741,996	949,997
NET OF REVENUES/APPROPRIATIONS - FUND 230		(46,199)	(12,159)			(13,564)	
BEGINNING FUND BALANCE		118,256	72,058	59,900	59,900	59,900	
ENDING FUND BALANCE		72,057	59,899	59,900	59,900	46,336	

Fund 584 – Golf Course

Revenues

Line Item	Explanation
584-000-000-650-000 – Sales Merchandise Pro Shop	This line item reflects revenue received from the sale of merchandise in the Pro Shop. Based on revenue generated, it is recommended that it be reduced to \$35,000 for 2015 which is a more realistic number.
584-000-000-651-001 – Use & Admission Fee-18 Holes	This line item reflects revenue received from 18 hole play. It is recommended that \$184,378 be budgeted for 2015. 18 & 9 hole revenue was combined in 2014. It is recommended that we separate them in 2015.
584-000-000-651-002 – Use & Admission Fee-9 Holes	This line item reflects revenue received from 9 hole play. It is recommended that \$65,622 be budgeted for 2015. 18 & 9 hole revenue was combined in 2014. It is recommended that we separate them in 2015.
584-000-000-651-003 – Use & Admission Fee-Leagues	This line item reflects revenues received from league play. Based on what was generated in 2013 and to date in 2014, it is recommended that it be reduced to \$40,000 for 2015.
584-000-000-651-005 – Use & Admission Fee-Seas Pass	This line item reflects revenue from season passes that are purchased. Based on what has been generated to date, it is recommended that it remain at \$70,000 for 2015.
584-000-000-664-001 – Interest Earned	This line item reflects interest earned on funds deposited at various banks. This number was provided by the Accounting Director.

Line Item	Explanation
584-000-000-667-004 – Equipment Rentals-Carts	This line item reflects revenues received from the rental of golf carts. Based on what was generated in 2013 and to date in 2014, it is recommended that it be reduced to \$150,000 for 2015.
584-000-000-667-005 – Golf Cart Storage Rental	This line item is used for revenue received from the storage of personal golf carts. It is recommended that it be reduced to \$2,500 for 2015.
584-000-000-697-212 – Transfer In: From BSR II Fund	It is recommended that \$106,712 be transferred from BSR II – Fund 212 to balance the Golf Course budget.

Expenditures

Line Item	Explanation
584-584-000-702-001 – Salaries-Greenskeeper	This line item reflects the salary of the Greenskeeper. It was recommended by Trustee Eldridge that it remain the same for 2015.
584-584-000-702-002 – Salaries-Pro Shop Director	This line item reflects the salary (\$50,000) of the Pro Shop Director. A slight increase is budgeted for payroll accrual.
584-584-000-706-000 – Salary-Permanent Wages	This line item is for the salary of the Assistant Greenskeeper. It was recommended by Trustee Eldridge that it remain the same for 2015.
584-584-000-706-008 – Wages-Pro Shop	With the proposed Pro Shop Director's salary budgeted in 584-584-000-702-002, nothing is budgeted in this line item for 2015.
584-584-000-707-001 – Wages-Temporary Maintenance	This line item is used for seasonal employees who work on maintenance of the Golf Course. It is recommended that \$60,000 be budgeted for 2015, a reduction of \$2,000.
584-584-000-707-002 – Wages-Temporary Pro Shop	This line item is used for seasonal employees who work in the Pro Shop. Based on what has been spent to date in 2014, it is recommended that it remain at \$58,000 for 2015.

Line Item	Explanation
584-584-000-708-010 – Health Insurance Buy Out	This line item is used for the health insurance buyout for employees who receive health insurance through another source. One employee at the Golf Course receives this buyout. Therefore, \$3,000 was budgeted in this line item for 2015.
584-584-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
584-584-000-719-000 – Health Insurance	Health care for the Pro Shop Director and the Golf Course Assistant are budgeted in this line item. We will be receiving a 19% increase in health care rates for 2015.
584-584-000-719-001 – Sick & Accident	Our current rates are good through August 2015 and we are estimating an increase of 10% at that time.
584-584-000-719-015 – Dental Benefits	In previous years, dental and vision benefits were budgeted together. In 2015, we are splitting them into separate line items to allow for better tracking. The amounts budgeted in these two line items for 2015 will be the same as was budgeted in 584-584-000-719-015 in 2014. There will be no increase in dental insurance rates for 2015.
584-584-000-719-016 – Vision Benefits	In previous years, dental and vision benefits were budgeted together. In 2015, we are splitting them into separate line items to allow for better tracking. The amounts budgeted in these two line items for 2015 will be the same as was budgeted in 584-584-000-719-015 in 2014. There will be no increase in vision insurance rates for 2015.

Line Item	Explanation
584-584-000-719-020 – Health Care Deduction	This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. It is recommended that this line item remain at \$8,680 for 2015.
584-584-000-719-021 – Admin Fees – Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$180 be budgeted in this line item for 2015 (\$7.50 per month, per employee).
584-584-000-720-000 – Life Insurance	Our current rates for life insurance are good through August 2015 and we are estimating a 10% increase at that time.
584-584-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
584-584-000-727-001 – Office Supplies Maintenance	This line item is used for office supplies for the Golf Course. It is recommended that it remain at \$100 for 2015.
584-584-000-727-002 – Office Supplies Pro Shop	This line item is used for office supplies for the Pro Shop. Based on what was spent in previous years and to date in 2014, it is recommended that it be reduced to \$400 for 2015.
584-584-000-757-001 – Operating Supplies-Maintenance	This line item is used to purchase general operating supplies, such as flowers, plants and landscaping supplies, ball washers, flag sticks and bunker rakes for the course. It is recommended that be increased to \$5,500 for 2015.

Line Item	Explanation
584-584-000-757-002 – Operating Supplies-Pro Shop	This line item is used to purchase general operating supplies, such as food items that will be sold in the pro shop. In 2015, we are recommending that we eliminate the vending machines we currently have, purchase a cooler and sell soft drinks and water from behind the counter to increase our profit margin. It is recommended that \$3,500 be budgeted for 2015.
584-584-000-757-003 – Operating Supplies-Cart Rental	This line item is used for the lease and maintenance of our golf carts. Figure provided by our Accounting Director.
584-584-000-757-007 – Cost of Sales-Pro Shop	This line item is used to purchase merchandise to sell in the Pro Shop. It is recommended that it be reduced to \$15,000 in 2015.
584-584-000-776-004 – Bldg Maint Supplies-Pro Shop	Maintenance supplies for the Pro Shop are budgeted in this line item. Based on what has been spent to date, it is recommended that it be reduced to \$2,000 for 2015.
584-584-000-776-005 – Bldg Maint Supplies-Maintenance	Maintenance supplies for the Golf Course are budgeted in this line item. Based on what was spent in previous years and to date in 2014, it is recommended that it be reduced to \$750 for 2015.
584-584-000-783-001 – Seed Planting-Fertilizer	We are recommending that we apply fertilizer to the green banks and the sides of fairways in 2015. Therefore, it is recommended that this line item be increased to \$26,000.
584-584-000-783-002 – Seed Planting-Chemicals	It is recommended that this line item remain at \$15,000 for 2015.

Line Item	Explanation
584-584-000-783-003 – Seed Planting-Top Soil	It is recommended that this line item be decreased to \$2,500 for 2015.
584-584-000-783-004 – Tree Maintenance	It is recommended that this line item be reduced to \$500 for 2015.
584-584-000-800-001 – Administration Fees	Figures provided by the Accounting Director.
584-584-000-801-000 – Professional Services	This line item is used for professional services, including the alarm system at the Golf Course and embroidering clothing for sale at the Pro Shop. It is recommended that it be reduced to \$1,500 for 2015.
584-584-000-818-000 – Contractual Services	This line item is used to cover the cost of the deep roots aerification and back flow prevention. It is recommended that it be reduced to \$3,000 for 2015.
584-584-000-867-000 – Gas & Oil	This line item is used for gas & oil for the golf carts. Based on what has been spent to date in 2014, it is recommended that it be reduced to \$12,000 for 2015.
584-584-000-867-100 – Gas & Oil-Other Equipment	This line item is used to cover the cost of gas and oil for golf course vehicles. It is recommended that it be reduced to \$22,000 for 2015.
584-584-000-876-000 – Retirement/MERS	Employer's portion is based on a flat rate with a 5% increase from 2014. This calculates at \$352.03 per employee times 24 pays ~ \$8,449 per employee. Per the employment agreement, the new Director of Golf Operations position receives a lower multiplier for MERS. Figures provided by the Accounting Director.

Line Item	Explanation
584-584-000-900-000 – Publishing	This line item is used to cover the cost of scorecards. We will be looking into the possibility of getting sponsors to advertise to reduce our cost.
584-584-000-900-003 – Golf Course Advertising	We are recommending that we attend the Suburban Showplace Spring Golf Show in Novi in 2015. This line item will be used for the cost of booth rental.
584-584-000-914-000 – Insurance & Bonds Fire & Liab	Figures provided by the Accounting Director.
584-584-000-917-000 – Workers Compensation Insurance	Figures provided by the Accounting Director.
584-584-000-920-008 – Utilities-Electric Maintenance	This line item is used for electric service for the maintenance building at the Golf Course. Based on what has been spent to date, it is recommended that \$13,000 be budgeted for 2015.
584-584-000-920-009 – Utilities-Maintenance Heating	This line item is used for gas service for the Pro Shop. Based on what has been spent to date, it is recommended that it be reduced to \$3,000 in 2015.
584-584-000-920-010 – Utilities-Maintenance Phone	This line item is used for phone service at the maintenance garage at the Golf Course. Based on what has been spent to date, it is recommended that it be reduced to \$700 for 2015.
584-584-000-920-011 – Utilities-Maintenance Water	Based on what has been spent to date, it is recommended that this line item remain at \$1,000 for 2015.

Line Item	Explanation
584-584-000-920-013 – Utilities-Pro Shop Phone	This line item is used for phone service at the Pro Shop. Based on what has been spent to date, it is recommended that it be reduced to \$700 for 2015.
584-584-000-930-000 – Repairs Maintenance Machinery	This line item is used for repair and winter maintenance of machinery at the Golf Course. It is recommended that it be reduced to \$4,000 for 2015.
584-584-000-931-009 – Building Maintenance	This line item is used to cover the cost of maintenance at the golf course. In 2015, we are recommending that we paint portions of the Pro Shop. Therefore, \$500 has been budgeted.
584-584-000-931-010 – Building Maintenance Pro Shop	This line item is used to cover the cost of maintenance at the Pro Shop. In 2015, we are recommending that the center structure be removed and that we repaint and refurbish the Pro Shop.
584-584-000-933-000 – Equipment Maintenance	It is recommended that \$13,000 be budgeted for 2015.
584-584-000-939-001 – Vehicle Maintenance	It is recommended that this line item be reduced to \$500 for 2015.
584-584-000-939-003 – Golf Cart Expense	This line item is used to cover the cost of repairs and supplies for golf carts. It is recommended that it be reduced to \$300 for 2015.
584-584-000-956-008 – Miscellaneous Expenses-Pro Shop	It is recommended that this line item remain at \$1,300 for 2015.

Line Item	Explanation
584-584-000-957-000 – Bank Charges	Due to the bank charging higher bank fees, it was recommended by our Accounting Director that this line item be increased to \$5,500 for 2015, an increase of \$500.
584-584-000-958-001 – Memberships & Dues Nat'l Super	It is recommended that this line item remain at \$400 for 2015.
584-584-000-958-004 – Memberships & Dues Pro Shop	It is recommended that this line item be increased to \$500 in 2015 to cover the cost of PGA dues for our Director of Golf Operations.
584-584-000-968-001 – Depreciation Expense	Figures provided by the Accounting Director.

Revised 11/13/14

11/13/2014

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

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GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
Fund 584 - GOLF COURSE FUND							
ESTIMATED REVENUES							
Dept 000.000							
584-000.000-650.000	SALES MERCHANDISE PRO SHOP	70,734	50,313	72,000	72,000	25,884	35,000
584-000.000-651.001	USE & ADMISSION FEE 18 HOLES	143,664	248,815	187,972	187,972	226,885	184,378
584-000.000-651.002	USE & ADMISSION FEE 9 HOLES	87,021	32,962	104,000	104,000		65,622
584-000.000-651.003	USE & ADMISSION FEE LEAGUES	60,188	42,702	80,000	80,000	32,403	40,000
584-000.000-651.004	USE & ADMISSION FEE TWILITE	10,436					
584-000.000-651.005	USE& ADMISSION FEE SEASON PAS	56,801	70,612	70,000	70,000	69,773	70,000
584-000.000-664.001	INTEREST EARNED	374	325	300	300	236	100
584-000.000-667.004	EQUIPMENT RENTALS -CARTS	201,342	159,308	232,000	232,000	125,586	150,000
584-000.000-667.005	GOLF CART STORAGE RENTAL		2,038	9,000	9,000		2,500
584-000.000-694.001	OTHER INCOME-MISCELLANEOUS	7,372	402			67	
584-000.000-694.004	MISC REVENUE - INSURANCE REIM	15,584	3,373			1,834	
584-000.000-694.007	MISCELLANEOUS INCOME OVR&SHOR	27					
584-000.000-697.212	TRANSFER IN: FROM BSRII FUND	49,793	46,800	2,176	2,176		106,712
584-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				7,751		
Totals for dept 000.000-		703,336	657,650	757,448	765,199	482,668	654,312
TOTAL ESTIMATED REVENUES		703,336	657,650	757,448	765,199	482,668	654,312

11/13/2014

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

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GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
APPROPRIATIONS							
Dept 584.000-GOLF COURSE FUND							
584-584.000-702.001	SALARIES - GREENSKEEPER	75,194	75,194	76,062	76,062	60,734	76,062
584-584.000-702.002	SALARIES - PRO SHOP DIRECTOR	20,104	2,198		7,200	16,000	50,577
584-584.000-706.000	SALARY - PERMANENT WAGES	29,650	29,650	29,992	29,992	23,948	29,992
584-584.000-706.008	WAGES PROSHOP	48,892	53,123	55,525	45,525	40,278	
584-584.000-707.001	WAGES- TEMPORARY MAINTENANCE	62,868	65,136	62,000	62,000	61,638	60,000
584-584.000-707.002	WAGES- TEMPORARY PRO SHOP	49,863	52,447	58,000	58,000	52,101	58,000
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			456	
584-584.000-715.000	F.I.C.A./MEDICARE	15,089	14,096	14,330	14,881	11,987	13,925
584-584.000-719.000	HEALTH INSURANCE	16,215	14,996	19,495	19,495	11,466	21,279
584-584.000-719.001	SICK AND ACCIDENT	697	596	596	596	422	616
584-584.000-719.015	DENTAL BENEFITS	3,129	3,181	3,088	3,088	2,123	2,621
584-584.000-719.016	VISION BENEFITS						467
584-584.000-719.020	HEALTH CARE DEDUCTION	7,137	9,337	8,680	8,680	7,757	8,680
584-584.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	200	180	200	200	108	180
584-584.000-720.000	LIFE INSURANCE	317	288	288	288	204	298
584-584.000-723.000	DEFERRED COMPENSATION EMPLOYE	1,466	1,529	1,560	1,560	1,668	1,534
584-584.000-727.001	OFFICE SUPPLIES MAINTENANCE	111	51	100	100	87	100
584-584.000-727.002	OFFICE SUPPLIES PRO SHOP	710	265	900	900	290	400
584-584.000-757.001	OPERATING SUPPLIES MAINTENANC	5,430	3,979	5,000	5,000	4,968	5,500
584-584.000-757.002	OPERATING SUPPLIES PRO SHOP	267	496	1,423	3,423	2,194	3,500
584-584.000-757.003	OPERATING SUPPLIES-CART RENTA	38,845	41,376	45,000	45,000	42,009	43,000
584-584.000-757.007	COST OF SALES PRO SHOP	57,323	45,732	47,598	47,598		15,000

11/13/2014

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

GL NUMBER	DESCRIPTION	2012	2013	2014	2014	2014	2015
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	THRU 10/31/14	REQUESTED BUDGET
584-584.000-776.004	BLDG MAIN SUPPLIES PRO SHOP	1,491	2,563	3,500	3,500	951	2,000
584-584.000-776.005	BLDG MAIN SUPPLIES MAINTENANC	559	153	2,000	2,000	1,562	750
584-584.000-783.001	SEED PLANTING -FERTILIZER	18,191	13,906	23,000	23,000	16,071	26,000
584-584.000-783.002	SEED PLANTING -CHEMICALS	13,109	12,509	15,000	15,000	13,541	15,000
584-584.000-783.003	SEED PLANTING -TOP SOIL	1,454		3,500	3,500	600	2,500
584-584.000-783.004	TREE MAINTENANCE	605		1,000	1,000	495	500
584-584.000-800.001	ADMINSTRATION FEES	21,129	21,129	21,129	21,129	17,608	21,709
584-584.000-801.000	PROFESSIONAL SERVICES	2,942	2,792	3,000	3,000	2,714	1,500
584-584.000-818.000	CONTRACTUAL SERVICES	2,700	2,950	3,000	5,400	2,700	3,000
584-584.000-867.000	GAS & OIL	20,081	13,987	15,000	15,000	10,404	12,000
584-584.000-867.100	GAS & OIL - OTHER EQUIP	27,073	25,354	22,000	26,700	23,140	22,000
584-584.000-876.000	RETIREMENT/MERS	13,141	16,444	18,719	18,719	12,126	10,224
584-584.000-900.000	PUBLISHING	2,168	548	2,200	2,200	2,171	2,500
584-584.000-900.003	GOLF COURSE ADVERTISING			200	200	186	750
584-584.000-914.000	INSURANCE & BONDS FIRE & LIAB	8,267	7,273	7,540	7,540	5,863	8,272
584-584.000-917.000	WORKERS COMPENSATION INSURANC	4,045	4,221	4,386	4,386	3,733	4,476
584-584.000-920.008	UTILITIES-ELECTRC MAINTNC 170	17,382	12,478	14,895	12,895	11,048	13,000
584-584.000-920.009	UTILITIES MAINTENANCE HEATING	2,476	2,535	5,100	4,700	2,031	3,000
584-584.000-920.010	UTILITIES MAINTENANCE PHONE	1,181	550	1,000	1,000	559	700
584-584.000-920.011	UTILITIES MAINTENANCE WATER	1,151	992	1,000	1,000	599	1,000
584-584.000-920.013	UTILITIES PRO SHOP PHONE	1,416	681	1,200	1,200	591	700
584-584.000-930.000	REPAIRS MAINTENANCE-MACHINERY	892	3,501	4,500	4,500	3,667	4,000
584-584.000-931.009	BLDG MAINTENANCE	38		500	500	344	500
584-584.000-931.010	BLDG MAINTENANCE PRO SHOP	7,592	426	1,000	9,000	8,572	7,000
584-584.000-933.000	EQUIPMENT MAINTENANCE	21,162	11,910	13,000	8,300	6,656	13,000
584-584.000-939.001	VEHICLE MAINTENANCE		1,361	1,500	1,500		500
584-584.000-939.003	GOLF CARTS EXPENSE	160	373	1,000	1,000	179	300
584-584.000-941.000	EQUIPMENT RENTAL/LEASING			52,142	41,642	7,639	

11/13/2014

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2014

GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 ACTIVITY THRU 10/31/14	2015 REQUESTED BUDGET
584-584.000-956.008	MISCELLANEOUS EXP-PRO SHOP	1,232	1,268	1,300	1,300	1,113	1,300
584-584.000-956.136	MISC-CASH OVER/SHORT					(279)	
584-584.000-957.000	BANK CHARGES	4,603	5,534	5,000	5,000	5,390	5,500
584-584.000-958.001	MEMBERSHIPS & DUES NATL SUPER	340	365	400	400	365	400
584-584.000-958.004	MEMBERSHIPS & DUES PRO SHOP	(70)	110	400	400	110	500
584-584.000-960.001	EDUCATION-MAINTENANCE STAFF	153		500	500		
584-584.000-968.001	DEPRECIATION EXPENSE	74,550	74,876	75,000	75,000		75,000
584-584.000-971.000	CAPITAL OUTLAY/OTHER				10,500	2,828	
Totals for dept 584.000-GOLF COURSE FUND		707,720	657,640	757,448	765,199	507,215	654,312
TOTAL APPROPRIATIONS		707,720	657,640	757,448	765,199	507,215	654,312
NET OF REVENUES/APPROPRIATIONS - FUND 584		(4,384)	10			(24,547)	
BEGINNING FUND BALANCE		2,035,134	2,030,748	2,030,757	2,030,757	2,030,757	
ENDING FUND BALANCE		2,030,750	2,030,758	2,030,757	2,030,757	2,006,210	

Charter Township of Ypsilanti

BUILDING DEPARTMENT CHIEF BUILDING OFFICIAL

Summary

This position is appointed to administer and enforce the Michigan building codes representing the Township and performs technical and supervisory work in directing the activities of the Building Department under administrative oversight of the Office of Community Standards (OCS). This position supervises Building Department inspection and plan review staff and supports neighborhood stabilization programs in collaboration with other departments within the OCS. This position engages in plan review, issuance of permits, inspections, interpretation and enforcement of building codes, property maintenance codes and associated codes and ordinances.

Supervision Received

Work is performed with considerable independence under the direction of the OCS Director. Exercises independent judgment within overall objectives and priorities established by the OCS Director and the Township Board and is held accountable for results.

Supervision Exercised

Directly supervises Act 54 registered inspectors and plan reviewers both employed and contracted by the Township.

Responsibilities and Essential Duties

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

1. Administer and enforce the Michigan state building and associated codes as a registered building official appointed to represent the Township.
2. Direct and manage the operations and staff of the Building Department in the review of permit applications, issuance of permits, inspections, and the enforcement of the building codes, property maintenance code and related ordinances.
3. Provide supervision and direction to inspectors and clerical staff. Monitor employee performance and conduct annual evaluations of the inspection staff pursuant to the ISO requirements. Initiates training and continuing education according to demonstrated need and/or technical certification requirements. Has the authority to issue oral and written reprimands to employees and to recommend more severe disciplinary action.

4. Demonstrate leadership skills in defining and effectively communicating building department objectives, township objectives and in creating a working environment that stimulates positive attitudes, problem solving and teamwork.
5. Act as technical advisor to OCS employees in solving difficult assignments and in reviewing the objectives, feasibility, techniques of execution, and resultant findings of their work.
6. Explain, interpret and provide guidance regarding applicable building codes and related ordinances to architects, engineers, contractors, developers, property owners, members of the public and township officials. Provide assistance, respond to requests, and resolve complaints.
7. Review plan submittals, specifications and blueprints for new construction and/or the remodeling of buildings for compliance to building codes and related ordinances. Approves permit applications for construction or remodeling when compliance has been achieved. Approve and issue certificates of occupancy.
8. Demonstrate a cooperative effort with the Planning Director and planning staff to facilitate a seamless transition of development projects from the planning process through construction to completion and issuance of a certificate of occupancy.
9. Coordinate with and provide technical support to the Ordinance Department and its staff to facilitate neighborhood stabilization programs and nuisance abatement services.
10. Coordinate with and provide technical support for housing inspection programs and services administered within the OCS.
11. Coordinate with the Police Services Administrator to support problem-oriented policing initiatives related to nuisance abatement activities and the enforcement of the Property Maintenance Code in neighborhoods and business districts.
12. Coordinate with and support the Fire Marshal with administration and enforcement of applicable fire codes.
13. Prepare and review notices of code violations, letters, reports, and assemble background material to support enforcement activity. Establish and maintain code violation files and track the abatement process using established software programs (BS&A). Prepare material and evidence for the prosecution of code violations and provide testimony in court in such prosecutions as required.
14. Advise the Township Supervisor and other Township Officials on code enforcement matters, which may require the research and preparation of reports on a wide variety of topics, including those of a technical nature.

15. Provide staff support to the Construction Board of Appeals. Processes and reviews applications, makes recommendations per ordinance, prepare meeting packets and attend meetings.
16. Assist the OCS Director and OCS Executive Coordinator with preparation and presentation of annual budget requests to the Township Supervisor and Township Board. Monitor departmental expenses and initiate measures to operate within approved budgetary limits.
17. Performs other related work as assigned and 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:

- Graduation from an accredited high school or GED supplemented with advanced course work in building construction, architecture, or engineering preferred.
- Certification/Registration from the State of Michigan Department of Licensing and Regulatory Affairs as a Building Official, Building Inspector and Plan Reviewer with the ability to maintain certifications through attendance at required continuing education courses.
- Certification from the Michigan Department of Environmental Quality as a Soil Erosion Control Inspector preferred.
- Required experience:
 - A minimum of five years construction inspection and/or code enforcement experience required.
 - Ten years management experience inclusive of five years supervisory responsibility of a work group required.
- Skill in the use of computer software including, but not limited to, Microsoft Office applications, the BS&A Permits platform and the ability to conduct research using the Internet.
- Considerable knowledge of the methods, materials and techniques used in modern building design and construction.
- Thorough knowledge, understanding and ability to interpret all state and local building codes, property maintenance code, zoning and related ordinances.
- Thorough knowledge of the principles, practices and procedures of plan review, site inspection, and code enforcement. Skill and ability to read and interpret specifications, blue prints, and drawings.
- Knowledge of municipal government operations including administration and budgeting practices.
- Skill and ability to critically assess situations, solve problems, and work within deadlines and changes in work priorities.

- Ability to maintain confidential working relationships.
- Skill and ability to perform mathematical computations.
- Interpersonal skills to establish and maintain effective working relationships with coworkers and elected officials.
- The ability to communicate effectively with the public and to satisfactorily resolve conflicts and service complaints; the ability to maintain tact and diplomacy in dealing with the public.
- Ability to plan, direct, supervise and evaluate the work of subordinate employees.
- Ability to work independently and set daily schedule with minimal direct supervision. Ability to work flexible hours to include occasional evenings and weekends if necessary.
- Must possess and maintain a valid driver's license with a good driving record.
- Must have good hearing, clear speech and the ability to perform visual inspections.
- Must have mobility and be able to traverse uneven surfaces to supervise and perform inspections in the field.

