

**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

March 17, 2015

Work Session – 5:00 p.m.

Regular Meeting – 7:00 p.m.

**Ypsilanti Township Civic Center
7200 S. Huron River Drive
Ypsilanti, MI 48197**

14-B District Court

Monthly Disbursements

February 2015

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.

February 2015 Disbursements:

Washtenaw County:	\$ 4,538.00
State of Michigan:	\$ 49,862.90
Ypsilanti Township Treasurer:	\$127,974.93

TOTAL: \$182,375.83

14-B District Court

Revenue Report for February 2015

General Account

Account Number
Due to Washtenaw County
(101-000-000-214.222) **\$4,538.00**

Due to State Treasurer

Civil Filing Fee Fund (MCL 600.171): \$14,756.00
State Court Fund (MCL 600.8371): \$1,200.00
Justice System Fund (MCL 600.181): \$18,021.00
Juror Compensation Reimbursement Fund:
 Civil Jury Demand Fee (MCL 600.8371): \$0.00
 Drivers License Clearance Fees (MCL 257.321a): \$2,865.00
Crime Victims Rights Fund (MCL 780.905): \$10,161.90
Judgment Fee (Dept. of Natural Resources): \$0.00
Due to Secretary of State
(101-000-000-206.136) \$2,859.00

Total: **\$49,862.90**

Due to Ypsilanti Township

Court Costs (101-000-000-602.136): \$54,662.92
Civil Fees (101-000-000-603.136): \$15,849.00
Probation Fees (101-000-000-604.000): \$11,537.00
Ordinance Fines (101-000-000-605.001): \$43,969.44
Bond Forfeitures (101-000-000-605.003): \$2,400.00
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): (\$443.43)

Total: **\$127,974.93**

Total to General Account - (101.000.000.004.136): \$182,375.83

Escrow Account

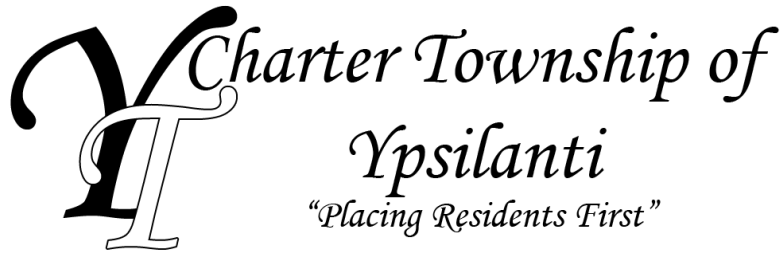
(101-000-000-205.136)

Court Ordered Escrow: \$9,466.23
Garnishment Proceeds: \$0.00
Bonds: \$13,770.00
Restitution: \$7,334.85

Total to Escrow Account - (101.000.000.205.136): \$30,571.08

		Year to Date	
		Prior Year Comparison	
Month	Revenue	Revenue	
	2014	2015	
January	\$93,424.58	\$101,726.02	
February	\$134,377.46	\$127,974.93	
March	\$116,070.56		
April	\$104,192.57		
May	\$106,156.14		
June	\$107,897.55		
July	\$101,268.87		
August	\$98,053.38		
September	\$106,365.17		
October	\$108,958.51		
November	\$81,140.04		
December	\$93,416.84		
Grant:		\$41,250.00	
Standardization			
Payment:	\$45,724.00	\$45,724.00	
Year-to Date			
Totals:	\$1,297,045.67	\$316,674.95	
Expenditure			
Budget:	\$1,267,085.00	\$1,328,089.00	
Difference:	\$29,960.67	(\$950,410.05)	

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Residential Services

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

MEMORANDUM

TO: Charter Township of Ypsilanti Board of Trustees

FROM: Jeff Allen, Residential Services Director

DATE: March 9, 2015

RE: Monthly Board Report

I have written our new MDNR representative to request another extension for the Lakeside Boathouse project. I did note to him that our last extension which was for 6 months was mostly during a time of very cold temperatures, snow and frozen tundra. The latest request is to last 3 months and go through June 2015.

I met with Javonna Neel and we sent in a re-imbusement request to the Washtenaw County Parks and Recreation for monies used on the Textile Rd non-motorized trail. This grant was for a combined \$325,000.

I attended 4 neighborhood watch meetings in the month of February. It was the Bud & Blossom, Holmes Rd., Westlawn & Lakeview groups at night. I discuss the new 96-gallon toter and some of my other job responsibilities.

I met with Michael Saranen to help draw up a proposal for a "Renewable Energy Strategy". We have enough REC's to cover all of the electricity we use in a building for a year. This will be coming to the Board shortly for approval.

At the request of SEMCOG, I prepared and presented a 20 minute Powerpoint presentation in Detroit during their meeting. SEMCOG asked us to present how we spent the \$1.2 million grant we received for the Grove Rd. path renovation. The meeting was for all municipalities to notify them of available grant monies and we were presenting as to how "easy" it is to do! It was actually a 2 year process with many hoops to get through.

I did a 15 minute interview with WEMU & NPR on Ford Lake and the improvements made in the lake and the surrounding area. It will air in the near future.

I continue to work with Conti Corp and the camera system they provide. We worked on the finishing touches of the project, specifically camera angles and I have now approved their final billing on the project.

I also continue to try to communicate with Comcast Cable and they are less than responsive. I have emailed them since December to set up a meeting to be sure all the billing was accurate and that we had a streamline system with the invoices. This is now over 3 months and we are still not getting all of our invoices properly and I continue to struggle with their lack of communication. Of late, Javonna Neel has gotten involved to minimal success as well.

I met with a couple of representatives from the Vietnam Memorial and prepared an area here in the lobby for the trinkets and the like that they receive from time to time. You probably saw it in our lobby, it is a nice addition to the memorial the Township provided for our veterans.

I prepared and submitted our DEQ Sara Title II report to the State. This is an annual report due at the end of February to list the hazardous chemicals that is stored at the Township. I have been reporting for all the sites, including the Fire Station, the Community Center and Green Oaks Golf Course.

The team of us continue to work on the progress, or lack thereof, in the newly renovated restrooms. It is very close to being done, but the floor grout needs to be removed, replaced and resealed. At this point, we are waiting for the availability of our staff to view the work before other work can proceed. We will also be getting new doors.

The Veterans Drive is back out for re-bid. These are due on March 18. You may recall, this was bid out last fall, but we felt the prices were too high. We hope to have something for the April 7 Board Meeting.

We are getting new software at the Compost Site, and we have had a couple of meetings to try and work through the bugs that come with it. We are making progress in this matter though.

Mike Radzik and I met with Judge Pope and Magistrate Nelson on security strategies for the building. Now that the deputies are out of this building, there is a renewed effort of looking into metal detectors and other such deterrents for people entering the Courts and the Civic Center.

There was a stakeholder meeting for the Tyler Road Pond drawdown. It was well attending and Paul Malocha from Stantec ran the meeting. YCUA was present

as was Spicer Group, their consultant. It seems we are making progress in the matter of the drawdown and there was another meeting today in Lansing to work in that direction. The Hydro Station report is as follows:

Ford Lake Dam

General Summary:

The Hydro Station continues to operate safely and continues to get routine safety inspections and preventive maintenance. Operators had 1 after hour call-in for the month.

Average precipitation for the month is about 1.7", this year it was about .8" and production for February was 52% below average. We ended 2014 about 10% above the historical average.

Operators made repairs to the station water level recorder and communications to YCUA

Department is working on a Renewable Energy Strategy for the Twp.

Regulatory:

Currently-

- The Department is now collecting data until March 2015 in order to complete the FERC Form 80 Report. Data collected from the Recreation Department and Operators that visit North Hydro Park and Ford Lake Park daily will be used to compile the report that due in April 2015.
- **5 yr. CSIR (Part 12 inspection) - waiting on FERC approval of Barr's Inspector.**

Upcoming for 2015-

- **update DSSMP**
- **5 yr. Reprinting of the EAP (Format to FEMA)**
- **5 yr. Shoreline Survey and Report**
- **WQ Report**
- **Nuisance Plant Plan Report**
- **Wildlife Plan Report**
- **Historical Activity Report**
- **Gate Certification**
- **Security Review**
- **EAP annual update and test**

Projects:

Transfer Trip Communication

The Township Board approved a construction agreement for new communication with the DTE substation. DTE Electric has provided a project cost of \$180,000. Installation

was targeted for May 2015 but now is October. Once commissioning of the new equipment the old AT&T lines will no longer be needed.

Generator #1 – Turbine, Wicket gate & Hardware Replacement

A routine inspection of the small generator runner found damage on the blades. A quarter size hole was found along with cracks in a couple of other blades. The project has been approved and the turbine is on order. Project start-up is targeted in October 2015.

Operation Summary

2014	2014**	2013**
Precipitation total	34.31”	40.87”
Days Online	354.9	345
Generation MWH (estimated)	9,745.999	8,991.285
Generation lost MWH (estimated)*	643.164	454.824

*losses related to scheduled & unscheduled maintenance and water quality discharges.

** NOAA, (36” average precipitation annually)

After Hour Call In

Water levels	43	44
Mechanical/Electrical	7	1
Other	15	0
Totals	67	45

2015	February	YTD	2014
Precipitation	.83	2.33”	
Days Online	28	59	354.9
Generation MWH (estimated)	423.889	1,124.078	9,745.999
Generation lost MWH (estimated)*	0	0	643.164

*losses related to scheduled & unscheduled maintenance and water quality discharges.

After Hour Call In

Water levels	1	2	43
Mechanical/Electrical	0	0	7
Other	0	0	15
Totals	1	2	67

Spilling Summary:

Releasing water from the sluice gates is done primary to maintain lake level when flow exceeds the powerhouse. At certain times we can use the gates to help keep the lake mixing to maintain oxygen levels (effectiveness depends on a number of factors) at the bottom of the lake.

The water quality monitoring begins on June 1st and will end on September 30th; operators monitor the water quality conditions and take readings as outline in the WQ Plan. The hydro discharges from the bottom gates to maintain run of river and/or help

with water quality in Ford Lake. The Federal License requires we pass water with a minimum of 5mg/l of dissolved oxygen all the time. Therefore, spilling from the bottom gates in the summer for the purpose of improving the lake is not always possible.

The 2014 summer was cooler with good rainfall. This exponentially helps the water quality in the lake.

Sluice Gate Usage Summary

2014	Current Year Days Spilled	Current Year Lost KWh*	Current Year Lost \$*	Prior Year Lost \$*
January	.2	0	0	0
February	0	0	0	0
March	17.7	0	0	0
April	16.7	0	0	0
May	16.4	6,125	139	3,817
June	25.3	130,436	5,219	4,133
July	11.8	46,393	2,230	1,551
August	13.9	74,250	4,335	5,617
September	2.6	0	0	1,187
October	0	0	0	0
November	5.4	0	0	0
December	1.5	0	0	0
Totals	111.5	257,204*	\$ 11,923*	\$ 16,305*

*estimated losses from diverting water away from generators for the purpose improving WQ.

Sargent Charles Dam and Tyler Dam

Each dam continues to get routine safety inspections and appropriate maintenance.

Tyler Dam –

Phase 3-

The Twp. has approved Phase 3 for Stantec to prepare final plans and hold meeting In Late October, a progress meeting has held and YCUA was invited to discuss projects around Tyler Pond. We are currently trying to join the Tyler Dam work with YCUA's bridge replacement project to help lower cost for both parties.

This Dam has received the 4 year engineering inspection. The inspection was conducted by the State's Dam Safety Division, no new findings were found.

Sargent Charles Dam -

No update

YPSILANTI TOWNSHIP FIRE DEPARTMENT
MONTHLY REPORT

FEBRUARY 2015

Fire Department staffing levels are as follows:

1 Fire Chief	3 Shift Captains	20 Fire Fighters
	3 Shift Lieutenants	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 368 requests for assistance. Of those requests, 258 were medical emergency service calls, with the remaining 110 incidents classified as non-medical and/or fire related.

Department activities for the month of February, 2015:

- 1) The Public Education Department participated in the following events:
 - a) Assisted with Ford Lake Polar Plunge
 - b) Hosted Open House for Fire Marshal Retirement
 - c) Car Seat fittings
 - d) Smoke Alarms: 611 Hayes (2) & 1049 Buick (2)
- 2) Fire fighters attended 15 neighborhood watch meetings
- 3) Fire fighters received training in the following areas:
 - a) Washtenaw County Tech Rescue Team
 - b) Pittsfield Township Fire Department Tower Truck

The Fire Chief attended these meetings / events for the month of February, 2015:

- 1) Burn Permit for resident
- 2) Inspection / Occupancy Load for Township Recreation Center
- 3) Hood Suppression consultation for 1424 Ecorse Road
- 4) Reviewed 2 Site Plans - Cueter Chrysler Plymouth Dodge & Burning Bush Church
- 5) Inspection - Elks Lodge
- 6) Fire Suppression consultation for AGC
- 7) WAMAA meeting
- 8) 800 MHz Consortium meeting
- 9) 2011 AFG Close out meeting
- 10) SE Michigan Fire Chiefs meeting
- 11) Meeting with 2 Board Up Vendors
- 12) Prevention Initiative meeting with Ann Arbor Fire Department
- 13) Neighborhood Watch meeting - Gault Village
- 14) Department Head meeting
- 15) 495 Insurance Withholding meeting
- 16) Officers meeting
- 17) HVA Liaison meeting
- 18) 2 meetings with Human Resources
- 19) Civil Service matter

There were 0 injuries 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 **\$50,550.00**. All occurred at the following locations:

DATE OF LOSS	ADDRESS	ESTIMATED LOSS
1) 02/01/2015	Desoto @ Jeff	\$ 4,000.00 (vehicle)
2) 02/01/2015	WB I-94 @ WR Airport	\$ 4,000.00 (mobile property/vehicle)
3) 02/04/2015	118 S Grove	\$ 0.00 (Mutual Aid-Ypsi City)
4) 02/13/2015	401 W Michigan	\$ 0.00 (Mutual Aid-Ypsi City)
5) 02/17/2015	1430 Jeff	\$ 5,000.00 (building)
6) 02/17/2015	Bridge @ Textile	\$ 8,000.00 (vehicle)
7) 02/18/2015	1112 N Huron River Dr	\$ 0.00 (Mutual Aid-Ypsi City)
8) 02/18/2015	2572 Carpenter Road	\$ 0.00 (Mutual Aid-Pittsfield Twp)
9) 02/20/2015	1425 Harry	\$ 26,000.00 (building)
10) 02/25/2015	6686 Wing	\$ 1,050.00 (cooking)
11) 02/27/2015	3091 International Dr	\$ 2,500.00 (vehicle)

Respectfully submitted,

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

Attachment: Fire House Incident Type Report (Summary) 02/01/2015 – 02/28/2015

Ypsilanti Township Fire Department

Incident Type Report (Summary)

Alarm Date Between {02/01/15} And {02/28/15}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	5	1.36%	\$31,000	61.32%
113 Cooking fire, confined to container	1	0.27%	\$1,050	2.07%
118 Trash or rubbish fire, contained	1	0.27%	\$0	0.00%
130 Mobile property (vehicle) fire, Other	1	0.27%	\$4,000	7.91%
131 Passenger vehicle fire	3	0.82%	\$14,500	28.68%
	11	2.99%	\$50,550	100.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
251 Excessive heat, scorch burns with no ignition	1	0.27%	\$0	0.00%
	1	0.27%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	29	7.88%	\$0	0.00%
311 Medical assist, assist EMS crew	24	6.52%	\$0	0.00%
320 Emergency medical service, other	11	2.99%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	68	45.65%	\$0	0.00%
322 Motor vehicle accident with injuries	11	2.99%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	15	4.08%	\$0	0.00%
	258	70.11%	\$0	0.00%
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	1	0.27%	\$0	0.00%
412 Gas leak (natural gas or LPG)	2	0.54%	\$0	0.00%
424 Carbon monoxide incident	3	0.82%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	2	0.54%	\$0	0.00%
444 Power line down	1	0.27%	\$0	0.00%
	9	2.45%	\$0	0.00%
5 Service Call				
500 Service Call, other	2	0.54%	\$0	0.00%
511 Lock-out	1	0.27%	\$0	0.00%
531 Smoke or odor removal	6	1.63%	\$0	0.00%
551 Assist police or other governmental agency	1	0.27%	\$0	0.00%
553 Public service	1	0.27%	\$0	0.00%
554 Assist invalid	2	0.54%	\$0	0.00%
	13	3.53%	\$0	0.00%

Ypsilanti Township Fire Department

Incident Type Report (Summary)

Alarm Date Between {02/01/15} And {02/28/15}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
6 Good Intent Call				
600 Good intent call, Other	1	0.27%	\$0	0.00%
611 Dispatched & cancelled en route	36	9.78%	\$0	0.00%
622 No Incident found on arrival at dispatch address	5	1.36%	\$0	0.00%
651 Smoke scare, odor of smoke	1	0.27%	\$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke	3	0.82%	\$0	0.00%
	46	12.50%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	11	2.99%	\$0	0.00%
730 System malfunction, Other	1	0.27%	\$0	0.00%
733 Smoke detector activation due to malfunction	3	0.82%	\$0	0.00%
735 Alarm system sounded due to malfunction	1	0.27%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.27%	\$0	0.00%
740 Unintentional transmission of alarm, Other	2	0.54%	\$0	0.00%
741 Sprinkler activation, no fire - unintentional	1	0.27%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	2	0.54%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	6	1.63%	\$0	0.00%
	28	7.61%	\$0	0.00%
9 Special Incident Type				
900 Special type of incident, Other	2	0.54%	\$0	0.00%
	2	0.54%	\$0	0.00%

Total Incident Count: 368

Total Est Loss:

\$50,550

**BUILDING DEPARTMENT REPORT
MIKE RADZIK - OCS DIRECTOR**

BUILDING DEPARTMENT MONTHLY REPORT - February 2015

Permit Type	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Building	46	61											107
	\$ 3,081	\$ 9,211											\$ 12,292
Electrical	23	78											101
	\$ 1,530	\$ 4,715											\$ 6,245
Mechanical	78	89											167
	\$ 4,600	\$ 6,140											\$ 10,740
Plumbing	31	49											80
	\$ 1,625	\$ 2,830											\$ 4,455
Zoning	2	-											2
	\$ 90	\$ -											\$ 90
Sub Totals	180												180
TOTAL YTD	\$ 10,926	\$ 22,896	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,822

BUILDING DEPARTMENT MONTHLY REPORT - 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	62	79	1,069
	\$ 16,244	\$ 16,632	\$ 12,783	\$ 18,614	\$ 96,726	\$ 56,621	\$ 12,936	\$ 17,586	\$ 16,583	\$ 20,770	\$ 14,954	\$ 17,582	\$ 318,031
Electrical	16	16	23	18	49	43	41	30	25	39	28	18	346
	\$ 1,290	\$ 2,175	\$ 1,815	\$ 1,800	\$ 3,855	\$ 2,775	\$ 3,465	\$ 2,670	\$ 2,250	\$ 2,820	\$ 2,325	\$ 1,290	\$ 28,530
Mechanical	85	51	50	58	81	98	75	35	59	96	80	66	834
	\$ 4,980	\$ 2,760	\$ 3,095	\$ 4,185	\$ 5,925	\$ 10,000	\$ 7,161	\$ 3,390	\$ 6,110	\$ 7,125	\$ 5,385	\$ 4,682	\$ 64,798
Plumbing	28	30	83	35	46	107	39	36	49	53	16	26	548
	\$ 2,145	\$ 2,010	\$ 4,545	\$ 2,745	\$ 3,525	\$ 6,300	\$ 2,955	\$ 2,430	\$ 3,885	\$ 3,780	\$ 1,080	\$ 1,905	\$ 37,305
Zoning	2	-	1	14	13	26	16	10	7	9	8	7	113
	\$ 90	\$ -	\$ 45	\$ 630	\$ 585	\$ 1,170	\$ 720	\$ 450	\$ 315	\$ 405	\$ 360	\$ 270	\$ 5,040
Sub Totals	186	141	223	215	316	398	262	239	231	309	194	196	2,910
TOTAL YTD	\$ 24,749	\$ 23,577	\$ 22,283	\$ 27,974	\$ 110,616	\$ 76,866	\$ 27,237	\$ 26,526	\$ 29,143	\$ 34,900	\$ 24,104	\$ 25,729	\$ 453,704

**BUILDING DEPARTMENT REPORT
MIKE RADZIK - OCS DIRECTOR**

INSPECTION RUNNING TOTALS													
Inspections	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Total 2015	337	442											
Total 2014	318	253	354	417	429	501	581	496	445	516	360	344	5,014
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 2015	327	287											
Total 2014	234	225	303	337	310	290	267	291	296	310	256	264	3,383
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



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 sheriff@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: February 13, 2015
Re: January 2015 Police Services Monthly Report

In January of 2015, there were 3,098 calls for service in Ypsilanti Township, which is a 9% decrease in calls for service as compared to January of 2014.

Police Services moved to 1501 S. Huron

Effective January 13, 2015 the Washtenaw County Sheriff's Office made its official move to the Ypsilanti Township Law Enforcement Center located at 1501 S. Huron. This move has been a large undertaking by Ypsilanti Township and the Sheriff's Office to ensure the Police Services staff are working in a quality facility. All Police Services Operations for Ypsilanti Township will operate out of this building and no longer from 7200 S. Huron River Drive.

Significant Events - January

- January 6, 2015 in the 300 Blk of Woodlawn, search warrant by CAT Team reference to narcotics investigation.
- January 7, 2015 at Harriet/Hamilton an arrest was made on the suspect from Allen Rd. This was in reference to a shooting investigation that occurred in November of 2014.
- January 17, 2015 in the 5500 Blk of Grayfield Circle, two suspects involved in an occupied home invasion were arrested by deputies.
- January 24, 2015 in the 1400 Blk of Ecorse, a CCW arrest initiated by midnight shift deputies.

Larceny from Motor Vehicle Arrest

On January 13, 2015, deputies and detectives arrested 2 individuals that were related to multiple larcenies from motor vehicles along the Grove Road corridor. This investigation stemmed over the past month in which a suspect was identified and arrested at his house in the 2200 Blk of Shelly. Several pieces of stolen property were recovered from this location.

Traffic Crash Fatality

On January 25, 2015 deputies responded to the area of Hewitt/Midvale involving a double fatal traffic crash involving two Eastern Michigan University students. Traffic Investigators from the Sheriff's Office handled the investigation. Alcohol speeds and no seatbelts were a factor in the crash.

Neighborhood Watch Program

The Sheriff's Office began the year by attending 20 NHW meetings this month and speaking to over 235 residents at these meetings. The largest attendance this month was at Clark East Towers with over 50 residents in attendance.

Public Safety – Quality Service – Strong Communities

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT



Month:	January
Year:	2015
Print Option:	Print Both Monthly and YTD
Include Unfounded:	No
Report Offenses:	Include All (1,2,3,4)
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 January

Classification	Jan/2014	Jan/2015	%Change
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	1	2	100%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	1	0	-100%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	1	0	-100%
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	2	0%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	0	1	0%
12000 ROBBERY	4	2	-50%
13001 NONAGGRAVATED ASSAULT	30	38	26.66%
13002 AGGRAVATED/FELONIOUS ASSAULT	14	19	35.71%
13003 INTIMIDATION/STALKING	4	2	-50%
21000 EXTORTION	1	1	0%
22001 BURGLARY -FORCED ENTRY	20	14	-30%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	3	3	0%
23003 LARCENY -THEFT FROM BUILDING	13	9	-30.7%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	1	0	-100%
23005 LARCENY -THEFT FROM MOTOR VEHICLE	5	29	480%
23007 LARCENY -OTHER	6	5	-16.6%
24001 MOTOR VEHICLE THEFT	9	3	-66.6%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	2	0	-100%
24003 MOTOR VEHICLE FRAUD	1	0	-100%
25000 FORGERY/COUNTERFEITING	1	2	100%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	6	6	0%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	6	9	50%
26003 FRAUD -IMPERSONATION	3	7	133.3%
28000 STOLEN PROPERTY	2	0	-100%
29000 DAMAGE TO PROPERTY	12	10	-16.6%
30001 RETAIL FRAUD -MISREPRESENTATION	1	2	100%
30002 RETAIL FRAUD -THEFT	10	9	-10%
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	1	0%
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	10	8	-20%
35002 NARCOTIC EQUIPMENT VIOLATIONS	5	3	-40%
52001 WEAPONS OFFENSE- CONCEALED	2	3	50%
Group A Totals	174	190	9.195%
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	1	0%
26006 FRAUD -BAD CHECKS	1	0	-100%
36004 SEX OFFENSE -OTHER	1	0	-100%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	2	2	0%
48000 OBSTRUCTING POLICE	0	3	0%
49000 ESCAPE/FLIGHT	0	1	0%
50000 OBSTRUCTING JUSTICE	9	7	-22.2%
53001 DISORDERLY CONDUCT	1	5	400%
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	1	0	-100%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	6	8	33.33%
57001 TRESPASS	0	1	0%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

For The Month Of January

Classification	Jan/2014	Jan/2015	%Change
7000 JUVENILE RUNAWAY	6	8	33.33%
7300 MISCELLANEOUS CRIMINAL OFFENSE	1	0	-100%
Group B Totals	28	36	28.57%
2800 JUVENILE OFFENSES AND COMPLAINTS	27	17	-37.0%
2900 TRAFFIC OFFENSES	29	42	44.82%
3000 WARRANTS	56	53	-5.35%
3100 TRAFFIC CRASHES	275	145	-47.2%
3200 SICK / INJURY COMPLAINT	74	88	18.91%
3300 MISCELLANEOUS COMPLAINTS	695	621	-10.6%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	1	0%
3500 NON-CRIMINAL COMPLAINTS	790	751	-4.93%
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	864	837	-3.12%
3800 ANIMAL COMPLAINTS	56	36	-35.7%
3900 ALARMS	221	156	-29.4%
Group C Totals	3087	2747	-11.0%
4200 PARKING CITATIONS	2	4	100%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	0	1	0%
4500 MISCELLANEOUS A THROUGH UUUU	8	5	-37.5%
Group D Totals	10	10	0%
5000 FIRE CLASSIFICATIONS	0	1	0%
5100 18A STATE CODE FIRE CLASSIFICATIONS	2	1	-50%
Group E Totals	2	2	0%
6000 MISCELLANEOUS ACTIVITIES (6000)	61	26	-57.3%
6100 MISCELLANEOUS ACTIVITIES (6100)	41	54	31.70%
6300 CANINE ACTIVITIES	3	3	0%
6500 CRIME PREVENTION ACTIVITIES	19	27	42.10%
6600 COURT / WARRANT ACTIVITIES	2	1	-50%
6700 INVESTIGATIVE ACTIVITIES	6	2	-66.6%
Group F Totals	132	113	-14.3%
City : Ypsilanti Twp Totals	3433	3098	-9.75%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

Year To Date Through January

Classification	2014	2015	%Change
Group F Totals	0	0	0%
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	1	2	100%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	1	0	-100%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	1	0	-100%
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	2	0%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	0	1	0%
12000 ROBBERY	4	2	-50%
13001 NONAGGRAVATED ASSAULT	30	38	26.66%
13002 AGGRAVATED/FELONIOUS ASSAULT	14	19	35.71%
13003 INTIMIDATION/STALKING	4	2	-50%
21000 EXTORTION	1	1	0%
22001 BURGLARY -FORCED ENTRY	20	14	-30%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	3	3	0%
23003 LARCENY -THEFT FROM BUILDING	13	9	-30.7%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	1	0	-100%
23005 LARCENY -THEFT FROM MOTOR VEHICLE	5	29	480%
23007 LARCENY -OTHER	6	5	-16.6%
24001 MOTOR VEHICLE THEFT	9	3	-66.6%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	2	0	-100%
24003 MOTOR VEHICLE FRAUD	1	0	-100%
25000 FORGERY/COUNTERFEITING	1	2	100%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	6	6	0%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	6	9	50%
26003 FRAUD -IMPERSONATION	3	7	133.3%
28000 STOLEN PROPERTY	2	0	-100%
29000 DAMAGE TO PROPERTY	12	10	-16.6%
30001 RETAIL FRAUD -MISREPRESENTATION	1	2	100%
30002 RETAIL FRAUD -THEFT	10	9	-10%
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	1	0%
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	10	8	-20%
35002 NARCOTIC EQUIPMENT VIOLATIONS	5	3	-40%
52001 WEAPONS OFFENSE- CONCEALED	2	3	50%
Group A Totals	174	190	9.195%
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	1	0%
26006 FRAUD -BAD CHECKS	1	0	-100%
36004 SEX OFFENSE -OTHER	1	0	-100%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	2	2	0%
48000 OBSTRUCTING POLICE	0	3	0%
49000 ESCAPE/FLIGHT	0	1	0%
50000 OBSTRUCTING JUSTICE	9	7	-22.2%
53001 DISORDERLY CONDUCT	1	5	400%
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	1	0	-100%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	6	8	33.33%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

Year To Date Through January

Classification	2014	2015	%Change
57001 TRESPASS	0	1	0%
70000 JUVENILE RUNAWAY	6	8	33.33%
73000 MISCELLANEOUS CRIMINAL OFFENSE	1	0	-100%
Group B Totals	28	36	28.57%
2800 JUVENILE OFFENSES AND COMPLAINTS	27	17	-37.0%
2900 TRAFFIC OFFENSES	29	42	44.82%
3000 WARRANTS	56	53	-5.35%
3100 TRAFFIC CRASHES	275	145	-47.2%
3200 SICK / INJURY COMPLAINT	74	88	18.91%
3300 MISCELLANEOUS COMPLAINTS	695	621	-10.6%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	1	0%
3500 NON-CRIMINAL COMPLAINTS	790	751	-4.93%
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	864	837	-3.12%
3800 ANIMAL COMPLAINTS	56	36	-35.7%
3900 ALARMS	221	156	-29.4%
Group C Totals	3087	2747	-11.0%
4200 PARKING CITATIONS	2	4	100%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	0	1	0%
4500 MISCELLANEOUS A THROUGH UUUU	8	5	-37.5%
Group D Totals	10	10	0%
5000 FIRE CLASSIFICATIONS	0	1	0%
5100 18A STATE CODE FIRE CLASSIFICATIONS	2	1	-50%
Group E Totals	2	2	0%
6000 MISCELLANEOUS ACTIVITIES (6000)	61	26	-57.3%
6100 MISCELLANEOUS ACTIVITIES (6100)	41	54	31.70%
6300 CANINE ACTIVITIES	3	3	0%
6500 CRIME PREVENTION ACTIVITIES	19	27	42.10%
6600 COURT / WARRANT ACTIVITIES	2	1	-50%
6700 INVESTIGATIVE ACTIVITIES	6	2	-66.6%
Group F Totals	132	113	-14.3%
City : Ypsilanti Twp Totals	3433	3098	-9.75%



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: March 9, 2015
Re: February 2015 Police Services Monthly Report

In February of 2015, there were 2,978 calls for service in Ypsilanti Township, which is a 3.5% decrease in calls for service as compared to February of 2014.

