

CHARTER TOWNSHIP OF  
YPSILANTI BOARD OF TRUSTEES

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*Supervisor*

**BRENDA L. STUMBO**

*Clerk*

**KAREN LOVEJOY ROE**

*Treasurer*

**LARRY J. DOE**

*Trustees*

**JEAN HALL CURRIE**

**STAN ELDRIDGE**

**MIKE MARTIN**

**SCOTT MARTIN**

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**November 15, 2016**

**Work Session – 5:30 p.m.**

**Regular Meeting – 7:00 p.m.**

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

**YPSILANTI TOWNSHIP FIRE DEPARTMENT**  
**MONTHLY REPORT**

**SEPTEMBER 2016**

Fire Department staffing levels are as follows:

1 Fire Chief	3 Shift Captains	17 Fire Fighters
1 Clerk III/Staff Support	3 Shift Lieutenants	2 Probationary Fire Fighters

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 349 requests for assistance. Of those requests, 230 were medical emergency service calls, with the remaining 119 incidents classified as non-medical and/or fire related.

Department activities for the month of September, 2016:

- 1) The Public Education Department participated in the following events:
  - a) Patriot Day Ceremony at Bethesda Church
  - b) Toured EMU Hoyt Tower
  - c) Toured Southside Baptist Church
  - d) Smoke Alarms: 1742 Knowles (2)
  - e) Car Seat fittings for U of M Buckle Up program
  
- 2) Fire fighters attended 8 neighborhood watch meetings
  
- 3) Fire fighters received training in the following areas:
  - a) Washtenaw County Tech Rescue Team
  - b) EMS
  - c) New Air Packs
  - d) Driving

The Fire Chief attended these meetings / events for the month of September, 2016:

- 1) WAMAA meeting
- 2) Addressed 3 buildings
- 3) Completed AFG Grant for SCBA equipment
- 4) Inspections at Dawn Farms & Wiard's Orchard
- 5) 9-11 Ceremony at MI State Capital with Rep. Rutledge
- 6) Patriots Day Ceremony at Bethesda Church
- 7) Fire Inspectors Fall Conference
- 8) Civil Service meeting
- 9) 18 Liquor Inspections
- 10) 100 Club for Wayne, Oakland, & Macomb Counties
- 11) Drivers Training
- 12) 3 Burn Permits
- 13) Occupant Load Certificate for Reagle Beagle
- 14) Negotiation Prep meeting with attorney

There was 0 injuries and 0 deaths reported this month for civilians.

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

This month the total fire loss, including vehicle fires, is estimated at **\$18,000.00**. All occurred at the following locations:

DATE OF LOSS	ADDRESS	ESTIMATED LOSS
1) 09/07/2016	Dorset @ Ecorse	\$ 2,000.00 (vehicle)
2) 09/09/2016	2069 Tyler	\$ 1,000.00 (vehicle)
3) 09/11/2016	303 Middle	\$ 0.00 (Mutual Aid – Ypsilanti City)
4) 09/14/2016	2701 N I-94 Service Drive	\$ 15,000.00 (semi truck)
5) 09/17/2016	100 Stevens Drive	\$ 0.00 (outside rubbish)
6) 09/25/2016	1255 Holmes	\$ 0.00 (dumpster)
7) 09/25/2016	2399 Ellsworth	\$ 0.00 (outside rubbish)
8) 09/26/2016	Putnam Hall, EMU	\$ 0.00 (Mutual Aid – Ypsilanti City)

Respectfully submitted,

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

Attachment: Fire House Incident Type Report (Summary) 09/01/2016 – 09/30/2016

**Ypsilanti Township Fire Department**

**Incident Type Report (Summary)**

**Alarm Date Between {09/01/16} And {09/30/16}**

<b>Incident Type</b>	<b>Count</b>	<b>Pct of Incidents</b>	<b>Total Est Loss</b>	<b>Pct of Losses</b>
<b>1 Fire</b>				
111 Building fire	2	0.57%	\$0	0.00%
131 Passenger vehicle fire	2	0.57%	\$3,000	16.66%
132 Road freight or transport vehicle fire	1	0.29%	\$15,000	83.33%
151 Outside rubbish, trash or waste fire	2	0.57%	\$0	0.00%
154 Dumpster or other outside trash receptacle fire	1	0.29%	\$0	0.00%
	<b>8</b>	<b>2.29%</b>	<b>\$18,000</b>	<b>100.00%</b>
<b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b>				
251 Excessive heat, scorch burns with no ignition	2	0.57%	\$0	0.00%
	<b>2</b>	<b>0.57%</b>	<b>\$0</b>	<b>0.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	33	9.46%	\$0	0.00%
311 Medical assist, assist EMS crew	28	8.02%	\$0	0.00%
320 Emergency medical service, other	11	3.15%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	29	36.96%	\$0	0.00%
322 Motor vehicle accident with injuries	13	3.72%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	2	0.57%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	12	3.44%	\$0	0.00%
352 Extrication of victim(s) from vehicle	2	0.57%	\$0	0.00%
	<b>230</b>	<b>65.90%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
400 Hazardous condition, Other	1	0.29%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	2	0.57%	\$0	0.00%
442 Overheated motor	1	0.29%	\$0	0.00%
444 Power line down	3	0.86%	\$0	0.00%
445 Arcing, shorted electrical equipment	1	0.29%	\$0	0.00%
463 Vehicle accident, general cleanup	2	0.57%	\$0	0.00%
	<b>10</b>	<b>2.87%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
500 Service Call, other	1	0.29%	\$0	0.00%
510 Person in distress, Other	1	0.29%	\$0	0.00%
5111 Lock-in	1	0.29%	\$0	0.00%
531 Smoke or odor removal	2	0.57%	\$0	0.00%
550 Public service assistance, Other	1	0.29%	\$0	0.00%
5501 Neighborhood Watch	3	0.86%	\$0	0.00%

**Ypsilanti Township Fire Department**

**Incident Type Report (Summary)**

**Alarm Date Between {09/01/16} And {09/30/16}**

<b>Incident Type</b>	<b>Count</b>	<b>Pct of Incidents</b>	<b>Total Est Loss</b>	<b>Pct of Losses</b>
<b>5 Service Call</b>				
5502 Community Outreach	1	0.29%	\$0	0.00%
551 Assist police or other governmental agency	1	0.29%	\$0	0.00%
553 Public service	2	0.57%	\$0	0.00%
561 Unauthorized burning	4	1.15%	\$0	0.00%
	<b>17</b>	<b>4.87%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
600 Good intent call, Other	7	2.01%	\$0	0.00%
611 Dispatched & cancelled en route	24	6.88%	\$0	0.00%
6111 Canceled on Arrival	21	6.02%	\$0	0.00%
621 Wrong location	1	0.29%	\$0	0.00%
622 No Incident found on arrival at dispatch address	5	1.43%	\$0	0.00%
671 HazMat release investigation w/no HazMat	1	0.29%	\$0	0.00%
	<b>59</b>	<b>16.91%</b>	<b>\$0</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	1	0.29%	\$0	0.00%
730 System malfunction, Other	2	0.57%	\$0	0.00%
731 Sprinkler activation due to malfunction	1	0.29%	\$0	0.00%
733 Smoke detector activation due to malfunction	5	1.43%	\$0	0.00%
735 Alarm system sounded due to malfunction	2	0.57%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.29%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	1	0.86%	\$0	0.00%
744 Detector activation, no fire - unintentional	2	0.57%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	5	1.43%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	0.29%	\$0	0.00%
	<b>23</b>	<b>6.59%</b>	<b>\$0</b>	<b>0.00%</b>

**Total Incident Count: 349**

**Total Est Loss:**

**\$18,000**

**BUILDING DEPARTMENT REPORT  
ALEX MAMO - CHIEF BUILDING OFFICIAL**

<b>BUILDING DEPARTMENT REPORT - October 2016</b>													
<b>Permit Type</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTALS</b>
Building	46	66	77	138	183	158	107	129	106	106			1,116
	<b>\$ 15,022</b>	<b>\$ 12,486</b>	<b>\$ 51,384</b>	<b>\$ 29,532</b>	<b>\$ 50,604</b>	<b>\$ 36,148</b>	<b>\$ 29,746</b>	<b>\$ 27,432</b>	<b>\$ 128,847</b>	<b>\$ 28,186</b>			<b>\$ 409,387</b>
Electrical	43	43	30	38	23	76	38	59	44	31			425
	<b>\$ 4,780</b>	<b>\$ 3,630</b>	<b>\$ 2,855</b>	<b>\$ 6,205</b>	<b>\$ 2,110</b>	<b>\$ 6,680</b>	<b>\$ 3,235</b>	<b>\$ 4,925</b>	<b>\$ 4,830</b>	<b>\$ 3,540</b>			<b>\$ 42,790</b>
Mechanical	95	83	70	63	56	124	95	125	99	112			922
	<b>\$ 7,150</b>	<b>\$ 8,655</b>	<b>\$ 7,980</b>	<b>\$ 5,185</b>	<b>\$ 4,315</b>	<b>\$ 9,795</b>	<b>\$ 7,125</b>	<b>\$ 9,772</b>	<b>\$ 9,711</b>	<b>\$ 9,165</b>			<b>\$ 78,853</b>
Plumbing	44	54	45	32	62	55	35	59	50	43			479
	<b>\$ 4,345</b>	<b>\$ 3,975</b>	<b>\$ 3,440</b>	<b>\$ 2,580</b>	<b>\$ 4,575</b>	<b>\$ 7,795</b>	<b>\$ 2,960</b>	<b>\$ 5,770</b>	<b>\$ 3,425</b>	<b>\$ 5,390</b>			<b>\$ 44,255</b>
Zoning	1	4	5	19	13	17	10	14	23	7			113
	<b>\$ 35</b>	<b>\$ 140</b>	<b>\$ 250</b>	<b>\$ 935</b>	<b>\$ 650</b>	<b>\$ 850</b>	<b>\$ 485</b>	<b>\$ 700</b>	<b>\$ 1,150</b>	<b>\$ 350</b>			<b>\$ 5,545</b>
Sub Totals	229	250	227	290	337	430	285	386	322	299	-	-	3,055
<b>TOTAL YTD</b>	<b>\$ 31,332</b>	<b>\$ 28,886</b>	<b>\$ 65,909</b>	<b>\$ 44,437</b>	<b>\$ 62,254</b>	<b>\$ 61,268</b>	<b>\$ 43,551</b>	<b>\$ 48,599</b>	<b>\$ 147,963</b>	<b>\$ 46,631</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 580,830</b>

<b>INSPECTION RUNNING TOTALS (Building/Trades &amp; Rental)</b>													
<b>Inspections</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTALS</b>
Total 2016	542	381	564	398	509	592	526	654	677	544			<b>5,387</b>
<b>Rental Inspections</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTALS</b>
Total 2016	414	420	374	244	181	238	266	315	271	266			<b>2,989</b>

**BUILDING DEPARTMENT REPORT  
ALEX MAMO - CHIEF BUILDING OFFICIAL**

<b>BUILDING DEPARTMENT REPORT - 2015</b>													
<b>Permit Type</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTALS</b>
Building	46	61	87	116	114	128	148	125	152	125	75	79	1,256
	<b>\$ 3,081</b>	<b>\$ 9,211</b>	<b>\$ 20,850</b>	<b>\$ 16,030</b>	<b>\$ 13,320</b>	<b>\$ 23,326</b>	<b>\$ 19,613</b>	<b>\$ 35,654</b>	<b>\$ 34,430</b>	<b>\$ 55,071</b>	<b>\$ 12,482</b>	<b>\$ 18,519</b>	<b>\$ 261,587</b>
Electrical	23	78	38	43	59	51	62	59	60	44	30	23	570
	<b>\$ 1,530</b>	<b>\$ 4,715</b>	<b>\$ 2,775</b>	<b>\$ 3,375</b>	<b>\$ 4,090</b>	<b>\$ 3,525</b>	<b>\$ 4,975</b>	<b>\$ 3,910</b>	<b>\$ 4,305</b>	<b>\$ 4,135</b>	<b>\$ 2,725</b>	<b>\$ 2,160</b>	<b>\$ 42,220</b>
Mechanical	78	89	119	101	130	155	69	107	117	91	72	79	1,207
	<b>\$ 4,600</b>	<b>\$ 6,140</b>	<b>\$ 9,060</b>	<b>\$ 7,370</b>	<b>\$ 8,650</b>	<b>\$ 10,110</b>	<b>\$ 5,924</b>	<b>\$ 8,890</b>	<b>\$ 9,400</b>	<b>\$ 7,850</b>	<b>\$ 6,260</b>	<b>\$ 5,680</b>	<b>\$ 89,934</b>
Plumbing	31	49	48	53	39	46	41	51	53	32	34	36	513
	<b>\$ 1,625</b>	<b>\$ 2,830</b>	<b>\$ 3,775</b>	<b>\$ 4,825</b>	<b>\$ 2,605</b>	<b>\$ 3,445</b>	<b>\$ 3,695</b>	<b>\$ 4,660</b>	<b>\$ 4,095</b>	<b>\$ 2,625</b>	<b>\$ 3,060</b>	<b>\$ 2,830</b>	<b>\$ 40,070</b>
Zoning	2	-	3	13	20	27	17	14	8	15	4	4	127
	<b>\$ 90</b>	<b>\$ -</b>	<b>\$ 105</b>	<b>\$ 455</b>	<b>\$ 740</b>	<b>\$ 945</b>	<b>\$ 645</b>	<b>\$ 455</b>	<b>\$ 280</b>	<b>\$ 525</b>	<b>\$ 140</b>	<b>\$ 140</b>	<b>\$ 4,520</b>
Sub Totals	180	277	295	326	362	407	337	356	390	307	215	221	3,673
<b>TOTAL YTD</b>	<b>\$ 10,926</b>	<b>\$ 22,896</b>	<b>\$ 36,565</b>	<b>\$ 32,055</b>	<b>\$ 29,405</b>	<b>\$ 41,351</b>	<b>\$ 34,852</b>	<b>\$ 53,569</b>	<b>\$ 52,510</b>	<b>\$ 70,206</b>	<b>\$ 24,667</b>	<b>\$ 29,329</b>	<b>\$ 438,331</b>

<b>BUILDING DEPARTMENT REPORT - 2014</b>													
<b>Permit Type</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTALS</b>
Building	55	44	66	90	127	124	91	128	91	112	62	79	1,069
	<b>\$ 16,244</b>	<b>\$ 16,632</b>	<b>\$ 12,783</b>	<b>\$ 18,614</b>	<b>\$ 96,726</b>	<b>\$ 56,621</b>	<b>\$ 12,936</b>	<b>\$ 17,586</b>	<b>\$ 16,583</b>	<b>\$ 20,770</b>	<b>\$ 14,954</b>	<b>\$ 17,582</b>	<b>\$ 318,031</b>
Electrical	16	16	23	18	49	43	41	30	25	39	28	18	346
	<b>\$ 1,290</b>	<b>\$ 2,175</b>	<b>\$ 1,815</b>	<b>\$ 1,800</b>	<b>\$ 3,855</b>	<b>\$ 2,775</b>	<b>\$ 3,465</b>	<b>\$ 2,670</b>	<b>\$ 2,250</b>	<b>\$ 2,820</b>	<b>\$ 2,325</b>	<b>\$ 1,290</b>	<b>\$ 28,530</b>
Mechanical	85	51	50	58	81	98	75	35	59	96	80	66	834
	<b>\$ 4,980</b>	<b>\$ 2,760</b>	<b>\$ 3,095</b>	<b>\$ 4,185</b>	<b>\$ 5,925</b>	<b>\$ 10,000</b>	<b>\$ 7,161</b>	<b>\$ 3,390</b>	<b>\$ 6,110</b>	<b>\$ 7,125</b>	<b>\$ 5,385</b>	<b>\$ 4,682</b>	<b>\$ 64,798</b>
Plumbing	28	30	83	35	46	107	39	36	49	53	16	26	548
	<b>\$ 2,145</b>	<b>\$ 2,010</b>	<b>\$ 4,545</b>	<b>\$ 2,745</b>	<b>\$ 3,525</b>	<b>\$ 6,300</b>	<b>\$ 2,955</b>	<b>\$ 2,430</b>	<b>\$ 3,885</b>	<b>\$ 3,780</b>	<b>\$ 1,080</b>	<b>\$ 1,905</b>	<b>\$ 37,305</b>
Zoning	2	-	1	14	13	26	16	10	7	9	8	7	113
	<b>\$ 90</b>	<b>\$ -</b>	<b>\$ 45</b>	<b>\$ 630</b>	<b>\$ 585</b>	<b>\$ 1,170</b>	<b>\$ 720</b>	<b>\$ 450</b>	<b>\$ 315</b>	<b>\$ 405</b>	<b>\$ 360</b>	<b>\$ 270</b>	<b>\$ 5,040</b>
Sub Totals	186	141	223	215	316	398	262	239	231	309	194	196	2,910
<b>TOTAL YTD</b>	<b>\$ 24,749</b>	<b>\$ 23,577</b>	<b>\$ 22,283</b>	<b>\$ 27,974</b>	<b>\$ 110,616</b>	<b>\$ 76,866</b>	<b>\$ 27,237</b>	<b>\$ 26,526</b>	<b>\$ 29,143</b>	<b>\$ 34,900</b>	<b>\$ 24,104</b>	<b>\$ 25,729</b>	<b>\$ 453,704</b>

**BUILDING DEPARTMENT REPORT  
ALEX MAMO - CHIEF BUILDING OFFICIAL**

<b>INSPECTION RUNNING TOTALS</b>													
<b>Inspections</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTALS</b>
Total 2015	337	442	456	584	417	624	556	713	458	572	419	441	6,019
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

<b>Rental Inspections</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTALS</b>
Total 2015	327	287	361	339	297	318	286	287	354	420	411	342	4,029
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



# CHARTER TOWNSHIP OF YPSILANTI

## OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement

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November 8, 2016

To: Planning Commission

From: Joe Lawson  
Planning Director

**Re: Planning Division (OCS) November 2016**

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Please be advised of the following activities related to the Planning Department for November 2016

### **Plans in Process**

**Majestic Lakes** – The final engineering plans for the 392 unit Majestic Lakes has been submitted and are in the process of being reviewed. This phase of the project is very early in the process with very few reviews received thus far. Once the final engineered plans are approved, the applicant may then apply for final site plan approval which will be presented to the Planning Commission and Township Board for consideration.

**Nautica Point** – Final site plan approval has been granted by the Township Board for the construction of the 142 unit Nautica Point development. Staff is currently awaiting the return of an executed copy of the development agreement before scheduling the necessary pre-construction meeting and issuance of the first set of building permits. Construction is anticipated to begin this month.

**Yankee Air Museum (YAM)** – The Yankee Air Museum continues their journey through the plan review process. The construction team has completed the construction of the exterior walls and new hanger door on the norther portion of the building. The design engineer continues to work with the RACER Trust, the Wayne County Airport Authority and now the American Center for Mobility (ACM) to resolve utility and other site related issues. These utility issues need to be resolved prior to final engineering submittal and ultimately final site plan approval. The Yankee Air Museum plans to complete their approval process and being renovations and upgrades in order to prepare for their grand opening in late 2018 or early 2019 depending on funding.

**RoundHaus Pizza and Party Shop** – The Round Haus preliminary site plan received approval from the Planning Commission on June 28<sup>th</sup> and subsequently received the

necessary variances from the Township Zoning Board of Appeals during a special hearing held on July 20<sup>th</sup>. Staff received the plans for the final engineering phase of the project on October 31<sup>st</sup> though the required review fee has yet to be paid and this the plans have yet to be reviewed. As the Board may recall, the project calls for the demolition of the existing facility and the construction of a new 6,000 square-foot convenience store and carryout restaurant along with a 4 pump island fuel station.

MedExpress – 2169 Washtenaw : The preliminary site plan application was presented and conditionally approved by the Planning Commission during their October 25<sup>th</sup> meeting date. The Commission placed a condition that the building shall be constructed utilizing exterior materials as required by section 2125 of the zoning code. The application was requesting consideration of an alternate faux brick material for which the commission denied. Staff currently awaits approval of the final engineered plan prior to the scheduling of a preconstruction meeting. The plans call for the construction of a 4,733 square-foot medical office building that will house the MedExpress Urgent Care facility. The plan also calls for a number of site improvements including new pedestrian facilities in accordance with the ReImagine Washtenaw redevelopment plan.

Fresh Thyme: Construction is complete. The final site inspection has been completed and the site has been found in general compliance with the approved plans. Staff is currently awaiting a recommendation for final acceptance from the Township Engineer OHM. Representatives from InSite state that the store has been accepted and is currently under the control of Fresh Thyme. Fresh Thyme recently posted notice of a job fair to be held on November 19<sup>th</sup>. Staff has been told that Fresh Thyme generally takes 4-8 weeks to equip the store and hire staff. Though no specific grand opening date has been announced, the community eagerly awaits the opening of our newest community partner. The new \$5 million facility will employ between 75 and 100 people when fully operational.

Sensitile: 1735 Holmes Road – It appears that the final engineered plan have finally been approved by the appropriate reviewing agencies. OHM representatives are in the process of composing a pre-construction requirements letter so that the necessary preconstruction meeting may be held prior to the issuance of a building permit. As you may recall, Sensitile was also granted a new Industrial Facilities Exemption in relation to their \$2.6 million dollars of improvement to the facility. As part of this agreement, Sensitile has agreed to create between 3-6 new jobs while retaining their existing 25 employee staff. Construction is anticipated to being later this month, weather pending.

VMAX USA - 1879 West Michigan Avenue: The final engineered plans are still in the process of being reviewed by the applicable reviewing agencies. Once final approval has been granted, staff will schedule the necessary pre-construction meeting with construction beginning shortly thereafter. Construction is anticipated later this fall. The plans call for the construction of a 29,000 square-foot office and industrial warehouse facility used in the research and development of solar panel and back-up batter electrical systems.

American Center for Mobility (ACM): Township Officials and staff have attended a number of ongoing meetings in relation to the redevelopment of the Willow Run Bomber Site. As you may recall, a number of parties are working toward the goal of establishing the American Center for Mobility at the Willow Run Site. This center will act as a testing, research and certification center for the next generation of automated vehicles. The estimated investment into the community has been stated at over \$120 million. Initial infrastructural improvements are planned to begin in the fall of 2016 and continue through the fall of 2017.

Checkers – 2835 Washtenaw: On August 29<sup>th</sup>, the Township Building Department issued a building permit for the renovation of the former A&W Restaurant. The overall plans call for the complete renovation of the interior and exterior of the building, installation of a public sidewalk along their frontage, restriping of the existing parking lot and landscape improvements. Though a grand opening date has not been announced, staff anticipates the opening to take place later this fall.

Fairfield Inn – 326 James L Hart Parkway: Construction is underway for the new 59,000 square-foot, 100 room hotel. Construction is anticipated to continue through the winter and spring of 2017 with a grand opening in the summer of 2017.

Hidaya Mosque – Staff has suggested a “plan review meeting” with the representatives of the Hidaya Mosque. Due to the number and severity of the review comments received thus far, it was felt that offering a meeting with the design professionals would be most beneficial as opposed to going through another expensive and time consuming round of reviews. As of this report, no request by the applicant or their representatives for a meeting has been received by staff. Additional updates will be provided as information becomes available.

Tim Horton’s/Wendy’s – 760 S. Hewitt: The existing Tim Horton’s/Wendy’s has submitted plans in order to permit a \$100,000.00 renovation to the existing facility. As of this report, no inspections have been conducted in relation to this renovation project. Further updates will be provided as they become available.

Taco Bell – 2655 Washtenaw: The Taco Bell located at 2655 Washtenaw is making headway on their \$232,000 interior and exterior renovation of the existing facility. The renovations have been moving at a brisk pace. The facility has nearly completed all necessary inspections and should be fully operational shortly.

Next Generation Environmental – 10750 Martz: Next Generation Environmental has submitted a preliminary site plan application for a 3.0 acre expansion of their outdoor equipment storage area associated with their headquarters located at 10750 Martz Road. The proposed plan calls for the expansion of the storage area and improvements to the properties landscaping and Stormwater management system. The plans are currently being reviewed by the Township’s reviewing agents. Once the plans are in proper form, the plans will be presented to the Commission for consideration.

NAPA Auto Parts – 265 S. Harris Rd: Plans were recently approved for the re-use of a former industrial warehouse building located at 265 S. Harris for a new NAPA Auto Parts. The plans call for the renovation of the interior of the building, exterior building upgrades to improve the accessibility of the building and a refurbishment of the parking lot. The store will be renovated over the next several weeks with a grand opening before the end of the year.

Penske Truck Leasing – 2171 E. Michigan Avenue: Staff is in receipt of a pre-application request from Penske Truck Leasing. The conceptual plans call for the construction of a 11,900 square-foot office and truck maintenance facility to be located on a 5.15-acre site at the intersection of East Michigan and Wiard Road. The pre-application is tentatively scheduled for Thursday, November 17<sup>th</sup>. The applicant noted that the site was attractive due to the location and the noticeable effort by the Township to prepare Michigan Avenue for future development.

### **Planning Projects:**

Seaver Farm Master Plan – Recently hired planning consultant Carlisle-Wortman has been commissioned to assist the Township with the development of a sub-area plan or master plan for the Township owned Seaver Farm property. The Seaver Farm property is a 36-acre parcel located on the west side of Huron Street just south of the post office. The master plan will provide the township with a layout that will provide for the highest and best use of the property. An update meeting was recently held with Township Official and staff in order to discuss the layout of property line and the roadway network. The Carlisle staff will prepare a draft plan for the property so that said plan may be presented to the community for public input. This plan is important to the future use of the property as the plan will assist in the future marketing of the property as any future user will be aware of the Township's goals for the property and further know how their use will fit in as part of this *placemaking* project.

Zoning Ordinance Updates – Staff is currently working with the Township Attorney's office and Carlisle-Wortman in order to update a number of sections of the zoning code. The Planning Commission is scheduled to hold a public hearing on language relating to the keeping of hens within a residential district during their upcoming November 22<sup>nd</sup> regular meeting. As currently proposed, the acreage requirement for the keeping of hens would be reduced to something below the current 5-acre requirement. Once the Commission has agreed upon the language, a recommendation will then be forwarded to the Board for consideration.

Staff recently had the opportunity to attend two very beneficial training sessions as provided by the Michigan Association of Planning (MAP) and the Michigan Economic Development Corporation (MEDC).

The first training opportunity was provided by MAP at its annual State Planning Conference, held this year in Kalamazoo. Sessions ranged from Best Management Practices for stormwater management which was presented by Washtenaw County's own Drain Commissioner, Evan Pratt. This session was informative as Mr. Pratt

educated the audience on the new drain standards currently in place within Washtenaw County as well as ways his office encourages “green” management practices through the new regulations.

I also attended an informative session relating to Brownfield Redevelopment strategies. As we continue to look for ways to redevelop areas of the Township, Brownfield redevelopment plans may be one tool that be fitting for a number of sites. Learning the ins and outs of the program is very important moving forward.

And finally, the MAP conference ended with a very well attended session on the Future of Autonomous Vehicles and the Willow Run testing center. Though the session was more focused on the future of the vehicles, Willow Run was mentioned as the home to ACM and the future of research and development for the industry. Needless to say, Ypsilanti Township and Willow Run are very much in a positive spot light!

The second training session was offered by the MEDC. This training was in relation to the “Redevelopment Ready” certification that our office is pursuing. In order to be certified by the MEDC as “Redevelopment Ready”, the municipality must have at least one staff member that has attended their training program. The second and final training session for staff will take place in February of 2017 for which I will again attend. The Redevelopment Ready certification will allow the Township to be eligible for future grants and funding only available to certified communities. Staff will likely be requesting the assistance of Carlisle Wortman in the submission of the application to the MEDC once the staff training has been completed. Certification generally takes 12-18 months to complete, so I am hopeful Ypsilanti Township will be a certified community by 2018.

If you should have any question or comments as it relates to this report, please contact me at my office (734-544-3651) or by email at [jlawson@ytown.org](mailto:jlawson@ytown.org).

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



Charter Township of Ypsilanti  
Residential Services Division

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Ypsilanti, MI 48197  
Phone: (734) 484.0073  
Fax: (734)544.3501

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# MEMORANDUM

To: Ypsilanti Township Board of Trustees  
From: Jeff Allen, Director – Residential Services Department  
Date: November 8, 2016  
RE: RSD Monthly Board Report for September/October

I have met with Conti (our camera contractor) and Comcast (our modem contractor) with regard to the addition of 10 cameras and modems to the Holmes Rd neighborhood system. You may recall these were approved in September and we hope to have them up and running by January.

We are real close to having the Ford Lake Park tennis and pickle ball courts finished. There is some final coloring that is to go down this week as well as finishing the fencing over the handball courts and some minor landscaping or grass restoration. This project will turn out to cost the Township about \$125,000 and we will use about \$100,000 from a DNR grant. They look fabulous to me and I suggest you drive by and see them before we get snow that will cover them.

Michael Saranen and I met with a Ford Motor- Rawsonville rep and a rep from ITC about the large tower on the SW corner of Bridge Rd and the Hydro Dam. We agreed that ITC would take the vegetation down to the ground level and Ford employees volunteered to come in after and put down wildflower and other low growing mat-type plants.

We repaired 2 rather large sections of the boardwalk in North Bay Park and a set of stairs as it enters the large wooden loop going toward the islands. We were able to get a contractor in there fairly quickly before the weather turned and he did a great job on matching up the boardwalks. This will allow a smoother roll for all, especially our handicap patrons that want to enjoy the view of that park.

I have met several times with Magistrate Nelson and staff from the Sheriff's Dept on court security. We are trying to figure how to make the court safer with detectors similar to most other courts in the county, yet with the minimum expense to renovate the Civic Center or 14B court doors and façade.



Thanks to a quick board approval of Appleridge Park project as bid by Best Asphalt, this project was able to get done in about a 2 week time period. Special thanks to OHM and Best Asphalt to make this work in the short timeline of the grant that funded most of this.

We have started to receive materials from Canton Township at our Compost Site. As you recall, you approve this rate and we are finally getting some leaves in to help make the compost we need.

We re-stripped the back parking lot and assigned parking spaces for our Township vehicles in the back of the Civic & Court. This will allow for an empty parking lot when the snow hits and we start early in order to clear the snow. So far, it seems to not have had a negative effect.

I attended a storm water training class conducted by the DEQ in October. This was necessary to renew my certification for Storm Water Management, Industrial Site A-1i. I hope to get the new license by the beginning of the new year.

We sponsored a shredding event at the Fire Station about 3 weeks ago. It went well as we processed almost 1.5 tons of paper. This had a financial value of over \$7,000 and translates into saving over 23 trees!

The Parks crew has spent the past couple of weeks removing many of the overgrown shrubs/hiding spots in Ford Lake Park. We took out almost 50 trees and shrubs and will be working the winter on trimming them back down to a reasonable height to try and increase the safety factor in the park. We have not had any issues yet, but want to be pro-active about it.

The group from the C-TAP grant we received to install way-finding signs and provided money for flowers came in to interview me. They conducted this on-camera for some future presentation to their constituents.

I have spent many days and hours in examining sidewalk trip hazards and documenting them for repair. We are down to pouring our last 2 sidewalk segments as the winter approaches. We will be wrapping up our 2016 campaign on this program and start collecting addresses for evaluation in the spring of 2017.

We have met many times on the Tyler Rd Pond and dam. This includes attending the pre-construction meeting held last week at YCUA. Things are progressing nicely, but there are still many "time-line" issues that need to be met over the next 6 months.

We have hired a replacement person at the Hydro Dam. Michael Saranen continues as the full time operator, but his relief man, Bob Eckhardt had retired. We now welcome Selwyn Bodden as our newest Township employee working at the Bridge Rd facility.

We have worked over a week with most of our staff on the election. It appears to have been a tremendous turnout but there were many challenges we had to overcome, including access to school buildings by the staff in those buildings. We made it work however.

The maintenance staff devoted many hours to the set-up / prep for welcoming the Veterans' group for their 25<sup>th</sup> anniversary event on November 10. This included an immediate shift from election set-up & teardown to setting up for this event immediately.

## **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-ins for the month.

Average precipitation for the month of October is around 2.3", this year it was about 2.7" and production for the month was well above average.

### **Regulatory:**

#### ***For 2016-***

- update DSSMP (complete)
- EAP Training (complete)
- Part 12- recommendation plan (started)
- Concrete maintenance (complete)
- Bridge light replacement (complete)
- Substation maintenance (complete)
- WQ Report (in review by resource agencies)
- Nuisance Plant Plan Report (completed)
- Wildlife Plan Report (in review)
- Historical Activity Report (complete)
- Gate Certification (complete)
- Security Review (started)
- Annual Safety inspection (complete)
- 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 and then October 2015, the most recent schedule is for December 2016. The new equipment has been installed in the Hydro (by the Twp.) and now waiting on DTE. Once commissioning of the new equipment the old AT&T lines will no longer be needed saving over \$36K per year.



## Operation Summary

<b>2016</b>	<b>October</b>	<b>YTD</b>	<b>3yr Ave.</b>
Precipitation	2.7"	26.44"	31.4
Days Online	31	298.5	348
Generation MWH (estimated)	817.630	7,152.019	8,558.000
Generation lost MWH (estimated)*	0	223.598	
After Hour Call In			
Water levels	1	24	40
Mechanical/Electrical	0	4	3
Other	0	2	5
Totals	1	30	48

<b>Recent History</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Precipitation total	40.87"	34.31"	25.27"
Days Online	345	355	345
Generation MWH (estimated)	8,991.285	9,745.999	7,723.040
Generation lost MWH (estimated)*	454.824*	643.164*	419.050*
After Hour Call In			
Water levels	44	43	32
Mechanical/Electrical	1	7	1
Other	0	15	1
Totals	45	67	34

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

\*\* NOAA, (36" average precipitation annually)

## 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 1<sup>st</sup> and will end on September 30<sup>th</sup>; 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.

Sluice Gate Usage Summary

<b>2016</b>	Current Year Days Spilled	Current Year Lost KWh*	Current Year Lost \$*	Prior Year Lost \$*
January	0	0	0	0
February	0	0	0	0
March	9	0	0	0
April	4.6	0	0	0
May	7.8	48,350	2,734	139
June	20.0	168,160	8,586	5,219
July	0	0	0	2,230
August	1.1	0	0	4,335
September	0	0	0	0
October	.1	0	0	0
November				0
December				0
<b>Totals</b>	<b>42.6</b>	<b>216,510</b>	<b>\$ 11,320</b>	<b>\$ 11,923*</b>

\*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.



# Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK KAREN LOVEJOY ROE • TREASURER LARRY DOE  
TRUSTEES: JEAN HALL CURRIE • STAN ELDRIDGE • MIKE MARTIN • SCOTT MARTIN

## WORK SESSION AGENDA CHARTER TOWNSHIP OF YPSILANTI TUESDAY, NOVEMBER 15, 2016

### 5:30PM

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

1. FULL TIME ELECTED, OR APPOINTED OFFICIALS WORK ATTENDANCE, WORK HOURS & TIME OFF POLICY.....TRUSTEE ELDRIDGE
2. SNOW REMOVAL ORDINANCE.....MICHAEL RADZIK AND JEFF ALLEN
3. COMPOST SITE UPDATE.....JEFF ALLEN
4. AGENDA REVIEW..... SUPERVISOR STUMBO
5. OTHER DISCUSSION ..... BOARD MEMBERS

Draft # 1

## CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES

### ELECTED OFFICIALS ATTENDANCE, WORK HOURS & TIME OFF POLICY

#### 1. PURPOSE:

This policy is intended to provide a fair, consistent and transparent procedure that outlines the expectations and standards for all elected officials in regard to their attendance at both regularly scheduled and special meetings of the Charter Township of Ypsilanti Board of Trustees, as well as set the defined work hours for all full-time elected officials (specifically the positions of Township Supervisor, Township Clerk and Township Treasurer) and the manner in which their time off is allocated. In the case of a Special Meeting being called, proper notification shall be provided to all elected Board Members in order to hold them accountable to this policy. While the current State Law mandates a minimum posting time of least 18 hours prior to a Special Meeting, this policy shall require that the posting for all Special Meetings provide a minimum 72 hour notice to all elected Board Members so as to allow each Board Member to adjust their personal schedule and commitments to allow for their attendance. Any Special Meeting with less than 72 hours advance notice shall be exempt from the Attendance portion of this policy.

#### 2. POLICY STATEMENT:

This policy shall establish the guidelines upon which decisions regarding all elected officials meeting attendance, as well as work hours and time off for full time elected officials, can be made by the full Board of Trustees for the Charter Township of Ypsilanti.

#### 3. PRINCIPLES:

- A. To encourage all elected officials to attend as many meetings as possible, adhere to established township work hours and to follow established time off procedures. (All full time elected officials for the Charter Township of Ypsilanti shall follow the time off mandates as established by the most current contract between the Township and the local AFSCME bargaining unit. The amount of time off shall be based upon the elected official's consecutive years of service as an elected official with the Charter Township of Ypsilanti).
- B. To achieve a fair balance between an elected officials commitment to their elected position, their employment commitment outside of their elected position (unless elected to a full-time position) as well as their personal and community commitments.
- C. To consider each circumstance based upon all relevant information provided and to act fairly and without bias.
- D. To provide support, where appropriate, to assist elected officials with attendance barriers, for example; by providing the opportunity to participate in a meeting by the means of audio (phone) or audio-visual conferencing system or by providing advance notice of meeting schedules.

#### **4. PROCEDURES:**

##### **A. Notification of a known absence**

1. The elected official shall contact the Charter Township of Ypsilanti Supervisor's Office in advance of the scheduled start time of the meeting to advise the Supervisor of their impending absence. This contact shall be done either via an email to the Supervisor's Township email address, or via a text message to the Supervisor's Township owned cell phone. This manner of contact shall be mandated so that later documentation can be obtained or reviewed. A phone call can also be made to the Supervisor, however it does not alleviate the mandatory obligation of the elected official to send an email or text message.
2. If there is insufficient time to properly notify the Charter Township of Ypsilanti Supervisor's Office, and the missing elected official is seeking to have their absence deemed as "excused" they shall at the next scheduled meeting of the Charter Township of Ypsilanti Board of Trustees provide:
  - I. Both a verbal or written explanation to the Board of Trustees explaining the reason for the absence.
  - II. Any supporting documentation regarding their absence that provides clarification.
    - i. Failure to comply will constitute the absence to be listed as unexcused.
3. All full time elected officials for the Charter Township of Ypsilanti shall report for their scheduled work day within the hours as prescribed "open hours" of the township, as approved by the full Board of Trustees for the Charter Township of Ypsilanti. At present, those hours are 8:30am – 4:30pm, Monday through Friday. It is understood that there may be instances where these work hours vary, however those variances shall be approved by the full Board of Trustees prior to the hours being worked. Example of this could include collection periods, licensing events, elections, etc. Any hours worked outside of this established time frame shall mandate that the full time official present a time off request to the Human Resource Office, as those hours worked will not count towards the mandatory, and approved, 40 hour work week.
4. As noted in Section 3 (A) of this policy, time off accrual for Full Time Elected Officials will be guided by the most current local AFCSME contract with the Charter Township of Ypsilanti. The accrual rate shall be consistent with the consecutive years of service as a full time elected official with the Charter Township of Ypsilanti.
5. The standard 40 hour work week shall be the mandate for all full time elected officials, resulting in a total of 2,080 work hours during the course of a calendar year. Any time off of 4 hours or less will be deemed as a "half day", while any time off of more than 4 hours will be considered a "full day".

#### **5. NON-PAYMENT TO AN ELECTED OFFICIAL:**

Any elected official who fails to attend the minimum required regularly scheduled, or special, meetings as outlined below shall not be paid for the missed meeting. The time frame that will be used to dictate this process shall be a rolling 12-month schedule that will commence on the same day that the elected official begins their term of office.

The elected official shall maintain their office per State of Michigan Laws, however they will cease to be paid until they come into compliance regarding either their meeting attendance, adherence to the 40 hour work week and/or proper submittal of time off paperwork.

Any full time elected official who fails to work the mandated 40 hour work week and does not have the allotment of accrued hours in their time bank shall have their pay reduced in accordance with the time away from work.

6. **MEETING ATTENDANCE REQUIREMENTS:**

During the course of a calendar year, the Charter Township Board of Trustees meets regularly on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month for a total of 20 meetings. This total does not include special meetings that may be called.

A. Unexcused Absences – Members will be allowed two (2) unexcused absences during a rolling 12 month period.

B. Excused Absences – Members will be allowed three (3) excused absences during a rolling 12 month period.

In the case of an excused absence, it is understood that unforeseen circumstances may arise that could cause for this total to be exceeded. At that point, supporting documentation must be provided from the elected Board Member in violation of the attendance policy to the full Board of Trustees within seven (7) calendar days so that a review can be conducted to determine if an exception exists. This documentation shall be provided to the Supervisor within the time limit listed above and the Supervisor shall disseminate it to the remaining Board Members within twenty four (24) hours of receipt.

7. **AMENDMENTS:**

No amendments shall be made to this policy without the express approval of a super majority of the full Charter Township Board of Trustees. Thus, changes in any way to this policy shall require the approval of at least five (5) of the current seven (7) elected Board Members and that approval must take place at a regularly scheduled public meeting of the Charter Township of Ypsilanti Board of Trustees so that the public has prior notification of any such pending changes and also the opportunity to provide public comment.

8. **EFFECTIVE DATE:**

This policy shall become effective on June 7, 2016 with implementation to commence immediately.

Draft # 2

## CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES

### FULL – TIME ELECTED, OR APPOINTED, OFFICIALS WORK

### ATTENDANCE, WORK HOURS & TIME OFF POLICY

#### 1. **PURPOSE:**

This policy is intended to provide a fair, consistent and transparent procedure that outlines the expectations of the Community, fellow Board Members and employees. The policy also sets the defined work hours for all full-time elected, or appointed, officials (specifically the positions of Township Supervisor, Township Clerk and Township Treasurer) and the manner in which their time off is allocated. As well, this policy shall define the expectations and standards for all full – time elected, or appointed, officials in regard to their attendance at both regularly scheduled and special meetings of the Charter Township of Ypsilanti Board of Trustees. In the case of a Special Meeting being called, proper notification shall be provided to all elected full – time elected, or appointed, Board Members in order to hold them accountable to this policy. While the current State Law mandates a minimum posting time of least 18 hours prior to a Special Meeting, this policy shall require that the posting for all Special Board Meetings provide a minimum 24 hour notice to all full – time elected, or appointed, Board Members so as to allow each Board Member to adjust their work, or personal, schedule and commitments to allow for their attendance. Any Special Meeting with less than 24 hours advance notice shall be exempt from the attendance portion of this policy.

**NOTE:** It is understood that currently the State of Michigan places no standards on the work hours, work times or time off allowed for full –time elected, or appointed, officials. Thus, this policy seeks to have the Charter Township of Ypsilanti step forward to serve as an example of accountability and responsibility for all full – time elected, or appointed officials throughout the State of Michigan in regard to the issues contained within this document. Should this policy not be adopted by the township, it would then be recommended that the Full Board of Trustees review alternative methods of compensation to all full – time elected, or appointed, Board Members so that compliance can be remedied and applicable standards put into place to create greater accountability and responsibility.

#### 2. **POLICY STATEMENT:**

This policy shall establish the guidelines upon which decisions regarding all full – time elected, or appointed, Board Members (specifically the Township Supervisor, Township Clerk and Township Treasurer) can be made by the full Board of Trustees for the Charter Township of Ypsilanti.

#### 3. **PRINCIPLES:**

- A. To encourage all full – time elected, or appointed, officials to attend as many meetings as possible, adhere to established township work hours and to follow established time off procedures. (All full – time elected, or

appointed, Board Members for the Charter Township of Ypsilanti shall follow the time off mandates as established by the most current contract between the Township and the local AFSCME bargaining unit. The amount of time off shall be based upon the full – time elected officials, or appointed, consecutive years of service as a full – time elected official with the Charter Township of Ypsilanti).

- I. To achieve a consistent and appropriate work day schedule for all full – time elected, and appointed, Board Members, specifically the Township Supervisor, Township Clerk and Township Treasurer. (Thus, all full – time elected, or appointed, Board Members for the Charter Township of Ypsilanti shall follow the standard work day as established by the full Charter Township of Ypsilanti Board of Trustees, which is currently Monday through Friday from 8:30am until 4:30pm.
- II. It is expected that all full – time elected, or appointed, Board Members shall attend each regularly scheduled meeting of the Charter Township of Ypsilanti Board of Trustees, as well as each Special Meeting of the Charter Township of Ypsilanti Board of Trustees, provided that proper advance notice was provided as previously outlined in this policy.

#### **4. PROCEDURES:**

##### **A. Notification of a known absence**

1. The full – time elected, or appointed, official shall contact the Charter Township of Ypsilanti Supervisor’s Office, or Clerk’s Office should the missing member be the Township Supervisor, in advance of the scheduled start time of the meeting to advise the official of their impending absence. This contact shall be done via an email to a township email address. This manner of contact shall be mandated so that later documentation can be obtained or reviewed by any requesting party. A phone call can also be made to the appropriate township official, as outlined above, however it does not alleviate the mandatory obligation of the full – time elected, or appointed, official to send an email.
2. If there is insufficient time to properly notify the Charter Township of Ypsilanti of an impending absence they shall at the next scheduled meeting of the Charter Township of Ypsilanti Board of Trustees provide:
  - I. Both a verbal explanation to the full Charter Township Board of Trustees explaining the reason for the absence.
3. All full – time elected, or appointed, officials (specifically the Township Supervisor, Township Clerk and Township Treasurer) for the Charter Township of Ypsilanti shall report for their scheduled work day within the hours as prescribed “open hours” of the township, as approved by the full Board of Trustees for the Charter Township of Ypsilanti. At present, those hours are 8:30am – 4:30pm, Monday through Friday. It is understood that there may be instances where these work hours vary, however those variances shall be approved by the full Board of Trustees for the Charter Township of Ypsilanti prior to the hours being worked. Example of this could include collection periods, licensing events, elections, etc.
4. Any hours worked outside of this established time frame shall mandate that the full – time elected, or appointed, official present a time off request to the Human Resource Office, as those hours worked will not count towards the mandatory, and approved, 40 hour work week.



5. As noted in Section 3 (A) of this policy, time off accrual for ALL full – time elected, or appointed, officials will be guided by the most current local AFCSME contract with the Charter Township of Ypsilanti. The accrual rate shall be consistent with the consecutive years of service as a full – time elected, or appointed, official with the Charter Township of Ypsilanti.
6. The standard 40 hour work week shall be the mandate for all full time elected officials, resulting in a total of 2,080 work hours during the course of a calendar year. Any time off of 4 hours or less will be deemed as a “half day”, while any time off of more than 4 hours will be considered a “full day”.