Ypsilanti Township
Reviewed November 2014

Non-Union position – suggested salary range of \$68,000 - \$70,000

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

TUESDAY, NOVEMBER 18, 2014

7:00 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC COMMENTS
4. CONSENT AGENDA
 - A. MINUTES OF THE OCTOBER 21, 2014 WORK SESSION AND REGULAR MEETING AND OCTOBER 31, 2014 SPECIAL MEETING
 - B. STATEMENTS AND CHECKS
 1. NOVEMBER 4, 2014, IN THE AMOUNT OF \$477,031.16
 2. NOVEMBER 18, 2014 IN THE AMOUNT OF \$1,113,668.51
 3. CHOICE HEALTH CARE DEDUCTIBLE ACH EFT, IN THE AMOUNT OF \$30,590.08
 4. AUGUST ADMIN FEE, IN THE AMOUNT OF \$1,155.00
 - C. OCTOBER 2014 TREASURER REPORT
5. SUPERVISOR REPORT
6. CLERK REPORT
 - A. PROCLAMATION IN HONOR OF CHEVROLET CORVAIR APPRECIATION DAY, MAY 14, 2015
7. TREASURER REPORT
8. TRUSTEE REPORT
9. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

NEW BUSINESS

1. BUDGET AMENDMENT #15
2. REQUEST APPROVAL TO PROVIDE HABITAT FOR HUMANITY FUNDS TO AID WITH THE RENOVATION OF YPSILANTI TOWNSHIP PROPERTIES LOCATED AT 655 N. MOHAWK,, 654 N. IVANHOE AND 124 KANSAS IN THE TOTAL AMOUNT OF \$45,000, BUDGETED IN LINE ITEM #101.950.000.969.010

3. REQUEST OF MARK NELSON, 14-B COURT MAGISTRATE TO APPROVE CONTRACT TO ACCEPT GRANT FUNDS FROM STATE COURT ADMINISTRATIVE OFFICE FOR THE IMPLEMENTATION OF A DRUG COURT DOCKET IN THE AMOUNT OF \$55,000 WITH \$13,750 BUDGETED IN LINE ITEM #236.136.000.802.100 FROM 2014 BUDGET AND \$41,250 IN 2015 BUDGET AND TO AUTHORIZE SIGNING OF THE CONTRACT
4. REQUEST OF NEXUS GAS TRANSMISSION TO CONDUCT ADDITIONAL SURVEY ACTIVITIES ON IDENTIFIED YPSILANTI TOWNSHIP OWNED PARCELS AND TO AUTHORIZE SIGNING OF THE SURVEY AUTHORIZATIONS
5. REQUEST OF MIKE RADZIK, OCS DIRECTOR TO AUTHORIZE ASBESTOS ABATEMENT AND DEMOLITION OF BLIGHTED, ABANDONED BUILDINGS LOCATED AT 2300 HOLMES ROAD AND 853 MAPLEWOOD AVENUE IN THE AMOUNT OF \$9,680, BUDGETED IN LINE ITEM #101.950.000.969.011
6. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION, IF NECESSARY IN WASHTENAW COUNTY CIRCUIT COURT TO ABATE PUBLIC NUISANCE FOR VACANT PROPERTIES LOCATED AT 2508 HOLMES, 1476 BLOSSOM, 1497 GATTEGNO, 2360 CEDARCLIFF, 2649 PEACHCREST AND 2734 PEACHCREST IN THE AMOUNT OF \$30,000, BUDGETED IN LINE ITEM #101.950.000.801.023
7. REQUEST OF MICHAEL SARANEN, HYDRO OPERATOR TO APPROVE CONTRACT WITH DTE ENERGY TO UPDATE TRANSFER TRIP AND SCADA EQUIPMENT AT HYDRO STATION IN THE AMOUNT OF \$180,000, BUDGETED IN LINE ITEM #252.252.000.977.000 AND TO AUTHORIZE SIGNING OF THE CONTRACT
8. SET PUBLIC HEARING DATE OF TUESDAY, DECEMBER 2, 2014 AT APPROXIMATELY 7:00 P.M. – 2015 FISCAL YEAR BUDGET

OTHER BUSINESS

AUTHORIZATIONS & BIDS

1. REQUEST OF TRAVIS MCDUGALD, IS MANAGER FOR AUTHORIZATION TO SEEK PROPOSALS FOR ALTERNATIVE NETWORK INFRASTRUCTURE METHODS FOR CONNECTING COMMUNITY CENTER TO FIRE STATION 1
2. REQUEST OF TRUSTEE ELDRIDGE TO AWARD LOW BID TO ALLIED FENCE FOR FENCE REPAIR AT THE GOLF COURSE IN THE AMOUNT OF \$11,900, BUDGETED IN LINE ITEM # 584-584-000-933.000

PUBLIC COMMENTS

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 21, 2014 WORK SESSION**

Clerk Lovejoy Roe called the meeting to order at approximately 5:01 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

Members Present: Clerk Karen Lovejoy Roe, Treasurer Doe, Trustees Stan Eldridge, Jean Hall Currie, Mike Martin and Scott Martin

Members Absent: Supervisor Brenda L. Stumbo

Legal Counsel: Wm. Douglas Winters

2015 FUND BUDGETS

A. Fund 236 – Mark Nelson, Magistrate /14-B District Court

Magistrate Mark Nelson presented a status update regarding 14-B District Court.

Mr. Nelson stated there were no major changes for expenditure requests for the 2015 Budget.

Trustee Eldridge requested clarification on the proposed balance transfer, which Accounting Director Javonna Neel explained was needed for a revenue shortfall of \$13,000, unless more revenue comes in through 2014. Discussion followed on an increase of \$10,000 for Attorney Fees/ Criminal which reflected, appointed legal counsel conflicts, with returning defendants.

Treasurer Doe asked if a decision had been made regarding a third party regarding credit card fees. Discussion followed with Magistrate Nelson indicating it was being researched.

B. Fund 226 – Jeff Allen, Residential Services / Environmental Services Fund

Jeff Allen, Residential Services presented the following items:

- Number of full-time chippers had been reduced from two to one
- Seasonal workers had been bumped up in order to stay abreast of brush pick up
- Correction to item 226.706 – wages of only one full time employee
- Significant savings regarding Waste Management Contract Extension

**CHARTER TOWNSHIP OF YPSILANTI
OCTOBER 21, 2014 WORK SESSION MINUTES
PAGE 2**

Trustee Eldridge questioned compost processing figures and Jeff Allen explained that the Township paid Waste Management to pick up yard waste and take it to the compost site, then Environmental Services Fund paid the Compost Site Fund to process the yard waste. Discussion followed.

Clerk Lovejoy Roe asked if the efforts to have more time to work specifically in the parks had been successful and Mr. Allen said there had some success but other circumstances, including the numerous storms, had hampered efforts.

C. Fund 252 - Mike Saranen, Hydro Operator / Hydro Station

Michael Saranen provided a brief overview of the Revenue and Expenses, stating neither had changed significantly.

Jeff Allen stated the water quality had been good this summer.

Mr. Allen and Mr. Saranen mentioned the work at Tyler Dam that had been postponed in order to search for grant funds to reduce the cost.

Mr. Saranen stated DTE would be installing equipment that would eliminate telephone lines through AT&T, for a savings of \$2,000 a month.

Mr. Saranen stated a routine inspection of the small generator had revealed holes in the runner, cracks in the blade and deteriorating hardware which had occurred after 82 years of service and more online hours than the bigger unit. He said the preliminary cost of repairs, depending on the final scope of work would be from \$350,000 to \$500,000 and would be brought back to the Board next year. Mr. Saranen added the recent refurbishing of the large turbine was already paying off, generating an 8% increase in revenue.

Discussion followed on the removal of Tyler Dam and possible acquisition of grant funds to assist in the removal.

Attorney Winters asked what amount was being collected from DTE as part of the escrow to maintain the integrity of the dam and reliability of the power source and when those funds would become available. Mr. Saranen provided a brief explanation regarding those funds.

D. Fund 590 - Jeff Allen, Residential Services Director / Compost Site

Mr. Allen stated:

- The dump truck had arrived for the Compost Site
- 50% of the chipping employees were in this fund
- 25% of a clerical employee was included in this fund

**CHARTER TOWNSHIP OF YPSILANTI
OCTOBER 21, 2014 WORK SESSION MINUTES
PAGE 3**

- A negative balance was showing because of the purchase of equipment requiring a fund balance transfer

E. Fund 595 – Jeff Allen, Residential Services Director / Motorpool

Mr. Allen provided a brief explanation regarding the operation of this fund.

F. Fund 248- Mike Radzik, OCS Director / Housing & Business Inspection

Mike Radzik, OCS Director explained this item had a recent name change from Rental Inspection Fund and more adequately reflected the purpose. He stated the fund covered single family rental inspections, and next year, with Board approval, would include apartment complexes. Mr. Radzik stated, if the Board approved, the recent vacant housing inspection program would also include commercial structures.

Mr. Radzik stated the significant changes included a revenue increase, primarily due to more aggressive inspection of unregistered rental properties and additional revenue for the new vacant housing inspections. He explained another new revenue increase for 2015 was the ability to add delinquent invoices for rental and vacant housing program to the tax rolls, eliminating the need to spend Treasurer's Office and OCS Department staff time and the expense of filing Small Claims cases in order to collect those fees.

Mr. Radzik stated on the Expense side, the significant changes would be:

- A 12 1/2 % salary share for a proposed OCS Executive Coordinator position had been added
- \$48,000 budgeted for two full-time seasonal employees would be eliminated and converted to one full-time position
- A slight decrease for postage, uniforms, gas, oil and equipment
- Motorpool costs had been increased slightly to retain one vehicle on a full-time basis for the additional field inspector
- Increase of \$8,400

Discussion followed on the needs regarding staffing due to the new programs.

G. Fund 249 - Mike Radzik, OCS Director / Building

Mr. Radzik provided a brief overview of the significant changes in the Revenue:

- Continued increase in building permit revenue
- Projected 20% increase overall for the next year

Mr. Radzik provided a brief overview of the significant changes in Expense:

- Ron Fulton, Building Director's salary and fringe benefits had been split 60/40% with the Ordinance Department, reflecting his involvement with nuisance

**CHARTER TOWNSHIP OF YPSILANTI
OCTOBER 21, 2014 WORK SESSION MINUTES
PAGE 4**

abatement , but since he was spending more time with the building aspects, this position was transferred 100% into the Building Department Fund

- 25% of the proposed Executive Coordinator's position had been budgeted in the Building Fund, since many, if not all, of the administrative duties of the Building Director would be transferred to this new position
- The Building Director's position would be transitioning into a Building Official position
- 100% of a clerical position for Jane Carr was now included in the Building Fund; she had been 90% in Building and 10% in Planning
- Postage and office expenses were reduced
- Increase in expenses for new code books
- Uniform items for Mr. Fulton's replacement
- 20% increase in contractual services for inspectors for plumbing, electrical and mechanical inspections, however not to the level as to warrant full-time positions
- \$118,500 increase to the Building Fund

H. Fund 266 – Mike Radzik, OCS Director / Law Enforcement

Mr. Radzik explained this fund was split into two sections: Sheriff's Services and Ordinance Department.

Mr. Radzik stated there were no significant changes in the revenue of the Sheriff's Services fund since it was supported by a public millage.

Mr. Radzik listed the significant changes in the expenditures:

- Increase due to 25% share of the new Executive Coordinator's Position
- Sheriff's Office contract will continue at current level of 35 Police Service Units
- A scheduled 1% increase in contract costs with Washtenaw County
- Projected increase for deputy overtime expenses
- Increase in use of overtime regarding the CAT Team
- Projected increase on the collaboration contracts with Lincoln and Ypsilanti School Districts
- Change in maintenance and utilities between the Civic Center, Police Station and new Law Enforcement Center on Huron Street
- Change in public surveillance camera operating expenses
- Equipment expense had been reduced
- \$108,000 increase overall in Sheriff's Services portion

Mr. Radzik addressed the Ordinance portion of the Law Enforcement Fund:

- Reduction due to removal of percentage of Mr. Fulton's salary
- Increase of 25% for proposed Executive Coordinator's position
- Slight increase in regular overtime due to structural change in Teamster's contract
- Increase for gas and oil
- \$19,000 overall decrease in Ordinance expenses

**CHARTER TOWNSHIP OF YPSILANTI
OCTOBER 21, 2014 WORK SESSION MINUTES
PAGE 5**

I. Fund 893 – Mike Radzik, OCS Director / Nuisance Abatement

Mr. Radzik explained the Nuisance Abatement Fund was simply a pass through of revenues and expenditures used for three different categories of Nuisance Abatement enforcement activities, including Blight, Board-Ups and Mowing, which is budgeted at a 15% decrease in both revenue and expenses.

Clerk Lovejoy Roe thanked Supervisor Stumbo and Tammie Keen for a great job they had done working on the budget and adding the line items for a much clearer understanding and providing complete transparency of Township finances.

DISCUSS NEW FIRE/RESCUE ENGINE PURCHASE

Chief Eric Copeland introduced Lt. Fred Anstead, Fire Vic Marshal Chevrette, Captain Larry James and Firefighter Dan Kimball which had comprised a committee to research and provide a recommendation regarding the purchase of a new engine that met their requirements. Chief Copeland provided a breakdown of the proposals from each company they had reviewed. Chief Copeland stated the committee recommended the proposal from Spartan Crimson-Zahmen Company.

REVIEW AGENDA

Clerk Lovejoy Roe reviewed the agenda with further discussion on the following items:

OLD BUSINESS

Attorney Winters provided a brief overview of the proposed Municipal Services Agreement between National Church Residences, owners of Clark East Towers and Ypsilanti Township which would allow for the continuance of the PILOT program. He explained a review would be done every six months regarding the security issues.

Daniel Stanley, Attorney for National Church Residences presented proposed changes to the language of the agreement.

Discussion followed on scheduling necessary inspections by Ypsilanti Township Building Department for the month of November.

Pam Monroe, National Church Residences Vice President stated something could be worked out regarding inspections with Ron Fulton on Wednesday, October 22, 2014.

Trustee Eldridge voiced some concerns with the security issues and wanted a representative from the Township to be available for the reviews. Trustee Eldridge asked what happened to current residents that were under the required age waiver to

**CHARTER TOWNSHIP OF YPSILANTI
OCTOBER 21, 2014 WORK SESSION MINUTES
PAGE 6**

which Attorney Winters replied they would be able to stay unless they violated any terms or conditions.

Clerk Lovejoy Roe briefly updated the Board on how well Steve Bodkin, Chief Operating Officer of National Church Residences had responded to the Township and issues that had been raised. Clerk Lovejoy Roe stated that she was trusting NCR to keep their commitments.

Pam Monroe voiced NCR's appreciation to the Township for letting them make the necessary corrections and stated they wanted to be a good partner by providing safe, affordable housing to seniors now and in the future.

Adjournment

The meeting adjourned at approximately 6:53 p.m.

Respectfully submitted,
Karen Lovejoy Roe, Clerk

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 21, 2014 REGULAR MEETING**

The meeting was called to order by Clerk Lovejoy Roe, 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: Clerk Karen Lovejoy Roe, Treasurer Larry Doe, Trustees Stan Eldridge, Jean Hall Currie, Mike Martin and Scott Martin

Members Absent: Supervisor Brenda L. Stumbo

Legal Counsel: Wm. Douglas Winters

Clerk Lovejoy Roe stated that Supervisor Stumbo was attending a conference on behalf of Ypsilanti Township regarding HUD with the goal to improve relationships and help with the overconcentration of subsidized housing in Ypsilanti Township.

PUBLIC COMMENTS

Ann Schneider, Township Resident introduced Dolores DeTavernier, Property Manager of Eastwood Terrace Apartments. They expressed a need for sidewalks along Clark Road on the south side between Hewitt and Golfside and along the east side of Golfside. They presented a map of the area, including photos and provided statistics regarding foot traffic in the area. Clerk Lovejoy Roe suggested they could go through the process of creating a special assessment district for sidewalks in the area.

Pecola Lewis, Township Resident expressed interest in purchasing 2810 Packard an abandoned property. She submitted a request to the Township to investigate the status of the property. Discussion followed.

CONSENT AGENDA

**A. MINUTES OF THE OCTOBER 7 , WORK SESSION AND
REGULAR MEETING**

B. STATEMENTS AND CHECKS

C. SEPTEMBER 2014 TREASURER REPORT

A motion was made by Treasurer Doe, supported by Trustee Mike Martin to approve the Consent Agenda. The motion carried unanimously.

CLERK REPORT

Clerk Lovejoy Roe provided an update regarding the November 4, 2014 General Election.

TREASURER REPORT

No report

TRUSTEE REPORT

No report

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

Attorney Winters provided a brief update regarding rental property issues and vacant homes, many that continue to be owned by banks. Mr. Winters expressed the need for Ypsilanti Township to spearhead efforts to go on the offense against those institutions that have abandoned properties, in order to stabilize our neighborhoods.

Clerk Lovejoy Roe asked if it were possible to get Board authorization to pursue one bank that had several vacant properties. Discussion followed regarding Bank of America and the number of vacant homes they own in Ypsilanti Township.

OLD BUSINESS

1. MUNICIPAL SERVICES AGREEMENT BETWEEN NATIONAL CHURCH RESIDENCES, OWNERS OF CLARK EAST TOWERS AND YPSILANTI TOWNSHIP LOCATED AT 1550 E. CLARK ROAD (TABLED AT THE OCTOBER 7, 2014 REGULAR MEETING)

A motion was made by Treasurer Doe, supported by Trustee Eldridge to remove this item from table. The motion carried as follows:

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

A motion was made by Treasurer Doe, supported by Trustee Mike Martin to approve the Municipal Services Agreement between National Church Residences, owners of Clark East Towers and Ypsilanti Township located at 1550 E. Clark Road, contingent on the changes discussed (see attached).

Trustee Scott Martin asked if anyone from the Township would be in attendance for the review of the security cameras for Clark East Towers, a request that was made in the Work Session by Trustee Eldridge.

Attorney Winters asked for RSD Director Jeff Allen to be included in the motion as the representative for the Township to be present for the reviews.

Clerk Lovejoy Roe read into the record the change, **“the owner will continue the current security practices until such time as the Washtenaw Sheriff’s Office, along with RSD Director Jeff Allen confirms the cameras mentioned in Paragraph 6 below are initially installed and operational and thereafter, it continues.”** She asked Treasurer Doe and Trustee Mike Martin if that met with their approval and both agreed.

The motion carried unanimously.

NEW BUSINESS

1. BUDGET AMENDMENT #13

Clerk Lovejoy Roe read Budget Amendment #13 into the record.

A motion was made by Trustee Scott Martin supported by Trustee Mike Martin to approve Budget Amendment #13 (see attached). The motion carried unanimously.

- 2. TRANSFER OF INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE FROM GENERAL DYNAMICS TO MDA INFORMATION SYSTEMS, LLC, LOCATED AT 1200 JOE HALL DRIVE IN YPSILANTI TOWNSHIP – (PUBLIC HEARING HELD AT THE OCTOBER 7, 2014 REGULAR MEETING)**
 - A. RESOLUTION NO. 2014-20, REVOKING GENERAL DYNAMIC INDUSTRIAL FACILITIES PERSONAL PROPERTY EXEMPTION CERTIFICATE NO. 2002-401 IN THE AMOUNT OF \$1,578,409**
 - B. RESOLUTION NO. 2014-21, APPROVING TRANSFER OF INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE NUMBER 2002-401 TO MDA INFORMATION SYSTEMS, LLC**

A motion was made by Trustee Eldridge, supported by Trustee Scott Martin to approve Resolution No. 2014-20, revoking General Dynamic Industrial Facilities Personal Property Exemption Certificate No. 2002-401 in the amount of \$1,578,409 (see attached). The motion carried unanimously.

A motion was made by Trustee Mike Martin, supported by Trustee Eldridge to approve Resolution No. 2014-21, approving transfer of Industrial Facilities Exemption Certificate Number 2002-401 to MDA Information Systems, LLC (see attached). The motion carried unanimously.

- 3. RESOLUTION NO. 2014-22, ADOPTION OF REGULAR BOARD MEETING DATES FOR 2015**
- 4. RESOLUTION NO. 2014-23, DESIGNATION OF DEPOSITORIES FOR 2015**
- 5. RESOLUTION NO. 2014-24, DESIGNATION OF NEWSPAPER OF CIRCULATION FOR 2015**
- 6. RESOLUTION NO. 2014-25, ADOPTION OF ROBERT'S RULES OF ORDER FOR 2015**

A motion was made by Trustee Scott Martin, supported by Treasurer Doe to approve Resolution No. 2014-22, Adoption of Regular Board Meeting dates for 2015, Resolution No. 2014-23, Designation of Depositories for 2015, Resolution No. 2014-24, Designation of Newspaper Circulation for 2015 and Resolution No. 2014-25, Adoption of Robert's Rules of Order for 2015 (see attached). The motion carried unanimously.

- 7. RESOLUTION NO. 2014-26, ADOPTION OF REIMAGINE WASHTENAW CORRIDOR IMPROVEMENT STUDY**

A motion was made by Treasurer Doe, supported by Trustee Scott Martin to approve Resolution No. 2014-26, Adoption of ReImagine Washtenaw Corridor Improvement Study (see attached). The motion carried unanimously.

Clerk Lovejoy Roe stated this item had been before the Board several times and she thanked Joe Lawson, Planning Director for his leadership in this area.

8. 2015 CONTRACTS AND RENEWALS

A motion was made by Treasurer Doe, supported by Trustee Mike Martin to approve 2015 Contracts and Renewals (see attached). The motion carried unanimously.

9. REQUEST OF JOE LAWSON, PLANNING DIRECTOR TO GRANT DTE ENERGY A UTILITY EASEMENT NECESSARY FOR INSTALLATION OF ELECTRICAL SERVICE TO LAKESIDE PARK BOATHOUSE

A motion was made by Trustee Scott Martin, supported by Trustee Mike Martin to grant DTE Energy a Utility Easement necessary for installation of electrical service to Lakeside Park Boathouse. The motion carried unanimously.

10. REQUEST OF JEFF ALLEN, RSD DIRECTOR TO AUTHORIZE STANTEC ENGINEERING TO PREPARE AND APPLY FOR GRANTS ON BEHALF OF YPSILANTI TOWNSHIP NOT TO EXCEED \$5,000, BUDGETED IN LINE ITEM #101.956.000.801.000

A motion was made by Trustee Mike Martin, supported by Trustee Eldridge to authorize Stantec Engineering to prepare and apply for grants on behalf of Ypsilanti Township not to exceed \$5,000, budgeted in line item # 101.956.000.801.000. The motion carried unanimously.

11. REQUEST OF KAREN WALLIN, HR DEPARTMENT FOR AUTHORIZATION TO CREATE NEW POSITION OF EXECUTIVE COORDINATOR FOR THE OFFICE OF COMMUNITY STANDARDS AND APPROVAL TO WAIVE EXTERNAL POSTING AND FILL THE POSITION INTERNALLY

A motion was made by Treasurer Doe, supported by Trustee Scott Martin to authorize the creation of a new position of Executive Coordinator for the Office of Community Standards and for approval to waive external posting and fill the position internally.

Karen Wallin, Human Resource Department reported the 2015 General Fund Budget recommendations were reviewed at the last Board meeting held October 7, 2014 and as part of this presentation a new position was proposed within the OCS Department. She stated a job description and salary recommendation was in the packet.

Mike Radzik, OCS Director provided a background and need for this position. He provided an overview of the position, including considerations, which he felt reflected a fair wage, and stated the position, if approved, would become effective January 1, 2015.

Trustee Scott Martin asked if there was a qualifying period for this position and Ms. Wallin stated any qualifying period was typically 6 months.

Clerk Lovejoy Roe asked if **“approval of a wage of \$60,000 could be added to the motion.”** Approval was granted by Treasurer Doe and Trustee Scott Martin.

The motion carried unanimously.

12. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION IN WASHTENAW COUNTY CIRCUIT COURT TO ABATE PUBLIC NUISANCE AT PROPERTY LOCATED AT 2113 BOMBER AVENUE, BUDGETED IN LINE ITEM #101.950.000.801.023

A motion was made by Treasurer Doe, supported by Trustee Hall Currie for authorization to seek legal action in Washtenaw County Circuit Court to abate public nuisance at property located at 2113 Bomber Avenue, budgeted in line item #101.950.000.801.023.

Mike Radzik provided a brief overview of the property, which had been brought to the Township's attention after the execution of a Criminal Search Warrant at this address by the Canton Police Department related to an identity theft case.

The motion carried unanimously.

**13. REQUEST OF ERIC COPELAND, FIRE CHIEF TO APPROVE
AUTOMATIC MUTUAL AID AGREEMENT BETWEEN YPSILANTI
TOWNSHIP AND PITTSFIELD TOWNSHIP AND TO AUTHORIZE
SIGNING OF THE AGREEMENT**

A motion was made by Treasurer Doe, supported by Trustee Eldridge to approve Automatic Mutual and agreement between Ypsilanti Township and Pittsfield Township and to authorize signing of the agreement (see attached). The motion carried unanimously.

Trustee Eldridge commented this action was long overdue.

**14. REQUEST OF ERIC COPELAND, FIRE CHIEF TO APPROVE
AUTOMATIC MUTUAL AID AGREEMENT BETWEEN YPSILANTI
TOWNSHIP, YPSILANTI CITY AND SUPERIOR TOWNSHIP AND TO
AUTHORIZE SIGNING OF THE AGREEMENT**

A motion was made by Trustee Eldridge, supported by Trustee Scott Martin to approve Automatic Mutual Aid Agreement between Ypsilanti Township, Ypsilanti City and Superior Township and to authorize signing of the agreement (see attached). The motion carried unanimously.

Eric Copeland, Fire Chief explained this was a continuation of the Automatic Aid Agreement developed with Superior Township during the new Ford Boulevard bridge construction.

OTHER BUSINESS

None

AUTHORIZATIONS & BIDS

**1. REQUEST OF JEFF ALLEN, RSD DIRECTOR FOR AUTHORIZATION TO
SELL EQUIPMENT/VEHICLES THROUGH ON-LINE AUCTION**

A motion was made by Trustee Scott Martin, supported by Treasurer Doe to authorize Jeff Allen, RSD Director to sell equipment/vehicles through on-line auction. The motion carried unanimously.

**2. REQUEST OF ERIC COPELAND, FIRE CHIEF TO AWARD PROPOSAL
FOR NEW FIRE/RESCUE ENGINE TO SPARTAN CRIMSON-ZAHMEN
COMPANIES IN THE AMOUNT OF \$594,000 TO BE IN INCREMENTS OF
\$120,000 OVER FIVE YEARS, BUDGETED IN LINE ITEM
#206.970.000.979.000**

**CHARTER TOWNSHIP OF YPSILANTI
OCTOBER 21, 2014 REGULAR MEETING MINUTES
PAGE 6**

A motion was made by Treasurer Doe, supported by Trustee Eldridge to award proposal for new Fire/Rescue Engine to Spartan Crimson-Zahmen Companies in the amount of \$594,000 to be in increments of \$120,000 over five years, budgeted in line item #206.970.000.979.000.

Trustee Scott Martin complimented the presentation made by Chief Copland and the committee he had assembled.

The motion carried unanimously.

ADJOURNMENT

A motion was made by Treasurer Doe, supported by Trustee Mike Martin to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at approximately 8:04 P.M.

Respectfully submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

MUNICIPAL SERVICES AGREEMENT

This Municipal Services Agreement is made as of September 21, 2014 between National Church Residences of WIN Ypsilanti, MI Nonprofit Housing Corporation ("Owner") and the Charter Township of Ypsilanti (the "Township").

WHEREAS Owner owns real property located in the Township known as Clark East Towers ("Clark East Towers"), which is located at 1550 E. Clark Road, Ypsilanti, Michigan.

WHEREAS Clark East Towers is subject to a payment in lieu of taxes ("PILOT") pursuant to the State Housing Development Authority Act Of 1966 (the "MSHDA Act") and Township Ordinance 2000-246.

WHEREAS Owner and the Township desire to resolve disputes regarding Clark East Towers without the expense of litigation upon reaching a mutually agreeable result.

NOW THEREFORE, in consideration of the premises and the covenants and promises herein made, Owner and the Township agree as follows:

1. Owner will make an annual payment of \$20,400.00 to the Township to offset the expense of police and fire calls so long as Clark East Towers is subject to a PILOT. The first such payment will be made within 30 days of the execution of this Municipal Services Agreement. Future payments will be made at the same time as Owner's PILOT payments.
2. Owner will continue current security practices at Clark East Towers until such time as the Washtenaw County Sheriff's Office and Township Residential Services Department Director Jeff Allen confirm the cameras mentioned in paragraph 6 below are initially installed and operational. Thereafter, Owner will arrange for a courtesy officer to be present at Clark East Towers to log in visitors and check visitor identification for at least eight (8) hours each day between the time period of 8:00 a.m. to 8:00 p.m. In June 2015 and every 6 months thereafter, Owner and the Township will reevaluate this requirement.
3. Owner ceased entering into leases for units at Clark East Towers based on any existing HUD age waivers as of April 11, 2014. Owner has notified HUD to rescind any existing age waivers regarding Clark East Towers. Owner will not seek any HUD age waivers in the future without Township approval so long as Clark East Towers is subject to a PILOT
4. The Township waives all claims for any alleged violations of the PILOT ordinance related to occupancy of residents pursuant to HUD age waivers.
5. Owner will allow the Township to conduct an inspection of Clark East Towers. The inspection will be subject to the following terms:

- a. Owner will pay the Township for the inspection. The fee for the inspection shall be: \$500 for the Clark East Towers Building plus \$35 per individual unit for the initial inspection. Upon execution of this Municipal Services Agreement, the Township shall send an invoice to Owner for \$7,500 to cover the cost of the initial inspection and Owner shall pay the invoice within 30 days of issuance.
 - b. If re-inspection is required for any violations observed in an initial inspection, the price paid for re-inspection shall be \$15 per individual unit inspected.
 - c. The exact dates and times of the inspection will be coordinated between the on-site property manager and the Township's Building Director to ensure that tenants are notified in advance.
 - d. The inspection will be conducted according to the checklist attached hereto as Exhibit 1.
 - e. Citations for any violations attributable to an occupant, as opposed to the owner, will be the responsibility of the occupant, who is liable for remediation and any re-inspection fee.
 - f. Any items that complied to applicable building codes during new construction or subsequent repairs of the building will be grandfathered. Any major rehabilitation in the future will require repairs to be within code.
 - g. Owner will remediate all violations in a reasonable time agreed to by the parties.
 - h. At the satisfactory conclusion of the inspection provided by this Municipal Services Agreement, the Township will issue a certificate of compliance that will qualify as an inspection pursuant to any inspection ordinance passed by the Township. Any future inspections of Clark East Towers will be conducted pursuant to Township ordinances.
6. Owner has collaborated with the Washtenaw County Sheriff's Office regarding surveillance camera locations. National Church Residence's has received approval from HUD to install surveillance cameras according to the proposal submitted by Vector Security to Owner and is currently having the cameras installed.
7. Owner and the Township will make best efforts to resolve all future disputes or issues, including disputes or issues regarding on-site security, regarding Clark East Towers on an informal basis so that issues may be resolved expeditiously with no damage to the community's reputation. The Township agrees to contact the on-site resident manager at Clark East Towers to resolve any operational issues regarding Clark East Towers and for all other issues regarding Clark East Towers, or if the on-site resident manager is unable to resolve any issues to the Township's satisfaction, the Township will contact:


Steven T Bodkin
Senior Vice President & Chief Operating Officer; Housing

Owner
2335 North Bank Drive
Columbus, Ohio 43220
614.273.3543
sbodkin@nationalchurchresidences.org

For any disputes with the Township, Owner will contact:

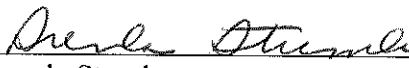
Brenda Stumbo (or current Township Supervisor)
Township Supervisor
Civic Center
7200 S. Huron River Dr.
Ypsilanti, MI 48197
734.481.0617

8. All obligations of Owner contained in this agreement will cease if Owner ceases to own Clark East Towers or if Clark East Towers is no longer subject to a PILOT.
9. The obligations of Owner contained in this agreement are imposed solely and exclusively for the benefit of the Township and no other person or entity shall have the standing to enforce such obligations or be deemed to be beneficiaries of such obligations.
10. This Municipal Services Agreement constitutes the entire agreement by and between Owner and the Township.
11. The undersigned hereby represent that they have authority to bind the party for whom they sign.