NEIGHBORHOOD WATCH PROGRAM

The Sheriff's Office in partnership with Ypsilanti Twp. attended a total of 15 meetings throughout the month of February. A total of 235 residents attended these meetings which is a 69% increase in attendance compared to 2014. Main concerns from residents came from abandoned vehicles in the north district and drug houses in the east district. Deputies have been addressing these complaints over the past month as they arise.

EXECUTED SEARCH WARRANTS

During the month of February, Deputies, CAT Team and outside agencies have worked to address several neighborhood nuisance problems such as suspected drug houses. Below is a list of the locations in which warrant executions have taken place:

- February 24, 2015 in the 7400 Blk of Bermuda Dunes for child pornography
- February 20, 2015 in the 500 Blk of Hudson for narcotics
- February 13, 2015 in the 23000 Blk of Karr Rd, Sumpter Twp. for robbery investigation related to Ypsilanti Twp. case
- February 10, 2015 in the 2700 Blk of Peachcrest for narcotics
- February 6, 2015 in the 900 Blk of Tyler for narcotics
- February 4, 2015 in the 1900 Blk of Smith for narcotics (LAWNET)

SHOOTING INVESTIGATION

On February 24, 2015 deputies responded to the 2400 Blk of Packard for a reported shooting. Deputies were able to respond to the address and assisted Huron Valley Ambulance in providing medical treatment and a quick response to the hospital. These quick actions by deputies and HVA saved the life of a victim of domestic violence. The individual responsible for this shooting was arrested by other deputies as he fled the scene and has been charged by Washtenaw County Prosecutors Office for this incident.

PAROLE CHECKS WITH ANN ARBOR PAROLE OFFICE

Sheriff Deputies in partnership with the Ann Arbor Parole Office conducted parole checks on February 27, 2015. They checked a total of 14 locations which resulted in 6 arrests of individuals on parole. This partnership and initiative will continue throughout 2015.

In addition the Sheriff's Office will be stepping up enforcement efforts with increased checks on Sex Offenders in 2015.

Public Safety – Quality Service – Strong Communities

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT



Month:	February
Year:	2015
Print Option:	Print Both Monthly and YTD
Include Unfounded:	No
Report Offenses:	Include All (1,2,3,4)
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 February

Classification	Feb/2014	Feb/2015	%Change
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	2	3	50%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	0%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	0%
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	0	0%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	1	1	0%
12000 ROBBERY	3	1	-66.6%
13001 NONAGGRAVATED ASSAULT	25	23	-8%
13002 AGGRAVATED/FELONIOUS ASSAULT	14	12	-14.2%
13003 INTIMIDATION/STALKING	4	1	-75%
21000 EXTORTION	0	0	0%
22001 BURGLARY -FORCED ENTRY	18	10	-44.4%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	1	7	600%
23002 LARCENY -PURSESNAATCHING	0	1	0%
23003 LARCENY -THEFT FROM BUILDING	13	10	-23.0%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	1	0%
23005 LARCENY -THEFT FROM MOTOR VEHICLE	10	16	60%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	4	1	-75%
23007 LARCENY -OTHER	6	8	33.33%
24001 MOTOR VEHICLE THEFT	11	9	-18.1%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	0	2	0%
24003 MOTOR VEHICLE FRAUD	0	0	0%
25000 FORGERY/COUNTERFEITING	1	1	0%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	10	4	-60%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	1	5	400%
26003 FRAUD -IMPERSONATION	8	5	-37.5%
26005 FRAUD -WIRE FRAUD	1	1	0%
27000 EMBEZZLEMENT	1	0	-100%
28000 STOLEN PROPERTY	2	3	50%
29000 DAMAGE TO PROPERTY	12	19	58.33%
30001 RETAIL FRAUD -MISREPRESENTATION	0	2	0%
30002 RETAIL FRAUD -THEFT	4	1	-75%
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	0%
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	14	9	-35.7%
35002 NARCOTIC EQUIPMENT VIOLATIONS	6	3	-50%
37000 OBSCENITY	1	0	-100%
52001 WEAPONS OFFENSE- CONCEALED	2	2	0%
52003 WEAPONS OFFENSE -OTHER	1	1	0%
Group A Totals	176	162	-7.95%
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	2	0	-100%
26006 FRAUD -BAD CHECKS	3	0	-100%
36004 SEX OFFENSE -OTHER	0	0	0%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	3	3	0%
41002 LIQUOR VIOLATIONS -OTHER	1	1	0%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

For The Month Of February

Classification	Feb/2014	Feb/2015	%Change
48000 OBSTRUCTING POLICE	7	5	-28.5%
49000 ESCAPE/FLIGHT	0	1	0%
50000 OBSTRUCTING JUSTICE	8	13	62.5%
53001 DISORDERLY CONDUCT	5	3	-40%
53002 PUBLIC PEACE -OTHER	1	1	0%
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	1	1	0%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	8	5	-37.5%
55000 HEALTH AND SAFETY	3	1	-66.6%
57001 TRESPASS	0	1	0%
63000 VAGRANCY	0	1	0%
70000 JUVENILE RUNAWAY	4	9	125%
73000 MISCELLANEOUS CRIMINAL OFFENSE	0	1	0%
Group B Totals	46	46	0%
2800 JUVENILE OFFENSES AND COMPLAINTS	44	16	-63.6%
2900 TRAFFIC OFFENSES	57	35	-38.5%
3000 WARRANTS	55	29	-47.2%
3100 TRAFFIC CRASHES	120	113	-5.83%
3200 SICK / INJURY COMPLAINT	62	84	35.48%
3300 MISCELLANEOUS COMPLAINTS	586	641	9.385%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	1	1	0%
3500 NON-CRIMINAL COMPLAINTS	663	698	5.279%
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	919	807	-12.1%
3800 ANIMAL COMPLAINTS	35	44	25.71%
3900 ALARMS	167	172	2.994%
Group C Totals	2709	2640	-2.54%
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	4	0%
4200 PARKING CITATIONS	4	11	175%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	0	2	0%
4500 MISCELLANEOUS A THROUGH UUUU	13	3	-76.9%
Group D Totals	17	20	17.64%
5000 FIRE CLASSIFICATIONS	0	1	0%
5100 18A STATE CODE FIRE CLASSIFICATIONS	3	0	-100%
Group E Totals	3	1	-66.6%
6000 MISCELLANEOUS ACTIVITIES (6000)	39	26	-33.3%
6100 MISCELLANEOUS ACTIVITIES (6100)	64	58	-9.37%
6300 CANINE ACTIVITIES	4	1	-75%
6500 CRIME PREVENTION ACTIVITIES	28	18	-35.7%
6600 COURT / WARRANT ACTIVITIES	2	3	50%
6700 INVESTIGATIVE ACTIVITIES	4	3	-25%
Group F Totals	141	109	-22.6%
City : Ypsilanti Twp Totals	3092	2978	-3.68%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

Year To Date Through February

Classification	2014	2015	%Change
Group F Totals	0	0	0%
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	3	5	66.66%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	1	0	-100%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	1	0	-100%
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	2	0%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	1	2	100%
12000 ROBBERY	7	3	-57.1%
13001 NONAGGRAVATED ASSAULT	55	62	12.72%
13002 AGGRAVATED/FELONIOUS ASSAULT	28	31	10.71%
13003 INTIMIDATION/STALKING	8	3	-62.5%
21000 EXTORTION	1	1	0%
22001 BURGLARY -FORCED ENTRY	38	24	-36.8%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	4	10	150%
23002 LARCENY -PURSESNAATCHING	0	1	0%
23003 LARCENY -THEFT FROM BUILDING	26	19	-26.9%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	1	1	0%
23005 LARCENY -THEFT FROM MOTOR VEHICLE	15	45	200%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	4	1	-75%
23007 LARCENY -OTHER	12	13	8.333%
24001 MOTOR VEHICLE THEFT	20	12	-40%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	2	2	0%
24003 MOTOR VEHICLE FRAUD	1	0	-100%
25000 FORGERY/COUNTERFEITING	2	3	50%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	16	10	-37.5%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	7	14	100%
26003 FRAUD -IMPERSONATION	11	12	9.090%
26005 FRAUD -WIRE FRAUD	1	1	0%
27000 EMBEZZLEMENT	1	0	-100%
28000 STOLEN PROPERTY	4	3	-25%
29000 DAMAGE TO PROPERTY	24	29	20.83%
30001 RETAIL FRAUD -MISREPRESENTATION	1	4	300%
30002 RETAIL FRAUD -THEFT	14	10	-28.5%
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	1	0%
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	24	17	-29.1%
35002 NARCOTIC EQUIPMENT VIOLATIONS	11	6	-45.4%
37000 OBSCENITY	1	0	-100%
52001 WEAPONS OFFENSE- CONCEALED	4	5	25%
52003 WEAPONS OFFENSE -OTHER	1	1	0%
Group A Totals	350	353	0.857%
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	2	1	-50%
26006 FRAUD -BAD CHECKS	4	0	-100%
36004 SEX OFFENSE -OTHER	1	0	-100%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	5	5	0%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

Year To Date Through February

Classification	2014	2015	%Change
41002 LIQUOR VIOLATIONS -OTHER	1	1	0%
48000 OBSTRUCTING POLICE	7	8	14.28%
49000 ESCAPE/FLIGHT	0	2	0%
50000 OBSTRUCTING JUSTICE	17	20	17.64%
53001 DISORDERLY CONDUCT	6	9	50%
53002 PUBLIC PEACE -OTHER	1	1	0%
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	2	1	-50%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	14	13	-7.14%
55000 HEALTH AND SAFETY	3	1	-66.6%
57001 TRESPASS	0	2	0%
63000 VAGRANCY	0	1	0%
70000 JUVENILE RUNAWAY	10	17	70%
73000 MISCELLANEOUS CRIMINAL OFFENSE	1	1	0%
Group B Totals	74	83	12.16%
2800 JUVENILE OFFENSES AND COMPLAINTS	71	33	-53.5%
2900 TRAFFIC OFFENSES	86	77	-10.4%
3000 WARRANTS	111	82	-26.1%
3100 TRAFFIC CRASHES	395	258	-34.6%
3200 SICK / INJURY COMPLAINT	136	172	26.47%
3300 MISCELLANEOUS COMPLAINTS	1281	1262	-1.48%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	1	2	100%
3500 NON-CRIMINAL COMPLAINTS	1453	1463	0.688%
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	1783	1644	-7.79%
3800 ANIMAL COMPLAINTS	91	80	-12.0%
3900 ALARMS	388	328	-15.4%
Group C Totals	5796	5401	-6.81%
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	4	0%
4200 PARKING CITATIONS	6	15	150%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	0	3	0%
4500 MISCELLANEOUS A THROUGH UUUU	21	8	-61.9%
Group D Totals	27	30	11.11%
5000 FIRE CLASSIFICATIONS	0	2	0%
5100 18A STATE CODE FIRE CLASSIFICATIONS	5	1	-80%
Group E Totals	5	3	-40%
6000 MISCELLANEOUS ACTIVITIES (6000)	100	53	-47%
6100 MISCELLANEOUS ACTIVITIES (6100)	105	112	6.666%
6300 CANINE ACTIVITIES	7	4	-42.8%
6500 CRIME PREVENTION ACTIVITIES	47	45	-4.25%
6600 COURT / WARRANT ACTIVITIES	4	4	0%
6700 INVESTIGATIVE ACTIVITIES	10	5	-50%
Group F Totals	273	223	-18.3%
City : Ypsilanti Twp Totals	6525	6093	-6.62%



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, MARCH 17, 2015

5:00 P.M.

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

1. MICHIGAN MUNICIPAL LEAGUE - YEARLY DIVIDEND JUDY THOMASON-TOROSIAN
2. MICHIGAN GOLF SHOW REPORT JUSTIN BLAIR, DIRECTOR GOLF OPERATIONS
3. AUTHORIZATION FOR RSD DIRECTOR JEFF ALLEN TO WORK WITH COMCAST,
DTE AND WASHTENAW COUNTY SHERIFF'S DEPT. TO DETERMINE COST,
NUMBER OF SURVEILLANCE CAMERAS REQUIRED AND LOCATIONS IN THE
OAKLAWN/HAWTHORNE AND BUD/BLOSSOM NEIGHBORHOODS
..... SUPERVISOR STUMBO
4. REVIEW AGENDA SUPERVISOR STUMBO
5. OTHER DISCUSSION BOARD MEMBERS



michigan municipal league

liability and property pool

March 4, 2015

Ms. Brenda Stumbo
Township Supervisor
Ypsilanti Charter Township
7200 S. Huron River Drive
Ypsilanti, MI 48197-7007

RE: Michigan Municipal League Liability and Property Pool Dividend Check

At the September 4, 2014, MML Liability & Property Pool Board of Directors meeting, the Board voted to return \$2.55 million in member equity to current members of the program who renew during 2015. Since the Ypsilanti Charter Township renewed with the Pool as of February 1, 2015, enclosed is check number 007867 in the amount of \$23,703.

There are many advantages to being a Member of the MML Liability & Property Pool and this is one of them ... surplus is returned to MML Liability & Property Pool Members rather than to insurance company stockholders!

If you have any questions please let me know. You can reach me at (800) 482-2726, ext. 6137.

Sincerely,

Judith A. Thomson-Torosian, CPCU, CIC, ARM
Service and Sales Manager

Service Provider: Meadowbrook® Insurance Group

Loss Control & Member Services: P.O. Box 2054, Southfield, MI 48037; (248) 204-6123; (800) 482-0626; Fax (248) 358-1614
Southfield Claims Service: P.O. Box 5174, Southfield, MI 48086-5174; (248) 204-6123; (800) 482-0626; Fax (248) 358-3251
Grand Rapids Claims: 3196 Kraft Ave. S.E., Suite 206, Grand Rapids, MI 49512-2065; (616) 942-0311; (800) 752-7477; Fax (616) 942-0390
www.mml.org

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



Charter Township of Ypsilanti

**Green Oaks
Golf Course**

1775 E. Clark Road
Ypsilanti, MI 48198
Phone: (734) 485-0881
Fax: (734) 485-1992

Hi Lisa,

I would like to report to the board about how the Michigan Golf Show went this past weekend in Novi, at the Suburban Showplace.

The Michigan Golf Show is the largest golf show held in Michigan. This past weekend the Suburban Showplace in Novi hosted approximately 37,500 people in one of the largest turnouts on record. Green Oaks made its first appearance and received excellent recognition. Many people have heard about Green Oaks but were unsure exactly where it was. We spent the weekend answering questions about the golf course and encouraging people to come down and see for themselves the hidden jewel of Ypsilanti Township.

Over the course of three days at the show Green Oaks:

- Sold:
 - 49 Nike gloves
 - 20 pair of Nike Closeout golf shoes
 - 2 Green Oaks logo caps
 - 8 Cleveland Wedges

For a total of \$1,223.00 in total sales for the weekend

- We also, collected 352 new emails for golf course email database

The golf show was a great event and was excellent being able to have a presence. We met with other courses and vendors and were able to share some successful event stories and got some new ideas for events we are looking forward to putting on this season.

Thank you,

Sincerely

Justin Blair, PGA

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: Township Board

FROM: Brenda L. Stumbo, Supervisor

DATE: March 9, 2015

RE: Authorization for RSD Director Jeff Allen to work with Comcast, DTE and the Washtenaw County Sheriff's Department to determine cost, number of cameras and locations in Oaklawn/Hawthorne, Appleridge and Bud/Blossom areas

Residents in the Oaklawn/Hawthorne, Appleridge and Bud/Blossom Neighborhood Watch groups have requested that cameras be installed in their areas. We are asking the Board to authorize RSD Director Jeff Allen to work with Comcast, DTE and the Washtenaw County Sheriff's Department to determine the cost, number of cameras and locations in these areas.

If you have any questions, please contact my office.

tk

cc: Jeff Allen, RSD Director
File

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, MARCH 17, 2015

7:00 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC COMMENTS
4. CONSENT AGENDA
 - A. MINUTES OF THE MARCH 3, 2015 WORK SESSION AND REGULAR MEETING
 - B. STATEMENTS AND CHECKS
 1. STATEMENTS AND CHECKS
 2. CHOICE HEALTH CARE DEDUCTIBLE ACH EFT FOR FEBRUARY, IN THE AMOUNT OF \$35,798.66
 - C. FEBRUARY 2015 TREASURER REPORT
5. SUPERVISOR REPORT
6. CLERK REPORT
7. TREASURER REPORT
8. TRUSTEE REPORT
9. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

NEW BUSINESS

1. REQUEST AUTHORIZATION FOR THREE FULL TIME OFFICIALS AND TOWNSHIP ATTORNEY TO DRAFT LETTER OF SUPPORT FOR NATIONAL CHURCH RESIDENCES APPLICATION FOR MSHDA LOW-INCOME HOUSING TAX CREDITS FOR RENOVATION OF CLARK EAST TOWERS ONCE COMPLETED APPLICATION IS RECEIVED
2. REQUEST OF ERIC COPELAND, FIRE CHIEF TO APPROVE THE 2015/2016 FIRE DISPATCHING SERVICE CONTRACT WITH EMERGENT HEALTH PARTNERS, INC. FOR THE PERIOD OF JULY 1, 2015 THROUGH JUNE 30, 2017 IN THE AMOUNT OF \$144,361.65 TO BE BUDGETED OVER TWO YEARS IN LINE ITEM #206-206-000-857-001

3. REQUEST TO AMEND PUBLIC SURVEILLANCE CAMERA POLICY TO ALLOW PUBLIC SERVICES ADMINISTRATOR AND RESIDENTIAL SERVICES DIRECTOR TO ACCESS SYSTEM FOR QUALITY CONTROL, MAINTENANCE AND TO ASSIST THE WASHTENAW COUNTY SHERIFF'S OFFICE
4. REQUEST OF PARK COMMISSION TO APPROVE UPDATED PARK USAGE PLAN
5. AUTHORIZATION TO APPROVE YPSILANTI NATIONAL LITTLE LEAGUE TO CONSTRUCT ROOFS OVER THE DUGOUTS AT HARRIS ROAD BALL FIELDS AS APPROVED BY THE PARK COMMISSION
6. REQUEST OF KAREN WALLIN, HUMAN RESOURCES FOR AUTHORIZATION TO COMPENSATE FIRE CHIEF ERIC COPELAND FOR ASSUMING DUTIES AS YPSILANTI TOWNSHIP FIRE MARSHALL BUDGETED IN LINE ITEM #206-206-000-705-002 FOR A PERIOD NOT LONGER THAN 6 (SIX) MONTHS WHILE AN EXAMINATION PROCESS IS CONDUCTED AND SUCCESSION PLAN APPROVED
7. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION IF NECESSARY TO ABATE PUBLIC NUISANCE FOR PROPERTIES LOCATED AT 620 CALDER, 400 ELDER, 620 GILL, 1433 HARRY, 930 HUNTER, 1081 STUDEBAKER, 6321 ROSSBACK, 449 HAYES AND 992 HAWTHORNE IN THE AMOUNT OF \$45,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023
8. REQUEST OF MIKE RADZIK, OCS DIRECTOR TO APPROVE THE 2015 VEGETATION AND CLEAN UP ABATEMENT CONTRACT WITH LOOKING GOOD LAWNS, LLC FOR 2015 BUDGETED IN LINE ITEM #893-893-000-806-003
9. REQUEST OF JEFF ALLEN, RESIDENTIAL SERVICES DIRECTOR TO REPLACE HONEYWELL ENERGY PROGRAM GUARANTEED SAVINGS WITH IN-HOUSE MONITORING PROGRAM

OTHER BUSINESS

PUBLIC COMMENTS

CONSENT AGENDA

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 3, 2015 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 5:03 p.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 Doe, Trustees Stan Eldridge, Mike Martin and Scott Martin

Members Absent: Trustee Jean Hall Currie

Legal Counsel: Wm. Douglas Winters

NATIONAL CHURCH RESIDENCES SENIOR HOUSING REHABILITATION CLARK EAST TOWERS

Dan Stanley, Attorney with Honigan Miller for National Church Residences introduced Eric Walker, Senior Project Manager for Clark East Towers and Anthony Paiano, Alliance Architects. He reported they were here to provide additional information regarding Clark East Towers and answer any questions regarding proposed renovations.

Eric Walker, Senior Project Manager of National Church Residences, the owner and management company of Clark East Towers, reported it was developed in 1979 and was in need of capital repairs, therefore NCR was making application to Michigan State Housing Development Agency (MSHDA) for the tax credit program, under the preservation and senior set aside pools with the intent of a substantial renovation. He stated a Scope of Work had been developed that addressed critical life safety needs, security issues and energy efficiency. He reported it would be a challenging application, competing against developers, statewide, to obtain these funds. Mr. Walker stated they did not have a cost at the present time but they hoped it would not exceed ten million dollars. He stated they would submit the application April 1, 2015. He reported there was a typical 90 day turnaround and if awarded, NCR would be able to do a significant renovation and recapitalization of Clark East Towers. Mr. Walker reported they had a team in place to handle residents that would need to be temporarily relocated during the construction of 25 units per phase.

Supervisor Stumbo stated the Board would not vote on this issue at this time, but would continue discussion and anticipate the completed application by Wednesday or Thursday before the March 17, 2015 Board Meeting.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 3, 2015 WORK SESSION MINUTES
PAGE 2**

Trustee Scott Martin asked Mr. Walker if they had ever relocated residents before, what kind of environment they were provided during the relocation and if this information had been shared with the residents.

Eric Walker stated they had just completed similar projects in Sterling Heights and Harper Woods, Michigan. He stated the main goal was to relocate to vacancies on the premises first and would then comply with the Uniform Relocation Act, federal guidelines for safe, compatible housing if there were not enough vacancies. Mr. Walker said this would be shared with the residents once they were assured of the funding and provided an overview of the process they would use to update the residents.

Supervisor Stumbo asked for an estimated time frame regarding renovation.

Mr. Walker reported the General Contractor would provide a phasing schedule, but he estimated 90 to 120 days per phase, which would be done by a team of contractors, working under a General Contractor.

Anthony Paiano, Alliance Architects proved a brief overview of the planned improvement. He listed site improvements which would include a vehicular gate access to each drive, upgrades to fencing with controlled pedestrian access, increased parking, addition of security cameras, addition of bus stop along the public right of way, replacing the parking lot and exterior building lighting, and possibly adding a canopy for the main entrance.

Eric Walker stated he had spoken to Jeff Murphy from AAATA who had provided a schematic of what they would like regarding the bus stop.

Anthony Paiano continued listing site improvements: exterior masonry repairs, replacement of exterior sign, outdoor amenities for residents, reworking of entry vestibule to create a more controlled access, improvements to community areas, complete renovation of individual units, with a percentage of the units being fully handicapped assessable and finally, life safety improvements.

Treasurer Doe asked if the unit improvements would encompass all units and Mr. Paiano reported depending on funding, at least 50% of the units would have the bathtubs removed and stand up showers installed.

Attorney Winters stated he was unaware that relocation of residents was part of the plan during the renovations until today. He raised several questions regarding the length of time and proximity of the relocations and stated this would create a lot of anxiety for the residents concerning their security, schedules and appointments,

Mr. Walker stated if the funding was received it would take 7 to 8 months to actually close and they would be creating vacancies for the relocations of residents during that time period. He reported seven vacancies were currently available, which would allow residents to stay within the building. He stated a team was in place to begin the process of procuring an appropriate relocation facility and they would be in constant communication with the residents regarding appointments and routine visitors. He

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 3, 2015 WORK SESSION MINUTES
PAGE 3**

stated Manager Makeda Hunt had experience with this whole process and was very good at helping to ease any anxiety that might arise.

Attorney Winters stated NCR was required by HUD to hold \$2 million in capital funds for improvements and wondered why they wouldn't use those funds to do 100% of improvements for all units.

Eric Walker stated NCR would be using those reserved funds for this renovation. He discussed the possibility of making 100% improvements, in view of the funding and preferences of the residents. He said he would update the Scope of Work, based on pricing for the Board to review.

Treasurer Doe asked why they didn't just relocate the residents to a few vacant units they had available at the time and then make the renovations. Eric Walker responded they wanted the renovations to go as quickly as possible and efficiently, as far as time and finances were concerned so it was better to complete the renovations in phases of 25 units at a time.

Supervisor Stumbo stated the Township's main concern was the residents to which Mr. Walker agreed their goal was to return the residents back to their normal routines as quickly as possible.

Supervisor Stumbo stated the residents at the Neighborhood Watch meeting had been excited about the upcoming project, but they were not aware that they would need to be relocated during the process. Mr. Walker responded NCR did not typically communicate the details with residents beforehand, because many rumors usually took hold which caused fear for them. He stated they liked to wait until the funds had actually been awarded and then they would meet with the residents as a whole and then individually.

Supervisor Stumbo asked if the building had central air. Mr. Paiano responded it was too costly to install central air since the building was older, however air conditioning would be brought into the common areas and the individual apartments would be provided with a new window air conditioner.

Clerk Lovejoy Roe asked if NCR was working with a security firm to do security upgrades in the main entrance area. Mr. Paiano reported they wanted to ensure the tenants had either a key fob or access card to gain entrance into the building and visitors would have to either buzz into the building with some sort of intercom system with a closed circuit TV or something similar. Discussion followed on some scenerios that could be used. Clerk Lovejoy Roe voiced her concern about people sneaking in and wanted to ensure some solution would be utilized to stop that from happening. She asked what NCR planned to invest if the funding was denied.

