

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE NOVEMBER 17, 2015 REGULAR MEETING**

Supervisor Stumbo called the meeting to order at approximately 7:07 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 observed.

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

**Members Absent:** Trustee Jean Hall Currie

**Legal Counsel:** Wm. Douglas Winters

**PUBLIC HEARING**

**A. 7:08 PM – CREATION OF SPECIAL ASSESSMENT STREETLIGHT DISTRICT  
LAKEVIEW #2 LOCATED IN THE LAKEVIEW SUBDIVISION – RESOLUTION  
2015-45 (Public Hearing Set at the October 6, 2015 Regular Meeting)**

Clerk Lovejoy Roe stated she received only one comment on November 2, 2015 from Yvonne Taylor, Township Resident. Ms. Taylor asked why she would have to help pay for the light which is to be placed on Williams Street and wondered if she would have to be present to vote no.

Supervisor Stumbo closed the public hearing at 7:10 pm.

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve the Resolution 2015-45 Creation of Special Assessment Streetlight District Lakeview #2 Located in the Lakeview Subdivision (see attached).**

**The motion carried unanimously.**

**PUBLIC COMMENTS**

Ms. Kaiser, Township Resident, stated that at the last meeting she spoke about the Road Commission brochure being a waste of tax dollars. She said she attended a neighborhood watch meeting and received a brochure from the Water Resources Commission, she stated they can print a brochure but can't keep drains cleaned. She said she would like her tax dollars to be spent on good works and not fancy brochures. She also commented that the drain at Grove Road and S. Harris on the west side of the street is always full of water when it rains.

Supervisor Stumbo stated that Ms. Kaisers' concerns were shared with the Road Commission.

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 17, 2015 REGULAR MEETING MINUTES  
PAGE 2**

**CONSENT AGENDA**

- A. MINUTES OF THE OCTOBER 20, 2015 WORK SESSION AND REGULAR MEETING**
- B. STATEMENTS AND CHECKS**
  - 1. STATEMENTS AND CHECKS FOR NOVEMBER 3, 2015 IN THE AMOUNT OF \$425,164.52****STATEMENTS AND CHECKS FOR NOVEMBER 17, 2015 IN THE AMOUNT OF \$1,120,773.95**
  - 2. CHOICE HEALTH CARE DEDUCTIBLE ACH EFT FOR OCTOBER IN THE AMOUNT OF \$42,150.42**
  - 3. CHOICE HEALTH CARE ADMIN FEE FOR SEPTEMBER IN THE AMOUNT OF \$1,192.50**
- C. OCTOBER 2015 TREASURER'S REPORT**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to approve the Consent Agenda.**

**The motion carried unanimously.**

**A motion was made by Treasurer Doe, supported by Trustee Eldridge to approve the Treasurer's Report.**

**The motion carried unanimously.**

**SUPERVISORS REPORT** (none given)

**CLERKS REPORT** (see attached) (see attached Habitat Report)

Clerk Lovejoy Roe said that she passed out copies of the report from Habitat. She stated that the report is impressive, explaining all the work they have done in the Township since they began working with us in 2012.

**TREASURERS REPORT** (none given)

**TRUSTEE REPORT** (none given)

**ATTORNEY REPORT:**

**A. GENERAL LEGAL UPDATE**

Attorney Winters reiterated what Mike Radzik, OCS Director stated earlier during

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 17, 2015 REGULAR MEETING MINUTES  
PAGE 3**

the work session regarding nuisance abatement. Attorney Winters added that the Township has been in Court on two of the padlock cases. He reported the first one on Tyler Road is currently under a court order padlock and the second one on Emerson Avenue, which was an illegal marijuana grow operation, the property owner has agreed to move out and submitted a sales agreement so that property will be sold. He said it appears that these first two padlock incidents had been successful in getting rid of the drug activity at these two properties.

Attorney Winters also stated that in April, 2016 it will mark the 2 year anniversary of when the Township began registering vacant property. He said that in October, Mike Radzik prepared Attorney Winters a report stating that they have inspected about 552 vacant properties since April, 2014. Attorney Winters said he will give a presentation of what the Township has accomplished regarding these properties in April, 2016.

Supervisor Stumbo suggested that they also report on the Habitat homes which have helped with home ownership in township neighborhoods.