Steven T Bodkin
President
National Church Residences of WIN Ypsilanti,
MI Nonprofit Housing Corporation

Dated: 10-24-2014



Brenda Stumbo
Township Supervisor

Dated: 10-31-14

**CHARTER TOWNSHIP OF YPSILANTI
2014 BUDGET AMENDMENT #13**

October 21, 2014

101 - GENERAL OPERATIONS FUND

Total Increase

\$1,189.00

Increase budget for payout of PTO & Sick time for approved payout of accrued time hours at 75% (this is over the 32 hours that was originally budget for employees) . This was approved by the department head and the three full time elected officials. This is funded by an Appropriation of Prior Year Fund Balance.

Revenues:

	Prior Year Fund Balance	101-000-000-699.000	\$1,189.00
		Net Revenues	<u>\$1,189.00</u>

Expenditures:

	Salaries Pay Out - PTO&SICKTIME	101-171-000-708.004	\$1,189.00
			<u>\$1,189.00</u>

**212 - BIKE, SIDEWALK, RECREATION, ROAD AND
GENERAL OPERATIONS FUND (BSR II)**

Total Increase

\$396,059

Increase grant revenue for Grove Road bikepath project. The Township received more grant monies than the \$763,000 that was originally awarded. We are now to receive \$1,195,964 in grant funds, which is an increase of \$435,559. Request to increase the expenditure line item to the total of the project which is \$1,594,618.50. This is funded by a State MDOT grant and a reversal of the appropriation of prior year fund balance request at the beginning of the fiscal year.

Revenues:

	State Grant -MDOT	212-000-000-569.020	\$435,559
	Prior Year Fund Balance	212-000-000-699.000	(\$39,500)
		Net Revenues	<u>\$396,059</u>

Expenditures:

	Capital Outlay - Pathway	212-970.000-997.007	\$396,059
		Net Expenditures	<u>\$396,059</u>

Motion to Amend the 2014 Budget (#13):

Move to increase the General Fund budget by \$1,189 to \$11,201,684 and approve the department line item changes as outlined.

Move to increase the Bike, Sidewalk, Recreation, Road and General Operations (BSRII) Fund budget by \$396,059 to \$5,511,007 and approve the department line item changes as outlined

**CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2014 - 20**

**REVOKING AN IFE CERTIFICATE NO. 2002-401
PERSONAL PROPERTY IN THE AMOUNT OF \$1,578,409.00**

Regular meeting of the Board of Trustees of Charter Township of Ypsilanti held on October 21, 2014, at 7200 S. Huron River Drive, in Ypsilanti Township at approximately 7:00 p.m.

PRESENT: Clerk Lovejoy Roe, Treasurer Larry Doe, Trustees Stan Eldridge, Jean Hall Currie, Scott Martin and Mike Martin

ABSENT: Supervisor Brenda L. Stumbo

Resolution No. 2014- 20 Revoking the Industrial Facilities Exemption Certificate No. 2002-401 for General Dynamics Advanced Information Systems, Inc. as it pertains to personal property, in the amount of \$1,578,409.00.

WHEREAS, pursuant to P.A. 198 of 1974, M.C.L. 207.551 et seq., after a duly noticed public hearing held on January 18, 1983, this Township by resolution established Washtenaw Business Park Industrial Development District; and

WHEREAS, the Charter Township of Ypsilanti Board of Trustees approved an application from General Dynamics Advanced Information Systems, Inc. requesting an Industrial Facilities Exemption (Certificate Number 2002-401) for personal property, in the amount of \$4,797,850 investments located at 1200 Joe Hall Drive, Ypsilanti, MI 48197; and

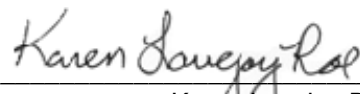
WHEREAS, \$1,578,409.00 of the original equipment is no longer located in the IFT new facility with respect to personal property located at 1200 Joe Hall Drive, Ypsilanti, MI 48197; and

NOW, THEREFORE, BE IT RESOLVED BY the Board of Trustees of the Charter Township of Ypsilanti that the Board of Trustees hereby revokes Industrial Facilities Exemption Certificate number 2002-401 for General Dynamics Advanced Information Systems, Inc. personal property, in the amount of \$1,578,409.00 for property located at 1200 Joe Hall Drive, Ypsilanti, MI 48197.

AYES: 6 (six)
NAYS: 0
ABSENT: 1 (ONE)

RESOLUTION DECLARED ADOPTED

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. 2014-20 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 21, 2014.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI RESOLUTION NO. 2014-21

APPROVING TRANSFER OF INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE NUMBER 2002-401 FOR MDA INFORMATION SYSTEMS, LLC

Regular meeting of the Board of Trustees of Charter Township of Ypsilanti held on October 21, 2014, at 7200 S. Huron River Drive, in Ypsilanti Township at approximately 7:00 p.m.

PRESENT: Clerk Lovejoy Roe, Treasurer Larry Doe, Trustees Stan Eldridge, Jean Hall Currie, Scott Martin and Mike Martin

ABSENT: Supervisor Brenda L. Stumbo

The following preamble and resolution were offered by Clerk Lovejoy Roe, supported by Treasurer Doe

WHEREAS, pursuant to P.A. 198 of 1974, M.C.L. 207.551 et seq., after a duly noticed public hearing held on January 18, 1983, this Township by resolution established Washtenaw Business Park Industrial Development District; and

WHEREAS, the Charter Township of Ypsilanti approved an application from General Dynamics Advanced Information Systems, Inc. requesting an Industrial Facilities Exemption Certificate Number 2002-401 for real and personal property investments located at 1200 Joe Hall Drive, Ypsilanti, MI 48197; and

WHEREAS, MDA Information Systems, LLC has filed an application for a transfer of Industrial Facilities Exemption Certificate Number 2002-401 with respect to real property, in the amount of \$35,293,519 and personal property, in the amount of \$3,219,441 of a new facility located within the Industrial Development Washtenaw Business Park; and

WHEREAS, the applicant, the Assessor, and a representative of the affected taxing units were given written notice of the transfer application and were offered an opportunity to be heard on said application; and

WHEREAS, MDA Information Systems, LLC has substantially met all the requirements under Public Act 198 of 1974 for the transfer of Industrial Facilities Exemption Certificate 2002-401; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the Charter Township of Ypsilanti, after granting this certificate will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted; and

NOW, THEREFORE, BE IT RESOLVED BY the Board of Trustees of the Charter Township of Ypsilanti that:

1. The Charter Township of Ypsilanti Board of Trustees finds and determines that the granting of the transfer of an Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No. 255 of the Public Acts of 1978, **shall not have the effect of substantially impeding the operation of the Charter Township of Ypsilanti, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the Charter Township of Ypsilanti).**

2. The application from MDA Information Systems, LLC for a transfer of Industrial Facilities Exemption Certificate 2002-401, with respect to a new facility on the following described parcel of real property situated within the Industrial Development District Washtenaw Business Park to wit:


Lots 17, 18, 19, 20 Washtenaw Business Park and the following absolute abandonment of Joe Hall Drive as such; beginning at the SE corner of lot 19 of said subdivision; thence S 16-15-22 W 92.17 ft to the NE corner of lot 17 of said subdivision; thence along the north property line of lot 17 188.72 ft along the arc of a non-tangential curve to the left; having a radius of 957.00 ft, passing through a central angle of 11-17-54 and chord bearing S 78-33-07 W 188.41 ft; thence S 72-54-10 W 219.49 ft; thence 36.59 ft along the arc of a curve to the left having a radius of 50 ft, passing through a central angle of 41-55-36 and a chord bearing S 51-56-22 W 35.78 ft; thence 345.38 ft along the arc of a reverse curve to the right having a radius of 75 ft, passing through a central angle of 263-51-12 and a chord bearing N 17-5-50 W 111.60 ft; thence 36.59 ft along the arc of a reverse curve to the left having a radius of 50 ft passing through a central angle of 41-55-36 and chord bearing S 86-08-02 E 35.78 ft; thence N 72-54-10 E 219.49 ft; thence 240.29 ft along the arc of a curve to the right having a radius of 1043.00 ft passing through a central angle of 13-12-00 and chord bearing N 79-30-10 E 239.76 ft to the pole containing 1.29 ac +/- . Section 17, T3S-R7E, Ypsilanti Twp, Wash County, MI. Part Of French Claims 681. Certified Business Park, October, 1988 be and the same is hereby approved.

3. The Industrial Facilities Exemption Certificate when issued shall remain in force for the remaining years approved under Industrial Facilities Exemption Certificate 2002-401 with an end date of December 30, 2017.

AYES: 6 (six)
NAYS: 0
ABSENT: 1 (ONE)

RESOLUTION DECLARED ADOPTED

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. 2014-21 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 21, 2014.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
Resolution No. 2014 - 22**

**ADOPTION OF REGULAR BOARD MEETING DATES
FOR THE 2015 CALENDAR YEAR**

NOW THEREFORE, BE IT RESOLVED that the attached schedule of dates and times be adopted for the Charter Township of Ypsilanti for the 2015 calendar year.

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. 2014-22 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 21, 2014.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
BOARD OF TRUSTEES**

SCHEDULE OF MEETINGS FOR 2015

Work Session
5:00 p.m.
Civic Center Board Room

Regular Meeting
7:00 p.m.
Civic Center Board Room

In 2015, the Township Board will meet on the 1st and 3rd Tuesday of each month in February, March, April, May, October, November and December and on the 3rd Tuesday of each month in January, June, July, August and September

Tuesday January 20, 2015

Tuesday February 3, 2015
Tuesday February 17, 2015

Tuesday March 3, 2015
Tuesday March 17, 2015

Tuesday April 7, 2015
Tuesday April 21, 2015

Tuesday May 5, 2015
Tuesday May 19, 2015

Tuesday June 16, 2015

Tuesday July 21, 2015

Tuesday August 18, 2015

Tuesday September 15, 2015

Tuesday October 6, 2015
Tuesday October 20, 2015

Tuesday November 3, 2015
Tuesday November 17, 2015

Tuesday December 1, 2015
Tuesday December 15, 2015

All meetings are held at the Ypsilanti Township Civic Center Building, 7200 S. Huron River Drive, Ypsilanti Township

Special Meetings may be called with 24-hour notification.

Pre-approval of Statements and Checks is authorized when no Board Meeting is held, with formal approval at the next regularly scheduled meeting, contingent on Board Members review and no objection.

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2014 - 23

**DESIGNATION OF DEPOSITORIES
FOR 2015**

NOW THEREFORE, BE IT RESOLVED that First Merit Commercial and Savings Bank, Bank of Ann Arbor-Ypsilanti Office, Comerica Bank, Charter One, Ann Arbor State Bank, Fifth Third Bank, Chase Bank, P&C Bank, United Bank & Trust, Fidelity Bank, Huntington National Bank and Key Bank, and their successors be designated depositories for all Charter Township of Ypsilanti funds and securities for the 2015 calendar year.

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. 2014-23 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 21, 2014.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2014 – 24

DESIGNATION OF NEWSPAPER OF CIRCULATION

NOW THEREFORE, BE IT RESOLVED that the Ypsilanti Courier and AnnArbor.com be designated as the newspapers of general circulation for the Charter Township of Ypsilanti advertisements and publications for the 2015 calendar year.

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. 2014-24 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 21, 2014.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

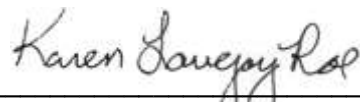
CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2014 - 25

ADOPTION OF ROBERT'S RULES OF ORDER

NOW THEREFORE, BE IT RESOLVED that Robert's Rules of Order shall be adopted by the Charter Township of Ypsilanti Board of Trustees for the 2015 calendar year.

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. 2014-25 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 21, 2014.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2014 - 26**

A RESOLUTION IN SUPPORT AND ADOPTION OF
REIMAGINE WASHTENAW CORRIDOR IMPROVEMENT STUDY

WHEREAS, ReImagine Washtenaw is a cooperative, multi-jurisdictional planning, place-making, transportation, and economic development effort, led by Washtenaw County and stakeholders including the City of Ann Arbor, City of Ypsilanti, the Charter Township of Ypsilanti, Pittsfield Charter Township, the Michigan Department of Transportation (MDOT), and the Ann Arbor Area Transportation Authority, among others.

WHEREAS, Washtenaw County secured a \$3,000,000 Community Challenge Planning Grant from the Department of Housing and Urban Development (HUD), which funded, in part, a comprehensive transportation study of Washtenaw Avenue, known as the Corridor Improvement Study completed in April 2014; and

WHEREAS, the Corridor Improvement Study was the result of an 18-month process, involving significant public input, to provide a detailed plan for the future of the corridor that incorporates specific land use, transportation, non-motorized, and public transit goals; and

WHEREAS, the success of the Corridor Improvement Study depends on all stakeholders diligently and consistently implementing its provisions, including future public access limits necessary to improve the roadway in the future to provide for adequate vehicular travel lanes, bicycle lanes, and pedestrian sidewalks; and

WHEREAS, all four local units of government have adopted, or will adopt, master plan and zoning regulations to ensure that future private land use patterns provide for walkable, vibrant, mixed-use districts that emphasize sense of place and high quality development, and integration with public transit; and

WHEREAS, the Corridor Improvement Study is equally important to establish a clear, consistent public improvement plan for the public right-of-way, in order that a truly vibrant, high value, pedestrian and transit-oriented corridor can be achieved.

NOW THEREFORE BE IT RESOLVED that the Charter Township of Ypsilanti Board of Trustees hereby supports and adopts the Corridor Improvement Study, with the understanding that in the future further analysis, consideration and coordination will be with MDOT in order to implement all of its provisions.

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. 2014-26 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 21, 2014.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

2015 LIST OF CONTRACTUAL VENDORS ANNUAL LIST OF CONTRACTS AND RENEWALS

VENDOR/FIRM	DESCRIPTION
360 Service	Printing & mailing assessment notices & Pers.Prop.
Abby Door	Garage Doors
Adobe	Creative Cloud Subscription
A.F. Smith	Electrical Work
Air Source One	Breathing Air Compressor Maintenance
All Around Services	Noxious Weeds/Mowing
Alternative Computer Technology, Inc.	Sophos Computer Security Software
Ann Arbor Audio	Board Room Sound System
Ann Arbor SPARK Dues	
Ann Arbor SPARK East Dues	
APEX	Assessing Drawing Software
Apollo Fire Equipment	
ASAP	DOT Random Screens
ASC	
ASCAP	Phone Music
Ascend	Health Care Agent
AT&T	Voice/Data Communication Services
Automatic Irrigation Supply	Green Oaks Irrigation System – Rain Bird
Barr Engineering	Hydro Station
B & C Painting	Paint and Graffiti Removal
Blue Cross/Blue Shield of Michigan	Employee Health Care
Bresser's	
BS&A	Government Software Apps
Budget Towing	Vehicle Towing
Butzel & Long	
Camtronics	Security Cameras/Video
Carter & Burgess	Structural Engineer
CDWG	Symantec Server Files Backup Software, McAfee Desktop Virus Scan Software, Juniper Networks & Sonicwall
Centron Data Services	Printing & mailing assessment notices & Personal Property
Choice Strategies	Employee Medical/Dependent Reimbursement – Benny Card
Cincinnati Time	Time Clocks
Clear Rate Communications	Telephone Service
Code42	Online Backup Services
Comcast	Internet Services
Conference of Western Wayne Firefighter Testing Program	Firefighter Testing Program
Conti	Cameras/Video
Controlled Power	U.P.S. (Uninterruptible Power Supply) Maintenance, Fire Dept.
D & B Power Associates, Inc.	UPS Maintenance
Delta Dental	Employee Dental Services
DTE Energy	Generator Maintenance
D J Conneley	Boiler Maintenance
Doan Construction	Sidewalk Repair Contractor and Engineer
Ed's Garage	Vehicle Repair
Election Systems & Software (ES&S)	Tabulator and AutoMark Maintenance Contract
Elsitech.com	Remote ScreenShare
ESRI	GIS Software Maintenance
FiberLink	Mobile Device Management
Fire Findings	
ForeUp	Golf Course Management Systems
Fotolia.com	Stock Images
Gabriel Roeder Smith & Company	Actuary Company
Garan Lucow	

2015 Annual Contracts and Renewals
Page 2

GCSI
Godaddy.com
Google
Governmental Business Systems
Governor Computer
Grainger
Guardian Alarm

Hastings Air Energy Control
Honeywell
Hootsuite
Huron River Watershed Council Dues

Int. Assoc. of Arson Invest
Intern. Fire Chief's Assoc.

Konica-Albin

Langworthy, Strader & LeBlanc
LECSO
Linode
Looking Good Lawns

MAP (Michigan Ability Partners)
Maps by Wagner
Marketplace Solutions of Ohio, Inc.
Margolis Nursery
MASA
McLain & Winters
Meals on Wheels
Medtronic/Physio-Control
Merit.edu
Michigan Assessor Association
MI Association of Fire Chiefs
MiGMIS
Michigan Association of Planning (MAP)
Michigan Fire Inspector's Society
Michigan Fireman's Association
Michigan Municipal League
(MRPA)Michigan Recreation & Park Assoc.
Michigan Township Association Dues
Microsoft
Micro Source, Inc.
Monitis.com
Munetrix

National Fire Protection Association
Niswander LLC

O'Bryan's Lock & Key
OHM Engineering

Parkway Services
Parson's Brinkerhoff
Pitney Bowes
PSLZ
Printing Systems
Professional Tree Service

QPS Printing

Ricoh
Redhat

SEMCOG
SE Michigan Fire Chief's Assoc

Lobbist Firm
Web Server SSL Certs
Google Apps
Election Equipment & Supplies
Printer Repairs
Industrial Equipment
Security Alarm & Door Access System

Plymovent System Preventive Maintenance, Fire Dept.
HVAC – RSD
Social Media Manager Services

Copier Maintenance

Turf Products
Township Web Host
Ordinance Mowing

Roadside Cleanup
Police/Fire/Elections/Residential Services Maps

Trees and Landscaping
Softball purchase for adult programs at Rec. Dept.
Township Attorneys

Zimbra Maintenance
Dues for Assessor Office

Michigan Governmental IT Professionals
C.E.D. training, reference etc.

Insurance
Per Art S.
Clerk's Office
Microsoft Licensing
Veeam online replication software
External Network Monitoring
Web support – Dashboard & Citizen's Guide

Locksmith

Port-A-John Rental

Postage Machine
Auditors/David Williamson CPA
Election Supplies
Tree Removal

Printer Services
RHEL Update Subscription

Senior Nutrition Lease
Spears Fire & Safety
Spectorsoft
Spicer Group
Spok
Standard Insurance
Stanley Security
State of Michigan
Stormwater Management Services, LLC

Tetra Tech
Thomson Reuters
Total Fitness
TRV (State of Michigan Dept of Corr)

Ulliance
Verizon
Vermont Systems
V & J Cement Contractors
VMWare

Washtenaw Area Transportation Study Dues
Washtenaw County CED -
Washtenaw County Mutual Aid
Washtenaw County Road Commission
Washtenaw County Treasurer
Washtenaw Urgent Care
Waste Management
Western Wayne County Mutual Aid
Windstream
W.J. O'Neil

YCUA
Ypsilanti Area Chamber of Commerce

Zee Medical
Zoho Corp

Per Art
Fire Extinguisher Inspections/Maintenance
Systems Log Management
Engineers/Surveyors/Planners
Paggers
Life/Disability Insurance
Alarm System Program
MiDeal

Environmental Services
Fixed Assets Software

Employee Assistance Program (EPA)
Mobile Phones
RecTrac Software Support
Concrete and Manhole Renovation
Server Virtualization Software

Senior Nutrition Program
Purchase of Salt & Grading
Sheriff Services
Pre-employment Drug Screen/DOT Screens
Trash Haulers

Telephone Service
Mechanical

Lift Stations, Vehicle and Equipment Repair

First Aid Supplies
Network Monitoring/Request Racking Systems

PITTSFIELD CHARTER TOWNSHIP
6201 W. MICHIGAN AVE.
ANN ARBOR, MI 48108

CHARTER TOWNSHIP OF YPSILANTI
7200 S. HURON RIVER DRIVE
YPSILANTI TWP, MI 48197

Subject: Automatic Mutual Aid agreement

The Pittsfield Township Fire Chief and the Ypsilanti Township Fire Chief met with the intent of mutually coordinating fire services between both departments along their shared border areas containing an increased concentration of multi-story, multi-family type dwellings within each jurisdiction that would impact emergency response times and access routes. The meeting focused on providing automatic mutual aid on structure fires to specific border areas to improve response capabilities, response times and fire ground safety.

It was determined that (W) Ypsilanti Township section areas: 6, 7, 18, 19, 30, *portion of sections 8 & 17 bordering Ypsilanti City and (E) Pittsfield Township section areas: 1, 12, 13, 24, 25, **portion of sections 2, 11, 14, 23, 26 bordering US – 23 will be designated as the automatic mutual aid response district. Each fire department agrees to provide one (1) engine or ladder in response (if available) when dispatched.

Since this is a new venture between Pittsfield and Ypsilanti Townships it is felt that this collaborative effort should consist of a six month / 180 day trial period and evaluated every 180 days of use.

In witnessed whereof, the parties have caused this Agreement to be signed on the ___ day of _____, 2014.

Mandy Grewal, Supervisor Date

Pittsfield Charter Township

, Clerk

Pittsfield Charter Township

Sean Gleason, Fire Chief Date

Pittsfield Charter Township

Brenda Stumbo

Brenda Stumbo, Supervisor Date

Charter Township of Ypsilanti

Karen Lovejoy-Roe

Karen Lovejoy-Roe, Clerk Date

Charter Township of Ypsilanti

Eric Copeland, Fire Chief Date

Charter Township of Ypsilanti

Automatic Mutual Aid Agreement

THIS AGREEMENT is made on this ____ day of _____, 2014 by and between the City of Ypsilanti (hereinafter "City"), Charter Township of Ypsilanti (hereinafter "Township") and Superior Charter Township (hereinafter "Superior").

WHEREAS, the parties of this Agreement may, pursuant to the provision of PA 1987, Ex. Sess., No. 8, being MCL 124.531, et seq., enter into an Agreement whereby they may provide each other with fire assistance; and

WHEREAS, due to the staffing levels that each party currently has, the parties desire automatic response assistance from each other to increase initial staffing on structure fire scenes and facilitate better response times and increased safety of firefighters and our citizens; and

WHEREAS, the parties are willing to provide each other with fire assistance on a long term basis, subject to the terms and condition contained herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Purpose

The purpose of an Automatic Mutual Aid Agreement is to establish a predetermined arrangement between two or more agencies to support and assist each other in times of emergency related to fire suppression assistance. Also to decrease response times to a Box Alarm and/or mutual aid request and to improve fire scene safety with increased manpower.

2. Fire Assistance

The Fire Chief(s), Public Safety Director(s) of the aforementioned departments, or their designees, hereby agree that they will assist each other on an Automatic Mutual Aid basis, in accordance with the response protocol listed below.

3. Policy

Such assistance will be provided and requested in according to the following provisions:

Superior shall respond automatically with a Ladder Truck (2-FFs) and/or Engine (1-FF).

Superior will respond to Ypsilanti Township sections 1, 2, 3, 4, 5, 6 also 10 and 11

Superior will respond to Ypsilanti City sections 3, 4, 5 and 6.

Township shall respond automatically with two Engines: E14-1 (2-FFs) & E14-3 (2-FFs).

Township will respond to Superior sections 31, 32, 33, 34, 35 and 36.

Township will respond to the entire City of Ypsilanti.

City shall respond automatically with a Tower Truck (2-FFs) and Engine (2-FFs).

City will respond to Superior sections 31, 32, 33, 34, 35 and 36.

City will respond to Township sections 1 thru 24 (Clark Rd. south to Textile Rd.)

4. Definitions

A. *"Commanding Officer"* shall mean the senior or highest ranking officer available and/or his/her designee, who has responsibility for directing the department at the time of an emergency.

B. *"Requesting Agency"* shall mean the jurisdiction in which an emergency exists and that requests aid pursuant to this agreement.

C. *"Responding Agency"* shall mean the agency that sends personnel and/or equipment to a requesting agency pursuant to this agreement.

5. Equipment and Personnel Expenses

A. Unless covered by another agreement, no party to this Agreement shall be required to pay any compensation to any other party to this Agreement for services rendered hereunder, the mutual advantages and protections afforded by this Agreement being considered adequate compensation to all of the parties.

5. Equipment and Personnel Expenses (continued)

- B. All usage and disability payments, pension, worker's compensation claims, damage to equipment and clothing, and medical expenses shall be paid by the governmental entity regularly employing the firefighter who may be involved in providing fire assistance in accordance with this Agreement. Any and all furlough payments and charges to be made for equipment, supplies and materials used or expended while rendering assistance pursuant to this Agreement shall be paid by the governmental entity regularly employing the fire personnel who may be involved in providing fire assistance in accordance with this Agreement.

6. Liability and Indemnification

- A. The requesting agency shall indemnify, hold harmless and defend the responding agency from all claim (except for those defined in section C below), demands, costs of damages (including attorney's fees) for bodily injury, including death, or property damage to any person or legal entity arising out of the act or omissions of personnel of the responding agency which are specifically directed or ordered by the requesting agency's commanding officer or his/her designee.
- B. The responding agency shall indemnify, hold harmless and defend the requesting agency from all claims, demands, costs of damages (including attorney's fees) for bodily injury, including death, or property damage to any person or legal entity arising out of the acts or omissions of personnel of the responding agency which are not specifically directed or ordered by the requesting agency's commanding officer or his/her designee.
- C. **Waiver of Compensation:** The responding and requesting agencies waive all claims for compensation from each other including wages, disability payments, retirement, furlough and payments or charges made for equipment, supplies and materials used or expended while rendering service under this Automatic Mutual Aid Agreement.
- D. **Waiver of Attorney Fee:** To the extent attorney fees are covered by an insurance carrier for either the responding and requesting agency, the parties hereto waive indemnification of attorney fees, except for applicable deductibles.

7. Term

- The term of this agreement shall be for one year after acceptance by each governing body and shall be automatically renewed for one year on the anniversary date of this acceptance.

8. Termination

Notwithstanding paragraph 4, parties to this Agreement may withdraw from this Agreement by providing the other parties to this Agreement with written notice (30 days prior to termination).