Mr. Walker stated NCR had a few projects scheduled, but no major renovations would be possible without MSHDA funds.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 3, 2015 WORK SESSION MINUTES
PAGE 4**

Supervisor Stumbo asked how many one and two bedroom units were in the building.

Eric Walker stated there were 179 one bedroom units and 20 two bedroom units.

Supervisor Stumbo stated the management of Clark East Towers had worked hard to resolve several issues at the Clark East Towers, especially bedbugs and Mr. Paiano responded that a "hot box" was actually in their plans, for new residents to put their furniture in to address the bedbug issue even before they moved in. She said the complex was 32 years old and since there had been no real investment or renovation to date, it was needed, but it was really important for the Board to understand what was going to be done.

Attorney Winters voiced his opinion, to include the residents at the beginning of this project to reduce their anxiety and offer input they might have regarding potential updates. Mr. Winters stated that if, in fact, the Township Board approved the application and MSHDA awarded the funding, the Municipal Services Agreement would still be binding and needed to be amended.

Supervisor Stumbo asked about holding current open units and Eric Walker stated NCR would immediately stop renting when they received verification that the funding was granted.

Attorney Stanley clarified this was not the only opportunity the Township Board would have to review the security plan. He stated, at this point, everything was preliminary and if the funding was approved, architectural plans would have to be submitted to the Township at that time. He also asked Mr. Winters to send the proposed amendment language to his attention.

REVIEW AGENDA

CONSENT AGENDA

ATTORNEY REPORT

Attorney Winters stated he would wait for the Board Meeting for the General Legal Update.

OLD BUSINESS

- 1. 2nd READING OF RESOLUTION 2015-2, PROPOSED ORDINANCE NO. 2015-443, AMENDING THE CODE OF ORDINANCES, CHAPTER 66 ENTITLED VEGETATION** (1ST READING HELD AT THE FEBRUARY 17, 2015 REGULAR MEETING)

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 3, 2015 WORK SESSION MINUTES
PAGE 5**

Supervisor Stumbo stated the news article regarding this issue had erroneously reported a \$5.00 fee was currently being charged for mowing.

2. RESOLUTION 2015-3, VEGETATION ENFORCEMENT ADMINISTRATIVE FEE
(TABLED AT THE FEBRUARY 17, 2015 MEETING)

Mike Radzik, OCS Director briefly reviewed the process used to ascertain the Administrative Fee amount.

Trustee Mike Martin asked if the Township was charged if a contractor showed up to mow a property that had already been mowed. Mr. Radzik stated there would be no charge per the mowing contract.

Trustee Mike Martin asked if the fee arrived at was \$50.00, to which Mike Radzik stated that was the average fee. Mr. Martin asked if the fee had to be based on a mathematical formula.

Mike Radzik stated the administrative fee was designed to recover the cost of the enforcement and was based on the analysis that would cover the cost. Discussion followed regarding the fact that the \$50.00 administration fee was added to the actual mowing cost, bringing the total to \$85.00, if approved.

Treasurer Doe asked if the residents were charged the \$50.00 administrative fee if they received notice from the Township but mowed it themselves.

Mike Radzik stated, currently, there was not a charge, but if the Board wanted to do that, it would have to be calculated differently. He stated the current fee was based on receiving the complaint by clerical staff, assigning someone to service the complaint, inspection of the property, opening the case in a software system, adding information and generating the work order for the mowing company. If, at that point the mower showed up and it was already mowed, the charge was terminated.

Treasurer Doe and Clerk Lovejoy Roe agreed the fee should be changed to recoup some of the fee, but Supervisor Stumbo stated caution should be exercised.

Trustee Mike Martin asked if a different fee could be charged for bank owned properties and stated he liked the idea of a progressive fee.

Supervisor Stumbo asked Attorney Winters if we could legally charge different fees. Attorney Winters responded it was possible to phrase it differently and could possibly be increased for repeat offenders.

Supervisor Stumbo stated a progressive fee could be considered for next year.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 3, 2015 WORK SESSION MINUTES
PAGE 6**

Trustee Eldridge asked if language for graduated fees for repeated mowing could be added at this point and, was there enough time to get this done before mowing season. Discussion followed that there would not be enough time to change the language since it had to be published.

Mike Radzik stated he would look to legal counsel for guidance regarding graduated, multiple offenders.

Attorney Winters stated the Noxious Weed Ordinance allowed putting fees on the tax roll but in terms of actually setting a graduated increase, he was not sure that was controlled by State Law.

Discussion followed on publication dates and timeframes to move forward with this item. Mike Radzik requested moving forward by adopting this Administrative Fee, publishing it and, if any changes were needed, bring them back to the Board so we were on stable ground for the 2015 mowing season.

The Board agreed to proceed and bring back a new fee schedule proposal as soon as possible.

**3. REQUEST TO CONSIDER MAJESTIC LAKES PD STAGE 1 AMENDED
PRELIMINARY SITE PLAN**

Joe Lawson, Planning Director stated his recommendation was to refer the Majestic Lakes PD Stage 1 Amended Preliminary Site Plan back to the Planning Commission for further consideration.

Attorney Winters reported he had spoken with the Attorney for the Majestic Lakes Developers in regard to language restricting rental of the single family homes and had received a letter which set forth several restrictions to ensure the intent of single family home ownership.

Mark Cohn, Attorney for Blue Majestic LLC addressed concerns raised at the February 17, 2015 Board Meeting. Mr. Cohn stated they were proposing a balance between not having commercial leasing activity and not taking away the right of a homeowner to rent because of difficult and unforeseen circumstances. He said the proposal was in respect to the 50 ft. units and commercial leasing activity would be prohibited by only allowing a homeowner that qualified for a Homestead Exemption to lease.

Scott Jacobson, Developer of Majestic Lakes stated they would not be able to sell homes with rental restrictions. He felt that was why the proposal Attorney Cohn had presented made sense.

Supervisor Stumbo referred to the Housing Affordability & Economic Study which stated market rate for multiples was needed, which had been presented as part of this development and the need to stop the number of rentals within the Township.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 3, 2015 WORK SESSION MINUTES
PAGE 7**

Attorney Winters stated he could foresee that if a person were allowed to lease, it would have to be comparable to the study the County had done.

Mark Cohn stated caution was needed regarding over-regulation and the consideration of creating a need for someone to monitor it all.

Manny Kniahynycky, S. R. Jacobson Development Corporation stated he was under the impression that Stage I was conceptual and the details would be hammered out at Stage II. He requested the Board agree to Stage I in order for them to move forward with the engineered drawings so they did not run the risk of losing the 2015 construction season.

Supervisor Stumbo stated Majestic Lakes needed to have a better presentation of the project and should have had Attorney Cohn present at the last meeting. She said it was not a good presentation to the Planning Commission either and the project still had to go back to the Planning Commission.

Joe Lawson briefly presented the reasoning for recommending the project back to the Planning Commission. He stated it would go back to the Planning Commission for their recommendation regarding PD Stage I and the Amended Rezoning and then come back to the Board by May. He also presented a timeline regarding the rest of the approvals.

Attorney Winters concurred the Planning Commission would be the proper body to digest all of the discussion and issues that had been addressed.

Mark Cohn stated his opinion that the Planning Commission was comfortable with the site plan itself and had recommended approval, but wanted the Board to deal with the issues that had been raised. He felt, for that reason, it would not be productive to send it back to the Planning Commission, since the issues before the Board were not really site plan issues, but rather policy issues.

Joe Lawson agreed with Mr. Cohn's assessment of the policy issues. He stated his reasoning for taking it back to the Planning Commission was in regard to the Board's hesitation and discussion regarding the 50 ft. lots. He voiced concern in relation to how the Site Plan was attached to the rezoning from 2002.

Discussion followed on the possibility that PD Stage I Amendment and PD Stage II could conceivably be approved at the same time, depending on how much engineering could be accomplished and how quickly.

Attorney Winters expressed the Preliminary Development Agreement would need to be changed because the issues being dealt with were radically different than normally seen with a PD Stage I, going forward with the plan that was approved in 2002 - 2003. He stated if it were tabled it would delay the project a lot longer.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 3, 2015 WORK SESSION MINUTES
PAGE 8**

Scott Jacobson stated he felt there were no major changes to the plan that was submitted to the Planning Commission and they had moved it forward to the Board. He stated they had done a reasonable job addressing the issues that had been raised.

Joe Lawson provided a point of clarification in terms of the major change. He stated the change wasn't from the Planning Commission to the meeting tonight but was from the original plan submitted from 2002 or 2006 and this plan currently before the Board. He said the changes which consisted of the type of units, the number of units and location of units were considered major changes and they were referred to as major changes in the ordinance.

Supervisor Stumbo stated whenever the property was purchased at the tax foreclosure, there was a site plan assigned and it had been rezoned to that site plan and when an amendment was requested, the property had to go through the rezoning changes.

Mr. Lawson added, whenever the Developer wanted to get approval for the existing plan, it was just a straight PD Stage II re-approval and Supervisor Stumbo added the Board had approved that and a Development Agreement came from that process.

Ms. Stumbo explained a major change was now being proposed to the site plan.

Mr. Jacobson stated he realized that, but it had already been to the Planning Commission for those changes and the Planning Commission had moved it forward to the Board.

Supervisor Stumbo stated the Planning Commission didn't do the rezoning and it had to be rezoned. She said the Planning Commission had moved it forward to the Board for their input and they were now sending it back to the Planning Commission for the rezoning of the property.

ADJOURNMENT

The meeting adjourned at approximately 7:02 p.m.

Respectfully submitted,
Karen Lovejoy Roe, Clerk

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 3, 2015 REGULAR MEETING**

Supervisor Stumbo, called the meeting to order at approximately 7:13 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: 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: Wm. Douglas Winters

PUBLIC COMMENTS

Emmanuel Jones, Township Resident and Executive Director of Mentor 2 Youth briefly described an upcoming annual bowling tournament, which was a fundraiser to help support the group's after-school programs, which were in the process of expanding to include more programming in Ypsilanti Township. He stated they were able to raise about \$2,500 last year with a group of 65 bowlers and their goal was to double that this year.

CONSENT AGENDA

A. MINUTES OF THE FEBRUARY 17, 2015 WORK SESSION AND REGULAR MINUTES

B. STATEMENTS AND CHECKS

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve the Consent Agenda. The motion carried unanimously.

ATTORNEY REPORT

Attorney Winters stated he would give a General Legal Update at the next regularly scheduled Board Meeting.

OLD BUSINESS

- 1. 2nd READING OF RESOLUTION 2015-2, PROPOSED ORDINANCE NO. 2015-443, AMENDING THE CODE OF ORDINANCES, CHAPTER 66 ENTITLED VEGETATION (1ST READING HELD AT THE FEBRUARY 17, 2015 REGULAR MEETING)**

Clerk Lovejoy Roe read Resolution No. 2015-2 into the record.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Scott Martin to approve 2nd Reading of Resolution No. 2015-2, Ordinance No. 2015-443, Amending the Code of Ordinances, Chapter 66 Entitled Vegetation (see attached).

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 3, 2015 REGULAR MEETING MINUTES
PAGE 2**

The motion carried as follows:

**Eldridge: Yes Scott Martin: Yes Stumbo: Yes
Clerk Lovejoy Roe: Yes Treasurer Doe: Yes Mike Martin: Yes**

**2. RESOLUTION 2015-3, VEGETATION ENFORCEMENT
ADMINISTRATIVE FEE (TABLED AT THE FEBRUARY 17, 2015 MEETING)**

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to remove from table Resolution 2015-3, Vegetation Enforcement Administrative Fee.

The motion carried as follows:

**Eldridge: Yes Scott Martin: Yes Stumbo: Yes
Clerk Lovejoy Roe: Yes Treasurer Doe: Yes Mike Martin: Yes**

Clerk Lovejoy Roe read Resolution No. 2015-3 into the record.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Mike Martin to adopt Resolution 2015-3, Vegetation Enforcement Administrative Fee (see attached). The motion carried unanimously.

**3. REQUEST TO RECONSIDER MAJESTIC LAKES PD STAGE 1
AMENDED PRELIMINARY SITE PLAN**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Mike Martin to follow Planning Director Joe Lawson's recommendation to refer Majestic Lakes PD Stage 1 Amended Preliminary Site Plan to the Planning Commission with conditions as outlined in Joe Lawson's Memo to the Board, dated February 26, 2015.
The motion carried unanimously.**

NEW BUSINESS

1. BUDGET AMENDMENT #4

Clerk Lovejoy Roe read Budget Amendment #4 into the record.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Budget Amendment #4 (see attached).

Trustee Scott Martin suggested building a "lean too" to protect vehicles from the elements and asked if there was a way to take care of this before Carl Girbach left.

Carl Girbach, Public Services Director stated he had drawn up some plans to be developed to build a "lean too" on the existing pole barn at the garage, as well as a stand-alone structure. He said he had suggested a carport for the new tractor last year, but there had been no funds available. Mr. Girbach stated his willingness to work on the project.

Supervisor Stumbo and Trustee Scott Martin asked Mr. Girbach to bring a plan back to the Board.

Clerk Lovejoy Roe asked about leasing an empty building, some discussion followed.

The motion carried unanimously.

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

2. RESOLUTION NO. 2015-4, ADOPTION OF HOUSING AFFORDABILITY AND ECONOMIC EQUITY ANALYSIS FOR WASHTENAW COUNTY

Clerk Lovejoy Roe read Resolution No. 2015-4 into the record.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to approve the adoption of Housing Affordability and Economic Equity Analysis for Washtenaw County (see attached). The motion carried unanimously.

Supervisor Stumbo stated Pittsfield Township, Ann Arbor City and Ypsilanti City have all adopted this resolution. She stated work on this would begin immediately and some policies could be instituted by the County to help us attain this goal. She reported Ypsilanti Township had 18% poverty and Ypsilanti City had 29.8%, which pointed to the urgency in this matter.

OTHER BUSINESS

Trustee Eldridge provided a brief update regarding the Ypsilanti National Little League. He stated he had met with them a month ago and they had requested to build a structure over their dugout at Harris Road Park. He said they had to go before the Park Commission, since it was Township property and the Park Commission had approved their request and had appointed a three-person committee to meet with Little League representatives to address some other concerns. Mr. Eldridge requested two or three Board Members to sit in on those discussions.

Trustee Eldridge reported Ypsilanti Pride would be using Harris Road Park on May 16, 2015 for one of their Clean-up sites. He added the Little League would be hosting their normal clean-up on April 11, 2015 from sunrise to dusk.

Trustee Eldridge stated he hoped Trustees Scott and Mike Martin would be willing to meet with the Little League due to past involvement and enthusiasm and they agreed to do so.

AUTHORIZATIONS AND BIDS

- 1. REQUEST OF CARL GIRBACH, PUBLIC SERVICES SUPERINTENDENT FOR AUTHORIZATION TO PURCHASE VEHICLES FOR VARIOUS DEPARTMENTS INCLUDING A FORD TRANSIT 250XL IN THE AMOUNT OF \$25,914.00, A FORD F-250 4X4 WITH DUMP BOX IN THE AMOUNT OF \$32,289.00, A FORD F-250 4X2 IN THE AMOUNT OF \$24,690.00 AND A TANDEM DUMP TRAILER IN THE AMOUNT OF \$7,000.00 ALL BUDGETED IN LINE ITEM #595.595.000.985.000**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to authorize the purchase of vehicles for various Departments including a Ford Transit 250XL in the amount of \$25,914.00, a Ford F-250 4X4 with Dump Box in the amount of \$32,289.00, a Ford F-250 4X2 in the amount of \$24,690.00 and a Tandem Dump Trailer in the amount of \$7,000.00 all budgeted in line item #595.595.000.985.000 through the MI Deal.

Trustee Scott Martin asked if the trailer would be used in all departments.

Carl Girbach stated different departments would share the use of the trailer.

The motion carried unanimously.

ADJOURNMENT

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 3, 2015 REGULAR MEETING MINUTES
PAGE 4**

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

The meeting adjourned at approximately 7:36 P.M.

Respectfully submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2015 – 2

Amending the Charter Township of Ypsilanti Code of Ordinances, Chapter 66 entitled Vegetation

Whereas, the Charter Township of Ypsilanti (“Township”) Ordinance 66-31 requires property owners to maintain grass, weeds and other vegetation to a maximum height of seven inches (7”); and

Whereas, the Township Ordinance 66-32 authorized the Commissioner to enforce the vegetation Ordinance by authorizing an agent to cut grass or noxious weeds in excess of seven inches (7”) and charge the property owner with the costs of the mowing plus a 15% administrative fee; and

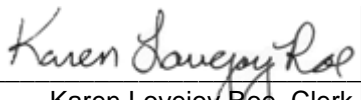
Whereas, the Township’s Office of Community Standards’ records show that the 15% administrative fee does not cover the actual administrative costs sustained by the Township in processing mowing complaints, mowing inspections, written reports, coordination with contract mowers and billing notices; and

Whereas, amending the Ordinance to permit newspaper publication of the annual mowing notice in April will provide the Township with an additional month to prepare such notices for newspaper publication; and

Whereas, amending the Ordinance to provide that the administrative costs assessed against property owners will be determined by resolution of the Township Board will enable the Township to set an annual administrative fee rate which is directly based on the actual administrative costs sustained by the Township in monitoring and enforcing the seven inch (7”) vegetation limit;

Now therefore, be it resolved that Ordinance 2015- 443 is hereby adopted by reference.

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. 2015-2 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on March 3, 2015.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI

ORDINANCE NO. 2015 - 443

*An Ordinance to Amend the Charter Township of Ypsilanti
Code of Ordinances, Chapter 66 entitled Vegetation*

The Charter Township of Ypsilanti hereby ordains that the Charter Township of Ypsilanti Code of Ordinances, Chapter 66 entitled Vegetation, is amended as follows:

Delete: In its entirety, Section 66-31 entitled Grass and weeds and

Delete: In its entirety, Section 66-32 entitled Enforcement.

Add: The following new provisions to Chapter 66 Vegetation:

Sec. 66-31. - Grass and Weeds.

It shall be the duty of all owners of any residential, developed, subdivided or landscaped areas, including vacant properties that adjoin such areas, to cut or destroy any grass, noxious weeds or other vegetation found growing on such land before it reaches an average height of seven inches. In other areas situated within close proximity to an occupied structure and when deemed necessary to protect the health, safety and welfare of citizens, such vegetation may be maintained at an average height of less than ten inches.

The commissioner may designate natural areas where such vegetation may be permitted to grow in excess of ten inches without causing blight, creating a nuisance or compromising the safe and sanitary maintenance of nearby dwellings, commercial and industrial buildings.

Annually, a notice shall be published in a newspaper of general circulation during the month of April indicating that if grass, weeds and other vegetation are not cut or destroyed by Memorial Day and thereafter maintained according to these standards during the growing season, they may be cut or removed by the township and the costs charged against the property as described in section 66-32.

Sec. 66-32. - Enforcement.

If private property or a lawn extension is not maintained as required by this article, the commissioner may have the work done to bring the property or lawn extension into compliance. The notice provided for enforcement of sections other than section 66-31 shall be sent to the address of the owner as shown on the assessor's records at least five days prior to commencing the work. If an immediate hazard to public safety occurs, no prior notice shall be necessary. The actual costs of the work needed to bring property or a lawn extension into compliance, together with an administrative fee as determined by resolution of the Township Board, shall be billed to the owner. If this amount is not paid within 45 days, it shall be a special assessment against the property as provided in this Code. The supervisor shall add such expense to the tax roll on such lands, and such shall become a lien against such lands and be enforced in the same manner as provided by the laws of the state for general property taxes.

Severability

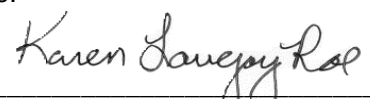
Should any provision or part of the within Ordinance be declared by any court of competent jurisdiction to be invalid or enforceable, the same shall not affect the validity or enforceability of the balance of this Ordinance which shall remain in full force and effect.

Effective Date and Repeal of Conflicting Ordinances

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

This ordinance shall take effect after publication in a newspaper of general circulation as required by law.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify adoption of Ordinance No. 2014-443 by the Charter Township of Ypsilanti Board of Trustees assembled at a Regular Meeting held on March 3, 2015 after first being introduced at a Regular Meeting held on February 17, 2015. The motion to approve was made by member Roe and seconded by member S. Martin. Yes: Mike Martin, Eldridge, Scott Martin, Stumbo, Roe, Doe. ABSENT: Currie NO: None. ABSTAIN: None.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

Published: Thursday, March 12, 2015

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2015 – 3

Vegetation Enforcement Administrative Fee

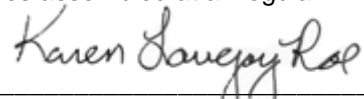
Whereas, the Township Board has adopted Ordinance 2015-443 which provides for administrative fees to enforce the Code of Ordinances Sec. 66-31, pertaining to nuisance vegetation. The fees recover the Township's cost of inspections, record keeping and collections above and beyond the cost of perform mowing services.

Now Therefore, Be it resolved, that the following fee schedule is adopted:

VEGETATION ENFORCEMENT FEE

\$50.00 per completed enforcement event

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. 2015-3 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on March 3, 2015.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
2015 BUDGET AMENDMENT #4**

March 3, 2015

101 - GENERAL OPERATIONS FUND

Total Increase \$8,200.00

Increase budget for non assessment Cameras in Harris Park (2), Tyler/Redwood Catwalk (1), and for main station. The 3 cameras in the park areas and catwalk are approximately \$1,800 each and the main station is approximately \$2,800 annually. This is funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$8,200.00
			<u>\$8,200.00</u>
		Net Revenues	<u><u>\$8,200.00</u></u>
Expenditures:	Camera - Non Assessment	101-956-000-925.000	\$8,200.00
			<u>\$8,200.00</u>

266 - LAW ENFORCEMENT FUND

Total Increase \$45,000.00

Increase budget for Huron Law Enforcement Station Capital Outlay to complete the improvement project started in 2014. This is funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Appropriation	266-000-000-699.000	\$45,000.00
			<u>\$45,000.00</u>
		Net Revenues	<u><u>\$45,000.00</u></u>
Expenditures:	Cap Outlay - Huron Police Station	266-301-000.975.266	\$45,000.00
			<u>\$45,000.00</u>
		Net Expenditures	<u><u>\$45,000.00</u></u>

595-MOTORPOOL FUND

Total Increase \$90,000.00

Increase the budget for the purchase of (3) vehicles and dump box to replenish fleet not to exceed \$90,000 for use of various departments. (Ford Transit 250XL, Ford F-250 4x4 with dump box, Ford F-250 4x2, Tandem Dump Trailer). This is funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Appropriation	595-000-000-699.000	\$90,000.00
			<u>\$90,000.00</u>
		Net Revenues	<u><u>\$90,000.00</u></u>
Expenditures:	Capital Outlay/Vehicles	595-595-000-985.000	\$90,000.00
			<u>\$90,000.00</u>
		Net Expenditures	<u><u>\$90,000.00</u></u>

Motion to Amend the 2015 Budget (#4):

Move to increase the General Fund budget by \$8,200 to \$7,859,035 and approve the department line item changes as outlined.

Move to increase the Law Enforcement Fund budget by \$45,000 to \$6,690,573 and approve the department line item changes as outlined.

Move to increase Motor Pool Fund budget by \$90,000 to \$312,671 and approve the department line item changes as outlined.

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2015 – 4

**ADOPTION OF HOUSING AFFORDABILITY AND
ECONOMIC EQUITY – ANALYSIS
FOR WASHTENAW COUNTY**

WHEREAS, the Washtenaw County Office of Community and Economic Development undertook an analysis of housing market conditions throughout the community, with support from the City of Ann Arbor, the U.S. Department of Housing and Urban Development and the Ann Arbor Downtown Development Authority; and

WHEREAS, the report from that analysis provides information from stakeholder interviews, surveys, and data analysis describing a widening imbalance in the housing markets of Washtenaw County, and particularly the urbanized area; and

WHEREAS, the report provides findings as well as targets and implementation strategies that can be considered to improve the balance of markets and the access of lower income households throughout the community; and

WHEREAS, the Ypsilanti Township Board of Trustees is committed to promoting those policies that create resiliency, promote equity, and improve opportunity for households of all income levels throughout the County.

NOW THEREFORE BE IT RESOLVED that Ypsilanti Township hereby adopts the Housing Affordability and Equity – Analysis for Washtenaw County; and

BE IT FURTHER RESOLVED that the Board of Trustees commits to advancing the goals of this analysis to promote balance in the County's housing market through policy and resource allocations, partnerships and collaborations throughout the County, and through a goal of providing services to all County residents, inclusive of the most vulnerable; and

BE IT FURTHER RESOLVED that the Board of Trustees supports the identification and/or designation of a regional workgroup or structure that will advance and annually review the status of goals identified on this report and requests that the Office of Community and Economic Development regularly report on progress to the Board of Trustees and the community at large.