**5. NON-PAYMENT TO A FULL – TIME ELECTED, OR APPOINTED, OFFICIALS:**

Any full – time elected, or appointed, official who fails to attend the minimum required regularly scheduled, or special, meetings as outlined below shall have their pay deducted in an amount equal to an hourly rate. This hourly rate shall be determined by using the following formula:

Current Salary / 2,080 hours = Current Hourly Rate of Pay

Meeting Hours Missed x Currently Hourly Rate = Deduction in Pay for the full – time elected, or appointed official

Any full – time elected, or appointed, official who fails to work the mandated 40 hour work week, as previously described in this policy, and does not have the appropriate allotment of accrued hours in their time bank shall have their pay reduced in accordance with the time away from work by utilizing the above formula.

**6. AMENDMENTS:**

No amendments shall be made to this policy without the express approval of a super majority of the full Charter Township Board of Trustees, Thus, changes in any way to this policy shall require the approval of at least five (5) of the current seven (7) elected Board Members and that approval must take place at a regularly scheduled public meeting of the Charter Township of Ypsilanti Board of Trustees so that the public has prior notification of any such pending changes and also the opportunity to provide public comment.

**7. EFFECTIVE DATE:**

This policy shall become effective on November 1, 2016 with implementation to commence immediately.

**Zimbra****klovejoyroe@ytown.org**

---

**RE: Elected officials attendance/work hours and time off policy-Ypsilanti Township**

---

**From :** Catherine Mullhaupt <catherine@mic  
higantownships.org> Fri, Apr 22, 2016 01:44 PM

**Subject :** RE: Elected officials attendance/work  
hours and time off policy-Ypsilanti To  
wnship

**To :** Karen Lovejoy Roe <klovejoyroe@yt  
own.org>

**Cc :** Cindy Davis <cindy@michigantownsh  
ips.org>, Michael Selden <michael@  
michigantownships.org>

Karen:

My apologies for the delay in responding--the calls have been busy with election filings. See my responses in your message below.

Catherine A. Mullhaupt  
Staff Attorney, Member Information Services  
Michigan Townships Association  
(517) 321-6467 Fax: (517) 321-8908  
Email: catherine@michigantownships.org  
Twitter: @MITownships

MTA Member Information Services staff are regularly available Monday through Friday, 8 a. m. to 5 p.m., to answer your questions.

The information contained in this email is provided solely for a general informational purpose and should not be interpreted as legal advice. MTA encourages township officials to consult with their legal counsel on questions of law. MTA reserves the right to distribute this information.

MTA Mission: The Michigan Townships Association advances local democracy by fostering township leadership and public policy essential for a strong and vibrant Michigan.

-----Original Message-----

From: Karen Lovejoy Roe [<mailto:klovejoyroe@ytown.org>]

Sent: Wednesday, April 20, 2016 3:12 PM

To: Catherine Mullhaupt <catherine@michigantownships.org>

Cc: Cindy Davis <cindy@michigantownships.org>; Michael Selden <michael@michigantown



ships.org>

Subject: Re: Elected officials attendance/work hours and time off policy-Ypsilanti Township

Hello Catherine,

Thank you for your help in understanding compensation requirements. We have had further discussions as a board on Trustees pay and additional questions have come up. If you could help us by answering the questions below that would help us along as we plan for the future:

1. Can a Township Board adopt a policy that sets a specific salary for the Trustees and also includes a specific language and an amount of deduction for missing a meeting. For example Trustees salary is \$10,000 a year, but if more than 5 meetings are missed in a calendar year a \$200 deduction from the salary will be made for each meeting missed for the remainder of the year? This is the type of policy the board is discussing the the future trustees elected in November.

**A. Not as the salary of the office. The salary of the office, as established in the salary resolution for that office, cannot be reduced during the term of office.**

**But it could be done with a meeting stipend, such as a per diem or per meeting amount, which is not salary and can be reduced or removed at any time. With a meeting stipend, the trustee is paid when he/she attends a meeting, and he/she is not paid if they don't.**

**The salary of one or all of the board offices may be reduced effective with the start of a new township term (this coming Nov. 20, 2016). So a township that wants to eliminate trustee salary and switch from paying the trustees a salary to paying meeting payments may adopt a salary resolution for the office of trustee with a salary of zero (0). Or the board may adopt a salary resolution reducing the amount of trustee salary. Either way, the new salary resolution must state that it is effective noon on November 20, 2016. The board may, at any time, institute board meeting stipends for trustees.**

2. Can an elected official voluntarily refuse to take pay for meetings they attend or a salary, both types of payment, per meeting and salary set by the board prior to becoming elected to office?

**A. An elected official cannot refuse the salary of the office. The township is legally obligated to pay the established salary of a board office.**



**And it's the same with meeting payments. If a position is to be paid, the township must issue the payment through payroll.**

**The person receiving salary or a meeting payment may choose to donate money back to the township, but it would be from the net, not the gross amount, because the township must run the payments through payroll, with applicable reporting and with holding.**

thank you, Karen

----- Original Message -----

From: "Catherine Mullhaupt" <[catherine@michigantownships.org](mailto:catherine@michigantownships.org)>

To: "Karen Lovejoy Roe" <[klovejoyroe@ytown.org](mailto:klovejoyroe@ytown.org)>

Cc: "Cindy Davis" <[cindy@michigantownships.org](mailto:cindy@michigantownships.org)>, "Michael Selden" <[michael@michigantownships.org](mailto:michael@michigantownships.org)>

Sent: Thursday, April 7, 2016 2:51:45 PM

Subject: RE: Elected officials attendance/work hours and time off policy-Ypsilanti Township

Karen:

See my responses in your message below, along with the attached information packet. Note that this is not intended as a legal opinion, and the township board should consult with its attorney/law firm for specific guidance.

Catherine A. Mullhaupt

Staff Attorney, Member Information Services Michigan Townships Association  
(517) 321-6467 Fax: (517) 321-8908

Email: [catherine@michigantownships.org](mailto:catherine@michigantownships.org)

Twitter: @MITownships

MTA Member Information Services staff are regularly available Monday through Friday, 8 a.m. to 5 p.m., to answer your questions.

The information contained in this email is provided solely for a general informational purpose and should not be interpreted as legal advice. MTA encourages township officials to consult with their legal counsel on questions of law. MTA reserves the right to distribute this information.

MTA Mission: The Michigan Townships Association advances local democracy by fostering township leadership and public policy essential for a strong and vibrant Michigan.

-----Original Message-----

From: Karen Lovejoy Roe [<mailto:klovejoyroe@ytown.org>]



Sent: Wednesday, April 06, 2016 4:01 PM

To: Catherine Mullhaupt <[catherine@michigantownships.org](mailto:catherine@michigantownships.org)>

Cc: Cindy Davis <[cindy@michigantownships.org](mailto:cindy@michigantownships.org)>; Michael Selden <[michael@michigantownships.org](mailto:michael@michigantownships.org)>; Karen Lovejoy Roe <[klovejoyroe@ytown.org](mailto:klovejoyroe@ytown.org)>; Lisa Garrett <[lgarrett@ytown.org](mailto:lgarrett@ytown.org)>

Subject: Elected officials attendance/work hours and time off policy-Ypsilanti Township

Hello Catherine,

Please find attached a draft policy that the Ypsilanti Township Board is reviewing regarding elected officials salary, time off, work hours and attendance.

Ypsilanti Township is a Charter Township with a population of over 50,000.

I have a few questions that I hope you can help with regarding the draft policy:

1. Is it legal for the township board to adopt a policy that sets the hours the elected officials, specifically the Supervisor, Clerk and Treasurer (all are fulltime positions at Ypsilanti Township) are required to work each day, including starting and ending time, and to reduce salaries based on not working the 40 hour work week and/or not having vacation time (determined by the policy) to cover the time out of the office on the hours the board has set per policy?

A. A township board member cannot be required to serve a specific set of hours to perform the statutory duties of the office. The office of township board member is an elective office just like the office of Governor or the President. A township board member holds office 24 hours a day, 365 days out of the year.

The salary of a township board office (supervisor, clerk, treasurer or trustee) as established in the salary resolution of the office cannot be reduced during the term of office. So a township board member's salary cannot be "docked" or reduced because the office-holder does not serve a specified number of hours.

Individual board members may choose to agree to serve a certain number of hours, but they cannot be disciplined or have their salary reduced if they don't follow through.

The exception is where an individual board member has agreed to be given an "additional, non-statutory duty" by the board.

Here is a link to the MTA webpage on Additional, Non-Statutory Duties: <https://www.michigantownships.org/members/topic.asp?tpt=tv&tid=252&v=p>

2. Is it legal for the township board, once a policy is adopted by the township board determining the daily work hours (if legal to set such a policy), to require the full time elected officials: Supervisor, Clerk and Treasurer, to request approval from the complete township board to vary hours of work for such things as elections, tax collections, etc. even though these are statutorily required duties of one's office, collecting taxes and running elections?



A. A township board cannot mandate hours for election-related statutory duties or for tax collecting statutory functions. I would have to know more to say anything more specific.

3. Is it legal for the township board to adopt a policy that determines the accrual of vacation time and the amount of time off (out of office) and also base the amount of time out of the office for vacation days upon the number of consecutive years an elected official has been in office, similar to the language found in the union contract for a bargaining unit within the township? For example if you have been elected more years consecutively you would receive more paid time off.

A. As mentioned above, a township board member, even if appointed to township board office, is an elective office-holder, just like the President or Governor. They hold the office 24 hours a day, 7 days a week, 365 days a year. They do not have vacation time or leave time. They are legally entitled to the salary of the office as established in the salary resolution for that office regardless of what hours they put in. Even if a township board member was in the unfortunate situation of being in a coma, he/she would be legally entitled to the salary of the office.

Any compensation for additional, non-statutory duties is separate, and can depend on the person who is performing the additional duties being present or actually performing the duties.

4. Is it legal to include language in a township board adopted policy that would establish that if an elected official, Supervisor, Clerk and Treasurer, take one hour off out of the office that they be required to use 1/2 day of "vacation time" or if it is more than 4 hours they must use a full day of vacation time? (of course if the answer to question 3 is no, then this question does not need to be answered)

A. See above.

5. Is it legal for the township board to adopt a policy along with adopting a salary resolution for trustees that would reduce the salary of the trustees if they miss a certain number of meetings, some excused (notification required before meeting) and some not excused (did not notify) and also allow the board upon request to have the board vote to excuse an absence of a meeting therefore the board would decide on an individual request to reduce or not reduce a trustee's salary?

A. No. The salary of the office established in the salary resolution for that office cannot be reduced during the term of office.

Trustees may be paid salary or a meeting stipend to attend board meetings (per meeting or per diem) or a combination of both. Any meeting stipend is completely separate from the salary resolution, and the trustees are only paid for those meetings that they attend.

6. What would you suggest as the best way to insure that an elected official Supervisor, Clerk, Treasurer or Trustee is not paid for not working or not attending meeting?

A. I'm not sure I understand the question.

7. Is it legal for the board to adopt a policy by a majority of the board present at a meeting but to require a change to the adopted policy to require a super majority (5 out of 7 board members) to change or abolish a policy?

A. It would depend on the "policy," but yes, I believe a township board could impose on itself a stricter majority to change an internal administrative policy.

I know this email includes a lot of questions and will take some time to answer, so I apologize for the length and number of the questions but I really don't know how else to find answers as our board reviews the draft policy. Thank you so much for talking with me today.

With kindest regards, Karen

Karen Lovejoy Roe  
Clerk  
Charter Township of Ypsilanti  
7200 S. Huron River Dr.  
Ypsilanti, MI 48197  
734.484.4700

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For Ypsilanti Township News go to [www.ytown.org](http://www.ytown.org) <<http://www.ytown.org>> Ypsilanti Township Homepage - <http://ytown.org>

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Ypsilanti Township Homepage - <http://ytown.org>

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*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*

**Clerk's Office**

7200 S. Huron River  
Drive  
Ypsilanti, MI 48197  
Phone: (734) 484-4700  
Fax: (734) 484-5156

TO: Charter Township of Ypsilanti Board Members

FROM: Karen Lovejoy Roe, Clerk, Ypsilanti Township Board of Trustees

Date: Thursday, April 14, 2016

RE: Trustee Eldridge's draft Elected Officials Attendance, Work Hours & Time Off Policy

I just wanted to take a moment and share my thoughts as requested regarding the Draft Policy Trustee Eldridge developed and distributed for our review at the board meeting on Tuesday, April 5, 2016.

**Background/Trustees Salary**

A new policy was requested by a Township resident, who was very concerned about the absence of a Trustee for over a year that was still receiving a salary from the township. The general consensus of the board was that a change should be made in regards to how the Trustees were paid before the next election so that a Trustee could not receive pay for not attending meetings. It was also shared that over the years several Trustees that missed many meetings were also paid during the time of long absences. The board did not discuss a comparable problem with the full time elected officials currently or in the past.

**Policy Review**

The draft policy does not provide a solution to the problem for Trustees missing meetings and still receiving their complete salary. The plan and policy presented by Trustee Eldridge revolves around discussion about excused and unexcused meeting absences that may lead to a reduction in salary but only after the board determines a Trustee should not be paid.

This proposal would allow the board members to determine the salary of trustees when meetings are missed by either voting to excuse or not excuse absences. The policy is flexible and is tied to a vote of the board for excusing absences and therefore allows the Board of Trustees to change the salary during the term of office, which is not permitted.



### **Special Meetings**

The proposed policy would allow Trustees to miss special board meetings unless the meetings were scheduled 72 hours in advance without financial penalty. If Trustees are paid per meeting this language would not be needed.

### **Background/Fulltime Officials**

There was no background information regarding the proposed language or discussion in reference to the full time elected officials. The language in the draft policy that is applicable to the full time elected officials sounds like it would be cumbersome. There has not been a problem currently or in the past with long-term absence of a full time elected official.

### **Duties and Responsibilities of Full time Elected Officials**

It may be helpful to increase the understanding of the amount and types of work and the delivery of services that the full time officials provide to our residents. The draft policy reveals a need to provide information of the elected officials role in the community, their statutory duties, the depth and complexity of employee issues the elected officials deal with and the relationships the elected officials have in many county and regional organizations representing Ypsilanti Township. Ypsilanti Township is a large urban township that is impacted by county, regional, state and federal organizations and our residents depend on the full time elected officials to represent them at all levels. The township officials could improve our communications with our trustees and build a bridge of better understanding of the statutory and other services and duties we collectively provide. It may also help to approve MTA training for our Trustees. Supervisor Stumbo and I have attended MTA training in regards to roles and responsibilities of elected officials.

Serving in both capacities of Supervisor and Clerk, both Supervisor Stumbo and I fully recognize through our experiences in these two positions that it is impossible to serve our residents and the needs of the positions in only 40 hours per week and only during 8:30am-4:30pm. The work hours vary almost daily. The proposed policy for the full time elected officials is founded on a 40-hour workweek and any hours over 40 would require permission from the board before working and also permission would be required to work outside of the 8:30am-4:30pm suggested mandated parameters. Most days both the Supervisor and myself work well past 4:30 and many times we are both here until 7pm. If we attend neighborhood watch meetings we don't get home until around 8:30pm. During the times of elections up to a month or more before the elections long hours are required, way beyond the 40-hour limitation that is set by the policy. For the elections I conduct Election Inspector Training and several of those sessions are in the evenings to accommodate the schedules of Inspectors that work during the day. On a typical election day, we begin at 5am and with an election with no problems we finish around midnight. During the elections with higher turnouts we will go to at least 2am and on some Presidential elections we have not ended until 4am. Statutorily both the Treasurer and Clerk offices are required to be open at specific times related to elections and tax collections. The draft policy would not allow us to do so without permission of the board. This part of the policy that is in direct conflict with the state statutes should

not be adopted.

All three of our offices receive many emails, telephone calls and walk ins from our residents on a daily basis. We also attend many meetings internally and externally leaving shorter hours during the day to answer calls and emails and manage our offices. It is efficient to work after the building is closed to answer the emails and calls daily that were delivered while in meetings. Many times it is necessary to do so, if we are to return calls/emails on the same day they are received, which is our goal. Also it is helpful to residents who call after hours to have their calls answered.

The draft language for the full time elected officials requires prior notification and approval for hours worked outside of 8:30-4:30, limiting us to a 40-hour work week. The proposed policy states that even if hours are approved by the board to be worked outside of the 8:30am-4:30pm restriction these hours could not be counted towards the new policy mandated required annual hours. To require the full time officials to ask permission to work more than 40 hours would be cumbersome. We would need to present the additional hours at a board meeting, which in some cases is only once a month. It is difficult to visualize a procedure that would work to enforce the prior notification requirement. Many times we do not know of a required meeting or a need to work outside of the allocated time until the same week or sometimes the same day. Also included is time off language that reduces the full time officials pay by 4 hours if only taking 30 minutes off from the 40 hour required work week. The time off limits for partial days off is much more restrictive than the policy for our management employees.

#### **Effective Date**

The proposed Policy language would change the salary of both the trustees and the full time elected officials therefore the Policy as presented could not be effective until the new term in office, beginning November 20, 2016 not June 7, 2016, if adopted and found to be legal.

#### **Super Majority Votes**

On the proposal that would allow the board to adopt a policy with a simple majority, and then require a super majority to change it conflicts with my views and values related to majority rule and democracy. To my knowledge no prior board has ever voted on a policy, or rules, resolutions or simple motions that would require a super majority to change or amend a prior board action. Times change and there may be a need to change a policy. I certainly appreciate that fact that other boards have not voted to require a super majority on any issues this board or the prior boards I have served on over the years have voted on.

#### **Foundation of Policy**

It would be helpful to understand the basis for presenting this policy to the board that did not include either a per diem or a per meeting rate for Trustees and requires the fulltime officials to seek approval from the board to meet the statutory requirements of their respective positions to work more than 40 hours a week, and to limit the hours in the day when their work can be handled.

I appreciate the opportunity to share my thoughts, as requested by Trustee Eldridge, regarding his proposal and look forward to dialogue with all of you regarding such. I also want to thank Trustee Eldridge for working on this policy as a place to begin.

**Michigan Township Association Review**

The proposed policy was sent to MTA for review of the legal status. MTA has responded and MTA's response is also in the board packet for discussion at our Work Session on Tuesday, April, 14, 2016.

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Understanding

# Compensation

for Township Officials  
and Employees

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*Prepared by the*

**Michigan Townships Association**

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Lansing, MI 48908-0078  
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*Revised June 2014*

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# Table of Contents

Introduction .....	3
Elected Official's Salaries .....	3
1. Township Board Resolution and Referendum .....	3
Resolution to Establish Township Officers Salary ( <i>no annual meeting</i> ) ....	4
2. Electors at the Annual Meeting .....	5
The Politics of Public Officials' Salaries .....	5
Resolution to Establish Township Officers Salary ( <i>with annual meeting</i> ) ..	7
3. Salary Compensation Commission .....	8
Establishing a Salary Compensation Commission .....	8
Commission Membership .....	8
Authority .....	9
Meeting Schedule .....	9
Determination of Salary Compensation Commission / Effective Date .....	9
Board Member Compensation Issues .....	10
Separating the Supervisor / Assessor Salary .....	10
Decreases in Salary .....	11
Paying Trustees .....	11
Per Diem vs. Per Meeting Compensation .....	12
Board Member Compensation for Other Meetings .....	12
Board Member Compensation for Additional (Non-Statutory) Duties .....	12
A Note on Additional Duties and Incompatible Offices .....	13
Compensating Non-Elected Officials and Employees .....	14
Compensating Deputies .....	14
Compensating Non-Elected Officials .....	14
Compensating Employees .....	15
Payment of Wages .....	16
How often must a township official or employee be paid? .....	16
Is it illegal to pay officials or employees in advance? .....	16
Can a township board authorize retroactive payment of salary for services already rendered? .....	16

# Introduction

While some townships have fewer employees and a less complicated organization and structure than others, all township board members are directly involved in compensation issues. Keeping up with changing laws affecting the workplace can be a full-time job for all townships. The job of setting salaries and keeping apprised of changing federal and state laws often falls on the shoulders of the elected township officials. This material was prepared to serve as a guide and to assist township officials with making some of these compensation decisions.

## Elected Officials' Salaries

Setting the salaries of township officials is a political issue for elected officials and residents alike. It is also a sensitive issue for employers and employees. Experienced township officials know that laws governing the setting of salaries are not always clear. Quite often, townships are faced with vague and conflicting statutes.

This first section will address the various methods by which salaries may be set in general law and charter townships. Each method has its own procedural requirements and limitations, as well as advantages and disadvantages.

## 1. Township Board Resolution and Referendum

Michigan law provides that, in townships where the township board has not passed a resolution to hold an annual meeting, the township board may set salaries of township officials by resolution. (MCL 41.95(3)) Attorney General Opinion 6422 of 1987 requires the township board to adopt a separate resolution for each official. See page 2 for sample salary resolutions where no annual meeting is held.

A township board resolution to increase salaries is subject to referendum if a citizen petition, signed by at least 10 percent of the registered township electors, is filed with the township clerk within 30 days after the township board passes the resolution to increase salaries. If a petition is filed with the township clerk, the township board must call a special election and submit the question to the voters.

If the voters approve the resolution, the officer receives the salary increase. It is important to note the electors' authority to vote is limited to the salary question only. The electors do not have the authority to determine non-taxable fringe benefits or whether the township will participate in a pension plan.

If the resolution is not approved, the official's salary reverts to the salary for that office in effect before the township board adopted the resolution. The salary is adjusted as of the date the board of canvassers certifies the election results.

## RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

This resolution is used when **NO ANNUAL MEETING** is held.

**A separate resolution must be adopted for each office (Attorney General Opinion 6422).**

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems that an adjustment in the salary of the office of (*supervisor, clerk, treasurer OR trustee*) is warranted in consideration of (*the increase in the cost of living and/or additional responsibilities taken by the supervisor, clerk, treasurer OR trustee*) since township board members' salaries were last adjusted, now

BE IT RESOLVED, that as of (*effective date*), the salary of the office of (*supervisor, clerk, treasurer OR trustee*) shall be as follows:

**Supervisor:** \$\_\_\_\_\_ salary (not directly performing assessing)  
\$\_\_\_\_\_ salary if properly certified as assessor and directly performing assessing

**OR:**

**Clerk:** \$\_\_\_\_\_ salary

**OR:**

**Treasurer:** \$\_\_\_\_\_ salary

**OR:**

**Trustee:** \$\_\_\_\_\_ (*If paid by salary. Per diem/per meeting compensation is NOT subject to the annual meeting.*)

The foregoing resolution offered by board member \_\_\_\_\_.

Supported by board member \_\_\_\_\_.

Upon a roll call vote, the following voted: \_\_\_ Aye \_\_\_ No.

The supervisor declared the resolution adopted.

\_\_\_\_\_, Clerk

**NOTE:** This resolution uses **optional two-part salary language** that a board may choose to adopt. If a board does not use the two-part salary format, it should adopt a single, fixed salary per office.

This resolution assumes that there is no annual meeting. It assumes that there is no salary compensation commission established by MCL 41.95(4).

Pursuant to MCL 41.95(7), a salary resolution cannot result in a reduction of salary during an official's term of office unless the responsibilities and requirements of that office are diminished, and the official agrees in writing to that reduction.

If, within 30 days after the township board votes, a petition signed by 10% of the qualified electors of the township is filed requesting that the question be submitted to the electorate, the township board shall call a special election and submit the question of salary to the electors.

**Revised by MTA Staff, January 2009**

## 2. Electors at the Annual Meeting

Public Act 187 of 1988 eliminated the requirement that general law townships hold an annual meeting of the electors. However, if the township board adopts a resolution to hold an annual meeting and has not created a compensation commission, the electors at the annual meeting are authorized to set the salaries of the township supervisor, clerk and treasurer and trustees who are paid by salary (MCL 41.95). If the township compensates trustees on a per diem or per meeting basis, the compensation is established by township board action and is not subject to annual meeting authority.

The electors at the annual meeting are not authorized to set the salaries for any other official or employee of the township. In addition, the electors have no authority to decide fringe benefits for any township official or employee, including board members.

It is the opinion of MTA Legal Counsel that if a township holds an annual meeting, the township is required to pass a salary resolution for each of the four board positions (if the trustee position is paid salary) at least 30 days prior to the date set for the annual meeting. This resolution may provide that salaries remain the same during the ensuing fiscal year or that salaries for some or all officials be increased during the ensuing fiscal year; it may also provide for a reduction in the salaries of board members to commence with the beginning of the next term of office.

The resolution must be adopted by the township board at least 30 days prior to the date set for the annual meeting. The resolution must state the date within the next fiscal year upon which the salaries shall be effective. Sample salary resolutions for townships holding an annual meeting are located on page 5.

The electors at the annual meeting may alter the amount of the salary established by township board resolution. Because state law prohibits reducing an elected official's salary during the official's term of office, the electors may only alter this resolution by approving an alternative salary amount that is equal to or greater than the salary authorized the prior year. If the electors fail to act on the salary resolution, the officers are entitled to the salaries established in the resolution.

Assuming that the compensation established by the electors was properly adopted, the township board does not have the authority to override the electors' decision on compensation made at an annual meeting. For instance, if the electors at the annual meeting determine the salaries of certain board members will be frozen at current levels while the salaries of other officials will be increased, the township board cannot increase the frozen salaries of the board members at a subsequent township board meeting.

### **The Politics of Public Officials' Salaries**

Some township officials have experienced annual meetings where a few township residents routinely reject salary increases proposed in the board's resolution and thus freeze the salaries of township board members or authorize only a small increase. Their reasons may vary. Some residents simply do not want to pay for higher salaries; others may bear a political or personal grudge against township board members. In addition, the average



township resident may have little knowledge as to the elected officials' duties. Consequently, the citizens may have no reason to support any proposed salary increase. This may be particularly true when little explanation is offered as to why salary increases were requested in the first place.

How can a township board gain the support of the electors for salary increases? Admittedly, there is little a township board can do to change the minds of those electors who vote down salary increases on principle. However, many citizens are willing to listen to sound reasons as to why a salary increase is reasonable.

Educating township residents before the township board's salary resolution is altered by the electors at the annual meeting goes a long way toward gaining the electors' support. Township residents should be informed about the duties of each township official, the time involved in carrying out the duties of the office, including after-hours commitments, the overall township operations, salaries of other officials in similar townships, any major and minor achievements of the township board during the past year and the history of salary increases (or lack thereof) for township officials. You may think of other items to add to the list.

Information about township board accomplishments can be made available at the township hall and annual meeting. If the township has a regular newsletter circulated to township residents that contains information about township events, information about township achievements and challenges can also be included. However, the township official must walk a fine line between informing township residents and crusading for a higher salary through the township newsletter.

## RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

This resolution is used when **HOLDING AN ANNUAL MEETING**.

**A separate resolution must be adopted for each office (Attorney General Opinion 6422).**

WHEREAS, MCL 41.95 authorizes the township board of \_\_\_\_\_ Township to determine the salaries for the offices of supervisor, clerk, treasurer, and trustee for fiscal year \_\_\_\_\_ by adopting a resolution at least 30 days prior to the township annual meeting of the electors, and

WHEREAS, the township board deems that an adjustment in the salary of the office of (*supervisor, clerk, treasurer OR trustee*) is warranted in consideration of (*the increase in the cost of living and/or additional responsibilities taken by the supervisor, clerk, treasurer OR trustee*) since township board members' salaries were last adjusted, now

BE IT RESOLVED, that as of (*effective date in next fiscal year*), the salary of the office of (*supervisor, clerk, treasurer OR trustee*) shall be as follows:

**Supervisor:** \$ \_\_\_\_\_ salary (not directly performing assessing)  
\$ \_\_\_\_\_ salary if properly certified as assessor and directly performing assessing

**OR:**

**Clerk:** \$ \_\_\_\_\_ salary

**OR:**

**Treasurer:** \$ \_\_\_\_\_ salary

**OR:**

**Trustee:** \$ \_\_\_\_\_ (*If paid by salary. Per diem/per meeting compensation is NOT subject to the annual meeting.*)

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on \_\_\_\_\_, at which time the electors may modify these amounts. Pursuant to MCL 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during an official's term of office unless the responsibilities and requirements of that office are diminished, and the official agrees in writing to that reduction. In the event that the electors fail to act on this resolution, the officer shall be entitled to the salary as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted on \_\_\_\_\_, is properly adopted by \_\_\_\_\_ Township Board at least 30 days prior to the annual meeting, as required by law.

The foregoing resolution offered by board member \_\_\_\_\_.

Supported by board member \_\_\_\_\_.

Upon a roll call vote, the following voted: \_\_\_ Aye \_\_\_ No.

The supervisor declared the resolution adopted.

\_\_\_\_\_, Clerk

**NOTE:** This resolution uses **optional two-part salary language** that a board may choose to adopt. If a board does not use the two-part salary format, it should adopt a single, fixed salary per office.

*This resolution assumes that there is no salary compensation commission established by MCL 41.95(4).*

*Pursuant to MCL 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during an official's term of office unless the responsibilities and requirements of that office are diminished, and the official agrees in writing to that reduction.*

Revised by MTA Staff, January 2009

### **3. Salary Compensation Commission**

Establishing a compensation commission to set the salaries of elected officials is another option available to charter and general law townships. (MCLs 41.95 and 42.6a) If a compensation commission is created, neither the township board nor the electors at the annual meeting determine the salaries of any elected officials, although the township board can determine any per diem or per meeting compensation.

#### **Establishing a Salary Compensation Commission**

In both charter and general law townships, a township board intending to create a compensation commission must do so by adopting an ordinance by resolution and determining the date for convening the commission. Township citizens have 60 days following the effective date of the ordinance to file a petition for referendum on establishing the commission with the township clerk containing signatures of at least 5 percent of the township's registered electors.

If a petition is filed, an election must be called in accordance with Michigan general election laws. If there is no general election to be held within the time normally required for notices and registration, the township board must call a special election on the question. When a petition is filed with the township clerk, determinations made by the commission are not effective until the township's electorate votes to approve the ordinance establishing the commission at an election.

The Charter Township Act provides that the procedure for establishing compensation may be changed by ordinance after one year following the effective date of the initial ordinance. MTA has interpreted this statute to mean that the township's procedures, outlined in its ordinance creating the commission, may be modified, or the commission can be abolished by the township board after one year.

To abolish the compensation commission, a township could repeal the ordinance that created the commission and then publish the repealing ordinance. For both charter and general law townships, an argument can be made that repealing the ordinance is subject to referendum, as was the original ordinance, and the repeal could be rejected by the electors at the polls.

#### **Commission Membership**

In both charter and general law townships, a compensation commission is comprised of five township electors, chosen by the supervisor and confirmed by a majority of the township board. Each term of office is for five years, except for the first appointed members. Each of these members serve one, two, three, four and five years, respectively, and must be appointed within 30 days after the effective date of the township ordinance establishing the commission.

After the commission is established in a general law township, members must be appointed within 30 days after a term expires or a vacancy occurs. In a charter township, compensation commission members must be appointed prior to October 1 of the year of the appointment.

An officer or employees of a governmental agency or unit and immediate family members of an officer or employee shall not be appointed to the commission (MCLs 41.95 and 42.6a). MTA interprets this provision broadly to exclude any person connected with any other governmental unit or agency, as well as those connected with the township. Immediate family members include spouse, father, mother, children, grandparents and grandchildren. If there any doubts about an individual becoming a member of the commission due to a possible conflict of interest, MTA recommends the membership issue be resolved against the person serving as a member.

### **Authority**

The key to an effective compensation commission is to include in the compensation commission ordinance such items as the procedural rules to be followed, as well as the limitations and authorities of the commission, or to require the commission itself to establish these rules. Procedural rules should address the meeting times and locations, what constitutes a quorum (a majority of the total membership), what records and/or testimony will be reviewed in making a decision, whether or not the commission will follow *Robert's Rules of Order* or other parliamentary procedures, the requirement that any meeting will comply with the Open Meetings Act and any other matters concerning procedure.

### **Meeting Schedule**

Since a compensation commission can meet no more than 15 days a year and only during odd-numbered years, the commission's determinations should cover a two-year period. MTA recommends the ordinance specify whether the commission is authorized to decide whether incremental increases will be authorized at various times during the two-year period.

The compensation commission can only determine the salaries of the elective offices and not per diem compensation. If certain elected officials will be compensated on a per diem basis, MTA legal counsel recommends the ordinance specify the commission's authority does not extend to elected officials who are paid on a per diem or per meeting basis.

### **Determination of Salary Compensation Commission / Effective Date**

The commission is required to make its salary determinations within 45 days of its first meeting, and its determinations are effective 30 days after they are filed with the township clerk. This provision does not necessarily mean the salaries are effective on that 30-day date; the salaries are effective at the beginning of the next fiscal year.

State law provides the decision is final 30 days after it has been filed with the township clerk unless two-thirds of the township board (four on a five-member board or five on a seven-member board) rejects the salary determination. If the township board rejects a determination, the salary of that office remains the same.

The township board is not required to accept the commission's determinations as a package. The board could choose to reject one or more recommendation or reject all of the determinations. A two-thirds vote of the township board is required to reject any or all of the commission's determinations. Any determination not rejected by the township board stands as determined by the commission.

There are advantages and disadvantages to instituting a formal compensation commission. Proposed salary increases may be politically acceptable to township residents since the commission is comprised of unaffected township taxpayers. In addition, the fact that individuals are appointed to the commission on a staggered basis offers continuity in the decision-making process.

On the other hand, a township board is limited to accepting or rejecting the recommendations of the compensation commission. If the board rejects the commission's proposals, the board members continue to receive the current salary. There is no authority for the electors or the township board to take any other action to increase salaries. In deciding whether or not to establish a compensation commission, the board should recognize that commission members bring with them their own biases and prejudices in terms of functions they feel are most important for the success of the township. There are no guarantees that salaries established by a compensation commission will be any more just or equitable than salaries determined by the electors or by the board itself.

However, careful selection of residents who are recognized for fairness and are also not politically aligned will generally result in salaries the entire community can accept. Compensation commission members should be oriented to the duties of each township officer, including time spent serving the public. If commission members do not have an overall understanding of township operations, the commission may be ineffective. Since a compensation commission meets every two years, there may be a lack of flexibility and immediacy in salary decisions.

## Board Member Compensation Issues

### Separating the Supervisor/Assessor Salary

Why do many townships split the salary of the township supervisor for assessing and non-assessing duties?

If certified as an assessor at the proper level for the township, the supervisor has the statutory duty of assessor. If not properly certified, the supervisor is the chief assessing officer, but does not assess. MTA recommends separating the salary received by the supervisor for assessing and non-assessing duties for purposes of economy and efficiency. This kind of compensation arrangement gives townships the necessary authority and flexibility to regulate the salary of the supervisor who subsequently may not perform assessing duties.

The language of the split salary resolution can be similar to the following:

*"BE IT RESOLVED, that as of ( effective date ), the salary of the supervisor shall be as follows:*

*\$\_\_\_\_\_ base salary (not currently certified as assessor at proper level)*

*\$\_\_\_\_\_ salary if currently certified as assessor at proper level."*

The split salary establishes a higher level of compensation for a supervisor who performs assessing duties and a lower level of compensation for a supervisor who does not assess.

Should there be a mid-term change, either in the office of supervisor or in the supervisor's certification, the proper salary rate can be paid.

Without such a split salary, a supervisor whose salary level was based on his or her certification as an assessor—and who subsequently is not longer properly certified—cannot have his or her salary adjusted down to recognize the reduced workload unless the supervisor agrees to the reduction in writing.

Townships wishing to establish two separate salaries for performing the supervisor's non-assessing and assessing duties should not simply designate a specific amount to be paid to the supervisor and another to be paid to whomever does the assessing. The attorney general has determined that a township supervisor cannot receive additional compensation that is not included in the salary resolution for that office for performing assessing duties (Attorney General Opinion 6083 of 1982).

Township officials should be aware that action to split the salary must be made prior to the beginning of the term of office. Otherwise, it is inappropriate for a township to establish a supervisor's salary and subsequently attempt to decrease that salary because the official does not qualify to perform assessing duties. Without the prior adoption of the split salary resolution, it would be illegal to decrease the salary of the office of supervisor during that official's term of office, unless the supervisor consents to the reduction in writing.

If the salary is split, it is still considered one salary for the purpose of salary increases, according to MTA legal counsel. It is illegal for an official to receive two separate salaries for performing the functions of his or her office.

### **Decreases in Salary**

State law provides that the salary of an elected official cannot be decreased during the official's term of office, unless the duties of the office have been diminished and the official consents in writing to the reduction. However, the salary of a township board member could be reduced beginning with the next term of office.

### **Paying Trustees**

Trustees in either a general law or charter township may draw both salary and per diem or per meeting compensation for performing statutorily related duties.

For general law townships, MCL 41.95(2) states, "A trustee may receive, in addition to the annual salary for his or her service to the township, a sum for each meeting of the board actually attended by the trustee, as established by the township board, to be paid upon authorization of the township board. The supervisor, clerk and treasurer shall receive no additional compensation for attending meetings of the township board."

The Charter Township Act states, "A trustee may receive, in addition to other emoluments provided by law for his service to the township, a sum per meeting of the board actually attended by him, as established by the township board to be paid upon authorization of the board" (MCL 42.6). MTA interprets this provision to allow a trustee of a charter township to be paid on a per meeting basis for attending township board meetings in addition to a base annual salary when authorized by the township board.

It should be noted that the Charter Township Act specifically directs that a township supervisor, clerk and treasurer cannot receive any additional compensation for attending township board meetings (MCL 42.6).

The township board could choose to limit the number of meetings per day for which a trustee could be compensated. This policy should be established prior to the trustee attending any meetings, however.

### **Per Diem vs. Per Meeting Compensation**

Occasionally, confusion arises regarding the use of per diem and per meeting compensation when determining compensation to be paid for attending township meetings. Per meeting compensation is simply compensating an official for the number of meetings attended.

The attorney general has advised that the definition of per diem is compensation to be paid for a day (Attorney General Opinion 5273 of 1978). Pursuant to that opinion, it is inappropriate to compensate a township official more than one per diem per day for attending township meetings. However, MTA believes that an official could receive one or more per meeting compensations per day for attending one or more township meetings. The township board can limit the number of meetings per day for which an official could be compensated. The policy should be instituted prior to an official attending the meetings.

### **Board Member Compensation for Other Meetings**

For general law townships, MCL 41.95(2) states, "The supervisor, clerk and treasurer shall receive no additional compensation for attending meetings of the township board."

The Charter Township Act specifically directs that a township supervisor, clerk and treasurer cannot receive any additional compensation for attending township board meetings (MCL 42.6).

However, a township official may draw per diem or per meeting compensation, in addition to receiving a base annual salary, for attending meetings that are not meetings of the township board. For example, the township clerk who is a member of the planning commission may be paid for serving on that commission and also draw his or her regular salary as an official.

### **Board Member Compensation for Additional (Non-Statutory) Duties**

Michigan law allows township boards to assign additional, non-statutory duties to elected township officials and to authorize payment for those services as the township board deems reasonable (MCL 41.96).

In *Burton Township v Speck*, (1 Mich App 339, 1965; affirmed 378 Mich 213, 1966), the Michigan Court of Appeals determined that state law vests wide latitude in township boards to decide not only what services are compensable but also to determine the amount of compensation.

Before an official can be compensated for performing any non-statutory related duties, the township board must review the additional duties of the official. MTA attorneys strongly

suggest that any additional duties taken on by board members be explicitly authorized by board action only after the board has determined that no incompatibility of offices exists.

#### **A Note on Additional Duties and Incompatible Offices**

Note that townships with a population of 25,000 or more cannot assign additional duties to a township board member that would constitute an incompatible office or a contract with the township. Townships under 25,000 in population may assign additional duties that would constitute an incompatible office or a contract with the township, subject to three exceptions.

The Incompatible Public Offices Act, Public Act 566 of 1978 (MCL 15.181, *et seq*), states that a public officer shall not hold two or more incompatible offices at the same time. (MCL 15.182) "Incompatible offices" are public offices held by a public official which, when the official is performing the duties of any of the public offices held by the official, results in: (1) the subordination of one public officer to another; (2) the supervision of one public office by another; or (3) a breach of duty of public office. (MCL 15.181(b)) Since the township board is the employer, any employment position with the township would result in that position being subordinate to and under the supervision of the township board.

The Contracts of Public Servants with Public Entities Act, PA 317 of 1968 (MCL 15.321, *et seq*), prohibits, among other things, a public servant from being a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an officer. (MCL 15.322(1)).

However, Public Act 9 of 1992 amended the Contracts of Public Servants Act and PA 10 of 1992 amended the Incompatible Public Offices Act to create the following exceptions to allow a township board member to be assigned an additional duty that would otherwise not be allowed under those acts:

In a township with a population of less than 25,000, the township board may authorize a township official to perform other additional services for the township such as emergency medical services personnel or part-time or on-call firefighter. However, a township official may not serve as fire chief (*unless the township has a population of less than 3,000; PA 196 of 2011*) a full-time firefighter, or as a person who negotiates with the township on behalf of the firefighters.

A township board is never required to give a board member additional duties, and many township boards feel it is inappropriate to do so. However, some townships with small populations have a limited pool of candidates who are qualified, available and willing to serve the township as on-call firefighters, EMTs or in other township positions. PAs 9 and 10 were enacted to help remedy that situation.



# Compensating Non-Elected Officials and Employees

Fortunately for township officials, state law is neither as explicit nor as confusing regarding compensation for non-elected officials and employees. Note that all of the following (deputies, members of statutory or advisory boards and commissions, and employees) are considered employees in the context of paying wages and reporting and withholding appropriate payroll taxes.

## Compensating Deputies

State law provides that each township supervisor may appoint a deputy supervisor, and each township clerk and treasurer is required to appoint a deputy clerk and deputy treasurer, respectively, to assist them in carrying out the duties of their offices.

The township board is authorized to determine whether the compensation of the deputy supervisor, deputy clerk or deputy treasurer will be paid by salary or by some other method, as well as the level of compensation.

As employees of the township, deputies are paid from the general fund of the township, not by the officer who appointed the deputy.

The manner of compensating deputies varies from township to township, as some deputies are full-time employees, while other deputies hold the title but perform few regular duties. As a general rule, deputies that are primarily clerical employees are subject to the Fair Labor Standards Act and are usually compensated on an hourly basis. Deputies that fill in for the elected official during absences and act on an irregular basis are usually compensated with an annual salary commensurate with the normal and customary amount of time spent filling in for the elected official.

## Compensating Non-Elected Officials

Compensation for members of statutory township boards and commissions, such as a planning commission, zoning board, zoning board of appeals, board of review, or fire/police administrative board, etc., is guided by the statute that authorizes the specific board or commission.

For example, the Michigan Planning Enabling Act states, "Members of a planning commission may be compensated for their services as provided by the legislative body." (MCL 125.3823)

The Michigan Zoning Enabling Act states, "A member of the zoning board of appeals may be paid a reasonable per diem and reimbursed for expenses actually incurred in the discharge of his or her duties." (MCL 125.3601)

Township boards should refer to the authorizing statute for any board or commission before establishing compensation for that body.

Advisory committees or bodies established by the township board (not by statute) may be compensated as determined by the township board.

### **Compensating Employees**

As a general rule, compensation for employees is determined solely by the township board. While there are some exceptions for employees who are not under the direct supervision of the board, most salaries and hourly wages are determined by the board in the budget process. Because employee compensation can often comprise 60 to 80 percent of the budget, salary determinations should be a major focus in budget development.

Salaries and wages in smaller townships are often reviewed annually on a case-by-case basis. In larger townships with many employees, the board may adopt a compensation system that incorporates a salary range for different job classifications. Under such a merit system, the board does not decide individual salaries, but adjusts the overall compensation levels for changes in the prevailing wages paid in the labor market for similar positions. A merit system attempts to also maintain salary equity among township employees as well.

A philosophical argument often arises over salaries: Should the board attempt to pay employees the lowest wages possible, in order to keep personnel costs at a minimum, or should the board attempt to keep employee compensation equitable with the labor market? This issue has no right answer, but townships do need to balance economy with the costs incurred from turnover, lower morale, the possibility of union representation, and an inability to attract and retain good employees.

Modern personnel administration places great importance on establishing compensation levels that are equitable with the labor market (what other employers pay employees with similar positions) and that maintain "internal equity" among the various township offices. Internal equity means that positions within the township that require similar training, education and place similar demands on employees are paid similar wages. And, where positions in the township have differing requirements and demands, the compensation differential between those positions commensurately reflects the difference in job requirements.

Job requirement factors that are often considered in establishing compensation include:

- education and work experience necessary to perform the job,
- interpersonal and communication skills,
- written communication skills,
- supervisory or managerial responsibility,
- job complexity,
- impact on township programs, services and operations,
- demands for mental concentration,
- physical demands, and
- adverse working environment.

# Payment of Wages

**How often must a township official or employee be paid? Is it permissible to pay an official or employee once a year, twice a year or some other frequency?**

There is a great deal of misunderstanding surrounding the frequency of payment for township officials as well as township employees. Many townships pay their cemetery sexton, volunteer firefighters and other individuals on a biannual or annual basis. Many employers may not realize that Public Act 390 of 1978, MCL 408.471, et seq., governs the payment of wages for all employers in Michigan. This act regulates the time and manner of payment of wages and fringe benefits to employees, requires certain recordkeeping procedures and prescribes penalties and remedies for non-compliance.

The major provisions of the act as they relate to the payment of wages are as follows:

- An employer who has established a regularly scheduled weekly or bi-weekly payday is in compliance if wages are paid to the employee on the established regularly recurring payday, and the payday occurs within 15 days after the work period ends.
- An employer who has established a monthly payday will be in compliance provided that the employee receives payment on or before the first day of each calendar month of all wages earned during the preceding calendar month.
- An employer may pay wages to employees more often than required but not less than at least once a month.

Townships are strongly encouraged to become familiar with the requirements of this act. Who is considered an employee for the purposes of this act? The statute provides that employee means "an individual employed by an employer." The Michigan Department of Licensing and Regulatory Affairs (LARA) has advised that elected officials and independent contractors are not covered by PA 390. Appointed officials and employees of the township are covered by the act, however. The LARA will rely upon the rulings of the U.S. Department of Labor when questions arise regarding the status of individuals as bona fide independent contractors, volunteers and employees of the township.