9. Notices

Any notice required or permitted by the terms of this Agreement shall be deemed to have been properly and sufficiently made, given, and served when such notice is placed in a properly addressed and sealed envelope, with postage prepaid, and sent by certified or registered mail to the other party at the following addresses:

TO THE CITY OF YPSILANTI:

One South Huron Street
Ypsilanti, Michigan 48197
Attention: City Manager & Fire Chief

TO THE CHARTER TOWNSHIP OF YPSILANTI: 7200 South Huron River Drive

Ypsilanti, MI 48197
Attention: Twp. Supervisor & Fire Chief

TO SUPERIOR CHARTER TOWNSHIP:

3040 N. Prospect Road
Superior Township, Michigan 48198
Attention: Twp. Supervisor & Fire Chief

All notices shall be deemed to have been made, given and served which they are deposited in the United States mail. The parties may designate another address for notices by providing the other parties with written notice of a change of address in the manner set forth.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed on the _____ day of _____, 2014.

WITNESSED BY:

CITY OF YPSILANTI

Ralph A. Lange, City Manager

Francis McMullen, Clerk

WITNESSED BY:

CHARTER TOWNSHIP OF YPSILANTI

Nancy Wypychkowski

Brenda L. Stumbo
Brenda L. Stumbo, Supervisor 10-21-14

Nancy Wypychkowski

Karen Lovejoy Roe
Karen Lovejoy Roe, Clerk 10-21-14

WITNESSED BY:

SUPERIOR CHARTER TOWNSHIP

Kenneth Schwartz, Supervisor

Dave Phillips, Clerk

APPROVE AS TO FORM:

John M. Barr, P-10475 for City

William Douglas Winters, P-28965 for Twp.

(information forthcoming) for Superior

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 31, 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, Mike Martin and Scott Martin

Members Absent: Trustee Jean Hall Currie

Legal Counsel: None

NEW BUSINESS

1. Employment agreement for the Director of Golf Operations

A motion was made by Trustee Eldridge, supported by Trustee Scott Martin to approve the employment agreement for the Director of Golf Operations (see attached).

Trustee Mike Martin stated he was confused regarding how the pay would increase from the base of \$50,000.

Karen Wallin, Human Resources Department briefly explained the revenue for the golf course would have to increase 15% in 2015 in order for the Director of Golf Operations to receive a \$1,500 increase.

Discussion followed on PTO time.

Treasurer Doe stated six people had been interviewed for the position and one was to be recommended to the Board.

Karen Wallin stated that candidate was Justin Blair. She stated he was very professional and had presented a plan to move the golf course forward in his interview.

Karen Lovejoy Roe questioned how the 13 PTO days had been decided on and Ms. Wallin stated that was the number of days given to the last department head that had been hired. Discussion followed on a period of five years on the job in order to receive more PTO time.

Trustee Eldridge gave an overview of the six candidate's qualifications, but as Ms. Wallin had stated, only one came in with a full detailed business plan to move forward, including increasing the number of golfers, marketing and advertising. Trustee Eldridge stated Mr. Blair had been working as a seasonal worker at the golf course for the past few months and many golfers had come to him privately with commendations regarding Mr. Blair's work.

Supervisor Stumbo thanked Trustee Eldridge, Karen Wallin, Larry Doe and Amby Wilbanks for serving on a committee to find someone to fill this position. She stated it should be an easy transition since Trustee Eldridge had done such a good job on the reorganization of the golf course.

Trustee Eldridge and Karen Wallin stated Mr. Blair had grown up in the community and he and his young family were definitely committed to the area.

**CHARTER TOWNSHIP OF YPSILANTI
JULY 28, 2014 SPECIAL MEETING MINUTES
PAGE 2**

Trustee Eldridge stated he had talked with the Recreation Director, Angela Verges, regarding this new position and she was looking forward to the work they would be doing together.

Treasurer Doe commended Trustee Eldridge for a job well done and stated he was hearing nothing but good comments now regarding the golf course.

Karen Wallin requested a start date of November 3, 2014 for the Director of Golf Operations. The Board agreed.

Clerk Lovejoy Roe added her thanks to Trustee Eldridge for a job well done at the golf course.

A friendly amendment was made by Supervisor Stumbo and supported by Trustee Eldridge and Trustee Scott Martin to approve the start date, effective November 3, 2014 in the motion. The friendly amendment was accepted. The motion carried unanimously.

2. Budget Amendment #14

Supervisor Stumbo explained this budget amendment was for the purpose of purchasing a new fire engine. She stated a presentation had been made at the last board meeting, held October 21, 2014.

Clerk Lovejoy Roe read the budget amendment into the record.

A motion was made by Treasurer Doe, supported by Trustee Eldridge to approve Budget Amendment #14 (see attached). The motion carried unanimously.

ADJOURNMENT

The meeting adjourned at approximately 8:37 a.m.

Respectfully submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank AP AP					
10/15/2014	AP	166577	A. RADAMIS	ADAM RADAMIS	55.50
10/15/2014	AP	166578	A. VILLARU	ALEX VILLARUEL	55.50
10/15/2014	AP	166579	A. PHILYAW	AMERIQUE PHILYAW	55.50
10/15/2014	AP	166580	A. CATER	ANDREW CATER	14.00
10/15/2014	AP	166581	A. WEBER	ANDREW WEBER	55.50
10/15/2014	AP	166582	A. JIVIDEN	ANGELA JIVIDEN	14.00
10/15/2014	AP	166583	C. TURNER	CASSANDRA TURNER	14.00
10/15/2014	AP	166584	D. CLOKE	DEBRA CLOKE	55.50
10/15/2014	AP	166585	D. MAY	DORETTA MAY	14.00
10/15/2014	AP	166586	F. RASCOOL	FRANCES RASCOOL-VEAL	14.00
10/15/2014	AP	166587	G. DRISKEL	GREGORY DRISKELL	55.50
10/15/2014	AP	166588	H. MALFITA	HEATHER MALFITANO	55.50
10/15/2014	AP	166589	9537	HIBBERT LOWELL	14.00
10/15/2014	AP	166590	I. TRAYLOR	IVORY TRAYLOR	14.00
10/15/2014	AP	166591	J. BENTLEY	JENNIFER BENTLEY	14.00
10/15/2014	AP	166592	J. REVELLS	JUDITH REVELLS	55.50
10/15/2014	AP	166593	J. SCHLEMM	JULIANNA SCHLEMMER	55.50
10/15/2014	AP	166594	13084	KENNETH DAVIS	14.00
10/15/2014	AP	166595	L. STALLAR	LETRISHA STALLARD	55.50
10/15/2014	AP	166596	L. MEYERS	LYNNE MEYERS	14.00
10/15/2014	AP	166597	M. DALTON	MURRELL DALTON	55.50
10/15/2014	AP	166598	S. DABBS	SHELLY DABBS	14.00
10/15/2014	AP	166599	S. ALVARAD	SONYA ALVARADO	55.50
10/15/2014	AP	166600	T. BURDEN	THOMAS BURDEN	55.50
10/16/2014	AP	166601	0426	GUARDIAN ALARM	570.19
10/16/2014	AP	166602	0426	GUARDIAN ALARM	2,700.00
10/16/2014	AP	166603	15934	WASTE MANAGEMENT	99,662.48
10/16/2014	AP	166604	15934	WASTE MANAGEMENT	1,337.52
10/16/2014	AP	166605	15934	WASTE MANAGEMENT	27,992.72
10/16/2014	AP	166606	15934	WASTE MANAGEMENT	28,747.36
10/16/2014	AP	166607	15934	WASTE MANAGEMENT	231.98
10/16/2014	AP	166608	15934	WASTE MANAGEMENT	806.27
10/16/2014	AP	166609	15934	WASTE MANAGEMENT	3,893.02
10/16/2014	AP	166610	15934	WASTE MANAGEMENT	460.17
10/16/2014	AP	166611	15934	WASTE MANAGEMENT	75.00
10/16/2014	AP	166612	WH	WOODHAMS EQUIPMENT, INC	4,000.00
10/16/2014	AP	166613	0480	YPSILANTI COMMUNITY	2,048.54
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10/20/2014	AP	166615	A. EBRIGHT	ANDREW EBRIGHT	14.00
10/20/2014	AP	166616	B. PLATKO	BETHANY PLATKO	14.00
10/20/2014	AP	166617	B LOVELAND	BRIDGET LOVELAND	14.00
10/20/2014	AP	166618	C. HENRY	CLOE HENRY	14.00 V
10/20/2014	AP	166619	D. HUGHES	DANIELLE HUGHES	14.00
10/20/2014	AP	166620	D. WILD	DANNY WILD	14.00
10/20/2014	AP	166621	D. COLEMAN	DIANE COLEMAN	14.00
10/20/2014	AP	166622	J. TACKETT	JAY TACKETT	14.00
10/20/2014	AP	166623	J. NILES	JAYDEE NILES	14.00
10/20/2014	AP	166624	K. HUNT	KENNETH HUNT	14.00
10/20/2014	AP	166625	M. PLUCINI	MARGARET PLUCINI	14.00 V
10/20/2014	AP	166626	M. FORDE	MARK FORDE	14.00
10/20/2014	AP	166627	M. RYE	MEGHAN RYE	14.00
10/20/2014	AP	166628	M. SANCHEZ	MELISSA SANCHEZ	14.00
10/20/2014	AP	166629	16179	MELODY MUNRO	14.00
10/20/2014	AP	166630	M. INNON	MICHAEL INNON	14.00
10/20/2014	AP	166631	M OCHINERO	MICHAEL OCHINERO	14.00
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10/20/2014	AP	166633	12655	RACHEL FOX	14.00
10/20/2014	AP	166634	R. HARRIS	RONALD HARRIS	14.00
10/20/2014	AP	166635	S. FRUTH	SCOTT FRUTH	14.00
10/20/2014	AP	166636	S. GRIFFITH	SHERRI GRIFFITH	14.00
10/20/2014	AP	166637	S. LINGER	STEVEN LINGERTOT	14.00
10/20/2014	AP	166638	S. ROUNDS	SUWANYA ROUNDS	14.00
10/20/2014	AP	166639	W. GRAY	WORTHY GRAY	14.00
10/20/2014	AP	166640	C. HENRY	CHLOE HENRY	14.00
10/20/2014	AP	166641	M. PLUCINI	MARGARET PLUCINICZAK	14.00
10/20/2014	AP	166642	2348	MY WAY TRUCKING, INC.	80,000.00
10/24/2014	AP	166643	0118	DTE ENERGY	922.29

AP TOTALS:

Total of 67 Checks:		254,715.04
Less 2 Void Checks:		28.00
Total of 65 Disbursements:		254,687.04

A/P checks - 222,344.12
 HAND checks - 254,687.04

Grand Total - 477,031.16

User: mharris

CHECK NUMBERS 166644 - 166761

DB: Ypsilanti-Twp

Check Date	Bank	Check	Vendor	Vendor Name	Amount
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11/04/2014	AP	166646	15493	ADAM KURTINAITIS	875.00
11/04/2014	AP	166647	0560	ALLGRAPHICS CORPORATION	360.00
11/04/2014	AP	166648	AAOW	ANN ARBOR OFFICE WORKS, LLC	3,271.00
11/04/2014	AP	166649	0022	ANN ARBOR WELDING SUPPLY CO.	152.97
11/04/2014	AP	166650	0034	ASSOCIATED FENCE	640.00
11/04/2014	AP	166651	6959	BUTZEL LONG	7,236.60
11/04/2014	AP	166652	16315	CAMTRONICS COMMUNICATIONS CO.	596.69
11/04/2014	AP	166653	2751	CARISSA WATSON	15.00
11/04/2014	AP	166654	0717	CARTER LUMBER COMPANY	59.94
11/04/2014	AP	166655	CEDAR POIN	CEDAR POINT	1,945.00
11/04/2014	AP	166656	6015	CENTRON DATA SERVICES	4,642.00
11/04/2014	AP	166657	0870	CHARTER TOWNSHIP OF SUPERIOR	64.68
11/04/2014	AP	166658	C. KOCH	CHRISTOPHER KOCH	13.00
11/04/2014	AP	166659	16509	CLEAR RATE COMMUNICATIONS, INC	1,132.65
11/04/2014	AP	166660	15452	COLD CUT KRUISE	27.30
11/04/2014	AP	166661	0582	CONGDON'S	288.75
11/04/2014	AP	166662	16157	COOPER WEST	13.00
11/04/2014	AP	166663	C. MELCHER	COREY MELCHER	15.00
11/04/2014	AP	166664	C. POPOVIT	CYRUS POPOVITZ	13.00
11/04/2014	AP	166665	4865	DC HYDRAULICS INC.	472.76
11/04/2014	AP	166666	DEX F&H	DEXTER F & H	385.77
11/04/2014	AP	166667	DFMEDIA	DIGITAL FIRST MEDIA	61.45
11/04/2014	AP	166668	0145	DOUGLASS SAFETY SYSTEMS	217.90
11/04/2014	AP	166669	0521	DSS CORPORATION	13,940.00
11/04/2014	AP	166670	15987	EDGAR RAINEY	36.00
11/04/2014	AP	166671	6515	EMERGENCY MEDICAL PRODUCTS	575.10
11/04/2014	AP	166672	2913	EMERGENCY VEHICLE SERVICES	550.62
11/04/2014	AP	166673	E. JULIEN	ERIKA JULIEN	500.00
11/04/2014	AP	166674	1200	FEDERAL EXPRESS CORPORATION	81.04
11/04/2014	AP	166675	FIBERLINK	FIBERLINK COMMUNICATIONS CORP.	1,590.00
11/04/2014	AP	166676	FIRESTONE	FIRESTONE COMPLETE AUTO CARE	280.50
11/04/2014	AP	166677	15034	FONDRIEST ENVIRONMENTAL, INC	950.00
11/04/2014	AP	166678	0470	FOOTJOY	75.27
11/04/2014	AP	166679	4863	FRED PRYOR SEMINARS	199.00
11/04/2014	AP	166680	15897	GARY STAFFORD	36.00
11/04/2014	AP	166681	G. SHAUGH	GAYLE SHAUGHNESSY	100.00
11/04/2014	AP	166682	0073	GENE BUTMAN FORD	69.31
11/04/2014	AP	166683	1233	GORDON FOOD SERVICE INC.	96.90
11/04/2014	AP	166684	0107	GRAINGER	953.69
11/04/2014	AP	166685	G. MAYER	GRANT MAYER	26.00
11/04/2014	AP	166686	3391	GRAYBAR	264.12
11/04/2014	AP	166687	6414	GRIFFIN PEST SOLUTIONS	90.00
11/04/2014	AP	166688	6786	HERITAGE-CRYSTAL CLEAN, LLC	277.39
11/04/2014	AP	166689	0503	HOME DEPOT	414.79
11/04/2014	AP	166690	0174	HONEYWELL	74,658.62
11/04/2014	AP	166691	15788	HYDROCHEM	6,750.00
11/04/2014	AP	166692	0623	JACKIE MCLAIN	380.70
11/04/2014	AP	166693	16156	JAMES ROSEMAN	35.00
11/04/2014	AP	166694	15972	JESSE HILDEBRANDT	43.00
11/04/2014	AP	166695	4467	JOHN DEERE LANDSCAPES	605.13
11/04/2014	AP	166696	JOSMITH	JOSEPH SMITH	13.00
11/04/2014	AP	166697	16408	JTW PIPES LLC	225.00
11/04/2014	AP	166698	K. KUMPELI	KADEN KUMPELIS	26.00
11/04/2014	AP	166699	6280	KAREN LOVEJOY ROE	56.35
11/04/2014	AP	166700	K. FERRELL	KENNETH FERRELL JR.	36.00
11/04/2014	AP	166701	LCI	LEO'S CONEY ISLAND	38.16
11/04/2014	AP	166702	6550	LOOKING GOOD LAWN	941.00
11/04/2014	AP	166703	6467	LOWE'S	558.78
11/04/2014	AP	166704	11330	LSI PLANNING INC	192.00
11/04/2014	AP	166705	15855	MADELINE GOODSON	40.00
11/04/2014	AP	166706	M HARVEY	MARCELLA HARVEY	200.00
11/04/2014	AP	166707	0158	MARK HAMILTON	1,500.00
11/04/2014	AP	166708	0253	MCLAIN AND WINTERS	9,775.00
11/04/2014	AP	166709	16445	MCMASTER-CARR	40.52
11/04/2014	AP	166710	6420	MICHAEL HOUGHTON	185.12
11/04/2014	AP	166711	SEMEYN.	MICHAEL SEMEYN	28.00
11/04/2014	AP	166712	0264	MICHIGAN ASSESSORS ASSOC	75.00
11/04/2014	AP	166713	0343	MICHIGAN CHAMBER SERVICES INC.	402.00
11/04/2014	AP	166714	16461	MICHIGAN LINEN SERVICE, INC.	933.32
11/04/2014	AP	166715	6517	MICHIGAN TOURNAMENT FLEET, INC	825.00
11/04/2014	AP	166716	MIRACLE	MIRACLE MIDWEST	493.00
11/04/2014	AP	166717	M. MILLER	MIRANDA MILLER	8.00
11/04/2014	AP	166718	SEMEYN	MITCHEL SEMEYN	28.00
11/04/2014	AP	166719	NBC	NBC TRUCK EQUIPMENT	429.38
11/04/2014	AP	166720	O. HASSETT	O. MARIE HASSETT	893.20
11/04/2014	AP	166721	2997	OFFICE KXPRESS	946.90

Check Date	Bank	Check	Vendor	Vendor Name	Amount
11/04/2014	AP	166722	6893	OFFICE MAX* #434705	483.97
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11/04/2014	AP	166724	15971	PARKER ALLEN	63.00
11/04/2014	AP	166725	P. POWER	PETER POWER	1,540.00
11/04/2014	AP	166726	6506	PM TECHNOLOGIES, LLC	745.00
11/04/2014	AP	166727	3214	RENT A WRECK	34.95
11/04/2014	AP	166728	1637	RESIDEX, LLC	926.00
11/04/2014	AP	166729	15386	RICOH USA, INC.	202.44
11/04/2014	AP	166730	R. LEONE	ROCCO LEONE	25.00
11/04/2014	AP	166731	SAND SALES	SAND SALES COMPANY LLC	1,532.45
11/04/2014	AP	166732	15751	SOUTHERN COMPUTER WAREHOUSE	937.18
11/04/2014	AP	166733	1507	SPARTAN DISTRIBUTORS	318.79
11/04/2014	AP	166734	1338	STADIUM TROPHY	99.00
11/04/2014	AP	166735	STANTEC	STANTEC	5,512.50
11/04/2014	AP	166736	6384	STAPLES* - ACCOUNT #1026071	939.25
11/04/2014	AP	166737	15603	STATE BAR OF MICHIGAN	285.00
11/04/2014	AP	166738	15603	STATE BAR OF MICHIGAN	285.00
11/04/2014	AP	166739	0449	SYSCO FOOD SERVICES OF DETROIT	391.30
11/04/2014	AP	166740	1227	TARGET INFORMATION	217.32
11/04/2014	AP	166741	6974	TERRY CONDIT	351.00
11/04/2014	AP	166742	15787	THOMAS REUTERS	515.55
11/04/2014	AP	166743	15941	TODD BARBER	1,250.00
11/04/2014	AP	166744	T. RAINEY	TRISTAN RAINEY	36.00
11/04/2014	AP	166745	6523	UNIQUE 1 SERVICE	1,501.00
11/04/2014	AP	166746	3082	UNIVERSITY TRANSLATORS	500.84
11/04/2014	AP	166747	0497	VAN BUREN STEEL & FABRICATING	133.80
11/04/2014	AP	166748	1354	VESCO OIL CORPORATION	12.95
11/04/2014	AP	166749	V. GREGORY	VICTOR GREGORY	162.00
11/04/2014	AP	166750	6627	VICTORY LANE	75.66
11/04/2014	AP	166751	V. YERMALE	VOLHA YERMALENKA	315.00
11/04/2014	AP	166752	0444	WASHTENAW COUNTY TREASURER#	32,516.25
11/04/2014	AP	166753	0444	WASHTENAW COUNTY TREASURER#	16,455.46
11/04/2014	AP	166754	0388	WESTLAND FIRE EXTINGUISHER INC	79.00
11/04/2014	AP	166755	4263	WOLVERINE FREIGHTLINER	3,122.56
11/04/2014	AP	166756	9602	WOLVERINE FREIGHTLINER	216.23
11/04/2014	AP	166757	0480	YPSILANTI COMMUNITY	2,716.88
11/04/2014	AP	166758	0306	YPSILANTI TOWNSHIP	30.00
11/04/2014	AP	166759	0306	YPSILANTI TOWNSHIP	70.00
11/04/2014	AP	166760	6417	YPSILANTI TOWNSHIP PETTY CASH	346.70
11/04/2014	AP	166761	0494	ZEE MEDICAL SERVICE COMPANY	133.15

AP TOTALS:

Total of 118 Checks:	222,344.12
Less 0 Void Checks:	0.00
Total of 118 Disbursements:	222,344.12

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank AP AP					
10/28/2014	AP	166762	6821	AT & T	2,155.58
10/28/2014	AP	166763	6821	AT & T	63.41
10/28/2014	AP	166764	6821	AT & T	23.42
10/28/2014	AP	166765	0215	AUTO VALUE YPSILANTI	1,373.92
10/28/2014	AP	166766	15524	AUTOMATIC IRRIGATION SUPPLY	1,253.04
10/28/2014	AP	166767	5049	BLUE CROSS BLUE SHIELD OF MI	111,792.72
10/28/2014	AP	166768	BCBS	BLUE CROSS BLUE SHIELD OF MI	31,980.92
10/28/2014	AP	166769	COMCAST B	COMCAST BUSINESS	825.00
10/28/2014	AP	166770	0363	COMCAST CABLE	224.85
10/28/2014	AP	166771	0363	COMCAST CABLE	137.85
10/28/2014	AP	166772	0363	COMCAST CABLE	111.47
10/28/2014	AP	166773	0363	COMCAST CABLE	87.85
10/28/2014	AP	166774	0363	COMCAST CABLE	87.85
10/28/2014	AP	166775	0363	COMCAST CABLE	214.90
10/28/2014	AP	166776	2002	DELTA DENTAL PLAN OF MICHIGAN	12,902.32
10/28/2014	AP	166777	0119	DTE ENERGY**	72,583.41
10/28/2014	AP	166778	16486	PAETEC	8.42
10/28/2014	AP	166779	16486	PAETEC	507.33
10/28/2014	AP	166780	6263	STANDARD INSURANCE COMPANY	2,874.99
10/28/2014	AP	166781	0480	YPSILANTI COMMUNITY	615.73 v
10/29/2014	AP	166782	0480	YPSILANTI COMMUNITY	399.21
10/30/2014	AP	166783	0825	CITY OF YPSILANTI	2,504.09
10/30/2014	AP	166784	2600	STATE OF MICHIGAN	630.00
11/03/2014	AP	166785	6223	MS DISTRIBUTORS	90.00
11/04/2014	AP	166786	2751	CARISSA WATSON	100.00
11/04/2014	AP	166787	2937	A & R TOTAL CONSTRUCTION, INC.	70,000.00
11/07/2014	AP	166788	0118	DYE ENERGY	13,242.96
11/07/2014	AP	166789	4863	FRED PRYOR SEMINARS	3,980.00

AP TOTALS:

Total of 28 Checks:	330,771.24
Less 1 Void Checks:	615.73
Total of 27 Disbursements:	<u>330,155.51</u>

Accounts Payable Checks - 783,513.01
 Hand Checks - 330,155.51
 Grand Total - 1,113,668.52

Choice Health Care - Oct. 2014
 Deductible Actl EFT 30,590.08
 August - Admin Fee 1,155.00

User: mharris

CHECK NUMBERS 166790 - 166874

DB: Ypsilanti-Twp

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank AP AP					
11/18/2014	AP	166790	2937	A & R TOTAL CONSTRUCTION, INC.	753.44
11/18/2014	AP	166791	0001	A.F. SMITH ELECTRIC	1,622.29
11/18/2014	AP	166792	11339	ACCUSHRED LLC	65.00
11/18/2014	AP	166793	15493	ADAM KURTINAITIS	1,015.00
11/18/2014	AP	166794	15184	AMERIGAS - YPSILANTI	269.63
11/18/2014	AP	166795	0017	ANN ARBOR CLEANING SUPPLY	94.29
11/18/2014	AP	166796	0647	ANN ARBOR HYDRAULICS	16.20
11/18/2014	AP	166797	0022	ANN ARBOR WELDING SUPPLY CO	188.82
11/18/2014	AP	166798	A COLEMAN	ANNETTE COLEMAN	30.00
11/18/2014	AP	166799	0215	AUTO VALUE YPSILANTI	115.44
11/18/2014	AP	166800	0007	BECKETT & RAEDER	219.22
11/18/2014	AP	166801	0071	BRENDA STUMBO	102.26
11/18/2014	AP	166802	6326	BRIDGEWAY POWER	955.29
11/18/2014	AP	166803	16315	CAMTRONICS COMMUNICATIONS CO.	451.69
11/18/2014	AP	166804	C. BRYANT	CHASE BRYANT	40.00
11/18/2014	AP	166805	CL	CHELSEA LUMBER	3,037.23
11/18/2014	AP	166806	C. KOCH	CHRISTOPHER KOCH	13.00
11/18/2014	AP	166807	19452	COLD CUT KRUISE	21.10
11/18/2014	AP	166808	0582	CONGDON'S	510.40
11/18/2014	AP	166809	16157	COOPER WEST	13.00
11/18/2014	AP	166810	C. MELCHER	COREY MELCHER	26.00
11/18/2014	AP	166811	1258	CRITTER CONTROL OF ANN ARBOR	50.00
11/18/2014	AP	166812	C. ISON	CYNTHIA ISON	100.00
11/18/2014	AP	166813	C. POPOVIT	CYRUS POPOVITZ	13.00
11/18/2014	AP	166814	0115	DELUX RENTAL	70.00
11/18/2014	AP	166815	15987	EDGAR RAINERY	36.00
11/18/2014	AP	166816	4535	EMPCO, INC.	1,672.33
11/18/2014	AP	166817	ENVISION	ENVISION BUILDERS INC	122,929.05
11/18/2014	AP	166818	E. BANKS	EVELYN BANKS	100.00
11/18/2014	AP	166819	0135	FORMS TRAC, ENTERPRISES	243.48
11/18/2014	AP	166820	FRENCHTOWN	FRENCHTOWN TOWNSHIP FIRE DEPARTMENT	600.00
11/18/2014	AP	166821	15962	GLORIA MAYER	26.00
11/18/2014	AP	166822	6161	GOVERNMENTAL CONSULTANT	2,850.00
11/18/2014	AP	166823	0107	GRAINGER	33.32
11/18/2014	AP	166824	G. MAYER	GRANT MAYER	30.00
11/18/2014	AP	166825	0503	HOME DEPOT	20.83
11/18/2014	AP	166826	VARNER	JOEL VARNER	16.00
11/18/2014	AP	166827	5731	JOSEPH LAWSON	850.00
11/18/2014	AP	166828	15860	JULIA MAYER	30.00
11/18/2014	AP	166829	L. PICKEL	LARRY PICKEL	780.00
11/18/2014	AP	166830	6185	LUBRICATION ENGINEERS	395.00
11/18/2014	AP	166831	0158	MARK HAMILTON	1,500.00
11/18/2014	AP	166832	0253	MCLAIN AND WINTERS	98,698.38
11/18/2014	AP	166833	16165	MICHIGAN ABILITY PARTNERS	3,645.60
11/18/2014	AP	166834	6006	MICHIGAN FIRE INSPECTORS	30.00
11/18/2014	AP	166835	16461	MICHIGAN LINEN SERVICE, INC.	697.86
11/18/2014	AP	166836	0172	MICRO SOURCE INC.	2,128.00
11/18/2014	AP	166837	6315	MIKE RADZIK	321.97
11/18/2014	AP	166838	MIRACLE	MIRACLE MIDWEST	10,266.00
11/18/2014	AP	166839	M. MILLER	MIRANDA MILLER	8.00
11/18/2014	AP	166840	2986	NAPA AUTO PARTS*	829.81
11/18/2014	AP	166841	NSR	NORTH STAR RANCH	2,000.00
11/18/2014	AP	166842	1937	OFFICE DEPOT	336.60
11/18/2014	AP	166843	2997	OFFICE EXPRESS	329.77
11/18/2014	AP	166844	O. EL-SAFT	OMAR EL-SAFY	9.00
11/18/2014	AP	166845	0309	ORCHARD, HILTZ & MCCLIMENT INC	15,199.35
11/18/2014	AP	166846	0913	PARKWAY SERVICES, INC.	449.00
11/18/2014	AP	166847	P. POWER	PETER POWER	1,890.00
11/18/2014	AP	166848	PREFERRED	PREFERRED TONER SOLUTIONS	159.90
11/18/2014	AP	166849	6045	Q.P.S PRINTING	1,560.30
11/18/2014	AP	166850	6953	QUILL CORPORATION	53.43
11/18/2014	AP	166851	3214	RENT A WRECK	191.65
11/18/2014	AP	166852	1637	RESIDEX, LLC	2,622.20
11/18/2014	AP	166853	13232	RICHARD ELLSWORTH	150.00
11/18/2014	AP	166854	15386	RICOH USA, INC.	1,499.77
11/18/2014	AP	166855	6308	RKA PETROLEUM	10,902.75
11/18/2014	AP	166856	RQC	ROBB'S QUALITY CONCRETE	2,320.00
11/18/2014	AP	166857	15772	S & S PARTS	109.09
11/18/2014	AP	166858	0634	SAM'S CLUB DIRECT	169.66
11/18/2014	AP	166859	SERVERSUPP	SERVER SUPPLY INC	23,045.00
11/18/2014	AP	166860	15751	SOUTHERN COMPUTER WAREHOUSE	49.53
11/18/2014	AP	166861	1507	SPARTAN DISTRIBUTORS	371.61
11/18/2014	AP	166862	1338	STADIUM TROPHY	754.67
11/18/2014	AP	166863	6384	STAPLES* - ACCOUNT #1026071	888.77
11/18/2014	AP	166864	9010	STATE OF MICHIGAN##	525.00
11/18/2014	AP	166865	0449	SYSCO FOOD SERVICES OF DETROIT	77.57
11/18/2014	AP	166866	15941	TODD BARBER	25.00
11/18/2014	AP	166867	2943	TRI COUNTY INTERNATIONAL	89.62