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. 2015-4 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on March 3, 2015.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

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



**Accounting
Department**

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 48-3702
Fax: (734) 484-5154

Charter Township of Ypsilanti

STATEMENTS AND CHECKS

MARCH 17, 2015 BOARD MEETING

ACCOUNTS PAYABLE CHECKS -	\$ 613,700.35
HAND CHECKS -	<u>\$ 453,487.90</u>
GRAND TOTAL -	\$ 1,067,188.25

Choice Health Care Deductible February 2015

ACH EFT -	\$35,798.66
ADMIN FEE -	\$ 0.00

(Did not receive January or February Admin totals yet)

User: mharris

CHECK NUMBERS 167786 - 167866

DB: Ypsilanti-Twp

Check Date	Bank	Check	Vendor	Vendor Name	Amount
<i>Hand Checks</i>					
Bank AP AP					
02/24/2015	AP	167786	5049	BLUE CROSS BLUE SHIELD OF MI	126,674.48
02/24/2015	AP	167787	BCBS	BLUE CROSS BLUE SHIELD OF MI	33,860.78
02/24/2015	AP	167788	0363	COMCAST CABLE	169.35
02/24/2015	AP	167789	0363	COMCAST CABLE	242.35
02/24/2015	AP	167790	0363	COMCAST CABLE	142.35
02/24/2015	AP	167791	0363	COMCAST CABLE	172.35
02/24/2015	AP	167792	0363	COMCAST CABLE	169.35
02/24/2015	AP	167793	0363	COMCAST CABLE	169.35
02/24/2015	AP	167794	2002	DELTA DENTAL PLAN OF MICHIGAN	13,315.49
02/24/2015	AP	167795	16486	PAETEC	496.24
02/24/2015	AP	167796	6263	STANDARD INSURANCE COMPANY	2,934.54
02/24/2015	AP	167797	1475	VERIZON WIRELESS	841.39
02/24/2015	AP	167798	1475	VERIZON WIRELESS	70.82
02/24/2015	AP	167799	VSP	VISION SERVICE PLAN	2,404.00
02/24/2015	AP	167800	15934	WASTE MANAGEMENT	221.79
02/24/2015	AP	167801	15934	WASTE MANAGEMENT	770.87
02/24/2015	AP	167802	15934	WASTE MANAGEMENT	743.40
02/24/2015	AP	167803	15934	WASTE MANAGEMENT	96,607.34
02/24/2015	AP	167804	15934	WASTE MANAGEMENT	30,514.14
02/24/2015	AP	167805	15934	WASTE MANAGEMENT	1,515.87
02/24/2015	AP	167806	15934	WASTE MANAGEMENT	26,012.02
02/24/2015	AP	167807	15934	WASTE MANAGEMENT	560.00
02/26/2015	AP	167808	16509	CLEAR RATE COMMUNICATIONS, INC	1,088.29
02/26/2015	AP	167809	COMCAST B	COMCAST BUSINESS	825.00
02/26/2015	AP	167810	0363	COMCAST CABLE	145.59
02/26/2015	AP	167811	0363	COMCAST CABLE	660.40
02/26/2015	AP	167812	0363	COMCAST CABLE	709.40
02/26/2015	AP	167813	0363	COMCAST CABLE	709.40
02/26/2015	AP	167814	0363	COMCAST CABLE	709.40
02/26/2015	AP	167815	0363	COMCAST CABLE	92.85
02/26/2015	AP	167816	0363	COMCAST CABLE	214.90
02/26/2015	AP	167817	0119	DTE ENERGY**	74,294.04
02/26/2015	AP	167818	G.ALARM	GUARDIAN ALARM	570.19
02/27/2015	AP	167819	A. BEASLEY	ANDREW BEASLEY	14.00
02/27/2015	AP	167820	A. RICH	ANITA RICH	14.00
02/27/2015	AP	167821	B. VONICK	BETHANY VONICK	55.50
02/27/2015	AP	167822	C. LARSEN	CAROL LARSEN	55.50
02/27/2015	AP	167823	C. KENYON	CHRISTY KENYON	14.00
02/27/2015	AP	167824	C. SHELTON	CLIFFORD SHELTON	14.00
02/27/2015	AP	167825	D. STINE	DANIEL STINE	14.00
02/27/2015	AP	167826	D. GOSCI	DAVID GOSCICKI	14.00
02/27/2015	AP	167827	D. WRAY	DENISE WRAY	14.00
02/27/2015	AP	167828	D. MARCELL	DENNIS MARCELL	14.00
02/27/2015	AP	167829	F. BOXLEY	FREDRICK BOXLEY	55.50
02/27/2015	AP	167830	G. DUFEX	GERMAINE DUFEX	14.00
02/27/2015	AP	167831	J. RANDALL	JAMIE RANDALL	14.00
02/27/2015	AP	167832	J. PICHAN	JO PICHAN	55.50
02/27/2015	AP	167833	K. WIEDB	KENDRA WIEDBUSCH	14.00
02/27/2015	AP	167834	K. LOTT	KRISTAL LOTT	14.00
02/27/2015	AP	167835	L. ELIE	LARRY ELIE	14.00
02/27/2015	AP	167836	L. HILLEB	LESLIE HILLEBRAND	14.00
02/27/2015	AP	167837	M. IRWIN	MARIE IRWIN	14.00
02/27/2015	AP	167838	M. FORT	MARK FORT	14.00
02/27/2015	AP	167839	M. SLAVEN	MICHAEL SLAVEN	14.00
02/27/2015	AP	167840	M. ECKROAD	MONICA ECKROAD-SLAY	14.00
02/27/2015	AP	167841	N. HAMILT	NANCY HAMILTON	14.00
02/27/2015	AP	167842	O. FROST	OTIS FROST	14.00
02/27/2015	AP	167843	R. FETTES	RANDALL FETTES	14.00
02/27/2015	AP	167844	R. FERRETT	ROCHELLE FERRETT	14.00
02/27/2015	AP	167845	R. SUTHERB	RONALD SUTHERBY	35.50
02/27/2015	AP	167846	S. RAY	SONDRA RAY	55.50
02/27/2015	AP	167847	T. OFFERM	TAMMY OFFERMANN	55.50
02/27/2015	AP	167848	T. BAILEY	TWREE BAILEY	14.00
02/27/2015	AP	167849	U. ONUOHA	UZAMAKA ONUOHA	14.00
02/27/2015	AP	167850	V. HESTERL	VEDA HESTERLY	14.00
02/27/2015	AP	167851	W. MASSEY	WILLIAM MASSEY	14.00
03/04/2015	AP	167852	6821	AT & T	72.58
03/04/2015	AP	167853	6821	AT & T	27.14
03/04/2015	AP	167854	0363	COMCAST CABLE	714.40
03/04/2015	AP	167855	0363	COMCAST CABLE	533.05
03/04/2015	AP	167856	0363	COMCAST CABLE	714.40
03/04/2015	AP	167857	0363	COMCAST CABLE	714.40
03/04/2015	AP	167858	0363	COMCAST CABLE	542.05
03/04/2015	AP	167859	0363	COMCAST CABLE	542.05
03/04/2015	AP	167860	0363	COMCAST CABLE	542.05
03/04/2015	AP	167861	0363	COMCAST CABLE	237.85
03/04/2015	AP	167862	0119	DTE ENERGY	24,207.74
03/04/2015	AP	167863	0426	GUARDIAN ALARM	750.00

Check Date	Bank	Check	Vendor	Vendor Name	Amount
03/04/2015	AP	167864	0426	GUARDIAN ALARM	1,306.53
03/04/2015	AP	167865	15934	WASTE MANAGEMENT	123.33
03/04/2015	AP	167866	0480	YPSILANTI COMMUNITY	1,670.21

AP TOTALS:

Total of 81 Checks:	454,058.09
Less 1 Void Checks:	570.19
Total of 80 Disbursements:	453,487.90

User: mharris

CHECK NUMBERS 167867 - 167956

DB: Ypsilanti-Twp

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank AP AP					
03/17/2015	AP	167867	2937	A & R TOTAL CONSTRUCTION, INC.	19,400.07
03/17/2015	AP	167868	0001	A.F. SMITH ELECTRIC	923.28
03/17/2015	AP	167869	0664	ANGELA VERGES	157.54
03/17/2015	AP	167870	0017	ANN ARBOR CLEANING SUPPLY	22.50
03/17/2015	AP	167871	1464	ANN ARBOR TRANSPORTATION AUTH.	406.00
03/17/2015	AP	167872	0022	ANN ARBOR WELDING SUPPLY CO	182.28
03/17/2015	AP	167873	A. RADER	APRIL RADER	35.99
03/17/2015	AP	167874	0215	AUTO VALUE YPSILANTI	238.05
03/17/2015	AP	167875	AC LLC	AUTOMATED CONFIRMATIONS, LLC	23.75
03/17/2015	AP	167876	0007	BECKETT & RAEDER	300.00
03/17/2015	AP	167877	B. ZIRKLE	BRANDON ZIRKLE	2,485.00
03/17/2015	AP	167878	0071	BRENDA STUMBO	119.32
03/17/2015	AP	167879	0717	CARTER LUMBER COMPANY	62.18
03/17/2015	AP	167880	0582	CONGDON'S	80.28
03/17/2015	AP	167881	CONTI	CONTI	91,357.00
03/17/2015	AP	167882	DAWN FARM	DAWN FARM	2,652.75
03/17/2015	AP	167883	6944	DES MOINES STAMP MFG. CO.	173.30
03/17/2015	AP	167884	DMC	DMC TECHNOLOGY GROUP	7,600.00
03/17/2015	AP	167885	15987	EDGAR RAINCY	171.00
03/17/2015	AP	167886	2898	EMERGENT HEALTH PARTNERS	5,712.36
03/17/2015	AP	167887	8585	ESRI	2,500.00
03/17/2015	AP	167888	1200	FEDERAL EXPRESS CORPORATION	109.37
03/17/2015	AP	167889	FIRESTONE	FIRESTONE COMPLETE AUTO CARE	37.99
03/17/2015	AP	167890	15796	FIRST DUE FIRE SUPPLY	480.00
03/17/2015	AP	167891	4780	FLOYD WOODARD	2,517.60
03/17/2015	AP	167892	2908	FONDRIEST ENVIRONMENTAL, INC.	1,635.53
03/17/2015	AP	167893	15897	GARY STAFFORD	45.00
03/17/2015	AP	167894	0073	GENE BUTMAN FORD	171.73
03/17/2015	AP	167895	GMANCINI	GIULIANO MANCINI	25.00
03/17/2015	AP	167896	0107	GRAINGER	134.48
03/17/2015	AP	167897	G.CRUMP	GREGORY CRUMP	114.00
03/17/2015	AP	167898	2831	HERKIMER RADIO SERVICE	250.00
03/17/2015	AP	167899	0503	HOME DEPOT	167.86
03/17/2015	AP	167900	HNV	HOME OF NEW VISION	8,001.00
03/17/2015	AP	167901	8477	HOMER TURNER	2,517.60
03/17/2015	AP	167902	0174	HONEYWELL	1,741.73
03/17/2015	AP	167903	3988	HURON SIGNS	17,527.00
03/17/2015	AP	167904	6519	IDENTIFICATION PRODUCTS MFG.	243.47
03/17/2015	AP	167905	J. BAKER	JACOB BAKER	41.00
03/17/2015	AP	167906	JL&C	JAMES LEFFEL & CO.	21,910.00
03/17/2015	AP	167907	KCI	KCI	1,496.70
03/17/2015	AP	167908	K. WMS	KENDALL WILLIAMS	100.00
03/17/2015	AP	167909	K. WHITE	KEVIN L. WHITE	90.00
03/17/2015	AP	167910	LLS	LANGUAGE LINE SERVICES	8.29
03/17/2015	AP	167911	11330	LSL PLANNING INC	9,908.00
03/17/2015	AP	167912	0158	MARK HAMILTON	1,500.00
03/17/2015	AP	167913	15195	MARK NELSON	400.00
03/17/2015	AP	167914	0602	MCCALLA'S FEED SERVICE, INC.	399.00
03/17/2015	AP	167915	0253	MCLAIN AND WINTERS	98,977.07
03/17/2015	AP	167916	16001	MICHAEL MEYER	125.00
03/17/2015	AP	167917	0629	MICHIGAN ASSOC. OF MUNICIPAL CLERKS	115.00
03/17/2015	AP	167918	16461	MICHIGAN LINEN SERVICE, INC.	1,042.62
03/17/2015	AP	167919	2986	NAPA AUTO PARTS*	25.83
03/17/2015	AP	167920	6278	OBRYAN'S LOCK & KEY*	7,969.00
03/17/2015	AP	167921	2997	OFFICE EXPRESS	946.00
03/17/2015	AP	167922	0309	ORCHARD, HILTZ & MCCLIMENT INC	1,804.00
03/17/2015	AP	167923	0913	PARKWAY SERVICES, INC.	120.00
03/17/2015	AP	167924	P. POWER	PETER POWER	1,260.00
03/17/2015	AP	167925	0722	PRINTING SYSTEMS	1,040.35
03/17/2015	AP	167926	6045	Q.P.S PRINTING	25.00
03/17/2015	AP	167927	15386	RICOH USA, INC.	2,765.46
03/17/2015	AP	167928	6308	RKA PETROLEUM	2,216.05
03/17/2015	AP	167929	6421	ROBERT ENGEL	2,517.60
03/17/2015	AP	167930	0634	SAM'S CLUB DIRECT	262.88
03/17/2015	AP	167931	0383	SHERWIN WILLIAMS COMPANY	156.90
03/17/2015	AP	167932	0395	SHRADER TIRE & OIL	21.95
03/17/2015	AP	167933	6288	SIGNS BY TOMORROW	202.15
03/17/2015	AP	167934	15751	SOUTHERN COMPUTER WAREHOUSE	1,800.38
03/17/2015	AP	167935	3002	SPARTAN CHASSIS, INC.	4,989.50
03/17/2015	AP	167936	SPECTORSOF	SPECTORSOF CORP	247.50
03/17/2015	AP	167937	STANTEC	STANTEC	4,769.13
03/17/2015	AP	167938	6442	STATE OF MICHIGAN D.E.Q.	500.00
03/17/2015	AP	167939	0632	STERICYCLE INC	158.00
03/17/2015	AP	167940	11025	TAMMIE KEEN	15.18
03/17/2015	AP	167941	3011	THOMSON REUTERS - WEST PAYMENT CTR	37.50
03/17/2015	AP	167942	15941	TODD BARBER	1,775.00
03/17/2015	AP	167943	6376	TRACTOR SUPPLY COMPANY	19.99
03/17/2015	AP	167944	TRA	TRANSUNION RISK & ALTERNATIVE	840.00

Check Date	Bank	Check	Vendor	Vendor Name	Amount
03/17/2015	AP	167945	TRI	TREATMENT RESEARCH INSTITUTE	1,750.00
03/17/2015	AP	167946	2597	U.S. POSTAL SERVICE*	220.00
03/17/2015	AP	167947	0497	VAN BUREN STEEL & FABRICATING	21.44
03/17/2015	AP	167948	6627	VICTORY LANE	72.14
03/17/2015	AP	167949	V. YERMALE	VOLHA YERMALENKA	400.00
03/17/2015	AP	167950	6171	WASHTENAW COUNTY HAZMAT AUTHORITY	2,749.60
03/17/2015	AP	167951	15249	WASHTENAW COUNTY SHERIFF'S OFFICE	153.00
03/17/2015	AP	167952	0444	WASHTENAW COUNTY TREASURER#	227,931.33
03/17/2015	AP	167953	0444	WASHTENAW COUNTY TREASURER#	3,850.83
03/17/2015	AP	167954	0444	WASHTENAW COUNTY TREASURER#	32,901.00
03/17/2015	AP	167955	1627	WINGFOOT COMMERCIAL TIRE	539.26
03/17/2015	AP	167956	4263	WOLVERINE FREIGHTLINER	191.71

AP TOTALS:

Total of 90 Checks:	613,700.35
Less 0 Void Checks:	0.00
Total of 90 Disbursements:	613,700.35

OFFICE OF THE TREASURER
LARRY J. DOE



MONTHLY TREASURER'S REPORT
FEBRUARY 1, 2015 THROUGH FEBRUARY 28, 2015

<u>Account Name</u>	<u>Beginning Balance</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Ending Balance</u>
101 - General Fund	2,279,226.13	2,490,122.36	868,047.68	3,901,300.81
101 - Payroll	241,744.05	739,060.92	748,976.82	231,828.15
101 - Willow Run Escrow	142,093.55	21.80	0.00	142,115.35
206 - Fire Department	195,249.39	1,008,305.80	343,076.31	860,478.88
208 - Parks Fund	8,205.81	0.17	308.22	7,897.76
212 - Roads/Bike Path/Rec/General Fund	11,391.03	848,724.92	123,086.30	737,029.65
225 - Environmental Clean-up	444,355.25	13.33	0.00	444,368.58
226 - Environmental Services	1,674,121.57	800.78	194,744.77	1,480,177.58
230 - Recreation	72,177.16	14,918.50	63,922.30	23,173.36
236 - 14-B District Court	185,875.40	102,121.66	99,434.92	188,562.14
244 - Economic Development	67,183.36	1.45	0.00	67,184.81
248 - Rental Inspections	137,575.71	14,298.94	14,999.78	136,874.87
249 - Building Department Fund	470,307.41	25,115.27	23,904.06	471,518.62
250 - LDFA Tax	29,457.31	0.64	0.00	29,457.95
252 - Hydro Station Fund	525,835.74	43,359.59	16,930.82	552,264.51
266 - Law Enforcement Fund	1,176,020.23	745.21	81,325.00	1,095,440.44
280 - State Grants	18,384.80	0.40	0.00	18,385.20
301 - General Obligation	213,134.97	15.28	0.00	213,150.25
397 - Series "B" Cap. Cost of Funds	11,722.57	0.25	0.00	11,722.82
398 - LDFA 2006 Bonds	34,958.78	0.76	0.00	34,959.54
498 - Capital Improvement 2006 Bond Fund	336,673.56	51.66	0.00	336,725.22
584 - Green Oaks Golf Course	96,575.00	165,341.71	89,390.52	172,526.19
590 - Compost Site	867,581.97	1,995.83	24,219.81	845,357.99
595 - Motor Pool	333,487.66	9.81	9,642.30	323,855.17
701 - General Tax Collection	37,874.75	73,536.79	5,839.84	105,571.70
703 - Current Tax Collections	12,073,726.77	0.00	0.00	12,073,726.77
707 - Bonds & Escrow/GreenTop	865,422.23	4,260.05	242.50	869,439.78
708 - Fire Withholding Bonds	86,399.28	8,439.35	0.00	94,838.63
893 - Nuisance Abatement Fund	51,761.19	314.21	2,438.77	49,636.63
ABN AMRO Series "B" Debt Red. Cap.Int.	18,680.52	0.00	0.00	18,680.52
GRAND TOTAL	22,707,203.15	5,541,577.44	2,710,530.72	25,538,249.87

SUPERVISOR'S REPORT

March 17, 2015

- 3/4/15 Jeff Allen and I attended SEMCOG Workshop and presentation on grant for Grove Road bike path
- 3/5/15 Attended weekly development team meeting
- Larry Doe and I attended Dinner & Conversation at Ann Arbor Area CVB with Executive Committee members and director
- 3/7/15 Attended Washtenaw County Democratic Party meeting at Library to discuss Proposal 1
- 3/9/15 Met with Jane Vass regarding the upcoming Home Front Celebration
- 3 FTOs attended weekly police meeting
- 3/10/15 Attended Home Front Celebration committee meeting
- 3 FTOs and Doug Winters met with Wallbridge and RACER Trust regarding the clean up and redevelopment of the Willow Run site
- 3/11/15 Attended and spoke at the Ann Arbor Chamber Leadership meeting
- Larry Doe and I sat on interview for Building Director
- 3/12/15 Larry Doe and I attended weekly development team meeting
- Attended Creekside South NHW meeting
- 3/13/15 3 FTOs attended VCB presentation of wayfinding signage
- 3/16/15 Attended Girl Scouts Advisory Committee meeting
- Larry Doe and I attended weekly police meeting
- Met with resident Islim Fadi regarding Crohn's Disease awareness
- Attended West Willow NHW meeting
- 3/17/15 Met with Sonya Brown, Regional Vice President and Makeda Hunt of National Church Residences. The purpose of the meeting was to meet the Regional Vice President.

CLERK REPORT

MARCH 17, 2015

Submitted by Karen Lovejoy Roe, Clerk

- **TUESDAY, MAY 5, 2015 STATEWIDE BALLOT PROPOSAL ELECTION-** Angela Robinson, Elections Specialist is taking the lead in election preparation for the Clerk's office. Ballot orders have been placed and are expected by the end of the month. The tabulators have all been repaired and batteries replaced. Absentee ballot applications are coming in every day. Clerk's staff is busy updating the files in preparation for the May election. Election Inspector training is currently being scheduled.
- **GIRL SCOUTS OF AMERICA MEETING-**Supervisor Stumbo and Clerk Lovejoy Roe attended a meeting at the invitation of the Girl Scouts of America. This meeting was attended by the staff of the Girl Scouts and elected female leaders from local, state and national levels of government. Ideas were discussed on how best to support young girls and their personal growth and life goals.
- **FOOD ACCESS WASHTENAW COUNTY INITIATIVES-**Clerk Lovejoy Roe and Supervisor Stumbo attended a meeting on Thursday, February 19, 2015 with county staff regarding local food access projects and ways to improve access to healthy foods in Ypsilanti Township.
- **WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE-**Clerk Lovejoy Roe and Supervisor Stumbo attended the February 24, 2015 Urban County Executive Committee (UCEC) Meeting. A Fair Housing Center Breakfast will be held at the Campus Inn, Ann Arbor on March 25, 2015 with national leaders in fair housing and equity policy and mapping. The Office of Community and Economic Development will be a part of HUD Entitlement Funding required monitoring over the next few years. This will include monitoring of all the sub-recipients which will include Ypsilanti Township. A draft of the fiscal year 2015 Action Plan was presented. Recommendations were presented for the HOME Funds for 2015. It is recommended that the Ypsilanti-Washtenaw Housing Corporation-Rental Development-Parkridge Homes be awarded \$500,000 in 2015 HOME Funds. This is in addition to the \$415,000 awarded in 2014 for a total of \$915,000 in HOME Funds for this project. It is a demolition project and new construction of 86 units in duplex and townhome configurations and a new on-site community center. It is recommended that Habitat for Humanity of Huron Valley be awarded funds to support 15 household units for a two year award of \$201,500. Avalon Housing-Rental Rehabilitation-Arbordale Apartments will receive \$415,000 of funds from 2013, 2014, and 2015 HOME Fund allocations. At the March 24, 2015 UCEC meeting the committee will be taking action on the recommendations. Public Hearings are currently underway on the DRAFT FY2015 Action Plan and FY 2013 and FY2014 Substantial Amendments. Plans are available on the Washtenaw County website, ewashtenaw.org and the dates/times for hearings are listed on the website. There was also discussion regarding the US-23 Environmental Assessment for the MDOT plans for US-23.

- **WORK FLOW AND DOCUMENT MANAGEMENT PROFESSIONAL SERVICES PRESENTATION**-On February 25, 2015 a presentation of professional services and software available to Ypsilanti Township for both work flow and managing documents was made by Mari Martin of Hasselbring Clark. The presentation was attended by several Department Managers and staff. In the near future the Informations Systems Manager, Travis McDugald will be requesting to establish a committee to review a variety of professional service companies that provide work flow and document management services. The goal will be to provide a recommendation for a professional service provider in the field of work flow and document management to the Township Board for approval.
- **NEW WEST WILLOW NEIGHBORHOOD ASSOCIATION(NWWNA)**-Supervisor Stumbo and Clerk Lovejoy Roe met with Habitat for Humanity and NWWNA on Monday, March 2, 2015 to discuss ways to develop and support businesses in the eastern side of Washtenaw County and Ypsilanti Township. Plans were made to begin a process of working towards the goals of increased access to food, development of new businesses that are needed in the township and support for current township businesses.
- **HOMEFRONT CELEBRATION**-Ypsilanti Township elected officials and staff met on Tuesday, March 10, 2015 to discuss ways to participate in the HOMEFRONT CELEBRATION. The HOMEFRONT CELEBRATION is a chance to revisit and honor the 70th year anniversary of the end of World War II. There were a lot of ideas discussed including a parade, baseball game, food and art displays with the focus on the Community Center area.
- **WILLOW RUN GM CLEANUP AND ECONOMIC FUTURE OF RACER PROPERTY**-Ypsilanti Township elected officials and attorney met with Racer, Walbridge and DEQ staff on Tuesday, March 10, 2015 to discuss the GM Willow Run Property environmental cleanup and the economic development of the property. Agreement was made to meet again shortly with Walbridge to discuss an agreement regarding the future use of the property.
- **WAYFINDING SIGNAGE PROJECT FOR THE YPSILANTI AREA**-Treasurer Doe, Supervisor Stumbo and Clerk Lovejoy Roe met with representatives from the Ypsilanti Area Visitors and Convention Bureau to discuss the next phase of the Wayfinding Signage Project on Friday, March 13, 2015. The YAVCB staff is meeting with a variety of governmental entities, non-profit organizations, educational institutions and others for financial support to begin phase 1 of the project. The request for the township board to fund a portion of phase 1 will be brought back to the board in the near future for a presentation and discussion and to request Ypsilanti Township Board support and funding for the signage project.

TREASURER REPORT

THERE IS NO WRITTEN TREASURER REPORT

TRUSTEE REPORT

THERE IS NO WRITTEN TRUSTEE REPORT

ATTORNEY REPORT

GENERAL LEGAL UPDATE

NEW BUSINESS



National Church Residences
EXCELLENCE THAT TRANSFORMS LIVES

Clark East Tower
Proposed Preliminary Application

Dear Ypsilanti Board of Trustees,

Attached to this cover letter is National Church Residences preliminary/draft application for funding. On April 1st a Final Version of this application will be submitted to the Michigan State Housing Development Authority (MSHDA) for tax credits to be used for a substantial renovation at Clark East Towers. The proposed application will be subject to revisions by MSHDA based on their internal review.

The attached preliminary application is still in draft form as continued negotiations are ongoing with National Church Residences, Alliance Architects and First Contracting Inc. (General Contractor) on the proposed scope of work and costs. There will undoubtedly be some revisions to the application prior to submission to MSHDA on April 1st. We will send you a copy of the submitted document. If the project is funded, the scope of work, construction costs and financial model will continue to be revised and updated based upon labor costs, updated materials costs, equity bids and any input from HUD and MSHDA and other Stakeholders.

If any board members have any questions or comments about the proposed application National Church Residences would be happy to answer those questions. All questions can be directed to Eric Walker at (614) 273-3734 or via email at ewalker@nationalchurchresidences.org.

Sincerely,

Eric Walker
National Church Residences



MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

Investing in People. Investing in Places.

Low Income Housing Tax Credit Program Application

for

2015 - 2016 Tax Credit Allocation Years

www.michigan.gov/mshda

PROJECT NAME:

Clark East Towers

REQUESTED ANNUAL CREDIT AMOUNT:

\$1,416,797

APPLICATION FILING REQUIREMENTS

All applications must be accompanied by a check or money order in an amount equal to \$45 for each proposed low-income unit, with a \$2,500 maximum. This fee is non-refundable and must be paid in each funding round in which a project seeks to be scored and evaluated. A fee of \$100 will be assessed each time a check is returned to the Authority for insufficient funds.

This Application, Housing Tax Credit Addendum I, Addendum III (if applicable), Addendum V (if applicable), and all required exhibits **MUST** be submitted in a tabbed three ring binder. All exhibits must be tabbed in accordance with the exhibit checklist included in Addendum I, indexed, and placed at the end of the addendum - not within the body of the addendum.

Applications may be sent via delivery service (e.g., post, overnight, courier), or dropped off in person, but must be received in the Authority's Lansing or Detroit office no later than 5:00pm on the application due date. Applications received after the due date or time will be returned to the applicant.

Failure to submit a complete application, addendum and required documentation in accordance with instructions will result in a determination that the proposed project is ineligible for credit, and the application will not be ranked or scored. Faxed or e-mailed applications will not be accepted.

In the event of any conflict or discrepancy between the application filing requirements as stated in this Application, the Exhibit Checklist, or Addendum with the application filing requirements as stated in the Qualified Allocation Plan (QAP), the requirements of the QAP shall control.

COMPLETING THIS APPLICATION

Applicant Input	Cells in the application that are shaded in light yellow: <input type="text"/> and checkboxes: <input type="checkbox"/> indicate areas that require applicant input (if applicable). All other cells in the application are locked.
Automatic Calculations	This application contains sections that incorporate automatic calculations based on information contained in other sections. These sections include: sections I, J, K, N, O, P,Q, and the Summary section.
Application Notes	Cell specific notes are included (Example: <input type="text"/>) throughout the application for guidance as to completing certain sections.
Summary Page	The third section in this application contains a Summary page. This section requires no input from the applicant and is generated as the application is completed.
Hyperlinks	For your convenience, certain cells highlighted <u>blue</u> contain hyperlinks to program related documents or other external websites.
Printing Instructions	When printing out a completed application for submission, please print as "Workbook" in order to ensure that all page numbers are ordered successively. Do NOT change the orientation of any page (e.g. from "Portrait" to "Landscape" or vice-versa).



MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

Low Income Housing Tax Credit Application

2015-2016 Qualified Allocation Plan

PROJECT SUMMARY

Clark East Towers

Sponsor Name	National Church Residences
Project Location	Ypsilanti
Funding Category	Preservation
Funding Round	April 1, 2015
Strategic Investment	
Construction Type	A/R

Unit Type	Total	Percent
Family Units	0	0.00%
Elderly Units	199	99.50%
Employee Units	1	0.50%
Undesignated Units	0	0.00%
Supportive Housing	0	0.00%
Total	200	100.00%

Sources	Amount	Percent	Per Unit
Assumed (a)(7) 1st Mortgage	\$6,589,230	27.20%	\$33,112
HUD Subordinate Note	\$2,603,688	10.75%	\$13,084
LP Equity	\$12,751,173	52.64%	\$64,076
Transferred Reserves	\$1,995,332	8.24%	\$10,027
GP Equity	\$100	0.00%	\$1
Deferred Developer Fee	\$283,539	1.17%	\$1,425
0	\$0	0.00%	\$0
0	\$0	0.00%	\$0
0	\$0	0.00%	\$0
0	\$0	0.00%	\$0
0	\$0	0.00%	\$0
0	\$0	0.00%	\$0
0	\$0	0.00%	\$0
Total	\$24,223,062		\$121,724

AMI%	Total	Percent
30%	0	0.00%
40%	0	0.00%
50%	0	0.00%
60%	199	100.00%
Market	0	0.00%
Total	199	100.00%

Subsidy Layering Review Metrics	
Average Debt Service Coverage	1.19
Lowest Debt Service Coverage	1.01
Highest Debt Service Coverage	1.25
Average CF/Op. Expenses	11.31%
General Requirements	5.86%
Builder Overhead	1.96%
Builder Profit	5.87%
20% Aggregate	N/A
Developer Fee	6.60%

Uses	Amount	Percent	Per Unit
Acquisition	\$9,192,919	37.95%	\$46,196
New Const./Rehab	\$11,031,184	45.54%	\$55,433
Soft Costs	\$1,634,789	6.75%	\$8,215
Reserves	\$863,990	3.57%	\$4,342
Developer Fee	\$1,500,000	6.19%	\$7,538
Total	\$24,222,882		\$121,723

Maximum LIHTC Amount	\$1,416,797
LIHTC Equity Rate	\$0.9000
Units with PBVA/RA	199

SECTION A. FUNDING ROUND & CATEGORY SELECTION

I. Funding Round Entry

Please select only one:

Funding Round	Application Due Date	Select One:
2015 Fall Funding Round	October 1, 2014	<input type="checkbox"/>
2015 Spring Funding Round	April 1, 2015	<input checked="" type="checkbox"/>
2016 Fall Funding Round	October 1, 2015	<input type="checkbox"/>
2016 Spring Funding Round	April 1, 2016	<input type="checkbox"/>
4% Tax Exempt Bond Program	Rolling Submission	<input type="checkbox"/>
Pass-Through Program	Rolling Submission	<input type="checkbox"/>

II. Competitive Funding Round Categories*

Please select (if applicable):

Baseline Categories (Choose Only One)	Please Select:
Preservation Category (25% of Total Ceiling)	<input checked="" type="checkbox"/>
Open Category (25% of Total Ceiling)	<input type="checkbox"/>
Permanent Supportive Housing Category (25% of Total Ceiling) - See Addendum III	<input type="checkbox"/>
Strategic Investment Category	Please Select:
Strategic Investment Category (10% of Total Ceiling) - See QAP for specific requirements	<input type="checkbox"/>

*Not applicable to projects applying under the 4% Tax Exempt Bond or Pass-Through Programs. Only select a Category for which the project qualifies under. Please refer to the QAP for Category requirements. Applicants may apply for the Strategic Investment Category (if applicable) in addition to its applicable baseline category.

III. Statutory Set-Asides*

Select all that apply (if applicable):

Statutory Set-Aside	Please Select:
Elderly (10% of Annual Credit Ceiling)	<input checked="" type="checkbox"/>
Non-Profit (10% of Annual Credit Ceiling)	<input checked="" type="checkbox"/>
Distressed (See Tab H) (30% of Annual Credit Ceiling)	<input type="checkbox"/>
Rural (See Tab GG) (10% of Annual Credit Ceiling)	<input type="checkbox"/>

*Not applicable to projects applying under the 4% Tax Exempt Bond or Pass-Through Programs. Please select all set-asides that the project qualifies for.



MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

Low Income Housing Tax Credit Application

2015-2016 Qualified Allocation Plan

IV. General Information

1. Has a LIHTC application been submitted for this project in a previous round?

- Yes No

Date(s) submitted: _____

2. Is this the second or third phase of a project which received LIHTC for an earlier phase? (For new construction, applicants may only apply for one phase per year if the combined total number of units is more than 150)

- Yes No

Status of earlier phase(s): _____

3. Have any principals involved in this project received a LIHTC reservation in Michigan for the current year?

- Yes* No

*If yes, please list the project names and amount of the LIHTC reservations:

Project Name	Annual LIHTC Amount	% Interest in Dev. Fee	LIHTC (% Interest)
			\$0
			\$0
			\$0
			\$0

*Please see Section V(D) of the Qualified Allocation Plan for Allocation Limits.

4. Have any of the principals submitted other LIHTC applications in Michigan for this funding round?

- Yes No

If yes, list the project names: _____



MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

Low Income Housing Tax Credit Application

2015-2016 Qualified Allocation Plan

SECTION B. PROJECT INFORMATION

I. Name Clark East Towers

II. Location

Project Address

Street Address 1550 East Clark Road

City Ypsilanti Township Ypsilanti

County Washtenaw County State MI Zip Code 48198

Political Jurisdiction

City/Twp. Ypsilanti

Name & Title of CEO Brenda Stumbo

Street Address 7200 S. Huron Drive

City Ypsilanti State MI Zip Code 48197

Location Data

Is this project located in a Qualified Census Tract (QCT)?

Yes No

Census Tract # 4121.00 State Senate District # 17

Congress'l District # 12th State House District # 54th

III. Characteristics

Construction Type

- New Construction
- Acquisition/Rehabilitation
- Acquisition/Rehabilitation - Adaptive Reuse
- Rehabilitation Only



MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

Low Income Housing Tax Credit Application

2015-2016 Qualified Allocation Plan

Development Type: (Check all applicable)

- | | |
|---------------------------------------------------------------------|-------------------------------------------|
| <input checked="" type="checkbox"/> Multi-family Residential Rental | <input type="checkbox"/> Congregate Care |
| <input type="checkbox"/> Transitional Housing | <input type="checkbox"/> Cooperative |
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Other, Describe: |

Other: _____

Unit Type: (Check all applicable)

- | | |
|---------------------------------------------------------|-------------------------------------------------|
| <input checked="" type="checkbox"/> Apartment | <input type="checkbox"/> Duplex |
| <input type="checkbox"/> Single Room Occupancy | <input type="checkbox"/> Townhome |
| <input type="checkbox"/> Semi-Detached | <input type="checkbox"/> Detached Single Family |
| <input type="checkbox"/> Manufactured Home/Trailer Park | <input type="checkbox"/> Other, Describe: |

Other: _____

Lease/Purchase: Will the tenant have the option of buying the townhome or detached single family unit? (Attach as exhibit #22)

- | | |
|------------------------------|----------------------------------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|------------------------------|----------------------------------------|

Developments with more than one building:

- Buildings are/will be on the same tract of land.
- Buildings are/will not be on the same tract of land, but will be financed pursuant to a common plan.

Space Usage

Land Area - Square Ft: n/a Land Area - Acres: 8

Floors in Tallest Building: 7 Elevator: Yes No

of Buildings w/ LIHTC Units: 1 # of Buildings w/out LIHTC Units: 0



MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

Low Income Housing Tax Credit Application

2015-2016 Qualified Allocation Plan

SECTION C. DEVELOPMENT TEAM INFORMATION

I. Sponsor Information (General Partner/Developer/Applicant)

Contact Person Eric Walker Tax ID# 20-3866727

Legal Name National Church Residences

Street Address 2245 North Bank Drive

City Columbus State OH Zip Code 43220

Telephone # 614-273-3734 Facsimile # 614-451-0351

E-mail ewalker@nationalchurchresidences.org

*If a corporation, is it inactive or newly formed (one year or less)? Yes No

Please list all persons or entities (including the amounts) who will be earning a portion of the developer fee:

Name of Principal	Company	Amount
	National Church Residences	

II. Ownership Entity Information (Limited Partnership/Limited Liability Company)*

Contact Person Eric Walker Tax ID# 20-3098969

Legal Name To be formed

Street Address 2245 North Bank Drive

City Columbus State OH Zip Code 43220

Telephone # 614-273-3734 Facsimile # 614-451-0351

E-mail ewalker@nationalchurchresidences.org

***Informational letters and documents requiring signatures will be sent to the contact person listed under Ownership Entity Information (from above). Please make sure the name, street address, telephone number, and e-mail address are correct.**



MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

Low Income Housing Tax Credit Application

2015-2016 Qualified Allocation Plan

Ownership Entity Structure:

List Individuals/Entities which Comprise the Ownership Entity	501(c)(3) or (4) or Wholly Owned Sub.	Taxpayer ID #	% of Owner

III. Nonprofit Organization (If applicable)

Contact Person Eric Walker Tax ID# 20-3866727

Name of Org National Church Residences

Street Address 2245 North Bank Drive

City Columbus State OH Zip Code 43220

Telephone # 614-273-3734 Facsimile # 614-451-0351

E-mail ewalker@nationalchurchresidences.org

Nonprofit Participation

1. Will there be material participation in the project by a nonprofit organization?

Yes No

2. Indicate the capacity in which the nonprofit organization will participate in the project.

Check all that apply:

Developer General Partner/Managing Member Management Company

Sponsoring Organization Social Service Provider Other, Describe:

Other: General Partner will be owned by National Church Residences

3. Will there be participation in the project ownership by a nonprofit organization?

Yes* No

*If yes, indicate the percent of ownership: 100.00%

4. Will the nonprofit form a subsidiary entity that will be a general partner/managing member?

Yes No



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5. Describe the material participation of the nonprofit in this project:

The nonprofit National Church Residences is the managing member of the general partner of the owner/borrower, as well as the developer and management agent.

6. Describe the nonprofit's purpose/mission:

National Church Residences is the nation's largest non-profit developer and manager of affordable senior housing and services with 330+ communities in 28 states and Puerto Rico. National Church Residences' mission includes housing needs of seniors, families with adults, the formerly homeless, disabled persons and a host of supportive health care services.

7. List the number of employees and volunteers involved with the nonprofit organization:

Employees/Volunteers: 3,000+

8. Name of the locality and boundaries of the locality served by the organization:

List: 28 states and Puerto Rico

9. Indicate the number of years the nonprofit has been in existence: 52

IV. Development Team Information

Management Entity

Contact Person Eric Walker Tax ID# 20-3866727

Name of Firm* National Church Residences

Street Address 2245 North Bank Drive

City Columbus State OH Zip Code 43220

Telephone # 614-273-3734 Facsimile # 614-451-0351

E-mail ewalker@nationalchurchresidences.org

*Is the Management Firm a Related Entity? Yes No



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Project Attorney

Contact Person Rochelle Lento

Name of Firm* Dykema Gossett

Street Address 400 Renaissance Center

City Detroit State MI Zip Code 48243

Telephone # 313-568-5322 Facsimile # 313-568-6701

E-mail rlento@dykema.com

*Is the Law Firm a Related Entity? Yes No

Project Accountant

Contact Person Andy Gantzer

Name of Firm* Clark Shaefer Hackett

Street Address 4449 Easton Way, Suite 400

City Columbus State OH Zip Code 43219

Telephone # 614-468-2474 Facsimile # 614-885-8159

E-mail awgantzer@cshco.com

*Is the Accounting Firm a Related Entity? Yes No

Consultant

Contact Person Joe Heaphy

Name of Firm* Ethos Development Partners

Street Address 966 Livernois

City Troy State MI Zip Code 48083

Telephone # 248-498-5152 Facsimile # _____

E-mail jheaphy@ethosdp.com

*Is the Consulting Firm a Related Entity? Yes No



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Builder/Contractor

Contact Person Brian Fleming

Name of Firm* First Contracting, Inc.

Street Address PO Box 75

City Ovid State MI Zip Code 48866

Telephone # 989-834-1500 Facsimile # 989-834-1300

E-mail brian@firstcontracting.net

*Is the Contracting Firm a Related Entity? Yes No

*If a corporation, is it inactive or newly formed (one year or less)? Yes No

Architect

Contact Person Jed Eide

Name of Firm* Alliance Architects

Street Address 929 Lincoln Way E, Suite 200

City South Bend State IN Zip Code 46601

Telephone # 574-288-2052 Facsimile # 574-288-2550

E-mail jeide@alliarch.com

*Is the Architecture Firm a Related Entity? Yes No

Other (Describe)

Contact Person _____

Name of Firm* _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone # _____ Facsimile # _____

E-mail _____

*Is this Firm a Related Entity? Yes No



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Other (Describe) _____

Contact Person _____

Name of Firm* _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone # _____ Facsimile # _____

E-mail _____

*Is this Firm a Related Entity? Yes No

Other (Describe) _____

Contact Person _____

Name of Firm* _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone # _____ Facsimile # _____

E-mail _____

*Is this Firm a Related Entity? Yes No

Other (Describe) _____

Contact Person _____

Name of Firm* _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone # _____ Facsimile # _____

E-mail _____

*Is this Firm a Related Entity? Yes No



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SECTION D. PROJECT SCHEDULE

Project Stage	Estimated/Actual Date
PRE-DEVELOPMENT	
Ownership Entity Formation	3/1/2015
Zoning Approval	Approved
Site Plan Approval	3/3/2015
Site Control Established	Established
Tax Abatement Approval	Approved
FINANCING COMMITMENT/APPROVALS	
Construction Financing	12/31/15 (Equity)
Permanent Financing	N/A
Secondary Financing	N/A
Grant/Subsidy Financing	N/A
Equity Financing	12/31/2015
CLOSING AND DISBURSEMENTS	
Initial Subsidy Layering Review	11/1/2015
Acquisition of Land/Building(s)*	12/31/2015
Construction Financing Disbursement	12/31/2015
Permanent Financing Disbursement	N/A
Secondary Financing Disbursement	N/A
Grant/Subsidy Financing Disbursement	N/A
Initial Equity Disbursement	12/31/2015
CONSTRUCTION/REHABILITATION	
Building Permit Issued	11/1/2015
Final Plans and Specifications	9/30/2015
Construction Start	1/1/2016
50% Completion	7/1/2016
Construction Completion	12/31/2016
POST-CONSTRUCTION	
Temporary/Final Certificates of Occupancy Issued	12/31/2016
Placed in Service Date*	12/31/2015
Begin Lease-Up	1/1/2017
Substantial Rent-Up	2/1/2017
Completion of Cost Certification by CPA	5/1/2017
Final Subsidy Layering Review	7/1/2017
8609 Request Submitted	8/1/20217

*For an occupied building, the placed in service date is the date of acquisition. Therefore, acquisition credit cannot be allocated to an occupied building in a year following the year in which the building was purchased. For new construction and rehabilitation, credit cannot be allocated to any building in a year after the building is placed in service.



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SECTION E. PROJECT ELECTIONS AND GENERAL INFORMATION

I. Project Elections

Minimum Set-Aside (Check only one):

- At least 20% of the residential rental units in the project will be income and rent restricted to serve individuals and families whose income is no greater than 50% of area median income, adjusted for family size **(20/50)**. (If this set-aside is elected, ALL tax credit units in the project must be income and rent restricted at no greater than 50% of area median income).
- At least 40% of the residential rental units in the project will be income and rent restricted to serve individuals and families whose income is no greater than 60% of area median income, adjusted for family size **(40/60)**.

Affordability Commitment (Complete the following):

The owner will sign a covenant running with the land agreeing to serve qualified low income tenants in the percentage outlined above for 15 years in addition to the 15 year compliance period and the IRS required 15 year "Extended Use Period" for a total of 45 years.*

Compliance Period	15 Years
plus: IRS Required "Extended Use Period"	15 Years
plus: Additionally Committed Year	15 Years
equals: Total Affordability Commitment	45 Years

*Applicants will be required to keep the project affordable for a minimum of 30 years. See Section C.4 of the Scoring Summary. Applicant can only receive points for an Affordability Commitment of between 30 to 45 years.

II. Acquisition/Rehabilitation Information

1. The total number of buildings to be acquired is: 1
2. The total number of buildings under control is: 1
3. Will the buildings and/or land be acquired from a related party?
 Yes No
4. Actual or projected acquisition date of the buildings: 12/31/15
5. Identify when the project was last placed in service: 6/1/79
6. List the date of the last substantial improvements: n/a



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7. Have substantial improvements greater than 25% of the adjusted projected basis been performed during the 10 years prior to its acquisition by the owner?

- Yes No

Dates: _____

8. If less than 10 years since last placed in service, is the project eligible for a waiver from the Secretary of the U.S. Department of Treasury?

- Yes No

Date waiver request submitted: _____

Actual/projected date of approval: _____

9. Does the buyer's basis equal the seller's basis?

- Yes No

10. Are any of the buildings owner-occupied single family dwellings?

- Yes No

11. Were/are any of the buildings purchased from a decedent's estate?

- Yes No

12. Purchased from a non-profit or government; or tax-exempt?

- Yes No

13. Acquired through gift/non-purchase?

- Yes No

14. Preserves low income housing from market rate?

- Yes No

15. Approval of asset transfer required from HUD? (Attach as Exhibit #9)

- Yes* No

*If yes, the appropriate asset transfer documentation as referenced in Exhibit #9 of the checklist must be submitted with the application.

16. Approval of asset transfer required from RHS? (Attach as Exhibit #9)

- Yes* No

*If yes, the appropriate asset transfer documentation as referenced in Exhibit #9 of the checklist must be submitted with the application.



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III. Job Creation

1. Indicate the estimated amount of jobs to be created as a result of this project:

Permanent Jobs: _____ Temporary Jobs: 43

2. Please include an explanation/analysis for how these numbers were determined:

In First Contracting Inc's estimation there will be 43 full time employees working on the Clark East Renovation Project in all skilled and unskilled trades



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SECTION F. PRESERVATION

V. Preservation Category*

*Answer the following questions only if applying under the Preservation Category

1. If the project has operated under a different name(s), please list below:

2. Specify the number of buildings to be rehabilitated: 1

3. Specify the number of units to be rehabilitated: 200

4. Indicate how many units are currently occupied: 193

a) Units currently occupied by LIHTC eligible tenants: 199

b) Units currently occupied by market rate tenants: 1

5. How long have any unoccupied units been vacant? <30 days

6. Existing Government Assistance (check all that apply):

- | | |
|----------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> HUD 221(d)(3) or (4) | <input type="checkbox"/> RHS |
| <input type="checkbox"/> Section 236 | <input type="checkbox"/> Section 202 |
| <input checked="" type="checkbox"/> Project Based Section 8 | <input checked="" type="checkbox"/> HUD Financed or Insured |
| <input checked="" type="checkbox"/> Project will retain federal assistance | <input type="checkbox"/> Other below market federal loan |
| <input type="checkbox"/> MSHDA | <input type="checkbox"/> HOPE VI/RHF |
| <input type="checkbox"/> Other, please describe: | <input type="checkbox"/> Year 15 LIHTC property |

Describe: Current Loan is a HUD A-7 Insured Mortgage

7. Is the project in a compliance period for a previous LIHTC allocation?

- Yes No



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8. Is the project within five years of any permitted prepayment or equivalent loss of low income use restrictions?

Yes

No

9. Will the project preserve occupied and restricted low income units provided the rehabilitation will repair or replace components that are:

i. In immediate need of repair or replacement; or

ii. Either substantially functionally obsolete or being improved to provide modifications or betterments consistent with new building code requirements and MSHDA's Design Requirements.

Yes

No

10. Is the development deteriorated to the point of requiring demolition?

Yes

No

11. Has the development completed a full debt restructuring under the Mark to Market process within the last five (5) years?

Yes

No



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SECTION G. SYNDICATION INFORMATION

I. Type of Offering

Public Placement Private Placement Owner Keeping Credit

Contact Person Kristen Senf

Equity Firm National Equity Fund

Street Address 1840 Mackenzie Drive, Suite 202

City Columbus State OH Zip Code 43220

Telephone # 614-706-4280 Facsimile # _____

E-mail ksefff@nefinc.org

II. Type of Investors

Individuals Corporations Other

III. Syndication Proceeds

1. Estimated amount of annual LIHTC the syndicator will receive:	<u>\$1,416,797</u>
2. Indicate the equity rate per dollar of annual LIHTC:	<u>\$0.9000</u>
3. Estimated gross proceeds to the project from sale of LIHTC:	<u>\$12,751,173</u>
4. Estimated net proceeds to the project from sale of LIHTC:	<u>\$12,751,173</u>
5. Amount of syndication expenses incurred by the sponsor:	<u>\$0</u>
6. Amount of Federal Historic Tax Credit:	<u>\$0</u>
7. Estimated proceeds to the project from Federal Historic Credit:	<u>\$0</u>
8. Amount of State Historic Tax Credit:	<u>\$0</u>



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9. Estimated proceeds to the project from State Historic Credit: _____ \$0
10. Amount of Brownfield Credit: _____ \$0
11. Estimated proceeds to the project from Brownfield Credit: _____ \$0

IV. Equity Pay-In Schedule

Benchmark	%	Amount
Closing	10%	\$1,275,117
25%	20%	\$2,550,234
50%	20%	\$2,550,235
75%	20%	\$2,550,235
100%	10%	\$1,275,117
Tax Return & 8609	20%	\$2,550,235
Total		\$12,751,173

V. Syndication Commitment

1. Please select one:

- Limited Partnership Agreement Operating Agreement Notarized Letter from Individuals
- Letter of Intent Letter of Interest/Guidance Letter of Commitment
- Other, Please describe:

2. Describe any special conditions, contingencies, etc. affecting syndication:



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SECTION H. UTILITY ALLOWANCES

I. Utility Allowances

1. Utility Allowance Method* (please select):

RHS/HUD Utility Chart

Other: HUD Approved Rent Schedule

2. Complete the Following Chart:

Utility Type	Paid By (Select Owner OR Tenant)		0 BR	1 BR	2 BR	3 BR	4 BR
Heating	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Tenant					
Cooking	<input type="checkbox"/> Owner	<input checked="" type="checkbox"/> Tenant					
Lighting	<input type="checkbox"/> Owner	<input checked="" type="checkbox"/> Tenant					
Hot Water	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Tenant					
Sewer	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Tenant					
Trash	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Tenant					
Air Conditioning	<input type="checkbox"/> Owner	<input checked="" type="checkbox"/> Tenant		\$33	\$44		
Service Charge	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant					
Other:	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant					
Total (includes only tenant paid utilities)			\$0	\$33	\$44	\$0	\$0

*Please see LIHTC Allocation Policy Bulletin #13 in Tab W for further information.

(Submit as Exhibit #4(b))

3. Additional Comments*:

Amounts above are total for cooking, lighting, and A/C. Did not have the breakout available. Total amounts came from HUD rent schedule.

*If units with the same amount of bedrooms have different utility allowances, then please input the average utility allowances among those respective units above. Please note that the information in this section no longer automatically transfers to Section I.



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SECTION I. RENTAL INCOME AND RENTAL ASSISTANCE

I. Distribution of Rents

Complete the following chart: (Include and Identify Market Rate and Employee Occupied Units)

No. of Units	Unit Type	Income Restriction	No. of Bedrooms	Rental Assistance	Unit Square Footage	Monthly Rent	Utility Allowance	Gross Rent	Gross Rent Limit	AMI %	Gross Rent Compliance Check
179	Apartment	LIHTC	1	Sec. 8	556	\$714	\$33	\$747	\$984	60%	N/A
20	Apartment	LIHTC	2	Sec. 8	890	\$873	\$44	\$917	\$1,180	60%	N/A
1	Apartment	Employee	2		890	\$0	\$0	\$0	N/A	Employee	OK

Total Units
200

Unit Square Footage
118,214

LIHTC Units
199

Market Units
0

Employee Units
1



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II. Rental Income Summary

Total Monthly Income for Low Income Housing Units (Base Rent from previous page)	\$145,266
Total Monthly Income for Market Rate Housing Units (Base Rent from previous page)	\$0
Total Monthly Rental Income	\$145,266
Monthly Garage/Carport Income	\$0
Monthly Non-Rental Income (Tenant generated - Please describe below)	\$250
Monthly Miscellaneous Income (Non-tenant generated - Please describe below)	\$0
Monthly Gross Potential Income (GPI)	\$145,516

1. Describe the monthly non-rental income sources and amounts:

Laundry \$250 a month

2. Describe the monthly miscellaneous income sources and amounts:



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III. Rental Assistance

1. Do (or will) any units receive rental assistance (not including tenant-based or MSHDA vouchers)?

Yes No

2. If yes, please describe the following:

a. Type of Rental Assistance: Section 8 HAP b. Total Number of Assisted Units: 199

c. When will the Rental Assistance Contract Expire? 7/1/32

d. Contract Administrator Contact: MSHDA Phone: 517-373-8370

e. Will the rental assistance "float" or be fixed to certain units? Float Fixed

3. Will this project request Project Based Voucher's from MSHDA?

Yes No

4. If yes, please indicate how many vouchers will be requested: _____

5. If answered "yes" to either #1 or #3 above, please complete the following chart:

No. of Units	Type of Rental Assistance	Current Contract Rent	Effective Date of Current Contract Rent	Type of Renewal	Expected Contract Rent Post-Rehab



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6. Please enter any additional comments:

SECTION J. UNIT SUMMARY - TENANT INFORMATION - INCOME TARGETING

I. Unit Configuration

Complete the following (where applicable):

	Total Units	Square Footage
Total Commercial Space*		0
Total Common Space**		43,657
Total LIHTC Units	199	117,324
Total Market Rate Units	0	0
Total Employee (Full-time) Units	1	890
Total	200	161,871

*Includes store space, restaurants, other businesses, etc.

**Includes clubhouses, leasing office, hallways, lobby, community bldg, etc.

II. Tenant Information

Complete the following chart:

	Total Units	% of Total Units
Family Units	0	0.0%
Elderly Units	199	99.5%
Employee Units	1	0.5%
Undesignated Units	0	0.0%
Supportive Housing (Describe)	0	0.0%
Total	200	100%

1. Please indicate the target population for the supportive housing units:

N/A

2. For family projects, please indicate how many units with 2+ bedrooms will be reserved for families with children:

2+ BR Units Reserved	Total 2+ BR Units	%
		#DIV/0!

III. Income Targeting

Income Restrictions	Total Units	% of Total Units
30% of Area Median Income	0	0.00%
40% of Area Median Income	0	0.00%
50% of Area Median Income	0	0.00%
60% of Area Median Income	199	100.00%
Market Rate Units	0	0.00%
Total	199	100%

Low Income Unit Percentage

100.00%

Low Income Square Foot Percentage

100.00%



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SECTION K. EXPENSES AND REPLACEMENT RESERVES

	Expenses	Per Unit	Audited	Per Unit	Comments
I. Management					
Management Fee	95,492	477	94,969	475	
Other	26,304	132	26,304	132	
Other	0	0	9,727	49	Absorbed in higher underwritten vacancy rate than actual
Subtotal	\$121,796	\$609	\$131,000	\$655	
II. Administrative					
Marketing	5,545	28	5,028	25	
Payroll	72,936	365	70,667	353	
Office	30,370	152	31,056	155	
Telephone		0		0	Included in office
Auditing	10,000	50	10,200	51	
Training/Travel/Conference	6,662	33	5,054	25	
Legal	4,143	21	9,374	47	
Subtotal	\$129,656	\$648	\$131,379	\$657	
III. Utilities					
Project-paid Fuel		0		0	
Common Electricity	40,260	201	34,280	171	
Water & Sewer	34,619	173	28,761	144	
Gas	77,121	386	73,325	367	
Other Utility 2		0		0	
Subtotal	\$152,000	\$760	\$136,366	\$682	
IV. Operating & Maintenance					
Payroll & Benefits	146,914	735	146,874	734	
Repairs & Maintenance	56,461	282	55,288	276	
Supplies	30,098	150	40,036	200	
Snow Removal	10,989	55	14,061	70	
Extermination	1,020	5	1,626	8	
Trash Removal	8,052	40	8,059	40	
Decorating	14,625	73	17,120	86	
Security	75,981	380	107,868	539	Reduced from part-time to full-time position
Subtotal	\$344,140	\$1,721	\$390,932	\$1,955	

V. Taxes & Insurance

Real Estate Taxes/ Market Rate	90,072	450	89,400	447	PILOT with no interest rate
PILOT Rate:	0	0		0	
Insurance	69,319	347	64,931	325	
Other		0		0	
Other		0		0	
Subtotal	\$159,391	\$797	\$154,331	\$772	

VI. Miscellaneous

Other		0		0	
Other		0		0	
Other		0		0	
Other		0		0	
Other		0		0	
Subtotal	\$0	\$0	\$0	\$0	

Total **\$906,983** **\$4,535** **\$944,008** **\$4,720**

MSHDA Underwriting Verification	
Per Unit Operating Expenses:	\$4,535
Minimum Regional Standard:	\$4,534
Difference:	\$1
Percent Difference:	0.02%

Replacement Reserve Verification	
Enter Annual Replacement Res.:	\$70,000
Select Construction Type:	Rehabilitation
Minimum Standard Per Unit:	\$300

If projected operating expenses or replacement reserves deviate from MSHDA standards or are significantly different than information shown in the project's latest financial audit, provide an explanation below.