## **Is it illegal to pay officials or employees in advance?**

Yes, it is illegal to pay employees or officials in advance of completion of their duties. MCL 750.490 directs that it is illegal to loan monies to anyone or to any organization from public funds. Since an official or employee has not yet earned the money, paying in advance would be considered a loan.

## **Can a township board authorize retroactive payment of salary for services already rendered?**

It is illegal to authorize retroactive payment of salary to elected officials, other public officers, agents or contractors of a township. It is **not** illegal to retroactively pay employees.

The 1963 Constitution, Article 11, Section 3, says, "Neither the Legislature nor any political subdivision of this state shall grant or authorize extra compensation to any public officer, agent or contractor after the service has been rendered or the contract entered into."

But, according to Attorney General Opinions 4818 of 1974 and 6329 of 1985, the 1908 Constitution specifically added the word "employee" in that section. Then the Constitutional Convention of 1961 specifically removed the word "employee" with the intention of removing employees from the prohibition on "the gratuitous grant of further compensation to contractors, agents and officers of the government after the fact." (2 Official Record, Constitutional Convention 1961, p. 2493.)

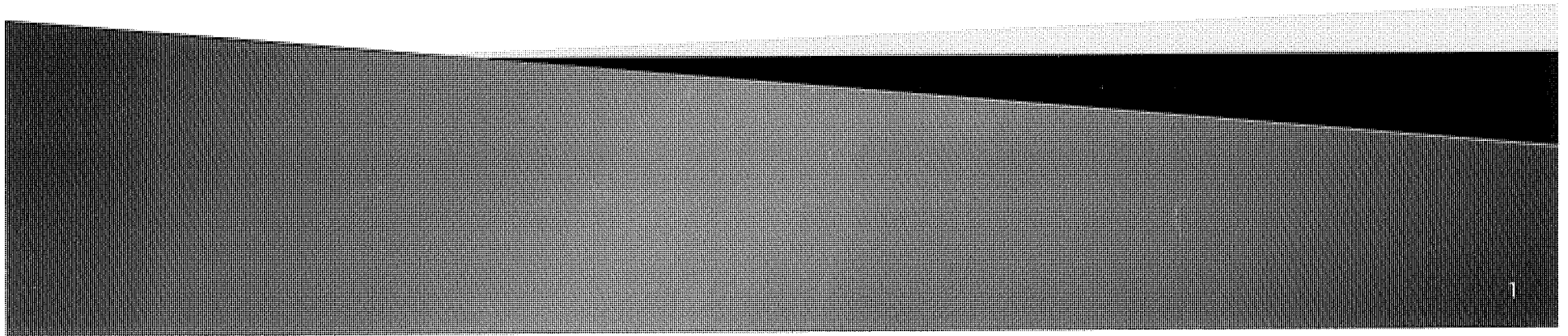
Also according to Attorney General Opinion 4818 of 1974, the attorney general has determined there is no "extra compensation" within the meaning of Section 3 where an increase in compensation is paid prospectively and not retroactively, pursuant to agreement. An incremental salary contract for a public official, entered into prior to the performance of the services and providing for additional compensation at set intervals during the contractual period, is valid.

It should be noted that under MCL 141.431, a provision is made for recovery of public monies that are found to be illegally expended: "The attorney general or the prosecuting attorney shall institute civil action in any court of competent jurisdiction for the recovery of any public monies, disclosed by any examination to have been illegally expended." (Attorney General Opinion 6329 of 1985).

# Setting Compensation for Elected Officials

January 2015

Catherine Mullhaupt  
MTA Member Information Director



# 1. Township Board Resolution and Referendum

- ▶ Michigan law provides that, in townships where the township board has not passed a resolution to hold an annual meeting, the township board may set salaries of township officials by **salary resolution**. (MCL 41.95(3))
- ▶ Attorney General Opinion 6422 of 1987 requires the township board to adopt a separate resolution for each official.

# 1. Township Board Resolution and Referendum

- ▶ A township board resolution to increase salaries is subject to referendum if a citizen petition, signed by at least 10 percent of the registered township electors, is filed with the township clerk within 30 days after the township board passes the resolution to increase salaries.
- ▶ If a petition is filed with the township clerk, the township board must call a special election and submit the question to the voters.

# 1. Township Board Resolution and Referendum

- ▶ The electors' authority to vote is limited to the salary question only. The electors do not have the authority to determine non-taxable fringe benefits or whether the township will participate in a pension plan.



# 1. Township Board Resolution and Referendum

- ▶ If the voters approve the resolution, the officer receives the salary increase.
- ▶ If the resolution is not approved, the official's salary reverts to the salary for that office in effect before the township board adopted the resolution.
- ▶ The salary is adjusted as of the date the board of canvassers certifies the election results.

## 2. Electors at the Annual Meeting

- ▶ Public Act 187 of 1988 eliminated the requirement that general law townships hold an annual meeting of the electors.
- ▶ However, if the township board adopts a resolution to hold an annual meeting and has not created a compensation commission—or the voters reestablished the annual meeting by ballot question—then the electors at the annual meeting are authorized to set the salaries of the township supervisor, clerk and treasurer and trustees who are paid by salary (MCL 41.95).

## 2. Electors at the Annual Meeting

- ▶ If the township compensates trustees on a per diem or per meeting basis, the compensation is established by township board action and is not subject to annual meeting authority.
- ▶ The electors at the annual meeting are not authorized to set the salaries for any other official or employee of the township. In addition, the electors have no authority to decide fringe benefits for any township official or employee, including board members.

## 2. Electors at the Annual Meeting

- ▶ It is the opinion of MTA Legal Counsel that if a township holds an annual meeting, the township is required to pass a **salary resolution** for each of the four board positions (if the trustee position is paid salary) at least 30 days prior to the date set for the annual meeting.
- ▶ The resolutions may provide that salaries remain the same during the ensuing fiscal year or that salaries for some or all offices be increased during the ensuing fiscal year.
- ▶ The resolutions may also provide for a reduction in the salaries of board members to commence with the beginning of the next term of office.

## 2. Electors at the Annual Meeting

- ▶ The resolutions must be adopted by the township board at least 30 days prior to the date set for the annual meeting.
- ▶ The resolutions must state the date within the next fiscal year upon which the salaries shall be effective.

## 2. Electors at the Annual Meeting

- ▶ The electors at the annual meeting may alter the amount of the salary established by township board resolution.
- ▶ Because state law prohibits reducing an elected official's salary during the official's term of office, the electors may only alter this resolution by approving an alternative salary amount that is equal to or greater than the salary authorized the prior year.
- ▶ If the electors fail to act on the salary resolution, the officers are entitled to the salaries established in the resolution.

### 3. Salary Compensation Commission

- ▶ Establishing a compensation commission to set the salaries of elected officials is another option available to both charter and general law townships. (MCLs 41.95 and 42.6a)
- ▶ If a compensation commission is created, neither the township board nor the electors at the annual meeting determine the salaries of any elected officials, although the township board can determine any per diem or per meeting compensation.

### 3. Salary Compensation Commission

- ▶ In both charter and general law townships, a township board intending to create a compensation commission must do so by adopting an ordinance by resolution and determining the date for convening the commission.
- ▶ Township electors have 60 days following the effective date of the ordinance to file a petition for referendum on establishing the commission with the township clerk containing signatures of at least 5 percent of the township's registered electors.



### 3. Salary Compensation Commission

- ▶ If a petition is filed, an election must be called in accordance with Michigan general election laws. If there is no general election to be held within the time normally required for notices and registration, the township board must call a special election on the question.
- ▶ When a petition is filed with the township clerk, determinations made by the commission are not effective until the township's electorate votes to approve the ordinance establishing the commission at an election.

### 3. Salary Compensation Commission

- ▶ **Membership:** 5 township electors, chosen by the supervisor and confirmed by a majority of the township board. Must be appointed within 30 days after the effective date of the ordinance.
- ▶ Officers or employees of the township, and immediate family members of an officer or employee cannot be appointed.
- ▶ MTA Legal Counsel recommend interpreting this provision broadly to exclude any person connected with any other governmental unit or agency, as well as the township. Immediate family members include spouse, father, mother, children, grandparents and grandchildren.

### 3. Salary Compensation Commission

- ▶ **Term of office:** 5 years (except the first appointments of a new commission are staggered).
- ▶ Members must be appointed within 30 days after a term expires or a vacancy occurs.
- ▶ In a charter township, members must be appointed prior to October 1 of the year of the appointment.

### 3. Salary Compensation Commission

- ▶ **Functions:** Meets up to 15 days per year, only during odd-numbered years. So the commission's determinations should cover a 2-year period.
- ▶ MTA recommends that the ordinance specify whether the commission is authorized to decide whether incremental increases will be authorized at various times during the two-year period.
- ▶ The commission's authority does not extend to per diem/per meeting compensation or to other benefits or reimbursement rates.

### 3. Salary Compensation Commission

- ▶ **Functions:** The commission must make its salary determinations within 45 days of its first meeting—UNLESS two-thirds of the township board votes to reject them. If that happens, the salaries do not change.
- ▶ A township board could choose to accept one or more recommendations and reject others. A simple majority vote is sufficient to accept; the 2/3 vote is required to reject any or all recommendations.
- ▶ Determinations are effective 30 days after they are filed with the township clerk—BUT salaries are not effective until the beginning of the next fiscal year.

# Issues to Consider

- ▶ **Decreases in salary:**
- ▶ State law states that the salary of an elected official cannot be decreased during the official's term of office, unless the duties of the office have been diminished and the official consents in writing to the reduction.
- ▶ But a salary may be reduced, without those requirements, beginning with the next term of office.

# Issues to Consider

- ▶ **Trustee pay:**
- ▶ Trustees may be paid by salary, OR by per diem/per meeting stipend (“meeting pay”), OR both. (MCLs 41.95 and 42.6)
  - “**Per diem**” = Paid once for the day (*no matter how many meetings*) (Attorney General Opinion 5273 of 1978)
  - “**Per meeting**” = Paid for each separate meeting (*even if multiple meetings on one day*)
- ▶ Note that a township supervisor, clerk or treasurer cannot be paid additional compensation to attend township board meetings.



# Issues to Consider

- ▶ **Board Member Compensation for Other Meetings:**
- ▶ Township board members may be paid to attend meetings that are not township board meetings, IF the township board has authorized such pay.
  - Township board member on PC or ZBA (or other statutory body) → You must be paid what the other members are paid, if they are paid.
  - Township committees → You may (NOT must) be paid, according to township board policy.
  - Attending meetings that you don't serve on (observing county commission, road commission, etc.) → You may (NOT must) be paid, according to township board policy.

# Issues to Consider

- ▶ **Board Member Compensation for Additional, NON-Statutory Duties:**
- ▶ Michigan law allows township boards to assign additional, non-statutory duties to township board members and to authorize payment for those services, as the township board deems reasonable.  
(MCL 41.96)

# Additional, Non-Statutory Duties

- ▶ The Incompatible Public Offices Act, Public Act 566 of 1978 states that a public officer shall not hold two or more incompatible offices at the same time. (MCL 15.182)
  
- ▶ “Incompatible offices” are public offices held by a public official that, when the official is performing the duties of any of the public offices held by the official, result in:
  - 1) the subordination of one public officer to another;
  - 2) the supervision of one public office by another; or
  - 3) a breach of duty of public office. (MCL 15.181(b)) [i.e., conflict of interest]
  
- ▶ Since the township board is the employer, any employment position with the township would result in that position being subordinate to and under the supervision of the township board.

# Additional, Non-Statutory Duties

- ▶ The Contracts of Public Servants with Public Entities Act, PA 317 of 1968 (MCL 15.321, et seq.), prohibits, among other things, a public servant from being a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an officer. (MCL 15.322(1))

# Additional, Non-Statutory Duties

- ▶ But Public Act 9 of 1992 amended the Contracts of Public Servants with Public Entities Act, and PA 10 of 1992 amended the Incompatible Public Offices Act so that, in a township with a population of less than 25,000, the township board MAY authorize a township official to:
  - Perform additional services for the township *that would otherwise be incompatible*
  - Serve in an emergency medical services position
  - Serve as a part-time or on-call firefighter who is not:
    - 1) the fire chief (*unless the township has a population of less than 3,000; PA 196 of 2011*),
    - 2) a full-time firefighter, or
    - 3) a person who negotiates with the township on behalf of the firefighters.

# Additional, Non-Statutory Duties

- ▶ Note that townships with a population of 25,000 or more—there are 31 as of the 2010 Census—cannot assign to a township board member additional duties that would result in an incompatible office, which includes any employment position, even the positions of emergency medical services personnel or firefighter.

# Additional, Non-Statutory Duties

- ▶ A township board is never required to give a board member additional duties, and many township boards feel it is inappropriate to do so.
- ▶ However, some townships with small populations have a limited pool of candidates who are qualified, available and willing to serve the township as on-call firefighters, EMTs or in other township positions. PAs 9 and 10 were enacted to help remedy that situation.

# Additional, Non-Statutory Duties

- ▶ In *Burton Township v Speck*, (1 Mich. App. 339, 1965; affirmed 378 Mich. 213, 1966), the Michigan Court of Appeals determined that state law vests wide latitude in township boards to decide not only what services are compensable, but also to determine the amount of compensation.
- ▶ MTA Legal Counsel strongly suggest that any additional duties taken on by board members be explicitly authorized by board action only after the board has determined that no incompatibility of offices exists.



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Karen Lovejoy Roe

Mail    Contacts    Calendar    Tasks    Briefcase    Preferences    Board compensat

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**Board compensation**

From: Catherine Mullhaupt  
To: Karen Lovejoy Roe  
Cc: Cindy Davis    Michael Selden

Setting Compens...Officials\_2015.pdf (388.3 KB) [Preview](#) | [Download](#) | [Briefcase](#) | [Remove](#)    Compensation Packet

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To: Karen Lovejoy Roe, Clerk, Ypsilanti Charter Township, Washtenaw Co.

Karen:

See the attached materials on the topics we discussed.

Here are the sections of the law I mentioned:

**MCL 41.95:** [http://www.legislature.mi.gov/\(S\(ucmypdaepxhw1lqqhby4z2bb\)\)/mileg.aspx?page=getObject&objectName=MCL4195](http://www.legislature.mi.gov/(S(ucmypdaepxhw1lqqhby4z2bb))/mileg.aspx?page=getObject&objectName=MCL4195)  
(applies in Charter Townships as well)

**MCL 42.6:** [http://www.legislature.mi.gov/\(S\(ucmypdaepxhw1lqqhby4z2bb\)\)/mileg.aspx?page=getObject&objectName=MCL426](http://www.legislature.mi.gov/(S(ucmypdaepxhw1lqqhby4z2bb))/mileg.aspx?page=getObject&objectName=MCL426)

**MCL 42.6a:** [http://www.legislature.mi.gov/\(S\(ucmypdaepxhw1lqqhby4z2bb\)\)/mileg.aspx?page=getObject&objectName=MCL426a](http://www.legislature.mi.gov/(S(ucmypdaepxhw1lqqhby4z2bb))/mileg.aspx?page=getObject&objectName=MCL426a)

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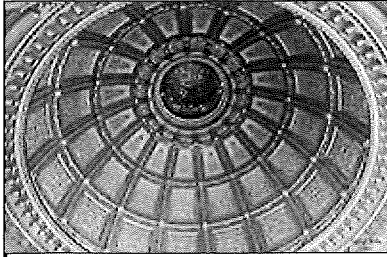
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Michigan Compiled Laws Complete Through PA 313 of 2016  
 House: Adjourned until Wednesday, November 9, 2016 1:30:00 PM  
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[Home](#) [Register](#) [Why Register?](#) [Login](#) [New!](#) [Help](#)

← NAVIGATE →  
 SECTIONS

MCL Chapter Index

Chapter 41

R.S. of 1846

R-S-1846-41-1-16

R-S-1846-41-1-

16-Compensation-  
 to-Township-  
 Officers.

Section 41.95

## Legislature

Bills

Appropriation Bills

Calendars

Committees

Committee Bill Records

Committee Meetings

Concurrent Resolutions

Initiatives/Alternative

Measures

Joint Resolutions

Journals

Legislators

Public Act (Signed Bills)

Resolutions

Rules

Session Schedules

Search - Basic

Search - Advanced

## Laws

Often Req Laws

Req Outdated Acts

Basic MCL Search

Advanced MCL Search

Public Act MCL Search

Michigan Constitution

Chapter Index

Executive Orders

Executive Reorgs

Historical Documents

See the MCL Tables

## More

## Section 41.95

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### Revised Statutes of 1846 (EXCERPT) Compensation to Township Officers.

#### 41.95 Salary for officers composing township board; procedures.

Sec. 95.

(1) In a township that holds an annual meeting of the electors of the township as provided in section 8, the officers composing the township board are entitled to the salary as determined by resolution adopted by the township board at least 30 days prior to the annual meeting of the township electors. The resolution shall establish the effective date of the salary, which shall be during the next fiscal year. The electors at the subsequent annual meeting of the electors may alter the amount of salary fixed by the resolution. If the electors fail to act on the salary resolution, the officers are entitled to the salary set in the resolution.


(2) A trustee may receive, in addition to the annual salary for his or her service to the township, a sum for each meeting of the board actually attended by the trustee, as established by the township board, to be paid upon authorization of the township board. The supervisor, clerk, and treasurer shall receive no additional compensation for attending meetings of the township board. Members of the township board may be reimbursed for reasonable expenses actually incurred on behalf of the township. An official appointed to fill a vacancy of an elective township office shall be entitled to the same compensation as that established for the official who previously held that office. The salary of an elected township official or an official appointed to fill a vacancy shall not be decreased during the official's term of office unless the responsibilities and requirements of that office are diminished and the official consents in writing to the reduction in salary. However, if a township in setting a township supervisor's salary has designated a portion of the supervisor's salary to be paid the supervisor for directly performing the property tax assessing function within the township and the supervisor subsequently fails to perform that function, the salary of the supervisor may be reduced by that portion of the supervisor's salary designated for the direct performance of the property tax assessment function. Nevertheless, that portion of a supervisor's salary designated for nonassessment functions shall not be decreased during the supervisor's term of office without the supervisor's written consent.

(3) In a township that, pursuant to section 8, does not hold an annual township meeting and in a charter township created under Act No. 359 of the Public Acts of 1947, as amended, being sections 42.1 to 42.34 of the Michigan Compiled Laws, the salary for officers composing the township board shall be determined by the township board. If a petition is filed within 30 days after the township board votes the salary signed by 10% of the

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- Publications
- Related Sites

**Syndication** 

Bills 

Meetings 

Laws 

**Recently Viewed**

mcl 41 95

qualified electors of the township requesting that the question be submitted to the electorate, the township board shall call a special election and submit the question of salary to the electors. The vote upon the question of approving the resolution shall be by a ballot which shall be in substantially the following form:

“Vote on proposition of approving a resolution of the township board providing a salary of ..... dollars, per annum, to the ....., in place of all per diem charges for services.

Make a cross in the appropriate square.

To approve the resolution. Yes [ ]

To approve the resolution. No [ ]”

If a majority of the electors voting upon the resolution disapprove the resolution, then, effective on the date of the certification of the election results by the board of canvassers, the officer's salary shall revert to the salary for that office in effect before the adoption of the resolution. If a majority of the electors voting upon the resolution approve the resolution, the officer shall receive the salary set forth in the resolution.

(4) In place of the procedures in subsections (1), (2), and (3) for determining salaries of elected officials, the township board may by ordinance establish the procedure described in this subsection. The ordinance shall provide as follows:

(a) A local officials compensation commission is created. The commission shall determine the salary of each township elected official. The commission shall consist of 5 members who are registered electors of the township, appointed by the supervisor subject to confirmation by a majority of the members elected and serving on the township board. The terms of office shall be 5 years, except that of the members first appointed, 1 each shall be appointed for terms of 1, 2, 3, 4, and 5 years. The first members shall be appointed within 30 days after the effective date of the ordinance. Subsequent members shall be appointed within 30 days after a term expires or a vacancy occurs. Vacancies shall be filled for the remainder of an unexpired term. An officer or employee of a government agency or unit or member of the immediate family of an officer or employee shall not be appointed to the commission.

(b) The commission shall determine the salary of each member of the township board, which shall be effective at the beginning of the next fiscal year. The determination of the commission shall be the salary unless the township board by resolution adopted by 2/3 of the members elected to and serving on the board rejects the determination. The determination of the commission shall be effective 30 days following filing of the determination with the township clerk unless rejected by the township board. If the determination is rejected, the existing salary shall prevail. An expense allowance or reimbursement paid to elected officials in addition to salary shall be for expenses incurred in the course of township business and accounted for to the township.

(c) The commission shall meet for not more than 15 session days in each odd numbered year and shall make its determination within 45 calendar days of its first meeting. A majority of the members of the commission constitutes a quorum for conducting the business of the commission. The business that the commission may perform shall be conducted at a public meeting of the commission held in compliance with the open meetings act, Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the

Public Acts of 1976. The commission shall not take action or make a determination without a concurrence of a majority of the members appointed and serving on the commission. The commission shall elect a chairperson from among its members. As used in this section, "session days" means calendar days on which the commission meets and a quorum is present. The members of the commission shall not receive compensation, but shall be entitled to actual and necessary expenses incurred in the performance of official duties.

(5) The township board may implement the ordinance by resolution including the date for convening the commission.

(6) Not more than 60 days after the effective date of the ordinance, a petition for a referendum on the ordinance may be filed with the township clerk containing the signatures of not less than 5% of the registered electors of the township on the effective date of the ordinance in which case the election shall be conducted in the same manner as an election on a resolution under subsection (3). If a petition for referendum is filed, a determination of the commission shall not be effective until the ordinance has been approved by the electors.

(7) The salary of an elected township official shall not be decreased during the official's term of office.

**History:** R.S. 1846, Ch. 16 ;-- CL 1857, 587 ;-- Am. 1867, Act 179, Imd. Eff. Mar. 27, 1867 ;-- CL 1871, 741 ;-- How. 774 ;-- CL 1897, 2374 ;-- Am. 1907, Act 98, Eff. Sept. 28, 1907 ;-- Am. 1911, Act 260, Imd. Eff. May 1, 1911 ;-- Am. 1915, Act 248, Eff. Aug. 24, 1915 ;-- CL 1915, 2154 ;-- Am. 1917, Act 89, Eff. Aug. 10, 1917 ;-- Am. 1921, Act 57, Eff. Aug. 18, 1921 ;-- Am. 1923, Act 291, Imd. Eff. May 25, 1923 ;-- Am. 1925, Act 197, Imd. Eff. May 6, 1925 ;-- Am. 1929, Act 61, Imd. Eff. Apr. 18, 1929 ;-- CL 1929, 1030 ;-- Am. 1933, Act 97, Imd. Eff. May 31, 1933 ;-- Am. 1937, Act 24, Imd. Eff. Apr. 30, 1937 ;-- Am. 1941, Act 284, Eff. Jan. 10, 1942 ;-- Am. 1943, Act 126, Eff. July 30, 1943 ;-- CL 1948, 41.95 ;-- Am. 1949, Act 25, Imd. Eff. Mar. 29, 1949 ;-- Am. 1956, Act 223, Eff. Aug. 11, 1956 ;-- Am. 1966, Act 94, Imd. Eff. June 16, 1966 ;-- Am. 1974, Act 176, Imd. Eff. June 23, 1974 ;-- Am. 1975, Act 21, Imd. Eff. Apr. 4, 1975 ;-- Am. 1977, Act 159, Imd. Eff. Nov. 8, 1977 ;-- Am. 1989, Act 77, Imd. Eff. June 20, 1989

**Compiler's Notes:** MCL 41.95 of Chapter 16 of the Revised Statutes of 1846 was amended by 1911 PA 260 to adopt a township compensation plan. The House of Representatives added enacting section 2 to provide that "This act shall not take effect until ratified by the electors of said township." The act was approved May 1, 1911. On September 8, 1911, the Attorney General (p. 99, 1912 Attorney General Report) opined that the act could not become effective because it provided no adequate machinery for its adoption. Enacting section 2 was subsequently repealed by 1915 PA 248.

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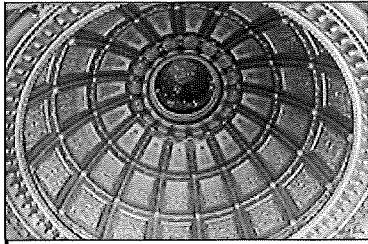
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Michigan Compiled Laws Complete Through PA 317 of 2016

[Home](#)   [Register](#)   [Why Register?](#)   [Login](#)   [New!](#)   [Help](#)

← NAVIGATE SECTIONS →

MCL Chapter Index

Chapter 42

Act 359 of 1947

Section 42.6a

## Section 42.6a

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### THE CHARTER TOWNSHIP ACT (EXCERPT) Act 359 of 1947

#### Legislature

Bills  
Appropriation Bills  
Calendars  
Committees  
Committee Bill Records  
Committee Meetings  
Concurrent Resolutions  
Initiatives/Alternative Measures  
Joint Resolutions  
Journals  
Legislators  
Public Act (Signed Bills)  
Resolutions  
Rules  
Session Schedules  
Search - Basic  
Search - Advanced

#### Laws

Often Req Laws  
Req Outdated Acts  
Basic MCL Search  
Advanced MCL Search  
Public Act MCL Search  
Michigan Constitution  
Chapter Index  
Executive Orders  
Executive Reorgs  
Historical Documents  
See the MCL Tables

#### More

Archives  
Email Notifications  
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Michigan Color Themes

**42.6a Ordinance establishing procedure for determining salary of elected official; contents; conducting business at public meeting; public notice; resolution implementing ordinance; petition for referendum; change of procedure; decreasing salary of elected township official.**

Sec. 6a.

(1) In place of the procedure in section 6 for determining the salary of each elected official, the township board may establish by ordinance the procedure described in this section. The ordinance shall provide the following:

(a) A local officials compensation commission is created. The commission shall determine the salary of each township elected official. The commission shall consist of 5 members who are registered electors of the township, appointed by the supervisor subject to confirmation by a majority of the members elected and serving on the township board. The terms of office shall be 5 years, except that of the members first appointed, 1 each shall be appointed for terms of 1, 2, 3, 4, and 5 years. All first members shall be appointed not more than 30 days after the effective date of the ordinance. Members other than the first members shall be appointed before October 1 of the year of appointment. Vacancies shall be filled for the remainder of an unexpired term. An officer or employee of a government agency or unit or a member of the immediate family of that officer or employee shall not be appointed to the commission.

(b) The commission shall determine the salary of each township elected official which determination shall be the salary unless the township board by resolution adopted by 2/3 of the members elected to and serving on the board rejects the determination. A determination of the commission shall be effective 30 days following its filing with the township clerk unless rejected by the township board. If a determination is rejected, the existing salary shall prevail. An expense allowance or reimbursement paid to an elected official in addition to salary shall be for expenses incurred in the course of township business and accounted for to the township.

(c) The commission shall meet for not more than 15 session days in each odd numbered year and shall make a determination within 45 calendar






Publications  
Related Sites

**Syndication** 

Bills 

Meetings 

Laws 

**Recently Viewed**

mcl 42 6a

days of the first meeting. A majority of the members of the commission constitutes a quorum for conducting the business of the commission. The commission shall not take action or make a determination without a concurrence of a majority of the members appointed and serving on the commission. The commission shall elect a chairperson from among the commission's members. As used in this section, "session days" means a calendar day on which the commission meets and a quorum is present. The members of the commission shall not receive compensation, but shall be entitled to actual and necessary expenses incurred in the performance of official duties.

(2) The business which the commission may perform shall be conducted at a public meeting of the commission held in compliance with Act No. 267 of the Public Acts of 1976, as amended, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976, as amended.

(3) The township board may implement the ordinance by resolution including the date for convening the commission.

(4) Not more than 60 days after the effective date of the ordinance, a petition for a referendum on the ordinance may be filed with the township clerk containing the signatures of at least 5% of the registered electors of the township on the effective date of the ordinance in which case the election shall be conducted in the same manner as an election on a charter amendment. If a petition for a referendum is filed, a determination of the commission shall not be effective until the ordinance has been approved by the electors.

(5) After 1 year following the effective date of the ordinance, the procedure for establishing the compensation of township elected officials may be changed by ordinance.

(6) The salary of an elected township official shall not be decreased during the official's term of office as long as the responsibilities and requirements of that office are not diminished during the term of the official's term of office, and the salary of an elected township official shall not be decreased during the official's term of office unless the official consents in writing to the reduction in salary. Notwithstanding the above, if a township in setting a township supervisor's salary has designated a portion of the supervisor's salary to be paid the supervisor for directly performing the property tax assessing function within the township and the supervisor subsequently fails to perform that function, the salary of the supervisor may be reduced by that portion of the supervisor's salary designated for the direct performance of the property tax assessment function; provided that in no event may that portion of a supervisor's salary designated for nonassessment functions be decreased during the supervisor's term of office without the supervisor's written consent.

**History:** Add. 1974, Act 175, Imd. Eff. June 23, 1974 ;-- Am. 1977, Act 157, Imd. Eff. Nov. 8, 1977 ;-- Am. 1982, Act 382, Eff. Mar. 30, 1983

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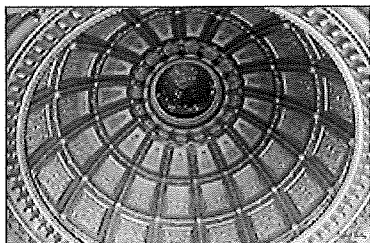
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← NAVIGATE SECTIONS →

MCL Chapter Index

Chapter 42

Act 359 of 1947

Section 42.6

## Section 42.6

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### THE CHARTER TOWNSHIP ACT (EXCERPT) Act 359 of 1947

#### Legislature

Bills

Appropriation Bills

Calendars

Committees

Committee Bill Records

Committee Meetings

Concurrent Resolutions

Initiatives/Alternative

Measures

Joint Resolutions

Journals

Legislators

Public Act (Signed Bills)

Resolutions

Rules

Session Schedules

Search - Basic

Search - Advanced

#### 42.6 Charter township board; compensation and expenses of members.

Sec. 6.

A trustee may receive, in addition to other emoluments provided by law for his service to the township, a sum per meeting of the board actually attended by him, as established by the township board to be paid upon authorization of the township board. The supervisor, the township clerk, and the township treasurer shall receive no additional compensation for attending meetings of the board. Reasonable expenses may be allowed to members of the township board when actually incurred on behalf of the township.

**History:** 1947, Act 359, Eff. Oct. 11, 1947 ;-- CL 1948, 42.6 ;-- Am. 1953, Act 188, Eff. Oct. 2, 1953 ;-- Am. 1962, Act 20, Eff. Mar. 28, 1963 ;-- Am. 1974, Act 98, Imd. Eff. May 10, 1974

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Basic MCL Search

Advanced MCL Search

Public Act MCL Search

Michigan Constitution

Chapter Index

Executive Orders

Executive Reorgs

Historical Documents

See the MCL Tables

#### More

Archives

Email Notifications

Michigan Manuals

Michigan Color Themes



# MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 313 of 2016  
 House: Adjourned until Wednesday, November 9, 2016 1:30:00 PM  
 Senate: Adjourned until Wednesday, November 9, 2016 10:00:00 AM

[Home](#) [Register](#) [Why Register?](#) [Login](#) [New!](#) [Help](#)

← NAVIGATE →  
 SECTIONS

MCL Chapter Index

Chapter 1

CONSTITUTION OF  
 MICHIGAN OF  
 1963

Constitution-VII

Article VII § 18

## Legislature

Bills  
 Appropriation Bills  
 Calendars  
 Committees  
 Committee Bill Records  
 Committee Meetings  
 Concurrent Resolutions  
 Initiatives/Alternative  
 Measures  
 Joint Resolutions  
 Journals  
 Legislators  
 Public Act (Signed Bills)  
 Resolutions  
 Rules  
 Session Schedules  
 Search - Basic  
 Search - Advanced

## Laws

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 Basic MCL Search  
 Advanced MCL Search  
 Public Act MCL Search  
 Michigan Constitution  
 Chapter Index  
 Executive Orders  
 Executive Reorgs  
 Historical Documents  
 See the MCL Tables

## More

Archives  
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## Article VII § 18

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### STATE CONSTITUTION (EXCERPT) CONSTITUTION OF MICHIGAN OF 1963

#### § 18 Township officers; term, powers and duties.

Sec. 18.

In each organized township there shall be elected for terms of not less than two nor more than four years as prescribed by law a supervisor, a clerk, a treasurer, and not to exceed four trustees, whose legislative and administrative powers and duties shall be provided by law.

**History:** Const. 1963, Art. VII, § 18, Eff. Jan. 1, 1964


**Former Constitution:** See Const. 1908, Art. VIII, § 18.

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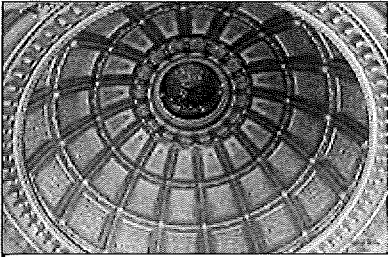
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Michigan Compiled Laws Complete Through PA 313 of 2016  
 House: Adjourned until Wednesday, November 9, 2016 1:30:00 PM  
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- [Home](#)
- [Register](#)
- [Why Register?](#)
- [Login](#)
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← NAVIGATE STATUTES →

MCL Chapter Index

Chapter 42

Act 359 of 1947

## Act 359 of 1947

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Search within this Statute for

### Legislature

- Bills
- Appropriation Bills
- Calendars
- Committees
- Committee Bill Records
- Committee Meetings
- Concurrent Resolutions
- Initiatives/Alternative Measures
- Joint Resolutions
- Journals
- Legislators
- Public Act (Signed Bills)
- Resolutions
- Rules
- Session Schedules
- Search - Basic
- Search - Advanced

### Laws

- Often Req Laws
- Req Outdated Acts
- Basic MCL Search
- Advanced MCL Search
- Public Act MCL Search
- Michigan Constitution
- Chapter Index
- Executive Orders
- Executive Reorgs
- Historical Documents
- See the MCL Tables

### More

- Archives
- Email Notifications
- Michigan Manuals
- Michigan Color Themes
- Publications
- Related Sites

**Syndication**

## THE CHARTER TOWNSHIP ACT

### Act 359 of 1947


AN ACT to authorize the incorporation of charter townships; to provide a municipal charter therefor; to prescribe the powers and functions thereof; and to prescribe penalties and provide remedies.

**History:** 1947, Act 359, Eff. Oct. 11, 1947 ;-- Am. 1998, Act 144, Eff. Mar. 23, 1999

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*The People of the State of Michigan enact:*

Document	Type	Description
Section 42.1	Section	Short title; charter townships; incorporation; powers, privileges, immunities and liabilities; petition; special census; expenses.
Section 42.1a	Section	Emergency financial manager; authority and responsibilities.
Section 42.1b	Section	Minimum staffing requirement; adoption of ordinance prohibited.
Section 42.2	Section	Incorporation; referendum; ballot, form and content; filing of petition or resolution by township clerk; finality of proceedings; term of incumbent officers; disincorporation.
Section 42.2a	Section	Violation of MCL 168.1 to 168.992 applicable to petitions; penalties.
Section 42.3	Section	Incorporation; submission of proposition to electors, time; petitions, verification of signatures.
Section 42.3a	Section	Notice to clerk of township not incorporated as charter township; resolution of township board; notice of right to referendum; petition; signatures; submitting question of

Bills Meetings Laws **Recently Viewed**

mcl Act 359 of 1947

			incorporation at general or special election; wording of ballot.
Section 42.4	Section		Nomination of candidates for township office; conducting primary election; duties of township clerk; duties and composition of board of township election commissioners.
Section 42.5	Section		Township board; election of members; powers and duties; supervisor as presiding and executive officer; authentication of instruments; president pro tem; clerk; record of proceedings; temporary clerk.
Section 42.6	Section		Charter township board; compensation and expenses of members.
Section 42.6a	Section		Ordinance establishing procedure for determining salary of elected official; contents; conducting business at public meeting; public notice; resolution implementing ordinance; petition for referendum; change of procedure; decreasing salary of elected township official.
Section 42.7	Section		Township board; meetings; conducting business at public meeting; notice of meeting; transacting business at special meeting; quorum; adjournment; rules and order of business; journal; voting; availability of certain writings to public; attendance and conduct at meetings; misconduct in office; sergeant-at-arms.
Section 42.8	Section		Charter township board; monthly publication of proceedings; notices and ordinances; posting.
Section 42.9	Section		Township officers; powers and duties; additional officers, limitations.
Section 42.10	Section		Township superintendent; appointment; delegation of powers and duties of township supervisor.
Section 42.10a	Section		Township manager; employment; service; duties.
Section 42.11	Section		Township superintendent; tenure; qualifications; residency requirements; waiver.
Section 42.11a	Section		Township assessors; appointment, powers and duties, compensation.
Section 42.12	Section		Township police force; establishment; township marshal, appointment; rules; policemen, powers and duties.
Section 42.13	Section		Township fire department; establishment; township fire chief, appointment; rules and regulations; refusal to aid at fire, penalty.
Section 42.13a	Section		Free public library; establishment and maintenance; conditions; ordinance; resolution; board of directors; appointment



		of library advisory committee; rules and regulations; state aid.
Section 42.14	Section	Charter township; power to acquire property; approval of electors.
Section 42.14a	Section	Bonds for public improvements; issuance; approval required; exceptions; limitation on net indebtedness; computation of net indebtedness; bonds subject to MCL 141.2101 to 141.2821.
Section 42.15	Section	Ordinances to provide for peace, health and safety; licenses, granting, fees, bonds.
Section 42.16	Section	Streets, alleys, bridges and public places; regulation of use; record of ordinances, filing.
Section 42.17	Section	Construction of buildings; powers and liabilities of charter townships as to public health and safety.
Section 42.18	Section	Joint action with other governmental unit or agency.
Section 42.19	Section	Ordinances, resolutions, rules and regulations of former township; continuation.
Section 42.20	Section	Legislation to be ordinance or resolution; form, passage, amendment, recording, authentication, and compilation of ordinances.
Section 42.21	Section	Violation of ordinances; sanction; designation as civil infraction; act or omission constituting crime; penalty; distribution of fines.
Section 42.21a	Section	Police officers; right to pursue, arrest, and detain person outside of charter township limits.
Section 42.21b	Section	Police officer or constable; authority to execute bench warrant.
Section 42.21c	Section	Regulation of recreational trailway; posting of ordinance; violation as municipal civil infraction; penalty.
Section 42.22	Section	Ordinance; publication; effective date; publication of summary or true copy; catch lines required; drafting of summary.
Section 42.23	Section	State law or standard code; adoption as township ordinance by citation; publication, distribution, charge.
Section 42.24	Section	Submission of itemized estimates of anticipated expenditures; preparation and submission of budget proposal; time.
Section 42.25	Section	Budget proposal; contents; commencement of fiscal year.
Section 42.26	Section	Budget; notice, public hearing, prior public inspection.

Section 42.27	Section	Adoption of budget by township board; resolution; appropriation; tax levy; limitation; separate appropriation for fire and police departments; tax collection; interim budget.
Section 42.28	Section	Budget or supplemental appropriations; expenditure, restrictions; unencumbered balances, transfer, reappropriation.
Section 42.29	Section	Quarterly statement of estimated and actual income and expenses; submission by supervisor to township board; reduction of appropriations, exceptions.
Section 42.30	Section	Annual audit of accounts; results, filing, public inspection; annual report of township business.
Section 42.31	Section	Local or public improvements; approval; determination of necessity; special assessments; bonds.
Section 42.32	Section	Succession to properties of former township; suits or prosecutions, debts and liabilities, uncollected taxes and assessments.
Section 42.33	Section	Liberal construction of act.
Section 42.34	Section	Exemption of charter township from annexation to contiguous city or village; exceptions.

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[Privacy Policy](#)
[Copyright Infringement](#)
[Comment Form](#)

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# MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 313 of 2016  
 House: Adjourned until Wednesday, November 9, 2016 1:30:00 PM  
 Senate: Adjourned until Wednesday, November 9, 2016 10:00:00 AM

[Home](#) [Register](#) [Why Register?](#) [Login](#) [New!](#) [Help](#)



NAVIGATE  
SECTIONS

MCL Chapter Index

- Chapter 42
- Act 359 of 1947
- Section 42.5

## Legislature

- Bills
- Appropriation Bills
- Calendars
- Committees
- Committee Bill Records
- Committee Meetings
- Concurrent Resolutions
- Initiatives/Alternative Measures
- Joint Resolutions
- Journals
- Legislators
- Public Act (Signed Bills)
- Resolutions
- Rules
- Session Schedules
- Search - Basic
- Search - Advanced

## Laws

- Often Req Laws
- Req Outdated Acts
- Basic MCL Search
- Advanced MCL Search
- Public Act MCL Search
- Michigan Constitution
- Chapter Index
- Executive Orders
- Executive Reorgs
- Historical Documents
- See the MCL Tables

## More

- Archives
- Email Notifications
- Michigan Manuals
- Michigan Color Themes
- Publications
- Related Sites

## Section 42.5

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### THE CHARTER TOWNSHIP ACT (EXCERPT) Act 359 of 1947

#### 42.5 Township board; election of members; powers and duties; supervisor as presiding and executive officer; authentication of instruments; president pro tem; clerk; record of proceedings; temporary clerk.

Sec. 5.

(1) Except as otherwise provided in this act, all legislative authority and powers of each charter township shall be vested in and shall be exercised and determined by a township board of 7 members composed of the supervisor, the township clerk, the township treasurer, and 4 trustees who shall be electors in the township. If the provisions of this act are adopted, the township board as constituted at the time of the adoption of this act shall constitute the township board until the first general election at which township officers are elected after the adoption of this act. All members of the township board shall be elected under the provisions of the Michigan election law, Act No. 116 of the Public Acts of 1954, being sections 168.1 to 168.992 of the Michigan Compiled Laws. If 2 additional trustees are required to be elected, they shall be elected at the next general election. If the next general election is not a regular township election, each additional trustee shall hold office until a successor is elected at the next regular township election and qualifies for office.


(2) The elected township board described in subsection (1) shall be the successor to the prior township board of the township and shall possess the powers and perform the duties of township boards in townships in addition to the powers granted by law to charter townships. As a member of the township board, the supervisor shall be the presiding and executive officer of the board and shall have an equal voice and vote in the proceedings of the board. The supervisor shall authenticate by his or her signature any instruments which the board and the laws of the state or the federal government may require. If the supervisor is absent from a meeting of the township board, the board shall appoint 1 of its members president pro tem for that meeting. The township clerk shall be clerk of the township board and shall keep a full record of all the proceedings of the township board. In the absence of the clerk, the board shall appoint 1 of its members as temporary clerk for that meeting.

**History:** 1947, Act 359, Eff. Oct. 11, 1947 ;-- CL 1948, 42.5 ;-- Am. 1949, Act 70, Eff. Sept. 23, 1949 ;-- Am. 1953, Act 188, Eff. Oct. 2, 1953 ;-- Am. 1954, Act 169, Eff. Aug. 13, 1954 ;-- Am. 1964, Act 163, Eff. Aug. 28, 1964 ;-- Am. 1986, Act 34, Imd. Eff. Mar. 17, 1986

**Syndication** 

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Bills 

Meetings 

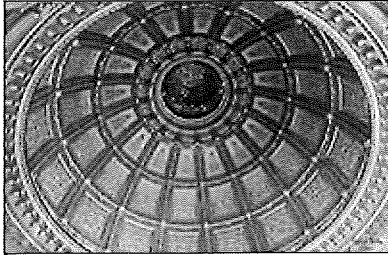
Laws 

**Recently Viewed**

- mcl 42 5
- mcl 42 6
- mcl Act 359 of 1947

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# MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 313 of 2016  
 House: Adjourned until Wednesday, November 9, 2016 1:30:00 PM  
 Senate: Adjourned until Wednesday, November 9, 2016 10:00:00 AM

[Home](#) [Register](#) [Why Register?](#) [Login](#) [New!](#) [Help](#)



MCL Chapter Index

- Chapter 42
- Act 359 of 1947
- Section 42.7

## Legislature

- Bills
- Appropriation Bills
- Calendars
- Committees
- Committee Bill Records
- Committee Meetings
- Concurrent Resolutions
- Initiatives/Alternative Measures
- Joint Resolutions
- Journals
- Legislators
- Public Act (Signed Bills)
- Resolutions
- Rules
- Session Schedules
- Search - Basic
- Search - Advanced

## Laws

- Often Req Laws
- Req Outdated Acts
- Basic MCL Search
- Advanced MCL Search
- Public Act MCL Search
- Michigan Constitution
- Chapter Index
- Executive Orders
- Executive Reorgs
- Historical Documents
- See the MCL Tables

## More

- Archives
- Email Notifications
- Michigan Manuals
- Michigan Color Themes
- Publications
- Related Sites

## Section 42.7

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### THE CHARTER TOWNSHIP ACT (EXCERPT) Act 359 of 1947

**42.7 Township board; meetings; conducting business at public meeting; notice of meeting; transacting business at special meeting; quorum; adjournment; rules and order of business; journal; voting; availability of certain writings to public; attendance and conduct at meetings; misconduct in office; sergeant-at-arms.**

Sec. 7.

(1) The township board shall provide by resolution for the time, date, and place of the board's regular meetings, and shall hold at least 1 regular meeting each month. If a time set for the holding of a regular meeting of the township board is a holiday, then the regular meeting shall be held at the same time and place on the next day that is not a Saturday, Sunday, or holiday.


(2) A special meeting of the township board shall be called by the township clerk pursuant to subsection (3) on the written request of the supervisor or of 2 members of the township board and on at least 24 hours' written notice to each member of the township board. The notice shall designate the time, place, and purpose of the meeting and shall be served personally or left at the member's usual place of residence by the township clerk or someone designated by the township clerk.

(3) The business that the board may perform shall be conducted at a public meeting of the board held in compliance with the open meetings act, Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

(4) Business shall not be transacted at a special meeting of the township board unless the business has been stated in the notice of the meeting. However, if all the members of the board are present at a special meeting, then business that might lawfully come before a regular meeting of the board may be transacted at the special meeting.

(5) Four members of the township board are a quorum for the transaction of business at a meeting, but, in the absence of a quorum, 2 members may adjourn a regular or special meeting to a later date.

(6) The township board shall determine its own rules and order of business and shall keep a journal of its proceedings in the English language. The journal shall be signed by the supervisor and the township clerk. The vote

**Syndication** Bills Meetings Laws **Recently Viewed**

mcl 42 7  
 mcl 42 6a  
 mcl 42 5  
 mcl 42 6  
 mcl Act 359 of 1947

upon the passage of an ordinance, and upon the adoption of a resolution and ordinance shall be taken by yes and no votes and shall be entered upon the record, except that if the vote is unanimous, it shall only be necessary to record that fact. Except as otherwise provided in this subsection, a member of the township board who is recorded as present shall vote on all questions decided by the board unless excused by the unanimous consent of the other members present. If, at a meeting of the township board, a member of the township board states that he or she desires to be appointed by the township board to fill a vacancy in a township office, that member may abstain from voting on the appointment to fill the vacancy.