**NEW BUSINESS**

**1. BUDGET AMENDMENT #14**

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to amend the 2015 Budget Amendment #14 (see attached).**

**The motion carried unanimously.**

**2. REQUEST OF MARK NELSON, MAGISTRATE 14B COURT, FOR AUTHORIZATION FOR RENEWAL OF THE DRUG COURT DOCKET GRANT IN THE AMOUNT OF \$100,000.00 FOR 2016 AND TO AUTHORIZE SIGNING OF THE CONTRACT.**

**A motion was made by Treasurer Doe, supported by Clerk Lovejoy Roe to table this Request until the Next Board Meeting on Tuesday, December 1, 2015.**

**The motion carried as follows:**

<b>Eldridge:</b>	<b>Yes</b>	<b>S. Martin:</b>	<b>Yes</b>	<b>Stumbo:</b>	<b>Yes</b>
<b>Lovejoy Roe:</b>	<b>Yes</b>	<b>Doe:</b>	<b>Yes</b>	<b>M. Martin:</b>	<b>Yes</b>

**3. REQUEST OF MIKE SARANEN, HYDRO OPERATIONS, TO WAIVE FINANCIAL POLICY FOR APPROVAL OF CHANGE ORDER #1 FOR THE GENERATOR #1 REHAB FOR ADDITIONAL REPAIRS TO THE TURBINE SHAFT, SHAFT BRUSHING, TOP AND BOTTOM PLATE IN THE AMOUNT OF \$39,125.00 BUDGETED IN LINE ITEM #252-252-000-976-000.**

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 17, 2015 REGULAR MEETING MINUTES  
PAGE 4**

The motion was made by Clerk Lovejoy Roe, supported by Trustee S. Martin to Approve the Request of Mike Saranen, Hydro Operations, to Waive Financial Policy for Approval of Change Order #1 for the Generator #1 Rehab for Additional Repairs to the Turbine Shaft, Shaft Brushing, Top and Bottom Plate in the Amount of \$39,125.00 Budgeted in Line Item #252-252-000-976-000.

The motion carried unanimously.

- 4. REQUEST OF MIKE RADZIK, OCS DIRECTOR, FOR AUTHORIZATION TO SEEK LEGAL ACTION IF NECESSARY TO ABATE PUBLIC NUISANCE FOR PROPERTIES LOCATED AT 102 WIARD, 1636 BAILEY, AND 7472 KNOLLWOOD IN THE AMOUNT OF \$15,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023.**

A motion was made by Trustee M. Martin, supported by Treasurer Doe to Approve the Request of Mike Radzik, OCS Director, for Authorization to Seek Legal Action if Necessary to Abate Public Nuisance for Properties Located at 102 Wiard, 1636 Bailey, and 7472 Knollwood in the Amount of \$15,000.00 Budgeted in Line Item #101-950-000-801-023.

The motion carried unanimously.

- 5. REQUEST TO SET A PUBLIC HEARING OF DECEMBER 1, 2015 AT APPROXIMATELY 7:00 PM – 2016 FISCAL YEAR BUDGET.**

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Request to Set a Public Hearing of December 1, 2015 at Approximately 7:00 pm – 2016 Fiscal Year Budget.

The motion carried unanimously.

## **OTHER BUSINESS**

### **DEDICATION OF THE CIVIC CENTER AND 14B COURT**

Trustee S. Martin asked the board to consider naming the Civic Center after T.R. Stumbo and the 14B District Court after Judge John B. Collins. He said these two men have dedicated themselves for the betterment of Ypsilanti Township.

A motion was made by Trustee S. Martin, supported by Trustee Eldridge to name the Civic Center after T.R. Stumbo and the 14B District Court after Judge John B. Collins.

Ms. Kaiser, Township Resident voiced concern about the added cost to add the new name on the buildings. She feels the extra money would be better spent in other ways within the Township.

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 17, 2015 REGULAR MEETING MINUTES  
PAGE 5**

Supervisor Stumbo stated that additional cost would be brought back to the board to approve. This motion was only to rename the 14B Court and the Civic Center.

**The motion carried unanimously.**

**AUTHORIZATION AND BIDS**

- 1. REQUEST OF JEFF ALLEN, RESIDENTIAL SERVICES DIRECTOR, TO AWARD LOW QUOTE FOR THE UPDATE OF THE CIVIC CENTER SIGN AND INSTALLATION OF ADDITIONAL SIGNS ON THE CIVIC CENTER GROUNDS TO HURON SIGN IN THE AMOUNT OF \$12,084.00 BUDGETED IN LINE ITEM #101-970-000-976-007.**

**A motion was made by Treasurer Doe, supported by Clerk Lovejoy Roe to Approve the Request of Jeff Allen, Residential Services Director, to Award Low Quote for the Update of the Civic Center Sign and Installation of Additional Signs on the Civic Center Grounds to Huron Sign in the Amount of \$12,084.00 Budgeted in Line Item #101-970-000-976-007.**

