

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 17, 2015 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 5:02 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 and Scott Martin

Members Absent: Trustees Jean Hall Currie and Mike Martin

Legal Counsel: Wm. Douglas Winters

MICHIGAN MUNICIPAL LEAGUE – YEARLY DIVIDEND

Judy Thomason-Torosian presented a check for \$23,703.00 to Ypsilanti Township which represented member equity in Michigan Municipal League Liability & Property Pool.

MICHIGAN GOLF SHOW REPORT

Justin Blair, Director of Golf Operations provided a brief report regarding his attendance as a vendor for Green Oaks Golf Course at the Michigan Golf Show this past weekend in Novi, at the Suburban Showplace. He stated Green Oaks Golf Course had total sales of \$1,223 and had collected 352 new email addresses.

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, BUD/BLOSSOM AND APPLERIDGE NEIGHBORHOODS

The Board discussed this agenda item and agreed to move forward.

THE BOARD DISCUSSED AND AGREED TO ADD CHIEF BUILDING OFFICER POSITION UNDER OTHER BUSINESS

Karen Wallin, Human Resources Department provided a brief description of the position.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 17, 2015 WORK SESSION MINUTES
PAGE 2**

Trustee Eldridge requested clarification regarding differences between the package offered for this position and other employees.

Trustee Scott Martin asked if any current employees were interested in working toward this position.

THE BOARD DISCUSSED AND AGREED TO ADD LEC BUILDING ROOF REPLACEMENT UNDER OTHER BUSINESS

Discussion followed on bids regarding the Law Enforcement Center roof replacement.

Trustee Scott Martin asked about materials to be used for the project.

Treasurer Doe asked if we could request a contractor to use a local distributor.

REVIEW AGENDA

CONSENT AGENDA

SUPERVISOR REPORT

- 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

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 17, 2015 WORK SESSION MINUTES
PAGE 3**

- 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

Clerk Lovejoy Roe stated her report was in the packet.

TREASURER REPORT

None

TRUSTEE REPORT

Trustee Eldridge announced a Neighborhood Watch Meeting to be held March 26, 2015, 6:30 p.m. at the Civic Center with the Road Commission to discuss the proposed roundabout installation at Whittaker and Merritt Roads in 2016.

ATTORNEY REPORT

Attorney Winters provided a brief report of the programs the Township had implemented regarding vacant housing and the effect they have had on neighborhood stabilization. He emphasized the vacant housing issue was not just a local issue, but affected state and national levels as well. Attorney Winters reported 75% of those vacant homes were currently owned by banks that simply would not foreclose until they absolutely had to,

and had refused to take the necessary steps to maintain those properties. He stated the mortgage companies were not acting responsibly either. Mr. Winters provided examples of success that had resulted from the Township efforts. He recommended consideration for a symposium with other community officials throughout Michigan to discuss these issues and possible solutions.

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

Supervisor Stumbo stated a draft application had been received.

Eric Walker, National Church Residences provided a brief summary of the changes that had been made to the draft summary to reduce cost in order to maximize their points to be more competitive.

Supervisor Stumbo reported that Makeda Hunt had met with the residents regarding their relocation during the proposed renovation.

Eric Walker reported he had attended that meeting along with the relocation project leader to go over things with the residents.

Supervisor Stumbo asked for clarification regarding the annual credit cost for a period of ten years.

Clerk Lovejoy Roe asked about credits being purchased for ninety cents on the dollar and Mr. Walker provided an explanation.

Attorney Winters reviewed the tax financing credit selling process and discussion followed regarding different fees.

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

Chief Copeland stated this was a renewal for the dispatching services and stated there was a slight increase of .30 cents per call, based on Emergent Health Partners, Inc. and our call volume, which had increased.

Trustee Eldridge asked if this had previously been a one year contract and how a correct cost could be determined for a two year contract since the cost was figured on the preceding twelve months.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 17, 2015 WORK SESSION MINUTES
PAGE 5**

Chief Copeland agreed it had been a one year contract and stated the costs were based on an average.

Trustee Eldridge wanted clarification on the time period and how the price would be affected if the calls went down. He continued reading from the contract which stated the cost was figured annually and asked for clarification.

Attorney Winters provided his interpretation of the contract language, that the first year would be based on what happened in 2014 and second year was based on an assumed average and a look back, which would not occur until after the second year.

Supervisor Stumbo suggested tabling this item to allow a representative from Emergent Health Partners to attend a Board Meeting to explain the agreement.

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

Mike Radzik, OCS Director stated the change would add his position as well as Jeff Allen's, Residential Services, to access the system for internal quality control and to assist whenever necessary. He stated this change would not affect the policy regarding the downloading and storing evidence or images since that would remain under the sole authority of the Sheriff's Department. Mr. Radzik proposed a sentence in Section 3 E of the Camera Policy, which stated the facilities used by the Sheriff's office will be configured to be the only location where recorded information will be accessed, downloaded or stored, be removed due to fact that the upgraded system allowed for access from any internet connection by the Sheriff's Department.

Trustee Eldridge stated the residents had been promised that nobody from the Township could view the information. Supervisor Stumbo explained the current policy stated the IT Manager could check it. Trustee Eldridge asked why we needed to add extra people to clean the lenses and point them in the right direction and since Travis had access, he could do that job.

Mike Radzik stated Travis only dealt with the technical aspects regarding the computer, not anything to do with the cameras, so the Township was totally reliant on the Sheriff's Department and they were only logging in to look at information as needed, location by location. Mr. Radzik said the possibility could arise, if a location wasn't viewed for a while, that the camera would not be collecting information and no one would know. He stated the reason for this request was to be able to, in-house, assure the cameras were working correctly and Conti, the contractor that had installed the cameras, only inspected them once a year.