(7) A writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function shall be made available to the public in compliance with the freedom of information act, Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

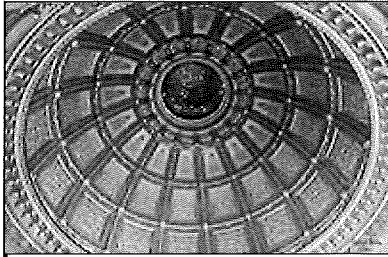
(8) The township board, by vote of not less than 2 members, may compel the attendance of board members and other officers of the township at a regular or special meeting and enforce orderly conduct in the meeting. A member of the board or any other officer of the township who refuses to attend a meeting or conduct himself or herself in an orderly manner is guilty of misconduct in office. The township marshal shall serve as the sergeant-at-arms of the township board in the enforcement of this section.

**History:** 1947, Act 359, Eff. Oct. 11, 1947 ;-- CL 1948, 42.7 ;-- Am. 1949, Act 70, Eff. Sept. 23, 1949 ;-- Am. 1977, Act 157, Imd. Eff. Nov. 8, 1977 ;-- Am. 1992, Act 15, Imd. Eff. Mar. 16, 1992

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Michigan Compiled Laws Complete Through PA 313 of 2016  
 House: Adjourned until Wednesday, November 9, 2016 1:30:00 PM  
 Senate: Adjourned until Wednesday, November 9, 2016 10:00:00 AM

[Home](#) [Register](#) [Why Register?](#) [Login](#) [New!](#) [Help](#)



MCL Chapter Index

- [Chapter 42](#)
- [Act 359 of 1947](#)
- [Section 42.9](#)

## Legislature

Bills  
 Appropriation Bills  
 Calendars  
 Committees  
 Committee Bill Records  
 Committee Meetings  
 Concurrent Resolutions  
 Initiatives/Alternative Measures  
 Joint Resolutions  
 Journals  
 Legislators  
 Public Act (Signed Bills)  
 Resolutions  
 Rules  
 Session Schedules  
 Search - Basic  
 Search - Advanced

## Laws

Often Req Laws  
 Req Outdated Acts  
 Basic MCL Search  
 Advanced MCL Search  
 Public Act MCL Search  
 Michigan Constitution  
 Chapter Index  
 Executive Orders  
 Executive Reorgs  
 Historical Documents  
 See the MCL Tables

## More

Archives  
 Email Notifications  
 Michigan Manuals  
 Michigan Color Themes  
 Publications  
 Related Sites

## Section 42.9

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### THE CHARTER TOWNSHIP ACT (EXCERPT) Act 359 of 1947


#### 42.9 Township officers; powers and duties; additional officers, limitations.

Sec. 9.

The township supervisor, township clerk, township treasurer, justices of the peace, and constables in each charter township shall have and perform the duties and functions required of such officers by state law. The township board may, by resolution, upon the recommendation of the supervisor, or of the township superintendent if one shall be appointed, create such additional officers as may be necessary to administer the affairs of the township government, or may combine any administrative offices in any manner not inconsistent with state law, and prescribe the duties thereof. No creation of any additional administrative office or combination thereof shall abolish the offices of township clerk or township treasurer nor diminish any of the duties or responsibilities of those offices which are prescribed by state law.

**History:** 1947, Act 359, Eff. Oct. 11, 1947 ;-- CL 1948, 42.9

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**Syndication** [Bills](#) [Meetings](#) [Laws](#) **Recently Viewed**

[mcl 42 9](#)  
[mcl 42 7](#)  
[mcl 42 6a](#)  
[mcl 42 5](#)  
[mcl 42 6](#)  
[mcl Act 359 of 1947](#)

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Just some of the laws governing the roles and responsibilities of elected officials:

**Charter Township Act of 1947** (Statutory Duties)

**Revised Statutes 1863** (Compensation to Township offices -41.95, Supervisor-Clerk-Treasurer no per Meeting or per diem allowed)

**Michigan Compiled Law 141.421** Budget

**Michigan Compiled Law 129** Deposits Fiscal Responsibility

**Michigan Compiled Law 41** Investments, Health & Safety, Records, Buildings, Elections, Attorney, Appraiser, Assessor

**Michigan Compiled Law 141** Audit

**Public Act 359 or 1946** Minutes, Recordings

**Public Act 184 MCL 125** Zoning

**Michigan Compiled Law 764** Enforcement, Ordinances, Weeds

**Public Act 583** Election Law

**Public Act 641** Treasurer Tax Collection & Disbursements

**Michigan Compiled Laws 41 & 141** Special Assessments

**State Construction Code** Building Department

**Michigan Compiled Law 247** Noxious Weeds

Source: Michigan Township Association

## **Township Officials' Statutory Duties**

Township government is conducted by a township board consisting of either five or seven members, depending upon the desires of the inhabitants and whether or not the township has a population of over 5,000, over 3,000 unregistered electors or is a charter township. The officers of the board are designated supervisor, clerk, treasurer and trustee, with the trustees numbering either two or four. The township board may also serve in other specific capacities, such as a park or utility board.

The term of office for all township officials is four years. The terms commence at 12 p.m. on November 20 following the November general election, provided the newly elected officials have qualified for office by that time. To qualify, a successful candidate must file any necessary bond and take an oath of office before the township clerk or other officer qualified to administer the oath, such as a county clerk, notary public or judge. Other township officers authorized to administer the oath are the deputy clerk, supervisor and deputy supervisor.

The supervisor, clerk, treasurer and trustee must take the oath of office before entering into the duties of their offices. (MCL 168.363) The deputy supervisor (MCL 41.61(2)), deputy clerk (MCL 41.69) and deputy treasurer (MCL 41.77) must take the oath after their appointment and before entering into office.

In addition, the township clerk (MCL 41.69) and the township treasurer (MCL 41.77) are required to be bonded.

The clerk (MCL 41.69) and the treasurer (MCL 41.77) must each appoint a deputy. The deputy clerk and deputy treasurer must also be bonded. The supervisor may appoint a deputy (MCL 41.61). Deputy township officials are authorized to act as the elected official in the event of the official's absence, sickness, death or other disability. A deputy may not, however, vote as a member of the township board. With the official's approval and the consent of the township board, a deputy may assist the elected official at any additional times agreed to by the board and the official. Deputies are not required to be residents of the township, and may be paid compensation as determined by the township board.

### **Township Supervisor's Statutory Duties**

- Moderates board and annual meetings
- Chief assessing officer (if certified)
- Secretary to Board of Review
- Township's legal agent
- Must maintain records of supervisor's office
- Responsible for tax allocation board budget (if applicable)
- Develops township budget
- Appoints some commission members
- May call special meetings
- May appoint a deputy

### **Township Treasurer's Statutory Duties**

- Collects real and personal property taxes
- Keeps an account of township receipts (revenues) and expenditures
- Issues township checks
- Deposits township revenues in approved depositories
- Invests township funds in approved investment vehicles
- Collects delinquent personal property tax
- Responsible for jeopardy assessments in collecting property tax
- Collects mobile home specific tax

Must appoint a deputy

Must post a surety bond

### **Township Clerk's Statutory Duties**

Maintains custody of all township records

Maintains general ledger

Prepares warrants for township checks

Records and maintains township meeting minutes

Keeps the township book of oaths

Responsible for special meeting notices

Publishes board meeting minutes (if taxable value is \$65 million in 2005, annually indexed, or a charter township)

Keeps voter registration file and conducts elections

Keeps township ordinance book

Prepares financial statements

Delivers tax certificates to supervisor and county clerk by September 30

Must appoint a deputy

Must post a surety bond

### **Township Trustee's Statutory Duties**

Township legislators, required to vote on all issues

Responsible for township's fiduciary health

Other duties as assigned by board

ICMA Publications / PM Magazine / April 2014

# The Top Five Things to Know About the Municipal Clerk Position

by Amy Holt and Abraham David Benavides

On April 17, 2013, the small city of West, Texas, experienced a major tragedy. A massive explosion at a fertilizer plant killed 14 people, including 10 first responders. More than 50 percent of the buildings were damaged, and for a short time, the city was in disarray.

Joey Pustejovsky, who was the city secretary with the responsibility to manage the city and also served as a volunteer firefighter, was one of those first responders. Municipal clerks are sometimes also known as city clerks, town clerks, or city secretaries. As a credit to their profession, municipal clerks in Texas immediately offered assistance to step in and help fulfill the necessary duties for the city clerk's office in West.

The role of a municipal clerk is often a misunderstood position in local government. To the uninformed, clerks are often thought to fulfill a primarily clerical role. The importance of the position's role, however, is quite clear. The tasks are dictated by law or statute and include some of the most basic services expected by residents.

In fact, municipal clerks are often the first and most direct link between residents and government. The position is also responsible for providing transparency in local government.

While clerks are tasked with some functions that are clerical in nature, the professionalism associated with this position is apparent to those familiar with local government functions. Clerks are knowledgeable about day-to-day operations in their communities, and managers can be among the people who benefit from their knowledge and strengths.

- **Professionalism.** A strong, positive professional relationship between the clerk and the manager is important for effective service delivery to residents. Clerks work behind the scenes to ensure the smooth operation of local government. In order to facilitate this role, the clerk's office is becoming professionalized.

Many states mandate professional certification to secure or maintain the position of clerk. The International Institute of Municipal Clerks (IIMC) has 5,828 members with active Certified Municipal Clerk and Master Municipal Clerk designations.

Certification through the states and the international organization requires a minimum of 120 hours of in-class training. Some states require a higher standard. Texas, for example, requires 200 hours of independent study and attendance at eight, two-day seminars.

- **Secretariat to the governing body.** The clerk position is one of the oldest in local government. When the early colonists came to America, they set up forms of local government to which they had been accustomed, and the office of clerk was one of the first to be established.

Today, as in those first positions, clerks are selected for their attention to detail, as well as their ability to be forward thinking and to anticipate problems. One task associated with this role is to ensure that public meetings are properly posted. This might seem mundane, but consider the following true story.

A city secretary described what happened at a gathering of individuals to celebrate the opening of a new

store. A resident reported to the city secretary that the assembly being held was illegal. This group involved local residents and a quorum of councilmembers.

While no business of the city was expected to be discussed, it inevitably was and thus, constituted a meeting of the council. The Open Meetings Act dictates that meetings must be posted. The secretary, who assures compliance with the act, was able to advise that the meeting had been posted.

- **Records management.** A clerk is the official keeper of records. This responsibility includes the legal liability associated with tasks that involve enormous legal accountability for a local government. While state and local laws and ordinances may vary with respect to specific tasks and functions, in general clerks maintain official records, documents, vital statistics, and financial records.

They also record and publish council meetings, ordinances, and resolutions; retain custody of the official seal; issue licenses and permits; retain historical records; and record contracts and agreements, bids, deeds, maps, and various licenses.<sup>1</sup>

A clerk was recently on the witness stand at a hearing involving land that had been donated to a city almost 100 years earlier. The land included mineral rights that were conveyed and a family member was suing the city, claiming she was the rightful beneficiary of the millions of dollars the city had earned because of these rights.

The family member's lawyer produced a document that was incomplete and seemed to indicate that mineral rights had *not* been conveyed. The clerk told the lawyer from the stand that the document was incomplete and was not what she had originally submitted as evidence from city records. The judge asked if she could produce the original document, which originated from the early 1900s.

The clerk noted that this particular document was located in the clerk's office vault. When she produced the evidence, one juror stated it was the "magic" that decided the case, and the city retained the mineral rights and money associated with it. This type of attention to detail related to records can save a local government time and money.

- **Public information.** Clerks are now reporting that fulfilling requests for access to public information is the greatest demand on their time. Thousands of individuals and entities are requesting hundreds of thousands of pieces of public information for a variety of reasons, and state and federal laws dictate that public information be made available to those who request such information.

Managing this role is proving to be a weighty obligation. While some localities are able to provide staff to assist in this role, not all do even though the number of requests may not be proportionately smaller in these places. A business, for example, may request information that does not get proportionately smaller with the population size. Or, an individual resident may repeatedly ask for large amounts of information. This, too, is not dependent on the size of the town or the number of staff the community may have for fulfilling public information requests.

In a recent publication by a state's municipal league, the authors encourage public officials to fully understand laws related to public information above all other laws.<sup>2</sup> In 2011, a city manager commented in *PM* that she wished she would have more fully understood the impact that requests for public information were having on her city secretary's office and the resulting criticism because of such high demand.<sup>3</sup>

- **Elections.** Clerks are often tasked with administering local elections. This can include such duties as: ensuring that polling places meet standards of accessibility; distributing election supplies and equipment; obtaining lists of registered voters; preparing ballots in the manner dictated by law; processing applications from potential candidates for elected office; properly publicizing elections and results of elections; and properly recording necessary information from the election with state officials.

Clerks have had to become familiar with the Supreme Court decision (June 25, 2013) that changed parts of the Voting Rights Act of 1965. Fifteen states (nine states and parts of six other states) that had required preclearance for any changes to election procedures or practices are now (tentatively) freed from this requirement, pending decisions from recent legal challenges to this decision. As the primary election officials, clerks are working closely with officials to learn the practical implications of this decision for their jurisdictions.<sup>4</sup>

## References

<sup>1</sup>Dolan, Drew A. (2007) "The Clerk," *Managing Local Government Services: A Practical Guide*, ICMA Press.

<sup>2</sup>Texas Municipal League (2013) *Texas Town and City*, "50 Survival Tips for Elected Municipal Officials."

<sup>3</sup>Yelverton, Shana (2011) "On Point" *Public Management*, July 2011, page 4.

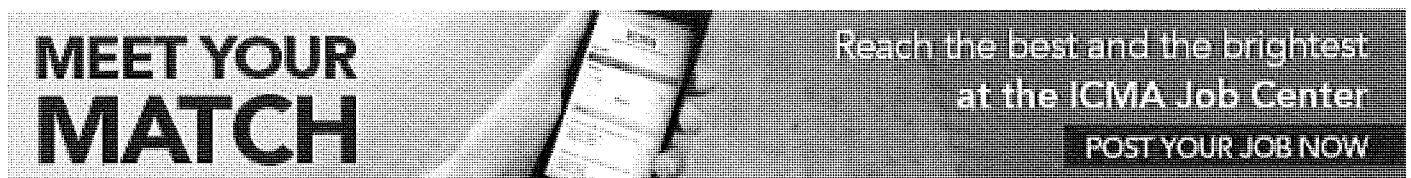
<sup>4</sup>History of the Municipal Clerk, IIMC website (2013).

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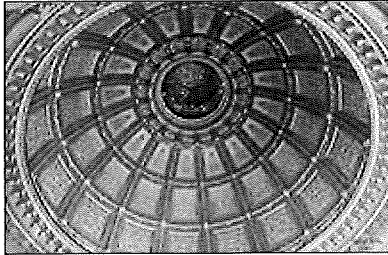


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← NAVIGATE SECTIONS →

MCL Chapter Index

- 📄 Chapter 42
- 📄 Act 359 of 1947
- 📄 Section 42.4

## Section 42.4

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### THE CHARTER TOWNSHIP ACT (EXCERPT) Act 359 of 1947

#### Legislature

Bills  
 Appropriation Bills  
 Calendars  
 Committees  
 Committee Bill Records  
 Committee Meetings  
 Concurrent Resolutions  
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 Joint Resolutions  
 Journals  
 Legislators  
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 Resolutions  
 Rules  
 Session Schedules  
 Search - Basic  
 Search - Advanced

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 Advanced MCL Search  
 Public Act MCL Search  
 Michigan Constitution  
 Chapter Index  
 Executive Orders  
 Executive Reorgs  
 Historical Documents  
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 Email Notifications  
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#### 42.4 Nomination of candidates for township office; conducting primary election; duties of township clerk; duties and composition of board of township election commissioners.


##### Sec. 4.

Candidates for township office in charter townships shall be nominated at the general primary election held in the township before each general election at which township officers are to be elected. The primary election shall be conducted, as near as may be, pursuant to the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992. Duties of the county clerk in the conduct of primary elections shall be performed by the township clerk with respect to the nomination of township officers, and the duties of the county board of election commissioners shall be performed for each township by a board of township election commissioners to be composed of the township clerk and the 2 trustees appointed by the township board.

**History:** 1947, Act 359, Eff. Oct. 11, 1947 ;-- CL 1948, 42.4 ;-- Am. 1949, Act 70, Eff. Sept. 23, 1949 ;-- Am. 1954, Act 169, Eff. Aug. 13, 1954 ;-- Am. 1964, Act 163, Eff. Aug. 28, 1964 ;-- Am. 1975, Act 328, Imd. Eff. Jan. 12, 1976 ;-- Am. 1990, Act 12, Imd. Eff. Feb. 26, 1990 ;-- Am. 1998, Act 101, Imd. Eff. May 28, 1998

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mcl 42 4

mcl Act 359 of 1947

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**THE CHARTER TOWNSHIP ACT**  
**Act 359 of 1947**

AN ACT to authorize the incorporation of charter townships; to provide a municipal charter therefor; to prescribe the powers and functions thereof; and to prescribe penalties and provide remedies.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—Am. 1998, Act 144, Eff. Mar. 23, 1999.

*The People of the State of Michigan enact:*

**42.1 Short title; charter townships; incorporation; powers, privileges, immunities and liabilities; petition; special census; expenses.**

Sec. 1. (1) This act shall be known and may be cited as “the charter township act”.

(2) A township, having a population of 2,000 or more inhabitants according to the most recent regular or special federal or state census of the inhabitants of the township may incorporate as a charter township. The charter township shall be a municipal corporation, to be known and designated as the charter township of ....., and shall be subject to this act, which is the charter of the charter township. The charter township, its inhabitants, and its officers shall have, except as otherwise provided in this act, all the powers, privileges, immunities, and liabilities possessed by a township, its inhabitants, and its officers by law and under chapter 16 of the Revised Statutes of 1846, being sections 41.1a to 41.110c of the Michigan Compiled Laws.

(3) A special census of the inhabitants of a township desiring to incorporate under this act shall be taken by the secretary of state upon receipt of a petition signed by not less than 100 registered electors of the township. Within 5 days after receipt of the petition, the secretary of state shall appoint an enumerator or enumerators. An enumerator shall qualify for the office of enumerator, enumerate the inhabitants of the township, and make a return in the manner provided in section 6 of Act No. 279 of the Public Acts of 1909, as amended, being section 117.6 of the Michigan Compiled Laws. The census, when accepted by the secretary of state, shall fix the population of any township so enumerated for the purposes of this act. All expenses incident to the census shall be paid for by the township.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.1;—Am. 1949, Act 70, Eff. Sept. 23, 1949;—Am. 1967, Act 238, Eff. Nov. 2, 1967;—Am. 1994, Act 82, Eff. Oct. 1, 1994.

**42.1a Emergency financial manager; authority and responsibilities.**

Sec. 1a. Notwithstanding any provision of this act, if an emergency financial manager has been appointed under the local government fiscal responsibility act, Act No. 101 of the Public Acts of 1988, being sections 141.1101 to 141.1118 of the Michigan Compiled Laws, with respect to a township governed by this act, then that emergency financial manager may exercise the authority and responsibilities provided in this act to the extent authorized by Act No. 101 of the Public Acts of 1988.

**History:** Add. 1988, Act 193, Imd. Eff. June 27, 1988.

**42.1b Minimum staffing requirement; adoption of ordinance prohibited.**

Sec. 1b. Beginning on the effective date of the amendatory act that added this section, a charter township shall not adopt an ordinance that includes any minimum staffing requirement for charter township employees. Except as otherwise provided in this section, any provision in an ordinance adopted on or after the effective date of the amendatory act that added this section that contains a minimum staffing requirement for charter township employees is void and unenforceable.

**History:** Add. 2011, Act 137, Imd. Eff. Sept. 13, 2011.

**42.2 Incorporation; referendum; ballot, form and content; filing of petition or resolution by township clerk; finality of proceedings; term of incumbent officers; disincorporation.**

Sec. 2. Any eligible township shall become a charter township when the inhabitants thereof shall, by a majority vote of the electors thereof, voting on such proposition, declare in favor thereof at any general or special election at which the proposition to incorporate as a charter township shall be submitted to the electors of the township. At such election the township clerk shall prepare a ballot for the submission of such proposition in accordance with the general election laws of the state and setting forth such proposition as follows:

“Shall the township of ..... incorporate as a charter township which shall be a municipal corporation subject to the provisions of Act No. 359 of the Public Acts of 1947, as amended, which act shall constitute the charter of such municipal corporation?”

Yes ( )  
No ( )”

If on the vote being canvassed on the question of incorporation as a charter township, the result is determined to be in favor of such incorporation, the township clerk shall file with the secretary of state and with the county clerk of the county within which the township is located a copy of the petition or resolution initiating the move to become a charter township, together with the notice of the election at which such question was submitted to the electors of the township, the ballot upon which such question was submitted, and a certificate of the board of canvassers showing that the purposes of such petition or resolution have been approved by a majority of the electors of the township voting thereon, which certificate shall also give the number of votes cast on such proposition and the number cast for and against the same. From the date of such filing, the township shall be duly and legally incorporated as a charter township. After the filing of such petition or resolution and the other papers hereinabove required, neither the sufficiency thereof nor the legality of the incorporation of the township as a charter township may be questioned in any proceeding except by proceedings in the nature of quo warranto which shall be brought within 40 days after the date of such filing. All officers of any township which shall elect to become a charter township shall serve in the offices to which they have been elected or appointed for the balance of the terms for which they were elected or appointed and until their successors elect or to be elected shall qualify for and assume their respective offices. Any charter township may be disincorporated and returned to its previous status as a township governed under the provisions of chapter 16 of the Revised Statutes of 1846, as amended, being sections 41.1 to 41.103 of the Compiled Laws of 1948, by following the same procedures therefor as provided herein for adopting the provisions of this act. No election to disincorporate shall be held until 4 years after incorporation nor oftener than once each 4 years.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.2;—Am. 1949, Act 70, Eff. Sept. 23, 1949;—Am. 1964, Act 163, Eff. Aug. 28, 1964.

#### **42.2a Violation of MCL 168.1 to 168.992 applicable to petitions; penalties.**

Sec. 2a. A petition under section 3, 3a, 4, 6a, or 34(5), including the circulation and signing of the petition, is subject to section 488 of the Michigan election law, 1954 PA 116, MCL 168.488. A person who violates a provision of the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992, applicable to a petition described in this section is subject to the penalties prescribed for that violation in the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992.

**History:** Add. 1998, Act 144, Eff. Mar. 23, 1999.

#### **42.3 Incorporation; submission of proposition to electors, time; petitions, verification of signatures.**

Sec. 3. The proposition to incorporate as a charter township shall be submitted at the next general or at a special election in the event that, on or before August 30, or, in the event of a special election, not less than 60 days, preceding such election, the township board shall vote to submit such proposition to the electors of the township, or in the event that there shall be filed with the township clerk on or before such date petitions requesting the submission of such proposition which have been signed by a number of electors of the township which shall not be less than 10% of the total vote cast for supervisor in the township at the last election in which a supervisor was elected. The township clerk shall check the signatures on such petitions with those of the electors signing such petitions as they appear on the registration cards of the township and, if such petitions bear the required number of signatures of electors of the township, shall do and perform all acts required for the submission of the proposition to become a charter township at the next general or special election.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.3;—Am. 1964, Act 163, Eff. Aug. 28, 1964.

#### **42.3a Notice to clerk of township not incorporated as charter township; resolution of township board; notice of right to referendum; petition; signatures; submitting question of incorporation at general or special election; wording of ballot.**

Sec. 3a. (1) Within 30 days after the effective date of this 1984 amendatory act and after each regular or special federal or state census, the secretary of state shall notify the clerk of a township which is not incorporated as a charter township pursuant to this act and which has a population of 2,000 or more inhabitants, excluding the population of any incorporated village, according to the most recently made regular or special federal or state census that the township may be incorporated as the charter township of ..... under this act.

(2) After notification is received by the clerk, the township board may:

(a) Adopt, by a majority vote, a resolution opposed to incorporation.

(b) Adopt, by a majority vote, a resolution of intent to approve incorporation and if a petition of disagreement to the intent resolution relative to the incorporation is filed within 60 days before final passage of the resolution, the electors of the township have the right to a referendum on the incorporation question.

(c) Adopt, by a majority vote, a resolution to place before the electorate the question of incorporation at the next regular or special election.

(3) The clerk shall publish in a newspaper of general circulation in the township a notice of the right to referendum within 15 days after receipt of notification from the secretary of state. A second notice shall be published 7 days after the first notice.

(4) The petition under subsection (2)(b) shall be signed by not less than 10% of the number of electors of the township voting for township supervisor at the last election in which a supervisor was elected. The township clerk shall check the signatures on the petitions with those of the electors signing the petitions as they appear on the registration cards of the township. If petitions bearing the required number of signatures of electors have been filed, the clerk shall do and perform all acts required for the submission of the question of incorporation at the next general or special election. The wording of the ballot shall be in accordance with section 2.

**History:** Add. 1976, Act 90, Eff. Mar. 31, 1977;—Am. 1984, Act 361, Eff. Mar. 29, 1985.

#### **42.4 Nomination of candidates for township office; conducting primary election; duties of township clerk; duties and composition of board of township election commissioners.**

Sec. 4. Candidates for township office in charter townships shall be nominated at the general primary election held in the township before each general election at which township officers are to be elected. The primary election shall be conducted, as near as may be, pursuant to the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992. Duties of the county clerk in the conduct of primary elections shall be performed by the township clerk with respect to the nomination of township officers, and the duties of the county board of election commissioners shall be performed for each township by a board of township election commissioners to be composed of the township clerk and the 2 trustees appointed by the township board.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.4;—Am. 1949, Act 70, Eff. Sept. 23, 1949;—Am. 1954, Act 169, Eff. Aug. 13, 1954;—Am. 1964, Act 163, Eff. Aug. 28, 1964;—Am. 1975, Act 328, Imd. Eff. Jan. 12, 1976;—Am. 1990, Act 12, Imd. Eff. Feb. 26, 1990;—Am. 1998, Act 101, Imd. Eff. May 28, 1998.

#### **42.5 Township board; election of members; powers and duties; supervisor as presiding and executive officer; authentication of instruments; president pro tem; clerk; record of proceedings; temporary clerk.**

Sec. 5. (1) Except as otherwise provided in this act, all legislative authority and powers of each charter township shall be vested in and shall be exercised and determined by a township board of 7 members composed of the supervisor, the township clerk, the township treasurer, and 4 trustees who shall be electors in the township. If the provisions of this act are adopted, the township board as constituted at the time of the adoption of this act shall constitute the township board until the first general election at which township officers are elected after the adoption of this act. All members of the township board shall be elected under the provisions of the Michigan election law, Act No. 116 of the Public Acts of 1954, being sections 168.1 to 168.992 of the Michigan Compiled Laws. If 2 additional trustees are required to be elected, they shall be elected at the next general election. If the next general election is not a regular township election, each additional trustee shall hold office until a successor is elected at the next regular township election and qualifies for office.

(2) The elected township board described in subsection (1) shall be the successor to the prior township board of the township and shall possess the powers and perform the duties of township boards in townships in addition to the powers granted by law to charter townships. As a member of the township board, the supervisor shall be the presiding and executive officer of the board and shall have an equal voice and vote in the proceedings of the board. The supervisor shall authenticate by his or her signature any instruments which the board and the laws of the state or the federal government may require. If the supervisor is absent from a meeting of the township board, the board shall appoint 1 of its members president pro tem for that meeting. The township clerk shall be clerk of the township board and shall keep a full record of all the proceedings of the township board. In the absence of the clerk, the board shall appoint 1 of its members as temporary clerk for that meeting.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.5;—Am. 1949, Act 70, Eff. Sept. 23, 1949;—Am. 1953, Act 188, Eff. Oct. 2, 1953;—Am. 1954, Act 169, Eff. Aug. 13, 1954;—Am. 1964, Act 163, Eff. Aug. 28, 1964;—Am. 1986, Act 34, Imd. Eff. Mar. 17, 1986.

#### **42.6 Charter township board; compensation and expenses of members.**

Sec. 6. A trustee may receive, in addition to other emoluments provided by law for his service to the township, a sum per meeting of the board actually attended by him, as established by the township board to be paid upon authorization of the township board. The supervisor, the township clerk, and the township treasurer shall receive no additional compensation for attending meetings of the board. Reasonable expenses may be allowed to members of the township board when actually incurred on behalf of the township.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.6;—Am. 1953, Act 188, Eff. Oct. 2, 1953;—Am. 1962, Act 20, Eff. Mar. 28, 1963;—Am. 1974, Act 98, Imd. Eff. May 10, 1974.

#### **42.6a Ordinance establishing procedure for determining salary of elected official; contents; conducting business at public meeting; public notice; resolution implementing ordinance; petition for referendum; change of procedure; decreasing salary of elected township official.**

Sec. 6a. (1) In place of the procedure in section 6 for determining the salary of each elected official, the township board may establish by ordinance the procedure described in this section. The ordinance shall provide the following:

(a) A local officials compensation commission is created. The commission shall determine the salary of each township elected official. The commission shall consist of 5 members who are registered electors of the township, appointed by the supervisor subject to confirmation by a majority of the members elected and serving on the township board. The terms of office shall be 5 years, except that of the members first appointed, 1 each shall be appointed for terms of 1, 2, 3, 4, and 5 years. All first members shall be appointed not more than 30 days after the effective date of the ordinance. Members other than the first members shall be appointed before October 1 of the year of appointment. Vacancies shall be filled for the remainder of an unexpired term. An officer or employee of a government agency or unit or a member of the immediate family of that officer or employee shall not be appointed to the commission.

(b) The commission shall determine the salary of each township elected official which determination shall be the salary unless the township board by resolution adopted by 2/3 of the members elected to and serving on the board rejects the determination. A determination of the commission shall be effective 30 days following its filing with the township clerk unless rejected by the township board. If a determination is rejected, the existing salary shall prevail. An expense allowance or reimbursement paid to an elected official in addition to salary shall be for expenses incurred in the course of township business and accounted for to the township.

(c) The commission shall meet for not more than 15 session days in each odd numbered year and shall make a determination within 45 calendar days of the first meeting. A majority of the members of the commission constitutes a quorum for conducting the business of the commission. The commission shall not take action or make a determination without a concurrence of a majority of the members appointed and serving on the commission. The commission shall elect a chairperson from among the commission's members. As used in this section, "session days" means a calendar day on which the commission meets and a quorum is present. The members of the commission shall not receive compensation, but shall be entitled to actual and necessary expenses incurred in the performance of official duties.

(2) The business which the commission may perform shall be conducted at a public meeting of the commission held in compliance with Act No. 267 of the Public Acts of 1976, as amended, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976, as amended.

(3) The township board may implement the ordinance by resolution including the date for convening the commission.

(4) Not more than 60 days after the effective date of the ordinance, a petition for a referendum on the ordinance may be filed with the township clerk containing the signatures of at least 5% of the registered electors of the township on the effective date of the ordinance in which case the election shall be conducted in the same manner as an election on a charter amendment. If a petition for a referendum is filed, a determination of the commission shall not be effective until the ordinance has been approved by the electors.

(5) After 1 year following the effective date of the ordinance, the procedure for establishing the compensation of township elected officials may be changed by ordinance.

(6) The salary of an elected township official shall not be decreased during the official's term of office as long as the responsibilities and requirements of that office are not diminished during the term of the official's term of office, and the salary of an elected township official shall not be decreased during the official's term of office unless the official consents in writing to the reduction in salary. Notwithstanding the above, if a township in setting a township supervisor's salary has designated a portion of the supervisor's salary to be paid

the supervisor for directly performing the property tax assessing function within the township and the supervisor subsequently fails to perform that function, the salary of the supervisor may be reduced by that portion of the supervisor's salary designated for the direct performance of the property tax assessment function; provided that in no event may that portion of a supervisor's salary designated for nonassessment functions be decreased during the supervisor's term of office without the supervisor's written consent.

**History:** Add. 1974, Act 175, Imd. Eff. June 23, 1974;—Am. 1977, Act 157, Imd. Eff. Nov. 8, 1977;—Am. 1982, Act 382, Eff. Mar. 30, 1983.

#### **42.7 Township board; meetings; conducting business at public meeting; notice of meeting; transacting business at special meeting; quorum; adjournment; rules and order of business; journal; voting; availability of certain writings to public; attendance and conduct at meetings; misconduct in office; sergeant-at-arms.**

Sec. 7. (1) The township board shall provide by resolution for the time, date, and place of the board's regular meetings, and shall hold at least 1 regular meeting each month. If a time set for the holding of a regular meeting of the township board is a holiday, then the regular meeting shall be held at the same time and place on the next day that is not a Saturday, Sunday, or holiday.

(2) A special meeting of the township board shall be called by the township clerk pursuant to subsection (3) on the written request of the supervisor or of 2 members of the township board and on at least 24 hours' written notice to each member of the township board. The notice shall designate the time, place, and purpose of the meeting and shall be served personally or left at the member's usual place of residence by the township clerk or someone designated by the township clerk.

(3) The business that the board may perform shall be conducted at a public meeting of the board held in compliance with the open meetings act, Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

(4) Business shall not be transacted at a special meeting of the township board unless the business has been stated in the notice of the meeting. However, if all the members of the board are present at a special meeting, then business that might lawfully come before a regular meeting of the board may be transacted at the special meeting.

(5) Four members of the township board are a quorum for the transaction of business at a meeting, but, in the absence of a quorum, 2 members may adjourn a regular or special meeting to a later date.

(6) The township board shall determine its own rules and order of business and shall keep a journal of its proceedings in the English language. The journal shall be signed by the supervisor and the township clerk. The vote upon the passage of an ordinance, and upon the adoption of a resolution and ordinance shall be taken by yes and no votes and shall be entered upon the record, except that if the vote is unanimous, it shall only be necessary to record that fact. Except as otherwise provided in this subsection, a member of the township board who is recorded as present shall vote on all questions decided by the board unless excused by the unanimous consent of the other members present. If, at a meeting of the township board, a member of the township board states that he or she desires to be appointed by the township board to fill a vacancy in a township office, that member may abstain from voting on the appointment to fill the vacancy.

(7) A writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function shall be made available to the public in compliance with the freedom of information act, Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

(8) The township board, by vote of not less than 2 members, may compel the attendance of board members and other officers of the township at a regular or special meeting and enforce orderly conduct in the meeting. A member of the board or any other officer of the township who refuses to attend a meeting or conduct himself or herself in an orderly manner is guilty of misconduct in office. The township marshal shall serve as the sergeant-at-arms of the township board in the enforcement of this section.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.7;—Am. 1949, Act 70, Eff. Sept. 23, 1949;—Am. 1977, Act 157, Imd. Eff. Nov. 8, 1977;—Am. 1992, Act 15, Imd. Eff. Mar. 16, 1992.

#### **42.8 Charter township board; monthly publication of proceedings; notices and ordinances; posting.**

Sec. 8. (1) The proceedings of the township board shall be published at least once each month. A publication of a synopsis of the proceedings, prepared by the township clerk and approved by the supervisor, showing the substance of each separate proceeding of the board is in compliance with this section.

(2) The board shall determine the method of publication of all notices, ordinances, and proceedings for which the method of publication is not prescribed by law.

(3) In making a determination under subsection (2), the board shall require 1 or both of the following:

(a) That publication be made in a newspaper published and circulated in the township or, if no such newspaper exists, then in one published in the county in which the township is located.

(b) That publication be made by posting in the office of the clerk and in 5 other public places in the township or by posting in the office of the clerk and on the township's website.

(4) If publication is made by posting under subsection (3)(b), a notice of the posting describing the purpose or nature of the notice, ordinance, or proceeding posted and the location of the places where posted shall be published at least once in a newspaper as required under subsection (3)(a) within 7 days of the posting.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.8;—Am. 1949, Act 70, Eff. Sept. 23, 1949;—Am. 2004, Act 406, Imd. Eff. Nov. 29, 2004.

#### **42.9 Township officers; powers and duties; additional officers, limitations.**

Sec. 9. The township supervisor, township clerk, township treasurer, justices of the peace, and constables in each charter township shall have and perform the duties and functions required of such officers by state law. The township board may, by resolution, upon the recommendation of the supervisor, or of the township superintendent if one shall be appointed, create such additional officers as may be necessary to administer the affairs of the township government, or may combine any administrative offices in any manner not inconsistent with state law, and prescribe the duties thereof. No creation of any additional administrative office or combination thereof shall abolish the offices of township clerk or township treasurer nor diminish any of the duties or responsibilities of those offices which are prescribed by state law.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.9.

#### **42.10 Township superintendent; appointment; delegation of powers and duties of township supervisor.**

Sec. 10. The township board in each charter township shall have power to appoint a township superintendent and may delegate to him any or all of the following functions and duties which functions and duties, unless so delegated, shall be exercised by the supervisor:

(a) To see that all laws and township ordinances are enforced;

(b) To manage and supervise all public improvements, works, and undertakings of the township;

(c) To have charge of the construction, repair, maintenance, lighting and cleaning of streets, sidewalks, bridges, pavements, sewers, and of all the public buildings or other property belonging to the township;

(d) To manage and supervise the operation of all township utilities;

(e) To be responsible for the preservation of property, tools, and appliances of the township;

(f) To see that all terms and conditions imposed in favor of the township or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed;

(g) To attend all meetings of the township board, with the right to take part in discussions, but without the right to vote;

(h) To be a member, ex officio, of all committees of the township board;

(i) To prepare and administer the annual budget under policies formulated by the township board and keep the said board fully advised at all times as to the financial condition and needs of the township;

(j) To recommend to the township board for adoption such measures as he may deem necessary or expedient;

(k) To be responsible to the township board for the efficient administration of all departments of the township government;

(l) To act as the purchasing agent for the township or, under his responsibility, delegate such duties to some other officer or employee;

(m) To conduct all sales of personal property which the township board may authorize to be sold;

(n) To assume all the duties and responsibilities as personnel director of all township employees or delegate such duties to some other officer or employee;

(o) To perform such other duties as may be prescribed by this act or required of him by ordinance or by direction of the township board, or which are not assigned to some other official in conformity with the provisions of this act.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.10;—Am. 1949, Act 70, Eff. Sept. 23, 1949.

#### **42.10a Township manager; employment; service; duties.**

Sec. 10a. If a township has not appointed a township superintendent under section 10, the township board may employ a township manager who shall serve at the pleasure of the township board and perform such duties lawfully delegated to the manager by the township board. The duties may include those that are

delegated by law to another township official if written consent has been granted by that official.

**History:** Add. 2003, Act 205, Imd. Eff. Nov. 26, 2003.

#### **42.11 Township superintendent; tenure; qualifications; residency requirements; waiver.**

Sec. 11. (1) The township superintendent shall hold office at the pleasure of the township board and shall be selected by the township board on the basis of training and ability alone, without regard to his or her political or religious preference.

(2) An individual who is not a resident of the township at the time of his or her appointment as township superintendent shall become a resident of the township within 90 days after his or her appointment and shall so remain throughout his or her tenure of office. An individual who is a resident of the township at the time of his or her appointment as township superintendent shall remain a resident of the township throughout his or her tenure of office. The requirements of this subsection may be waived by a resolution adopted by a vote of 2/3 of the members of the township board elected or appointed.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.11;—Am. 1990, Act 342, Imd. Eff. Dec. 21, 1990.

#### **42.11a Township assessors; appointment, powers and duties, compensation.**

Sec. 11a. In any charter township, in addition to the supervisor, the charter township board may provide for the appointment of assessors, not exceeding 2, for such charter township. Such assessors, when appointed, shall be clothed with all the powers and duties of supervisors in the assessment of property for taxation within such township and shall receive for their services such compensation as may be allowed by the charter township board. Whenever assessors shall be appointed, as in this act provided, the supervisor shall be the chief assessing officer and such assessors shall in all cases be subordinate to such supervisor. Upon completion of the assessment and the making of the rolls, such rolls shall be deposited with the supervisor.

**History:** Add. 1962, Act 145, Eff. Mar. 28, 1963.

#### **42.12 Township police force; establishment; township marshal, appointment; rules; policemen, powers and duties.**

Sec. 12. The township board in each charter township may provide for and establish a police force and authorize the supervisor, or the township superintendent if one has been appointed, to appoint, subject to the approval of the said board, a township marshal and such other policemen and watchmen as may be required to protect property and preserve the public welfare and safety in that portion of the township not included within the corporate limits of any village or villages located wholly or in part within the township. No police officer of any such village shall be ineligible for appointment as a member of the township police force, except that no village police officer shall serve as township marshal. The township board shall make all necessary rules for the government of the township police force and its members and shall prescribe the powers and duties of policemen and watchmen, and may invest them with such authority as may be necessary for the preservation of quiet and order and the protection of persons and property within that part of the township not located within the corporate limits of any village.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.12.

#### **42.13 Township fire department; establishment; township fire chief, appointment; rules and regulations; refusal to aid at fire, penalty.**

Sec. 13. The township board in each charter township shall have power to provide for and establish and maintain a fire department and authorize the supervisor, or the township superintendent if one has been appointed, to appoint, subject to the approval of the said board, a township fire chief and such other firemen as may be required to protect persons and property from the hazards of fire in that part of the township located outside the corporate limits of villages. The township board shall make and establish rules and regulations for the government of the department, the employes, firemen, and officers thereof; and for the care and management of the buildings, engines, apparatus, and equipment pertaining thereto. The township fire chief, or any officer acting as such, may command and require any person present at a fire to aid in the extinguishment thereof, and to assist in the protection of property thereat. If any person shall wilfully disobey any such requirement or other lawful order of any such officer, he shall be deemed guilty of a misdemeanor.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.13.

#### **42.13a Free public library; establishment and maintenance; conditions; ordinance; resolution; board of directors; appointment of library advisory committee; rules and regulations; state aid.**

Sec. 13a. (1) In a charter township in a county with a population of more than 750,000 but less than



2,000,000 that has not been located within the service area of an established free public library for the previous 3 years, the township board may establish and maintain a free public library.

(2) The board shall establish a free public library under subsection (1) by adopting an ordinance or passing a resolution as provided by law. The board shall file a copy of the ordinance or resolution with the department of education within 10 days after adoption or passage.

(3) The township board shall serve as board of directors for the library with final authority over all library matters. The township board shall appoint a library advisory committee consisting of 7 members holding staggered 3-year terms to advise the township board with regard to development, operation, and maintenance of the library. The township board may fill vacancies on the library advisory committee and may remove a member with or without cause.

(4) The township board shall establish the rules and regulations for the operation of the library, appoint a library director and authorize the hiring of qualified assistants, establish a separate and dedicated library fund, and pass any necessary ordinances governing the operations of the library.

(5) A free public library established and operated under this section is a public library for the purposes of the state aid to public libraries act, 1977 PA 89, MCL 397.551 to 397.576.

**History:** Add. 2006, Act 596, Imd. Eff. Jan. 3, 2007;—Am. 2012, Act 191, Imd. Eff. June 20, 2012.

#### **42.14 Charter township; power to acquire property; approval of electors.**

Sec. 14. Each charter township shall have power to acquire property for public purposes by purchase, gift, condemnation, lease, construction, or otherwise, and to maintain and operate public buildings, parks, and facilities needed in the performance of the powers and functions, expressed and implied, granted, possessed, and required of them by this act, or any other statute of the state of Michigan relating to townships and may sell and convey or lease any such property or part thereof which is not needed for public purposes: Provided, That no taxes shall be levied to acquire any such property, public building, park, or facility, unless such levy shall be approved by a majority of the electors of the township voting thereon at any regular or special township election.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.14;—Am. 1949, Act 70, Eff. Sept. 23, 1949.

#### **42.14a Bonds for public improvements; issuance; approval required; exceptions; limitation on net indebtedness; computation of net indebtedness; bonds subject to MCL 141.2101 to 141.2821.**

Sec. 14a. (1) The township may borrow money and issue bonds on the credit of the township for the purpose of constructing or otherwise acquiring a public improvement that the township is authorized to construct or otherwise acquire by law.

(2) Bonds shall not be issued, except special assessment bonds, bonds for the township portion of local improvements, and bonds that the township board is authorized by specific statute to issue without vote of the electors, unless approved by a majority of the electors voting on the bonds at a general or special election.

(3) The net indebtedness of the township incurred for all public purposes shall not exceed 10% of the assessed value of all real and personal property in the township. In computing the net indebtedness all of the following shall be deducted:

(a) Bonds issued in anticipation of the collection of special assessments, even though they are general obligations of the township.

(b) Revenue bonds, even though they are general obligations of the township.

(c) Bonds issued to comply with an order of the former water resources commission, the department of environmental quality, or a court of competent jurisdiction, even though they are a general obligation of the township.

(d) Bonds issued, or contract or assessment obligations incurred, for water supply, sewerage, drainage, solid waste disposal, and steam generation and distribution necessary to protect the public health by abating pollution, even though they are a general obligation of the township.

(e) Bonds issued or contract or assessment obligations incurred for the construction, improvement, or replacement of a combined sewer overflow abatement facility. As used in this subdivision:

(i) "Combined sewer overflow" means a discharge from a combined sewer system that occurs when the flow capacity of the combined sewer system is exceeded.

(ii) "Combined sewer overflow abatement facility" means any works, instrumentalities, or equipment necessary or appropriate to abate combined sewer overflows.

(iii) "Combined sewer system" means a sewer designed and used to convey both storm water runoff and sanitary sewage, and which contains lawfully installed regulators and control devices that allow for delivery of sanitary flow to treatment during dry weather periods and divert storm water and sanitary sewage to surface

waters during storm flow periods.

(iv) "Construction" means any action taken in the designing or building of a combined sewer overflow abatement facility. Construction includes, but is not limited to, all of the following:

(A) Engineering services.

(B) Legal services.

(C) Financial services.

(D) Design of plans and specifications.

(E) Acquisition of land or structural components, or both.

(F) Building, erection, alteration, remodeling, or extension of a combined sewer overflow abatement facility.

(G) Township supervision of the project activities described in sub-subparagraphs (A) to (F).

(v) "Improvement" means any action taken to expand, rehabilitate, or restore a combined sewer overflow abatement facility.

(vi) "Replacement" means any action taken to obtain and install equipment, accessories, or appurtenances during the useful life of a combined sewer overflow abatement facility necessary to maintain the capacity and performance for which the equipment, accessories, or appurtenances are designed and constructed.