**The motion was carried unanimously.**

- 2. REQUEST OF JEFF ALLEN, RESIDENTIAL SERVICES DIRECTOR, TO AWARD LOW QUOTE FOR TRACKING SYSTEMS FOR TOWNSHIP VEHICLES TO NETWORK FLEET SOLUTION IN THE AMOUNT OF \$3,045.12 FOR ONE TIME START UP COSTS AND A PER MONTH CHARGE OF \$530.60 BUDGETED IN LINE ITEM #595-595-000-818-033**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee S. Martin to Approve the Request of Jeff Allen, Residential Services Director, to Award Low Quote for Tracking Systems for Township Vehicles to Network Fleet Solution in the Amount of \$3,045.12 for One Time Start Up Costs and a Per Month Charge of \$530.60 Budgeted in Line Item #595-595-000-818-033 After the Approval by Township Attorney.**

**The motion carried unanimously.**

**The motion was made by Clerk Lovejoy Roe to adjourn at 8:02 p.m., supported by Trustee M. Martin.**

**The motion carried unanimously.**

The meeting adjourned at approximately 8:02 p.m.

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 17, 2015 REGULAR MEETING MINUTES  
PAGE 6**

Respectfully Submitted,

Brenda L. Stumbo, Supervisor  
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

**RESOLUTION 2015-45**

**Lakeview #2  
Special Assessment District for a Streetlight to be Located on  
Emerson Ave. between Smith St. and William Ave.**

**WHEREAS**, the Township Board of the Charter Township of Ypsilanti proposes to install a streetlight in the Lakeview area; and

**WHEREAS**, the Township Board proposes to pay for the purchase and installation of the streetlight; and

**WHEREAS**, the Township Board proposes the creation of a special assessment district consisting of 153 parcels within the Lakeview area which will be benefited to defray the operation and maintenance cost of the streetlight; and

**WHEREAS**, DTE Energy, prepared and submitted proposed plans to install, operate and maintain a streetlight to be located on Emerson Ave. between Smith St. and William Ave., located in the Lakeview area which consists of 153 parcels with the following estimated costs:

- Township Costs for purchase and installation of 1 streetlight: \$ 1,029.43
- Total Annual Residents' Cost for maintenance and operation of streetlight : \$ 156.10
- Annual cost per parcel \$ 1.02

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

**WHEREAS**, in accordance with the aforesaid notices, a hearing was held on the 17th day of November, 2015 commencing at 7:00pm and all persons given the opportunity to be heard in the matter; and

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

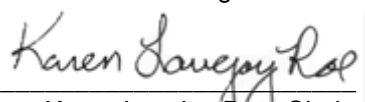
**NOW, THEREFORE, BE IT HEREBY RESOLVED** as follows:

1. That this Township Board does hereby approve the plans for a streetlight as prepared and presented by DTE and its annual estimate of costs for the operation and maintenance thereof of \$156.10.
2. That this Township Board creates a special assessment district for the Lakeview area, to be known as Lakeview #2 Streetlight Special Assessment District within which the costs of the operation and maintenance of the streetlight shall be assessed according to benefits.
3. That on the basis of the foregoing, this Township Board does hereby direct the Supervisor and Assessing Officer to make a special assessment roll in which shall be entered and described all the parcels of land to be assessed with the names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which amount shall be the relative portion of the whole sum to be levied against the parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all the parcels of land in the special assessment district. When the same has been completed, the Supervisor or Assessing Officer shall affix thereto her certificate stating that it was made pursuant to this resolution and that in making such assessment roll, she has, according to her best judgment, conformed in all respects to the directions contained in this resolution and the applicable state statutes.



4. When the special assessment roll has been prepared and filed in the office of the Township Clerk, before said assessment roll has been confirmed, the Township Board shall appoint a time and place when it will meet, review and hear any objections to the assessment roll.
5. If the special assessment roll is confirmed, the Township Board intends to hold a public hearing once each year in future years, on or before October 31st, to reassess property in the special assessment district for the costs in the next year, and will provide notice of such hearing in such a manner as prescribed by law.
6. That all resolutions and parts of resolutions insofar as they conflict with the provisions of the within resolution be and the same are hereby rescinded.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2015-45 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on November 17, 2015.