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SECTION L. SOURCES

1. Construction Sources:

Source Name	Amount	Type	Rate	Term	Amort	D/S	Notes
Transferred Reserves	\$1,995,332	Other					
GP Equity	\$100	GP/LP Equity					
LP Equity	\$11,926,595	GP/LP Equity					
Total	\$13,922,027					\$0	

2. Permanent Sources (↓ ENTER SPECIFIC NAME OF ALL FUNDING SOURCES UNDER "SOURCE NAME"):

Source Name	Amount	Type	Rate	Term	Amort	D/S	MIP	Notes
Assumed (a)(7) 1st Mortgage	\$6,589,230	Other	3.41%	30	30	\$378,756	0.450%	
HUD Subordinate Note	\$2,603,688	Other	2.50%	30	30	\$265,000		Cash flow contingent (75% of cash flow)
LP Equity	\$12,751,173	GP/LP Equity						
Transferred Reserves	\$1,995,332	Other						
GP Equity	\$100	GP/LP Equity						
Deferred Developer Fee	\$283,539	Other						
Total	\$24,223,062					\$643,756		

3. Additional Comments:

The M2M requires hard 1st mortgage and then a HUD subordinate note that is held in the second position and is strictly cash flow contingent. 75% of cash flow available goes to pay down on the HUD subordinate note and the remaining 25% is available to come back to the owner. The workbook cannot calculate for this type of payment structure so the best assumption for cash to be applied to the HUD subordinate B note was used.



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SECTION M. PROJECT COSTS

Will the project include garages or carports, which are available at an additional cost to tenants?*	
Will the project include laundry facilities that are not leased, which will be available at an additional cost to tenants?*	
Will the project include a pool, which is available at an additional cost to tenants?*	
If yes, costs cannot be included in eligible basis	

	TDC	TDC/Unit	Acquisition	Rehab/ New Const
LAND				
Land Purchase	\$ 459,646	\$ 2,298		
Closing/Title & Recording		\$ -		
Real Estate Expenses		\$ -		
Other Land Related Expenses		\$ -		
Other: (Describe)		\$ -		
SUBTOTAL	\$ 459,646	\$ 2,298		
BUILDING ACQUISITION				
Existing Structures	\$ 8,733,273	\$ 43,666	\$ 6,737,942	
Demolition (Exterior)		\$ -		
Other: Describe		\$ -		
SUBTOTAL	\$ 8,733,273	\$ 43,666	\$ 6,737,942	\$ -
SITE WORK				
On Site	\$ 850,677	\$ 4,253		\$ 850,677
Off Site Improvement		\$ -		
Other: (Describe)		\$ -		
SUBTOTAL	\$ 850,677	\$ 4,253		\$ 850,677
CONSTRUCTION COSTS				
New Structures		\$ -		
Rehabilitation	\$ 7,783,757	\$ 38,919		\$ 7,783,757
Garages/Carports		\$ -		
Laundry Facilities		\$ -		
Accessory Building		\$ -		
Pool		\$ -		
Site Security		\$ -		
Building Permits	\$ 60,000	\$ 300		\$ 60,000
Bond Premium	\$ 150,000	\$ 750		\$ 150,000
Tap Fees/Soil Borings		\$ -		
Contractor Cost Certification		\$ -		
General Requirements	\$ 518,066	\$ 2,590		\$ 518,066
Builder Overhead	\$ 183,050	\$ 915		\$ 183,050
Builder Profit	\$ 560,133	\$ 2,801		\$ 560,133
Construction Contingency	\$ 925,501	\$ 4,628		\$ 925,501
Other: (Describe)		\$ -		
SUBTOTAL	\$ 10,180,507	\$ 50,903	\$ -	\$ 10,180,507
PROFESSIONAL FEES				
Design Architect	\$ 492,652	\$ 2,463		\$ 492,652
Supervisor Architect	\$ 164,217	\$ 821		\$ 164,217
Real Estate Attorney		\$ -		
Engineer/Survey	\$ 10,000	\$ 50		\$ 10,000
Accounting	\$ 10,000	\$ 50		\$ 10,000
SUBTOTAL	\$ 676,869	\$ 3,384		\$ 676,869

	TDC	TDC/Unit	Acquisition	Rehab/ New Const
INTERIM CONSTRUCTION COSTS				
Hazard Insurance	\$ 15,000	\$ 75		\$ 15,000
Liability Insurance		\$ -		
Interest		\$ -		
Loan Origination Fee		\$ -		
Loan Enhancement		\$ -		
Title & Recording	\$ 35,000	\$ 175		\$ 35,000
Legal Fees	\$ 65,000	\$ 325		\$ 65,000
Taxes		\$ -		
Investor 3rd party	\$ 32,000	\$ 160		\$ 32,000
SUBTOTAL	\$ 147,000	\$ 735		\$ 147,000
PERMANENT FINANCING				
Bond Premium		\$ -		
Credit Report		\$ -		
Loan Origination Fee		\$ -		
Loan Credit Enhancement		\$ -		
Title & Recording		\$ -		
Legal Fees		\$ -		
Taxes		\$ -		
HUD Assignment Fee	\$ 32,946	\$ 165		
SUBTOTAL	\$ 32,946	\$ 165		
OTHER COSTS				
Feasibility Study		\$ -		
Market Study	\$ 14,000	\$ 70		\$ 14,000
Environmental Study	\$ 7,501	\$ 38		\$ 7,501
Tax Credit Reservation Fee		\$ -		
Tax Credit Application Fee		\$ -		
Compliance Fees		\$ -		
Marketing/Rent-up		\$ -		
Owner Cost Certification	\$ 4,000	\$ 20		\$ 4,000
Owner FF&E/Relocation	\$ 500,000	\$ 2,500		\$ 500,000
PCNA, Elevator, ADA, Sewer Scope	\$ 63,297	\$ 316		\$ 63,297
SUBTOTAL	\$ 588,798	\$ 2,944		\$ 588,798
SYNDICATION COSTS				
Organizational	\$ 10,000	\$ 50		
Tax Opinion		\$ -		
PV Adjustment		\$ -		
Legal Fees	\$ 20,000	\$ 100		
TC Fees	\$ 159,176	\$ 796		
SUBTOTAL	\$ 189,176	\$ 946		
DEVELOPER FEES				
Developer Overhead		\$ -		
Developer Fee	\$ 1,490,000	\$ 7,450	\$ 431,575	\$ 1,058,425
Consultant Fee	\$ 10,000	\$ 50		\$ 10,000
SUBTOTAL	\$ 1,500,000	\$ 7,500	\$ 431,575	\$ 1,068,425
PROJECT RESERVES				
Rent Up Reserves		\$ -		
Operating Reserves	\$ 663,990	\$ 3,320		
Replacement Reserves	\$ 200,000	\$ 1,000		
Other: (Describe)		\$ -		
SUBTOTAL	\$ 863,990	\$ 4,320		
TOTAL	\$ 24,222,882	\$ 121,114	\$ 7,169,517	\$ 13,512,276



MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

Low Income Housing Tax Credit Application

2015-2016 Qualified Allocation Plan

SECTION N. CREDIT CALCULATION

MSHDA Tax Credit Program Limits

Is this a Tax-Exempt bond financed project?	No
Construction costs from app (excluding GR/BP/BO)	\$ 8,844,434

	From Application	MSHDA Limit	Diff.	Limit Compliance Check
Gen. Requirements	\$ 518,066	\$ 530,666	\$ 12,600	OK
Builder Overhead	\$ 183,050	\$ 187,502	\$ 4,452	OK
Builder Profit	\$ 560,133	\$ 573,756	\$ 13,623	OK

20% Aggregate	N/A	20.00%	N/A	
---------------	-----	--------	-----	--

Developer Fee	\$ 1,500,000	\$ 1,500,000	\$ -	OK
---------------	--------------	--------------	------	----

Total Eligible Credit Calculation

	Acquisition	New Const./Rehab
Eligible Basis	\$ 7,169,517	\$ 13,512,276
Less: Federal Historic Credit		
Less: Other		
Less: Other		
Adjusted Eligible Basis	\$ 7,169,517	\$ 13,512,276
x Low Income Percentage	100.00%	100.00%
x Basis Boost (100%/115%/130%)	100.00%	130.00%
Total Qualified Basis	\$ 7,169,517	\$ 17,565,959
Applicable Credit Percentage	3.22%	7.51%
Eligible Annual Credit	\$ 230,858	\$ 1,319,204
Total Annual Eligible Credit	\$1,550,062	

Funding Gap Calculation

Total Dev. Cost	\$ 24,222,882
Less: Other Costs	
Less: Funding Sources	\$ 11,188,349
Funding Gap	\$ 13,034,533
Equity Price	\$ 0.9000
10-Year Value of Credit	\$ 13,950,558
Adj. Maximum Eligible Credit:	\$ 1,416,797
Remaining Funding Gap	\$ -
Max Developer Fee to Cover Gap	N/A
Funding Gap Less Defer. Dev. Fee	N/A

50% Test (if applicable)

Tax Exempt Loan Amt.	
Aggregate Basis	
50% Test	

Hard Construction Cost Per Unit

Hard Construction Cost	\$8,634,434
Total Units	200
Hard Cost Per Unit	\$43,172

Credit Requested	\$1,416,797
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SECTION O. PAY-IN SCHEDULE

		Date:										
Total Uses	Amount	Closing	Draw #2	Draw #3	Draw #4	Draw #5	Draw #6	Draw #7	Draw #8	Draw #9	Draw #10	Draw #11
Acquisition	9,192,919											
Site Work	850,677											
Construction Costs	8,919,258											
Contractor Fees	1,261,249											
Professional Fees	676,869											
Interim Construction	147,000											
Permanent Financing	32,946											
Other	588,798											
Syndication	189,176											
Developer Fees	1,500,000											
Reserves	863,990											
Total	24,222,882	0	0	0	0	0	0	0	0	0	0	0
Total Sources	Amount	Closing	Draw #2	Draw #3	Draw #4	Draw #5	Draw #6	Draw #7	Draw #8	Draw #9	Draw #10	Draw #11
Transferred Reserves	1,995,332											
GP Equity	100											
LP Equity	11,926,595											
Assume A-7 1st Mortgage	6,589,230											
HUD Subordinate Note	2,603,688											
Transferred Reserves	1,995,332											
GP Equity	100											
LP Equity	12,751,173											
Deferred Developer Fee	283,359											
Total	24,222,882	0	0	0	0	0	0	0	0	0	0	0
Surplus/(Deficit):		0	0	0	0	0	0	0	0	0	0	0

Date: _____

Total Uses	Amount	Draw #12	Draw #13	Draw #14	Draw #15	Draw #16	Draw #17	Draw #18	Draw #19	Draw #20	TOTAL	VARIANCE
Acquisition	9,192,919										0	9,192,919
Site Work	850,677										0	850,677
Construction Costs	8,919,258										0	8,919,258
Contractor Fees	1,261,249										0	1,261,249
Professional Fees	676,869										0	676,869
Interim Construction	147,000										0	147,000
Permanent Financing	32,946										0	32,946
Other	588,798										0	588,798
Syndication	189,176										0	189,176
Developer Fees	1,500,000										0	1,500,000
Reserves	863,990										0	863,990
Total	24,222,882	0	0	0	0	0	0	0	0	0	0	24,222,882

Total Sources	Amount	Draw #12	Draw #13	Draw #14	Draw #15	Draw #16	Draw #17	Draw #18	Draw #19	Draw #20	TOTAL	VARIANCE
Transferred Reserves	1,995,332										0	1,995,332
GP Equity	100										0	100
LP Equity	11,926,595										0	11,926,595
											0	0
											0	0
Assume A-7 1st Mortgage	6,589,230										0	6,589,230
HUD Subordinate Note	2,603,688										0	2,603,688
Transferred Reserves	1,995,332										0	1,995,332
GP Equity	100										0	100
LP Equity	12,751,173										0	12,751,173
Deferred Developer Fee	283,359										0	283,359
											0	0
											0	0
											0	0
											0	0
											0	0
											0	0
Total	24,222,882	0	0	0	0	0	0	0	0	0	0	38,144,909
Surplus/(Deficit):		0	0	0	0	0	0	0	0	0	0	

SECTION P. CASH FLOW

	Initial Inflator	Future Inflator	Begin in Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
Income (Section I)												
Annual Rental Income	1.00%	2.00%	2	1,743,192	1,778,056	1,813,617	1,849,889	1,886,887	1,924,625	1,963,117	2,002,380	2,042,427
Annual Non-Rental Income	1.00%	2.00%	2	3,000	3,060	3,121	3,184	3,247	3,312	3,378	3,446	3,515
Vacancy Loss	5.00%	0.00%	2	87,160	0	0	0	0	0	0	0	0
Total Project Revenue				1,659,032	1,781,116	1,816,738	1,853,073	1,890,134	1,927,937	1,966,496	2,005,826	2,045,942
Expenses (Section K)												
Management	3.00%	3.00%	2	121,796	125,450	129,213	133,090	137,082	141,195	145,431	149,794	154,288
Administration	3.00%	3.00%	2	129,656	133,546	137,552	141,679	145,929	150,307	154,816	159,461	164,244
Project-paid Fuel	3.00%	3.00%	2	0	0	0	0	0	0	0	0	0
Common Electricity	3.00%	3.00%	2	40,260	41,468	42,712	43,993	45,313	46,672	48,073	49,515	51,000
Water & Sewer	3.00%	3.00%	2	34,619	35,658	36,727	37,829	38,964	40,133	41,337	42,577	43,854
Gas	3.00%	3.00%	2	77,121	79,435	81,818	84,272	86,800	89,404	92,087	94,849	97,695
Other Utility 2	3.00%	3.00%	2	0	0	0	0	0	0	0	0	0
Operating & Maintenance	3.00%	3.00%	2	344,140	354,464	365,098	376,051	387,333	398,953	410,921	423,249	435,946
Real Estate Taxes	3.00%	3.00%	2	90,072	92,774	95,557	98,424	101,377	104,418	107,551	110,777	114,101
Payment in Lieu of Taxes				0	0	0	0	0	0	0	0	0
Insurance	3.00%	3.00%	2	69,319	71,399	73,541	75,747	78,019	80,360	82,771	85,254	87,811
Other	3.00%	3.00%	2	0	0	0	0	0	0	0	0	0
Other	3.00%	3.00%	2	0	0	0	0	0	0	0	0	0
Miscellaneous	3.00%	3.00%	2	0	0	0	0	0	0	0	0	0
Total Operating Expenses				906,983	934,192	962,218	991,085	1,020,817	1,051,442	1,082,985	1,115,475	1,148,939
Rep. Reserve. (Section K)	3.00%	3.00%	2	70,000	72,100	74,263	76,491	78,786	81,149	83,584	86,091	88,674
Debt Service (Section L)				643,756	643,756	643,756	643,756	643,756	643,756	643,756	643,756	643,756
Mortgage Insurance Premium (Section L)				28,947	28,219	27,465	26,685	25,878	25,043	24,179	23,285	22,361
Cash Flow				9,347	102,849	109,037	115,057	120,898	126,548	131,992	137,219	142,213
Debt Coverage Ratio				1.01	1.15	1.16	1.17	1.18	1.19	1.20	1.21	1.21
Operating Reserve Analysis												
Operating Reserve	663,990	(Match to Section M)										
Interest Rate	0.50%											
Operating Reserve Balance				663,990	507,687	444,755	387,916	337,040	291,982	252,587	218,683	190,088
Reserve Draw to Achieve DCR	1.25			158,829	65,144	58,769	52,553	46,510	40,652	34,991	29,541	24,316
Interest on Operating Reserve				2,526	2,213	1,930	1,677	1,453	1,257	1,088	946	829
Deferred Developer Fee Analysis												
Initial Balance	0	(Match to Section L)		0	0	0	0	0	0	0	0	0
Developer Fee Paid With Interest	0%			0	0	0	0	0	0	0	0	0
Ending Balance				0	0	0	0	0	0	0	0	0

Income (Section I)	Initial Inflater	Future Inflater	Begin in Year	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Annual Rental Income	1.00%	2.00%	2	2,083,276	2,124,941	2,167,440	2,210,789	2,255,005	2,300,105
Annual Non-Rental Income	1.00%	2.00%	2	3,585	3,657	3,730	3,805	3,881	3,958
Vacancy Loss	5.00%	0.00%	2	0	0	0	0	0	0
Total Project Revenue				2,086,861	2,128,598	2,171,170	2,214,594	2,258,886	2,304,063
Expenses (Section K)									
Management	3.00%	3.00%	2	158,916	163,684	168,594	173,652	178,862	184,227
Administration	3.00%	3.00%	2	169,172	174,247	179,474	184,858	190,404	196,116
Project-paid Fuel	3.00%	3.00%	2	0	0	0	0	0	0
Common Electricity	3.00%	3.00%	2	52,530	54,106	55,729	57,401	59,123	60,897
Water & Sewer	3.00%	3.00%	2	45,170	46,525	47,921	49,358	50,839	52,364
Gas	3.00%	3.00%	2	100,625	103,644	106,754	109,956	113,255	116,652
Other Utility 2	3.00%	3.00%	2	0	0	0	0	0	0
Operating & Maintenance	3.00%	3.00%	2	449,025	462,495	476,370	490,661	505,381	520,543
Real Estate Taxes	3.00%	3.00%	2	117,524	121,049	124,681	128,421	132,274	136,242
Payment in Lieu of Taxes				0	0	0	0	0	0
Insurance	3.00%	3.00%	2	90,446	93,159	95,954	98,832	101,797	104,851
Other	3.00%	3.00%	2	0	0	0	0	0	0
Other	3.00%	3.00%	2	0	0	0	0	0	0
Miscellaneous	3.00%	3.00%	2	0	0	0	0	0	0
Total Operating Expenses				1,183,407	1,218,909	1,255,477	1,293,141	1,331,935	1,371,893
Rep. Reserve. (Section K)	3.00%	3.00%	2	91,334	94,074	96,896	99,803	102,797	105,881
Debt Service (Section L)				643,756	643,756	643,756	643,756	643,756	643,756
Mortgage Insurance Premium (Section L)				21,404	20,414	19,390	18,330	17,234	16,099
Cash Flow				146,960	151,445	155,652	159,564	163,164	166,434
Debt Coverage Ratio				1.22	1.23	1.23	1.24	1.25	1.25
Operating Reserve Analysis									
Operating Reserve	663,990	(Match to Section M)							
Interest Rate	0.50%								
Operating Reserve Balance				166,601	148,008	134,078	124,563	119,199	117,701
Reserve Draw to Achieve DCR	1.25			19,329	14,597	10,134	5,957	2,083	0
Interest on Operating Reserve				736	667	620	593	586	589
Deferred Developer Fee Analysis									
Initial Balance	0	(Match to Section L)		0	0	0	0	0	0
Developer Fee Paid With Interest	0%			0	0	0	0	0	0
Ending Balance				0	0	0	0	0	0



MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
Low Income Housing Tax Credit Application
2015-2016 Qualified Allocation Plan

SECTION Q. DETERMINING QUALIFIED BASIS ON A BUILDING-BY-BUILDING BASIS

Determine qualified basis on a building-by-building basis. Distribute the eligible and qualified basis of each building evenly among all residential buildings. List clubhouse(s) or community building(s) last, and distribute the eligible and qualified basis of these buildings evenly among all residential buildings only. Market rate units must be evenly distributed among bedroom types and buildings, except for elderly projects.

Bldg	Addresses	UNITS PER BUILDING				SQUARE FEET PER BUILDING				Qualified Basis	PIS** Date mm/dd/yyyy
		# of LIHTC Units	# of Market Units	# of Manager/ Employee Units (Common Space)	Total # of Units in Building	Square Footage of LIHTC Units	Square Footage of Market Units	Square Footage of Manager/ Employee Units (Common Space)	Total Square Footage in Building		
1	1550 East Clark Road, Ypsilanti, MI 48198	199	0	1	200	116,434	0	890	117,324	20,681,793	
					0				0		
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Bldg	Addresses	UNITS PER BUILDING				SQUARE FEET PER BUILDING				Qualified Basis	PIS** Date mm/dd/yyyy
		# of LIHTC Units	# of Market Units	# of Manager/ Employee Units (Common Space)	Total # of Units in Building	Square Footage of LIHTC Units	Square Footage of Market Units	Square Footage of Manager/ Employee Units (Common Space)	Total Square Footage in Building		
					0				0		
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					0				0		
Total		199	0	1	200	116,434	0	890	117,324	20,681,793	

NOTE: TOTALS SHOULD MATCH THE CHART IN SECTION J (IF TOTAL IS RED, REVIEW SECTION J FOR DISCREPANCIES)

**New Construction: The PIS date must include mm/dd/yyyy. The PIS date entered above must be no earlier than the date stated on the temporary or permanent Certificate of Occupancy for the building.

**Rehabilitation: Occupied units require a statement from the local government, a CPA, or an architect identifying the mm/dd/yyyy of Placed in Service for each building OR vacant units require the final Certificates of Occupancy issued by the municipality. The PIS date must be no earlier than the date stated on the temporary or permanent Certificate of Occupancy for the building.

Note: if the date used for PIS is the date of the temporary Certificate of Occupancy, include the temporary Certificate of Occupancy in the appropriate exhibit.

		UNITS PER BUILDING				SQUARE FEET PER BUILDING					
Bldg	Addresses	# of LIHTC Units	# of Market Units	# of Manager/Employee Units (Common Space)	Total # of Units in Building	Square Footage of LIHTC Units	Square Footage of Market Units	Square Footage of Manager/Employee Units (Common Space)	Total Square Footage in Building	Qualified Basis	PIS** Date mm/dd/yyyy

The PIS date shown on this page will be used as the PIS date on the 8609.



MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
Low Income Housing Tax Credit Application
2015-2016 Qualified Allocation Plan

SECTION R. PROPERTY IDENTIFICATION FORM

Projects that contain multiple sites must complete and submit the form below to identify and cross-reference the same piece of property when different methods of describing the property are used (i.e. Address, Lot #, etc.) in different forms of documentation. Applicants must indicate the specific information (Street Address, Lot #, Parcel #, Ward: Item #, Streets Property is Bounded By, etc.) for the way the site is shown in the documentation submitted for each of the categories marked ***.

Site #	Current Owner/Taxpayer	Land Control***	Title Insurance***	Zoning***	Site Plan Approval***	Utilities***

Sample



National Church Residences
EXCELLENCE THAT TRANSFORMS LIVES

Clark East Tower

Ypsilanti Township Board of Trustees Meeting

**March 3rd, 2015
5:00pm**



To Ypsilanti Board of Trustees,

National Church Residences, owner/manager of Clark East Towers located at 1550 East Clark Road, Ypsilanti, MI, would like to submit for funding to the Michigan State Housing Development Authority (MSHDA). The proposed application is extremely competitive and will compete against other Owners/Developers not only from Michigan but all over the country. If awarded the funding National Church Residences will be able to do a significant renovation and recapitalization of this community

Clark East Towers is now 36 years old and has not yet undergone a substantial renovation. In 2012 the property went through a refinance that generated very limited proceeds for rehab work. Due to the limited proceeds, many important security issues and capital needs were not able to be addressed. Our main goal in seeking an award from MSHDA in the April 1, 2015 funding round is not just to address these issues for our residents, but also to ensure that the project is an asset to the local community.

- **Security and Resident Safety:** The community has struggled with security issues – and although temporary measures such as security guards are currently being utilized – the best way to address this issue is through capital improvements such as perimeter fencing, electronic locks at entry doors, cameras and video communication (between units and the front door) and a redesigned entry. The aforementioned will improve the safety of the senior residents, and video communication will allow the seniors to actually see who is buzzing into the building. Improved security will also ensure that the property contributes to the overall safety of the local community as a public bus stop is located at the entrance of the building.
- **Life Safety Systems:** The building also faces life safety issues, including an elevator that was recently shut down due to the age of the equipment. Other life safety items that would be able to be considered with the rehab include replacement of the emergency generator, new E-call system (new system will provide new health and safety contact systems for the residents) a new fire alarm system and new smoke detectors.
- **Community Space:** The building currently has limited community space – 36 years ago buildings were not designed to foster resident engagement and aging in place communities. A substantial rehab would allow for the redesign of the current tired and dated community space, and create a gathering place the senior residents could be proud to congregate in. Proposed improvements

are to enhance and enlarge the community room. Adding a new business center that will allow the residents to access the internet, a wellness suite and exercise room for the residents. Another item that is still being looked at is adding a decontamination (hotbox) room for new move-ins.

- Unit upgrades and replacements: Several key features in the units are still original from when the project was built in 1979. The proposed renovation will allow for significant unit upgrades to help improve the marketability of the property and provide features that residents at the community deserve. (see attached with perspective to unit upgrade listing).

For National Church Residences to be able to be approved for funding by MSHDA local support and site plan approval are extremely critical. National Church Residences is requesting to the Ypsilanti Township Board of Trustees for support of our application and the project. For the application what is needed and being requested is a letter of support from the Township (template attached) that demonstrates their backing of National Church Residences efforts to apply for this funding and a site plan approval letter (template attached) that demonstrates that the Township Commission has reviewed the proposal including the level of rehabilitation work to be completed, the site and approves National Church Residences plan for the renovation/recapitalization of Clark East Towers. National Church Residences met with the Township Commission on February 5th to go over the planned scope of work to be included in the application. Attached to this is the proposed scope of work that was shared during that meeting.

National Church Residences wants to be long-term partner with the Township and we really hope that you will support our efforts for our upcoming April 1st, 2015 application.

Sincerely,



Eric Walker
Senior Project Leader
National Church Residences

SUMMARY OF PLANNED IMPROVEMENTS



CLARK EAST APARTMENTS
Ypsilanti, Michigan

February 5, 2015

Security

1. **Expand** security camera system to include parking lots and other outdoor areas
2. **Redesign** entrance vestibule/security/doors
3. **Install** new resident visitor call system and new fob entry system at building entrances *
4. **Redesign** auto and pedestrian entry for gated access *
5. **Install** new electronic locks at apartment entry doors *
6. **Install** new video communication between apartments and entrance gates and doors
7. **New** site lighting
8. **New** perimeter fence

* All systems to be integrated so that access is by a single FOB and access can be monitored and tracked.

General Items

1. **Replace** emergency generator
2. **New** screen wall for emergency generator
3. **Replace** building hot water heaters (3)
4. **Replace** trash compactor and trash dumpsters
5. **Replace** first floor A/C
6. **Install** new fire alarm system
7. **Install** new smoke detectors

Exterior Work

1. **Repair** brick walls
2. **Upgrade** drives, curbs and parking lot
3. **New** exterior signs
4. **Provide** new site amenities including raised planting beds, picnic pavilion, dog run and decorative landscaping

Apartment Units

1. **Add** message holder at apartment entrances
2. **New** flooring throughout apartment
3. **Remove** popcorn ceiling finish at all apartments
4. **Paint** interior walls
5. **Provide** new window blinds
6. **Replace** interior doors
7. **New** HC height toilets
8. **New** shower heads and controls
9. **Replace** bathtubs with showers in 50% of the units
10. **Replace** bathroom vanities, sinks, faucets
11. **New** kitchen cabinets, countertops, sinks and faucets
12. **New** kitchen appliances
13. **Install** new lighting; add ceiling fan/light in the bedrooms
14. **Install** new wireless emergency call stations in bedrooms and bathrooms
15. **New** A/C units

Corridors

1. Improve appearance with new lights and new color scheme
2. New carpeting
3. Install new hand railing and chair rail on corridor walls
4. Remove popcorn ceiling finish
5. Air condition corridors

Stair Towers

1. New lighting
2. New stair doors
3. Paint stairwells

Common Spaces

1. Renovate first floor common spaces
2. New room signage
3. New lighting and flooring at elevator lobbies
4. Renovate elevator cabs
5. Renovate Men's and Women's Restrooms
6. Renovate Laundry Rooms
7. Expand Community Room



END OF SUMMARY OF PLANNED IMPROVEMENTS



Office (734) 544-4225
Fire Chief (734) 544-4110
Fire Marshal (734) 544-4107
Fax (734) 544-4195

FIRE DEPARTMENT
222 SOUTH FORD BOULEYARD
YPSILANTI, MICHIGAN 48198-6067

MEMORANDUM

To: Charter Township of Ypsilanti Trustees

From: Ypsilanti Township Fire Chief Eric Copeland

Date: March 2, 2015

Subject: Authorization to approve the 2015 / 2016 Fire Dispatching Service contract with Emergent Health Partners, Inc. (former Huron Valley Ambulance, Inc.) for the initial period of July 1, 2015 through June 30, 2016 in the total amount of \$71,473.80, the monthly fee is \$5,956.15. The second period, July 1, 2016 through June 30, 2017 in the total amount of \$72,887.85, the monthly fee is \$6,073.99 fees are budgeted in line 206-206.000-857.001 COMMUNICATIONS.