Check Date	Bank	Check	Vendor	Vendor Name	Amount
11/18/2014	AP	166868	T. RAINEY	TRISTAN RAINEY	36.00
11/18/2014	AP	166869	16302	W.J. O'NEIL COMPANY	2,019.72
11/18/2014	AP	166870	0444	WASHTENAW COUNTY TREASURERS	448,061.25
11/18/2014	AP	166871	W. SWEENEY	WILLIAM SWEENEY	150.00
11/18/2014	AP	166872	4263	WOLVERINE FREIGHTLINER	1.46
11/18/2014	AP	166873	0480	YPSILANTI COMMUNITY	780.00
11/18/2014	AP	166874	0494	ZEE MEDICAL SERVICE COMPANY	155.35

AP TOTALS:

Total of 85 Checks:	783,513.01
Less 0 Void Checks:	0.00
Total of 85 Disbursements:	<u>783,513.01</u>

OFFICE OF THE TREASURER
LARRY J. DOE



MONTHLY TREASURER'S REPORT
OCTOBER 1, 2014 THROUGH OCTOBER 31, 2014

<u>Account Name</u>	<u>Beginning Balance</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Ending Balance</u>
101 - General Fund	3,524,156.74	964,827.50	593,770.72	3,895,213.52
101 - Payroll	187,339.71	758,652.20	749,864.00	196,127.91
101 - Willow Run Escrow	141,997.82	24.12	0.00	142,021.94
206 - Fire Department	1,542,232.63	843.50	387,784.03	1,155,292.10
208 - Parks Fund	9,129.75	0.23	308.25	8,821.73
212 - Roads/Bike Path/Rec/General Fund	861,193.61	6,685.45	247,332.79	620,546.27
225 - Environmental Clean-up	444,312.21	11.62	0.00	444,323.83
226 - Environmental Services	2,574,174.38	703.55	278,504.35	2,296,373.58
230 - Recreation	143,003.75	9,058.66	78,767.30	73,295.11
236 - 14-B District Court	158,828.21	138,425.34	114,623.80	182,629.75
244 - Economic Development	67,176.85	1.76	0.00	67,178.61
248 - Rental Inspections	135,739.48	12,043.56	14,074.15	133,708.89
249 - Building Department Fund	491,206.38	37,499.11	32,748.39	495,957.10
250 - LDFA Tax	29,454.46	0.77	0.00	29,455.23
252 - Hydro Station Fund	710,123.25	18.44	14,764.76	695,376.93
266 - Law Enforcement Fund	3,463,372.99	83.15	498,564.21	2,964,891.93
280 - State Grants	18,383.03	0.48	0.00	18,383.51
301 - General Obligation	213,069.81	15.01	0.00	213,084.82
396 - Series "A" Bond Payments	0.00	0.00	0.00	0.00
397 - Series "B" Cap. Cost of Funds	23,806.24	0.61	5,330.20	18,476.65
398 - LDFA 2006 Bonds	34,955.38	0.92	0.00	34,956.30
498 - Capital Improvement 2006 Bond Fund	336,446.75	57.15	0.00	336,503.90
584 - Green Oaks Golf Course	193,440.84	35,629.22	76,776.23	152,293.83
590 - Compost Site	856,369.74	94,328.44	97,552.46	853,145.72
595 - Motor Pool	211,871.97	77,595.06	2,811.11	286,655.92
701 - General Tax Collection	47,941.54	5,202.27	20,310.47	32,833.34
703 - Current Tax Collections	4,341,893.89	633,610.57	3,812,509.56	1,162,994.90
707 - Bonds & Escrow/GreenTop	931,129.34	8,160.40	15,486.99	923,802.75
708 - Fire Withholding Bonds	141,855.99	25,169.56	21,662.75	145,362.80
893 - Nuisance Abatement Fund	58,666.36	235.91	817.20	58,085.07
ABN AMRO Series "B" Debt Red. Cap.Int.	20,808.98	0.59	1,027.60	19,781.97
GRAND TOTAL	21,914,082.08	2,808,885.15	7,065,391.32	17,657,575.91

SUPERVISOR REPORT

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

Charter Township of Ypsilanti

Proclamation

In Honor of
CHEVROLET CORVAIR APPRECIATION DAY
May 14, 2015

Whereas, the citizens recognize that General Motors Corporation produced the Chevrolet Corvair car at the Willow Run Assembly Plant in Ypsilanti Township during model years 1960-1969. Approximately 1.8 million of these wonderful vehicles were produced with the vast majority being assembled at Willow Run; and

Whereas, the Chevrolet Corvair is considered one of the most influential car designs and became a new benchmark in General Motors history revolutionizing the automotive industry with its new features of rear-mounted air-cooled aluminum engine, integrative transaxle, independent suspension, and unibody construction; and

Whereas, we celebrate this day and recognize and honor all the dedicated hourly assembly and salary workers, GM car stylists/designers, engineers, and; most importantly, Michigan Native Mr. Edward N. Cole, Father of the Corvair who helped make this unique vehicle; and

Whereas, we honor the Ypsilanti Automotive Heritage Museum who work to preserve the legend of the Willow Run Assembly Plant which includes the Chevrolet Corvair history; and

Whereas, we commemorate this day as it signifies the 46th anniversary of the last Corvair car produced at the Willow Run Assembly Plant at 1:30 p.m. on May 14, 1969; and

Whereas, we recognize all the Corvair car and truck owners who are proud to own these unique vehicles and keep these masterpieces on the road and in the public eye, and appreciate organizations like DACC (Detroit Area Corvair Club), (CPF) Corvair Preservation Foundation, and CORSA (Corvair Society of America) who help to ensure the preservation of this one of kind history making Air-Cooled Wonder.

Now therefore be it resolved that the Charter Township of Ypsilanti Board of Trustees does hereby proclaim **May 14, 2015, Chevrolet Corvair Appreciation Day** in Ypsilanti Township and commend observation to all Township residents.

Dated and signed this 18th day of November, 2014

Brenda L. Stumbo, Supervisor

Jean Hall Currie, Trustee

Karen Lovejoy Roe, Clerk

Stan Eldridge, Trustee

Larry J. Doe, Treasurer

Mike Martin, Trustee

Scott Martin, Trustee

November 1, 2014

Ms. Brenda Stumbo, Supervisor
CHARTER TOWNSHIP OF YPSILANTI
7200 S. Huron River Drive
Ypsilanti, MI 48197

Dear Ms. Stumbo:

I was recently visiting your offices and saw and spoke to Karen Lovejoy-Roe. Karen suggested I write and submit this proposal to you as I would be needing this as soon as possible (the following explains why):

This letter serves as a written request to obtain a special Resolution proclaiming next May 14, 2015, "CHEVROLET CORVAIR APPRECIATION DAY". I am the organizer for this special event that will be taking place next year at the Ypsilanti Automotive Heritage Museum.

I am writing to you now if we could get the proclamation made as soon as possible as we would like to take it to the Governor and have it proclaimed for the State of Michigan as well and we need it soon to present it with a Press Release that the Ypsilanti Convention Bureau is working on that I need to submit before the end of the year.

I am reuniting all the auto workers from the Willow Run Assembly Plant (located in the Ypsi. Twp.) who helped build the Chevy Corvair along with GM car designers, engineers and other plants (such as Flint GM Truck & Bus, GM Tech Center, etc.) who had anything to do with Chevy Corvair. The event is called: "Meet the Makers of the Waterless Wonder from Willow Run" (I enclosed a flyer for this event). This is a once in a lifetime event for Corvair lovers to meet the people who helped build their car (I have out of town people coming in for this event). There will be special presentations made, first hand stories, and we hope to have press coverage. The UAW is on board with this, and they put a notice in their retiree news that went to 50,000 nationwide regarding this event. I have also been conducting film interviews of the former auto workers/GM designers/salary workers, etc., and these interviews will be donated to the auto museum and Corvair Society, and the Ypsi. District Library System suggested I submit a proposal to them as they do not have an oral history of auto workers for Ypsilanti and they would be interested in having it.

Page 2

I have enclosed the proposed proclamation that I would like to get your permission to have; and if approved, I would like to get five (5) originals made as we would like to donate four of them to different organizations and one to me as a keepsake for the event.

Also, I cordially invite all of you to come to our event next year and if possible, if someone from the Board would like to be present and open our ceremonies with reading the Proclamation.

Also, if you or someone you know knows of anyone who worked on the Chevy Corvair Project at the Willow Run Assembly Plant, please have them contact me as I would like to interview them to have their story told and invite them to our event.

If you have any questions regarding this request or require further information, please do not hesitate to contact me.

If possible, could I get this proclamation made (with 5 originals) as soon as possible (before December 5, 2014) as I need to still go to the State of Michigan with my request and would like to present the Township's Proclamation to the State before submitting my package to the Convention Bureau by December 31st for the Press Release.

Thank you.

If approved, could you forward these proclamations to me at:

Eva McGuire
P.O. Box 981335
Ypsilanti, MI 48198

Or, if you could call me at (734) 485-2729 and I will come and pick them up to expedite the process.

Thank you for your consideration in this matter. I am hoping this event will attract attention and bring many visitors to Ypsilanti. I'm even reaching for the stars - I'm trying to see if I can invite Jay Leno and actor Tim Allen to the event (they both love and own Corvairs).

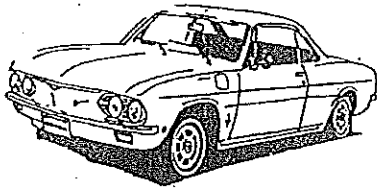
Corvairly yours,



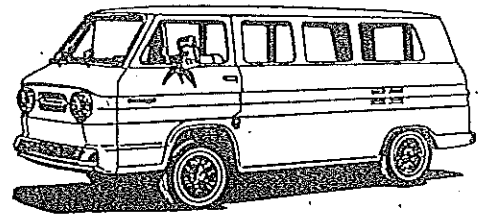
Eva McGuire

a/k/a The Corvair Lady

Enclosures (cc: Karen Lovejoy-Roe)



SAVE THE DATE



DATE/TIME: MAY 14, 2015 (THURSDAY) from 1PM to 4PM

EVENT: "MEET THE MAKERS OF THE WATERLESS
WONDER FROM WILLOW RUN"
CHEVROLET CORVAIR (1960-1969)

LOCATION: YPSILANTI AUTOMOTIVE HERITAGE MUSEUM
100 EAST CROSS ST., YPSILANTI, MI 48198

Come join us as we celebrate a special gathering to meet and get acquainted with the workers who built and assembled the Chevrolet Corvair with Corvair owners and enthusiasts.

We welcome you to share your stories about the Corvair in all aspects...from the drawing board to the assembly line;

from the dealerships to the owner's garage;

from Corvair Clubs to national conventions;

from tow trucks to repair shops;

from junkyards to parts and, finally, to Clark's.

If you or anyone you know was involved with the creation of the Corvair - we encourage you to contact the organizer of this event: "Corvair Lady" (Eva) at corvailady@gmail.com. Please provide your phone number in your e-mail to arrange for an interview regarding your role in helping to create this unique automobile - or - call the Ypsilanti Automotive Heritage Museum at (734) 482-5200 and leave a message for Eva to arrange for a documented interview; which will be given to the museum for historical purposes along with any items/documents/ photos during the Corvair era you wish to donate from the Willow Run/Fisher Body Assembly Plant-Chevrolet Division, Flint GM Truck & Bus, GM Tech Center, etc. Thank you. Corvair Lady

(Romulus plant) whose brother, Donald

in dues and all h--- breaks out. We all must think

Calling All Former Corvair Workers



If you or anyone you know was involved with the creation of the Corvair, we encourage you to contact the "Corvair Lady" (Eva) at corvailady@gmail.com. Please provide your phone number in your e-mail to arrange for an interview regarding your role in helping to create this unique automobile – or – call the Ypsilanti Automotive Heritage Museum at (734) 482-5200 and leave a message for Eva to arrange for a documented interview, which will be given to the museum for historical purposes, along with any items/documents/photos during the Corvair era you wish to donate from the Willow Run/Fisher Body Assembly Plant-Chevrolet Division, Flint GM Truck & Bus, GM Tech Center, etc.

May 14, 2015 (Thursday) from 1:00 p.m. to 4:00 p.m., they will be holding the event "MEET THE MAKERS OF THE WATERLESS WONDER FROM WILLOW RUN"/ CHEVROLET CORVAIR (1960-1969) at the Ypsilanti Automotive Heritage Museum, 100 East Cross St., Ypsilanti, MI 48198. This will be a special gathering to meet and get acquainted with the workers who built and assembled the Chevrolet Corvair with Corvair owners and enthusiasts.

Submitted by Karen Lovejoy Roe, Clerk

- **TUESDAY NOVEMBER 4, 2014 GENERAL ELECTION**-There was 16,134 voters from Ypsilanti Township that voted which was a 39.60% turn out of registered voters in Ypsilanti Township. There were 4,065 absentee ballots cast. Election Day was very busy throughout the entire time the polls were open. Most precincts did not have any down time and during the morning and evening hours there were lines at most locations. The lines moved quickly even though the ballot was long. Staff did a great job of answering the telephones and helping voters find their voting site, solving immediate problems and issues as they occurred. The day was extremely hectic with a variety of issues throughout Ypsilanti Township and all of Washtenaw County. The maintenance staff did a wonderful job of performing their tasks over a four day period of setting up and breaking down the voting equipment at 19 precincts, marking off the 100 foot line, establishing handicap parking spaces and setting up Vote Here signs along with a variety of requests. The election inspectors and Chairpersons did an amazing job under very stressful conditions. Plans are currently underway for preparation of the 2016 election season. Election inspectors will be needed for 2016. The application for election inspectors can be found on line at www.ytown.org or can be picked up at the Clerk's office.
- **AAATA URBAN CORE MEETING**-On Thursday, October 23, 2014 Clerk Karen Lovejoy Roe attended a meeting of the AAATA Urban Core Group with representatives from AAATA staff and board, and the Cities of Ann Arbor and Ypsilanti to discuss current transit service and plans for expansion of routes, frequency and times in the future. The group agreed to continue to meet quarterly to move transit forward in the county. Discussion revolved around the new services that are available now and the strategic plan to phase in additional services over the next few years.
- **NAACP DINNER IN HONOR OF CONGRESSMAN JOHN DINGELL**-Clerk Lovejoy Roe attended the NAACP annual dinner on Saturday, October 25, 2014 at the Student Center, Eastern Michigan University. Several awards were presented to Congressman John Dingell in honor of his public service and work on behalf of our community. It was a very special evening for Congressman Dingell. He was saluted as a true public servant and many expressed heartfelt gratitude to him at this event.
- **NATIONAL MUSEUM OF AVIATION AND TECHNOLOGY AT HISTORIC WILLOW RUN**-On Thursday, October 30, 2014 Supervisor Stumbo, Clerk Lovejoy Roe and Treasurer Doe had the wonderful opportunity to represent Ypsilanti Township at the dedication and ribbon cutting/opening of a \$45 million newly renovated runway at Willow Run Airport and a celebration of the closing of the property purchase between Yankee Air Museum and RACER Trust, for the future home of the Yankee Air Museum. The unveiling of a new logo and announcement of the new name for the future museum occurred at this grand event. The name of the museum is now the National Museum of Aviation and Technology at Historic Willow Run. The event included a flight of a B17 bomber, the first on the new runway at Willow Run Airport, which Supervisor Stumbo was a part of. The event finalized in a signing ceremony, the acquisition of the 144,000 square foot section of the former historic Willow Run Bomber Plant that will be home to the new museum. The event was well attended by elected officials, Yankee Air Museum members, Racer Trust representatives and Willow Run Airport officials along with members of the press and community. It was a great day for all those who have worked so hard from the Yankee Air Museum to make this day a reality. The new museum will broaden its mission beyond historic aircraft and war history to emphasize several new themes, including the Willow Run Bomber plant's history, the community's role in the war as the Arsenal of Democracy and the emergence of women in the workforce during the war.

TREASURER REPORT

THERE IS NO WRITTEN TREASURER REPORT

TRUSTEE REPORT

THERE IS NO WRITTEN TRUSTEE REPORT

ATTORNEY REPORT

GENERAL LEGAL UPDATE

**CHARTER TOWNSHIP OF YPSILANTI
2014 BUDGET AMENDMENT #15**

November 18, 2014

101 - GENERAL OPERATIONS FUND

Total Increase \$41,180.00

Increase expenditure budget for Demolition of 2 properties including demo, asbestos removal, and utility shut off totaling \$11,180 . This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:

	Prior Year Fund Balance	101-000-000-699.000	\$11,180.00
		Net Revenues	<u><u>\$11,180.00</u></u>

Expenditures:

	Contribution - Land Bank	101-950-000-969.011	\$11,180.00
			<u><u>\$11,180.00</u></u>

Increase expenditure budget for legal services for vacant/abandon home cases. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:

	Prior Year Fund Balance	101-000-000-699.000	\$30,000.00
		Net Revenues	<u><u>\$30,000.00</u></u>

Expenditures:

	Public Nuisance-Legal Services	101-950-000-801.023	\$30,000.00
			<u><u>\$30,000.00</u></u>

**212 - BIKE, SIDEWALK, RECREATION, ROAD AND
GENERAL OPERATIONS FUND (BSR II)**

Total Increase \$25,610

Increase the budget for transfer of needed funds for the Golf Course for wages and equipment repair. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:

	Prior Year Fund Balance	212-000-000-699.000	\$25,610
		Net Revenues	<u><u>\$25,610</u></u>

Expenditures:

	Transfer to Golf Course	212-212-000-969.584	\$25,610
		Net Expenditures	<u><u>\$25,610</u></u>

236 - 14B DISTRICT COURT FUND

Total Increase \$14,318.00

Increase expenditure for employee who has requested more than the 32 hours of PTO hours budgeted at 100%. This payout will be for 30 hours at 75% of the PTO hours. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:

	Prior Year Fund Balance	236-000-000-699.000	\$568.00
		Net Revenues	<u><u>\$568.00</u></u>

Expenditures:

	Salaries Pay Out & Sick time	236-136-000-708.004	\$568.00
		Net Expenditures	<u><u>\$568.00</u></u>

Increase revenue for Grant awarded by Office of Highway Safety Planning -- Adult Drug Court \$13,750 for one quarter in 2014. The total amount of the grant award is \$55,000 for fiscal year October 1, 2014 to September 30, 2015. The remainder of the grant will be budgeted in 2015. This will be funded by a State Grant.

Revenues:

	State Grant Revenue	236-000-000-569.019	\$13,750.00
		Net Revenues	<u><u>\$13,750.00</u></u>

Expenditures:

	Court Innovation Contract	236-136-000-802.100	\$13,750.00
		Net Expenditures	<u><u>\$13,750.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI
2014 BUDGET AMENDMENT #15**

November 18, 2014

252 - HYDRO STATION FUND

Total Increase \$188,000.00

Increase expenditure to update transfer trip & SCADA equipment at Hydro Dam. In order to budget for this project the following lines will need to have a budget amendment. Increase the revenue line for anticipated increase of the power produced and sold to DTE due to the higher volumes of water. Increase the expenditure line Due to City of Ypsilanti for their 10% portion of revenue. The additional to be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Ford Lake Hydro Station	252-000-000-641.003	\$80,000.00
	Prior Year Appropriation	252-000-000-699.000	<u>\$108,000.00</u>
		Net Revenues	<u><u>\$188,000.00</u></u>
Expenditures:	Due to City of Ypsilanti	252-252-000-956.009	\$8,000.00
	Capital Outlay Equipment	252-252-000-977.000	<u>\$180,000.00</u>
		Net Expenditures	<u><u>\$188,000.00</u></u>

584 - GOLF COURSE FUND

Total Increase \$32,563.00

Increase revenue and expenditure for insurance claim and repair of irrigation system resulting in lighting strike. This will be funded by insurance claim check received on 10/15/14

Revenues:	Misc Revenue - Insurance Reimbursement	584-000-000-694.004	<u>\$1,003.00</u>
		Net Revenues	<u><u>\$1,003.00</u></u>
Expenditures:	Equipment Maintenance	584-584-000-933.000	<u>\$1,003.00</u>
		Net Expenditures	<u><u>\$1,003.00</u></u>

Increase expenditure for repair of damaged Golf course fence areas for \$11,900. An insurance claim has been made and will pay for half of the damages. This will be funded half by an insurance claim reimbursement and half by an a Transfer from the BSR II fund.

Revenues:	Misc Revenue - Insurance Reimbursement	584-000-000-694.004	\$5,950.00
	Transfer IN: BSR II Fund	584-000-000-697.212	<u>\$5,950.00</u>
		Net Revenues	<u><u>\$11,900.00</u></u>
Expenditures:	Equipment Maintenance	584-584-000-933.000	<u>\$11,900.00</u>
		Net Expenditures	<u><u>\$11,900.00</u></u>

Increase expenditure for Board approved extension of Acting Golf Course Director and Temporary assistant increase to help during interim of hiring a Director. This will be funded by a Transfer from the BSR II fund.

Revenues:	Transfer IN: BSR II Fund	584-000-000-697.212	\$19,660.00
		Net Revenues	<u><u>\$19,660.00</u></u>
Expenditures:	Salaries Pro Shop Director	584-584-000-702.002	\$15,200.00
	Salary - Wages Pro shop	584-584-000-706.008	<u>\$4,460.00</u>
		Net Expenditures	<u><u>\$19,660.00</u></u>

Motion to Amend the 2014 Budget (#15):

Move to increase the General Fund budget by \$41,180 to \$11,827,464 and approve the department line item changes as outlined

Move to increase the Bike, Sidewalk, Recreation, Road and General Operations (BSRII) Fund budget by \$25,610 to \$1,145,558 and approve the department line item changes as outlined.

Move to increase the 14B District Court Fund budget by \$14,318 to \$1,354,929 and approve the department line item changes as outlined

Move to increase the Hydro Dam Fund budget by \$188,000 to \$832,355 and approve the department line item changes as outlined.

Move to increase the Golf Course Fund budget by \$32,563 to \$797,762 and approve the department line item changes as outlined.



Ypsilanti Township




Ypsilanti Township and Habitat for Humanity

Habitat for Humanity continues to focus its many efforts within Ypsilanti Township. Beyond our Home Ownership Program (which continues to grow with 18 renovations this year) we have several other successful programs that are serving Township home owners in many ways. Our energy efficiency programs (refrigerator replacement, furnace tune-ups, and weatherization) are saving home owners on their monthly utility costs. The furnace tune-up program is also identifying irreparable and dangerous furnaces. Once identified by a licensed technician, Habitat works with the family to replace their furnace with a 97% efficient unit along with an EnergyStar water heater. This greatly reduces the potential for carbon monoxide poisoning (we have found several units generating over 1,000 ppm (a highly dangerous and life threatening level)) and provides additional comfort and safety for the family. The home owner enters into a very affordable no-interest payment plan with Habitat that is a fraction of the overall cost of the improvements. Well over 1,200 Township residents have participated in at least one of Habitat's programs over this past year.

To further our home ownership work, Habitat has recently acquired three properties in the Township. These houses are in need of substantial repairs beyond our normal renovation scope and we are seeking \$15,000 for each of these three properties. The \$45,000 would be used in the renovation of these properties that would then be sold to future Habitat home owners. Two of the properties, 655 N Mohawk and 654 N Ivanhoe, are adjacent to each other through the backyards making them ideal for volunteer groups looking to work on two houses at once. The third property is located at 124 Kansas which has been vacant for at least 24 months.

We appreciate your consideration of this proposal for \$45,000 for the properties located on Mohawk, Ivanhoe and Kansas. When these renovations are completed Habitat will have leveraged the Township's funds several fold and have taxpaying, caring Habitat homeowners in place.

Regards,



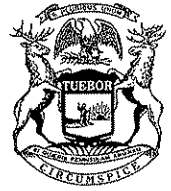
Rob Nissly, Housing Director



14-B DISTRICT COURT

7200 SOUTH HURON RIVER DRIVE
YPSILANTI, MICHIGAN 48197-7099

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



HON. CHARLES POPE
DISTRICT COURT JUDGE

MARK W. NELSON
MAGISTRATE

November 7, 2014

Members of the Board,

The 14B Court is requesting approval of contract to accept grant funds from State Court Administrative Office under Office of Highway Safety Planning to plan for the implementation of a Drug Court Docket. This grant is a one year grant in the amount of \$55,000.00 to allow for the planning and implementation of a drug court at the 14B District Court. Under Michigan Statute, drug courts can place defendants for non-violent drug related offenses on probation with more intensive and directed supervision and treatment. In addition to planning, the grant allows for treatment and supervision in the current grant year.

Along with approval of the contract, the Court is requesting that grant funds in the amount of \$55,000.00 be accepted and added to the 2014 budget and the 2015 budget prorated over the two years. The income and expenditure line items are 236.000.000-569.019 and 236.136.000-802.100 respectively. While the current request is to prorate the entire amount between the two fiscal years, it may be necessary to make adjustments at the end of 2014 to the budgets to accommodate for actual expenditures in 2014.

Attached is a copy of the contract, a copy of the grant application and a copy of the award letter for the grant. If any additional information is needed, please do not hesitate to contact me.

Very truly yours,

Mark W. Nelson



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-0128

Dawn A. Monk
Deputy State Court Administrator

October 31, 2014

Honorable Charles Pope, Chief Judge
14B District Court
7200 S. Huron River Drive
Ypsilanti, Michigan 48197

Re: FY 2015 Office of Highway Safety Planning – Planning Grant Award Notification
14B District Court – Adult Drug Court

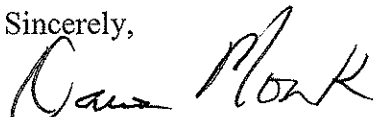
Dear Chief Judge Pope:

I am pleased to inform you that your court has been awarded a grant in the amount of \$55,000 from the Office of Highway Safety Planning – Planning Grant administered by the State Court Administrative Office (SCAO). This award is for the grant period October 1, 2014, through September 30, 2015.

Your court's FY 2015 contract and instructions for updating the budget based on your court's actual award will be e-mailed to your project director, Mark Nelson. The budget based on your court's actual award should be updated in WebGrants by November 26, 2014; and the original signed contract should be returned by mail to SCAO by December 6, 2014.