  
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Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

# **CLERK REPORT**

**NOVEMBER 17, 2015**

**Submitted by Karen Lovejoy Roe, Clerk**

- **PROPOSALS FOR WORKFLOW AND DOCUMENT MANAGEMENT**-Bids were opened for the document management and workflow proposals on Wednesday, October 14, 2015. The Document Management/Work Flow Team which is made up of representatives from the Office of Community Standards, Accounting, Clerk's, and the Information Systems Departments met to rate the proposals and voted to decide which companies would be invited to make a presentation to the team. The four professional informational systems service providers that were selected were Hasselbring-Clark, Image Soft, General Code and Data Bank. The presentations to the team are scheduled to begin the second week of November and completed during the third week of November. The township team is hopeful of having a recommendation to the township board for the December 1, 2015 meeting.
- **VAN BUREN SCHOOLS ELECTION-NOVEMBER 3, 2015**-Van Buren Schools had a bond renewal election on November 3, 2015. This election was for the two Van Buren Schools precincts in Ypsilanti Township. Ypsilanti Township conducted this election. The bond proposal was approved by 60.9% of the voters in Ypsilanti Township.
- **NEW ELECTION EQUIPMENT**-The State of Michigan has announced that new election equipment will not be available for the 2016 elections. The State is re-issuing the requests for proposals to include information that was not included in the initial request for proposals. The new equipment is estimated to cost \$2,000-\$4,000 per precinct. These costs will need to be included in the 2017 budget to purchase new election equipment.
- **HABITAT FOR HUMANITY**-On Friday, October 16, 2015 Ypsilanti Township Supervisor Stumbo and Clerk Lovejoy Roe signed the documents to close on the seven residential properties, purchased at the 2015 Washtenaw County tax sale, and sold to Habitat for Humanity. The property addresses are: 1476 Blossom, 1410 Blossom, 1334 Fall River Road, 1191 Laurel Court, 5977 S. Mohawk, 1156 Parkwood and 1241 Red Leaf Lane. Habitat paid the taxes that were due on all the properties. The properties will be completely renovated and then sold with zero interest loans to families. These properties will continue to help in the efforts to stabilize neighborhoods in Ypsilanti Township.
- **IMPACT 2015 EQUITY SUMMIT**-On Friday October 23, 2015 Supervisor Stumbo and Clerk Karen Lovejoy Roe attended the Impact 2015 Equity Summit that was hosted and organized by the Chamber of Commerce. The Summit featured the business response to economic inequalities in Washtenaw County. There were many business owners and leaders that presented ideas and ways their companies were working on building a strong and vibrant economy in Washtenaw County that depended on changing the economic inequalities that are taking place on the eastern side of the county. Mary Jo Callan, Director of the Edward Ginsberg

Center at the University of Michigan outlined the data illuminating the growing economic disparity across Washtenaw County. Albert Berriz, CEO and Co-Owner of McKinley, a real estate investment company that owns and operates a \$4.6 billion dollar real estate portfolio, with 1,600 full time staff members and consists of 35,398 apartment units and 21.0 million square feet of shopping centers and offices, was the key note speaker. Mr. Berriz focused on workforce housing and the need for this type of housing in the City of Ann Arbor and other areas of Washtenaw County. The panelists shared practices of their companies or employers that were engaging in changing the face of the inequalities in Washtenaw County.

- **WORLD RECORD BREAKING GATHERING OF ROSIE THE RIVETERS**-On Saturday, October 24, 2015 the World Record for the most Rosie's gathered in one place was once again set at the Willow Run Airport, right next to the future new Willow Run Air Museum. Supervisor Stumbo and Clerk Lovejoy Roe, along with other Ypsilanti Township employees and residents were a part of this historic event. The event was approved and sanctioned by the Guinness Book of Records. It was a great day for Willow Run Airport, Willow Run Air Museum and Ypsilanti Township.
- **14-B COURT AND YPSILANTI TOWNSHIP CIVIC CENTER SECURITY**-Court Magistrate Mark Nelson, Supervisor Stumbo, Treasurer Doe, Clerk Lovejoy Roe, Residential Services Director Jeff Allen and Office of Community Standards Director Mike Radzik all met on Monday, October 26, 2015 to discuss implementing new security measures at 14-B Court and the Civic Center buildings. More information is being gathered on the best ways to secure the safety of the employees and residents utilizing the facilities.
- **URBAN COUNTY EXECUTIVE COMMITTEE**-Clerk Lovejoy Roe attended the Urban County Executive Committee meeting on Tuesday, October 27, 2015. An update on the Fair Housing Analysis was presented. There was a lot of discussion on possible modifications to the current RFP scoring rubric for HOME funds.