(4) The resources of the sinking fund or debt retirement fund pledged for retirement of outstanding bonds shall also be deducted from the amount of the indebtedness.

(5) Bonds are issued subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.

**History:** Add. 1953, Act 188, Eff. Oct. 2, 1953;—Am. 1973, Act 82, Imd. Eff. July 31, 1973;—Am. 1979, Act 141, Imd. Eff. Nov. 7, 1979;—Am. 1995, Act 212, Imd. Eff. Nov. 29, 1995;—Am. 2002, Act 230, Imd. Eff. Apr. 29, 2002.

#### **42.15 Ordinances to provide for peace, health and safety; licenses, granting, fees, bonds.**

Sec. 15. The township board of any charter township may enact such ordinances as may be deemed necessary to provide for the public peace and health and for the safety of persons and property therein, and may by ordinance prescribe the terms and conditions upon which licenses may be granted, suspended, or revoked; and may in such ordinances require and exact payment of such reasonable sums for any licenses as it may deem proper. The persons receiving the licenses shall, before the issuing thereof, execute a bond to the township when required by any ordinance in such sum and with such securities as prescribed by such ordinance, conditioned for the faithful observance of this act, and the ordinance under which the license is granted.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.15;—Am. 1949, Act 70, Eff. Sept. 23, 1949.

#### **42.16 Streets, alleys, bridges and public places; regulation of use; record of ordinances, filing.**

Sec. 16. Except insofar as limited by state law and the provisions of this act, the township board shall have power to establish and vacate and use, and to control and regulate the use of the streets, alleys, bridges, and public places of the township and the space above and beneath them, such regulation of its streets, alleys, bridges, and public places shall be deemed a matter of local concern. Nothing in this act shall be construed to repeal or nullify the provisions of Act No. 221 of the Public Acts of 1937. Any ordinance concerning the operation of motor vehicles on any road, street or highway shall not become effective until 30 days after approval by the commissioner of the Michigan state police. A record of all ordinances so approved by the commissioner shall be kept on file in his office. Such power shall include, but not be limited to, the proper policing and supervision thereof; to the licensing and regulation, or the prohibition of the placing of signs, awnings, awning posts, and other things which are of such nature as to impede or make dangerous the use of sidewalks or streets, upon or over the sidewalks or streets of the township; and the licensing and regulation of the construction and use of openings in the sidewalks or streets, and of all vaults, structures, and excavations under the same.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.16;—Am. 1949, Act 70, Eff. Sept. 23, 1949.

**Compiler's note:** For provisions of Act 221 of 1937, referred to in this section, see MCL 750.497 and 750.498.

#### **42.17 Construction of buildings; powers and liabilities of charter townships as to public health and safety.**

Sec. 17. Charter townships shall have and possess and may exercise the same powers and shall be subject to the same liabilities as are possessed by cities to regulate the construction of buildings for the preservation of public health and safety, to regulate the conduct of business, and to provide for the public peace and health and for the safety of persons and property.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.17.

#### **42.18 Joint action with other governmental unit or agency.**

Sec. 18. Each charter township may join with any governmental unit or agency, or with any number or combination thereof, by contract or otherwise as may be permitted by law, to perform jointly, or by one or more, for or on behalf of the other or others, any power or duty which is permitted to be so performed by law or which is possessed or imposed upon each such governmental unit or agency.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.18.

#### **42.19 Ordinances, resolutions, rules and regulations of former township; continuation.**

Sec. 19. All ordinances, resolutions, rules, and regulations of a charter township which were in effect at the time such township became a charter township and which are not inconsistent with the laws of the state applicable to charter townships shall continue in full force as the ordinances, resolutions, rules, and regulations of the charter township until repealed or amended by action of the proper authorities.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.19;—Am. 1949, Act 70, Eff. Sept. 23, 1949.

#### **42.20 Legislation to be ordinance or resolution; form, passage, amendment, recording, authentication, and compilation of ordinances.**

Sec. 20. (1) Legislation of a charter township shall be by ordinance or by resolution. A resolution shall be limited to matters required or permitted to be done by resolution by this act or by state or federal law and to matters pertaining to the internal affairs or concerns of the township government. Any other act of the township board, and any act imposing a sanction for the violation of the act, shall be by ordinance. "Resolution" means the official action of the township board in the form of a motion.

(2) Each ordinance shall be identified by a number and a short title. Each proposed ordinance shall be introduced in written or printed form. The style of an ordinance shall be, "The charter township of ..... ordains:". Except in the case of an ordinance that is declared to be an emergency ordinance, an ordinance shall not be finally passed by the township board at the same meeting at which it is introduced, or before it is published in the form in which it is introduced. An ordinance shall not be revised, altered, or amended by reference to its title only, but the section or sections of the ordinance revised, altered, or amended shall be re-enacted and published at length. When enacted, an ordinance shall be immediately recorded by the township clerk in a book to be called "The ordinance book". The supervisor and township clerk shall authenticate the record by their official signatures on the record. The ordinances of each charter township shall be compiled and published in loose leaf or booklet form not less than once in every 10-year period.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.20;—Am. 1949, Act 70, Eff. Sept. 23, 1949;—Am. 1994, Act 13, Eff. May 1, 1994.

#### **42.21 Violation of ordinances; sanction; designation as civil infraction; act or omission constituting crime; penalty; distribution of fines.**

Sec. 21. (1) The township board shall provide in each ordinance a sanction for violation of the ordinance.

(2) Consistent with any of the following statutes, the township board may adopt an ordinance that designates a violation of the ordinance as a civil infraction and provides a civil fine for that violation:

- (a) The Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923.
- (b) 1969 PA 235, MCL 257.941 to 257.943.
- (c) 1956 PA 62, MCL 257.951 to 257.955.

(3) The township board may adopt an ordinance that designates a violation of the ordinance as a municipal civil infraction and provides a civil fine for that violation. An ordinance shall not designate a violation as a municipal civil infraction if that violation may be designated as a civil infraction under subsection (2). A statute may provide that a violation of a specific type of ordinance is a municipal civil infraction whether or not the ordinance designates the violation as a municipal civil infraction.

(4) An ordinance shall not make an act or omission a municipal civil infraction if that act or omission constitutes a crime under any of the following:

- (a) Article 7 of the public health code, 1978 PA 368, MCL 333.7101 to 333.7545.
- (b) The Michigan penal code, 1931 PA 328, MCL 750.1 to 750.568.
- (c) The Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923.
- (d) The Michigan liquor control code of 1998, 1998 PA 58, MCL 436.1101 to 436.2303.
- (e) Part 801 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.80101 to 324.80199.
- (f) The aeronautics code of the state of Michigan, 1945 PA 327, MCL 259.1 to 259.208.
- (g) Part 821 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.82101 to

324.82160.

(h) Part 811 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.81101 to 324.81150.

(i) Sections 351 to 365 of the railroad code of 1993, 1993 PA 354, MCL 462.351 to 462.365.

(j) Any law of this state under which the act or omission is punishable by imprisonment for more than 93 days.

(5) For an ordinance not described in subsection (2) or (3), punishment for a violation of the ordinance shall not exceed a fine of \$500.00 or imprisonment for 90 days, or both. However, unless otherwise provided by law, the ordinance may provide that a violation of the ordinance is punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both, if the violation substantially corresponds to a violation of state law that is a misdemeanor for which the maximum period of imprisonment is 93 days. In addition, a charter township may adopt section 625(1)(c) of the Michigan vehicle code, 1949 PA 300, MCL 257.625, by reference in an adopting ordinance and shall provide that a violation of that ordinance is a misdemeanor punishable by 1 or more of the following:

(a) Community service for not more than 360 hours.

(b) Imprisonment for not more than 180 days.

(c) A fine of not less than \$200.00 or more than \$700.00.

(6) Fines collected for the violation of the ordinances of a charter township shall be distributed as provided in section 8379 of the revised judicature act of 1961, 1961 PA 236, MCL 600.8379.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.21;—Am. 1949, Act 70, Eff. Sept. 23, 1949;—Am. 1978, Act 553, Imd. Eff. Dec. 22, 1978;—Am. 1994, Act 13, Eff. May 1, 1994;—Am. 1996, Act 36, Imd. Eff. Feb. 26, 1996;—Am. 1999, Act 58, Eff. Oct. 1, 1999;—Am. 2012, Act 8, Imd. Eff. Feb. 15, 2012.

#### **42.21a Police officers; right to pursue, arrest, and detain person outside of charter township limits.**

Sec. 21a. If a person has committed a civil infraction violation under the Michigan vehicle code, Act No. 300 of the Public Acts of 1949, being sections 257.1 to 257.923 of the Michigan Compiled Laws, within a charter township, or has committed or is suspected of having committed any crime within a charter township, or has escaped from any prison or jail in the charter township, the police officers of that charter township shall have the same right to pursue, arrest, and detain the person outside of the charter township limits as does the sheriff of the county.

**History:** Add. 1983, Act 9, Imd. Eff. Mar. 18, 1983.

#### **42.21b Police officer or constable; authority to execute bench warrant.**

Sec. 21b. A police officer of a charter township or, if authorized by the township board, a constable of a charter township has the same authority within the charter township as a deputy sheriff to execute a bench warrant for arrest issued by a court of record or a municipal court.

**History:** Add. 1992, Act 45, Imd. Eff. May 12, 1992.

#### **42.21c Regulation of recreational trailway; posting of ordinance; violation as municipal civil infraction; penalty.**

Sec. 21c. (1) An ordinance regulating a recreational trailway is not effective unless it is posted and maintained near each gate or principal entrance to the trailway.

(2) The operation of a vehicle on a recreational trailway at a time, in a place, or in a manner prohibited by an ordinance is a municipal civil infraction, whether or not so designated by the ordinance. A civil fine ordered for a municipal civil infraction described in this subsection shall not exceed the maximum amount of a fine provided by the ordinance or \$500.00, whichever is less. An act or omission described in this subsection is not a municipal civil infraction if that act or omission constitutes a violation or crime that section 21 prohibits an ordinance from designating as a municipal civil infraction.

**History:** Add. 1994, Act 82, Eff. Oct. 1, 1994.

#### **42.22 Ordinance; publication; effective date; publication of summary or true copy; catch lines required; drafting of summary.**

Sec. 22. An ordinance passed by a township board shall be published at least once. An ordinance is effective immediately upon its publication, unless a date upon which the ordinance shall become effective, which is subsequent to the date of the publication of the ordinance, is specifically provided in the ordinance. The publication of a summary or a true copy of an ordinance after final passage, as a part of the published proceedings of the township board, shall constitute publication of the ordinance. If a summary of an ordinance

is published, the township shall include in the publication the designation of a location in the township where a true copy of the ordinance can be inspected or obtained. Each section of an ordinance or a summary of an ordinance shall be preceded by a catch line. A summary of an ordinance may be drafted by the same person, corporation, partnership, firm, association, or other legal entity who drafted the ordinance or by the township board or township zoning board and shall be written in clear and nontechnical language.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.22;—Am. 1949, Act 70, Eff. Sept. 23, 1949;—Am. 1982, Act 345, Eff. Mar. 30, 1983.

#### **42.23 State law or standard code; adoption as township ordinance by citation; publication, distribution, charge.**

Sec. 23. The township board may adopt any provision of state law or any detailed technical regulations as a township ordinance or code by citation of such provision of state law or by reference to any recognized standard code, official or unofficial: Provided, That any such provision of state law or recognized official or unofficial standard code shall be clearly identified in the ordinance adopting the same as an ordinance of the township. Where any recognized official or unofficial standard code is so adopted, it may be published by providing to the public not less than 50 copies in book or booklet form, available for public distribution at a reasonable charge, and any amendment to or revision of such adopted code or detailed technical ordinance may be published in the same manner.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.23;—Am. 1949, Act 70, Eff. Sept. 23, 1949.

#### **42.24 Submission of itemized estimates of anticipated expenditures; preparation and submission of budget proposal; time.**

Sec. 24. On or before 150 days prior to the commencement of the fiscal year, each township officer shall submit to the supervisor, or to the township superintendent if such officer has been appointed, an itemized estimate of the anticipated expenditures of the township for the next fiscal year for the township activities under his or her charge. The supervisor, or township superintendent, as the case may be, shall prepare a complete itemized budget proposal for the next fiscal year and shall submit it to the township board not later than 120 days prior to the commencement of the fiscal year.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.24;—Am. 1988, Act 82, Eff. Apr. 1, 1988.

#### **42.25 Budget proposal; contents; commencement of fiscal year.**

Sec. 25. The budget proposal shall present a complete financial plan for the ensuing fiscal year, which shall commence on January 1 of each year and end on the following December 31, or in the alternative shall commence on April 1 of each year and end on the following March 31. In no event shall any fiscal year of a township be extended beyond 12 months. It shall include at least all of the following information:

(a) Detailed estimates of all proposed expenditures for each function and office of the township, showing the expenditures for corresponding items for the current and last preceding fiscal years, with reasons for increases and decreases recommended, as compared with appropriations for the current year.

(b) Statements of the bonded and other indebtedness of the township, showing the debt redemption and interest requirements, the debt authorized and unissued, and the condition of sinking funds, if any.

(c) Detailed estimates of all anticipated income of the township from sources other than taxes and borrowing, with a comparative statement of the amounts received by the township from each of the same or similar sources for the last preceding and current fiscal years.

(d) A statement of the estimated balance or deficit, as the case may be, from the end of the current fiscal year.

(e) An estimate of the amount of money to be raised by taxation and from delinquent taxes and the amount to be raised from bond issues which, together with income from other sources, will be necessary to meet the proposed expenditures.

(f) Such other supporting schedules as the township board considers necessary.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.25;—Am. 1988, Act 82, Eff. Apr. 1, 1988.

#### **42.26 Budget; notice, public hearing, prior public inspection.**

Sec. 26. A public hearing on the budget shall be held before its final adoption, at such time and place as the township board shall direct, and notice of such public hearing shall be published at least 1 week in advance by the township clerk. A copy of the proposed budget shall be on file and available to the public for inspection during office hours at the office of the township clerk for a period of not less than 1 week prior to such public hearing.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.26.

**42.27 Adoption of budget by township board; resolution; appropriation; tax levy; limitation; separate appropriation for fire and police departments; tax collection; interim budget.**

Sec. 27. (1) Except as otherwise provided by this subsection, prior to the commencement of the fiscal year, the township board shall, by resolution, adopt the budget for the next fiscal year, make an appropriation of the money needed for township purposes, and provide for a levy of taxes upon real and personal property. If a township operates on a calendar year budget cycle, a public hearing on the proposed budget shall be held not later than December 15 and adopted not later than December 31, in the year preceding the calendar year covered by the budget.

(2) The levy allowed under subsection (1) shall not exceed 1/10 of 1% of the assessed valuation of all real and personal property subject to taxation within the limits of a village located within the township and 1/2 of 1% of the assessed valuation of all real and personal property subject to taxation in the balance of the township. The electors of a charter township may increase the tax levy limitation not to exceed a total of 1% of the assessed valuation of all real and personal property in the township for a period not to exceed 20 years at 1 time.

(3) If a township has 1 or more villages that maintain either or both a fire department or a police department, the expense of a township fire department or police department shall be appropriated separately from the other expenses of the township and a tax levy for these expenses shall not be spread upon the township assessment roll against the property, either real or personal, located in these villages.

(4) The adoption of the resolution under this section is the final authority for the township supervisor to spread any approved levies upon the tax roll for the current year and to include the amount of each levy in his or her warrant to the township treasurer. The township treasurer shall collect and return the warrant as provided under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157.

(5) Within 60 days after the incorporation of a township as a charter township under this act, the township board shall, by resolution, adopt an interim budget until the commencement of the next fiscal year and make an appropriation from the funds and assets of the township available for these purposes.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.27;—Am. 1949, Act 70, Eff. Sept. 23, 1949;—Am. 1953, Act 188, Eff. Oct. 2, 1953;—Am. 1976, Act 90, Eff. Mar. 31, 1977;—Am. 1988, Act 82, Eff. Apr. 1, 1988;—Am. 2003, Act 191, Imd. Eff. Oct. 31, 2003.

**42.28 Budget or supplemental appropriations; expenditure, restrictions; unencumbered balances, transfer, reappropriation.**

Sec. 28. No money shall be drawn from the treasury of the township nor shall any obligation for the expenditure of money be incurred, except pursuant to the budget appropriation, or pursuant to any supplemental appropriation which may be made from surplus received. The township board may transfer any unencumbered appropriation balance, or any portion thereof, from 1 fund or agency to another. The balance in any appropriation, which has not been encumbered, at the end of the fiscal year shall revert to the general fund and be reappropriated during the next fiscal year.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.28;—Am. 1967, Act 34, Imd. Eff. June 6, 1967.

**42.29 Quarterly statement of estimated and actual income and expenses; submission by supervisor to township board; reduction of appropriations, exceptions.**

Sec. 29. At the beginning of each quarterly period during the fiscal year, and more often if required by the township board, the supervisor or the township superintendent, as the case may be, shall submit to the township board data showing the relation between the estimated and actual income and expenses to date; and if it shall appear that the income is less than anticipated, the township board may reduce appropriations, except amounts required for debt and interest charges, to such a degree as may be necessary to keep expenditures within the cash income.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.29.

**42.30 Annual audit of accounts; results, filing, public inspection; annual report of township business.**

Sec. 30. An independent audit shall be made of all accounts of the township government at least annually and more frequently if deemed necessary by the township board. Such audit shall be made by qualified accountants experienced in municipal accounting. The results of such audit shall be on file in the office of the township clerk and available to the public for inspection. An annual report of the township business shall be made available to the public by the township board in such form as will disclose pertinent facts concerning the activities and finances of the township government.

History: 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.30.

#### **42.31 Local or public improvements; approval; determination of necessity; special assessments; bonds.**

Sec. 31. Each charter township may make local or public improvements by paving streets that are not a part of the county highway system, laying curbs and gutters, installing elevated structures for foot travel over highways within the township with the written approval of the director of the state transportation department if the highways are state highways or with the written approval of the board of county road commissioners if the highways are county roads, laying sidewalks, installing solid waste disposal systems, steam generation and distribution, paving streets that are a part of the county highway system with the consent of and according to specifications of the county road commission, laying storm and sanitary sewers and separating storm water drainage and footing drains from sanitary sewers on privately owned property for a public purpose, installing water systems, and installing street and highway lighting systems, and further may maintain or operate these improvements. The township board of each charter township may determine the necessity of the local or public improvement and may determine that the whole or any part of the expense of the local or public improvement shall be defrayed by special assessment upon lands abutting upon and adjacent to or otherwise benefited by the improvement. A special assessment under this section shall be made in all respects as provided for the making of special assessments under 1954 PA 188, MCL 41.721 to 41.738. Each charter township may borrow money and issue bonds therefor in anticipation of the payment of special assessments, which may be an obligation of the special assessment district or may be both an obligation of the special assessment district and a general obligation of the township. Bonds issued under this act shall be issued in accordance with 1954 PA 188, MCL 41.721 to 41.738.

History: 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.31;—Am. 1960, Act 13, Imd. Eff. Apr. 13, 1960;—Am. 1964, Act 34, Imd. Eff. May 4, 1964;—Am. 1973, Act 82, Imd. Eff. July 31, 1973;—Am. 1979, Act 141, Imd. Eff. Nov. 7, 1979;—Am. 2002, Act 576, Imd. Eff. Oct. 3, 2002.

#### **42.32 Succession to properties of former township; suits or prosecutions, debts and liabilities, uncollected taxes and assessments.**

Sec. 32. All charter townships created under the provisions of this act shall succeed to and be vested with all the property, real and personal, moneys, rights, credits and effects, and of all records, files, books and papers belonging to such township as it formerly existed, and no rights or liabilities of the township which existed at the time it became a charter township, and no suit or prosecution of any kind commenced prior to and continuing at such time, shall be, in any manner, affected by such change, but the same shall continue, stand, or progress as if no such change had been made, and all debts and liabilities of the township and all taxes and assessments levied and uncollected at the time of such change shall stand until discharged or collected the same as if such change had not been made.

History: 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.32.

#### **42.33 Liberal construction of act.**

Sec. 33. The provisions of this act shall be liberally construed in the interest of the public health and welfare and the safety of persons and property within such townships as shall incorporate under the provisions of this act.

History: 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.33.

#### **42.34 Exemption of charter township from annexation to contiguous city or village; exceptions.**

Sec. 34. (1) A charter township existing on June 15, 1978, or a township incorporated after June 15, 1978 as a charter township that complies with the following standards, is exempt from annexation to any contiguous city or village except as provided in subsections (2) to (8):

(a) Has a state equalized valuation of not less than \$25,000,000.00.

(b) Has a minimum population density of 150 persons per square mile to be determined by the secretary of state by dividing the most recent regular or special census of population by the number of square miles then under the jurisdiction of the charter township not to include the population or territory within the jurisdiction of an incorporated village.

(c) Provides fire protection service by contract or otherwise.

(d) Is governed by a comprehensive zoning ordinance or master plan.

(e) Provides solid waste disposal services to township residents, within or without the township, by contract, license, or municipal ownership.

(f) Provides water or sewer services, or both, by contract or otherwise.

(g) Provides police protection through contract with the sheriff in addition to normal sheriff patrol, through an intergovernmental contract, or through its own police department.

(2) Notwithstanding subsection (1), the state boundary commission may, under procedures initiated and conducted under section 9 of the home rule city act, 1909 PA 279, MCL 117.9, order a portion or portions of a charter township to be annexed as necessary to eliminate free standing islands of the township completely surrounded by an annexing city, or to straighten or align the exterior boundaries of the city or village in a manner that the charter township and city or village contain uniform straight boundaries wherever possible.

(3) Notwithstanding subsection (1), a portion of a charter township, which charter township is contiguous on all sides with a city or village, may be annexed by that city or village with the approval of a majority of the electors in that portion of a charter township.

(4) Notwithstanding subsection (1), if a qualified elector does not reside in the territory proposed to be annexed that is contiguous to the city or village, other than the 1 or more persons petitioning, or if a petition signed by 1 or more persons, firms, corporations, the United States government, or the state or any of its subdivisions that collectively hold the equitable title as vendee under a recorded land contract or memorandum of land contract, or recorded legal title to more than 1/2 of the area of the land in the territory to be annexed is filed with the city or village and with the township board of the charter township in which the territory is situated, the annexation may be accomplished by the affirmative majority vote of the city council or village board of the city or village and the approval of the charter township board of the township.

(5) Notwithstanding subsections (1) and (3), a portion of a charter township contiguous to a city or village may be annexed to that city or village upon the filing of a petition with the county clerk which petition is signed by 20% of the registered electors in the area to be annexed and approval by a majority of the qualified and registered electors voting on the question in the city or village to which the portion is to be annexed, and the portion of the township which is to be annexed, with the vote in each unit to be counted separately.

(6) If a petition is filed as provided in subsection (5), the county clerk, after determining the validity of the petition, shall order a referendum on the question of annexation. This referendum shall occur within 1 year after the validation of the petitions. The referendum shall be held at the first primary or general election held in that county not less than 60 days after the validation of the petition, or in compliance with the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992.

(7) A village having a population of 4,200 or more shall not be annexed to a contiguous unit of government unless a majority of the qualified and registered electors residing within the village vote in favor of the annexation at an election held under the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992.

(8) The common boundary of a charter township and a city or village may be adjusted by resolution approved by a majority of each of the respective governing bodies after the governing bodies give 90 days' notice to property owners in the area proposed for the boundary adjustment, and the governing bodies conduct a public hearing on the proposed boundary adjustment.

**History:** 1947, Act 359, Eff. Oct. 11, 1947;—CL 1948, 42.34;—Am. 1978, Act 242, Imd. Eff. June 15, 1978;—Am. 1978, Act 591, Imd. Eff. Jan. 4, 1979;—Am. 1983, Act 136, Imd. Eff. July 18, 1983;—Am. 1984, Act 353, Eff. Mar. 29, 1985;—Am. 2003, Act 300, Eff. Jan. 1, 2005.



**RESOLUTION 2016-51**  
**(In Reference to Ordinance 2016-470)**

***PUBLIC SIDEWALK SNOW AND ICE REMOVAL  
PARKED MOTOR VEHICLES REMOVAL DURING SNOW EMERGENCIES ON  
PUBLIC STREETS AND ROADWAYS***

**Whereas;** the Township Board has determined that it is in the best interest of the public to establish requirements for snow and ice removal from public sidewalks to provide safe access for pedestrians; and

**Whereas,** the Washtenaw County Road Commission has adopted a snow removal policy which authorizes snow plowing on public residential streets when there is 4 inches or more of snow accumulation; and

**Whereas,** the Township Boards has determined that it is in the best interest of the public to establish requirements for removal of parked motor vehicles from public streets and roadways to facilitate clearing the streets for snow plows after a snow fall accumulation of 4 inches or more as determined by the Washtenaw County Road Commission; and

**Whereas,** Ordinance No. 2016 -470 sets forth (1) requirements for the removal of snow and ice from public sidewalks; 2) authorizes the Township's ~~Residential Services Director~~ **Office of Community Standards Director** to take action to remove snow and ice from public sidewalks that pose an immediate hazard to public safety; (3) establishes criteria for declaring a snow emergency when the snow accumulation is four inches or more; (4) requires that parked motor vehicles be removed from public streets and roadways throughout the Township when a snow emergency occurs; and (5) establishes violations of the Ordinance constitutes a civil infraction under Chapter 40 of the Township's Code of Ordinances;

**Now Therefore, be it resolved,** that Ordinance No. 2016-470 is hereby adopted by reference.

# CHARTER TOWNSHIP OF YPSILANTI

## PROPOSED ORDINANCE NO. 2016-470

*An Ordinance to Amend the Charter Township of Ypsilanti Code of Ordinances, Chapter 48 entitled Property Maintenance to add a Provision Regarding Snow Removal from Sidewalk and Snow Emergencies*

The Charter Township of Ypsilanti hereby ordains that the Charter Township of Ypsilanti Code of Ordinances, Chapter 48 entitled Property Maintenance, is amended as follows:

**Add: The following new provisions to Chapter 48 regarding snow removal from sidewalks and snow emergencies:**

### **A. Purpose and Intent.**

The purpose of this Ordinance is to:

- (1) provide standards for the proper maintenance, as it relates to the removal of snow and/or ice upon sidewalks for the safety of residents and those persons traversing the sidewalk and crosswalk area.
- (2) provide a mechanism for the Township to declare a snow emergency directing motor vehicle owners to remove parked vehicles from the public roadways to allow access for snow plowing to clear snow and ice from public roadways.

### **B. Snow and Ice Removal Requirements**

- (1) All owners of real property which have public sidewalks are required to remove snow and ice within 48 hours of accumulation. Ramps and walks leading to a public crosswalk are specifically included within the requirement of snow and ice removal within 48 hours. Sidewalks which are in the rear of a parcel or lot are not included within this requirement, unless the sidewalk is a public sidewalk.
- (2) The removal of ice or the accumulation of snow must provide for a clearance of an open pathway of at least 36 inches in width, or the full width of the sidewalk if smaller, for the length of the public sidewalk.
- (3) All owners of real property which have public sidewalks located in business zoning districts are required to remove snow and ice within 4 hours of accumulation or by the beginning of business hours on the next day, whichever is shorter. Ramps and walks leading to a public crosswalk are specifically included within the requirement of snow and ice removal within 4 hours or the beginning of business hours.
- (4) If ice or snow removal cannot be done without causing damage to the sidewalk, sand, sodium chloride, pet-friendly salt, or similar melting materials must be used to prevent the surface from being slippery, until the weather permits for the removal without the likelihood of sidewalk damage.

### **C. Sidewalk Snow and Ice Removal Enforcement.**

If a public sidewalk is not maintained as required by this article, the Director of Residential Services or his designee may have the snow or ice removed at the expense of the property owner. If an immediate hazard to public safety occurs, no prior notice shall be necessary before the snow or ice is removed at the direction of the Director of Residential Services. The actual costs of the snow or ice removal from a public sidewalk, together with an administrative fee as determined by resolution of the Township Board, shall be billed to the property 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.

#### ***D. Snow Emergency***

1. Whenever snow or ice has accumulated to a depth of four (4) or more inches on any public street or roadway within the Township, as determined by the Washtenaw County Road Commission authorizing snow plowing of residential streets and roadways, a snow emergency declaration shall automatically go into effect on all public streets and roadways within the Township.
2. During a declared snow emergency, no person shall park or allow to remain parked any vehicle on any public street or roadway within the Township. The prohibition does not apply to private drives, streets or roadways. Once a public street or roadway has been plowed the snow emergency ceases and parking is permitted until a subsequent snow emergency occurs.
3. The owner of any vehicle parked on a public street or roadway during a snow emergency may be cited for violation of this Ordinance and the law enforcement agency for the Township may authorize that motor vehicle be towed from the public street or roadway to permit access of snow plowing equipment. The motor vehicle owner is responsible for all costs and fees associated with illegally parked motor vehicles during a snow emergency.

#### ***E. Penalty. Civil Infraction.***

Violation of this ordinance constitutes a municipal civil infraction as provided in Chapter 40 of this Code.

#### ***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.

**CHARTER TOWNSHIP OF YPSILANTI**  
**PROPOSED**  
**ORDINANCE NO. 2016-470**

***Revised by Angela King for Discussion***

*An Ordinance to Amend the Charter Township of Ypsilanti  
Code of Ordinances, Chapter 48 entitled Property Maintenance to add a  
Provision Regarding Snow Removal from Public Sidewalks*

The Charter Township of Ypsilanti hereby ordains that the Charter Township of Ypsilanti Code of Ordinances, Chapter 48 entitled Property Maintenance, is amended as follows:

***Add: The following new provisions to Chapter 48 regarding snow removal from sidewalks and snow emergencies:***

***A. Purpose and Intent.***

The purpose of this Ordinance is to:

(1) provide standards for the proper maintenance, as it relates to the removal of snow and/or ice upon public sidewalks for the safety of residents and pedestrians using public sidewalks and crosswalk areas.

***B. Definitions.***

As used in this article the term “public sidewalk” means a public walkway designed for the use of pedestrians. Public ramps leading to public sidewalks are expressly included within the meaning of the term “public sidewalk”. A “public sidewalk” does not include a bike path designed for bicycle use.

***B – Snow and Ice Removal Requirements***

- (1) All owners of real property which have public sidewalks are required to remove snow and ice within 48 hours of accumulation. Ramps and public sidewalks leading to a public crosswalk are specifically included within the requirement of snow and ice removal within 48 hours. Public sidewalks which are in the rear of a parcel or lot are not included within this requirement, unless the sidewalk is a public sidewalk.
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- (3) All owners of real property which have public sidewalks located in business zoning districts are required to remove snow and ice within 4 hours of accumulation or by the beginning of business hours on the next day, whichever is shorter. Ramps and public sidewalks leading to a public crosswalk are specifically included within the requirement of snow and ice removal within 4 hours or beginning of business hours. Public sidewalks which are in the rear of a parcel or lot are not included within this requirement, unless the sidewalk is a public sidewalk.
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***D. Penalty. Civil Infraction.***

Violation of this ordinance constitutes a municipal civil infraction as provided in Chapter 40 of this Code.

***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.

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



Charter Township of Ypsilanti  
Residential Services Division

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 484.0073  
Fax: (734)544.3501

[www.ytown.org](http://www.ytown.org)

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# MEMORANDUM

To: Ypsilanti Township Board of Trustees  
From: Jeff Allen, Director – Residential Services Department  
Date: November 7, 2016  
RE: 2017 Compost Pricing schedule

Please find attached the proposed 2017 Compost Information sheet.

We have not changed any pricing for 2017, however, we are proposing a few changes for 2017.

We are proposing not to accept the following in the coming year:

- \*Antifreeze/motor oil/oil filters
- \*Rims with tire on it- we will not longer accept any type of tire, even with rim.
- \* Re-iterate that household batteries are a trash item & not to be recycled. These will be trashed.

Recently, we have been subjected to more and more scrutiny over the oil we collect. Essentially everyone is now requiring larger volumes and pre-sampling before they will accept it. If it is deemed bad, we will have to pay extra to dispose of this as a hazardous waste. We have been accepting oil without sampling, not knowing if it is clean.

Also, our Metal Recycling company has also informed us they will not accept the volume of tires in the loads.

Residents with the need to dispose of these will have to utilize the Hazardous Waste drop out on Zeeb Rd.

We are also proposing to change the 8 hour (Monday-Friday) daily window that we are open. We wish to move to an 8 am-4 pm schedule as opposed to the 9am – 5 pm current time.

This time change will allow us to get in more yard waste in the early am, when our Waste Management trucks are running, as well as Canton's yard waste.

## Compost Site

2600 East Clark Rd., Ypsilanti, MI 48198 - Phone: 734.482.6681



### Acceptable Items for Composting

- Brush, Grass, Leaves, Woodchips

### Acceptable Items for Recycling

- Automobile Batteries
- Freon related items:
  - Freezer, de-humidifier, refrigerator, water cooler, air-conditioner, etc.
- Household Recycle Items
- Scrap Metal – **no metal fencing**
- White Goods: i.e., dryer, stove, humidifier, washer, water heater, etc.

### Acceptable Items For Refuse Dumpster

- Carpet
- Drywall
- Furniture
- Household batteries
- Landscaping Timbers
- Lumber
- Mattress/Box Spring
- Paint (**dried latex only**)
- Shingles

### Unacceptable Items For Refuse Dumpster

- Computer & related items
- Concrete, wire
- Fencing Fabric
- Fluorescent tubes/bulbs
- Household chemicals
- Paint (oil based/enamel)
- Propane Tanks
- Tires (with or without rims)

## 2017 Price Menu

<u>Item</u>	<u>Ypsilanti Township</u>	<u>City of Ypsilanti</u>	<u>Superior Township</u>	<u>All Others</u>
Compost	2 yds. free (add'l \$8/yd.)	\$12/yd	\$12/yd	\$12/yd
Wood Chips	3 yds. free (add'l \$7.50/yd.)	\$7.50/yd	\$7.50/yd	\$7.50/yd
Wood Mulch	\$13.50 yd	\$13.50 yd	\$13.50/yd	\$13.50/yd
Screened Asphalt Millings	\$10.00 yd	\$10.00 yd	\$10.00 yd	\$10.00 yd
Unscreened Asphalt Millings	\$8.00 yd	\$8.00 yd	\$8.00 yd	\$8.00 yd
Yard Waste	No charge Twp. Resident	Invoice City \$11.50/yd	\$11.50/yd.**	\$13/yd
Wood > 1 ft. diameter	\$13/yd	\$13/yd	\$13/yd	\$13/yd
Trash – 1 cyd. min.	\$15/yd	\$22/yd	\$22/yd.**	\$22/yd
Scrap Metal	No Fee	No Fee	No Fee	No Fee
Automobile Batteries	No Fee	No Fee	No Fee	No Fee
Freon related items	\$5.00 each	\$20.00 each	\$20.00 each**	\$20.00 each

### Hours of Operation

**April – November / Monday – Friday / 8:00 a.m. – 4:00 p.m.**

**Saturday 9:00 a.m. – 4:00 p.m.**

**Winter Hours: December – March / Saturday ONLY / 9:00 a.m. – 4:00 p.m.**

\*\*Superior residents eligible for max. reimbursement of \$50.00 one time per year.

Cash or check only. Please check in with gate attendant - proof of residency required.

PLEASE DO NOT LEAVE MATERIALS OUTSIDE GATE

All prices set at a minimum charge.

# REVIEW AGENDA

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- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA



# OTHER DISCUSSION

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- A. BOARD MEMBERS HAVE THE OPPORTUNITY TO DISCUSS ANY OTHER PERTINENT ISSUES



# Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK KAREN LOVEJOY ROE • TREASURER LARRY DOE  
TRUSTEES: JEAN HALL CURRIE • STAN ELDRIDGE • MIKE MARTIN • SCOTT MARTIN

## **REGULAR MEETING AGENDA**

**TUESDAY, NOVEMBER 15, 2016**

**7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC COMMENTS
4. CONSENT AGENDA
  - A. MINUTES OF THE NOVEMBER 1, 2016 WORK SESSION AND REGULAR MEETING
  - B. STATEMENTS AND CHECKS
    1. STATEMENTS AND CHECKS FOR NOVEMBER 15, 2016 IN THE AMOUNT OF \$1,099,440.30
    2. CHOICE HEALTH CARE DEDUCTIBLE ACH EFT FOR OCTOBER 2016 IN THE AMOUNT OF \$25,357.61
    3. CHOICE HEALTH CARE ADMIN FEE FOR SEPTEMBER 2016 IN THE AMOUNT OF \$1,200.00
  - C. OCTOBER 2016 TREASURER'S REPORT
5. SUPERVISOR REPORT
6. CLERK REPORT
7. TREASURER REPORT
8. TRUSTEE REPORT
9. ATTORNEY REPORT
  - A. GENERAL LEGAL UPDATE

### **OLD BUSINESS**

1. RESOLUTION 2016-44, SUPERVISOR'S WAGE  
(TABLED AT THE NOVEMBER 1, 2016 REGULAR MEETING)
2. RESOLUTION 2016-45, CLERK'S WAGE  
(TABLED AT THE NOVEMBER 1, 2016 REGULAR MEETING)
3. RESOLUTION 2016-46, TREASURER'S WAGE  
(TABLED AT THE NOVEMBER 1, 2016 REGULAR MEETING)

## **NEW BUSINESS**

1. BUDGET AMENDMENT #16
2. RESOLUTION 2016-57, AUTHORIZING THE DIVISION OF PLATTED LOTS IN THE WASHTENAW CLUBVIEW SUBDIVISION
3. RESOLUTION 2016-59, AUTHORIZING THE ROAD NAME CHANGE OF RILEY COURT TO HARVEY PLACE
4. REQUEST FOR AUTHORIZATION TO SIGN PURCHASE AGREEMENT WITH DTE FOR THE INSTALLATION OF TWO (2) OVERHEAD FED 135 WATT AUTOBAHN LED FIXTURES WITH GRAY HOUSINGS MOUNTED ON 17' 6" STEEL ARMS ATTACHED TO TWO NEW WOOD POLES IN THE AMOUNT OF \$4,174.42 TO BE LOCATED AT THE BUS STOP ON ECORSE RD. BETWEEN REDWOOD AVENUE AND ROSEWOOD AVENUE BUDGETED IN LINE ITEM #101-956-000-926-050
5. REQUEST FOR AUTHORIZATION TO SIGN THE PURCHASE AGREEMENT WITH DTE FOR THE INSTALLATION OF ONE (1) OVERHEAD FED 135 WATT AUTOBAHN LED FIXTURE WITH GRAY HOUSINGS MOUNTED ON 17' 6" STEEL ARM ATTACHED TO A NEW WOOD POLE IN THE AMOUNT OF \$1,988.61 TO BE LOCATED ON S. GROVE RD. AT HARRY STREET BUDGETED IN LINE ITEM #101-956-000-926-050

## **OTHER BUSINESS**

### **AUTHORIZATIONS AND BIDS**

1. REQUEST OF ANGELA VERGES, RECREATION SUPERINTENDENT TO SEEK BIDS FOR THE PRINTING OF THE "DISCOVER YPSILANTI TOWNSHIP RECREATION GUIDE"
2. REQUEST OF TRAVIS MCDUGALD, IS MANAGER TO ACCEPT THE LOW PROPOSAL FROM CLEARRATE COMMUNICATION TO PROVIDE TELEPHONE UTILITY SERVICES IN THE AMOUNT OF \$618.00 PER MONTH AND TO AUTHORIZE SIGNING OF NECESSARY DOCUMENTS CONTINGENT UPON ATTORNEY REVIEW
3. REQUEST OF TRAVIS MCDUGALD, IS MANAGER TO ACCEPT THE LOW PROPOSAL OBTAINED THROUGH THE MICHIGAN INTERGOVERNMENTAL TRADE NETWORK (MITN) FOR THE PURCHASE OF WINDOWS SERVER 2016 LICENSING FROM CIVITAS IT IN THE AMOUNT OF \$26,043.68 BUDGETED IN LINE ITEM #101-266-000-977-001

# PUBLIC COMMENTS

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# **CONSENT AGENDA**

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**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE NOVEMBER 1, 2016 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 5:07 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 Larry Doe, Trustees: Stan Eldridge, Scott Martin, M. Martin (absent from work session)

**Members Absent:** Trustee Jean Hall Currie

**Legal Counsel:** Wm. Douglas Winters

**1. REQUEST TO ENTER INTO EXECUTIVE SESSION TO DISCUSS LEGAL WRITTEN  
OPINION IN REGARD TO THE COMPREHENSIVE DEVELOPMENT  
AGREEMENT**

**A motion was made by Trustee S. Martin, supported by Trustee Eldridge to Enter into Executive Session to Discuss Legal Written Opinion in Regard to the Comprehensive Development Agreement.**

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

**The motion carried unanimously.**

**Supervisor Stumbo declared the Board to go into Executive Session at 5:07 p.m.**

**Supervisor Stumbo called the return to Work Session at 6:16 p.m.**

**2. AGENDA REVIEW**

**A. RESOLUTION 2016-43, 2017 FISCAL YEAR BUDGET (PUBLIC HEARING  
SET AT THE OCTOBER 18, 2016 REGULAR MEETING)**

Supervisor Stumbo explained the board had reviewed the proposed budget and now the Public Hearing would be held to present it to Township Residents. She said

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 1, 2016 WORK SESSION MINUTES  
PAGE 2**

there would be a vote tonight whether to adopt Resolution 2016-43, 2017 Fiscal Year Budget. Trustee Eldridge asked if this budget would include salaries. Supervisor Stumbo explained that the Board needed to adopt salary resolutions for the non-union employees, Supervisor, Clerk and Treasurer. The Resolution proposes a 1.5% increase. She stated that if the resolutions are not passed then the salaries would remain the same. Javonna Neel, Accounting Director stated she had omitted a vacant position in the Fire Fund and she added it back into the line item and that was the only addition to the proposed budget. Supervisor Stumbo stated that in the Recreation Fund the 2<sup>nd</sup> Clerical position was not funded and the employee in that position posted on a newly created position in OCS. She said Angela Verges, Recreation Director agreed to keep the 2<sup>nd</sup> clerical position vacant for six months to see if the position should be reinstated.

**A. MINUTES OF THE OCTOBER 18, 2016 WORK SESSION AND REGULAR MEETING**

**B. STATEMENTS AND CHECKS**

**1. STATEMENTS AND CHECKS FOR NOVEMBER 1, 2016 IN THE AMOUNT OF \$389,782.00**

**ATTORNEY REPORT**

**A. GENERAL LEGAL UPDATE**

Attorney winters stated he would give his report at the regular board meeting.

**NEW BUSINESS**

**1. BUDGET AMENDMENT #15**

Clerk Lovejoy Roe stated that this was a request to increase budget for legal services for court prosecution and domestic violence. Supervisor Stumbo stated the increase was necessary due to the increased drunk driver, drugged drivers, and domestic violence incidents which were higher than anticipated. She said that

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 1, 2016 WORK SESSION MINUTES  
PAGE 3**

there were 90 more cases of drunk and drug driving than in the previous year. Supervisor Stumbo said that the Township of Ypsilanti along with Pittsfield Township, Washtenaw County Road Commission and MDOT were being sued by the AACIL regarding sidewalks. She said that AACIL is suing because of an Engineering defect with the sidewalks in our community.

**2. REQUEST AUTHORIZATION TO APPROVE THE COMPREHENSIVE DEVELOPMENT AGREEMENT BETWEEN THE WILLOW RUN ARSENAL OF DEMOCRACY LANDHOLDINGS LIMITED PARTNERSHIP, (“WARD”), AMERICAN CENTER FOR MOBILITY (“ACM”), AND THE CHARTER TOWNSHIP OF YPSILANTI**

Supervisor Stumbo stated the American Center for Mobility would be at the board meeting tonight to give a small presentation and show a site plan for their development.

**3. REQUEST AUTHORIZATION OF FIVE (5) TERMINATION AND RELEASE OF EASEMENTS BY YPSILANTI COMMUNITY UTILITY AUTHORITY AND YPSILANTI TOWNSHIP WHICH WERE RECORDED 1) DECEMBER 6, 1949 IN LIBER 10101 PAGE 467 WAYNE COUNTY RECORDS, 2) OCTOBER 3, 1963 IN LIBER 1044 PAGE 612 WASHTENAW COUNTY RECORDS, 3) JUNE 24, 1963 IN LIBER 1032 PAGE 346 WASHTENAW COUNTY RECORDS, 4) FEBRUARY 19, 1964 IN LIBER 1060 PAGE 44 WASHTENAW COUNTY RECORDS AND 5) FEBRUARY 26, 1963 IN LIBER 1019 PAGE 98 WASHTENAW COUNTY RECORDS**

Supervisor Stumbo explained that the Township along with YUCA would terminate and release the easements on the former GM property so the American Center for Mobility may obtain them.



**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 1, 2016 WORK SESSION MINUTES  
PAGE 4**

**4. REQUEST OF HABITAT FOR HUMANITY FOR FUNDS FOR THE RENOVATION OF 1540 MCCARTHY IN THE AMOUNT OF \$22,000.00 BUDGETED IN LINE ITEM #101-950-000-969-010**

Supervisor Stumbo stated this property, which needs a lot of work, would be another property that Habitat will rehabilitate in Ypsilanti Township.

**5. REQUEST OF MIKE SARANEN, HYDRO OPERATIONS FOR AUTHORIZATION OF 1) ACCESS AGREEMENT BETWEEN WAYNE DISPOSAL AND YPSILANTI TOWNSHIP AND 2) CONSTRUCTION ACCESS AGREEMENT BETWEEN ARM HOLDINGS AND YPSILANTI TOWNSHIP**

Supervisor Stumbo stated that the request from Mike Saranen was needed to do the Tyler Dam and Pond Project. She said the pre-construction meeting was today and the YCUA portion would begin in ten days by lowering the pond.

**6. 1<sup>ST</sup> READING OF RESOLUTION 2016-58, PROPOSED ORDINANCE 2016-471, AN ORDINANCE AMENDING ORDINANCE 74, THE TOWNSHIP ZONING CODE, REGARDING DEFINITIONS TO UPDATE THE DEFINITION OF FAMILY AND DEFINE THE TERM ROOMING HOUSE**

Joe Lawson, Planning Director explained that there have been issues in the past with people renting out rooms in their home creating a rooming house situation. He said there was a definition now in the ordinance that the township could use for enforcement. He said Ben Carlisle from Carlisle Wortman, who was our new Planning Consultant, has reviewed our ordinance and has strengthen the definitions so we could enforce the rooming house issue that we have in our single family residential districts more effectively in the future.