Attached is Emergent Health Partners, Inc. agreement for Fire Dispatching Services to the Charter Township of Ypsilanti covering a two year period beginning July 1, 2015 and ending June 30, 2017.

- The initial period of July 1, 2015 through June 30, 2016, the monthly fee is \$5,956.15 for a total fee of \$71,473.80 for this period.
- The second period, July 1, 2016 through June 30, 2017, the monthly fee is \$6,073.99 for a total fee of \$72,887.85 for this period.

The annual costs for Fire Dispatching are budgeted in the 2015 FIRE FUND line-item 206-206.000-857.001 COMMUNICATIONS. The increased fees are caused by an increase in annual calls, 4076 call average for the 2013/2014 period increasing to 4316 call average for the 2015/2016 agreement period. Attached is a memorandum with the formula for determining the cost per alarm for years 2015 and 2016.



1200 State Circle
Ann Arbor, MI 48108, 1691
734.302.3100

MEMORANDUM

Date: February 28, 2015
To: Chief Eric Copeland, Ypsilanti Township Fire Department
From: Kevin Irwin, Communications Manager
Re: Fire dispatching costs for 2016 and 2017

Under the last agreement, a formula was adopted which acknowledges a portion of the calls as common to both EMS and Fire alarm dispatch costs. The Adopted formula currently being used is as follows:

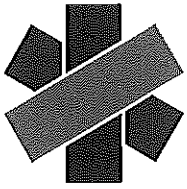
$$\text{Cost per alarm} = \frac{\text{Total Emergent Communications Budget}}{(\text{Fire Calls} - \text{Shared \%}) + \text{Fire Dispatches} + \text{EMS Volume}}$$

Your costs per alarm for FY 2016, for fire dispatching is \$16.68 per alarm. The calculated costs for fire dispatching for FY 2017, is 17:01 per alarm. Your volume may have gone up or down based on requests for your service or a change in the Category of calls you respond to.

I have listed your rates below that will start in July 1, 2015 under Exhibit 3.2. If you have any questions, please feel free to contact me at 734-477-6440 or email me at kirwin@emergenthealth.org

Exhibit 3.2

Initial period: July 1, 2015 through June 30, 2016; the monthly fee for Ypsilanti Township fire Department is \$5,956.15 for a total fee of \$71,473.80. For the second year of the contract; the monthly fee is \$6,073.99 for a total fee of \$72,887.85.



EMERGENT
HEALTH PARTNERS

1200 State Circle
Ann Arbor, MI 48108-1691
734.302.3100

FIRE DISPATCHING SERVICE AGREEMENT

BETWEEN

EMERGENT HEALTH PARTNERS, INC.

AND

YPSILANTI CHARTER TOWNSHIP

This Fire Dispatching Service Agreement, effective the 1st day of July, 2015, between the **YPSILANTI CHARTER TOWNSHIP**, 222 S. Ford Blvd., Ypsilanti MI 48198, a municipal corporation ("**Township**"), on behalf of the Ypsilanti Charter Township Fire Department ("**Fire Department**"), and **EMERGENT HEALTH PARTNERS, INC.**, 1200 State Circle, Ann Arbor, Michigan 48108, a Michigan nonprofit corporation, ("**EHP**").

WITNESSETH:

Whereas, Township is contracting with EHP to provide the Fire Department with certain dispatching services according to the terms of this Agreement; and

WHEREAS, EHP is currently operates a secondary public safety answering point and is engaged in the communication and dispatch of fire departments and ambulance services; and

WHEREAS, Township and EHP mutually desire and agree that EHP shall provide communications and dispatching services, on behalf of the Fire Department,

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

SECTION 1

SERVICES, EQUIPMENT AND PERSONNEL TO BE PROVIDED BY EHP

1.1 **General Statement.** EHP shall provide the following fire dispatching and communications services, including equipment and personnel on behalf of the Fire Department on an exclusive, "as needed" basis, twenty-four (24) hours a day, three hundred sixty-five (365) days a year, pursuant to the terms of this Agreement.

1.2 **Dispatching and Communications Services ("**Services**").**

1.2.1. Services. EHP shall provide the following services to the Fire Department:

- a. Answer 9-1-1 calls, other telephone lines, and radio channels for the purpose of receiving, documenting, and recording requests for Fire Department services.
- b. Promptly notify the Fire Department of valid requests for Fire Department services (“Service Request”) pursuant to guidelines, policies, procedures, and protocols established by EHP and approved by the Fire Department.
- c. Maintain radio coordination of service requests. Monitor, document, and record Fire Department communications activity.
- d. Cooperate fully with the Fire Department in any individual review of a Service Request.
- e. Cooperate fully in an annual review and in the development, preparation, and filing of administrative reports as may be reasonably required by the Fire Department for its appropriate operation.
- f. Make available such records as may be reasonably necessary and relevant to verify the number of Fire Department Service Requests made by EHP, and to verify EHP's actual dispatching costs, for purposes of establishing the annual fixed fee per dispatch to be paid by the Township to EHP pursuant to Section 3 of this Agreement.
- g. Neither EHP nor any of its personnel, in their capacity as providing Services pursuant to this Agreement, shall in any way be involved in the fire suppression or other direct activities of the Fire Department,

1.2.2. Exceptions to Services. EHP's obligations for Services pursuant to this Agreement are limited, however, by EHP's technical ability to adequately receive telephone information, as well as receive and transmit radio transmissions. The parties acknowledge that callers reporting emergencies are often difficult to understand and locate. The parties further acknowledge that EHP and the Fire Department utilize communications systems that neither party owns or maintains. EHP shall not be obligated to provide services pursuant to this Agreement if it is unable to do so for any reasons beyond its reasonable control.

1.3 Telecommunications Equipment. EHP agrees to provide Services using appropriate telecommunications equipment, including radio control consoles, radio base stations, telephone answering equipment, computer aided dispatch software, and telephone recording equipment. For the equipment that EHP owns and controls, EHP shall be responsible for the maintenance and repair of the above-mentioned telecommunications equipment.

1.4 Personnel. EHP shall provide qualified personnel to provide communications and dispatch service pursuant to this Agreement.

1.5 Performance Standards. EHP shall provide Services in good faith, in a timely manner, and accordance with industry standards.

1.6 Compliance with Law, Rules, and Regulations. In its performance of this Agreement, EHP shall comply with all laws, rules, regulations, ordinances and permits relevant to the provision of Services.

1.7 Non-Discrimination. EHP will not discriminate against any individual that requests Services, nor any employee or applicant for employment because of race, creed, color, sex, sexual preference, national origin, physical handicap, age, height, weight, marital status, veteran status, religion or political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of EHP's business).

SECTION 2

SERVICES, EQUIPMENT AND PERSONNEL TO BE PROVIDED BY THE YPSILANTI CHARTER TOWNSHIP FIRE DEPARTMENT

2.1 General Statement. The Fire Department shall retain ultimate authority and control over its own governance and operations.

2.2 Communications and Computer Equipment. The Fire Department shall provide and be responsible for its own radio communications and computer equipment for its individual stations, trucks and personnel.

2.3 Specialized Communications and Computer Equipment. It will be the responsibility of the Fire Department to provide to EHP any specialized communications or computer equipment, which is unique to its specific needs, and not used by EHP or the other fire departments that it provides Services for.

2.3 Compliance with Laws, Rules and Regulations. The Fire Department shall comply with all necessary laws, rules, regulations, ordinances, licenses or permits relevant to the provision of its responsibilities pursuant to this Agreement.

SECTION 3

PAYMENTS TO EHP FOR SERVICES, EQUIPMENT AND PERSONNEL

3.1 Basic Provision. In consideration of receiving Services, equipment and personnel provided by EHP to the Fire Department, the Township agrees to pay EHP monthly fee, which is recalculated annually. The fee, which is further described in **Appendix "A"**, is determined by dividing EHP's total cost of providing ambulance and fire department dispatching services by the activity of all of the individual agencies dispatched ("**Dispatched Agencies**").

3.2 Initial Fee. For the initial period of July 1, 2015 through June 30, 2016, the monthly fee is \$5,956.15 for a total fee of \$71,473.80 for this period. The second period, July 1, 2016 through June 30, 2017, the monthly fee is \$6,073.99 for a total fee of \$72,887.85.

3.3 Payment. The Township shall pay EHP within sixty (60) days of receipt of invoice.

3.4 Subsequent Bi-Annual Fees. Each January, EHP will determine the cost and volume of activity for all of its Dispatched Agencies for the previous calendar year. This calculation will be used in determine the rate for the subsequent period beginning on July 1st. EHP shall notify the Township of the fee for the following period no later than February 28th.

SECTION 4

TERM AND TERMINATION

4.1 Term. This Agreement shall commence on July 1, 2015 and continue through June 30, 2017. Thereafter, this Agreement shall be automatically renewed for additional, successive one (1) year terms unless terminated by either party by giving the other at least sixty (60) days advance written notice.

In the event that either party provides notice of termination under this Section, EHP shall continue to provide Services to the Fire Department for up to three (3) months after the termination date, until September 30th, under the prevailing current fee while the Township makes other arrangements for dispatching services.

4.2 Termination. This Agreement may be sooner terminated as set forth below.

4.2.1. Termination During Annual Renewal. The agreement may be terminated by either party in accordance with Section 4.1.

4.2.2. Event of Substantial Default. In the event that either party has substantially defaulted in the performance of any obligation under this Agreement, the objecting party shall provide the defaulting party with written notice of the substantial default. If the default has not been cured within thirty (30) days, the objecting party shall have the option to terminate this Agreement.

4.2.3. Mutual Agreement. This Agreement may be sooner terminated by mutual written agreement of the parties.

4.2.4. Loss or Reduction of Insurance Coverage. In the event either EHP or the Township shall receive notice of a prospective change in the scope of insurance carried by either party pursuant to this Agreement; or with respect to an unreasonable increase in premiums charged for such insurance; or with respect to any other change in such insurance that is adverse to the insured or adverse to the party paying premiums, then, if such change would be a material change in such premiums, coverage, or other terms, the party receiving such notice shall at once give written notice of such change to the other party to this Agreement.

Either party to this Agreement, if adversely affected by such change, may terminate this Agreement on grounds of such change by giving at least thirty (30)

calendar day's written notice of termination to the other party. In no event shall such termination be effective prior to the date when the insurance change goes into effect.

Either party to this Agreement, upon receiving notice of termination under this Section 4.2.4., may elect to prevent termination by curing the change. For purposes of the prior sentence: (a) with respect to a premium increase, "cure" means paying the increased premium for the balance of the Agreement's term; (b) with respect to termination, reduction in coverage, or other changes, "cure" means providing substitute coverage or substitute insurance.

4.3 Post-Termination Obligations. Upon termination of this Agreement, the parties shall cooperate with each other in the orderly transfer of obligations under this Agreement. Following the effective date of termination, each party shall remain liable for their own obligations or liabilities arising from activities carried on prior to the effective date of termination.

SECTION 5

GENERAL PROVISIONS

5.1 Insurance.

5.1.1. EHP.

a. Errors and Omissions Insurance. EHP shall provide commercial insurance to cover errors and omissions for Services, equipment and personnel provided to the Township pursuant to this Agreement. Insurance shall be in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, covering the activities of EHP, the Township, and their employees, elected officials, directors, officers and agents in connection with the obligations performed by each party pursuant to this Agreement.

b. Comprehensive General Liability Insurance. EHP shall provide commercial comprehensive general liability insurance in the amount of at least \$1,000,000 per occurrence/ \$2,000,000 aggregate, covering the respective activities of EHP, its employees, directors, officers and agents in connection with its obligations performed pursuant to this Agreement.

5.1.2. Notice of Claim. In the event any claim is asserted against either party to this Agreement, or both of them, or against one or more of them, and one or more other persons, the parties of this Agreement shall give prompt notice of such claim to one another and shall cooperate in the defense of such claim, to the extent their separate interests permit.

5.2 Independent Contractor Relationship. It is expressly understood and agreed by the parties that EHP is acting as an independent contractor with respect to the provision of Services, equipment and personnel to the Township and Fire Department pursuant to this Agreement. Nothing in this Agreement is intended to create an employer/employee or joint venture relationship or allow the Township to exercise control or direction over the manner or method by which EHP performs Services which are the subject matter of this Agreement;

provided always that the Services to be provided by EHP shall be provided in a manner consistent with the provisions of this Agreement.

5.3 Compliance with Laws and Regulations. EHP shall comply with all federal, state and local regulations, including, but not limited to all applicable OSHA/MIOSHA requirements and the Americans With Disabilities Act.

5.4 Interpretation of Agreement. This Agreement shall be governed by and interpreted under the laws of the State of Michigan.

5.5 Amendments. This Agreement contains the entire agreement between the parties hereto, and no representations or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect. Any additions or amendments to this Agreement subsequent hereto shall be of no force and effect unless in writing and signed by both parties.

5.6 Non-Assumption of Liabilities. Neither party hereto, by entering into and performing this Agreement, shall become liable for any of the existing or future liabilities of the other party or of anyone affiliated with the other party, except as expressly provided herein. It is not the intent of the parties that either party assume the risks of anyone else or become guarantor, insurer, or indemnitor for anyone else, except as expressly provided herein. In no event shall either party be liable to the other for special, incidental or consequential damages, even if the other party has been advised of the possibility of such damages.

5.7 Limited Enforcement. This Agreement is intended solely for the benefit of the parties hereto, and there is no intention, express or otherwise, to create rights or interest for any party or persons other than the Township and EHP.

5.8 No Assignment. Neither party shall have the right to assign their rights and obligations under this Agreement without advance, written consent of the other party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed of the ___ day of _____, 20___:

YPSILANTI CHARTER TOWNSHIP
("TOWNSHIP")

EMERGENT HEALTH PARTNERS INC.
("EHP")

By: _____

By: _____

Its: Supervisor

Its: President and CEO

By: _____

Its: Clerk

APPENDIX "A"

EHP shall maintain an accounting of expenses for dispatching services in a separate and distinct cost center. The cost center shall include all expenses which are incurred in jointly dispatching all fire departments and ambulance services, including but not limited to facility depreciation, leasehold improvements, building maintenance, property taxes (if any), utilities including gas, electric, water and sewer, common radio equipment, common computer equipment software and other technology, back up electrical generators or supplies, telecommunications maintenance agreements, software licenses and support, personnel including wages and benefits and allocated costs for administrative support.

EHP and individual fire departments shall be responsible for their own mobile and portable radio equipment, mobile data terminals, station communications equipment, as well as specialized telecommunications connectivity such as ISDN, T1, microwave, fiber or other similar technologies.

Each January, EHP will determine the total expense of providing shared dispatching services (the cost) for the preceding 12-month fiscal year ending June 30th.

EHP will also determine the number of dispatched alarms (the activity) provided to each fire department and ambulance service. As used here, a "dispatched alarm" refers to an incident in which fire department or ambulance service is dispatched, without respect to whether a communication to or from EHP played a role in its dispatching. Each incident shall constitute a single "dispatched alarm", whether one or several pieces of equipment/vehicles were dispatched, and whether there is or is not ultimately a need for the agency's services at the scene.

The annual Cost will then be divided by the annual Activity to determine the "per dispatch" cost. The per dispatch cost and the individual agency's activity will be used to determine the amount to be charged for the next 12-month period beginning July 1st.

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement • Police Services

To: Karen Lovejoy Roe
From: Mike Radzik, OCS Director
Copy: Board of Trustees
Re: Request to amend Public Surveillance Camera Policy
Date: March 3, 2015

This request is to amend the policy governing use of the neighborhood surveillance camera system to allow the Police Services Administrator and the Residential Services Director to access the system for quality control, maintenance and to assist the Washtenaw County Sheriff's Office.

In its current form, the policy grants access to Sheriff's Office personnel to view and store recorded images for investigative purposes. The township's Information Systems manager and external service providers (Conti Corp) can also access the system to provide technical assistance.

The proposed amendment would change Sec. III (D) to allow the Police Services Administrator and the Residential Services Director to provide assistance and quality control management of the system and its use.

In addition, Sec. III (E) is also amended to remove the sentence, *"Facilities used by the WCSO will be configured to be the only locations where recorded information will be accessed, downloaded and stored."* The removal of this sentence is necessary because the upgraded system uses web based software that can be access by authorized users from any Internet connection. Township employees would continue to be prohibited from storing recorded images.

Thank you for your consideration of these changes that are necessary as a result of system technology upgrades. Please contact me with questions or concerns.

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement • Police Services

PUBLIC SURVEILLANCE CAMERA POLICY

I. Purpose

The purpose of this policy is to regulate the use of public surveillance cameras that record images in public areas for the purpose of law enforcement investigation and public safety.

II. Scope

This policy applies to all personnel and departments of the Township in the use of public surveillance cameras deployed in the community. Internal video equipment installed at Township-owned buildings and facilities is not covered by this policy. Covert police surveillance when used as a case-specific investigative tool for law enforcement purposes where there is statutory authority and/or the authority of a search warrant is not covered by this policy.

III. General Principles

- A. The Township is committed to enhancing the quality of life of the community by integrating the best practices of public and private policing with state-of-the-art technology. A critical component of a comprehensive policing plan using state-of-the-art technology is surveillance cameras.
- B. Surveillance cameras shall only be placed in the community in such a manner as to capture and record images of activity in public places that could otherwise be lawfully observed by a law enforcement officer physically present at the same location. It is intended to extend the natural capability of a law enforcement officer to observe public places, but not to enhance it as to cause unlawful intrusion of privacy.
- C. The primary purpose of surveillance cameras in public areas is to help law enforcement identify and prosecute offenders who commit crimes in the community and to assist law enforcement in protecting the safety and property of residents in the community. A secondary purpose is to help deter crime. Any use of this technology for other purposes would undermine the acceptability of these resources and is therefore strictly prohibited.
- D. The use of video images from cameras deployed in public areas for law enforcement purposes will be conducted in a professional, ethical and legal manner. The Washtenaw County Sheriff's Office (WCSO) is the current police services provider for the Township and its personnel shall have exclusive access to computer software systems used to manage images captured and recorded by these devices. **The Township Information Services**

CHARTER TOWNSHIP OF YPSILANTI

Manager, Police Services Administrator, Residential Services Director and any external service provider will provide assistance and quality control management of the system and its use. WCSO personnel involved in the use of such images will be appropriately trained and supervised in the responsible use of this technology. Improper use of the technology will result in disciplinary action consistent with the policies and procedures governing the respective employees of the WCSO and/or the Township.

E. Information obtained through use of public surveillance cameras will only be stored as evidence in the possession of the WCSO and will only be released pursuant to the policies and procedures authorized by the WCSO.

F. The use of images obtained from cameras deployed in public areas for law enforcement investigative purposes is limited to uses that do not violate the reasonable expectation of privacy as defined by law.

G. It will be permissible to allow owners of private property such as apartment complexes and convenience stores to purchase their own camera equipment and to connect their equipment to Township servers for the purpose of enhancing safety and security. A fee equal to the prorated cost of using Township server space shall be charged and any additional costs incurred through use of the Township system shall be the responsibility of the private property owner. Owners of private property who choose to connect to the Township system shall grant WCSO personnel the authority to access their privately owned cameras for law enforcement investigative purposes consistent with this policy. Privately owned cameras connected to the Township system shall be accessible to the respective private owner and the WCSO.

IV. Responsibilities

A. The Police Services Administrator, Director of Residential Services, and a designated representative of the WCSO shall review camera locations and approve requests for new installations. All camera locations will be evaluated for compliance with this policy and for practical effectiveness as a law enforcement tool.

B. The designated WCSO representative shall provide information to the Township detailing the effective use of this technology.

Reviewed and amended March 17, 2015

Park Commission

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



Lonnie Scott, Chair
Keith P. Jason, Vice Chair
Debbie Swanson, Secretary
Richard Roe, Treasurer

Commissioners:
Gail Boyd-Palmer
Evan Hayes
Jimmie Maggard
Monica Ross-Williams
Jasmine Mackey

MEMORANDUM

To: Brenda Stumbo, Supervisor
Karen Lovejoy Roe, Clerk
Larry Doe, Treasurer
Ypsilanti Township Board of Trustees

From: Lonnie Scott, Chair of the Ypsilanti Township Park Commission

Subject: Recommendations to the Township Board

Date: March 3, 2015

At our meeting on March 2, 2015, the Park Commission voted unanimously in favor of the following motions:

“A recommendation be sent to the Township Board to approve the Park Usage plan submitted by the Park Commission.”

And

“A recommendation be sent to the Township Board to approve the dugout improvement request made by the YNLL.”

The commission has worked diligently on creating a new, uniform policy for park rentals. The policy clearly spells out the requirements for using our parks for events and allows the Parks and Recreation Department to more accurately assess fees. A copy of the proposed policy is attached for your review.

The dugout project was proposed by YNLL and will build roofs over the dugouts at the Harris Rd. ballfields. Labor and materials will be donated allowing the improvements to be made at no cost to the Township. We approved this project at our meeting on March 2, 2015 and would ask that the Township Board review and approve the project as soon as possible so that the improvements may be made prior to the start of the YNLL season, April 24.

Thank you for considering these items and please let me know if you have any questions.

FINAL DRAFT FOR BOARD OF TRUSTEE REVIEW

As passed by Park Commission 3/2/15

Overview

This policy statement on Special Events covers all Special Events, including the commercial filming of locations and events in Ypsilanti Township ("Township"). Any individual or organization wishing to sponsor or hold a Special Event in the Township will be required to complete a special events application. Any Special Event within the Township that will be conducted in the parks is required to be approved by the Township Park Commission or the Coordinator of Parks and Recreation.

Township Services Related to Special Events- The Township may be able to provide support to Special Events. Any costs incurred by the Township must be paid by the host of the event unless otherwise specified at time of approval.

- a. Township Supported Events:** The Township may operate its own Special Events and may contract with one or more organizations to perform Special Event services.
- b. Co-Sponsored events:** The Township may jointly sponsor certain events with other organizations when Township Council determines that the event is of general interest to the public and advances the Township's public image. These events must meet the other requirements of the Special Events Policy, and must reimburse the Township for any costs in excess of the support level agreed to in approval of event.
- c. Other Non-Profit Events:** The Township may, in its discretion, contribute the park rental fee to assist other Special Events operated by non-profit organizations with good cause shown or hardship. For the purposes of this policy, good cause or hardship may be demonstrated by startup organizations, charitable events, or any other reasonable cause for lacking in operating capital.
- d. For-Profit Events:** The Township may allow Special Events operated by for-profit sponsors so long as they are beneficial to the Township and the public. For-Profit events must pay 100% of all Township costs related to the event. These events must meet all other requirements of the Special Event Policy, and must reimburse the Township for any Township costs in addition to the payment of the established rent.
- e. Political or Ballot Issue Events:** The Township may allow Political or Ballot Issue events providing that the political party, candidate or political organization pay 100% of all Township costs related to the event. These events must meet all other requirements of the Special Event Policy, and must reimburse the Township for any Township costs in addition to the payment of the established rent.

Insurance

Special Events and/or facility rentals have prerequisite insurance requirements that are listed, where applicable, in this policy. Please submit only the Certificate of Liability/Property Damage insurance page of the policy with your application. Prior to purchasing a new insurance policy, check with your insurance carriers (business, organization, auto, renters, home owners, etc.) to see if they will extend your coverage to the special event. Proof of insurance for Special Events must be in place and submitted 14 days prior to the event date. In the event the proof of insurance is not received by that date the event will be canceled and any deposit money will be forfeited.

FINAL DRAFT FOR BOARD OF TRUSTEE REVIEW

As passed by Park Commission 3/2/15

Special Event Application

Applications to conduct a Special Event must be made in writing to the Parks and Recreation Coordinator. Applications are available online or the Township Offices.

Event Applicant/Organizer

The Event Applicant/Organizer must be the chief officer or a representative who has been authorized by the organization to complete the special event application. The contact person(s) listed on the event application must be the primary contact for all event-planning meetings as well as follow up communications, as needed. Persons listed on the application must also be authorized to amend the event plan and approve expenditures on behalf of the event sponsor(s).

Application Deadlines

Applications for special events must be submitted no later than 45 days prior to the event unless otherwise stated. Late applications will not be accepted.

Application Fees

For all Special Events, applicants are required to complete a Special Events Application. The application fee is \$25, which includes processing the application form, reserving the date and time of the event, preparing an estimate of costs and fees, and if necessary, a pre-event planning meeting. Application fees are non-refundable, but in some instances may be applied to the final billing statement. In addition administrative fees may be applied based on staff time to compile information, verify requirements and complete reservation. These fees are billed as listed below based on the amount of time it takes to complete the administrative functions for each event.

Security Deposit

A security deposit for Special Events may be required. The event organizers should work with the Parks and Recreation coordinator to fulfill security deposit requirements. An event that requires a security deposit must pay that deposit within 14 days of the event or the event will be canceled.

Special Event Classifications

Review this section to determine the proper classification and requirements for your Special Event. Rental fees, Township services and equipment are billed separately from the event classification fees. Also, please note that these fees are in addition to rental fees. Use of a Township neighborhood park for Special Events is discouraged and groups using neighborhood parks for larger events must show a connection or benefit to the neighborhood. In addition, any groups using a neighborhood park for large events must include a parking plan. They must also pay a \$200 maintenance and cleaning fee to use the neighborhood parks. If the neighborhood association is helping sponsor the event, the \$200 will be refundable, minus the amount of maintenance and cleaning needed after the event.

Level 1 Events – (Low Hazard) involves no physical activity by participants and no severe exposure to spectators; Level 1 events are not open to the public. Examples of events in this category include, but are not limited to: meetings, seminars, social gatherings, block parties, family reunions, and weddings.

FINAL DRAFT FOR BOARD OF TRUSTEE REVIEW

As passed by Park Commission 3/2/15

Application deadline: 45 Days prior to event

Non-Refundable application fee: \$25

Administrative fee: \$10

Security Deposit: \$50 for up to 50 people, \$100 above 50+ people

Level 1 Insurance Requirements

Insurance will be required for all Level 1 Events in the amount of \$250,000 per occurrence, naming the Township of Ypsilanti as additionally insured **if any of the following instances are planned:**

- Planned/Organized athletic event.
- Any commercial service being provided, including but not limited to:
 - Setting up of tents/canopies, such at family reunions, weddings, etc.
 - A hired act – magician, animal rides, band, etc.
 - A hired service, such as caterers, portable toilets, moonwalks, rides, etc.

Property Damage insurance may be required up to \$5,000

Level 2 Events –involves limited physical activity by participants and no severe exposure to spectators; Level 2 events are open to the public. Events in this category include, but are not limited to: amateur team sports, dances, political rallies, farm markets, picnics, and parades with no floats.

Application deadline: 45 Days prior to event

Non-Refundable application fee: \$25

Administrative fee: actual cost up to \$50

Security Deposit: \$100 for up to 50 people, \$200 above 50 people

Level 2 Insurance requirements

Insurance will be required for all Level 2 Events in the amount of \$250,000 per occurrence, naming the Township of Ypsilanti as additionally insured. Property Damage insurance may be required up to \$5,000.

Level 3 Events –involves major participation by participants and/or moderate exposure to spectators; also involves sale of tickets or donations. Events in this category include, but are not limited to: marathons or races, car shows, circus/carnivals/festivals, and tournament style sporting events.

Application deadline: 60 Days prior to event

Non-refundable application fee: \$25

Administrative fee: actual cost up to \$250

Security Deposit: Security Deposit: \$150 for up to 50 people, \$300 above 50 people

Level 3 Insurance requirements

Insurance will be required for all Level 3 Events in the amount of \$500,000 per occurrence, naming the Township of Ypsilanti as additionally insured. Property Damage insurance may be required up to \$15,000.