**CHARTER TOWNSHIP OF YPSILANTI  
2015 BUDGET AMENDMENT #14 REVISED**

November 17, 2015

**101 - GENERAL OPERATIONS FUND**

**Total Increase \$50,266.00**

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

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$1,266.00
			<u>\$1,266.00</u>
		Net Revenues	<u>\$1,266.00</u>
Expenditures:	Salaries Payout PTO & Sick	101-227-000-708-004	\$1,266.00
			<u>\$1,266.00</u>
		Net Expenditures	<u>\$1,266.00</u>

Increase budgets for temporary wages for Ford Lake Park and other Township parks. There were more inspections completed this year that resulted in more maintenance, upgrades, repairs, and grass cutting. This is funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$49,000.00
			<u>\$49,000.00</u>
		Net Revenues	<u>\$49,000.00</u>
Expenditures:	Salary -Temporary/Seasonal	101-774-000-707.000	\$24,000.00
	Salary -Temp Ford Lake Park	101-774-000-707.775	\$25,000.00
			<u>\$49,000.00</u>
		Net Expenditures	<u>\$49,000.00</u>

Request a budget line transfer for Meals on Wheels contribution. There was a change in the management at Meals on Wheels and they did not sent out their invoice for the 2014 budgeted \$10,000 contribution until May of 2015. There was only \$10,000 budgeted for 2015. We will need a budget line transfer to make the 2015 \$10,000 contribution on the invoice received in October. This transfer will be from available budgeted funds in professional services.

Expenditures:	Meals on Wheels	101-956-000-844.000	\$10,000.00
	Professional Consultant Comm Dev	101-956-000-817.371	(\$10,000.00)
			<u>\$0.00</u>
		Net Expenditures	<u>\$0.00</u>

**CHARTER TOWNSHIP OF YPSILANTI  
2015 BUDGET AMENDMENT #14 REVISED**

November 17, 2015

**252 - HYDRO STATION FUND**

Total Increase \$5,500.00

Increase budget for regular overtime expense due to using the operator to oversee on Gen 1 project and fulfilling EAP document requirements set by FERC. This is funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	252-000-000-699.000	\$2,500.00
		Net Revenues	<u><u>\$2,500.00</u></u>
Expenditures:	Regular Overtime	252-252-000-709.000	\$2,500.00
		Net Expenditures	<u><u>\$2,500.00</u></u>

Increase budget for telephone expenses that are higher than budgeted due to a delay in the DTE communication project. The project, when completed will eliminate 2 AT&T lines that cost about \$3,200 per month. This is funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	252-000-000-699.000	\$3,000.00
		Net Revenues	<u><u>\$3,000.00</u></u>
Expenditures:	Telephone	252-252-000-850.000	\$3,000.00
		Net Expenditures	<u><u>\$3,000.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI  
2015 BUDGET AMENDMENT #14 REVISED**

**November 17, 2015**

**236 - 14B DISTRICT COURT FUND**

**Total Increase \$56,187.00**

Increase budget for salary permanent wages due to one full time open position that was omitted from the 2015 budget. This is funded by an Appropriation of Prior Year Fund Balance.

<b>Revenues:</b>	<b>Prior Year Fund Balance</b>	<b>236-000-000-699.000</b>	<b>\$21,200.00</b>
		<b>Net Revenues</b>	<b><u>\$21,200.00</u></b>
<b>Expenditures:</b>	<b>Salary - Permanent Wages</b>		<b>\$21,200.00</b>
		<b>Net Expenditures</b>	<b><u>\$21,200.00</u></b>

Increase budget for health care insurance due to one full time person (single person coverage) that was omitted and one full time person (family coverage) opting into the Township insurance during open enrollment. This is funded by an Appropriation of Prior Year Fund Balance.

<b>Revenues:</b>	<b>Prior Year Fund Balance</b>	<b>236-000-000-699.000</b>	<b>\$34,987.00</b>
		<b>Net Revenues</b>	<b><u>\$34,987.00</u></b>
<b>Expenditures:</b>	<b>Health Insurance</b>	<b>236-136-000-719.000</b>	<b>\$34,987.00</b>
		<b>Net Expenditures</b>	<b><u>\$34,987.00</u></b>

Motion to Amend the 2015 Budget (#14) REVISED:

Move to increase the General Fund budget by \$50,266 to \$10,201,680 and approve the department line item changes as outlined.

Move to increase the Hydro Fund by \$5,500 to \$767,966 and approve the department line changes as outlined.

Move to increase the 14B District Court Fund by \$56,187 to \$1,577,851 and approve the department line item changes as outlined.