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 1, 2016 WORK SESSION MINUTES  
PAGE 5**

**7. REQUEST OF BRIAN MCCLEERY, ASSISTANT ASSESSOR FOR APPROVAL TO  
ENTER INTO NEGOTIATIONS TO SELL TOWNSHIP OWNED PROPERTY  
LOCATED ON HUBBARD AVE. PARCEL #K-11-21-180-005**

Supervisor Stumbo stated that the negotiated agreement would be brought back to the Board for approval.

**8. RESOLUTION 2016-44 SUPERVISOR'S WAGE**

Supervisor Stumbo stated that the Trustees would like to table the Supervisor, Clerk, and Treasurer wage Resolutions until the next Board meeting November 15, 2016. Trustee S. Martin stated that the Trustees would want language in place for all the elected officials so what happened when they had a Trustee who did not come to meetings for 2 years and received compensation would not happen again. Supervisor Stumbo asked if two Trustees could meet with one elected official to go over the draft that Trustee Eldridge handed out at the last board meeting. She said there were things in the draft that needed to be addressed. Trustee Eldridge stated he knew that they were restricted in some ways by state law and he agreed he would have two Trustees and one fulltime Official meet and revise a policy before the next board meeting.

**9. RESOLUTION 2016-45, CLERK'S WAGE**

**10. RESOLUTION 2016-46, TREASURER'S WAGE**

**11. RESOLUTION 2016-47, TRUSTEE'S WAGE**

Supervisor Stumbo stated that the Trustees' would be paid per meeting and not a salary.

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 1, 2016 WORK SESSION MINUTES  
PAGE 6**

**12. RESOLUTION 2016-48, WAGES FOR NON-UNION AND CONFIDENTIAL  
EMPLOYEES**

Supervisor Stumbo stated there would be one change she would ask the Board to make in this Resolution. She said she would like the Board to increase Magistrate Nelsons' salary by \$5,000.00 for 2017. She said Magistrate Nelson was both a Magistrate and an Administrator for 14B Court. Supervisor Stumbo said Judge Pope had met with her and shared other salaries in our area for Magistrates which were \$10,000.00 to \$20,000.00 higher than Ypsilanti Township.

**13. RESOLUTION 2016-56, FEE SCHEDULE AND VALUATION DATA FOR  
BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, SIGN AND BIKE PATH  
PERMITS**

Mike Radzik, OCS Director explained the fee schedule for the trades which are the building permits that our building department sells to our customers in addition to our building permits. Supervisor Stumbo questioned that they cannot charge these fees to make a profit. Alex Mamo, Chief Building Official stated that now that the Township has their own Inspectors we get higher quality inspections.

The Board adjourned the work session meeting at approximately 6: 54 p.m.

Respectfully Submitted,

Karen Lovejoy Roe, Clerk

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE NOVEMBER 1, 2016 REGULAR BOARD MEETING**

Supervisor Stumbo called the meeting to order at approximately 7:03 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 Larry Doe, Trustees: Stan Eldridge, Scott Martin, M. Martin

**Members Absent:** Trustee Jean Hall Currie

**Legal Counsel:** Wm. Douglas Winters

**PUBLIC HEARING**

**A. 7:00pm – RESOLUTION 2016-43, 2017 FISCAL YEAR BUDGET (PUBLIC HEARING SET AT THE OCTOBER 18, 2016 REGULAR MEETING)**

**Supervisor Stumbo declared the Public Hearing opened at 7:04PM**

Supervisor Stumbo explained that there were several meetings on the budget. She said the adopted budget would be printed and available for any resident and it would be available on the Ypsilanti Township website. Supervisor Stumbo stated that each line item in the budget is explained.

**There were no comments.**

**Supervisor Stumbo declared the Public Hearing closed at 7:05p.m.**

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Resolution 2016-43, 2017 Fiscal Year Budget (see attached).**

Supervisor Stumbo stated it was the second year that Ypsilanti Township had an increase in revenue and our taxable value of 1.1%. Supervisor Stumbo said that meant it was the second year of stability in the Township. She said that from 2008 to 2014 Ypsilanti Township fell 34% in taxable value and with the American Center for Mobility and other growth in the Township she said Ypsilanti Township had weathered the storm and has a bright future.

**The motion carried unanimously.**

**PUBLIC COMMENTS**

Arloa Kaiser, Township Resident suggested that the township representative for the neighborhood watch meetings announce the snow removal ordinance so the residents would be warned about the change. Supervisor Stumbo stated that although the ordinance has not

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 1, 2016 REGULAR MEETING MINUTES  
PAGE 2**

been approved yet, township residents have received a copy of the proposed ordinance at neighborhood watch meetings.

**CONSENT AGENDA**

**A. MINUTES OF THE OCTOBER 18, 2016 WORK SESSION AND REGULAR MEETING**

**B. STATEMENTS AND CHECKS**

**1. STATEMENTS AND CHECKS FOR NOVEMBER 1, 2016 IN THE AMOUNT OF \$389,782.00**

**Clerk Lovejoy Roe made a motion, supported by Trustee S. Martin to approve the Consent Agenda.**

**The motion carried unanimously.**

**ATTORNEY REPORT**

Supervisor Stumbo said the Attorney would do his report later because he was out of the room.

**NEW BUSINESS**

**1. BUDGET AMENDMENT #15**

**Clerk Lovejoy Roe, supported by Treasurer Doe to approve Budget Amendment #15 (see attached).**

**The motion carried unanimously.**

**2. REQUEST AUTHORIZATION TO APPROVE THE COMPREHENSIVE DEVELOPMENT AGREEMENT BETWEEN THE WILLOW RUN ARSENAL OF DEMOCRACY LANDHOLDINGS LIMITED PARTNERSHIP, ("WRAD"), AMERICAN CENTER FOR MOBILITY ("ACM"), AND THE CHARTER TOWNSHIP OF YPSILANTI**

Attorney Winters stated that the Comprehensive Development Agreement had been discussed extensively in closed session prior to the regular board meeting this evening. He said that tonight would become a historical milestone not only in Ypsilanti Township but in the County and State of Michigan. Attorney Winters stated the township was at the beginning of a tremendous revolution in how transportation would be viewed and what would evolve over the next 20-30 years because of this agreement between the Charter Township of Ypsilanti, the Willow Run Arsenal of Democracy and the American Center for Mobility. Attorney Winters explained that Racer Trust acquired the property of the former GM plant and on

**CHARTER TOWNSHIP OF YPSILANTI**  
**NOVEMBER 1, 2016 REGULAR MEETING MINUTES**  
**PAGE 3**

November 4, 2016 Racer Trust would sell the property to WRAD-Willow Run Arsenal for Democracy and WRAD would lease the property to ACM-The American Center for Mobility to develop the autonomous vehicle research facility. He said that ACM was planning to invest \$80 million dollars into this development. Attorney Winters said that because federal dollars were involved in this project there was a commitment to follow the Federal Davis Bacon Act that ensures contractors pay their employees the prevailing wage and fringe benefits. He stated that with this development there would be many benefits for Ypsilanti Township including the creation of approximately 1500 jobs and residents of Ypsilanti Township and Washtenaw County would be given preference when hiring for services, materials, contractors, etc. Attorney Winters explained that although we have a Renaissance Zone which allows for the exemption of real and personal property taxes for a 15 year period, he said that it was not exactly exempted for 15 years because in year 13 they would pay 25% of taxes, year 14 they would pay 50% of taxes, and year 15 they would pay 75% of property taxes. Attorney Winters stated that during the initial 12 year period there would be significant tax revenue coming to the Township through the form of a payment in lieu of taxes, it's referred to as a PILOT, which includes recognition that the Township would have Fire, Police, and Fire Pension obligations and the PILOT payment would take into consideration the 10.03 mils that would normally be levied against the property if it was not for the Renaissance Zone. He said right now whatever investment would be made to this property it would have a payment equivalent to the 10.03 mils. He said as an example in 2017 before any investment was made, the Township would receive a PILOT payment of \$18,337.00 and that amount would be what the township would generate in tax revenue to the Township if there was not a Renaissance Zone. Attorney Winters said this agreement would require WRAD and ACM to pay the Township \$18,337.00 until investment was made into the property. He said once the investment was made from the \$80 million in to the property they would be paying the investment amount at 10.03 mils plus the \$18,337.00 to the Township each year. He said as an example in year 2 if there was a \$10 million dollar investment it would generate approximately \$50,000 in tax revenue to the Township but would add the \$18,337.00 to make the PILOT payment, \$68,000.00. Attorney Winters stated that if the \$80 million dollars was invested in the property as projected the payment to the Township would be approximately \$450,000.00 plus, a year to the Township. He said in addition to the payment obligations through the pilot process there would be a \$1 million dollar payment to the Township as an initial payment separate from the annual PILOT payment. He said on November 4, 2016 when the sale was completed the Township would receive from WRAD a payment of \$700,000.00 within 10 days after the closing. Attorney Winters stated the Township was in the process of doing mandated work from MDEQ on the Tyler Dam and Pond which would result in the lowering of Tyler Pond. He said because the lowering the Tyler Pond also ties into the ACM project the Township would receive an additional \$300,000.00 when the Tyler Dam project was completed which was estimated to be in December 2016. He said the work on the Tyler Dam and Pond was mandated from the State and required the Township to pay for the project which was estimated to be 2 million dollars. He said that the dollars coming to the Township from this agreement would be put toward the Townships' obligation to do the repairs to the Tyler Dam

**CHARTER TOWNSHIP OF YPSILANTI**  
**NOVEMBER 1, 2016 REGULAR MEETING MINUTES**  
**PAGE 4**

project. He said having these funds would alleviate the Township from having to assess its' residents in that district to help pay for the improvement. Attorney Winters said that when you have a special assessment district you have to assess all the property owners according to the amount of property they own. He said township residents would not be responsible to pay for the Tyler Dam improvements because of the development with ACM. He said that it was to the benefit of both entities to expedite this process to get the project up and running. He said we were in a race with other tax savvy countries who are working on developing autonomous vehicles across the world. Attorney Winters said that Ford Motor Company was committed to having an autonomous vehicle available to the public by 2020-2021. Attorney Winters stated this development in Ypsilanti Township was a tremendous opportunity for the Township to showcase to the entire world why this area was the premiere location for this type of facility.

John Maddox, President and CEO of ACM stated that approximately 35,000 people are killed from accidents on our roadways every year and its' been happening since the 1950's. He said it has almost been accepted, the number of people who die each year on our roads. Mr. Maddox explained that the connected and automated vehicle technology means that the technology is connected which means the vehicles talk to each other and to the roadside, automated means they drive themselves or at least some portion of the driving task is done by the vehicle. He said those two key technologies are critical and would have prevented many of the accidents that happen on our roadways. He said the technology won't eliminate all crashes and there are still a number of challenges ahead. He said it would take a number of years before we see the real high levels of automation. Mr. Maddox stated it would take a lot of work from car companies and other related transportation companies to prove the technology. He said that is what they would build at Willow Run and where the technology can be proven. Mr. Maddox said it would be a proving ground for the automated and connected vehicle technology. He said that manufacturers need a place to prove their vehicle first to themselves and then to others and where they can work together to create standards. Mr. Maddox stated that they are building a place where manufacturers can prove out their product, where we can all feel much more safe about the product that would be put out on public roads, and its' a place where manufacturers and government agencies can work together to create these standards. He said that ACM was a non-profit focused on vehicle safety testing and standards creation. Mr. Maddox explained the phases in building the facility over the next four years. He said they would build a facility that to the vehicle would look like the real world. He said they would have a highway loop but it would not be a speed testing facility. Mr. Maddox said the facility would look like a downtown city and they would also have residential areas where vehicles may drive up to 50 mph. He said the facility would include rural area and campus areas. He said the only real building they would put up would be in the campus area of the facility were they would have their office. Mr. Maddox thanked everyone for the partnership.

Eric Schner, Michigan Economic Development Corporation thanked everyone involved for the partnership and the vision for this development. He said November 4, 2016 would be a big day for making this a reality. Mr. Schner stated

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 1, 2016 REGULAR MEETING MINUTES  
PAGE 5**

they believe companies would want to move into this community to be close to this facility. He said they have a similar entity with the EPA emission laboratory where many companies that were not in Michigan made their first investments in Michigan because they had to use that laboratory and believe the same would happen at ACM at Willow Run.

**A motion was made by Treasurer Doe, supported by Trustee M. Martin to Approve Request Authorization to Approve the Comprehensive Development Agreement Between the Willow Run Arsenal of Democracy Landholdings Limited Partnership, (“WRAD”), American Center of Mobility (“ACM”), and the Charter Township of Ypsilanti.**

Clerk Lovejoy Roe thanked ACM for coming to Ypsilanti Township and said she appreciated all those involved with making this happen. She said she appreciates Supervisor Stumbo and Attorney Winters for the long hours they spent working to get this development into Ypsilanti Township.

Supervisor Stumbo stated this was a historic moment in Ypsilanti Township. She said this will be the worlds’ largest proving ground. She said two years ago she walked the 300 acres with people from a company who were from the Netherlands and they were very excited with this site. She said they took a picture because she said she told them this was going to happen. She said they have a testing facility in the Netherlands but it was nothing compared to what will be built in Ypsilanti Township. Supervisor Stumbo stated it was amazing what could be done when people work together. She said that several meetings included Secretary Fox, Governor Snyder, Representatives from our state, CEO’s from Toyota, Ford, and GM where they worked together to bring ACM to Willow Run. She said it would preserve the name of Willow Run which was historic for Ypsilanti Township. She said that it was June, 2009 when it was announced GM was closing in Ypsilanti Township. She said it was a \$1 million dollar revenue loss to the Township but with the employees in Ypsilanti Township and our residents working together to get through the hard times the light and hope is here tonight and reality is that because this development is coming, the future is bright for Ypsilanti Township. Supervisor Stumbo thanked Mr. Maddox and Mr. Schner for coming and welcomed them to Ypsilanti Township.

**The motion carried unanimously.**



**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 1, 2016 REGULAR MEETING MINUTES  
PAGE 6**

- 3. REQUEST AUTHORIZATION OF FIVE (5) TERMINATION AND RELEASE OF EASEMENTS BY YPSILANTI COMMUNITY UTILITY AUTHORITY AND YPSILANTI TOWNSHIP WHICH WERE RECORDED 1) DECEMBER 6, 1949 IN LIBER 10101 PAGE 467 WAYNE COUNTY RECORDS, 2) OCTOBER 3, 1963 IN LIBER 1044 PAGE 612 WASHTENAW COUNTY RECORDS, 3) JUNE 24, 1963 IN LIBER 1032 PAGE 346 WASHTENAW COUNTY RECORDS, 4) FEBRUARY 19, 1964 IN LIBER 1060 PAGE 44 WASHTENAW COUNTY RECORDS AND 5) FEBRUARY 26, 1963 IN LIBER 1019 PAGE 98 WASHTENAW COUNTY RECORDS**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee S. Martin to Approve the Request Authorization of Five (5) Termination and Release of Easements by Ypsilanti Community Utility Authority and Ypsilanti Township which were Recorded 1) December 6, 1949 in liber 10101 Page 467 Wayne Count Records, 2) October 3, 1963 in Liber 1044 Page 612 Washtenaw County Records, 3) June 24, 1963 in Liber 1032 Page 346 Washtenaw County Records, 4) February 19, 1964 in Liber 1060 Page 44 Washtenaw County Records and 5) February 26, 1963 in Liber 1019 Page 98 Washtenaw County Records.**

**The motion carried unanimously.**

- 4. REQUEST OF HABITAT FOR HUMANITY FOR FUNDS FOR THE RENOVATION OF 1540 MCCARTHY IN THE AMOUNT OF \$22,000.00 BUDGETED IN LINE ITEM #101-950-000-969-010**

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Request of Habitat for Humanity for Funds for the Renovation of 1540 McCarthy in the Amount of \$22,000.00 Budgeted in Line Item #101-950-000-969-010.**

**The motion carried unanimously.**

- 5. REQUEST OF MIKE SARANEN, HYDRO OPERATIONS FOR AUTHORIZATION OF 1) ACCESS AGREEMENT BETWEEN WAYNE DISPOSAL AND YPSILANTI TOWNSHIP AND 2) CONSTRUCTION ACCESS AGREEMENT BETWEEN ARM HOLDINGS AND YPSILANTI TOWNSHIP**

**A motion was made by Trustee S. Martin, supported by Treasurer Doe, to Approve Request of Mike Saranen, Hydro Operations for Authorization of 1) Access Agreement Between Wayne Disposal and Ypsilanti Township and 2) Construction Access Agreement Between Arm Holdings and Ypsilanti Township.**

**The motion carried unanimously.**

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 1, 2016 REGULAR MEETING MINUTES  
PAGE 7**

**6. 1<sup>ST</sup> READING OF RESOLUTION 2016-58, PROPOSED ORDINANCE 2016-471, AN ORDINANCE AMENDING ORDINANCE 74, THE TOWNSHIP ZONING CODE, REGARDING DEFINITIONS TO UPDATE THE DEFINITION OF FAMILY AND DEFINE THE TERM ROOMING HOUSE**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to Approve 1<sup>st</sup> Reading of Resolution 2016-58, Proposed Ordinance 2016-471, and Ordinance Amending Ordinance 74, the Township Zoning Code, Regarding Definitions to Update the Definition of Family and Define the Term Rooming House (see attached).**

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

**The motion carried unanimously.**

**7. REQUEST OF BRIAN MCCLEERY, ASSISTANT ASSESSOR FOR APPROVAL TO ENTER INTO NEGOTIATIONS TO SELL TOWNSHIP OWNED PROPERTY LOCATED ON HUBBARD AVE. PARCEL #K-11-21-180-005**

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Request of Brian McCleery, Assistant Assessor for Approval to Enter into Negotiations to Sell Township Owned Property Located on Hubbard Ave. Parcel #K-11-21-180-005.**

**The motion carried unanimously.**

**8. RESOLUTION 2016-44 SUPERVISOR'S WAGE**

**9. RESOLUTION 2016-45, CLERK'S WAGE**

**10. RESOLUTION 2016-46, TREASURER'S WAGE**

**A motion was made by Trustee Martin, supported by Trustee Eldridge to Table Items 8, 9 and 10 until the next Board Meeting on Tuesday, November 15, 2016.**

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

**The motion carried unanimously.**

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 1, 2016 REGULAR MEETING MINUTES  
PAGE 8**

**11. RESOLUTION 2016-47, TRUSTEE'S WAGE**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee S. Martin to Approve the Resolution 2016-47, Trustee's Wage (see attached).**

Supervisor Stumbo stated that the Trustees' would not have a salary but would be paid per meeting.

**The motion carried unanimously.**

**12. RESOLUTION 2016-48, WAGES FOR NON-UNION AND CONFIDENTIAL EMPLOYEES**

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve the Resolution 2016-48, Wages for Non-Union and Confidential Employees (see attached).**

**The motion carried unanimously.**

**13. RESOLUTION 2016-56, FEE SCHEDULE AND VALUATION DATA FOR BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, SIGN AND BIKE PATH PERMITS**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee S. Martin to Approve the Resolution 2016-56, Fee Schedule and Valuation Data for Building, Electrical, Plumbing, Mechanical, Sign and Bike Path Permits (see attached).**

Trustee S. Martin thanked Alex Mamo, Chief Building Official for the work involved in bringing this forward.

Mike Radzik, OCS Director stated the Fund balance in 2004 was \$750,000.00 and in 2011 it dropped over \$200,000.00, in the last three years 2012-2015 it slowly increased due to not replacing the staff we lost and the building of houses began to increase. He said having replaced some staff they are now using some of the Fund balance once again. He said they only want to bring in enough funds to support the Building Department and not make a profit. He said he feels the schedule will be cost effective and fair.

**The motion carried unanimously.**

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 1, 2016 REGULAR MEETING MINUTES  
PAGE 9**

**14. REQUEST TO SET A PUBLIC HEARING FOR TUESDAY, DECEMBER 6, 2016 AT APPROXIMATELY 7:00PM FOR THE CREATION OF A SPECIAL ASSESSMENT DISTRICT FOR THE TREMONT SUBDIVISION STREETLIGHTS**

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Request to Set a Public Hearing for Tuesday, December 6, 2016 at Approximately 7:00PM for the Creation of a Special Assessment District for the Tremont Subdivision Streetlights**

**The motion carried unanimously.**

**OTHER BUSINESS**

**AUTHORIZATION AND BIDS**

**1. REQUEST TO WAIVE THE FINANCIAL POLICY AND APPROVE THE QUOTE FROM ANN ARBOR AUDIO AS A SINGLE SOURCE PROVIDER FOR THE REPLACEMENT OF THE SOUND SYSTEM IN THE BOARD ROOM IN THE AMOUNT OF \$20,908.00 BUDGETED IN LINE ITEM #101-265-000-977-000**

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Request to Waive the Financial Policy and Approve the Quote from Ann Arbor Audio as a Single Source Provider for the Replacement of the Sound System in the Board Room in the Amount of \$20,908.00 Budgeted in Line Item #101-265-000-977-000.**

Supervisor Stumbo stated that the new system would make things easier to hear and easier to use than the one we currently have. She said the system should be installed within the next 30 days.

**The motion carried unanimously.**

**2. REQUEST AUTHORIZATION FOR THE PRINTING AND MAILING OF POSTCARDS FOR AN MDOT INFORMATIONAL MEETING REGARDING US12/DORSET AVENUE IMPROVEMENTS IN AN AMOUNT NOT TO EXCEED \$1,600.00 BUDGETED IN LINE ITEM #101-267-000-900-000 FOR THE POSTCARDS AND POSTAGE BUDGETED IN LINE ITEM #101-267-000-730-000**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to Approve Request Authorization for the Printing and Mailing of Postcards for an MDOT Informational Meeting Regarding US12/Dorset Avenue Improvements in an Amount No to Exceed \$1,600.00 Budgeted in Line Item #101-267-000-900-000 for the Postcards and Postage Budgeted in Line Item #101-267-000-730-000.**

**The motion carried unanimously.**

**CHARTER TOWNSHIP OF YPSILANTI  
NOVEMBER 1, 2016 REGULAR MEETING MINUTES  
PAGE 10**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee S. Martin to Adjourn.**

**The motion carried unanimously.**

The meeting was adjourned at approximately 8:32p.m.

Respectfully Submitted,

Brenda L. Stumbo, Supervisor  
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

**Resolution No. 2016-43  
Charter Township of Ypsilanti  
2017 Fiscal Year Budget**

**WHEREAS** the Township Supervisor has prepared and submitted to the Township Board the proposed budgets for calendar year 2017; and

**WHEREAS** the Township Board has advertised the tentative millage rates in the Washtenaw Legal News and held the public hearing on November 1, 2016 on the budget and the tentative millage rates pursuant to Section 16 of the Uniform Budgeting Accounting Act (Truth in Budgeting); and

**WHEREAS** the Township Board has reviewed the proposed tax rates and budgets,

**NOW THEREFORE BE IT RESOLVED** that the Charter Township of Ypsilanti Board of Trustees adopts the 2017 Fiscal Year Budget by cost center, as follows:

**General Fund Expenditures**

101	Township Board	\$	144,194
137	Due Process		240,000
171	Supervisor		269,089
201	Accounting		295,779
202	Independent Auditing		31,000
209	Assessing		433,806
210	Legal Services		207,310
215	Clerk		465,358
227	Human Resources		207,848
247	Board of Review		2,055
253	Treasurer		374,377
265	Building Operations		474,099
266	Computer Support		535,537
267	General Services		145,100
371	Community Development		201,192
400	Planning Commission		4,716
410	Zoning Board of Appeals		1,894
446	Highways and Streets		332,613
762	RSD Administration		69,088
774	RSD Park and Grounds		581,319
780	RSD Storm Water Management		25,000
851	Fringes and Insurance		7,750
950	Community Stabilization		1,165,000
956	Other Functions		964,532
999	Other Financing Uses		843,455
	<b>Total General Fund Expenditure by Department:</b>	<b>\$</b>	<b>8,022,111</b>
<b>Fire Department - Fund 206</b>			
206	Fire Department	\$	3,593,124
220	Civil Service Commission		19,520
852	Pension and Insurance		1,393,100
970	Capital Outlay		65,000
975	Federal Grant Department		-
	<b>Total Fire Department Fund by Department</b>	<b>Total:</b>	<b>\$ 5,070,744</b>
<b>Parks Commission - Fund 208</b>		<b>Total:</b>	<b>\$ 7,600</b>
<b>Bike Path, Sidewalk, Recreation, Roads, Operations - Fund 212</b>			
212	BSR II-Operations	\$	753,519
230	BSR II-Recreation		0
584	BSR II-Golf Course		-
970	Capital Outlay		-
991	Debt Service		678,000
	<b>Total BSR II Fund by Department</b>	<b>Total:</b>	<b>\$ 1,431,519</b>
<b>Environmental Clean Up - Fund 225</b>		<b>Total:</b>	<b>\$ 44,800</b>
<b>Environmental Services - Fund 226</b>		<b>Total:</b>	<b>\$ 2,617,429</b>
<b>Recreation - Fund 230</b>		<b>Total:</b>	<b>\$ 813,973</b>
<b>14B Court - Fund 236</b>		<b>Total:</b>	<b>\$ 1,480,766</b>
<b>Housing &amp; Business Inspection - Fund 248</b>		<b>Total:</b>	<b>\$ 320,069</b>
<b>Building Department - Fund 249</b>		<b>Total:</b>	<b>\$ 725,942</b>
<b>Local Development Finance Authority - Fund 250</b>		<b>Total:</b>	<b>\$ 217,026</b>
<b>Hydro Station - Fund 252</b>		<b>Total:</b>	<b>\$ 390,343</b>
<b>Law Enforcement - Fund 266</b>			
301	Sheriff Services	\$	6,718,289
304	Ordinance		303,415
	<b>Total Law Enforcement Fund by Department</b>	<b>Total:</b>	<b>\$ 7,021,704</b>

General Obligation Debt - Fund 301		\$	480,000
Debt Fund Series B Bonds - Fund 397	Total:	\$	507,000
Debt 2006 Bond - Fund 398	Total:	\$	230,740
Capital Improv-Seaver Infrastr - Fund 498	Total:	\$	7,714
Golf Course - Fund 584	Total:	\$	801,337
Compost - Fund 590	Total:	\$	455,385
Motor Pool - Fund 595	Total:	\$	250,031
Nuisance Abatement - Fund 893	Total:	\$	38,597
<b>Grand Total:</b>		<b>\$</b>	<b>30,934,830</b>

**BE IT FURTHER RESOLVED** that the revenues, transfers in and appropriations of prior year fund balances are estimated as follows:

**Revenues:**

Revenues		\$	8,288,806
Transfer-in			
Appropriation of prior year fund balance			-
<b>General Fund - 101</b>	<b>Total:</b>	<b>\$</b>	<b>8,288,806</b>

Revenues		\$	4,960,088
Transfer-in			-
Appropriation of prior year fund balance			110,656
<b>Fire Department Fund - 206</b>	<b>Total:</b>	<b>\$</b>	<b>5,070,744</b>

Revenues		\$	7,500
Transfer-in			-
Appropriation of prior year fund balance			100
<b>Parks Commission Fund - 208</b>	<b>Total:</b>	<b>\$</b>	<b>7,600</b>

Revenues		\$	1,155,999
Transfer-in			363,455
Appropriation of prior year fund balance			-
<b>Bike Path, Sidewalk, Recreation, Roads, Operations - 212</b>	<b>Total:</b>	<b>\$</b>	<b>1,519,454</b>

Revenues		\$	-
Transfer-in			-
Appropriation of prior year fund balance			44,800
<b>Environmental Clean Up Fund - 225</b>	<b>Total:</b>	<b>\$</b>	<b>44,800</b>

Revenues		\$	2,469,825
Transfer-in			-
Appropriation of prior year fund balance			147,604
<b>Environmental Services Fund - 226</b>	<b>Total:</b>	<b>\$</b>	<b>2,617,429</b>

Revenues		\$	319,250
Transfer-in			494,723
Appropriation of prior year fund balance			-
<b>Recreation Fund - 230</b>	<b>Total:</b>	<b>\$</b>	<b>813,973</b>

Revenues		\$	1,517,300
Transfer-in			-
Appropriation of prior year fund balance			-
<b>14B Court - 236</b>	<b>Total:</b>	<b>\$</b>	<b>1,517,300</b>

Revenues		\$	283,600
Transfer-in			-
Appropriation of prior year fund balance			36,469
<b>Building Rental Inspection Fund - 248</b>	<b>Total:</b>	<b>\$</b>	<b>320,069</b>

Revenues		\$	604,600
Transfer-in			-
Appropriation of prior year fund balance			121,342
<b>Building Department Fund - 249</b>	<b>Total:</b>	<b>\$</b>	<b>725,942</b>

Revenues	\$	143,526	
Transfer-in		-	
Appropriation of prior year fund balance		73,500	
<b>Local Development Finance Authority Fund - 250</b>	<b>Total:</b>	<b>\$</b>	<b><u>217,026</u></b>
Revenues	\$	350,200	
Transfer-in		44,800	
Appropriation of prior year fund balance		-	
<b>Hydro Station Fund - 252</b>	<b>Total:</b>	<b>\$</b>	<b><u>395,000</u></b>
Revenues	\$	6,821,367	
Transfer-in		-	
Appropriation of prior year fund balance		200,337	
<b>Law Enforcement Fund- 266</b>	<b>Total:</b>	<b>\$</b>	<b><u>7,021,704</u></b>
Revenues	\$	-	
Transfer-in	\$	480,000	
Appropriation of prior year fund balance	\$	-	
<b>General Obligation Debt Fund - 301</b>	<b>Total</b>	<b>\$</b>	<b><u>480,000</u></b>
Revenues	\$	-	
Transfer-in		480,000	
Appropriation of prior year fund balance		27,000	
<b>Debt Fund Series B Bonds - 397</b>	<b>Total:</b>	<b>\$</b>	<b><u>507,000</u></b>
Revenues	\$	-	
Transfer-in		224,740	
Appropriation of prior year fund balance		6,000	
<b>Debt 2006 Bond Fund - Fund 398</b>	<b>Total:</b>	<b>\$</b>	<b><u>230,740</u></b>
Revenues	\$	-	
Transfer-in		-	
Appropriation of prior year fund balance		7,714	
<b>Capital Improv-Seaver Infrastr - Fund 498</b>	<b>Total:</b>	<b>\$</b>	<b><u>7,714</u></b>
Revenues	\$	532,200	
Transfer-in		188,796	
Appropriation of prior year fund balance		80,341	
<b>Golf Course Fund - 584</b>	<b>Total:</b>	<b>\$</b>	<b><u>801,337</u></b>
Revenues	\$	423,300	
Transfer-in		-	
Appropriation of prior year fund balance		32,085	
<b>Compost Site Fund - 590</b>	<b>Total:</b>	<b>\$</b>	<b><u>455,385</u></b>
Revenues	\$	245,620	
Transfer-in		-	
Appropriation of prior year fund balance		4,411	
<b>Motorpool Fund - 595</b>	<b>Total:</b>	<b>\$</b>	<b><u>250,031</u></b>
Revenues	\$	38,000	
Transfer-in		-	
Appropriation of prior year fund balance		597	
<b>Nuisance Abatement Fund - 893</b>	<b>Total:</b>	<b>\$</b>	<b><u>38,597</u></b>
	<b>Grand Total:</b>	<b>\$</b>	<b><u><u>31,330,651</u></u></b>

**BE IT FURTHER RESOLVED** that the Township Supervisor is authorized to approve transfers of budgetary funds within a cost center in consultation with the effected Department Director and/or the Accounting Director; and

**BE IT FURTHER RESOLVED** that increases to fund budgets must be authorized by the Township Board; and

**BE IT FURTHER RESOLVED** that the following property tax revenues and tax rates be authorized and that the Township Treasurer is ordered to levy such funds and rates, and collect and deposit to the various specific uses and funds as required by ordinance or resolution;

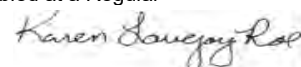


**Property Tax Revenues and Rates:**

<u>Operating</u>	<u>Rate</u>	<u>Revenue</u>
General	1.0262	\$ 1,179,322
Fire Department	3.1068	\$ 3,570,374
Solid Waste	2.1425	\$ 2,462,188
Law Enforcement	5.9154	\$ 6,798,053
Bike Path, Sidewalk, Recreation, Roads, Operation	1.0000	\$ 1,149,213
<b>Operating Total:</b>	<u>13.1909</u>	<u>\$ 15,159,150</u>
<u>Debt</u>		
Fire Pension	1.2000	\$ 1,379,055
<b>Debt Total:</b>	<u>1.2000</u>	<u>\$ 1,379,055</u>
<b>Grand Total:</b>	<u><b>14.3909</b></u>	<u><b>\$ 16,538,205</b></u>

**BE IT FURTHER RESOLVED** that the Township will levy the 1% Tax Administration fee on property taxes collected by the Township Treasurer on behalf of other governmental units, as permitted by State Law.

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. 2016-43 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on November 1, 2016.



**CHARTER TOWNSHIP OF YPSILANTI  
2016 BUDGET AMENDMENT #15**

November 1 , 2016

**101 - GENERAL OPERATIONS FUND**

Total Increase \$87,700.00

Request to increase budget for legal services for court prosecution and domestic violence. The increase is necessary due to the increased number of drunk and drugged drivers and the domestic violence is higher than anticipated. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$41,700.00
		Net Revenues	<u><u>\$41,700.00</u></u>
Expenditures:	Legal Services - Prosecution	101-137-000-801.014	\$35,100.00
	Legal Services - Domestic Violence	101-137-000-801.020	\$6,600.00
		Net Expenditures	<u><u>\$41,700.00</u></u>

Request to increase legal services for the Township which were more this year than anticipated. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$46,000.00
		Net Revenues	<u><u>\$46,000.00</u></u>
Expenditures:	Legal Services	101-210-000-801.002	\$46,000.00
		Net Expenditures	<u><u>\$46,000.00</u></u>

Motion to Amend the 2016 Budget (#15):

Move to increase the General Fund budget by \$87,700 to \$8,843,957 and approve the department line item changes as outlined.

# CHARTER TOWNSHIP OF YPSILANTI

## RESOLUTION NO. 2016-58 (In Reference to Ordinance 2016-471)

*Amending the Charter Township of Ypsilanti  
Zoning Code Section 201, Ordinance 74, entitled "Definitions"*

**Whereas**, the Charter Township of Ypsilanti ("Township") Zoning Code currently contains a definition of the term "family" which the Township's Planning Commission has recommended be replaced with a definition of the term which clarifies the precise meaning of the term as it is used within the Township's Zoning Code; and

**Whereas**, the Township's Zoning Code does not contain a definition of the term "rooming house" and the Township Planning Commission has recommended that a definition of the term be included in the definitions section of the Township Zoning Code to clarify what is meant when the term is used within the Zoning Code; and

**Whereas**, Township Ordinance 2016-471, repeals the current definition of the term "family" that appears in the Township Zoning Code, and replaces it with a new, updated definition of the word "family" recommended by the Township Planning Commission; and

**Whereas**, Township Ordinance 2016-471, defines the term "rooming house" as used within the Zoning Code;

**Now therefore**, be it resolved that Ordinance 2016-471, is hereby adopted by reference.

# **PROPOSED ORDINANCE 2016-471**

## ***An Ordinance Amending Ordinance No. 74, the Township Zoning Code, Regarding Definitions***

***The Charter Township of Ypsilanti hereby ordains*** that Ordinance No. 74, **the Ypsilanti Township Zoning Code**, adopted May 18, 1994, shall be amended as follows:

I. **Delete** in its entirety the definition of “family” set forth in section 201 of the Township Zoning Code.

II. **Add** the following new definition:

**Family:**

1. A single individual or a number of individuals domiciled together whose relationship is of a continuing nontransient, domestic character and who are cooking and living together as a single, nonprofit housekeeping unit, related by the bonds of consanguinity, marriage, or adoption, together with servants of the principal occupants and not more than one (1) additional unrelated person, with all of such individuals being domiciled together as a single, domestic, housekeeping unit in a dwelling.
2. The functional equivalent of the domestic family, that is, persons living together in a dwelling unit whose relationship is of a permanent and distinct character and is the functional equivalent of a domestic family, with a demonstrable and recognizable bond which constitutes the functional equivalent of the bonds which render the domestic family a cohesive unit. This definition shall not include any rooming house, society, club, fraternity, sorority, association, lodge, coterie organization or group whose association is temporary or seasonal in character or nature. For the purposes of enforcement, it is presumed that a functional equivalent of a domestic family is limited to six (6) or fewer persons.

III. Add the following new definition to section 201 of the Zoning Code:

**Rooming House:**

1. A residential building where rooms or suites of rooms are rented, under separate concurrent rental agreements for compensation, by arrangement for definite periods, where the renters use common facilities, such as hallways and bathrooms. A rooming house shall not include hotels, motels, apartment houses, tourist

homes, one-family dwellings, two and multi-family dwellings or fraternity and sorority houses.

**Severability**

In the event that any one or more sections, provisions, phrases or words of this ordinance shall be found to be invalid by a Court of competent jurisdiction, such holding shall not affect the validity nor the enforceability of the remaining sections, provisions, phrases or words of this Ordinance unless expressly so determined by a Court of competent jurisdiction.

**Non Exclusivity**

The prohibitions and penalties provided for in this Ordinance shall be in addition to, and not exclusive of, other prohibitions and penalties provided for by other law, ordinance, or rule/regulation.

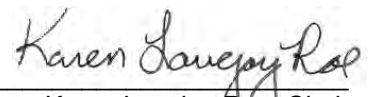
**Publication**

This Ordinance shall be published in a newspaper of general circulation as required by law.

**Effective date**

This Ordinance shall become effective upon 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 approval of the first reading of Proposed Ordinance No. 2016-471 by the Charter Township of Ypsilanti Board of Trustees assembled at a regular meeting held on November 1, 2016. The second reading is scheduled to be heard on December 6, 2016.



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Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI  
RESOLUTION NO. 2016-47**

**ESTABLISH TOWNSHIP TRUSTEES' SALARY**

**WHEREAS**, a new policy was adopted at the October 18, 2016 Township Board meeting that included compensation for Township Trustees;

**NOW THEREFORE BE IT RESOLVED** that the salary of the office of Trustee will be \$0 annually.

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. 2016-47 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on November 1, 2016.



Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

# CHARTER TOWNSHIP OF YPSILANTI

## RESOLUTION NO. 2016-56

### FEE SCHEDULE AND VALUATION DATA FOR BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, SIGN AND BIKE PATH PERMITS

**WHEREAS**, Section 6 and 22 of Act 230 of the Public Acts of 1972, being the State Construction Code Act of 1972 provides for the establishment and collection of fees; and

**WHEREAS**, Article II of the Buildings and Building Regulations Code of the Charter Township of Ypsilanti assures responsibility for the administration and enforcement within the township of the State Construction Code Act of 1972 as amended, and the building, plumbing, mechanical, and electrical codes promulgated thereunder, as amended; and

**WHEREAS**, the Township Board has established other permits to be administered by the Building Department and establishes fees for said permits; and

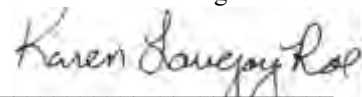
**WHEREAS**, the Township Board last reviewed Mechanical, Electrical and Plumbing permit fees on March 16, 2004 and Building permit fees on December 16, 2014.

**NOW, THEREFORE, BE IT RESOLVED** that the attached said fees, valuation data and inspection policy are hereby established.

**BE IT FURTHER RESOLVED** that all previous resolutions regarding fees or valuation data for building, electrical, plumbing, mechanical, sign or bike path permit fees are hereby revoked.

**BE IT FURTHER RESOLVED** that Resolution 2016-56 shall become effective January 1, 2017.

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. 2016-56 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on November 1, 2016.



Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti



# FEE SCHEDULE AND VALUATION DATA FOR BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, SIGN AND BIKE PATH PERMITS

**An administrative investigative fee of \$100 shall be assessed  
if a permit was not obtained prior to the commencement of work**

## 2016 BUILDING PERMIT FEE SCHEDULE

Minimum Fee .....	\$50.00
Contractor Registration Fee.....	\$15.00
All Re-Inspection Fees .....	\$50.00
Permit Cancellation Fee .....	\$25 or 25% (whichever is greater)
Special Inspection .....	\$50
• After Hours Inspection (per hr. – 2-hr. minimum).....	\$55

### FEE SCHEDULE BASED ON IMPROVEMENT COSTS AS FOLLOWS

- \$1.00 - \$3,000 ..... \$50.00
- Each \$1,000 (or part of) over \$3,000 ..... \$10.00

Improvement cost shall be determined by applying the following building valuation data. The most recent International Code Council's Building Valuation Data may be viewed at [www.iccsafe.org/codes-tech-support/.../building-valuation-data/](http://www.iccsafe.org/codes-tech-support/.../building-valuation-data/)

#### Exceptions:

- Deck Valuation Costs per Square Foot..... \$20.00
- Basement Finish Valuation Costs per Square Foot..... \$30.00
- Roofing Valuation Costs per Square (100 square feet) ..... \$200.00
- Siding Valuation Costs per Square (100 square feet) ..... \$200.00

All other items not provided for in the Building Valuation Data shall bear reasonable costs to actual value, (not material costs) and are subject to the review and possible adjustment of the Building Official.

### PLAN REVIEWS

- New Single Family Residential..... \$50.00
- All other residential projects..... \$25.00
- Multi-Family, Commercial, Industrial: ..... \$300 or 25% of building permit fee, whichever is greater
- Outside Plan Review ..... Cost times 1.2

### TEMPORARY CERTIFICATES OF OCCUPANCY

- One and Two-family Residential ..... \$75.00
- Multi-family, Commercial, Industrial ..... \$250.00

### RE-OCCUPANCY (NON-RESIDENTIAL)

- Inspection and Certificate ..... \$75.00

#### Other:

Zoning Permit shall be \$50.00 minimum (Signs face change, fences, driveways, and sheds over 100 square feet)

Code Inspections shall be a minimum of \$50.00 per inspection per trade.

## **BIKE PATH PERMITS**

The bike path permit is a one-time charge, at the time of issuing building permits for new construction of homes, multi-family, commercial, and industrial buildings. These permit fees shall be used to pay for the costs of installing, constructing and maintaining the bike paths throughout the Township.

### **Fee Schedule as follows:**

- \$501.00 to \$10,000..... \$35.00
- \$10,001 to \$50,000.....\$30.00 + \$5.00 for each \$1,000, or part thereof over \$10,000
- \$50,001 to \$100,000...\$50.00 + \$3.50 for each \$1,000, or part thereof over \$50,000.00
- \$100,001 and above.....\$67.50 + \$1.00 for each \$1,000, or part thereof over \$100,000

## **SECTION 6 - NEW CONSTRUCTION INSPECTIONS REQUIREMENTS**

### **ELECTRICAL: SINGLE-FAMILY RESIDENTIAL**

- Temporary Service, Rough Insp., Final Insp., and Permanent Service shall be required.
- A permanent/auxiliary generator will require a final inspection.

### **ELECTRICAL: MULTI-FAMILY, COMMERCIAL, AND INDUSTRIAL**

- For a multiple-family structure or multi-tenant commercial or industrial buildings, a rough and final inspection shall be required for each designed unit in such a structure.
- For all other buildings of this class, inspections shall be required for each visit required from the electrical inspector. The inspector shall estimate the number of visits required.
- A separate inspection shall be required for a temporary service and final service.

### **MECHANICAL: SINGLE-FAMILY RESIDENTIAL**

- Rough mechanical inspection, if applicable, final mechanical inspection and gas line, (if applicable), shall be required for each heating system. Gas line pressure test shall also be required. A rough fireplace and final fireplace shall be required for each heating system. A separate inspection shall be required for each cooling system. A heating or cooling unit without a distribution system shall require one inspection. A mobile home shall require two inspections, gas line and final.
- A permanent/auxiliary generator will require a final inspection.

### **MECHANICAL: MULTIPLE-FAMILY, COMMERCIAL, AND INDUSTRIAL**

- Each heating and/or cooling unit shall require one inspection. Each heating and/or cooling unit with a distribution system shall require an additional inspection provided, however, that a combined distribution system shall only require one inspection. Where an underground inspection is required, an additional inspection shall be charged per building.
- A fireplace in a multiple-family building shall also require a rough fireplace and final fireplace inspection.
- Refrigeration units of one horsepower or greater shall require one inspection per unit plus one inspection for each distribution system.

### **PLUMBING: SINGLE-FAMILY RESIDENTIAL**

- Requires five (5) inspections: water /sewer service, sump line, underground plumbing, rough plumbing and final plumbing.

## **PLUMBING: MULTIPLE-FAMILY, COMMERCIAL, AND INDUSTRIAL**

- Each unit in a multiple-family structure or in a multi-tenant structure shall require a rough and final inspection. An additional inspection for underground plumbing shall be required for each unit in a strip center. A multiple-family structure or multi-tenant building shall require an additional inspection for underground plumbing at the rate of one inspection per building/unit. An additional inspection shall be required for water and sewer service.
- All other commercial and industrial buildings shall be charged at a rate of one inspection for each visit required from the plumbing inspector. The inspector shall estimate the number of visits required.

## **BUILDING: ALL CONSTRUCTION**

Building inspections shall follow the schedule below to the extent applicable:

- Basement Footing (setback per zoning req.) = before footing is poured
- Foundation Wall Reinforcement (when required)
- Backfill = before foundation wall is backfilled and before the slab floors are poured with sill plates in place and anchor bolts.
- Garage Footing = before footing is poured.
- Garage slab = prior to the pouring of concrete slab with sub base and forms installed
- Basement Slab = prior to pouring of concrete slab with sub base and vapor barrier in place and provisions for a passive radon system have been installed.
- Rough = before any framing is covered and after rough electrical, plumbing, and mechanical inspections have been approved, and any masonry flashing has been installed.
- Insulation = prior to covering insulation.
- Drywall = before drywall is taped.
- Fireplace = Masonry - when damper and first flue liner are in place.
- Porch slab - prior to pouring concrete slab with forms installed.
- Brick Flashing
- Final = after final electrical, mechanical, and plumbing have been approved.
- Lot Grade = verifying lot grade per grade certificate and master grading plan if within larger development and prior to lot stabilization.
- Final Certificate of Occupancy = after all inspections are approved and prior to occupancy. May take approximately 5 business days to process.
- Lot stabilization = after lot grade is approved to insure disturbed ground is stabilized to prevent soil erosion.