Should you have any questions, please contact Jessica Parks at 517-373-6285, or by e-mail at parksj@courts.mi.gov.

Sincerely,



Dawn A. Monk

cc: Jessica Parks, Trial Court Services Deputy Director
James P. Hughes, Region II Administrator
Mark Nelson, Court Administrator / Magistrate / Drug Court Project Director



Application

02060 - Fiscal Year 2015 - Federal: Office of Highway Safety Planning (OHSP) *Planning Application*** - CFDA 20.601 - Final Application**

03170 - 14B District Court Drug Court and Human Trafficking Docket
 Office of Highway Safety Planning (OHSP) - Planning CFDA 20.601

Status: Submitted Submitted Date: 10/17/2014 2:22 PM

Applicant Information

Primary Contact:

Name:*	Mr.	Mark		Nelson
	Salutation	First Name	Middle Name	Last Name
Title:	Magistrate / Court Administrator			
Email:*	nelsonm@ewashtenaw.org			
Address:*	7200 S. Huron River Drive			
Address Line 2				
Address Line 3				
City*	Ypsilanti	Michigan	48197	
	City	State/Province	Postal Code/Zip	
Phone:*	734-483-2330			Ext.
	Phone			

Organization Information

Name:* 14B District Court - Washtenaw County (D14B)
 Organization Type: State Court Administrative Office
 Tax ID:
 Organization Website:
 Address:* 7200 S. Huron River Drive

*	Ypsilanti	Michigan	48197	
	City	State/Province	Postal Code/Zip	
Phone:*	734-483-1333			Ext.
Fax:				

Preapplication OHSP-PG

Are you planning a new program

that targets drunk or drugged drivers?*

Yes

Have you received planning grant funding for this program in the past?*

No

Application Information

Court Name (Example: 100th Circuit Court)* 14B District Court

Drug Court Program Model:* Term of Probation or Post Adjudication

Type of Drug Court Being Planned:* Adult District Court

Projected Drug Court Start Date:* 10/01/2014

Do you have an approved Local Administrative Order (LAO)?

Local Administrative Order (LAO):* No

LAO #:

Do you have a current Memorandum of Understanding (MOU)?

Memorandum of Understanding (MOU):* No

Effective Date:

Expiration Date:

Current / Prior Training and Funding for Drug Treatment Court

Did the drug court team complete federal DCPI Training?*

No

Date of Completion

If you answered NO to the question above then is the drug court team currently registered to attend the federal DCPI training?

Registered to attend the federal DCPI training: No

Projected Completion Date:

If you answered NO to both questions above then did you previously apply but were not accepted for the federal DCPI training?

Not accepted for the federal DCPI training No

Notification Date:

Do you anticipate that your program will become operational and that you will accept participants into your program this fiscal year?

Operational this fiscal year?*

Yes

Federal Tax ID:* 38-6007433

Applicant Contact Information

Select your court* D14B Ypsilanti

People served* Men, Women

County to Receive the Grant Award* Washtenaw

Date that the program accepted or anticipates first participant* 10/01/2014

Please pick your program type* Adult District Drug Court

Is your program operational?* Yes
 Is your court a tribal court?* No
 Courthouse name (example: Frank Murphy Hall of Justice)
 Courthouse street address* 7200 Huron River Dr
 Room/Floor
 City* Ypsilanti
 State* MI
 Zip code* 48197
 Judge: First Name* Charles
 Judge: Last Name* Pope
 Title* Judge
 Judge: E-mail Address* popec@ewashtenaw.org
 Judge: Phone Number* 734-483-6343

Ext.

Judge's Mailing Address: Street* 7200 Huron River Dr
 Judge's Mailing Address: Room/Floor
 Judge's Mailing Address: City* Ypsilanti
 Judge's Mailing Address: State* MI
 Judge's Mailing Address: Zip Code* 48197

Judge 2: First Name
 Judge 2: Last Name
 Judge 2: Title Judge
 Judge 2: E-mail Address
 Judge 2: Phone Number

Ext.

Judge 2 Mailing Address: Street
 Judge 2 Mailing Address: Room/Floor
 Judge 2 Mailing Address: City
 Judge 2 Mailing Address: State
 Judge 2 Mailing Address: Zip Code

Judge 3: First Name
 Judge 3: Last Name
 Judge 3: Title Judge
 Judge 3: E-mail Address
 Judge 3: Phone Number

Ext.

Judge 3 Mailing Address: Street
 Judge 3 Mailing Address: Room/Floor
 Judge 3 Mailing Address: City
 Judge 3 Mailing Address: State

Judge 3 Mailing Address: Zip Code

Judge 4: First Name

Judge 4: Last Name

Judge 4: Title Judge

Judge 4: E-mail Address

Judge 4: Phone Number

Ext.

Judge 4 Mailing Address: Street

Judge 4 Mailing Address: Room/Floor

Judge 4 Mailing Address: City

Judge 4 Mailing Address: State

Judge 4 Mailing Address: Zip Code

Judge 5: First Name

Judge 5: Last Name

Judge 5: Title Judge

Judge 5: E-mail Address

Judge 5: Phone Number

Ext.

Judge 5 Mailing Address: Street

Judge 5 Mailing Address: Room/Floor

Judge 5 Mailing Address: City

Judge 5 Mailing Address: State

Judge 5 Mailing Address: Zip Code

Judge 6: First Name

Judge 6: Last Name

Judge 6: Title Judge

Judge 6: E-mail Address

Judge 6: Phone Number

Ext.

Judge 6 Mailing Address: Street

Judge 6 Mailing Address: Room/Floor

Judge 6 Mailing Address: City

Judge 6 Mailing Address: State

Judge 6 Mailing Address: Zip Code

Project Director (Main Program Contact): First Name* Mark

Project Director: Last Name* Nelson

Project Director: Title* Magistrate / Court Administrator

Project Director: E-mail Address* nelsonm@ewashtenaw.org

Project Director: Phone Number* 734-483-2330
 Project Director Mailing Address: Street* 7200 S. Huron River Drive
 Project Director Mailing Address: Room/Floor
 Project Director Mailing Address: City* Ypsilanti
 Project Director Mailing Address: State* MI
 Project Director Mailing Address: Zip Code* 48197
 Financial Officer: First Name* Jackie
 Financial Officer: Last Name* Wallen
 Financial Officer: Title* Secretary/Recorder
 Financial Officer: E-mail Address* wallenj@ewashtenaw.org
 Financial Officer: Phone Number* 734-483-2330

Ext.

Ext.

Financial Officer Mailing Address: Street* 7200 Huron River Dr
 Financial Officer Mailing Address: Room/Floor
 Financial Officer Mailing Address: City* Ypsilanti
 Financial Officer Mailing Address: State* MI
 Financial Office Mailing Address: Zip Code* 48197
 Authorizing Official: First Name* Charles
 Authorizing Official: Last Name* Pope
 Authorizing Official: Title* Judge
 Authorizing Official: E-mail Address* popec@ewashtenaw.org
 Authorizing Official: Phone Number* 734-483-6343

Ext.

Authorizing Official Mailing Address: Street* 7200 Huron River Dr
 Authorizing Official Mailing Address: Room/Floor
 Authorizing Official Mailing Address: City* Ypsilanti
 Authorizing Official Mailing Address: State* MI
 Authorizing Official Mailing Address: Zip Code* 48197

DCCMIS Contact Information

DCCMIS Administrator (The person responsible for reporting data to SCAO): First Name* Mark

DCCMIS Administrator: Last Name* Nelson
DCCMIS Administrator: E-mail Address* nelsonm@ewashtenaw.org
DCCMIS Administrator: Phone Number* 734-483-2330

Ext.

Problem Statement

Problem Statement*

Outline the current case process in the court's jurisdiction, including the volume and any recent increase in nonviolent drug/alcohol offenses. Explain how the case process and volume of offenses demonstrate the need for a drug court. Include specific statistics where applicable.

The 14B District Court serves Ypsilanti Township with a population of approximately 52,000 people, covering 32 square miles on the eastern edge of Washtenaw County. Ypsilanti Township is policed primarily by the Washtenaw County Sheriff's Department. Both the Washtenaw County Prosecutor's office and the Ypsilanti Township Attorney prosecute misdemeanor offenses at the 14-B District Court.

In 2013 the 14-B District Court reported 131 drug counts to the Supreme Court Administrative Office. Year to date for 2014, 246 drug counts have been filed with the 14-B District Court. This represents 9.13 percent of new filings in 2013 and 16.91 percent of new filings year to date 2014.

Many of these defendants are non-violent offenders and are in need of services to address the underlying issues of addiction and trauma. Currently, cases are processed in the normal fashion without any specific intervention to assess addiction and trauma issues other than a traditional alcohol and drug screening and assessment prior to sentencing. Sentencing options are limited by a number of factors. Primary among them are the barriers to addressing underlying issues of addiction and trauma. Further, there is little incentive or support other than the threat of incarceration to ensure compliance with court orders.

A subset of offenders for non-violent drug crimes include individuals who show indicia of having been a victim of human trafficking or have suffered trauma and other negative experiences that may lead being trafficked without intervention. In the few months the 14-B District Court focused on this subset through a Court innovation Grant, it found enhanced supervision and treatment of addiction issues and trauma to be beneficial. There has been no new criminal behavior in the group supported by the previous grant. All participants have shown progress.

If 14-B District Court were to establish a drug court, it would continue to address the sub-set of defendants that show signs of human trafficking issues by screening all potential participants for trafficking issues. By expanding the population serviced to other non-violent drug offenders the Court hopes to see reductions in rates and duration of incarceration. In addition, public safety should be enhanced by treating the underlying addiction issues and reducing the likelihood of recidivism thereby reducing the numbers of individuals driving under the influence of drugs or alcohol.

Program Description

Establishing a Drug Court Program*

Describe how the planning grant would assist the jurisdiction in establishing a drug court program.

The planning grant would allow the 14-B District Court to identify and refine the target population for participation in a drug court docket, while establishing criteria for participation in a drug court. By expanding participants beyond those defendants of the Human Trafficking Docket and building on the experiences and lessons of this docket, the planning grant would provide the opportunity to establish criteria for assessment, scheduling, treatment requirements, incentives, sanctions and other programming as needed. The planning process will also allow for establishing partnerships through identifying and working with various stakeholders. The process will provide the time and resources necessary to identify and hire needed team members while continuing the human trafficking component and expanding to add traditional drug court defendants.

Issues*

Describe the issues to be addressed during the planning process.

Through the planning process the expectations and responsibilities of the various stakeholders can be defined and memorialized through the development of a memorandum of understanding and local administrative order.

The planning process will also be used to develop screening criteria for participation in the drug court. Included with the development of screening criteria, clear eligibility criteria will be established. This planning will also allow for establishing a referral procedure from other courts for both drug court and the human trafficking docket of the drug court.

One of the key components to the planning process will be the establishment of treatment protocol for the specialty court. The planning process will allow the identification and implementation of appropriate protocol as well as the best suited treatment providers.

Program structure will be developed during the planning process. The team will work toward developing a phased program focused on progressive goals for participants. In conjunction with structuring the program, the planning process will allow for the development of a handbook for participants. The program planning will also include the establishment of rewards and sanctions. Finally, graduation criteria will be developed for both drug court and the human trafficking docket of the drug court.

The planning process will be utilized to train team members. Training will include, but not be limited to, Federal Drug Court Planning Initiative (DCPI) training, Drug Court Case Management System (DCCMIS) training, and the annual Michigan Association of Drug Court Professionals (MADCP) conference. Training will be provided as appropriate to the necessary team members and stakeholders.

Another component of the planning process will be to establish staffing needs, procedures and policy. The planning process will allow the team to identify needed staff to carry out the mission of the drug court and the human trafficking docket of the drug court. Once the staffing needs are established the team will identify how those roles are to be filled and put in place necessary staffing.

Finally, the team will continue to reevaluate and identify issues not previously addressed. Adjustments to the planning and execution of plan, procedures and training will be undertaken as necessary.

Goals and Objectives*

Describe specific goals and objectives for the planning process, and how the team will measure progress toward achieving each goal and objective.

The ultimate goal of the planning process is to plan and implement a fully functioning and successful drug court with a focus on drug court participants who have been victims of human trafficking. This will be measured by positive outcomes for participants overcoming addiction and trauma related issues, and reducing recidivism. In the case of human trafficking break the dependences that brought the defendant to be trafficked. These outcomes will assist with additional goals reducing costs of incarceration, and promoting safety for the community by reducing the number of drivers under the influence of controlled substances.

Memorandum of Understanding

Identify all stakeholders and coordinate with those parties to develop a memorandum of understanding and local administrative order. This should be accomplished early in the planning process and revisited as necessary through the development of the drug court program.

Screening Criteria

Develop eligibility criteria and a screening process to identify eligible participants. This again will be a team approach and should be accomplished early in the planning process. Screening will look initially at non-violent drug offenders. Further screening for all potential participants will include identifying human trafficking victims. Once criteria and screening are developed, participants can be identified.

Treatment Protocol

Through stakeholder input establish a protocol for identifying appropriate treatment and counseling based on defendant's needs. This will focus on substance abuse issues, mental health, trauma, and human trafficking issues.

Program Structure

The team will develop a program for defendants to progress through. There will be two primary programs with potential sub-programming. The primary programs will be for non-violent drug offenses without human trafficking history, and non-violent drug offenses with human trafficking history. If there is a need to limit participation in the drug court, the focus will be on drugged driving offenses and human trafficking victims.

Training

All training will be completed as it is available.

Staffing

Our initial budget anticipates staffing for a case manager. The case manager is envisioned to supervise the participants in the drug court. Continuing Evaluation

All of the above components will continue to be evaluated. Evaluation will be achieved through continued communication with stakeholders and regular team meetings. As evaluations reveal needed changes, those changes will be implemented. Once the planning process commences timelines for the above goals will be established.

Stakeholders*

Clearly identify the relevant stakeholders in the court's jurisdiction. Describe how these parties will participate in the planning process and in the development of the drug court's steering committee. Describe how the parties required in the Memorandum of Understanding will be identified. The work experience and amount of time spent on the project must be identified for the individual designated to manage the planning grant and the planning process.

Initial stakeholders will be the presiding judge of the 14-B District Court, the Washtenaw County Prosecuting Attorney's office, local public defender, treatment provider and the project director. The first goal of this initial group will be to identify additional stakeholders and include those parties in the planning process. Once additional stakeholders are identified and invited to participate in the planning process the work on a memorandum of understanding will commence. From the stakeholder group a steering committee shall be designated.

Through the planning process described above, particularly the development of the drug court program, certain unique tasks will be identified. Along with this, parties best suited to fulfill these tasks will be identified. To the extent that a party identified is impacted or an obligation is created by their involvement with the implementation or planning of the drug court that party shall be a signor to the memorandum of understanding.

Personnel

Name	Position	Computation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
tbd	case manager - human trafficking	\$21.50 per hour * 20 hours per week * 52 weeks per year	\$22,360.00	\$0.00	\$0.00	\$0.00	\$22,360.00
			\$22,360.00	\$0.00	\$0.00	\$0.00	\$22,360.00

Personnel Justification

Personnel Justification*

Justify personnel (i.e., wages) associated with the proposed project.

The case manager administers the human trafficking/victimization assessment, RANT risk/needs assessment, Arizona Self Sufficiency Matrix assessment, eligibility determination, completion of intake paperwork, linkage to University of Michigan Human Trafficking Clinic and treatment provider, verification of 12-step meeting attendance, verification of random breath and drug testing compliance, verification of treatment team recovery plan, resource linkage, coordination with probation and treatment providers, coordination with judicial team, and ongoing participant support.

The court will initially rely on one case manager to oversee all drug court participants.

The case manager will be paid \$21.50, which is based on the average salary of a Washtenaw County case manager.

Fringe Benefits

Row	Percentage	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Employer FICA	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hospital Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vision Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Worker's Compensation	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	2.75%	\$614.90	\$0.00	\$0.00	\$0.00	\$614.90
Other	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals		\$614.90	\$0.00	\$0.00	\$0.00	\$614.90

Fringe Benefits Justification

Fringe Benefits Justification*

Justify fringe benefit costs associated with the proposed project.

Grant employees will be temporary employee of 14B District Court and the court must allocate additional expenses for Medicaid payments and deferred compensation in lieu of Social Security payments in the amounts of 1.45% and 1.3% respectively.

Contractual

Contractor	Computation	Services to be Provided	Request	Other Grant or Funding Source	Local Cash Contribution	Local In-Kind Contribution	Total	Subrecipient	Contractor/Vendor
		Phase I of the evaluation will begin in October 2014. The evaluators will focus on documenting implementation and immediate outcomes. Phase II of the evaluation will focus on capturing and reporting post-program outcomes of individuals (i.e. recidivism, self-sufficiency, access to mental health and substance abuse treatment programs).							

UofM Social Work Sch. Curtis Center Evaluation Grp	Phase I (10 months): \$11,500 Phase II (16 months): \$20,000	<p>The evaluation tasks to be completed include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Conduct a brief literature review to inform the evaluation. • Apply to the University of Michigan and State of Michigan Institutional Review Boards for non-regulated (evaluation) status • Assist in strategic development of the Human Trafficking Court, including the development of a program logic model. • Assist with the identification of mental health and substance abuse assessments. • Develop metrics and data collection sources to document the project's impact on clients, including recidivism and other indicators. • Analyze pre-existing data, report. • Explore use of a retrospective comparison group using historic arrest data. • Use a multi-method approach to collect additional information, including interviews with key stakeholders (judge, magistrate, clients, and other identified by client). • Enter, analyze and report all results as generated. • Develop an analysis plan and analyze data to assess expected and unanticipated outcomes using SPSS and NVivo (as needed). • Evaluate project outcomes at two levels: individual client level and the 	\$0.00	\$31,500.00	\$0.00	\$0.00	\$31,500.00	No	Yes
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		community level. - Conduct a cost-benefit analysis of the project, report. - Data will be analyzed and reported as collected. Additionally, evaluators will submit a full report at the end of Phase I and at the end of Phase II.							
Home of New Vision	Please see justification	Please see justification	\$24,286.00	\$0.00	\$0.00	\$0.00	\$24,286.00	No	Yes
Washtenaw County Community Corrections	180 Tests * \$10 per test alcohol tether 10 participants for 30 days \$25.00 enrollment plus \$11.00 per day	Drug and alcohol testing and monitoring	\$5,350.00	\$0.00	\$0.00	\$0.00	\$5,350.00	No	Yes
			\$29,636.00	\$31,500.00	\$0.00	\$0.00	\$61,136.00		

Contractual Justification

Contractual Justification*

Justify contractual costs associated with the proposed project.

Home of New Vision Services

Description	Unit Description	Unit	Cost per Unit
Drug Testing	Test	260	\$4
Residential Detoxification	Participant	5	\$450
Psychiatric Evaluation	Session	8	\$300
Medication Review	Session	20	\$31
Residential Treatment	Day	28	\$192
Group Therapy	Session	35	\$30
Recovery Residences (Transitional Housing) Entry	Participant	6	\$350
Recovery Residences (Transitional Housing) Weekly	Participant	18	\$130
Administration Coordination	Hour	90	\$23
Individual Therapy; Clinical Intake; Assessment	Session	84	\$60

The above services cover the range of treatment services participants may need from Home of New Vision, our primary treatment service provider. Home of New Vision was selected because they specialize in gender-specific treatment and have extensive experience working with the overlap of addiction and commercial sex.

When a participant has a prior relationship with Dawn Farm and continued services with Dawn Farms will be funded by the County as the ROSC provider, Dawn Farm may be the selected treatment provider. In such an instance the County will cover the cost of services.

Supplies

Item	Computation	Request	Other Grantor Funding Source	Local Cash Contributions	Local In-Kind Contributions	Total
RANT Software	1 License * \$1500	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Incentives	30 participants * \$25	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00
Client Care - Organizing Materials	30 participants * \$45	\$1,350.00	\$0.00	\$0.00	\$0.00	\$1,350.00
Graduation Awards	30 participants * \$25	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00
		\$1,350.00	\$3,000.00	\$0.00	\$0.00	\$4,350.00

Supplies Justification

Supplies Justification*

Justify supply costs associated with the proposed project.

The Risk and Needs Triage (RANT) assessment "is a decision support tool for judges and other criminal justice decision makers...help court officials by matching drug-involved offenders to the optimal level of supervision and treatment...This web-based system allows for the completion of the 19-item RANT tool and immediate scoring of the client's risk and needs level and printing of a client-level report...You can do an unlimited number of RANTs during that three-year term, however the RANTs you complete are only available for 30 days, and the only RANTs you can see are those that you as a user have created. RANT including the triage tool and client-level reports is available for a one-time fee of \$1,500 for up to five users and \$3,500 for 25 users, for a three-year introductory period."

Materials includes binders, folders, dividers and a daily planner for each participant. These items are for participants to organize the materials they receive from the court, their service provider, and their 12-step meetings. The planner is of particular importance as the Case Manager uses it to teach participants how to organize their time and maintain commitments.

Travel

Type of Travel Expenses	Computation	Request	Other Grantor Funding Source	Local Cash Contributions	Local In-Kind Contributions	Total
MADCP conference registration fees	\$295.00 for three attendees	\$885.00	\$0.00	\$0.00	\$0.00	\$885.00
Bus Passes	90 monthly bus passes * \$29 per pass	\$2,610.00	\$0.00	\$0.00	\$0.00	\$2,610.00
		\$3,495.00	\$0.00	\$0.00	\$0.00	\$3,495.00

Travel Justification

Travel Justification*

Justify travel costs associated with the proposed project.

Mobility is key to success in this program, particularly in the early months when participants are required to attend 90 12-step meetings in 90 days. Furthermore, most participants do not have reliable income or transportation. Thus the HT Court provides each participant with a monthly buss pass for the first 3 months of their participation in the court.

Other Sources of Funding

Other Sources of Funding*

The Human Trafficking Clinic at the University of Michigan received a private donation to pay for the formal evaluation of the Human Trafficking Court, a portion of the Peer Support Specialists and for the RANT software.

Personnel Summary

Budget Category	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total Cost
Personnel Total	\$22,360.00	\$0.00	\$0.00	\$0.00	\$22,360.00

Fringe Benefits Summary

Budget Category	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total Cost
Fringe Benefits Total	\$614.90	\$0.00	\$0.00	\$0.00	\$614.90

Contractual Summary

Budget Category	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total Cost
Contractual Total	\$29,636.00	\$31,500.00	\$0.00	\$0.00	\$61,136.00

Supplies Summary

Budget Category	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total Cost
Supplies Total	\$1,350.00	\$3,000.00	\$0.00	\$0.00	\$4,350.00

Travel Summary

Budget Category	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total Cost
Travel Total	\$3,495.00	\$0.00	\$0.00	\$0.00	\$3,495.00

Total Budget

Budget Category	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total Cost
Total	\$57,455.90	\$34,500.00	\$0.00	\$0.00	\$91,955.90

Program Income

Will your court program earn program income as defined above? Yes

Program Income Sources :

If yes, what are the program income sources and how much is charged for each program income source (e.g., drug tests \$5; participation fees \$250, etc.)?

Participants will be required pay to probation oversight fees of \$30 monthly and State of Michigan minimum fees. Additional fines and costs as permitted by statute may be imposed.

Collection*

What percent of program income (not court costs or fees) does your program collect?

Support Letters

Attachment	Description	File Name	Type	File Size
Judicial Support Letter	Letter of support from Judge Pope	Judge Pope letter of support.pdf	pdf	40 KB
Prosecutor Support Letter	prosecutor support letter	Prosecutor support letter.pdf	pdf	63 KB
Defense Attorney Support Letter	letter of support from public defender	Public Defender ltr of support.pdf	pdf	29 KB
Treatment Provider Support Letter	treatment provider letter of support	HNV letter of support.docx	docx	593 KB
Project Director Support Letter	Project director letter of support	Magistrate Nelson letter of support.pdf	pdf	36 KB

Certification Form

Authorizing Official

By checking the box, I certify that the below referenced person is the Authorizing Official for the court program. Yes

Authorizing Official Name:* Charles Pope

Date:* 10/16/2014

Project Director

By checking the box, I certify that the below referenced person is the Project Director for the court program. Yes

Project Director Name:* Mark Nelson

Date:* 10/16/2014

Financial Officer

By checking the box, I certify that the below referenced person is the Financial Officer for the court program. Yes

Financial Officer Name:* Jackie Wallen

Date:* 10/16/2014

By checking this box, I certify

that the Chief Judge of this court
supports our court applying for Yes
this grant opportunity."

**STATE COURT ADMINISTRATIVE OFFICE (SCAO)
OFFICE OF HIGHWAY SAFETY PLANNING GRANT
PLANNING GRANT**

**Subcontract Agreement
between**

SCAO

Federal I.D. Number: 38-600134

and

GRANTEE: 14B District Court - Washtenaw County

Federal I.D. Number: 38-6007453

Contract Number: 3170

Grant Amount: \$55,000

Project Title: SCAO OHSP Grant Program – Planning Grant

CFDA Number: 20.601

CFDA Title: Alcohol Traffic Safety and Drunk Driving Prevention Incentive Grant

**Federal Agency Name: U.S. Department of Transportation, National Highway
Traffic Safety Administration (NHTSA)**

Federal Grant Award Number: AL-15-05

**Federal Program Title: Alcohol Impaired Driving Countermeasures Incentive
Grants I**

I. Period of Agreement:

This agreement shall commence on October 1, 2014 and terminate on September 30, 2015. This agreement is in full force and effect for the period specified in this section and must be signed prior to the initiation of any associated subcontract activity unless an exception is explicitly granted by the SCAO.

II. Agreement Amount and Budget:

This agreement incorporates the Grantee's approved grant application request and most recently approved budget. Any changes to the Project Budget must be requested by the Grantee with a Contract Amendment form in WebGrants, subject to approval by the SCAO. Budget deviation allowances are not permitted.

III. Relationship:

The Grantee is an independent contractor, and it is understood that the Grantee is not an employee of the SCAO. No employee, agent, or subcontractor of the Grantee is an

employee of the SCAO. No liability or benefits, including, but not limited to, retirement benefits or liabilities, pension rights or liabilities, insurance rights or liabilities, fringe benefits, training, holiday pay, sick pay, vacation pay, or such other rights, provisions, or liabilities arising out of an agreement of hire or employer-employee relationship, either express or implied, shall arise or accrue to either party as a result of this contract. The Grantee is not eligible for, and will not participate in, any such benefits. The Grantee is responsible for payment of all taxes, including federal, state, and local taxes arising out of the Grantee's activities in accordance with this agreement, including, but not limited to, income taxes, social security taxes, unemployment insurance taxes, and any other taxes or fees. The Grantee understands and agrees that all parties furnishing services pursuant to this agreement are, for purposes of workers' compensation liability or other actions of employee-related liability, not employees of the SCAO. The Grantee bears the sole responsibility and liability for furnishing workers' compensation benefits to any of its employees for injuries arising from or connected with services performed pursuant to this agreement. The Grantee does not, and shall not, have the authority to enter into contracts on the SCAO's behalf.

IV. **Insurance:**

The Grantee should carry insurance coverage or self-insurance in such amounts as necessary to cover all claims arising out of the Grantee's operations under the terms of this agreement.

V. **Scope of Services:**

Upon signing of this agreement, the SCAO agrees to provide funding from the Grant in an amount not to exceed the amount of this agreement. In no event does this agreement create a charge against any other funds of the SCAO or the Michigan Supreme Court. The Grantee, and the Grantee's employees or subcontractors, shall devote such time, attention, skill, knowledge, and professional ability as is necessary to most effectively and efficiently carry out and perform the services as described in this agreement and in any amendments to this agreement. Commitment of state resources for the acquisition of goods and services, and execution of purchase orders, agreements, and similar agreements, shall remain the sole responsibility of the SCAO.

VI. **Statement of Work:**

The Grantee agrees to undertake, perform, and complete the services described in its approved grant application. Any changes to the work described in the grant application must be requested using a Contract Amendment form in WebGrants. The Grantee may not assign the performance under this agreement to any other entity or person who is not an employee of the Grantee except with prior written approval of the SCAO. All provisions and requirements of this agreement shall apply to any agreements the Grantee may enter into in furtherance of its obligations under this agreement and shall be responsible for the performance of any contracted work.