Level 4 Events –involves severe exposure to spectators and /or participants. Examples of events in this category include, but are not limited to: rock concerts, fireworks displays, ice carving events, professional or collegiate sporting events, and events involving 10,000 or more participants within a day.

Application deadline: 60 Days prior to event

Non-refundable application fee: \$25

FINAL DRAFT FOR BOARD OF TRUSTEE REVIEW

As passed by Park Commission 3/2/15

Administrative fee: actual cost up to \$500

Security Deposit: \$500 for up to 300 people, \$1000 above 300 people

Level 4 Insurance requirements

Insurance will be required for all Level 4 Events in the amount of \$1,000,000 per occurrence, naming the Township of Ypsilanti as additionally insured. Property Damage insurance may be required up to \$20,000

Food Permit

If any food will be prepared, distributed, or sold at the event, each vendor must apply for and receive a permit from the Washtenaw County Environmental Health Department, 705 Zeeb Rd, PO Box 8645, Ann Arbor, or (734) 222-3800. You must attach a copy of food vendor permits and include vendor locations in the Event Plan/Map where food vendors will be placed.

Alcohol

Alcohol is strictly prohibited in any Township park.

Event Map

Event maps are required for all level 2, 3 and 4 events and any event using streets and/or sidewalks (walk, run, etc), and/or the event will use multiple locations. Please attach a complete map showing the assembly and dispersal locations and the route plan. Event maps must be submitted within 30 days of the event.

Vendors- Event maps must include a detailed description of where all approved vendors will be placed, including licensed food vendors.

Parking- Event maps must include a detailed description of the parking available in the area surrounding the event, and how attendees will be directed to parking (signage is recommended).

Temporary Apparatus- Event maps must list and include the placement of all apparatus to be used for the special event (e.g., staging, fencing, bleachers, benches, tents, etc...).

Restrooms- If the event requires restroom facilities, the Event Map must include the placement of all portable restrooms and how many will be supplied for the event. Portable restrooms are the responsibility of the host and may be required for event approval.

Township Park Parking Lots: the Township does not permit private parties to rent parking spaces in public lots without prior authorization. Events wishing to rent spaces in the lots must have approval from the Park commission.

Security

Security requirements vary widely, depending on the hazard level for the event. The Washtenaw County Sheriffs Department has the authority to recommend the level of security deemed necessary. For example, the Police Department may require private bonded security for select events. The Township will also assign police officers, as necessary, and charge the event host for these services. The need for private security and/or police officers should be determined at, or before, the pre-event planning meeting. If you plan to provide your own security for the event, please specify who will administer the security services for the event (e.g., event volunteers, private security). If

FINAL DRAFT FOR BOARD OF TRUSTEE REVIEW

As passed by Park Commission 3/2/15

private security, please attach a copy of the contract.

Site Restoration

Site restoration and equipment removal are required by 1:00 pm the day after the event, unless prior arrangements have been made. Event organizers are required to restore the event location(s) to the condition that it was found. A fee of \$50 will be billed for every day the site is not restored. In the event the Township has to restore the site, the Township will bill a minimum of \$150, plus labor and fringes, and actual costs to restore the site.

Pavilion and Park Rental

Pavilion and Park Rentals are separate from special event applications and fees associated with each rental are outlined based on each park location. Please ask the Parks and Recreation Coordinator if you have questions.

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



**Human Resource
Department**

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

MEMORANDUM

TO: Charter Township of Ypsilanti Board of Trustees

FROM: Karen Wallin, HR Department

DATE: March 9, 2015

RE: **Request authorization to compensate Fire Chief Eric Copeland for assuming duties of Fire Marshal for a period of no longer than 6 (six) months while an examination process is conducted and succession plan is approved.**

On February 5, 2015, Victor Chevrette retired as Fire Marshal following 25 years of service with the Fire Department. In anticipation of this retirement, the Civil Service Commission approved the announcement of the Promotional Fire Marshal testing last fall with the written exam held on October 24, 2014. It was envisioned that a replacement for Vic Chevrette would be found through this promotional process; however, no one successfully passed the written exam, leaving the position vacant with no one within the fire union qualified to perform the duties.

Having the qualifications and certifications needed, Chief Copeland began performing the duties of Fire Marshal upon the position becoming vacated. These duties include: site inspections, fire investigations, IFC code interpretations and recommendations, site plan reviews, and burning permits. As these additional duties fall outside his normal scope of responsibility, authorization is being sought to compensate Chief Copeland in the amount of \$30.00/hour for the time spent performing duties of the Fire Marshal. It is anticipated that approximately 24 hours per week, outside of his normal work hours, would be needed to complete the additional duties, including estimated emergency call backs for investigative purposes. Funds to cover the additional compensation are budgeted under 206-206-000-705.002, Salaries-Officers.

As the Fire Department Collective Bargaining Agreement requires the Fire Marshal position to be filled within six (6) months, Chief Copeland is currently in talks with the fire union preparing a proposed Fire Marshal Succession Plan. This plan will be brought back to the Charter Township of Ypsilanti Board of Trustees and Civil Service Commission for necessary action.

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

CHARTER TOWNSHIP OF YPSILANTI

To: Karen Lovejoy Roe, Clerk

From: Mike Radzik
Office of Community Standards

Re: Request authorization for legal action to abate a public nuisance for properties located at 620 Calder, 400 Elder, 620 Gill, 1433 Harry, 930 Hunter, 1081 Studebaker, 6321 Rossback, 449 Hayes, and 992 Hawthorne in the amount of \$45,000 with legal action budgeted in line item #101.950.000.801.023

Date: March 9, 2015

Copy To: Board of Trustees
Doug Winters, Township Attorney

The Office of Community Standards has conducted investigations of nine (9) vacant, abandoned houses and seeks authorization to proceed with legal action (if necessary) in Washtenaw County Circuit Court to abate the public nuisances that exist at:

620 Calder Avenue

This house was inspected in conjunction with a search warrant obtained by the Humane Society of Huron Valley as part of an animal cruelty investigation. The house has been condemned due to significant sanitation issues that threaten the health and welfare of residents in the area. The property is owned by Nathan and Dorothy Dykes, whose whereabouts are unknown at this time.



400 Elder Street

This vacant house is owned by JP Morgan Chase Bank and was inspected by administrative search warrant on January 23, 2015. As a result of the inspection, an affidavit was filed with the county Register of Deeds placing prospective purchasers on notice of serious code violations that will likely require demolition. It is currently for sale "as is" through a local realtor.



400 Elder Street

620 Gill Street

This house has been vacant for over three years and has collapsed ceilings and is filled with mold. The property has been transferred more than once between Bank of America and the federal department of Housing and Urban Development, neither of which has registered with OCS.



620 Gill Street

1433 Harry Street

This vacant house is owned by Rose Acceptance, Inc. of East Lansing, MI. The foreclosure redemption period has expired and no action has been taken to register or repair the structure. The house was inspected by search warrant and is in serious disrepair.



930 Hunter Street

This house has been vacant for several years and both owners, Donald and Norma Conley, are deceased. It was inspected by search warrant and numerous code violations were found, however there is no one to take responsibility for it. It may be necessary to appoint a public administrator to help resolve ownership interests and code violations.



1081 Studebaker

This vacant house was inspected by search warrant on February 24, 2015. It is owned by Bank of America and the foreclosure redemption period expired on November 18, 2014. Neither Bank of America nor any other interested party has acted to register the property or make repairs. The house cannot remain vacant in its current condition without repairs being made.



6321 Rossback

This vacant house is seriously dilapidated and the land around it is seriously blighted. Its owner, Edwin Rupert, has not acted to register or repair it and OCS staff has been unable to locate him. The property was inspected by search warrant and has been ordered to be demolished.



449 Hayes Street

This vacant house was foreclosed upon by JP Morgan Chase Bank and subsequently registered with OCS by Safeguard Properties in August, 2014. Several scheduled inspections were missed, resulting in an inspection being done by search warrant. The house has numerous code violations and needs to be repaired.



992 Hawthorne

This vacant property was undergoing interior remodeling when it sustained extensive fire damage in December, 2014. The township is holding \$8,426 in insurance proceeds in escrow pending repairs or demolition. The property owner has been unable to move forward with repairs due to insufficient insurance proceeds to cover the damages. OCS is seeking authorization for legal action only if necessary to resolve the situation. The township could use the insurance funds being held in escrow to demolish the house if necessary.



CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement • Police Services

To: Karen Lovejoy Roe
From: Mike Radzik, OCS Director
Copy: Board of Trustees
Re: **Request to renew Vegetation & Clean Up Abatement contract with Looking Good Lawns, LLC for calendar year 2015**
Date: March 12, 2015

Attached please find a proposed contract renewal with Looking Good Lawns, LLC for the 2015 mowing season. This is a renewal of the 2014 contract inclusive of all terms and prices.

Our staff's experience working with this contractor last year was very positive, both OCS staff and Compost Center staff. Looking Good was selected in 2014 in a competitive bid and it is a locally owned Township business. I recently contacted the owner, Dave Dillion, who expressed a desire to extend the contract through 2015 with no price changes. The desire to renew this contract under those conditions is mutual and will serve the best interest of the community.

Thank you for your consideration. Please contact me with questions or concerns.

**AGREEMENT BETWEEN
LOOKING GOOD LAWNS, LLC
AND
THE CHARTER TOWNSHIP OF YPSILANTI
WASHTENAW COUNTY, MICHIGAN
FOR
VEGETATION & CLEAN-UP ABATEMENT SERVICES**

This Agreement is entered into effective the _____ day of _____, 2015, by and between the **Charter Township of Ypsilanti (Township)**, a Michigan municipal corporation, whose address is 7200 S. Huron River Dr., Ypsilanti, MI 48197, and **Looking Good Lawns, LLC (Contractor)**, a Michigan corporation, whose business facility is located at 1200 Ecorse Rd, Ypsilanti, MI 48197.

1. SCOPE OF WORK

The Township Office of Community Standards will issue written directions and locations for the mowing and cleanup of properties within the Township, in accordance with the Township Code of Ordinances Chapter 66, and pursuant to the General Conditions attached herein. Such properties will include privately owned property under code enforcement and publically owned vacant lots.

2. HOLD HARMLESS

The Contractor shall assume full responsibility for the protection of all pavements, curbs, bridges, railroads, poles and any other surface structures including: all water mains, sewers, telephone lines, gas mains and any other underground services and structures along and near the work which may be affected by his operations and shall indemnify, defend and save harmless the Charter Township of Ypsilanti against all damages or alleged damages to any structure or injury to any individuals as a result of his operations. No tree or shrubbery of any kind shall be removed or destroyed by the Contractor without the consent of the Charter Township of Ypsilanti.

3. TERM OF AGREEMENT

The contract duration is for calendar year 2015 with no price adjustments for the term of the agreement. The Township is not obligated to negotiate a renewal and may seek new bid pricing.

4. COMPENSATION OF THE CONTRACTOR

The Contractor shall be paid on the basis of reasonable time spent and materials used for the 2015 mowing season, at the rates and prices specified in Exhibit A attached here and incorporated by reference. Payment will be made to the Contractor in a timely manner after Township's receipt of Contractor invoice.

5. INSURANCE-INDEMNIFICATION

During the term of this agreement, the Contractor agrees to procure and maintain in effect insurance policies in the amounts and with the types of coverage show below:

- 1. Workers Compensation Insurance** in the form and amount required by Michigan law.
- 2. Commercial General Liability Insurance** on an "Occurrence Basis" with the limits of liability not less than \$ 1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage.
- 3. Motor Vehicle Liability Insurance** including Michigan No-Fault Coverage, with limits of liability of not less than \$ 1,000,000 per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Additionally, the Contractor shall, to the fullest extent permitted by law, defend and hold the Charter Township of Ypsilanti, its past, present and future elected officials, appointed commissions and boards, employees and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or alleged to result, to its proportionate extent, from any negligent, grossly negligent, reckless and/or intentional wrongful or tortious acts or omissions by the Contractor or its employees and agents occurring in the performance of this agreement.

6. WARRANTIES OF THE CONTRACTOR

The Contractor warrants that the quality of its services under this agreement shall conform to the level of professional quality performed by equivalent local contractors and lawn maintenance personnel. The contractor warrants that it has all skills, experience and local licenses necessary to perform the services it is to provide pursuant to this agreement.

7. OBLIGATIONS OF THE TOWNSHIP

The Township shall notify the Contractor of any defects in the services of which the Contract Administrator has actual notice. Likewise the Township will give the Contractor at least five calendar days to satisfy any notified defects.

8. ASSIGNMENT

The Contractor shall not subcontract or assign any portion of the services without prior written consent from the Township Contract Administrator.

9. NOTICE

All notices and submissions required under this agreement shall be by personal delivery or by first-class mail, postage prepaid, to the address stated in this agreement or such other address as either may designate by prior written notice to the other. Notice shall be considered delivered under this agreement when personally delivered to the Contract Administrator or placed in the U.S. mail, postage prepaid to the administrating department, care of the Contract Administrator.

10. CHOICE OF LAW

This agreement shall be construed, governed, and enforced in accordance with the laws of the State of Michigan. By executing this agreement, the contractor and Township agree to venue in a court of appropriate jurisdiction sitting within Washtenaw County for purposes of any action arising under this agreement.

11. CONFLICT OF INTEREST

Contractor certifies it has no financial interest in the services to be provided under this agreement other than the compensation specified herein. Contractor further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the services described under this agreement.

12. SEVERABILITY PROVISIONS

Whenever possible, each provision of this agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this agreement or the application of any provision to any party or circumstance will be prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this agreement or the application of the provision to other parties and circumstances.

13. EXTENT OF AGREEMENT

This agreement, including the bid specifications, represents the entire understanding between the Township and the Contractor, and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations, of any kind or nature, in entering in to this agreement. This agreement may be altered, and amended or modified only by mutual agreement and written amendment signed by both the Contractor and the Township.

14. TERMINATION OF THE AGREEMENT

This agreement may also be terminated by either party upon thirty (30) days written notice.

This Township shall provide notice of termination by first-class mail to the Contractor at the address listed in the bid documents. If the contract agreement is terminated for reasons other than breach of contract by the Contractor, the contractor shall be compensated for the services provided prior to the date of the notice of termination.

LOOKING GOOD LAWNS, LLC

By: _____
David Dillion

Date: _____

**CHARTER TOWNSHIP
OF YPSILANTI**

By: _____
Brenda L. Stumbo, Supervisor

Date: _____

By: _____
Karen Lovejoy Roe, Clerk

Date: _____

**CHARTER TOWNSHIP OF YPSILANTI
2015 VEGETATION & CLEAN-UP ABATEMENT PROGRAM**

GENERAL CONDITIONS

SPECIFICATIONS

- A.** The intent of the Contract Documents is to include in the contract price the cost of all labor and materials, water, fuel, tools, plant, equipment, light, transportation and all other expenses as may be necessary for the proper execution and completion of the work.
- B.** Under the direction of the Office of Community Standards, the “Vegetation & Clean Up Program” shall include:
1. Mowing and/or vegetation abatement of vacant properties
 2. Cleanup of vacant properties
 3. Hauling of trash and cuttings to an approved disposal site
- C.** The Office of Community Standards will submit an authorization via email to the Contractor which shall include the address or parcel identification number of the parcel to be mowed or cleaned, and a description of the work authorized to be performed, and a work order billing code.
- D.** The standards/fee schedule applicable for authorization of work is detailed in **Exhibit A** attached here. An “improved lot” is a lot upon which a house, commercial building, or other substantial structure is situated. An “unimproved lot” is a lot upon which no substantial structure or building is situated. A “margin only” is the public right-of-way area between the curb (or curb line) and the sidewalk (or sidewalk line). A “premium surcharge” fee applies when the grass or other vegetation to be abated substantially exceeds 10 inches in height as determined by the Office of Community Standards. Common debris and litter shall be picked up and bagged prior to mowing in order to prevent shredding and blowing of such debris. Collection of up to one (1) 13-gallon bag of debris is included for each mowing job.
- E.** No “show up fees” will be authorized or paid if the property has been brought into compliance with law by some other means prior to the contractor arriving at the property after work has been authorized.

- F. All work shall be completed within 3 working days after the date of notification to commence work. For purposes of this contract, Saturday is considered a working day. Inclement weather, including but not limited to excessive heat and rain, may be taken into consideration to reasonably extend the deadline for timely completion of work.
- G. After work is completed, the Contractor shall submit a detailed invoice to the Office of Community Standards pursuant to an invoice schedule agreeable to both parties. The invoice shall include detailed billing for each individual work order including the street address or parcel ID number and the billing code submitted with each work order. The Office of Community Standards will inspect completed work and authorize payment on all jobs.

GENERAL REQUIREMENTS FOR MATERIALS AND WORKMANSHIP

The Contractor shall furnish suitable vehicles, equipment, tools and labor to perform the work to be done. The Contractor shall also provide a valid email address to the Township that can be relied upon to transmit and receive work orders. *Work orders will be submitted to the Contractor via email and an email reply from the Contractor acknowledging receipt of each work order is required.*

PERMITS

The Contractor shall, at all times, observe and comply with, and shall cause all of his agents and employees to observe and comply with, all existing and future laws and ordinances.

PROTECTION OF WORK AND PROPERTY

The Contractor shall maintain adequate protection of all his work from damage and shall protect all public property and private abutting property from injury or loss arising from its fulfillment of this contract. He/she shall, without delay, make good any such damages, injury or loss, and shall defend and save the Charter Township of Ypsilanti from all such damages or injuries occurring because of his/her work. He/she shall furnish and maintain any passageways, barricades, guard fences, lights and danger signals, watchmen and other facilities for protection required by the public authority or by local conditions, all at no additional cost to the Owner. In an emergency affecting the

safety of life or of the work or of adjoining property, the Contractor without special instruction or authorization from the Owner, shall take such action as may be necessary to prevent such threatened damage, injury or loss.

MAINTENANCE OF SERVICE

Drainage through existing sewers and drains shall be maintained at all times and all nearby gutters shall be kept open for drainage.

STORAGE OF MATERIALS

Materials and equipment distributed, stored and placed upon or near the site of the work shall, at all times, be so disposed as not to interfere with work being executed by other contractors in the employ of the Owner, or with street drainage, or with fire hydrants or with access thereto, and not hinder any more than may be necessary for the ordinary traffic of the street.

MINIMUM WAGE

All employees involved with this contract must be paid in accordance with the Charter Township of Ypsilanti Code of Ordinances Sec. 2-201, "Living Wage". A copy of this ordinance can be obtained through the Charter Township of Ypsilanti Clerk's Office by calling (734) 484-4700 or on the Internet at www.ytown.org.

INSURANCE

The Contractor agrees to provide the Township with Certificates of Insurance for General Liability, Vehicle Liability, and Statutory Workers Compensation, according to the limits provided in the Charter Township of Ypsilanti Financial Policy. The Certificates of Insurance must be provided to the Township prior to the execution of the contract documents.

The Contractor will maintain at its own expense during the term of the Contract, the following insurances:

- a. Worker's Compensation insurance with Michigan statutory limits and employers liability insurance of \$ 1,000,000.00 minimum each accident.

- b. Broad Form Comprehensive General Liability Insurance with a combined single limits of \$1,000,000.00 each occurrence for bodily injury and property damage. Policy to include products and completed operations, independent contractors and contractual liability coverage. Policy shall be endorsed to provide 60 day written notice to the Risk Manager of any material change of coverage, cancellation or non-renewal of coverage.
- c. Township's protective policy shall be in the name of "Charter Township of Ypsilanti". Policy shall provide property damage per occurrence. **"The Charter Township of Ypsilanti and its past, present, and future elected Officials, appointed commissions and boards, agents and employees"** shall be named as **"additional named insured"** on the General Liability policy with respect to the services provided under this contract.
- d. Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with provisions of the Michigan No Fault Insurance Law. Including residual liability insurance with a minimum combined single limit of \$ 1,000,000.00 each accident for bodily injury and property damage.
- e. An umbrella policy may be used to meet some of the above requirements.
- f. All insurance policies must be held by companies licensed to do business in Michigan and such companies must be well rated and acceptable to the Charter Township of Ypsilanti.
- g. If the required insurance is not maintained at any time during the term of this Contract, the Contract shall be subject to cancellation immediately or at any time thereafter, at the sole discretion of the Charter Township of Ypsilanti. If the Township elects to exercise its option to cancel on these grounds, the Township shall so notify the Contractor of its election.
- h. All Certificates of Insurance are subject to the final approval of the Ypsilanti Township attorney.

(End of General Conditions)

**CHARTER TOWNSHIP OF YPSILANTI
2015 VEGETATION & CLEAN UP ABATEMENT PROGRAM**

EXHIBIT A

Company Name: **Looking Good Lawns, LLC**

Contact Person: David Dillion

Vegetation Abatement Fee Schedule	
Improved lots <6000 sqft	\$35.00
Premium surcharge over 10-inches	\$43.00
Improved lots >6000 sqft	\$43.00
Premium surcharge over 10-inches	\$50.00
Improved Lots >12,000 sqft	\$50.00
Premium surcharge over 10-inches	\$58.00
Unimproved Lots <6000 sqft	\$47.00
Premium surcharge over 10-inches	\$58.00
Unimproved lots >6000 sqft	\$57.00
Premium surcharge over 10-inches	\$68.00
Unimproved lots >12,000 sqft	\$68.00
Premium surcharge over 10-inches	\$78.00
Margin only (ROW)	\$30.00
Premium surcharge over 10-inches	\$40.00
Pick up and disposal of excess trash (13gal trash)	\$4.50
Speical order trash clean up and removal	
0.00 - 0.25 cubic yards	\$7.00
0.25 - 0.50 cubic yards	\$9.00
0.50 - 0.75 cubic yards	\$12.00
0.75 - 1.0 cubic yards	\$15.00
Additional quantities per 0.50 cubic yards	\$7.00

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



Residential Services

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

MEMORANDUM

TO: Charter Township of Ypsilanti Board of Trustees

FROM: Jeff Allen, Residential Services Director

DATE: March 9, 2015

RE: Board action to suspend the Honeywell Energy Program
Guaranteed Savings

Since the inception of Honeywell Inc. renovating and upgrading our mechanical systems which was completed in 2010, we have saved significantly in both gas and electric costs.

As you recall, we have a 15-year Honeywell guarantee that we will save money during the life of the contract or we get the difference in our additional costs back.

Each year we have been in this program, we have paid nearly \$7,000 in additional monitoring expenses in order for Honeywell to continue to monitor our usage, and providing a report to proof such savings exist.

I am recommending that we suspend this additional \$7,000 expense for monitoring, & bring it in-house due to the numbers below:

Base year utility costs: (gas + electric)= \$95,918 (prior-2010)
Year 1 utility costs:(2011)=\$55,944 – savings of \$39,974
Year 2 utility costs:(2012)=\$66,393 – savings of \$29,525
Year 3 utility costs (2013)=\$63,854 – savings of \$32,064
Year 4 utility costs:(2014)=\$65,857 – savings of \$30,061

Our initial investment has created a 4-year savings of just utility costs of over \$131,000.

These numbers do not take into account the extreme hot weather we had in the summer of 2012, nor does it take into account how cold the past 2 winters have

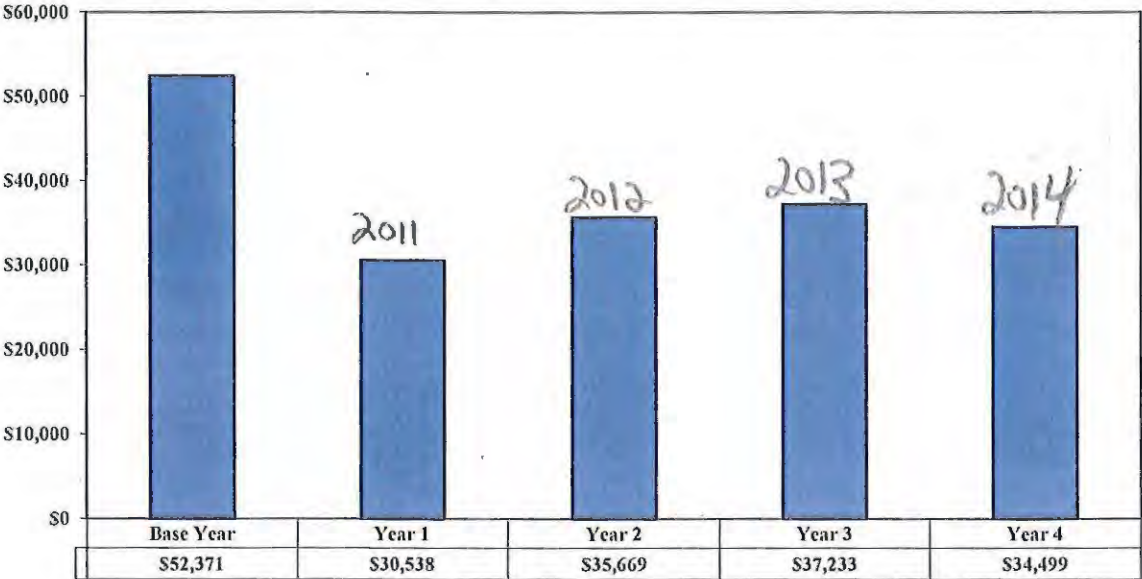
been. Furthermore, we have spent little money over the past 4-5 years on maintenance on the equipment as it has been warrantied & new. We also employ 1 less maintenance tech than we did prior to this work.

We have contracted out for our state required boiler inspections with qualified vendors and other annual items. In the near future, I will be looking to seek an annual maintenance contract to do these inspections and to perform emergency calls & troubleshoot our equipment as it ages & bring that back to the Board.

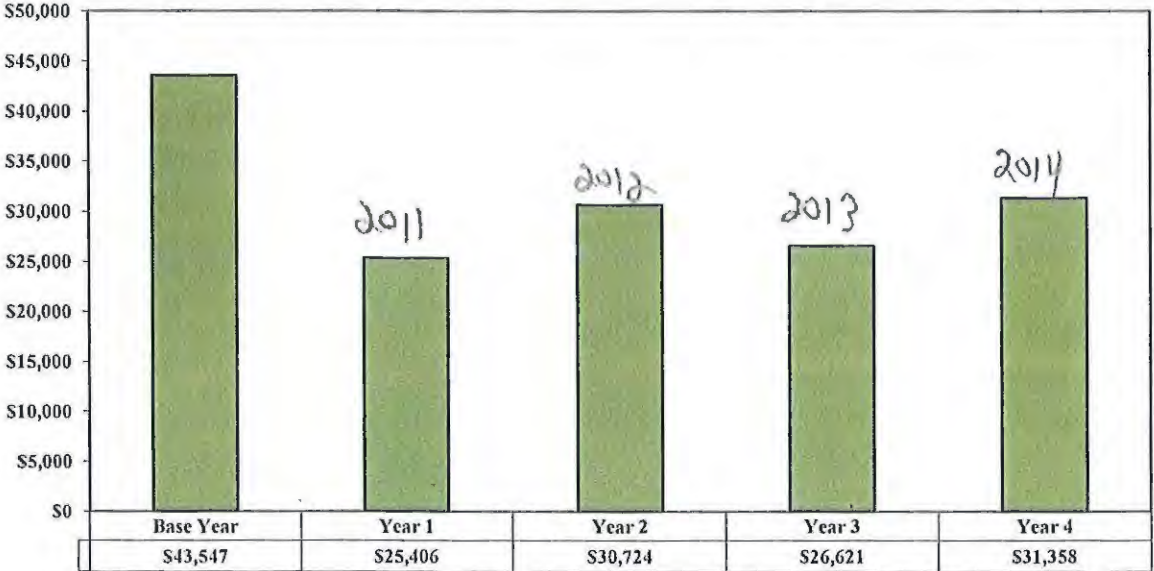
Historical Cost

Total by Utility

Electrical



Natural Gas



Note: The costs shown here represent actual billed utility costs, or components thereof, and are not adjusted for weather, billing days, or other factors. These graphs may not reflect the total results of Honeywell retrofits on energy savings. They are included for informational purposes only.

OTHER BUSINESS