Jeff Allen stated there had not been any problems with the cameras at this point, but, the problem had been getting Comcast out to set the modem up. He said the billing had

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 17, 2015 WORK SESSION MINUTES
PAGE 6**

not been done for the modems and the service was getting shut off for non-payment, but we couldn't pay for that which we had not been billed.

Supervisor Stumbo stated the only time we were able to find out that a camera was not working was when an officer tried to access the information and nothing was there. She said that was why we needed to make sure they were operating all the time.

Clerk Roe asked how the camera information was stored.

More discussion followed between Supervisor Stumbo, Mike Radzik, Jeff Allen and Trustee Eldridge regarding the basic monitoring of the cameras to make sure they were fully operational and the perception of going against the promise that was made to residents that any monitoring would be done exclusively by the Sheriff's Department.

Clerk Lovejoy Roe asked for clarification on how the web based system stored the information and Jeff Allen and Mike Radzik explained the process involved recording on a Township server but the recordings were accessed through the internet by the Sheriff's Department.

Trustee Eldridge felt it would be better to justify to the community if only the IT personnel was allowed to check on the proper angle of the cameras and that the lens was clean.

Clerk Lovejoy Roe asked how long the information was stored and Jeff Allen responded the information was kept for two months, depending on the amount of activity recorded. Mike Radzik stated the Sheriff's Department was the only entity allowed to access that information.

Jeff Allen stated the request should be that no recorded material would be viewed, only to see if the live feed was correct.

Treasurer Doe asked if the Sheriff Department could scan the camera's every week and as long as we informed the residents, he felt it didn't make any difference who performed the action.

Trustee Scott Martin concurred the best idea was the Sheriff's Department could possibly designate a deputy to view the cameras for maintenance purposes once a week.

Trustee Eldridge stated the initial policy said the Township Information Services Manager could view the information and they could do this on a weekly basis and since three people were employed in that department at this time, it would be feasible for them to check on the operational capabilities of the system.

Arloa Kaiser asked if three people were employed in the IT Department at this time. Supervisor Stumbo explained Travis was the main person in the IT Department and now we had a Webmaster and a second person who was part-time was temporarily working 40 hours a week because of the work volume. Ms. Kaiser stated since she was part of the public, as far as she was concerned, she saw nothing wrong with the Public

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 17, 2015 WORK SESSION MINUTES
PAGE 7**

Services Administrator and the Residential Services Director looking at the operational aspects of the Public Surveillance Cameras. She felt it would take away from the deputies necessary duties to have them check to see if the cameras were operational.

4. REQUEST OF PARK COMMISSION TO APPROVE UPDATED PARK USAGE PLAN

No discussion.

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

Supervisor Stumbo asked if the meeting with the Ypsilanti National Little League had been scheduled. Trustee Eldridge responded it was scheduled for next week.

6. REQUEST OF KAREN WALLIN, HUMAN RESOURCES FOR AUTHORIZATION TO COMPENSATE FIRE CHIEF ERIC COPELAND FOR ASSUMING DUTIES AS YPSILANTI TOWNSHIP FIRE MARSHAL 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

Karen Wallin stated that Vic Chevrette had retired from the Fire Marshal position on Feb. 5, 2015 and in anticipation of that retirement a Fire Marshal testing was conducted Oct. 2014 but no one passed the test. Ms. Wallin stated when Chief Copeland was hired at the Township he already had the certification and experience to function as Fire Marshal. She said Treasurer Doe had recently suggested utilizing Chief Copeland's experience and skill and have him perform the Fire Marshal duty while retesting was being done. Ms. Wallin stated it had been suggested that a stipend would be an appropriate way to compensate Chief Copeland while he performed the additional duties.

Treasurer Doe reported the current rate to hire a Fire Marshal would probably be \$2,000 a month.

Trustee Scott Martin asked if Chief Copeland would be working an additional 24 hours per week or if this could be done in an 8 hour workday.

Chief Copeland explained that he was currently doing the duties of the Fire Marshal as well as his own regular duties which made for longer days and being on call the rest of the time, therefore he agreed that a stipend would be better than trying to figure out over-time.

Trustee Scott Martin asked for clarification on the duties entailed in the Fire Marshal position and the hours involved. He asked if someone was in line to be able to take over the position.

**CHARTER TOWNSHIP OF YPSILANTI
MARCH 17, 2015 WORK SESSION MINUTES
PAGE 8**

Chief Copeland explained the Fire Marshal was a firefighter first. Chief Copeland stated he had started a mentoring program to bring firefighters up to the training level required to be Fire Marshal and be able to keep the position in-house. He stated he was back at square one since no one had been able to pass the test, but the duties were ongoing and translated into a 40 hour job. The Chief further explained the position required passing the test and then securing the certifications within a year and no one was at that point.

Supervisor Stumbo stated there was a need for the Fire Marshal position to be filled right now, so there was the choice to use Chief Copeland or contract it out.

Trustee Scott Martin agreed but voiced his frustration that no one was able to be utilized in-house at this time.

Chief Copeland explained the Fire Marshal was a highly technical position and required a lot of research time.

Trustee Eldridge asked if there was any way to make this a three month hiring process rather than six. Discussion followed on this time period and Karen Wallin stated the contract stipulated the position would be filled within six months.

Nancy Wrybowski, Civil Service Commission Secretary suggested the Board might want to consider approving the testing contingent upon approval by the Civil Service Commission that once approved, the test could commence without having to come back to the Board.

ADJOURNMENT

The meeting adjourned at approximately 7:05 p.m.

Respectfully submitted,
Karen Lovejoy Roe, Clerk