VII. **Publication Rights:**

The Grantee shall give proper recognition in any and all publications, papers and presentations arising from the program (including from subcontractors) herein by placing

the following disclaimer on any and all publications, papers and presentations:

"The opinions, findings, and conclusions expressed in this publication are those of the author(s) and not necessarily those of the State Court Administrative Office, Michigan Office of Highway Safety Planning, or the U.S. Department of Transportation, National Highway Traffic Safety Administration. The report was prepared in cooperation with the State Court Administrative Office, the Michigan Office of Highway Safety Planning, and the U.S. Department of Transportation, National Highway Traffic Safety Administration."

The SCAO shall, in return, give recognition to the Grantee and/or Subcontractor when applicable.

VIII. General Public Information and Education Requirements:

- A. All data, materials, plates, negatives, camera-ready copy, designs, concepts, photographs, video, and audio financed with grant funds shall be delivered to the SCAO. The items will remain property of the Michigan State Police, Office of Highway Safety Planning, and shall not be subject to copyright protection by the Grantee or their agents. Items will be submitted to the SCAO immediately after production of the item. The SCAO will hold the final grant reimbursement until all of the above items have been submitted. The Grantee shall not enter into agreement that includes any time limits on rights for music, talent, artwork, or photographs. The Grantee shall inform all vendors, subcontractors, or their agents of this requirement before authorizing work to be performed.
- B. All printed public information and education materials and videos are required to contain logos as designated by the OHSP, which are available in electronic formats upon request. See printing requirements listed below for more details. Audio materials must include the OHSP tag line. All materials, including audio and video materials, must be approved by the SCAO prior to production. Audio and video scripts must be submitted for review and approval. Approval will be given within one week of receipt by the SCAO. All videos, print photography, or graphics shall depict drivers and passengers to be properly restrained by safety belts or child passenger safety devices unless the lack of restraints is for demonstration and educational purposes.
- C. In accordance with Title II Part 225 of the Code of Federal Regulations, messaging costs which are of a public relations nature, and designed in whole or in part to promote either an individual or a governmental unit, is prohibited and not eligible for reimbursement.
- D. The following byline shall be placed on all printed public information and education materials: "This material was developed through a project funded by the Michigan Office of Highway Safety planning and the U.S. Department of Transportation."
- E. The purchase of program advertising space by Grantees on TV, radio, magazines, newspapers, billboards, etc. is not an allowable expense and will not be reimbursed.

IX. State of Michigan Printing Requirements:

In all cases, recycled paper must be used, if available, and if the cost does not exceed the cost of virgin paper by more than 10 percent. If the item is printed on recycled paper, a recycled logo must be used to indicate the use of recycled stock. The following items require the prior approval of the SCAO:

- Flyers
- Posters
- Printing requirement two or more colors of ink
- Annual reports
- Newsletters
- Printing requiring photographs
- Printing projects that include silk screened folders or binders, die-cut folders or covers, holograms, foil printing, embossing, or engraving.

Alternatives to using more than one color of ink may include the use of colored paper or special screening to give an additional color effect. Paper stock shall be standard sizes, as unusual sizes and special-order paper stock is more expensive than standard size and result in additional waste.

X. Copies:

The SCAO will require one copy of any publication produced with federal traffic safety grant funds if the items are not distributed statewide. The copy can be submitted via email, CD, or flash drive. The SCAO will require 15 copies of any of the following produced with federal traffic safety grant funds if they are distributed statewide. These copies are distributed throughout the state of Michigan's library system:

- Annual reports
- Manuals, handbooks, and training materials
- News releases
- Statistics

The SCAO will require eight copies of any of the following produced with federal traffic safety grant funds if they are distributed statewide. These copies are housed as part of Michigan's library system:

- Posters
- Brochures
- Flyers

If the publication is available on a publicly accessible website, a link to the document must also be provided to the SCAO. The state of Michigan's library system will then include it in its digital archive.

XI. Closed Captioning:

All DVDs must be closed captioned. This includes any online videos. Public communications or news releases concerning this project shall state that the project was financed with funds administered through the OHSP.

XII. Social Media Use and Approval:

Posts to social media accounts such as Facebook and Twitter associated with federally funded grants and projects require prior approval from the SCAO before release to the public. Approval will be granted on a case by case basis.

XIII. Performance Measurement Data and Reporting:

The Grantee agrees to submit and is responsible for timely, complete, and accurate reports as identified in Attachment 1. The failure of the Grantee to comply with this requirement may result in the withholding of funds and or termination of this agreement. The data for each participant who is screened and accepted into the program must be entered into the Drug Court Case Management Information System (DCCMIS). If any report is thirty days past due, a delinquency notice will be sent via email notifying the Grantee that it has 15 days to comply with the reporting requirement. Forty-five days past the due date, a forfeiture notice will be sent to the Grantee via the U.S. Postal Service notifying it that its funding award has been rescinded due to contract noncompliance.

XIV. Payment Processing:

- A. The SCAO, in accordance with the general purposes, objectives, and terms and conditions of this agreement, will provide payment to the Grantee based upon appropriate reports, records, and documentation maintained by the Grantee. Any billing or request for reimbursement for subcontract costs must be supported by adequate source documentation on costs and services. A document entitled "Acceptable Back up Documentation for Federal Cost Claims" is available from the OHSP to assist with identifying adequate back-up documentation. Costs charged to this grant cannot be charged to any other program. Costs must be net of all applicable credits such as purchase discounts, rebates or adjustments of overpayments or erroneous charges. Payment requests must be submitted to the SCAO in a timely manner such that the SCAO can subsequently request reimbursement from the OHSP within the required reimbursement period. The Grantee must sign up through the online vendor registration process to receive payments as Electronic Funds Transfers (EFT)/Direct Deposits. Registration information is available through the Department of Technology, Management, and Budget's website at: http://www.michigan.gov/budget/0,1607,7-157-13404_37161-179392--,00.html.
- B. The Grantee shall make reasonable efforts to collect 1st and 3rd party fees, where applicable, and report these as outlined in the SCAO's fiscal procedures. Any under-recoveries of otherwise available fees resulting from failure to bill for eligible services will be excluded from reimbursable expenditures.
- C. Any program income received shall be used exclusively to further traffic safety project activities. Program income is defined as gross income earned by the Grantee from grant supported activities. Some examples are proceeds from the sale of items purchased or developed with grant funds, or revenue received from attendees at trainings or conferences paid for with grant funds. Program income must be netted against costs incurred within the grant or returned to the SCAO, unless prior permission is obtained from the SCAO to use the funds for other traffic safety projects.

- D. Payments for salaries and wages shall be supported by time and attendance reports, based on an after-the-fact distribution of time, which shows details of the activities performed. Grantees must maintain activity logs which document the actual amount of time spent on this grant project, and describe the nature of the activities performed. If the grant is funded from multiple sources, the logs must show the activity by fund source. This documentation must be submitted with the financial reimbursement request.
- E. Reimbursement for wages and fringe benefits shall be based on actual costs not budgeted rates. Only those fringe benefit costs that actually increase as a result of hours worked on this project can be claimed for reimbursement. For overtime wages, those costs typically include FICA, workers compensation, and retirement, but if any of these costs are structured so that they do not increase with overtime, such increases cannot be reimbursed. For straight-time grant-funded positions, all fringe benefits associated with the position may be claimed to the extent that the position has been approved for reimbursement (e.g., if 50 percent of the position is grant funded, 50 percent of the fringe benefits can be claimed). Fringe benefit rates must be reasonable, in accordance with federal cost principles. Grantees shall comply with all state labor laws.
- F. Contractual services are services of individual consultants or consulting firms engaged in performing special services pertinent to highway safety. All Grantees or subgrantees awarding contracts or subcontracts shall comply with the terms and conditions of Title 49 Code of Federal Regulations, Part 18 – Uniform Administrative Requirements For Grant And Cooperative Agreements To State and Local Governments, § 18.36 Procurement. All contracts for the purpose of developing public information materials (print, audio, or video) must be submitted to the SCAO for review prior to entering into the contractual agreement with the vendor.
- G. Reimbursements for travel (meals, lodging, mileage, etc.) cannot exceed the lesser of the Grantee's published travel rates or allowable State of Michigan travel rates. Exceptions to this for unusual situations require prior approval by the SCAO prior to incurring the expense.
- H. Postage, telephone, and grant related travel costs shall be documented by log or meter and submitted with the reimbursement request.

XV. **Employee Time Certifications:**

It is the Grantee's obligation to notify the SCAO immediately when an OHSP-funded employee:

- Is disabled or deceases while having been assigned to a grant-funded position;
- Is removed or reassigned from a grant-funded position; and/or,
- Is unable to report to work due to injury or illness not related to job performance (and is not replaced within 30 days by another employee).

All agreement-funded employees will complete and submit to the SCAO an executed Employee Time Certification form supplied in WebGrants. The failure to submit Employee Time Certification forms could result in loss of position funding.

XVI. **Record Maintenance/Retention:**

The Grantee agrees to maintain adequate program and fiscal records and files, including

source documentation to support program activities and all expenditures made under the terms of this agreement, as required. The Grantee must assure that all terms of this agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this agreement will be maintained (may be off site) for a period of not less than four years from the date of grant closure or until any pending litigation and/or audit findings have been resolved. All retention record guidelines set by the SCAO and/or the Grantee must be adhered to if they require additional years beyond retention guidelines stated herein. The Grantee's accounting system must maintain a separate fund or account that segregates grant contract receipts and expenditures from other receipts and expenditures of the Grantee.

XVII. Authorized Access:

The Grantee must permit, upon reasonable notification and at reasonable times, access by authorized representatives of the SCAO, the OHSP, Program Evaluators (contracted by the OHSP or the SCAO), Federal Grantor Agency, Comptroller General of the United States and State Auditor General, or any of their duly authorized representatives, to records, files, and documentation related to this agreement, to the extent authorized by applicable state or federal law, rule, or regulation. The SCAO and/or the OHSP may conduct on-site monitoring visit(s) and/or grant audit(s) any time during the grant period. All grant records and personnel must be made available during any visit, if requested. The SCAO and/or the OHSP may request that a funded program be evaluated by a contracted outside evaluation team. Grantees shall work cooperatively with the evaluation team in such a manner that the program be able to be fully reviewed and assessed.

XVIII. Confidential Information:

In order that the Grantee's employees or subrecipient subcontractors may effectively provide fulfillment of this agreement to the SCAO, the SCAO may disclose confidential or proprietary information pertaining to the SCAO's past, present, and future activities to the Grantee. All such information is proprietary to the SCAO and the Grantee shall not disclose such information to any third party without prior approval from the SCAO, unless disclosure is required by law or court order. If disclosure is required by law or court order, the SCAO will be notified of the request before disclosure. The Grantee agrees to return all confidential or proprietary information to the SCAO immediately upon the termination of this agreement. Both the SCAO and the Grantee shall ensure that medical services to, and information contained in the medical records of, persons served under the provisions of this agreement or other such recorded information required to be held confidential by federal or state law, rule, or regulation, in connection with the provision of services or other activity under this agreement, shall remain confidential. Such information shall be held confidential, and shall not be divulged without the written consent of either the patient or a person responsible for the patient, except as may be otherwise required by applicable law or regulation. Such information may be disclosed in summary, statistical, or other form, if the disclosure does not directly or indirectly identify particular individuals.

XIX. **Human Subjects:**

The Grantee must submit all research involving human subjects conducted in programs sponsored by the SCAO, or in programs that receive funding from or through the state of Michigan, to the Michigan Department of Community Health's (MDCH) Institutional Review Board (IRB) for approval prior to the initiation of the research.

XX. **Subcontractor/Vendor Monitoring:**

The Grantee must comply with the Single Audit Act of 1984, as amended, 31 USC 7501 *et seq.* requirements and must forward all single audits covering grant funds administered through this agreement to the SCAO. The SCAO is responsible for reviewing all single audit adverse findings, issuing management decisions on audit findings and ensuring that corrective actions are implemented in accordance of OMB Circular A-133. The SCAO is responsible for ensuring that the Grantee is expending grant funds appropriately as specified through this agreement, and shall conduct monitoring activities to ensure compliance with all associated laws, regulations and provisions as well as ensure that performance goals are achieved. The SCAO shall ensure compliance for for-profit subcontractors as required by OMB Circular A-133, Section .210(e). The SCAO must ensure that transactions with vendors comply with laws, regulations, and provisions of contracts or grant agreements in compliance with OMB Circular A-133, Section .210(f).

XXI. **Notification of Criminal or Administrative Investigations/Charges:**

If any employee of the Grantee that is associated with this agreement project becomes aware of a criminal or administrative investigation or charge that directly or indirectly involves grant funds referenced in this agreement, the Grantee shall immediately notify the SCAO, in writing, that such an investigation is ongoing or that a charge has been issued.

XXII. **Agreement Suspension/Termination:**

In addition to forfeiture under Section XIII, the SCAO and/or the Grantee may suspend and/or terminate this agreement without further liability or penalty to the SCAO for any of the following reasons:

- A. This agreement may be suspended by the SCAO if any of the terms of this agreement are not adhered to. Suspension requires immediate action by the Grantee to comply with this agreement's terms; otherwise, termination by the SCAO may occur.
- B. Failure of the Grantee to make satisfactory progress toward the goals, objectives, or strategies set forth in this agreement.
- C. Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- D. Filing false certification in this agreement or other report or document.
- E. This agreement may be terminated by either party by giving 15 days written notice to the other party. Such written notice will provide valid, legal reasons for termination along with the effective date.
- F. This agreement may be terminated immediately if the Grantee, an official of the Grantee, or an owner of a 25% or greater share of the grantee is

convicted of a criminal offense incident to the application for or performance of a State, public, or private grant or subcontract; or convicted of a criminal offense including but not limited to the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or Federal antitrust statutes; convicted of any other criminal offense which, in the sole discretion of the National Highway Traffic Safety Administration, reflects on the Grantee's business integrity; any activity in Section XXI of this agreement during the term of this agreement or any extension thereof.

- G. This agreement may be terminated immediately without further financial liability to the SCAO if funding for this agreement becomes unavailable to the SCAO.
- H. If a grant is terminated by the SCAO for failure to meet the grant management requirements, the Grantee shall not be eligible to seek grant funding from the SCAO OHSP grant program for a period of two years. In order to obtain grant funding after the two-year period, the Grantee will be required to submit written assurances that the identified deficiencies have been corrected. Additionally, the Grantee may be required to submit monthly financial reports to allow for increased financial monitoring.

XXIII. Final Reporting Upon Termination:

Should this agreement be terminated by either party, within 30 days after the termination, the Grantee shall provide the SCAO with all financial, performance, and other reports required as a condition of this agreement. The SCAO will make payments to the Grantee for allowable reimbursable costs not covered by previous payments or other state or federal programs.

XXIV. Severability:

If any provision of this agreement or any provision of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this agreement.

XXV. Liability:

- A. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the Grantee in the performance of this agreement shall be the responsibility of the Grantee, and not the responsibility of the SCAO, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any Grantee employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity as provided by statute or court decisions.
- B. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the SCAO in the performance of this agreement shall be the responsibility

of the SCAO, and not the responsibility of the Grantee, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the SCAO, anyone directly or indirectly employed by the SCAO, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the SCAO or its employees by statute or court decisions.

- C. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Grantee and the SCAO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Grantee and the SCAO in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Grantee, the SCAO, or their employees, respectively, as provided by statute or court decisions.

XXVI. **Michigan Law:**

This agreement shall be subject to, and shall be enforced and construed under, the laws of Michigan.

XXVII. **Debt to State of Michigan:**

The Grantee covenants that it is not, and will not become, in arrears to the state of Michigan or any of its subdivisions upon contract, debt, or any other obligation to the state of Michigan or its subdivisions, including real property, personal property, and income taxes.

XXVIII. **Disputes:**

- A. The Grantee shall notify the SCAO in writing of the Grantee's intent to pursue a claim against the SCAO for breach of any term of this agreement within seven days of discovery of the alleged breach.
- B. The Grantee and the SCAO agree that with regard to any and all disputes, controversies, or claims arising out of or in connection with or relating to this agreement; or any claim that the SCAO violated any local, state, or federal ordinance, statute, regulation, law, or common-law doctrine (including discrimination or civil rights claims); or committed any tort; the parties shall attempt to resolve the dispute through mediation. Selection of a mediator will be by mutual agreement of the parties.
- C. The Grantee and the SCAO agree that, in the event that mediation is unsuccessful, any disputes, controversies, or claims shall be settled by arbitration. Selection of an arbitrator will be by mutual agreement of the parties. The decision of the arbitrator shall be binding on both parties. The award, costs, and expenses of the arbitration shall be awarded at the discretion of the arbitrator. This agreement to arbitrate shall be specifically enforceable. A judgment of any circuit court shall be rendered upon the award made pursuant to submission to the arbitrator.

XXIX. **Certifications and Assurances:**

The Grantee must adhere to all applicable Certifications and Assurances provided in this section. The failure to do so may result in the termination of grant funding or other remedies.

- A. Certifications:

The Grantee should refer to the regulations cited below to determine the certification to which they are required to attest. Acceptance of this agreement requires compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying" and 28 C.F.R. Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)."

B. Lobbying:

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the Grantee certifies that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 certification is a material representation of fact upon which reliance was placed when the grant application was made and entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure; and
4. Except as provided in this subpart, none of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. A State official whose salary is supported with NHTSA funds is not precluded from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

C. Debarment, Suspension and Other Responsibility Matters (Direct Recipient):
As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 2867, for prospective participants in primary

covered transactions, as defined at 28 C.F.R. Part 2867, Section 2867.20(a):

- I. The Grantee certifies that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this application 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;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - d. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

D. Drug-Free Workplace:

1. As required by the Drug-Free Workplace Act of 1988, and implemented at 28 C.F.R. Part 83. The Grantee certifies that it will 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:
 - i. The dangers of drug abuse in the workplace;
 - ii. The Grantee's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and,
 - iv. 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) of this section.
 - d. Notifying the employee in the statement required by paragraph (a) of this section that, as a condition of employment under this agreement, the employee will:
 - i. Abide by the terms of the statement; and,
 - ii. 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. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(ii) of this section, with respect to any employee who is so convicted:
 - i. 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,
 - ii. 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.
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), and (e), above.

E. Standard Assurances:

The Grantee hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Executive Order 12372 (intergovernmental review of federal programs); and, 28 C.F.R. Parts 66 or 70 (administrative requirements for grants and cooperative agreements). The Grantee also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the general office, through any authorized representative, timely access to and the right to examine all paper or electronic records related to the financial assistance. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. Parts 18, 22, 23, 30, 35, 38, 42, 61 and 63, and the award term in 2 C.F.R. § 175.15(b).
4. It will assist the awarding agency, if necessary, in assuring compliance with section 106 of the National Historic Preservation Act of 1966, 16 U.S.C. § 470, Executive Order 11593 (Protection and Enhancement of the cultural Environment), the Archeological and Historical Preservation Act of 1974, 16 U.S.C. § 469 *et seq.*, and the National Environmental Policy Act of 1969, 42 U.S.C. § 4321 *et seq.*
5. It will comply with Executive Order 13279, Executive Order 13559, and the regulations on the Equal Treatment for Faith-Based

Organizations, 28 C.F.R. Part. 38, which prohibits recipients from using federal financial assistance on inherently (or explicitly) religious activities and from discriminating in the delivery of services on the basis of religion. Programs and activities must be carefully structured to ensure that federal financial assistance is not being used for literature, classes, meetings, counseling sessions, or other activities that support twelve-step programs, which are considered to be religious in nature. The twelve-step programs must take place at a separate time or location from the activities supported with federal financial assistance and the participation of beneficiaries in twelve-step programs is strictly voluntary. It must make clear to any and all vendors and program participants that twelve-step programming is separate and distinct from federally-funded activities. It must also ensure that participants are not compelled to participate in twelve-step programs and cannot penalize a participant who chooses not to participate in a twelve-step program. It must ensure that employees fully funded by federal funds are not involved with twelve-step programs whereby they are instructing or indoctrinating clients on the twelve steps. Employees of the Grantee shall clearly document the number of hours spent on secular activities associated with the federally-funded program and ensure that time spent on twelve-step programs is completely separate from time spent on permissible secular activities. In addition, at least one secular program must be provided as an alternative to twelve-step programming.

6. It will comply and require any and all subcontractors to comply with any applicable statutorily-imposed nondiscrimination requirements, including the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3789d; the Victims of Crime Act of 1984, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. § 5672(b); Title IV of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*; Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132); Title VII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 *et seq.*), as amended; the Rehabilitation Act of 1973, 29 U.S.C. § 794; the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131-34; Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681, 1683, 1685-86; the Drug Abuse Office and Treatment Act of 1972 (P.L. 2-255), as amended; the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616), as amended; §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C §§ 290 dd-3 and 290 ee-3), as amended; and the Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-07; 28 C.F.R. Part 38; The Michigan Elliott-Larsen Civil Rights Act, MCL 37.2101 *et seq.*; and the Michigan Persons With Disabilities Civil Rights Act of 1990, as amended, and regulations promulgated thereunder, MCL 37.1101 *et seq.* The Grantee's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including

those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks (23 USC 402(b) (1) (D)).

7. If the Grantee is a governmental entity, it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, 42 U.S.C. § 4601 *et seq.*, which governs the treatment of persons displaced as a result of federal and federally-assisted programs; and,
8. If the Grantee is a governmental entity, it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

F. Non-Supplanting:

It is imperative that the Grantee understands that the non-supplanting requirement mandates that grant funds may be used only to supplement (increase) the Grantee's budget, and may not supplant (replace) state, local or tribal funds that otherwise would have been spent on positions and/or any other items approved in this agreement budget if it had not received a grant award. The Financial Officer or Authorizing Official may not be funded under this grant. This means that if your agency plans to:

1. Hire new positions (including filling existing vacancies that are no longer funded in your agency's budget), it must hire these additional positions on or after the official grant award start date, above its current budgeted (funded) level of positions.
2. Rehire personnel who have already been laid off (at the time of application) as a result of state, local, or tribal budget cuts, it must rehire the personnel on or after the official grant award start date, and maintain documentation showing the date(s) that the positions were laid off and rehired.
3. Maintain personnel who are (at the time of application) currently scheduled to be laid off on a future date as a result of state, local or tribal budget cuts, it must continue to fund the personnel with its own funds from the grant award start date until the date of the scheduled lay-off (e.g., if the grant award start date is July 1 and the lay-off is scheduled for October 1, then the grant funds may not be used to fund the officers until October 1, the date of the scheduled layoff), and maintain documentation showing the date(s) and reason(s) for the lay-off. [Please note that as long as your agency can document the date that the lay-off(s) would occur if the grant funds were not available, it may transfer the personnel to the grant funding on or immediately after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual personnel.]
4. Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of grant funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders

discussing the lay-offs; notices provided to the individual personnel regarding the date(s) of the layoffs; and/or budget documents ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your agency's grant records.

- G. Hatch Political Activity Act and Intergovernmental Personnel Act:
The Grantee will comply with the Hatch Act of 1939, 5 USC 1501-08, and the Intergovernmental Personnel Act of 1970, as amended by Title VI of the Civil Service Reform Act of 1978, 42 USC 4728. Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally-assisted programs.
- H. Buy America Act:
 - 1. Only items produced in the United States may be purchased with Federal funds unless the Grantee can show that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and are of an unsatisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to the SCAO for approval by the appropriate governing authority.
 - 2. The Grantee or its contractors agree to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement.
- I. Health Insurance Portability and Accountability Act of 1996:
To the extent that the Health Insurance Portability and Accountability Act of 1996 is pertinent to the services that the Grantee provides to the SCAO under this agreement, the Grantee assures that it is in compliance with the HIPAA requirements including the following:
 - 1. The Grantee must not share any protected health data and information provided by the SCAO or the OHSP that falls within the HIPAA prohibitions.
 - 2. The Grantee must only use the protected health data and information for the purposes of this agreement.
 - 3. The Grantee must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Grantee's employees.
 - 4. The Grantee must have a policy and procedure to report to the SCAO any unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Grantee becomes aware.
 - 5. Failure to comply with any of these contractual requirements may result

in the termination of this agreement in accordance with Section XXII, Agreement Suspension/Termination, above.

6. In accordance with the HIPAA requirements, the Grantee is liable for any claim, loss, or damage relating to unauthorized use or disclosure of protected health data and information received by the Grantee from the SCAO, the OHSP, or any other source.

XXX. Conditions on Expenses:

Costs must be reasonable and necessary. Individual consultant fees are limited to \$450 (excluding travel, lodging and meal costs) per day, which includes legal, medical, psychological and accountant consultants. If the rate will exceed \$450 for an eight-hour day, prior written approval is required from the SCAO. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Grantees shall conduct all procurement and contractual transactions, without regard to dollar value, to provide maximum, open, and free competition. Maximum, open, and free competition shall be assured through the distribution of an adequate number of proposal solicitations.

1. **Small Purchase Procedures:** Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$25,000 in total. If small purchase procedures are used, price or rate quotations must be obtained from at least three (3) qualified sources.
2. **Competitive Bids:** For purchases over \$25,000, the Grantee shall follow their competitive bid process providing it is at least as restrictive as the process required by the State of Michigan. The Grantee or their contractor agrees to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed, in whole or in part, with funds provided under this agreement.

In instances where three (3) bids have not been received, a full explanation, along with the names and addresses of those firms and individuals requested to bid, and including reasons why agencies failed to bid, must be forwarded to the SCAO for approval prior to awarding a contract.

XXXI. Conflict of Interest:

The SCAO and the Grantee are subject to the provisions of 1968 PA 317, as amended, MCL 15.321 *et seq.*, and 1973 PA 196, as amended, MCL 15.341 *et seq.*

XXXII. Compliance with Applicable Laws and Agreements:

The Grantee will comply with applicable federal and state laws, guidelines, rules, and regulations in carrying out the terms of this agreement. The Grantee will also comply with all applicable general administrative requirements such as OMB Circulars covering cost principles, grant/agreement principles, and audits in carrying out the terms of this agreement, as well as the terms of the agreement between the OHSP and the SCAO. The SCAO shall supply the Grantee with a copy of said agreement.

XXXIII. **Agreement Signatures:**

The Grantee hereby accepts this agreement in the amount and for the period indicated in the first page of this document on the basis of the application, assurances, and supporting documents submitted by the SCAO to the OHSP. This agreement becomes effective when signed by the parties. This award does not assure or imply continuation in funding beyond the funding period of this subcontract. The Grantee agrees to provide the SCAO with a copy of the Single Audit Report of the Grantee's entity.

XXXIV. **Entire Agreement:**

Except for the Grantee's approved grant application, application assurances, and most recently approved budget, this agreement contains the entire agreement between the parties and supersedes any prior written or oral promises and representations. No other understanding, oral or otherwise, regarding the subject matter of this agreement exists to bind either of the parties.

XXXV. **Delivery of Notice:**

Written notices and communications required under this agreement shall be delivered by electronic mail, regular mail, overnight delivery, or facsimile device to the following:

- A. The Grantee's contact Mark Nelson, 14B District Court - Washtenaw County, 7200 S. Huron River Dr., Ypsilanti, MI 48197
- B. The SCAO's contact person is Dr. Jessica Parks, State Court Administrative Office, Michigan Hall of Justice, P.O. Box 30048, Lansing, MI 48909.

Authorized Official Signature:	Authorized Official Signature:
Name:	Name:
Date:	Date:

**SCAO OHSP GRANT PROGRAM
FY 2015 REPORTING REQUIREMENTS
October 1, 2014 through September 30, 2015**

DCCMIS DATA EXCEPTION REPORT	
DUE DATE	NOTE
February 15, 2015	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of October 1, 2014, through December 31, 2014.
May 15, 2015	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of January 1, 2015, through March 31, 2015.
August 15, 2015	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of April 1, 2015, through June 30, 2015.
November 15, 2015	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of July 1, 2015, through September 30, 2015.

DCCMIS USER AUDIT REPORT	
DUE DATE	NOTE
January 31, 2015	Courts will be confirming user access to DCCMIS.

CLAIMS	
DUE DATE	NOTE
January 10, 2015	Courts will be reporting on expenditures from October 1, 2014, through December 31, 2014.
April 10, 2015	Courts will be reporting on expenditures from January 1, 2015, through March 31, 2015.
July 10, 2015	Courts will be reporting expenditures from April 1, 2015, through June 30, 2015.
October 10, 2015	Courts will be reporting expenditures from July 1, 2015, through September 30, 2015.