## 2016 ELECTRICAL PERMIT FEE SCHEDULE

Administration Fee (non-refundable) .....	\$25
Minimum Permit Fee .....	\$50
Exception – Re-connection for Furnace/AC & Signs .....	\$30
Permit Cancellation Fee .....	\$25 or 25% (whichever is greater)
Special Inspection .....	\$50
• After Hours Inspection (per hr. – 2-hr. minimum) .....	\$55
Circuits	
• General (Lighting/Power) Dedicated/Special Equipment (each) .....	\$10
Lighting Fixtures (up to 25) .....	\$10
Pools .....	\$50
Service (New, changes, etc.)	
• Up to 400 AMP .....	\$50
• Over 400 AMP .....	\$65
• Interruptible .....	\$35
Feeders/Bus Ducts	
• First 100' .....	\$20
• Each Additional 100' .....	\$10
Transfer Switches (Automatic/Manual)	
• Up to 100 AMP .....	\$30
• Over 100 AMP .....	\$45
Motors/Generator/Power Units/Inverters/Wind Turbines/HVAC Units	
• Up to 20 HP or KVA .....	\$25
• 21-50 HP or KVA .....	\$30
• Over 50 HP or KVA .....	\$35
Fire Alarms	
• Alarm Devices (Horns/Strobes) .....	\$10
• Heat/Smoke Detectors .....	\$4
• Panel .....	\$15

## 2016 PLUMBING PERMIT FEE SCHEDULE

Administration Fee (non-refundable) .....	\$25
Minimum Permit Fee .....	\$50
Exception – Water Heater Replacement.....	\$30
Permit Cancelation Fee .....	\$25 or 25% (whichever is greater)
Special Inspection .....	\$50
• After Hours Inspection (per hr. – 2-hr. minimum).....	\$55
All Fixtures (per fixture) .....	\$10
• Including sumps, drains, stacks, hose bibbs, sinks, water closets and all water connected appliances	
Residential Water Heater .....	\$30
Commercial Water Heater .....	\$50
Backflow Preventer	
• Up to 2” .....	\$10
• Over 2” .....	\$30
Water Distribution (Inside of building)	
• Up to 2” .....	\$25
• Over 2” .....	\$35
Water Service (Outside of building)	
• Up to 2” .....	\$25
• Over 2” .....	\$35
Back Flow Preventer for Irrigation.....	\$50
Sub Soil Drainage System.....	\$25
Sewer & Drains (Sanitary/Storm)	
• Up to 8” .....	\$30
• Over 8” .....	\$50
Medical Gas System.....	\$50
Contractor Registration.....	\$15

## 2016 MECHANICAL PERMIT FEE SCHEDULE

Administration Fee (non-refundable) .....	\$25
Minimum Permit Fee .....	\$50
Exception – Water Heater Replacement.....	\$30
Permit Cancellation Fee .....	\$25 or 25% (whichever is greater)
Special Inspection .....	\$50
• After Hours Inspection (per hr. – 2-hr. minimum).....	\$55
New Fire Sprinkler System Plan Review.....	\$300.00
Fire Sprinkler Limited Area Plan Review (up to 20 heads .....	\$100.00
(Add-On, Replacement or Alteration)	
Fire sprinkler Limited Area Plan Review (> 20 heads) .....	\$100.00 + \$.75/head
(Add-On, Replacement or Alteration)	
Fire Sprinkler Hydrostat Test .....	\$100.00
Kitchen Hood System Plan Review and Wet Test .....	\$125.00
Paint Booth Plan Review and Test .....	\$125.00
Furnace/Boiler.....	\$50.00
Resident Water Heater .....	\$30.00
Swimming Pool Heater/Boiler .....	\$40.00
Commercial Water Heater .....	\$50.00
Make-up Air Unit/Air Handlers .....	\$40.00
Gas Fired Appliances .....	\$30.00
(including but not limited to: gas, logs, lights, pre-fab units	
Wall Furnaces/Room Heater .....	\$30.00
Wood/Coal Burning Equipment .....	\$50.00
Kitchen/Bath Exhaust Fans .....	\$25.00
Heat Pumps/Air Conditioners (including split system).....	\$30.00
Humidifiers/Air Cleaners .....	\$20.00
Duct/Additions, Alterations – Residential .....	\$25.00
Duct/Additions, Alterations – Commercial.....	\$30.00
Residential Duct System .....	\$40.00
Commercial Duct System .....	\$60.00
Fire Dampers (each).....	\$10.00
Chimney Damper .....	\$10.00
V.A.V. Boxes .....	\$20.00
Unit Heaters/PTAL Units .....	\$20.00

**GAS/PROCESS PIPING**

New Installation (each opening).....	\$10.00
Gas Pressure Test.....	\$30.00
LP Gas System & Storage.....	\$50.00
Commercial Gas Piping.....	\$45.00
Residential Unit/Hydronic Hearing.....	\$30.00
Chillers .....	\$35.00
Cooling Towers .....	\$35.00
Compressors.....	\$35.00
Generators .....	\$35.00

## Building Valuation Data – June 2016

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. Please be advised that the BVD is normally updated at six-month intervals, but the BVD normally provided in February was delayed. The next BVD will be issued in August, per our normal schedule. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2015 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

### Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for

each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

### Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

### Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

### Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

### Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:  
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:  
B/IIB = \$160.26/sq. ft. Permit Fee:  
Business = 16,000 sq. ft. x \$160.26/sq. ft x 0.0075  
= \$19,231



## Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

## Square Foot Construction Costs<sup>a, b, c, d</sup>

Group (2015 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	226.92	219.10	213.80	205.04	192.95	187.36	198.56	176.18	169.73
A-1 Assembly, theaters, without stage	207.97	200.15	194.85	186.09	174.15	168.55	179.61	157.38	150.92
A-2 Assembly, nightclubs	177.89	172.85	168.07	161.49	151.98	147.78	155.80	137.68	132.99
A-2 Assembly, restaurants, bars, banquet halls	176.89	171.85	166.07	160.49	149.98	146.78	154.80	135.68	131.99
A-3 Assembly, churches	209.94	202.13	196.83	188.07	176.32	170.72	181.59	159.54	153.09
A-3 Assembly, general, community halls, libraries, museums	175.12	167.31	161.01	153.25	140.50	135.90	146.77	123.72	118.27
A-4 Assembly, arenas	206.97	199.15	192.85	185.09	172.15	167.55	178.61	155.38	149.92
B Business	181.12	174.43	168.67	160.26	146.18	140.70	153.97	128.34	122.72
E Educational	192.29	185.47	180.15	172.12	160.72	152.55	166.18	140.46	136.18
F-1 Factory and industrial, moderate hazard	108.98	103.99	97.83	94.17	84.37	80.56	90.16	69.50	65.44
F-2 Factory and industrial, low hazard	107.98	102.99	97.83	93.17	84.37	79.56	89.16	69.50	64.44
H-1 High Hazard, explosives	102.01	97.02	91.86	87.20	78.60	73.79	83.19	63.73	N.P.
H234 High Hazard	102.01	97.02	91.86	87.20	78.60	73.79	83.19	63.73	58.67
H-5 HPM	181.12	174.43	168.67	160.26	146.18	140.70	153.97	128.34	122.72
I-1 Institutional, supervised environment	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
I-2 Institutional, hospitals	304.80	298.11	292.36	283.95	268.92	N.P.	277.65	251.09	N.P.
I-2 Institutional, nursing homes	211.20	204.51	198.75	190.34	177.26	N.P.	184.05	159.42	N.P.
I-3 Institutional, restrained	206.08	199.38	193.63	185.22	172.62	166.14	178.93	154.78	147.16
I-4 Institutional, day care facilities	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
M Mercantile	132.61	127.57	121.79	116.21	106.35	103.15	110.52	92.05	88.36
R-1 Residential, hotels	182.28	175.70	170.83	162.68	150.87	146.84	162.68	135.49	131.23
R-2 Residential, multiple family	152.86	146.27	141.41	133.25	122.04	118.01	133.25	106.66	102.41
R-3 Residential, one- and two-family	143.93	139.97	136.51	132.83	127.95	124.61	130.57	119.73	112.65
R-4 Residential, care/assisted living facilities	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
S-1 Storage, moderate hazard	101.01	96.02	89.86	86.20	76.60	72.79	82.19	61.73	57.67
S-2 Storage, low hazard	100.01	95.02	89.86	85.20	76.60	71.79	81.19	61.73	56.67
U Utility, miscellaneous	77.82	73.48	69.04	65.52	59.23	55.31	62.58	46.83	44.63

- Private Garages use Utility, miscellaneous
- Unfinished basements (all use group) = \$15.00 per sq. ft.
- For shell only buildings deduct 20 percent
- N.P. = not permitted

*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) 484-3702  
Fax: (734) 484-5154

*Charter Township of Ypsilanti*

## STATEMENTS AND CHECKS

*NOVEMBER 15, 2016 BOARD MEETING*

ACCOUNTS PAYABLE CHECKS -	\$	742,043.43
HAND CHECKS -	\$	354,195.37
CREDIT CARD PURCHASES-	\$	<u>3,201.50</u>
GRAND TOTAL -	\$	<b>1,099,440.30</b>

Choice Health Care Deductible – OCT. 2016

ACH EFT -	\$	25,357.61
ADMIN FEE -	\$	1,200.00 (SEPT)

Check Date	Check	Vendor Name	Amount
<b>HAND checks</b>			
Bank AP AP			
10/25/2016	173644	FIBER LINK	9,009.14
10/25/2016	173645	U.S. POSTAL SERVICE*	3,000.00
10/26/2016	173646	BLUE CROSS BLUE SHIELD OF MI	136,671.64
10/26/2016	173647	BLUE CROSS BLUE SHIELD OF MI	32,547.73
10/26/2016	173648	CLEAR RATE COMMUNICATIONS, INC	1,099.47
10/26/2016	173649	COMCAST CABLE	329.70
10/26/2016	173650	COMCAST CABLE	144.85
10/26/2016	173651	COMCAST CABLE	119.24
10/26/2016	173652	DELTA DENTAL PLAN OF MICHIGAN	13,477.44
10/26/2016	173653	PAETEC	456.47
10/26/2016	173654	STANDARD INSURANCE COMPANY	4,642.60
10/26/2016	173655	VISION SERVICE PLAN	2,687.41
10/26/2016	173656	WEX BANK	1,774.81
10/26/2016	173657	YPSILANTI COMMUNITY	4,944.82
10/31/2016	173658	MDA INFORMATION SYSTEMS LLC	39,813.34
11/02/2016	173659	MESSENGER PRINTING	605.59
11/04/2016	173660	AT & T	101.20
11/04/2016	173661	AT & T	35.48
11/04/2016	173662	CANNON TRUCK EQUIPMENT	20,476.00
11/04/2016	173663	COMCAST CABLE	367.62
11/04/2016	173664	COMCAST CABLE	239.85
11/04/2016	173665	COMCAST CABLE	214.90
11/04/2016	173666	COMCAST CABLE	104.85
11/04/2016	173667	COMCAST CABLE	104.85
11/04/2016	173668	DTE ENERGY**	78,031.58
11/04/2016	173669	GUARDIAN ALARM	453.93
11/04/2016	173670	VERIZON WIRELESS	71.05
11/04/2016	173671	VERIZON WIRELESS	2,538.61
11/04/2016	173672	VERIZON WIRELESS	101.14
11/04/2016	173673	VERIZON WIRELESS	30.06

AP TOTALS:

Total of 30 Checks:	354,195.37
Less 0 Void Checks:	0.00
Total of 30 Disbursements:	<u>354,195.37</u>



*A/P checks*

Check Date	Check	Vendor Name	Amount
Bank AP AP			
11/15/2016	173674	A & R TOTAL CONSTRUCTION, INC.	6,204.50
11/15/2016	173675	AAA STATE OF PLAY	1,662.50
11/15/2016	173676	AAATA	26.20
11/15/2016	173677	ALENA HALLIWILL	12.00
11/15/2016	173678	AMBER FIELDS	35.00
11/15/2016	173679	ANN ARBOR CLEANING SUPPLY	137.08
11/15/2016	173680	ANN ARBOR WELDING SUPPLY CO	201.60
11/15/2016	173681	AUTO VALUE YPSILANTI	136.03
11/15/2016	173682	AUTUMN HALLIWILL	13.00
11/15/2016	173683	BASIL UDEH	180.00
11/15/2016	173684	BRENDA STUMBO	97.20
11/15/2016	173685	BUCK'S OIL CO.	75.00
11/15/2016	173686	CHANDLER DESGRANGES	48.00
11/15/2016	173687	CHARTER TOWNSHIP OF SUPERIOR	49.55
11/15/2016	173688	COLD CUT KRUISE	77.40
11/15/2016	173689	CONGDON'S	114.86
11/15/2016	173690	COURT INNOVATIONS INC	70.00
11/15/2016	173691	D.R. TRAILER SALES	119.00
11/15/2016	173692	DAYLAN JACKSON	96.00
11/15/2016	173693	DELUX RENTAL	70.00
11/15/2016	173694	DETROIT LEGAL NEWS	315.00
11/15/2016	173695	DISPUTE RESOLUTION CENTER	1,250.00
11/15/2016	173696	DIUBLE EQUIPMENT INC.	141.28
11/15/2016	173697	DUNRITE PLAYGROUNDS	926.86
11/15/2016	173698	EDGAR RAINEY	48.00
11/15/2016	173699	ELECTION SYSTEMS & SOFTWARE	170.47
11/15/2016	173700	ERIKA JULIEN	360.00
11/15/2016	173701	GORDON FOOD SERVICE INC.	599.69
11/15/2016	173702	GRAINGER	123.01
11/15/2016	173703	HOME DEPOT	51.86
11/15/2016	173704	JAMES ROSEMAN	13.00
11/15/2016	173705	JEFFREY ROSEMAN	13.00
11/15/2016	173706	JONATHAN GUARISCO	20.00
11/15/2016	173707	JOSEPH SMITH	50.00
11/15/2016	173708	KADEN KUMPELIS	50.00
11/15/2016	173709	LB OFFICE PRODUCTS	87.45
11/15/2016	173710	LOOKING GOOD LAWNS	4,171.00
11/15/2016	173711	LOWER HURON SUPPLY	352.00
11/15/2016	173712	LUBRICATION ENGINEERS	1,695.52
11/15/2016	173713	MARK HAMILTON	1,500.00
11/15/2016	173714	MARK MCCOY	27.00
11/15/2016	173715	MARVINA WILLIS	107.00
11/15/2016	173716	MAYNARDS AUTO SERVICE CENTER	393.20
11/15/2016	173717	MCLAIN AND WINTERS	99,639.60
11/15/2016	173718	MIA SORRELL	20.00
11/15/2016	173719	MICHAEL HOUGHTON	359.16
11/15/2016	173720	MICHAEL SEMEYN	48.00
11/15/2016	173721	MICHIGAN LINEN SERVICE, INC.	999.07
11/15/2016	173722	MICHIGAN RECREATION & PARK	385.00
11/15/2016	173723	MIRANDA MILLER	15.00
11/15/2016	173724	MITCHEL SEMEYN	48.00
11/15/2016	173725	MR. BUBBLES AUTO SPA	120.00
11/15/2016	173726	NAPA AUTO PARTS	12.49
11/15/2016	173727	NICHOLAS BORNEO	60.00
11/15/2016	173728	O'BRYANS LOCK & KEY*	122.00
11/15/2016	173729	OFFICE EXPRESS	971.10
11/15/2016	173730	PADNOS-LEITELT, INC.	8,059.32
11/15/2016	173731	PARKER ALLEN	80.00
11/15/2016	173732	PARKWAY SERVICES, INC.	125.00
11/15/2016	173733	PEPSI BEVERAGES COMPANY	11.27
11/15/2016	173734	PHOEBE KINCH	20.00
11/15/2016	173735	PINTER'S FLOWERLAND, INC.	17.97
11/15/2016	173736	PITNEY BOWES INC.*^	169.99
11/15/2016	173737	PRINTING SYSTEMS	1,039.13
11/15/2016	173738	PROFESSIONAL TREE SERVICE	2,475.00
11/15/2016	173739	RAND ROBINSON	60.00
11/15/2016	173740	RESIDEX, LLC	431.50
11/15/2016	173741	RICOH USA, INC.	1,914.22
11/15/2016	173742	RKA PETROLEUM	2,060.83
11/15/2016	173743	ROCCO LEONE	12.00
11/15/2016	173744	S & J ASPHALT PAVING COMPANY*	120,110.65
11/15/2016	173745	SAM'S CLUB DIRECT	931.65
11/15/2016	173746	SAND SALES COMPANY LLC	1,753.98
11/15/2016	173747	SENSAPHONE	254.95
11/15/2016	173748	SERENA VARNER	40.00
11/15/2016	173749	SETH SORRELL	20.00
11/15/2016	173750	SHRADER TIRE & OIL	150.43
11/15/2016	173751	SINCLAIR RECREATION	359.40

Check Date	Check	Vendor Name	Amount
11/15/2016	173752	SITEONE LANDSCAPE SUPPLY, LLC	124.95
11/15/2016	173753	SOUTHERN COMPUTER WAREHOUSE	983.70
11/15/2016	173754	SPICER GROUP	9,964.50
11/15/2016	173755	STADIUM TROPHY	710.97
11/15/2016	173756	STANDARD PRINTING	560.00
11/15/2016	173757	STERICYCLE INC	183.93
11/15/2016	173758	STEVE'S CUSTOM SIGNS	264.00
11/15/2016	173759	TAMMIE KEEN	61.02
11/15/2016	173760	TEAMSTERS LOCAL 243	100.00
11/15/2016	173761	TODD BARBER	2,600.00
11/15/2016	173762	UNIVERSITY TRANSLATORS	792.59
11/15/2016	173763	VERONICA RIOS	50.00
11/15/2016	173764	WASHTENAW COMMUNITY COLLEGE#	129.46
11/15/2016	173765	WASHTENAW COUNTY LEGAL NEWS	50.00
11/15/2016	173766	WASHTENAW COUNTY TREASURER	1,837.50
11/15/2016	173767	WASHTENAW COUNTY TREASURER	595.18
11/15/2016	173768	WASHTENAW COUNTY TREASURER#	457,067.92
11/15/2016	173769	WASHTENAW INTERMEDIATE	148.81
11/15/2016	173770	XAVIER KINCH	20.00
11/15/2016	173771	YPSILANTI COMMUNITY SCHOOLS - WR	264.23
11/15/2016	173772	YPSILANTI COMMUNITY SCHOOLS - YP	490.99
11/15/2016	173773	YPSILANTI DISTRICT LIBRARY	102.85
11/15/2016	173774	YPSILANTI TOWNSHIP PETTY CASH	153.86

AP TOTALS:

Total of 101 Checks:	742,043.43
Less 0 Void Checks:	0.00
Total of 101 Disbursements:	742,043.43

Check Date	Check	Vendor Name	Description	Amount
Bank CARDS COMERICA COMMERCIAL CARD				

Credit CARDS

11/08/2016	10(E)	COMERICA BANK	BOAT MAINTENANCE -PARTS INSPECTION	104.39
			CABLE ADAPTERS AND TESTER	326.57
			DANCE COSTUMES FOR COMPETITION CLASS	57.75
			WORKSHOP FOR REBECCA BUSH "THE DIGITAL M	30.53
			EVICTON MOVING SERVICES FOR 397 ELDER S	1,475.00
			CERBERUS APP	661.83
			POM PON PURCHASE FOR YOUTH DANCE CLASSES	115.50
			FAXSTATION BOXES	429.93
				<u>3,201.50</u>

CARDS TOTALS:

Total of 1 Checks:				3,201.50
Less 0 Void Checks:				0.00
Total of 1 Disbursements:				<u>3,201.50</u>

OFFICE OF THE TREASURER  
LARRY J. DOE



MONTHLY TREASURER'S REPORT  
OCTOBER 1, 2016 THROUGH OCTOBER 31, 2016

<u>Account Name</u>	<u>Beginning Balance</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Ending Balance</u>
101 - General Fund	2,057,463.22	918,770.98	587,664.64	2,388,569.56
101 - Payroll	172,819.23	779,381.09	764,611.59	187,588.73
101 - Willow Run Escrow	142,567.10	24.15	0.00	142,591.25
206 - Fire Department	1,023,781.78	194.74	294,497.97	729,478.55
208 - Parks Fund	664.28	30,318.97	308.23	30,675.02
212 - Roads/Bike Path/Rec/General Fund	744,513.69	1,777.54	45,058.73	701,232.50
225 - Environmental Clean-up	372,931.56	56.10	0.00	372,987.66
226 - Environmental Services	2,271,588.15	9,353.81	183,017.97	2,097,923.99
230 - Recreation	90,265.75	24,052.46	65,298.05	49,020.16
236 - 14-B District Court	398,605.14	155,403.71	101,799.99	452,208.86
244 - Economic Development	67,274.83	10.13	0.00	67,284.96
248 - Rental Inspections	208,062.21	11,496.19	13,060.36	206,498.04
249 - Building Department Fund	760,586.81	48,895.08	42,674.79	766,807.10
250 - LDFA Tax	92,315.16	13.89	0.00	92,329.05
252 - Hydro Station Fund	344,957.39	38,152.90	20,419.94	362,690.35
266 - Law Enforcement Fund	3,549,762.33	765.19	519,738.48	3,030,789.04
280 - State Grants	18,409.81	2.76	0.00	18,412.57
301 - General Obligation	5,173.91	0.78	0.00	5,174.69
397 - Series "B" Cap. Cost of Funds	39,553.20	5.91	478.13	39,080.98
398 - LDFA 2006 Bonds	37,992.90	3.60	31,140.00	6,856.50
498 - Capital Improvement 2006 Bond Fund	337,795.59	57.22	0.00	337,852.81
584 - Green Oaks Golf Course	150,352.70	30,058.02	40,151.58	140,259.14
590 - Compost Site	1,058,166.70	13,931.35	20,302.58	1,051,795.47
595 - Motor Pool	175,969.10	25.88	6,609.57	169,385.41
701 - General Tax Collection	63,759.16	4,581.63	46,988.54	21,352.25
703 - Current Tax Collections	2,214,138.46	773,726.31	1,407,714.11	1,580,150.66
707 - Bonds & Escrow/GreenTop	756,253.32	16,605.83	14,299.11	758,560.04
708 - Fire Withholding Bonds	65,441.32	10.17	8,426.00	57,025.49
893 - Nuisance Abatement Fund	67,198.86	3,184.09	5,945.81	64,437.14
ABN AMRO Series "B" Debt Red. Cap.Int.	12,283.48	0.38	2,370.23	9,913.63
<b>GRAND TOTAL</b>	<b>17,300,647.14</b>	<b>2,860,860.86</b>	<b>4,222,576.40</b>	<b>15,938,931.60</b>

# SUPERVISOR REPORT

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



# **CLERK REPORT**

**NOVEMBER 15, 2016**

**Submitted by Karen Lovejoy Roe, Clerk**

- **NOVEMBER 8, 2016 PRESIDENTIAL ELECTION-** The Clerk's office issued or mailed out 6,637 Absentee Ballots. The absentee ballots returned, voted and counted were 6,441. Over 1,000 of the absentee ballots were processed on the last two working days before the November 8, 2016 election. There are 42,153 registered voters in Ypsilanti Township. There were 20,280 Ypsilanti Township voters that went out to the polls to vote on election day, November 8, 2016. Combined with the absentee voters the total of all voters in Ypsilanti Township that voted in the November 8, 2016 General election was 26,721 voters or 63.4% of all registered voters cast votes. The Clerk's staff was extremely busy with issuing absentee ballots, answering questions and with election preparation all during the months of September, October and November and were especially busy the last 2 weeks prior to the election. There were 19 Precincts that were staff with approximately 160 election inspectors on election day. Nine of the larger precincts were operated with dual poll books in an attempt to keep the lines moving. The number of voting stations was doubled for each precinct with every precinct employing at least 30 booths and many having over 40. The doubling of the voting stations was a great success and helped tremendously in keeping the lines at a minimum on election day.
- The Residential Services Department was responsible with the Clerk's office of the delivery of the election equipment and set up for the election. The maintenance set up team did an outstanding job. The set up team was made up of employees from the maintenance, recreation and custodial staff. On election day and the Saturday before the election the Clerk's office was supplemented with staff from the Office of Community Standards, Treasurer's, Residential Services and the Recreation Department. The Ypsilanti Township election team consists of 200 people who pull together under very stressful conditions to provide a safe, efficient and accurate voting process to 26,721 voters in Ypsilanti Township. Election day for our staff and workers began at 5AM and for many did not end until 3AM. The preparation hours, training and commitment to the voters resulted in an extremely successful November 8, 2016 general election.
- As Ypsilanti Township Clerk, Karen Lovejoy Roe, would like to say thank you for all the support and cooperation from the entire Township Team for the Election Day success. It is a tremendous operation and could not occur without all the staff that agreed to work out of their department on election day, the Department Managers who so willingly allowed staff to work for the Clerk's office on election day and the patient and kind election inspectors and Chairpersons who worked extremely long hours staffing the precincts, and the Residential Services Managers and staff that really knocked it out of the park! It is truly an honor to work with such dedicated township employees.

- **PASSPORTS**-The Clerk's office did not take Passports two weeks prior to the Tuesday, November 8, 2016 election, and started back up processing Passports again on Monday, November 14, 2016. In the midst of the heavy election work schedule Eastern Michigan University Football Team requested the Clerk's office to work overtime and process 68 Passports for the Football Team and staff. The revenue generated for Ypsilanti Township for this special Passport processing was \$1,700 which more than covered the overtime. A special thanks to the Clerk's staff that agreed to work overtime to support the EMU Football team request during a very hectic election work schedule.
- **RECOGNITION OF LINDA MEALING**-President of the New West Willow Association, Linda Mealing decided not to seek another term on the executive board of the NWWA. After many years of service on the NWWA Executive Board, the most recent as President she decided to pass on the baton to others. Ms. Mealing served the West Willow residents and the greater Ypsilanti Township community for many years promoting programs for children, seniors, youth and all residents in her neighborhood of West Willow and throughout Ypsilanti Township. On Monday, October 17, 2016 Linda Mealing was honored by her friends, fellow neighbors and the entire leadership team from West Willow, several county wide agencies, Habitat for Humanity and the Ypsilanti Township Board. Supervisor Stumbo, Clerk Lovejoy Roe and Trustee Eldridge attended the very special event in Linda Mealing's honor and presented her with a Township Resolution and a gift of flowers.
- **BOARD OF DETERMINATION TYLER DAM DRAINAGE DISTRICT**-Clerk Lovejoy Roe attended the Board of Determination Public Hearing on Thursday, October 20, 2016. The Public Hearing was held to determine if it is necessary to create a Washtenaw County Drainage District to support the repair, construction and clean up of the Tyler Dam and the Tyler Dam drainage area in Ypsilanti Township for perpetuity. All Washtenaw County property owners that may be included in the proposed new drainage district were sent notices in the mail announcing the public hearing. The Board of Determination received public comments at the hearing and after the comment part of the hearing the BOD voted to create the district.

# TREASURER REPORT

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THERE IS NO WRITTEN TREASURER REPORT

# TRUSTEE REPORT

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THERE IS NO WRITTEN TRUSTEE REPORT

# ATTORNEY REPORT

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GENERAL LEGAL UPDATE

# **OLD BUSINESS**

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**CHARTER TOWNSHIP OF YPSILANTI**  
**RESOLUTION NO. 2016-44**  
**ESTABLISH TOWNSHIP SUPERVISOR'S SALARY**

**WHEREAS** according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for elected officials shall be determined by the township board; and

**WHEREAS** the salary for the office of Supervisor was decreased in 2010 by 3% from the 2009 total salary and remained the same in 2011, 2012 and 2013 at \$73,653.80 annually; and

**WHEREAS** in 2014, it was restored to the 2009 total salary of \$75,931.75; and

**WHEREAS** in 2015 and 2016, a 1.5% increase was given, the same as AFSCME, Teamsters and non-union employees; and

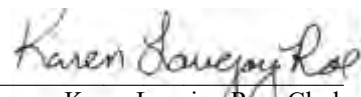
**WHEREAS** per their contracts, all AFSCME and Teamster employees will receive a 1.5% increase in 2017; and

**WHEREAS** it is proposed that non-union employees also receive this increase,

**NOW THEREFORE BE IT RESOLVED** that the salary for the office of Supervisor shall receive a 1.5% increase from \$78,226.79 to \$79,400.19; and

**BE IT FURTHER RESOLVED** that elected officials' wages will be paid bi-monthly per our auditor's recommendation.

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. 2016-44 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on November 1, 2016.

  
\_\_\_\_\_  
Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI**  
**RESOLUTION NO. 2016-45**  
**ESTABLISH TOWNSHIP CLERK'S SALARY**

**WHEREAS** according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for elected officials shall be determined by the township board; and

**WHEREAS** the salary for the office of Clerk was decreased in 2010 by 3% from the 2009 total salary and remained the same in 2011, 2012 and 2013 at \$73,653.80 annually; and

**WHEREAS** in 2014, it was restored to the 2009 total salary of \$75,931.75; and

**WHEREAS** in 2015 and 2016, a 1.5% increase was given, the same as AFSCME, Teamsters and non-union employees; and


**WHEREAS** per their contracts, all AFSCME and Teamster employees will receive a 1.5% increase in 2017; and

**WHEREAS** it is proposed that non-union employees also receive this increase,

**NOW THEREFORE BE IT RESOLVED** that the salary for the office of Clerk shall receive a 1.5% increase from \$78,226.79 to \$79,400.19; and

**BE IT FURTHER RESOLVED** that elected officials' wages will be paid bi-monthly per our auditor's recommendation.

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. 2016-45 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on November 1, 2016.

  
\_\_\_\_\_  
Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti



**CHARTER TOWNSHIP OF YPSILANTI**  
**RESOLUTION NO. 2016-46**  
**ESTABLISH TOWNSHIP TREASURER'S SALARY**

**WHEREAS** according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for elected officials shall be determined by the township board; and

**WHEREAS** the salary for the office of Treasurer was decreased in 2010 by 3% from the 2009 total salary and remained the same in 2011, 2012 and 2013 at \$73,653.80 annually; and

**WHEREAS** in 2014, it was restored to the 2009 total salary of \$75,931.75; and

**WHEREAS** in 2015 and 2016, a 1.5% increase was given, the same as AFSCME, Teamsters and non-union employees; and

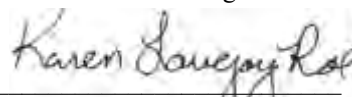
**WHEREAS** per their contracts, all AFSCME and Teamster employees will receive a 1.5% increase in 2017; and

**WHEREAS** it is proposed that non-union employees also receive this increase,

**NOW THEREFORE BE IT RESOLVED** that the salary for the office of Treasurer shall receive a 1.5% increase from \$78,226.79 to \$79,400.19; and

**BE IT FURTHER RESOLVED** that elected officials' wages will be paid bi-monthly per our auditor's recommendation.

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. 2016-46 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on November 1, 2016.



Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

# **NEW BUSINESS**

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**CHARTER TOWNSHIP OF YPSILANTI  
2016 BUDGET AMENDMENT #16**

November 15 , 2016

**101 - GENERAL OPERATIONS FUND**

Total Increase \$31,288.00

Request to increase budget for staff overtime in the Clerk's Department due to the General Election and EMU passports issued after hours. This will be funded by increasing the passport revenue in General Fund.

Revenues:	Passport	101-000-000-626.633	\$4,600.00
		Net Revenues	<u><u>\$4,600.00</u></u>
Expenditures:	Reg Overtime	101-215-000-709.000	\$4,600.00
		Net Expenditures	<u><u>\$4,600.00</u></u>

Request to increase budget for health care deductions for the human resource department, only 70% of total was originally budget. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$2,650.00
		Net Revenues	<u><u>\$2,650.00</u></u>
Expenditures:	Health Care Deduction	101-227-000-719.020	\$2,650.00
		Net Expenditures	<u><u>\$2,650.00</u></u>

Request to increase budget for health care for residential services administration department, due to a change in health care coverage. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$2,875.00
		Net Revenues	<u><u>\$2,875.00</u></u>
Expenditures:	Health Care	101-762-000-719.000	\$2,875.00
		Net Expenditures	<u><u>\$2,875.00</u></u>

Request to increase budget for postage. The cost for postage was higher than anticipated due to the postcards sent for a new millage request and for return postage for absentee ballot mailing for the general election. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$15,000.00
		Net Revenues	<u><u>\$15,000.00</u></u>
Expenditures:	Postage	101-267-000-730.000	\$15,000.00
		Net Expenditures	<u><u>\$15,000.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI  
2016 BUDGET AMENDMENT #16**

November 15 , 2016

**101 - GENERAL OPERATIONS FUND - CONTINUED**

Request to increase budget for 2 new streetlights one to be located at the bus stop at Ecorse Road between Redwood Avenue & Rosewood Avenue in the amount of \$4,174.42 and one to be located at the curve on S Grove Street just east of Harry Street in the amount of \$1,988.61. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$6,163.00
		Net Revenues	\$6,163.00
Expenditures:	Street Light - Construction	101-956-000-926.050	\$6,163.00
		Net Expenditures	\$6,163.00

<b>212 - BIKE, SIDEWALK, RECREATION, ROADS, &amp; GENERAL FUND</b>	<b>Total Increase \$27,878.00</b>
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Request to increase the budget for the tennis & pickle ball court grant project at Ford Lake Park. The Township awarded the bid for higher than the estimated budget for the project. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Appropriation	212-000-000-699.000	\$16,787.00
		Net Revenues	\$16,787.00
Expenditures:	Capital Outlay - Recreation	212-970-000-997.001	\$16,878.00
		Net Expenditures	\$16,878.00

Request to increase the budget for the Apppleridge Park project. The bid for the sidewalk surrounding the park was higher than anticipated. The State gave us an additional \$8,000 in grant revenue and we need to match the additional \$3,000. This will be funded by addition to grant revenue of \$8,000 and \$3,000 appropriated from prior year fund balance.

Revenues:	MI State Grant - Recreation/Parks	212-000-000-569.026	\$8,000.00
	Prior Year Appropriation	212-000-000-699.000	\$3,000.00
		Net Revenues	\$8,000.00
Expenditures:	Park Improvements	212-970-000-975-795	\$11,000.00
		Net Expenditures	\$11,000.00

Motion to Amend the 2016 Budget (#16):

Move to increase the General Fund budget by \$31,288 to \$8,875,245 and approve the department line item changes as outlined.

Move to increase the Bike, Sidewalk, Recreation, Roads & General Fund budget by \$27,878 to \$1,818,314 and approve the department line item changes as outlined.

# Resolution No. 2016-57

## Resolution Authorizing the Division of Platted Lots in Washtenaw ClubView Subdivision

WHEREAS, the owners of a portion of Lots 1, 2 and 3 of Washtenaw ClubView Subdivision have made a request to change lot boundaries as previously approved and recorded; and

WHEREAS, Township ordinance no. 2000-243, Article IX, Section 11.01 states that "Upon the filing of a petition, by the owner or owners of all interest therein, with the Township Board, the platted lots, outlot, or parcels of land in existing recorded plats may be partitioned or divided upon resolution of the Township Board into not more than four (4) parts, each of which shall, in regard to width, depth and area, conform to the terms and provisions of the Charter Township of Ypsilanti Zoning Ordinance, as amended; and

WHEREAS, the Township Planning Director has reviewed the division and confirmed that the resulting parcels meet the minimum requirements for lot size and road frontage as set forth by Section 2000 of the Township Zoning Ordinance.

THEREFORE, BE IT RESOLVED, that the revised property descriptions are approved as follows:

LEGAL DESCRIPTION: ALL OF LOT 3 AND PART OF LOT 1 AND LOT 2 WASHTENAW CLUB VIEW SUBDIVISION

LOT 3 OF "WASHTENAW CLUB VIEW SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN WASHTENAW COUNTY RECORDS ALSO THE FOLLOWING DESCRIBED PORTION OF LOTS 1 AND 2 OF SAID SUBDIVISION BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 3; THENCE S00°39'37"W 130.03 FEET ALONG THE WESTERLY LINE OF SAID LOT 3 TO THE SOUTH, U.E OF THE NORTH 130.00 FEET OF SAID LOT 3; THENCE CONTINUING S00°39'37"W 4.15 FEET ALONG SAID WESTERLY LINE; THENCE N76.36'10"W 41.00 FEET; THENCE N00°39'37"E 126.00 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 1; THENCE S88°06'18"E 40.00 FEET ALONG THE NORTHEASTLY LINE OF SAID LOTS 1 AND 2 TO THE PLACE OF BEGINNING. CONTAINING 0.30 ACRES OF LAND, MORE OR LESS, BEING SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY.

LEGAL DESCRIPTION: PART OF LOT 1 AND LOT 2 WASHTENAW CLUB VIEW SUBDIVISION

PART OF LOTS 1 AND 2 OF "WASHTENAW CLUB VIEW SUBDIVISION" ACCORDING TO THE PLAT THEREOF, AS RECORDED IN WASHTENAW COUNTY RECORDS, BEING DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 2; THENCE N88°06'18"W 40.00 FEET ALONG THE NORTHERLY LINE OF SAID LOTS 1 AND 2 FOR A PLACE OF BEGINNING; THENCE S00°39'37"W 126.00 FEET; THENCE N76°36'10"W 139.93 FEET TO A POINT ON THE WESTERLY LINE OF SAID LOT 1; THENCE NON-TANGENTIALLY 105.80 FEET ALONG SAID WESTERLY LINE AND THE ARC OF A 158.01 FOOT RADIUS CIRCULAR CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 38°21'50" AND HAVING A CHORD BEARING N17°10'05"W 103.83 FEET TO THE NORTHWEST CORNER OF SAID LOT 1; THENCE NON-TANGENTIALLY S88°06'18"E 168.52 FEET ALONG THE NORTHERLY LINE OF SAID LOTS 1 AND 2 TO THE PLACE OF BEGINNING, CONTAINING 0.40 ACRES OF LAND, MORE OR LESS, BEING SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY.

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




**Assessor's Office**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 487-4927  
Fax: (734) 484-5159

MEMORANDUM

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

From: Dawn Scheitz, Residential Appraiser 

Cc: Joseph Lawson, Planning Director  
Brian McCleery, Assistant Assessor

Date: November 2, 2016

Re: Resolution #2016-57 change platted lot boundary line Washtenaw Clubview  
Subdivision

Our local ordinance requires Township Board approval if there are any revisions to the original lot line in a recorded plat. This is required because the Board has already approved the original plat and this is a revision to what was previously approved. (Land divisions that are not in platted subdivisions do not require Board approval because these divisions are governed by the State Land Division Act.)

The Planning Coordinator has verified that the Lot split will not create any non-conforming conditions

Please place this item on the next available agenda for Board consideration.



# CHARTER TOWNSHIP OF YPSILANTI

## OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement

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### Property Split/Combination Review

**To:** Dawn Scheitz, Residential Appraiser  
**From:** Joseph Lawson, Planning Director  
**Cc:** Property File  
**Date:** October 14, 2016  
**Re:** Combination/division of K -11-07-205-006 and K -11-07-205-013

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The property division has been reviewed pursuant to the Ypsilanti Township Land Division Ordinance – Appendix C. Furthermore, it is stated within Section 300(b) 2, that all divisions of land, whether platted or unplatted, shall comply with the Ypsilanti Township Zoning Ordinance.

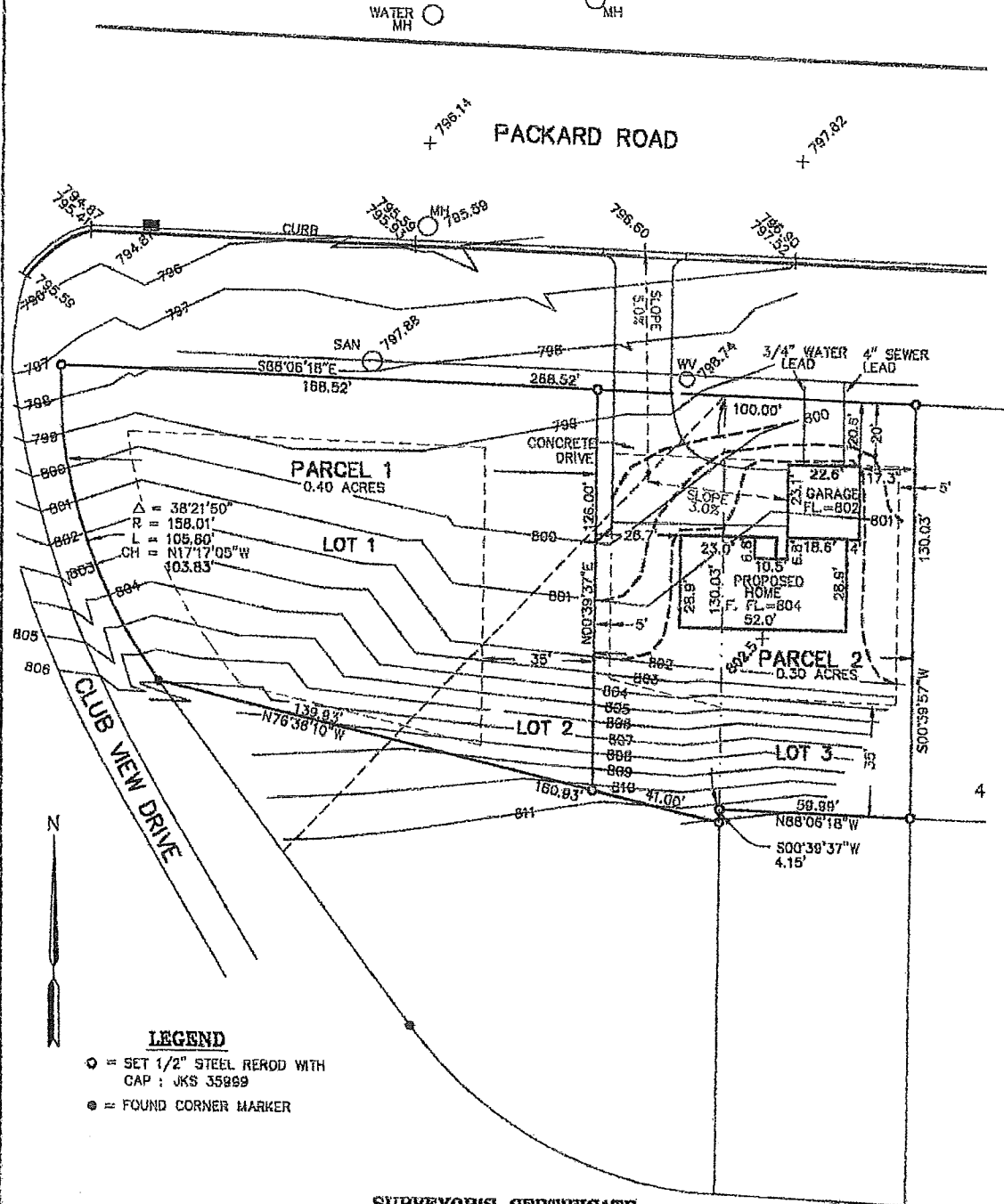
Please be advised that my office is in receipt of a revised site plan illustrating the proposed property line adjustment. In reviewing the revised plan, said plan is in compliance with section 2000 of the Township zoning code in relation to the minimum lot size and required road frontage.

It should also be noted that per section 11.03 of the Township Subdivision Regulations, the Board shall have the authority to approve the division of any such lot, outlot or parcel of land...

With that said, the combination/division of K -11-07-205-006 and K -11-07-205-013 is recommended for approval at this time.

If you should have any further questions, please feel free to contact me.

**SKETCH OF PROPOSED SPLITS**  
 RE-CONFIGURATION OF PARCELS K-11-07-205-006 AND K-11-07-205-013



**LEGEND**

- = SET 1/2" STEEL ROD WITH CAP : JKS 35999
- = FOUND CORNER MARKER

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE LAND HEREIN PLATTED AND/OR DESCRIBED ON 6/15/2016, AND THAT THE RATIO OF CLOSURE ON THE UNADJUSTED FIELD OBSERVATIONS OF SUCH SURVEY WAS 1/5,000 OR BETTER, AND THAT ALL OF THE REQUIREMENTS OF ACT NO. 132, P.A. 1970 (AS AMENDED) HAVE BEEN COMPLIED WITH.

NOTE: BEARINGS ARE BASED ON A PREVIOUS SURVEY

CLIENT: <b>KEITH LEE</b>		SCALE: 1" = 40'
SECTION: 7 TOWN: 3 SOUTH RANGE: 2 EAST		JACK K. SMITH PROFESSIONAL SURVEYOR No. 35999
YPSILANTI TOWNSHIP WASHTENAW COUNTY, MICHIGAN		
DATE: 09-12-2016	CREW: JKS/NM	JACK K. SMITH PROFESSIONAL SURVEYOR No. 35999
BOOK NO. 218 PG 29	COMP: JKS	
SHEET 1 OF 2	DRAWN: JKS	
	REV:	
<b>GARLOCK-SMITH</b> PROFESSIONAL SURVEYORS 516 EAST GRAND RIVER HOWELL, MICHIGAN 48843 (517) 546 - 3340 FAX: (517) 546 - 2941		

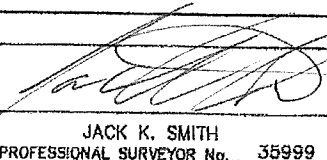
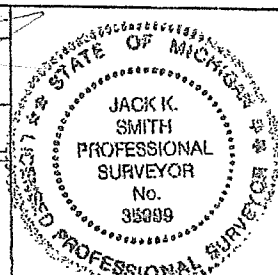
**LEGAL DESCRIPTIONS:**

**PARCEL 1:**

LOT 3 OF "WASHTENAW CLUB VIEW SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN WASHTENAW COUNTY RECORDS, ALSO THE FOLLOWING DESCRIBED PORTION OF LOTS 1 AND 2 OF SAID SUBDIVISION: BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 3; THENCE S00°39'37"W 130.03 FEET ALONG THE WESTERLY LINE OF SAID LOT 3 TO THE SOUTH LINE OF THE NORTH 130.00 FEET OF SAID LOT 3; THENCE CONTINUING S00°39'37"W 4.15 FEET ALONG SAID WESTERLY LINE; THENCE N76°36'10"W 41.00 FEET; THENCE N00°39'37"E 126.00 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 1; THENCE S88°06'18"E 40.00 FEET ALONG THE NORTHERLY LINE OF SAID LOTS 1 AND 2 TO THE PLACE OF BEGINNING. CONTAINING 0.30 ACRES OF LAND, MORE OR LESS, BEING SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY.

**PARCEL 2:**

PART OF LOTS 1 AND 2 OF "WASHTENAW CLUB VIEW SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN WASHTENAW COUNTY RECORDS, BEING DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 2; THENCE N88°06'18"W 40.00 FEET ALONG THE NORTHERLY LINE OF SAID LOTS 1 AND 2 FOR A PLACE OF BEGINNING; THENCE S00°39'37"W 126.00 FEET; THENCE N76°36'10"W 139.93 FEET TO A POINT ON THE WESTERLY LINE OF SAID LOT 1 ; THENCE NON-TANGENTIALLY 105.80 FEET ALONG SAID WESTERLY LINE AND THE ARC OF A 158.01 FOOT RADIUS CIRCULAR CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 38°21'50" AND HAVING A CHORD BEARING N17°17'05"W 103.83 FEET TO THE NORTHWEST CORNER OF SAID LOT 1 ; THENCE NON-TANGENTIALLY S88°06'18"E 168.52 FEET ALONG THE NORTHERLY LINE OF SAID LOTS 1 AND 2 TO THE PLACE OF BEGINNING. CONTAINING 0.40 ACRES OF LAND, MORE OR LESS, BEING SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY.

CLIENT: <b>KEITH LEE</b>			
SECTION: <u>7</u>	TOWN: <u>3 SOUTH</u> RANGE: <u>7 EAST</u>		
YPSILANTI TOWNSHIP WASHTENAW COUNTY, MICHIGAN		JACK K. SMITH PROFESSIONAL SURVEYOR No. <u>35999</u>	
DATE: <u>09-12-2016</u>	CREW: <u>JKS/NM</u>	<b>GARLOCK-SMITH</b> <b>PROFESSIONAL SURVEYORS</b> 816 EAST GRAND RIVER HOWELL, MICHIGAN 48843 (517) 546 - 3340 FAX: (517) 546 - 2941	
BOOK NO. <u>216 PG 29</u>	COMP: <u>JKS</u>		
	DRAWN: <u>JKS</u>		
SHEET <u>2</u> OF <u>2</u>	REV:		

# RESOLUTION NO. 2016-59

## *A Resolution Changing the Road Name of Riley Court to Harvey Place*

**WHEREAS**, the Charter Township of Ypsilanti Board of Trustees, on behalf of the owner of Riley Court, changing the name of Riley Court to Harvey Place; and

**WHEREAS**, the Charter Township of Ypsilanti will request street signs to be posted;

**NOW, THEREFORE, BE IT RESOLVED** that the name of Riley Court will be changed to Harvey Place.

**BE IT FURTHER RESOLVED** that Ypsilanti Township Clerk Karen Lovejoy Roe shall record a certified copy of this resolution with the Washtenaw County Register of Deeds and send a copy to the State Treasurer as required by law.



9/30/2016

Karen Lovejoy  
Township of Ypsilanti

Re: 0 Riley Court

Dear Ms. Lovejoy,

My assistant Zarrick spoke to Dawn Sheets and she asked that I write this letter to you. I would like to change the name of 0 Riley Court to 0 Harvey Place. This would be done with your participation and permission along with DTE and the US Postal Service. We would like to rebrand the apartment community to "Harvey Place" and want the street name to officially be changed to Harvey Place. Please let me know if this is agreeable and any paperwork I might need to fill out to make the change on your end.

Sincerely,

Stewart W. Beal  
Beal Properties, LLC

277 Gratiot, Suite 510  
Detroit, MI 48226  
(313) 963-8951

221 Felch, Suite 6  
Ann Arbor, MI 48103  
(734) 662-6133

425 W. Bancroft, Suite 107  
Toledo, OH 43620  
(419) 259-0619

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.
SHEROCK, WALLACE L.	IMPOREX, INC.	0	07/01/2004	WD	PAY OFF OF L/C	4408/39	WARRANTY DEED	0.0
IMPOREX, INC.	BEAL PROPERTIES, LLC.	600,000	07/01/2004	WD	ARMS-LENGTH	4408/40	AFFIDAVIT	100.0
RILEY CT APTS.,	SHEROCK, WALLACE L.	310,000	08/21/1995	WD	PAY OFF OF L/C	3885/238	WARRANTY DEED	0.0

Property Address	Class: COMMERCIAL	Zoning: I1 LI	Building Permit(s)	Date	Number	Status
2532 E MICHIGAN AVE	School: YPSI COMM SCHOOL - WR		Electrical	06/16/2016	PE16-0211	
	P.R.E. 0%		Res Alter/Repair	06/15/2016	PB16-0601	
Owner's Name/Address	MAP #: R 001 122 20		Res Windows	03/15/2013	PB13-0154	

Owner's Name/Address	2017 Est TCV Tentative	Res Windows	Date	Number	Status
BEAL PROPERTIES LLC MEADOW RIDGE APARTMENTS 221 FELCH ST., STE 6 ANN ARBOR MI 48103-3353			03/15/2013	PB13-0153	

Tax Description	X Improved	Vacant	Land Value Estimates for Land Table 00100.APARTMENTS SEC 1-36
YP#1-50B2: COM AT SW COR SEC 1; TH N'LY 1418.39 FT ALG WEST LINE OF SEC; TH E'LY 70 DEG 55' TO RIGHT 820.13 FT ALG C/L MICH AVE FOR POB: TH CONT E'LY 30.17 FT ALG C/L; TH S'LY 96 DEG 05' TO THE RIGHT 260 FT; TH 91 DEG 19' LEFT 90 FT; TH 96 DEG 05' TO THE RIGHT 598.63 FT; TH 91 DEG 19' TO THE RIGHT 298.44 FT; TH 88 DEG 41' TO THE RIGHT 559.87 FT; TH 70 DEG 55' TO THE RIGHT 179.83 FT; TH 96 DEG 05' N'LY 260 FT TO C/L MICH AVE AND POB. SUBJECT TO RIGHTS OF PUBLIC OVER N'LY 60 FT THEREOF. 4.14 ACRES.			

YP#1-50B2: COM AT SW COR SEC 1; TH N'LY 1418.39 FT ALG WEST LINE OF SEC; TH E'LY 70 DEG 55' TO RIGHT 820.13 FT ALG C/L MICH AVE FOR POB: TH CONT E'LY 30.17 FT ALG C/L; TH S'LY 96 DEG 05' TO THE RIGHT 260 FT; TH 91 DEG 19' LEFT 90 FT; TH 96 DEG 05' TO THE RIGHT 598.63 FT; TH 91 DEG 19' TO THE RIGHT 298.44 FT; TH 88 DEG 41' TO THE RIGHT 559.87 FT; TH 70 DEG 55' TO THE RIGHT 179.83 FT; TH 96 DEG 05' N'LY 260 FT TO C/L MICH AVE AND POB. SUBJECT TO RIGHTS OF PUBLIC OVER N'LY 60 FT THEREOF. 4.14 ACRES.



Public Improvements	Description	Frontage	Depth	Front	Depth	Rate	%Adj.	Reason	Value
Dirt Road				4.140 Acres		0	100		0
Gravel Road				30 Units	5369.00000	100			161,070
Paved Road				4.14 Total Acres				Total Est. Land Value =	161,070
Storm Sewer									
Sidewalk									
Water									
Sewer									
Electric									
Gas									
Curb									
Street Lights									
Standard Utilities									
Underground Utils.									

Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
2017	Tentative	Tentative	Tentative			Tentative
2016	80,500	335,200	415,700			253,453C
2015	80,500	284,200	364,700			252,695C
2014	61,700	196,200	257,900			248,716C

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\*\*\* Information herein deemed reliable but not guaranteed\*\*\*

Desc. of Bldg/Section: BLD 1 9 UNITS  
 Calculator Occupancy: Multiple Residence

Class: D,Brick  
 Floor Area: 6,489  
 Gross Bldg Area: 23,259  
 Stories Above Grd: 1  
 Average Sty Hght : 8  
 Bsmnt Wall Hght

Depr. Table : 2.5%  
 Effective Age : 49  
 Physical %Good: 35  
 Func. %Good : 100  
 Economic %Good: 100

1966 Year Built  
 Remodeled

12 Overall Bldg  
 Height

Comments:  
 73, 75, 77, 79, 81, 83,  
 85, 87, AND 89 RILEY  
 CT.

Construction Cost

High	Above Ave.	Ave.	X	Low
------	------------	------	---	-----

\*\* \*\* Calculator Cost Data \*\* \*\*  
 Quality: Average Adj: %+0 \$/SqFt:0.00  
 Heat#1: Forced Air Furnace 100  
 Heat#2: Zoned A.C. Warm & Cooled Air 0%  
 Ave. SqFt/Story: 6489  
 Total # Units: 8  
 Has Elevators:

\*\*\* Basement Info \*\*\*  
 Area:  
 Perimeter:  
 Type:  
 Heat: No Heating or Cooling

\* Mezzanine Info \*  
 Area #1:  
 Type #1:  
 Area #2:  
 Type #2:

\* Sprinkler Info \*  
 Area:  
 Type: Average

<<<<< Calculator Cost Computations >>>>>

Class: D,Brick Quality: Average Percent Adj: +0

Base Rate for Upper Floors = 51.95

(10) Heating system: Forced Air Furnace Cost/SqFt: 0.00 100%  
 Adjusted Square Foot Cost for Upper Floors = 51.95

1 Stories Number of Stories Multiplier: 1.000  
 Average Height per Story: 8 Height per Story Multiplier: 0.970  
 Total Floor Area: 6,489 # of Units: 8 Perim. Multiplier: 1.001  
 Refined Square Foot Cost for Upper Floors: 50.46

County Multiplier: 1.56, Final Square Foot Cost for Upper Floors = 78.721

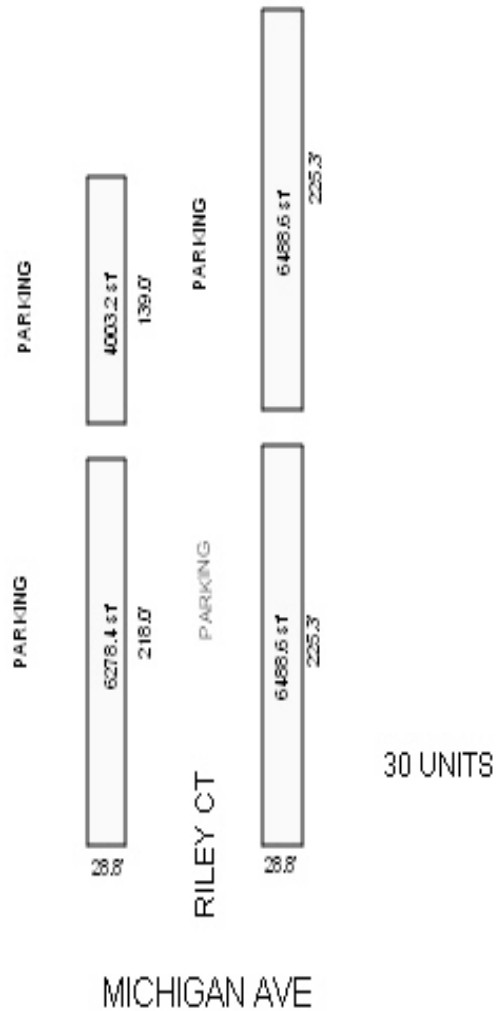
Total Floor Area: 6,489 Base Cost New of Upper Floors = 510,821

Reproduction/Replacement Cost = 510,821  
 Eff.Age:49 Phy.%Good/Abnr.Phy./Func./Econ./Overall %Good: 35 /100/100/100/35.0  
 Total Depreciated Cost = 178,788

ECF (COMMERCIAL- APARTMENTS) 1.085 => TCV of Bldg: 1 = 193,984  
 Replacement Cost/Floor Area= 78.72 Est. TCV/Floor Area= 29.89

(1) Excavation/Site Prep:	(7) Interior:	(11) Electric and Lighting:	(39) Miscellaneous:
(2) Foundation:	(8) Plumbing:	Outlets:	(40) Exterior Wall:
X Poured Conc	Many Above Ave.	X Few Average Many Unfinished Typical	
	Average Typical	X Few Average Many Unfinished Typical	Bsmnt Insul.
(3) Frame:	Total Fixtures	Flex Conduit Rigid Conduit Armored Cable Non-Metalic Bus Duct	
	3-Piece Baths	Incandescent Fluorescent Mercury Sodium Vapor Transformer	
(4) Floor Structure:	2-Piece Baths	(13) Roof Structure: Slope=0	
	Shower Stalls	(14) Roof Cover:	
(5) Floor Cover:	Toilets		
	Urinals Wash Bowls Water Heaters Wash Fountains Water Softeners		
(6) Ceiling:	(9) Sprinklers:		
	(10) Heating and Cooling:		
	X Gas Oil Coal Stoker Hand Fired Boiler		

\*\*\* Information herein deemed reliable but not guaranteed\*\*\*



Sketch by Apex Medina™

\*\*\* Information herein deemed reliable but not guaranteed\*\*\*



Desc. of Bldg/Section: BLD 2- 9 UNITS Calculator Occupancy: Multiple Residence		<<<<< Calculator Cost Computations >>>>>						
Class: D,Brick		Class: D,Brick    Quality: Average    Percent Adj: +0						
Floor Area: 6,489 Gross Bldg Area: 23,259 Stories Above Grd: 1 Average Sty Hght : 8 Bsmnt Wall Hght		Base Rate for Upper Floors = 51.95						
Depr. Table : 2.5% Effective Age : 49 Physical %Good: 35 Func. %Good : 100 Economic %Good: 100		(10) Heating system: Forced Air Furnace    Cost/SqFt: 0.00    100% Adjusted Square Foot Cost for Upper Floors = 51.95						
1966 Year Built Remodeled		1 Stories    Number of Stories Multiplier: 1.000 Average Height per Story: 8    Height per Story Multiplier: 0.970 Total Floor Area: 6,489    # of Units: 8    Perim. Multiplier: 1.001 Refined Square Foot Cost for Upper Floors: 50.46						
12 Overall Bldg Height		County Multiplier: 1.56, Final Square Foot Cost for Upper Floors = 78.721						
Comments: 51, 53, 55,57, 59, 61, 63, 65 AND 67 RILEY CT		Total Floor Area: 6,489    Base Cost New of Upper Floors = 510,821 Reproduction/Replacement Cost = 510,821 Eff.Age:49    Phy.%Good/Abnr.Phy./Func./Econ./Overall %Good: 35 /100/100/100/35.0 Total Depreciated Cost = 178,788						
Construction Cost <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>High</td> <td>Above Ave.</td> <td>Ave.</td> <td>X</td> <td>Low</td> </tr> </table> ** ** Calculator Cost Data ** ** Quality: Average    Adj: %+0    \$/SqFt:0.00 Heat#1: Forced Air Furnace    100 Heat#2: Zoned A.C. Warm & Cooled Air    0% Ave. SqFt/Story: 6489 Total # Units: 8 Has Elevators:		High	Above Ave.	Ave.	X	Low	ECF (COMMERCIAL- APARTMENTS)    1.085 => TCV of Bldg: 2 = 193,984 Replacement Cost/Floor Area= 78.72    Est. TCV/Floor Area= 29.89	
High	Above Ave.	Ave.	X	Low				
*** Basement Info *** Area: Perimeter: Type: Heat: No Heating or Cooling		* Mezzanine Info * Area #1: Type #1: Area #2: Type #2:						
* Sprinkler Info * Area: Type: Average								

(1) Excavation/Site Prep:	(7) Interior:	(11) Electric and Lighting:	(39) Miscellaneous:
(2) Foundation:	(8) Plumbing:	Outlets:	(40) Exterior Wall:
X Poured Conc    Brick/Stone    Block	Many Above Ave.    Average Typical    Few None	X Few Average Many Unfinished Typical    X Few Average Many Unfinished Typical	
(3) Frame:	Total Fixtures 3-Piece Baths    Urinals 2-Piece Baths    Wash Bowls Shower Stalls    Water Heaters Toilets    Wash Fountains Water Softeners	Flex Conduit    Incandescent Rigid Conduit    Fluorescent Armored Cable    Mercury Non-Metalic    Sodium Vapor Bus Duct    Transformer	Thickness    Bsmnt Insul.
(4) Floor Structure:	(9) Sprinklers:	(13) Roof Structure:    Slope=0	
(5) Floor Cover:	(10) Heating and Cooling:	(14) Roof Cover:	
(6) Ceiling:	X Gas    Coal    Hand Fired Oil    Stoker    Boiler		

\*\*\* Information herein deemed reliable but not guaranteed\*\*\*

Desc. of Bldg/Section: BLD 3- 7 UNITS Calculator Occupancy: Multiple Residence		<<<<< Calculator Cost Computations >>>>> Class: D,Brick Quality: Average Percent Adj: +0			
Class: D,Brick Floor Area: 6,278 Gross Bldg Area: 23,259 Stories Above Grd: 1 Average Sty Hght : 8 Bsmnt Wall Hght	Construction Cost				
	High	Above Ave.	Ave.	X	Low
Depr. Table : 2.5% Effective Age : 49 Physical %Good: 35 Func. %Good : 100 Economic %Good: 100		** ** Calculator Cost Data ** ** Quality: Average Adj: %+0 \$/SqFt:0.00 Heat#1: Forced Air Furnace 100 Heat#2: Zoned A.C. Warm & Cooled Air 0% Ave. SqFt/Story: 6278 Total # Units: 7 Has Elevators:			
1966 Year Built Remodeled	*** Basement Info ***				
12 Overall Bldg Height	Area: Perimeter: Type: Heat: No Heating or Cooling				
Comments: 72, 74, 76, 78, 80, 82 AND 84 RILEY CT		* Mezzanine Info *			
		Area #1: Type #1: Area #2: Type #2:			
		* Sprinkler Info *			
		Area: Type: Average			

Base Rate for Upper Floors = 51.95

(10) Heating system: Forced Air Furnace Cost/SqFt: 0.00 100%  
 Adjusted Square Foot Cost for Upper Floors = 51.95

1 Stories Number of Stories Multiplier: 1.000  
 Average Height per Story: 8 Height per Story Multiplier: 0.970  
 Total Floor Area: 6,278 # of Units: 7 Perim. Multiplier: 0.984  
 Refined Square Foot Cost for Upper Floors: 49.61

County Multiplier: 1.56, Final Square Foot Cost for Upper Floors = 77.391

Total Floor Area: 6,278 Base Cost New of Upper Floors = 485,863

Reproduction/Replacement Cost = 485,863  
 Eff.Age:49 Phy.%Good/Abnr.Phy./Func./Econ./Overall %Good: 35 /100/100/100/35.0  
 Total Depreciated Cost = 170,052

ECF (COMMERCIAL- APARTMENTS) 1.085 => TCV of Bldg: 3 = 184,507  
 Replacement Cost/Floor Area= 77.39 Est. TCV/Floor Area= 29.39

(1) Excavation/Site Prep:	(7) Interior:	(11) Electric and Lighting:	(39) Miscellaneous:
(2) Foundation:	(8) Plumbing:	Outlets:	
X Poured Conc	Many Above Ave.	X Few Average	
Footings	Average Typical	Many Unfinished	
Brick/Stone	Few None	Typical	
Block	Total Fixtures	Flex Conduit	
	3-Piece Baths	Rigid Conduit	
(3) Frame:	2-Piece Baths	Armored Cable	
	Shower Stalls	Non-Metalic	
	Toilets	Bus Duct	
(4) Floor Structure:	Urinals	Incandescent	
	Wash Bowls	Fluorescent	
	Water Heaters	Mercury	
	Wash Fountains	Sodium Vapor	
	Water Softeners	Transformer	
(5) Floor Cover:	(9) Sprinklers:	(13) Roof Structure: Slope=0	(40) Exterior Wall:
	(10) Heating and Cooling:		Thickness
	X Gas		Bsmnt Insul.
	Oil		
	Coal Stoker		
	Hand Fired Boiler	(14) Roof Cover:	
(6) Ceiling:			

\*\*\* Information herein deemed reliable but not guaranteed\*\*\*

Desc. of Bldg/Section: BLD 4- 5 UNITS Calculator Occupancy: Multiple Residence		<<<<<< Calculator Cost Computations >>>>>>	
Class: D,Brick		Class: D,Brick Quality: Average Percent Adj: +0	
Floor Area: 4,003		Base Rate for Upper Floors = 51.95	
Gross Bldg Area: 23,259		(10) Heating system: Forced Air Furnace Cost/SqFt: 0.00 100%	
Stories Above Grd: 1		Adjusted Square Foot Cost for Upper Floors = 51.95	
Average Sty Hght : 8		1 Stories Number of Stories Multiplier: 1.000	
Bsmnt Wall Hght		Average Height per Story: 8 Height per Story Multiplier: 0.970	
Depr. Table : 2.5%		Total Floor Area: 4,003 # of Units: 5 Perim. Multiplier: 1.004	
Effective Age : 49		Refined Square Foot Cost for Upper Floors: 50.61	
Physical %Good: 35		County Multiplier: 1.56, Final Square Foot Cost for Upper Floors = 78.957	
Func. %Good : 100		Total Floor Area: 4,003 Base Cost New of Upper Floors = 316,063	
Economic %Good: 100		Reproduction/Replacement Cost = 316,063	
1966	Year Built Remodeled	Eff.Age:49 Phy.%Good/Abnr.Phy./Func./Econ./Overall %Good: 35 /100/100/100/35.0	
12	Overall Bldg Height	Total Depreciated Cost = 110,622	
Comments: 60, 62, 64, 66 AND 68 RILEY CT		ECF (COMMERCIAL- APARTMENTS) 1.085 => TCV of Bldg: 4 = 120,025	
		Replacement Cost/Floor Area= 78.96 Est. TCV/Floor Area= 29.98	

(1) Excavation/Site Prep:		(7) Interior:		(11) Electric and Lighting:		(39) Miscellaneous:	
(2) Foundation:		(8) Plumbing:		Outlets:			
X	Poured Conc	Brick/Stone	Block	Many Above Ave.	Average Typical	Few None	
(3) Frame:		Total Fixtures		X		X	
		3-Piece Baths		Few Average		Few Average	
		2-Piece Baths		Many Unfinished		Many Unfinished	
		Shower Stalls		Typical		Typical	
		Toilets		Flex Conduit		Incandescent	
(4) Floor Structure:		Urinals		Rigid Conduit		Fluorescent	
		Wash Bowls		Armored Cable		Mercury	
		Water Heaters		Non-Metalic		Sodium Vapor	
		Wash Fountains		Bus Duct		Transformer	
		Water Softeners		(13) Roof Structure: Slope=0		(40) Exterior Wall:	
(5) Floor Cover:		(9) Sprinklers:				Thickness	
						Bsmnt Insul.	
(6) Ceiling:		(10) Heating and Cooling:		(14) Roof Cover:			
		X Gas Oil					
		Coal Stoker					
		Hand Fired Boiler					

\*\*\* Information herein deemed reliable but not guaranteed\*\*\*

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<<<<<                               Income Capitalization Calculations                               >>>>>
      (1 Bedrooms)  15 Units x  550 per unit   =           8,250
      (2 Bedrooms)  15 Units x  600 per unit   =           9,000
Misc. Monthly Income:                                     =           100
      Gross Income (100% Occupancy + Miscellaneous) x 12 months =      208,200
      Vacancy & Collection Loss  20.00% =      -41,640
      Effective Gross Income =      166,560

Annual Operating Expenses
Miscellaneous: 63293

      Total Annual Operating Expenses =           63,293
      Net Operating Income before Taxes or Capital Charges =      103,267
      Capitalization Rate = 9.00%  Tax Rate = 3.42%  Overall Cap. Rate = 12.42%
      Income Capitalized Value (Net Income / Capitalization Rate) =      831,459
% of Stmt on Parcel: 100      Contribution to Total Parcel Cost =      831,459

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Comments/Data From:

\*\*\* Information herein deemed reliable but not guaranteed\*\*\*



November 9, 2016

Charter Township of Ypsilanti  
Attn: Karen Lovejoy Roe  
7200 S Huron River Dr.  
Ypsilanti, MI 48197

Re: Proposed Street Lighting – Bus Stop on Ecorse Rd between Redwood Ave & Rosewood Ave

I have completed the review of your request for proposed lighting and have prepared a cost estimate for the installation of two street lights at the bus stop on Ecorse Rd between Redwood Ave & Rosewood Ave. I am recommending the installation of two 135 watt Autobahn LED style fixtures with gray housings mounted on 17'-6" steel arms attached to new wood poles. Please see attached preliminary sketch.

The costs are based on the Option 1 Municipal Street Light rate, where DTE Energy installs, owns, and maintains the lighting system. The rate requires a portion of the construction cost be paid by the customer, which is determined by the following formula.

**Ecorse Rd between Redwood & Rosewood – 2 New Street Lights on 2 New Wood Poles**

Annual operating cost	\$330.62
Cost to construct	\$5,166.28
Minus 3yrs revenue	(\$991.86)
<b>Contribution from Ypsilanti Township</b>	<b>\$4,174.42</b>

The price quoted shall be in effect for a period of six months from the date of this letter, after which these costs will no longer be valid. After installation the total cost for additional modification, relocation or removal will be the responsibility of the requesting party. Payment of the customer contribution must be made prior to the actual start of construction.

Please contact me for a Street Lighting Purchase Agreement if you would like to proceed with the above installation. If you have questions please call me at 734-397-4188.

Sincerely,

*Lance Alley*

Lance Alley  
Account Manager  
DTE Energy - Community Lighting

**Exhibit A to Master Agreement**

**Purchase Agreement**

This Purchase Agreement (this "Agreement") is dated as of November 9, 2016 between The Detroit Edison Company ("Company") and Charter Township of Ypsilanti ("Customer").

This Agreement is a "Purchase Agreement" as referenced in the Master Agreement for Municipal Street Lighting dated March 28, 2013 (the "Master Agreement") between Company and Customer. All of the terms of the Master Agreement are incorporated herein by reference. In the event of an inconsistency between this Agreement and the Master Agreement, the terms of this Agreement shall control.

Customer requests the Company to furnish, install, operate and maintain street lighting equipment as set forth below:

1. DTE Work Order Number:	46454788	
	If this is a conversion or replacement, indicate the Work Order Number for current installed equipment: N/A	
2. Location where Equipment will be installed:	At the bus stop on Ecorse Rd between Redwood Ave & Rosewood Ave in Ypsilanti Township, as more fully described on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	2	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	Install 2 overhead fed 135 watt Autobahn LED fixtures with gray housings mounted on 17'-6" steel arms attached to 2 new wood poles.	
5. Estimated Total Annual Lamp Charges	\$330.62	
6. Computation of Contribution in aid of Construction (" <u>CIAC Amount</u> ")	Total estimated construction cost, including labor, materials, and overhead:	\$5,166.28
	Credit for 3 years of lamp charges:	\$991.86
	<b>CIAC Amount (cost minus revenue)</b>	<b>\$4,174.42</b>
7. Payment of CIAC Amount:	Due promptly upon execution of this Agreement	
8. Term of Agreement	5 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.	
9. Does the requested Customer lighting design meet IESNA recommended practices?	(Check One) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices  <b>Signature:</b> _____	
10. Customer Address for Notices:	Charter Township of Ypsilanti 7200 S Huron River Dr Ypsilanti, MI 48197 Attn: Karen Lovejoy Roe	

11. Special Order Material Terms:

All or a portion of the Equipment consists of special order material: (check one)  YES  NO

If "Yes" is checked, Customer and Company agree to the following additional terms.

A. Customer acknowledges that all or a portion of the Equipment is special order materials ("SOM") and not Company's standard stock. Customer will purchase and stock replacement SOM and spare parts. When replacement equipment or spare parts are installed from Customer's inventory, the Company will credit Customer in the amount of the then current material cost of Company standard street lighting equipment.

B. Customer will maintain an initial inventory of at least **N/A** posts and **N/A** luminaires and any other materials agreed to by Company and Customer, and will replenish the stock as the same are drawn from inventory. Costs of initial inventory are included in this Agreement. The Customer agrees to work with the Company to adjust inventory levels from time to time to correspond to actual replacement material needs. If Customer fails to maintain the required inventory, Company, after 30 days' notice to Customer, may (but is not required to) order replacement SOM and Customer will reimburse Company for such costs. Customer's acknowledges that failure to maintain required inventory could result in extended outages due to SOM lead times.

C. The inventory will be stored at \_\_\_\_\_.  
Access to the Customers inventory site must be provided between the hours of 9:00 am to 4:00 pm, Monday through Friday with the exceptions of federal Holidays. Customer shall name an authorized representative to contact regarding inventory: levels, access, usage, transactions, and provide the following contact information to the Company:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

The Customer will notify the Company of any changes in the Authorized Customer Representative. The Customer must comply with SOM manufacturer's recommended inventory storage guidelines and practices. Damaged SOM will not be installed by the Company.

D. In the event that SOM is damaged by a third party, the Company may (but is not required to) pursue a damage claim against such third party for collection of all labor and stock replacement value associated with the damage claim. Company will promptly notify Customer as to whether Company will pursue such claim.

E. In the event that SOM becomes obsolete or no longer manufactured, the Customer will be allowed to select new alternate SOM that is compatible with the Company's existing infrastructure.

F. Should the Customer experience excessive LED equipment failures, not supported by LED manufacturer warranties, the Company will replace the LED equipment with other Company supported Solid State or High Intensity Discharge luminaires at the Company's discretion. The full cost to complete these replacements to standard street lighting equipment will be the responsibility of the Customer.

12. Experimental Emerging Lighting Technology (“EELT”) Terms:

All or a portion of the Equipment consists of EELT: (check one)  YES  NO

If “Yes” is checked, Customer and Company agree to the following additional terms.

A. The annual billing lamp charges for the EELT equipment has been calculated by the Company are based upon the estimated energy and maintenance cost expected with the Customer’s specific pilot project EELT equipment. .

B. Upon the approval of any future MPSC Option I tariff for EELT street lighting equipment, the approved rate schedules will automatically apply for service continuation to the Customer under Option 1 Municipal Street Lighting Rate, as approved by the MPSC. The terms of this paragraph B replace in its entirety Section 7 of the Master Agreement with respect to any EELT equipment purchased under this Agreement.

\*\*\*\*\*

Company and Customer have executed this Purchase Agreement as of the date first written above.

Company:

Customer:

The Detroit Edison Company

Charter Township of Ypsilanti

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

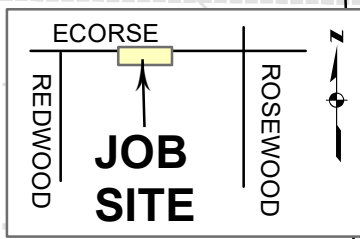


**Attachment 1 to Purchase Agreement**

**Map of Location**

[To be attached]

**YPSILANTI TOWNSHIP  
2 NEW OVERHEAD STREET LIGHTS  
EXHIBIT "B"**



**OAKLAWN AVE**

**ECORSE RD**

**ROSEWOOD A**

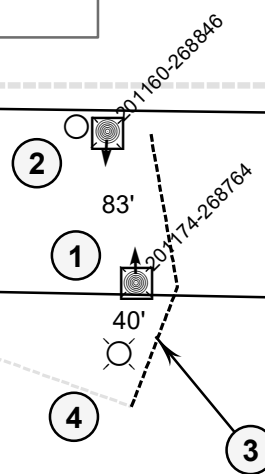
**PINEWOOD ST**


**WL 1:** 201174-268764  
 IN: 35 4 PINE  
 IN: SSS-DET 282  
 IN: MULTIPLE LED 135 LLT COBRA - 7 PIN - GRAY  
 IN: OH CODE S48  
 IN: PCLL  
 L 135 AFU730 -- 9000 YPSIL -- A230 -- 701  
 IN: DET 605B  
 IN: DET 605B

**WL 2:** 201160-268846  
 IN: 35 4 PINE  
 IN: SSS-DET 282  
 IN: MULTIPLE LED 135 LLT COBRA - 7 PIN - GRAY  
 IN: OH CODE S48  
 IN: PCLL  
 L 135 AFU731 -- 9000 YPSIL -- A230 -- 701  
 IN: DET 605D

**WL 3:**  
 IN: 6A6D

**WL 4:**  
 IN: DET 605D



										<b>DTE Electric - Distribution Engineering and Planning</b>												
Service Planner					Work Order Description																	
O'Donnell, Michael W					SL - NBUS - 2 OH - Ecorse Rd btwn Redwood & Rosewood - Ypsilanti Twp																	
Phone					Work Order #			GIS-DSN			COH			CUL			CUG			PLC		
586.412.4771					46458323																	
Supervisor					Circuit #1																	
Brian R Kinnick					EMRCK2922																	
Phone					Service Center			Worksite City			Worksite Twp			County								
734.397.4024					ANN			YPSILANTI			YPSILANTI			Washtenaw								
Planning Engineer					JU Work to be Performed																	
											JU			RSD								
JU Company					Contact					Email					Phone							
Phone					JU Company			Contact			Email			Phone								
CUE Number			Ver	Plot Date		Scale			Town		Range		Section		Qtr							
682719			1	11/8/2016					03S		07E		10									



November 3, 2016

Charter Township of Ypsilanti  
Attn: Karen Lovejoy Roe  
7200 S Huron River Dr.  
Ypsilanti, MI 48197

Re: Proposed Street Lighting – At the curve on S Grove St east of Harry St

I have completed the review of your request for proposed lighting and have prepared a cost estimate for the installation of one street light at the curve on S Grove St near Harry St. I am recommending the installation of one 135 watt Autobahn LED style fixture with gray housing mounted on a 17'-6" steel arm attached to a new wood pole. Please see attached preliminary sketch.

The costs are based on the Option 1 Municipal Street Light rate, where DTE Energy installs, owns, and maintains the lighting system. The rate requires a portion of the construction cost be paid by the customer, which is determined by the following formula.

**S Grove St & Harry St – 1 New Street Light on 1 New Wood Pole**

Annual operating cost	\$165.31
Cost to construct	\$2,484.54
Minus 3yrs revenue	(\$495.93)
<b>Contribution from Ypsilanti Township</b>	<b>\$1,988.61</b>

The price quoted shall be in effect for a period of six months from the date of this letter, after which these costs will no longer be valid. After installation the total cost for additional modification, relocation or removal will be the responsibility of the requesting party. Payment of the customer contribution must be made prior to the actual start of construction.

Please contact me for a Street Lighting Purchase Agreement if you would like to proceed with the above installation. If you have questions please call me at 734-397-4188.

Sincerely,

*Lance Alley*

Lance Alley  
Account Manager  
DTE Energy - Community Lighting

**Exhibit A to Master Agreement**

**Purchase Agreement**

This Purchase Agreement (this "Agreement") is dated as of November 10, 2016 between The Detroit Edison Company ("Company") and Charter Township of Ypsilanti ("Customer").

This Agreement is a "Purchase Agreement" as referenced in the Master Agreement for Municipal Street Lighting dated March 28, 2013 (the "Master Agreement") between Company and Customer. All of the terms of the Master Agreement are incorporated herein by reference. In the event of an inconsistency between this Agreement and the Master Agreement, the terms of this Agreement shall control.

Customer requests the Company to furnish, install, operate and maintain street lighting equipment as set forth below:

1. DTE Work Order Number:	46272814	
	If this is a conversion or replacement, indicate the Work Order Number for current installed equipment: N/A	
2. Location where Equipment will be installed:	At the curve on S Grove St just east of Harry St in Ypsilanti Township, as more fully described on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	1	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	Install (1) overhead fed 135 watt Autobahn LED fixture with gray housing mounted on a 17'-6" steel arm attached to a new wood pole.	
5. Estimated Total Annual Lamp Charges	\$165.31	
6. Computation of Contribution in aid of Construction (" <u>CIAC Amount</u> ")	Total estimated construction cost, including labor, materials, and overhead:	\$2,484.54
	Credit for 3 years of lamp charges:	\$495.93
	<b>CIAC Amount (cost minus revenue)</b>	<b>\$1,988.61</b>
7. Payment of CIAC Amount:	Due promptly upon execution of this Agreement	
8. Term of Agreement	5 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.	
9. Does the requested Customer lighting design meet IESNA recommended practices?	(Check One) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices  <b>Signature:</b> _____	
10. Customer Address for Notices:	Charter Township of Ypsilanti 7200 S Huron River Dr Ypsilanti, MI 48197 Attn: Karen Lovejoy Roe	

11. Special Order Material Terms:

All or a portion of the Equipment consists of special order material: (check one)  YES  NO

If "Yes" is checked, Customer and Company agree to the following additional terms.

A. Customer acknowledges that all or a portion of the Equipment is special order materials ("SOM") and not Company's standard stock. Customer will purchase and stock replacement SOM and spare parts. When replacement equipment or spare parts are installed from Customer's inventory, the Company will credit Customer in the amount of the then current material cost of Company standard street lighting equipment.

B. Customer will maintain an initial inventory of at least **N/A** posts and **N/A** luminaires and any other materials agreed to by Company and Customer, and will replenish the stock as the same are drawn from inventory. Costs of initial inventory are included in this Agreement. The Customer agrees to work with the Company to adjust inventory levels from time to time to correspond to actual replacement material needs. If Customer fails to maintain the required inventory, Company, after 30 days' notice to Customer, may (but is not required to) order replacement SOM and Customer will reimburse Company for such costs. Customer's acknowledges that failure to maintain required inventory could result in extended outages due to SOM lead times.

C. The inventory will be stored at \_\_\_\_\_.  
Access to the Customers inventory site must be provided between the hours of 9:00 am to 4:00 pm, Monday through Friday with the exceptions of federal Holidays. Customer shall name an authorized representative to contact regarding inventory: levels, access, usage, transactions, and provide the following contact information to the Company:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

The Customer will notify the Company of any changes in the Authorized Customer Representative. The Customer must comply with SOM manufacturer's recommended inventory storage guidelines and practices. Damaged SOM will not be installed by the Company.

D. In the event that SOM is damaged by a third party, the Company may (but is not required to) pursue a damage claim against such third party for collection of all labor and stock replacement value associated with the damage claim. Company will promptly notify Customer as to whether Company will pursue such claim.

E. In the event that SOM becomes obsolete or no longer manufactured, the Customer will be allowed to select new alternate SOM that is compatible with the Company's existing infrastructure.

F. Should the Customer experience excessive LED equipment failures, not supported by LED manufacturer warrantees, the Company will replace the LED equipment with other Company supported Solid State or High Intensity Discharge luminaires at the Company's discretion. The full cost to complete these replacements to standard street lighting equipment will be the responsibility of the Customer.

12. Experimental Emerging Lighting Technology (“EELT”) Terms:

All or a portion of the Equipment consists of EELT: (check one)  YES  NO

If “Yes” is checked, Customer and Company agree to the following additional terms.

A. The annual billing lamp charges for the EELT equipment has been calculated by the Company are based upon the estimated energy and maintenance cost expected with the Customer’s specific pilot project EELT equipment. .

B. Upon the approval of any future MPSC Option I tariff for EELT street lighting equipment, the approved rate schedules will automatically apply for service continuation to the Customer under Option 1 Municipal Street Lighting Rate, as approved by the MPSC. The terms of this paragraph B replace in its entirety Section 7 of the Master Agreement with respect to any EELT equipment purchased under this Agreement.

\*\*\*\*\*

Company and Customer have executed this Purchase Agreement as of the date first written above.

Company:

Customer:

The Detroit Edison Company

Charter Township of Ypsilanti

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

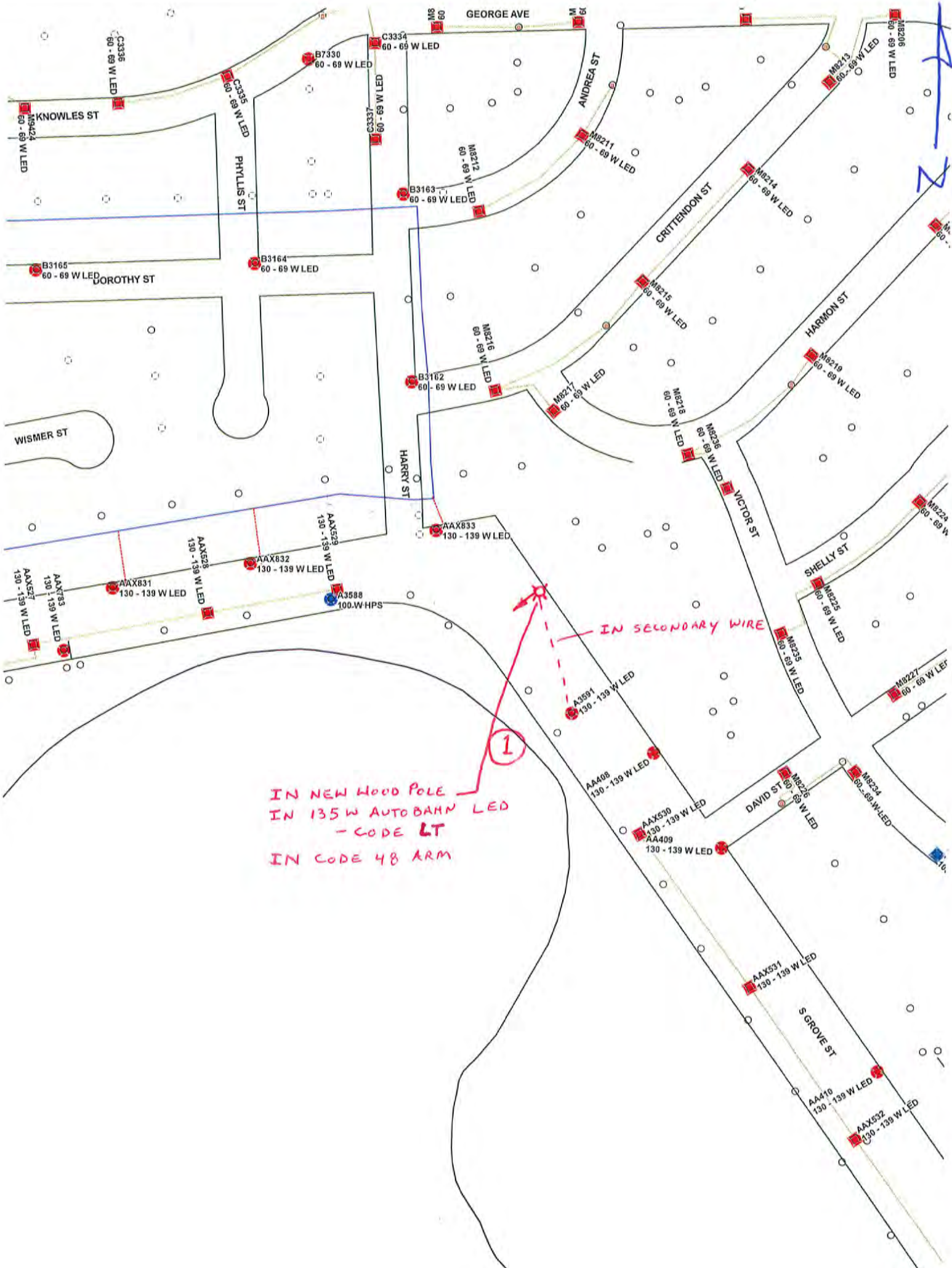
Title: \_\_\_\_\_

Title: \_\_\_\_\_

**Attachment 1 to Purchase Agreement**

**Map of Location**

[To be attached]



IN NEW HOOD POLE  
IN 135 W AUTOBAHN LED  
- CODE LT  
IN CODE 48 ARM

IN SECONDARY WIRE

1



# OTHER BUSINESS

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# **AUTHORIZATIONS AND BIDS**

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*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*

Recreation Department/  
Community Center

2025 East Clark Road  
Ypsilanti, MI 48198  
Phone: (734) 544-3807  
Fax: (734) 544-3888  
50 & Beyond: (734) 544-3838  
[www.ytown.org](http://www.ytown.org)

## Memorandum

TO: Ypsilanti Township Board of Trustees  
FROM: Angie Verges, Recreation Services Manager  
DATE: November 7, 2016  
RE: Approval to seek sealed bids for printing of the Discover Ypsilanti Township Guide

We are asking for Board authorization to seek sealed bids for the Recreation Department's printing needs for 2017/2018. The bids would cover the printing of the Discover Ypsilanti Township Guide.

Funding for the Discover Ypsilanti Township Guide has been budgeted in account number 230-751-000-880-000.

Please place this item on the November 15, 2016 Township Board meeting agenda for review/approval. I will be available at the board meeting to answer any questions.

# CHARTER TOWNSHIP OF YPSILANTI

## INFORMATION SERVICES

Computer Support • Web Content Management • Communications Services

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To: Township Board  
From: Travis McDugald, IS Manager  
Re: Request to accept the ClearRate Communication proposal to provide telephone utility services and authorize the signing of any necessary contracts contingent upon attorney review  
Date: November 4, 2016  
Copy To: Mike Radzik, OCS Director

On September 20, 2016 the Township Board authorized Computer Support to seek competitive proposals for phone utility service. Proposals were received as follows:

Company	Monthly	Estimated
ClearRate Communication	\$618	Flat Rate
MegaPath	\$630	Flat Rate
Comcast	\$948	Flat Rate
FlowRoute	\$1,100	Based on usage
TDS Metrocom	\$1,280	Flat Rate
Voip.ms	\$1,252	Based on usage
Sip.us	\$1,350	Flat Rate
Impact Telecom	\$1,347	Flat Rate
BroadVoice	\$1,802	Flat Rate

ClearRate Communication is our current service provider and continues to offer the best service and price for the Township. ClearRate includes several features not provided by the other options.

The method of funding for phone services will remain the same. Each department is charged a portion of the monthly service fee based on the number of handsets within their department.

I respectfully request the Township Board accept the proposal from Clear Rate Communication for a 48-month agreement and authorize the signing of any necessary contracts upon attorney review.

Thank you for your consideration.  
Travis McDugald

# CHARTER TOWNSHIP OF YPSILANTI

## INFORMATION SERVICES

Computer Support • Web Content Management • Communications Services

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To: Township Board  
From: Travis McDugald, IS Manager  
Re: Request to approve the purchase of Microsoft Windows Server 2016 licensing from Civitas IT totaling \$26,043.68 budgeted in account number 101.266.000.977.0001  
Date: November 4, 2016  
Copy To: Mike Radzik, OCS Director

On October 18, 2016 the Township Board authorized Computer Support to seek proposals through MITN to purchase Microsoft Windows Server 2016 licensing. Six qualified proposals were received as follows:

Vendor	Amount
Civitas IT	\$26,043.68
New Tech Solutions, Inc.	\$26,382.80
Digivoix LLC	\$26,916.00
PCMG, Inc. DBA Global GovEd	\$27,077.28
Jabtech	\$28,720.00
NETSOLUTIONS L.L.C.	\$154,400.40

I respectfully request the Township Board approve the purchase from Civitas IT for a total of \$26,043.68 budgeted in account number 101.266.000.977.0001

Travis McDugald,  
IS Manager