PROGRESS REPORTS	
DUE DATE	NOTE
April 30, 2015 Interim Report	Courts will be reporting on progress made during the first half of the grant period – October 1, 2014, through March 31, 2015.
October 30, 2015 Final Report	Courts will be reporting on progress made during the second half of the grant period – April 1, 2015, through September 30, 2015.

QUARTERLY PROGRAM REPORTS	
DUE DATE	NOTE
January 10, 2015	Courts will be reporting on activity occurring during the time period of October 1, 2014, through December 31, 2014.
April 10, 2015	Courts will be reporting on activity occurring during the time period of January 1, 2015, through March 31, 2015.
July 10, 2015	Courts will be reporting on activity occurring during the time period of April 1, 2015, through June 30, 2015.
October 10, 2015	Courts will be reporting on activity occurring during the time period of July 1, 2015, through September 30, 2015.

QUARTERLY PROGRAM INCOME REPORTS

DUE DATE	NOTE
January 10, 2015	Courts will be reporting on program income collected during the time period of October 1, 2014, through December 31, 2014.
April 10, 2015	Courts will be reporting on program income collected during the time period of January 1, 2015, through March 31, 2015.
July 10, 2015	Courts will be reporting on program income collected during the time period of April 1, 2015, through June 30, 2015.
October 10, 2015	Courts will be reporting on program income collected during the time period of July 1, 2015, through September 30, 2015.

EMPLOYEE TIME CERTIFICATION REPORTS

DUE DATE	NOTE
April 10, 2015	Courts will be reporting on employee time paid for by the grant during the time period of October 1, 2014, through March 31, 2015.
October 10, 2015	Courts will be reporting on employee time paid for by the grant during the time period of April 1, 2015, through September 30, 2015.

Landowner Name: **Charter Township of Ypsilanti**
Tax Parcel ID #: **K-11-24-300-011 (BRIDGE RD.)**

SURVEY AUTHORIZATION

I/we, hereby provide to NEXUS Gas Transmission, its affiliates, agents, employees and contractors, the limited permission to enter upon my/our property only for the purposes of conducting civil, environmental and cultural resource surveys, *expressly subject to the condition that I am/we are paid for any and all damages to property or crops that may be directly caused by such activities.* Your answers to the following questions will be most helpful in accurately completing our survey activities.

Is there water well located on this property? Yes No
Is there a septic system located on this property? Yes No

Comments: Ypsilanti Township does not have information related to water well or
septic system locations, if any.

Signature: _____
Brenda L. Stumbo, Supervisor

Signature: _____
Karen Lovejoy Roe, Clerk

Re: Tract No. (s): MI-WA-368.0000

Dated: _____

Contact Telephone: _____ (Home)

734.484.4700 (Work)

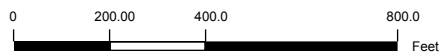
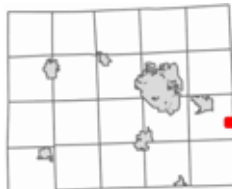
734.260.6578 (Cell)

BRIDGE

Rawsonville Elementary School

TEXTILE RD

K-11-24-300-011



1: 4,800

11/6/2014



NOTE: Parcels may not be to scale.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

THIS MAP REPRESENTS PARCELS AT THE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-222-6662.

Landowner Name: **Charter Township of Ypsilanti**
Tax Parcel ID #: K-11-24-300-001 (2599 BRIDGE RD.)

SURVEY AUTHORIZATION

I/we, hereby provide to NEXUS Gas Transmission, its affiliates, agents, employees and contractors, the limited permission to enter upon my/our property only for the purposes of conducting civil, environmental and cultural resource surveys, *expressly subject to the condition that I am/we are paid for any and all damages to property or crops that may be directly caused by such activities.* Your answers to the following questions will be most helpful in accurately completing our survey activities.

Is there water well located on this property? Yes No
Is there a septic system located on this property? Yes No

Comments: Ypsilanti Township does not have information related to water well or
septic system locations, if any.

Signature: _____
Brenda L. Stumbo, Supervisor

Signature: _____
Karen Lovejoy Roe, Clerk

Re: Tract No. (s): MI-WA-395.0000-SC and MI-WA-370.0000-RD

Dated: _____

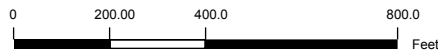
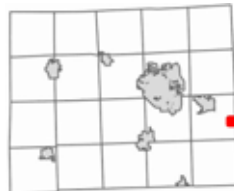
Contact Telephone: _____ (Home)

734.484.4700 (Work)

734.260.6578 (Cell)



K-11-24-300-001



1: 4,800

11/6/2014



NOTE: Parcels may not be to scale.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

CHARTER TOWNSHIP OF YPSILANTI

To: Karen Lovejoy Roe, Clerk

From: Mike Radzik
Office of Community Standards

Re: Request to authorize asbestos abatement and demolition of blighted abandoned buildings located at 2300 Holmes Rd and 853 Maplewood Ave at a total cost of \$9,680; nuisance abatement work is budgeted in General Fund account 101-950.000-969.011 pursuant to approval of budget amendment.

Date: November 12, 2014

Copy To: Board of Trustees
Doug Winters, Township Attorney

The Office of Community Standards requests funding approval for asbestos abatement and demolition of blighted abandoned buildings at the following locations:

2300 Holmes Rd

This abandoned commercial building was purchased by the Township from the Washtenaw County Treasurer's Office pursuant to a recent tax auction. It has been vacant and left to deteriorate for approximately the last ten years during which time it has been found standing open numerous times. It was formerly used as a neighborhood fish market and a private club. The building is in extremely poor condition and is situated close to neighboring occupied homes at the corner of Holmes Rd and Outer Lane.



853 Maplewood Ave

This vacant single family house was the subject of legal action initiated by the Township in response to complaints from neighbors about serious code violations that impacted the quality of life for those living in the vicinity. The house was condemned on June 13, 2013 and was declared a public nuisance by the circuit court a year later on June 24, 2014. Its owner, Kay Swanson of Somerville, Alabama, was ordered to rehabilitate or demolish the house by the end of July, 2014. As of this date, the owner has not complied with the court’s order and the house remains a serious blight. The property is also scheduled for tax foreclosure next spring, which means it will likely remain in its current condition for at least another year and will also likely end up being deeded to the Township.

I respectfully request authorization to demolish the house as authorized by the circuit court for the betterment of the neighborhood. Per the court’s order, the Township may pursue cost recovery from the property owner.



Professional surveys completed at both locations revealed the presence of regulated asbestos material inside both buildings that must be removed prior to demolition. Competitive written quotes were obtained from at least three qualified vendors for asbestos abatement and demolition of both buildings bundled together for volume discount. It is recommended that the lowest qualified bids for both projects combined be accepted as follows:

Professional Asbestos Services, Inc	\$1,250
Diversified Excavating & Site Utilities, LLC	\$8,430

I respectfully request authorization to award these jobs to the listed vendors as quoted pursuant to receipt and review of required insurance certificates. Thank you for your consideration.

CHARTER TOWNSHIP OF YPSILANTI

To: Karen Lovejoy Roe, Clerk

From: Mike Radzik
Office of Community Standards

Re: Request to authorize legal action to abate a public nuisance located at 2508 Holmes, 1476 Blossom, 1497 Gattegno, 2360 Cedarcliff, 2649 Peachcrest and 2734 Peachcrest; legal action budgeted in General Fund account 101-950.000-801.023 contingent upon approval of budget amendment #15 in an amount of \$30,000.

Date: November 12, 2014

Copy To: Board of Trustees
Doug Winters, Township Attorney

The Office of Community Standards has conducted an investigation of six (6) vacant abandoned houses and seeks authorization for legal action to abate the public nuisances that exist at:

2508 Holmes Rd

This single family house was discovered to be in dilapidated condition during our investigation of vacant houses when two OCS inspectors fell through the floor while executing a search warrant. It appears the house has been vacant for at least 12 years and its listed owner, Patricia Wilson-Shook, lives in Pinckney, MI. OCS staff has determined that this structure will likely require demolition.



1476 Blossom Ave

This single family house was inspected pursuant to a search warrant as an unregistered vacant house. The building is in serious disrepair and there are two sheds that are open and full of

debris. The Township has been mowing the grass since 2012 and has secured open doors. The property records indicate the house is owner occupied by Gladys Marshall, however her status and whereabouts cannot be determined.



1497 Gattegno St

This single family house was inspected pursuant to an administrative search warrant as an unregistered vacant house owned by John Houghton using a post office box in Howell, MI. Mr. Houghton failed to respond to letters sent by OSC staff requesting code compliance. The house has been vacant and boarded up for an extended period of time and is an eyesore and attractive nuisance in a densely populated neighborhood.



2360 Cedarcliff Ave

This former rental property, now a registered vacant property, has been a problem for more than 21 months. It is owed by Core Investment Group, LLC of Lake Orion, MI.

In January, 2013 a tenant complained about electrical violations and raw sewage backed up in the basement, at which time OCS staff condemned it for a variety of serious code violations and the tenants moved out. In May, 2013, the home was found open with several broken windows followed by a small interior fire in June, 2013. The house remained vacant for another year and was registered by the owner in July, 2014.

In September, 2014, OCS staff inspected the vacant property and noted the very same issues as in 2013 however matters substantially worsened. The owner commenced gutting the home, however the raw sewage issue remains unchanged and mold is present throughout the basement area. Since the initial inspection, there have been three failed attempts to re-inspect the house for code compliance due to an unresponsive owner.



2649 Peachcrest St

This single family house was inspected pursuant to a search warrant as an unregistered vacant house. Records show it has been vacant since at least 2012 when OCS staff had it boarded up after it was reported by neighbors to be standing open and an attractive nuisance for crime. In 2013 the owner, Carolyne Watson of Jones St in Ypsilanti Twp, was cited for failing to remove graffiti that had been painted on the building. In April, 2014, OCS staff had to board up the garage after a door was found kicked open, and we had to mow the grass numerous times this year. It remains vacant and blighted for almost three years.

Prior to executing a search warrant last month, OCS staff attempted to contact the owner. We were unable to leave a voice message because the owner's mailbox was full. We were unable

to make contact at the owner's address on Jones St where the lights were on but no one answered the door.



2734 Peachcrest St

This single family house was inspected pursuant to a search warrant as an unregistered vacant house. Records show it has been vacant since March, 2014 and its owner, Oscar Eden of San Diego, CA, has not been located. A vacant housing compliance letter and a civil infraction citation mailed to the owner were returned by the postal service as undeliverable with no forwarding address. The house is in a densely populated neighborhood and is in serious disrepair.



All six (6) of these houses are vacant eyesores in populated residential neighborhoods that constitute a public nuisance. In each case, the owners either cannot be located or have failed to respond to bring the houses into code compliance.

I respectfully request authorization to engage legal counsel's assistance in an effort to cause these owners to be held responsible to abate the nuisances, including litigation if it is deemed necessary. Thank you for your consideration.

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



Hydro Station

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 544-3690
Fax: (734) 544-3626
www.ytown.org

MEMORANDUM

TO: Charter Township of Ypsilanti Board of Trustees

FROM: Michael Saranen, Hydro Operator
Jeff Allen, Residential Services Director

DATE: November 6, 2014

RE: Authorization to update Transfer Trip & SCADA Equipment

For over 2 years I have been working to replace the outdate transfer trip equipment. This equipment is a requirement of DTE Electric interconnection agreement. The current system is obsolete and is hard to find parts. This system also uses 2 analog lines from AT&T which are very expensive. A new system would eliminate the need for the AT&T lines thus eliminating the monthly cost. The AT&T line cost are increasing very 6 month (17% annually). Payback on this projected to be 5 years.

The proposed DTE Construction Contract will allow DTE to integrate new equipment within the DTE system. The DTE will supply electrical prints and new equipment to be installed at the Hydro Station. The Township will need to integrate the new equipment within the current wiring scheme.

The new system is radio based and requires no monthly cost. Periodic maintenance is required from time to time.

Please authorize signing of the DTE Construction Contract (pending attorney review and approving the budget amendment) and authorize payment as required by contract terms in the amount of \$180,000.00.

This expenditure can be charged to 252.252.000.977.000.

DTE Energy
[Project]
Construction Agreement for
Generator Interconnection
To DTE Energy's
Distribution System

WHEREAS, DTE Energy received from Charter Township of Ypsilanti ("Project Developer") an updated 2.4 [MW/kW] generator interconnection application and information concerning Project Developer's **existing** project ("Interconnection Request") (DTE Energy and Project Developer may be referred to individually as a "Party" or, collectively, as the "Parties."); and

WHEREAS DTE Energy has determined that its distribution system requires modification and/or construction to accommodate the proposed Interconnection Project (referred to collectively as the "Distribution System Upgrades") as identified in Appendix A.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, DTE Energy and Project Developer agree to enter into this Agreement and agree as follows:

1. The scope and the estimated cost for the Distribution System Upgrades are identified in Appendix A. Project Developer shall pay DTE Energy the estimated costs for Distribution System Upgrades identified in Appendix A ("Estimated Costs"). Upon authorization of the Interconnection Project, DTE Energy will charge Project Developer and Project Developer will pay for the Actual Costs¹ to design, procure, modify and/or construct the Distribution System Upgrades, and commission the Interconnection Project.
2. Project Developer shall have 6 months from 7/9/2014 to execute and return this Agreement to DTE Energy along with the payment of the Estimated Costs. If Project Developer does not execute and return this Agreement and pay the Estimated Costs, this Agreement shall terminate and Project Developer shall submit a new interconnection request if such service is required. Within ten (10) weeks after receipt of an executed copy of this Agreement and payment, DTE Energy will provide Project Developer with written notice of the project schedule. Project Developer shall have ten (10) days after receipt of the

¹ "Actual Costs" includes but is not limited to DTE Energy's direct labor costs, overheads, travel expenses, and benefits.

project schedule to review and return an executed acceptance of the project schedule to DTE Energy in the form attached here to as Appendix B (the project schedule executed by the Parties shall be referred to herein as the “Accepted Project Schedule”). If Project Developer fails to return an executed project schedule within ten (10) days after receipt, this Agreement shall terminate and DTE Energy will refund the Estimated Costs to Project Developer less any actual costs incurred by Detroit.

3. The term of this Agreement shall commence as of the date DTE Energy receives the executed Agreement together with payment in full of the Estimated Costs and shall terminate upon the earlier of (i) satisfaction of all of the obligations of both Parties under this Agreement, (ii) Project Developer’s termination of this Agreement as provided herein, or (iii) DTE Energy’s authorization of the Interconnection Project as provided herein.
4. DTE Energy will use commercially reasonable efforts to complete the Distribution System Upgrades in accordance with the Accepted Project Schedule. The Accepted Project Schedule will be extended to the extent Project Developer suspends or delays the Distribution System Upgrades or DTE Energy is delayed by severe weather, strikes, and other events of similar or dissimilar nature beyond the reasonable control of DTE Energy.
5. ALL WARRANTIES CONCERNING THE DISTRIBUTION SYSTEM UPGRADES OR ANY LABOR, PARTS, EQUIPMENT, OR MATERIALS PROVIDED IN CONNECTION THEREWITH, EXPRESS OR IMPLIED, ARE EXCLUDED, INCLUDING THE IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ANY WARRANTY ARISING FROM COURSE OF DEALING, USAGE OF TRADE, DESCRIPTION, OR SAMPLE.
6. During performance of the Distribution System Upgrades, DTE Energy may, upon reasonable request of Project Developer, provide an update on the Distribution System Upgrades and/or the Actual Costs incurred pursuant to this Agreement.
7. Project Developer may terminate this Agreement upon ten (10) days written notice to DTE Energy. In such event, Project Developer shall be responsible for all costs incurred by DTE Energy through the date of such termination, including but not limited to actual costs, any cancellation costs relating to orders or contracts for materials and equipment, costs for any portion of the materials and/or equipment installed or constructed as of the date of such termination, all costs associated with the removal, relocation, reconfiguration, or other disposition or retirement of such materials, equipment, or facilities, and other expenses DTE Energy has incurred regarding the Distribution System Upgrades through the date of termination (referred to collectively as “Termination Costs”). DTE Energy will deduct all Termination Costs from the Estimated Costs paid by Project Developer upon execution of this Agreement and refund any difference as provided herein unless the Termination Costs exceed the Estimated Costs, and in such case, Project Developer shall pay the difference. In the event Project Developer terminates this Agreement as provided herein, Project Developer shall submit a new interconnection request if such service is required.

8. Upon completion of the Distribution System Upgrades and receipt of notification from Project Developer that installation of Project Developer's equipment and any required local code inspection and approval is complete, DTE Energy will schedule a site visit to inspect the project and witness or perform commissioning tests on Project Developer's protective equipment required by IEEE1547.1, NEC, and Good Utility Practices. Five days after the internal commissioning test report is reviewed, DTE Energy will notify the Project Developer of its approval or disapproval of the interconnection. If approved, DTE Energy will provide the Project Developer with a written statement of final approval and the Parallel Operating Agreement for execution. If not approved, DTE Energy will notify the Project Developer of the necessary corrective actions required for approval. The Project Developer, after taking corrective action, shall provide a written notification to DTE Energy. If DTE Energy is responsible for the corrective actions, then after taking corrective actions, DTE Energy will provide a written notification to the Project Developer. A site visit will be scheduled after all corrective actions are taken.
9. DTE Energy will inspect the project and witness or perform commissioning tests on the Protective Equipment. Project Developer shall be responsible for any cost to test Project Developer protective equipment and any additional costs to complete the Interconnection Request. Any inspection provided by DTE Energy is for the purpose of determining compliance with the technical provisions of DTE Energy's rules and regulations for service and is, in no way, a guarantee of methods or appliances used by Project Developer or for the safety of the Interconnection Project.
10. Project Developer shall enter into a Parallel Operating Agreement with DTE Energy in the form attached hereto as Appendix C upon receiving authorization from DTE Energy for the Interconnection Project. Project Developer shall not operate the Interconnection project in parallel with DTE Energy until it has executed and delivered the Parallel Operating Agreement to DTE Energy provided that any sales of electric energy or renewable energy credits from the Interconnection Project to DTE Energy or a third party, if applicable, are subject to the execution and delivery of a separate agreement.
11. Within ninety (90) days of authorizing the Interconnection Project, DTE Energy will provide Project Developer the Actual Costs incurred to complete Distribution System Upgrades and commission the Interconnection Project. DTE Energy will reconcile the Estimated Costs received from Project Developer upon execution of this Agreement with the Actual Costs incurred by DTE Energy. If the Actual Costs exceed the Estimated Costs, Project Developer shall pay the difference within forty five (45) calendar days from the invoice date. If payment in full is not received within forty five (45) days, interest will accrue on all unpaid amounts at the rate of 2% per month. If the Estimated Costs are more than the Actual Costs, DTE Energy shall refund the difference within forty five (45) calendar days of the date of the invoice or the date of reconciliation, whichever is later.
12. To the extent not prohibited by law, Project Developer covenants and agrees that it shall hold DTE Energy, and all of its agents, employees, officers and affiliates harmless for any claim, loss, damage, cost, charge, expense, lien, settlement or judgment, including interest thereon, whether to any person or property or both, arising directly or indirectly out of, or in connection with this Agreement, the

Interconnection Project, or any of Project Developer's facilities and associated appurtenances, to which DTE Energy or any of its agents, employees, officers or affiliates may be subject or put by reason of any act, action, neglect or omission on the part of DTE Energy or the Project Developer or any of its contractors or subcontractors or any of their respective officers, agents, employees, and affiliates (excluding claims based on DTE Energy's reckless or intentional misconduct). If this Agreement is one subject to the provisions of Michigan Act No. 165, PA 1966, as amended, then Project Developer will not be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of DTE Energy, or any of its officers, agents or employees. The provisions of this Subsection 12 shall survive termination or expiration of this Agreement.

13. NEITHER DTE ENERGY NOR PROJECT DEVELOPER SHALL BE LIABLE HEREUNDER FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF BUSINESS OR PROFITS, WHETHER BASED UPON BREACH OF WARRANTY, BREACH OF CONTRACT, NEGLIGENCE, STRICT LIABILITY, TORT OR ANY OTHER LEGAL THEORY, AND WHETHER OR NOT DTE ENERGY OR PROJECT DEVELOPER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

IN NO EVENT WILL DTE ENERGY BE LIABLE TO PROJECT DEVELOPER FOR ANY CLAIMS, DAMAGES, LIABILITIES, COSTS, OR EXPENSES RELATED TO OR ARISING OUT OF THIS AGREEMENT OR THE PERFORMANCE OF THE THIS AGREEMENT OR THE DISTRIBUTION SYSTEM UPGRADES.

14. Any notice or request made to or by either party regarding this Agreement shall be made to the representative of the other party, or its designated agent, as indicated below.

15. This Agreement is the complete agreement of DTE Energy and Project Developer concerning the subject matter hereof and supersedes any prior or contemporaneous agreements or understandings whether oral or written.

16. This Agreement shall not confer any rights or remedies upon any person other than the Parties and their respective successors and permitted assigns.

17. This Agreement shall be binding upon and inure to the benefit of the Parties named herein and their respective successors and permitted assigns. Project Developer may not assign either this Agreement or any of its rights, interests, or obligations hereunder without the prior written approval of DTE Energy. Any assignment by Project Developer without the prior written approval of DTE Energy is null and void.

18. The parties agree that DTE Energy shall perform hereunder in the capacity of an independent contractor. Nothing in this Agreement shall be construed to mean or imply that DTE Energy is a partner, joint venturer, agent or representative of, or otherwise associated with Project Developer.

19. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan without giving effect to any choice or conflict of law provision or rule (whether of the State of Michigan or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than the State of Michigan.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective authorized officials.

The DTE Energy Company

Project Developer

By:

By:

(Signature)

(Signature)

(Typewritten or Printed Name)

(Typewritten or Printed Name)

Title

Title

Date

Date

APPENDIX A

Distribution System Upgrades and Estimated Costs:

Cost Estimate for with SCADA

Scope

- Decommissioning of Existing Tone Trip
- Acromag 983EN at Dayton, Superior & Customer Site
- SCADA and RTU at Jyro and RTU Update at Dayton
- Reconfigure status monitoring at both Superior and Dayton

Communication

Support Transfer Trip

- Install radios and infrastructure at Jyro for a transfer trip link to Dayton Station.
- Install an 80ft pole at Dayton with Radio, infrastructure, and enclosure

Support SCADA

- Install radios and infrastructure at Jyro and a new repeater site outside of Jyro to communicate to Paul Sub
- Install radios and infrastructure at Paul sub to create a tail end link at Paul sub to relay SCADA information to SOC

Support Power Quality

- Install Square D Ion 7650 Meter at customer site

Cost for Single Ended Radio with SCADA (Dayton End)

Labor - \$97,000

Material - \$42,000

Communication – \$41,000

Total: \$180,000

APPENDIX B

Project Schedule

Interconnection Project: Charter Township of Ypsilanti

Project Schedule: All activities will begin after the Fully Executed Construction Agreement and all monies have been received.

SCADA – Approximately four months from receipt of order per the manufacturer. This time includes updating RTU’s, install and EMS build

Telecom - two months to design and build DTE’s portion of radio transfer trip. An 80ft pole will need to be installed at Dayton. This activity can occur simultaneous to the SCADA work that will take place.

Substation Design - two months to update drawings and build transfer trip box.

SCADA and Telecom activities are independent and can take place concurrently. Substation Design activities will begin once SCADA is complete with their design.

Total time line is six months following receipt of payment.

Charter Township of Ypsilanti Project Developer, and The DTE Energy Company, as required by the DTE Energy [Project] Construction Agreement for Generator Interconnection To DTE Energy’s Distribution System dated 10/14/2014 , agree to the above stated Project Schedule for the Interconnection Project.

IN WITNESS WHEREOF, the parties have caused this Project Schedule to be executed by their respective authorized officials.

The DTE Energy Company

Project Developer

By:

By:

(Signature)

(Signature)

(Typewritten or Printed Name)

(Typewritten or Printed Name)

Title

Title

Date

Date

APPENDIX C

Parallel Operating Agreement

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

TO: Karen Lovejoy Roe, Clerk
FROM: Brenda L. Stumbo, Supervisor *Brenda*
DATE: November 4, 2014
RE: Request to Set Public Hearing for 2015 Fiscal Year Budget

Please place the following item on the November 18, 2014 Township Board agenda:

1. Set public hearing on December 2, 2014 at approximately 7:00 p.m. - 2015 Fiscal Year Budget

If you have any questions, please contact my office.

tk

cc: Javonna Neel – Accounting Director
File

OTHER BUSINESS

CHARTER TOWNSHIP OF YPSILANTI

INFORMATION SERVICES

Computer Support • Web Content Management • Communications Services

To: Karen Lovejoy Roe, Township Clerk
From: Travis McDugald, IS Manager
Re: Request to authorize Computer Support to seek proposals for alternative network infrastructure methods for connecting the Community Center to Fire Station 1
Date: October 28, 2014
Copy To: Mike Radzik, OCS Director

The current Township infrastructure involves many virtual private networks (VPNs) to connect our physical work locations together. This design is limited on its site-to-site bandwidth, and this limitation requires the Township to maintain an extra data room.

The goal of this project would be to link the Community Center to Fire Station 1 with a dedicated high speed connection thus eliminating the need for the extra data room, equipment, and connectivity costs at the Community Center. The approximate cost to support the third data room at the Community Center is \$13,000 annually. The communication room at Fire Station 1 is on both battery backup and generator whereas the Community Center is not. Investment in this project will eliminate most of these costs and will save money over time.

There are several ways to accomplish this goal. Options to be reviewed include fiber (both aerial and buried) and the possibility of a wireless link with intended construction commencing in the spring of 2015.

I respectfully request that the Board of Trustees authorize me to start the process of investigating options and soliciting bids for viable options. An analysis of all viable options and a recommendation to move forward will be brought back to the Board for review and consideration.



CHARTER TOWNSHIP OF YPSILANTI - GREEN OAKS GOLF COURSE

TO: Board of Trustees
FROM: Stan Eldridge
RE: Golf Course Fencing Concerns
DATE: November 13, 2014

Board Members,

Since arriving at Green Oaks Golf Course on May 26, 2014 at the direction of the Board, I have spent considerable time reviewing and trying to address various issues and concerns at the course.

One of the foremost issues identified that needed to be addressed as soon as possible was the repair of the fencing that encircles the approximately 260 acre complex. My review of the fencing revealed that there were numerous points of damage that ranged from relatively small to large enough to drive a small vehicle through. The time frame of when the damage occurred could not be identified for various reasons. However, the need to repair the fencing is paramount for a variety of reasons, including but not limited to the security of the site and potential liability to the township.

I next moved to contact fencing companies to provide repair estimates. I contacted three companies and did receive a response from two of the companies in the form of an on-site inspection and resulting estimate sheet for repair.

Next, with assistance from township staff, I was able to have an Insurance Adjuster respond from our insurance company, The Michigan Municipal League. The adjuster and I toured the complex and reviewed the estimates provided by the fencing companies. The adjuster was very cooperative in trying to work with the township to find a solution that would allow for the fence repair.

The adjuster identified 39 separate points of damage, which would normally require a \$250 deductible for each instance for a total of \$9,750. Further discussion followed and we were able to arrive at an agreement that the township would be responsible for 50% of the accepted repair bid to replace the fencing. Based on accepting the lower of the two bids provided, the cost to the township was reduced to \$5,950.

The fencing company that we would like to use has indicated that they can begin the work after November 19 and expect completion within 2 weeks, provided that the weather cooperates. Any uncompleted work due to weather would have to wait until the spring of 2016, however they believe that the work should be able to reach completion this year.

I am asking for approval to move forward with repairing the fence at a cost of \$5,950 with the Michigan Municipal League paying an equal amount of \$5,950 so that the repair can be completed as soon as possible. Listed below are the fencing companies contacted and their respective pricing. As a note of interest, the company that we would like to use has done work for the township in the past and is located within Ypsilanti Township.

Thank you for your consideration,

FENCING COMPANIES:

A & R Total Construction	\$33,100	Located in Ypsilanti City
Associated Fence	\$11,900 (township to pay \$5,950)	Located in Ypsilanti Township
Allied Fence	Failed to provide an estimate upon request	Located in Pittsfield Township