

CHARTER TOWNSHIP OF  
YPSILANTI BOARD OF TRUSTEES

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*Supervisor*

**BRENDA L. STUMBO**

*Clerk*

**KAREN LOVEJOY ROE**

*Treasurer*

**LARRY J. DOE**

*Trustees*

**STAN ELDRIDGE**

**HEATHER JARRELL ROE**

**MONICA ROSS WILLIAMS**

**JIMMIE WILSON, JR.**

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**October 3, 2017**

**Work Session – 5:00 p.m.**

**Regular Meeting – 7:00 p.m.**

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



# Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK KAREN LOVEJOY ROE • TREASURER LARRY DOE  
TRUSTEES: STAN ELDRIDGE • HEATHER JARRELL ROE • MONICA ROSS WILLIAMS •  
JIMMIE WILSON, JR.

## WORK SESSION AGENDA CHARTER TOWNSHIP OF YPSILANTI TUESDAY, OCTOBER 3, 2017

**5:00pm**

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

1. DISCUSSION ON PROPOSAL FOR ECONOMIC DEVELOPMENT CONSULTANT PROFESSIONAL SERVICES.....SUPERVISOR STUMBO, TREASURER DOE, CLERK LOVEJOY ROE
2. FRAMEWORK OF 2018 FISCAL YEAR BUDGET INCLUDING REVENUE, OPEB OBLIGATIONS, DEBT FUNDS AND ASSUMPTIONS.....JAVONNA NEEL
3. AGENDA REVIEW..... SUPERVISOR STUMBO
- 4.. OTHER DISCUSSION ..... BOARD MEMBERS

# Work Session Agenda Item

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1. DISCUSSION ON PROPOSAL FOR ECONOMIC DEVELOPMENT CONSULTANT PROFESSIONAL SERVICES.....SUPERVISOR STUMBO, TREASURER DOE, CLERK LOVEJOY ROE



**2018 BUDGET REQUEST –  
LINE BY LINE BUDGETS  
WITH NARRATIVES ARE  
AVAILABLE ON OUR  
WEBSITE - YTOWN.ORG**

<https://ytown.org/supervisor-s-office/budget-information>

# 2018 BUDGET OVERVIEW

- ❖ TAX REVENUE
- ❖ STATE SHARED REVENUE
- ❖ PENSION AND OPEB OVERVIEW
- ❖ BASIC EXPENDITURE ASSUMPTIONS
- ❖ DEBT FUNDS

# 2018 TAX REVENUE BUDGET OVERVIEW

- ❖ Taxable values (TV) increased 4.6% - from 1,149,212,674 in 2016 to 1,202,096,039\* in 2017. \*On filed L-4029
- ❖ Expected increase of 4.4% in tax revenues from actual \$16,375,112 in 2017 to budgeted \$17,090,320 in 2018.
- ❖ Tax Revenue budget is calculated by the Accounting Department and the Assessing Department.
- ❖ For budget, a TV of 1,191,810,189 was calculated by allowing for Headlee Rollback, Michigan Tax Tribunal judgments, Board of Reviews, loss assumptions for personal property tax and foreclosures.
- ❖ “Headlee Rollback” is scheduled for a millage reduction fraction of .9908 on the 2017 millages. Headlee Rollback is implemented when the annual growth on existing property is greater than the rate of inflation.
- ❖ Essential Service Assessment (ESA) reimbursement from the State is to compensate for losses attributed to Personal Property exemptions given per State law to small business and eligible manufacturers. It is expected to be ~ \$12,000.

**2017 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2017)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>Washtenaw</b>	2017 Taxable Value of ALL Properties in the Unit as of 5-22-17 <b>1,202,096,039</b>
Local Government Unit Requesting Millage Levy <b>Charter Township of Ypsilanti</b>	For LOCAL School Districts: 2017 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2017 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2017 Current Year "Headlee" Millage Reduction Fraction	(7) 2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Gen Op	N/A	1.1160	1.0262	.9908	1.0167	1.0000	1.0167		1.0167	N/A
Voted	Fire Prot	11/8/16	3.1250	3.1250	.9908	3.0962	1.0000	3.0962		3.0962	2020
Voted	Sld Waste	11/8/16	2.1550	2.1550	.9908	2.1351	1.0000	2.1351		2.1351	2020
Voted	Police	11/8/16	5.9500	5.9500	.9908	5.8952	1.0000	5.8952		5.8952	2020
Voted	Rec/BP	11/8/16	1.0059	1.0059	.9908	.9966	1.0000	.9966		.9966	2020
PA 235	FPen/HC	N/A						1.2000		1.2000	2020

Prepared by <b>Javonna Neel</b>	Telephone Number <b>(734) 484-3702</b>	Title of Preparer <b>Accounting Director</b>	Date <b>7/18/17</b>
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2017 for instructions on completing this section.

<input checked="" type="checkbox"/> Clerk	Signature <i>Karen Lovejoy Roe</i>	Print Name <b>Karen Lovejoy Roe</b>	Date <b>7/18/17</b>
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature <i>Brenda L. Stumbo</i>	Print Name <b>Brenda L. Stumbo</b>	Date <b>7/18/17</b>
<input checked="" type="checkbox"/> President			

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

# BUDGET & FORECAST EXPECTED REVENUE

EXPECTED	ACTUAL				
	SETTLEMENT 2017	BUDGET 2017	BUDGET 2018	FORECAST 2019	FORECAST 2010
	2017 Revenue	2017 Revenue	2018 Revenue	2019 Revenue	2020 Revenue
	2016 Tax Roll	2016 Tax Roll	2017 Tax Roll	2018 Tax Roll	2019 Tax Roll
<b>Taxable Value</b>	<b>1,137,879,562</b>	<b>1,140,412,892</b>	<b>1,191,810,189</b>	<b>1,212,745,319</b>	<b>1,229,255,801</b>
<b>General Fund</b>	<b>1,168,371</b>	<b>1,170,292</b>	<b>1,211,713</b>	<b>1,232,998</b>	<b>1,249,784</b>
<b>Fire</b>	<b>3,536,460</b>	<b>3,543,035</b>	<b>3,690,083</b>	<b>3,754,902</b>	<b>3,806,022</b>
<b>Solid Waste</b>	<b>2,438,215</b>	<b>2,443,335</b>	<b>2,544,634</b>	<b>2,589,333</b>	<b>2,624,584</b>
<b>Law Enforcement</b>	<b>6,729,203</b>	<b>6,745,998</b>	<b>7,025,959</b>	<b>7,149,376</b>	<b>7,246,709</b>
<b>Parks and Bike Path</b>	<b>1,138,541</b>	<b>1,140,413</b>	<b>1,187,758</b>	<b>1,208,622</b>	<b>1,225,076</b>
<b>Fire Pension</b>	<b>1,364,322</b>	<b>1,368,495</b>	<b>1,430,172</b>	<b>1,455,294</b>	<b>1,475,107</b>
<b>TOTAL TAX REVENUES</b>	<b>16,375,112</b>	<b>16,411,568</b>	<b>17,090,320</b>	<b>17,390,525</b>	<b>17,627,282</b>



# Actual & Projected Millage

			Projected Millage 2018 - 2019	
	2017 Revenue	2018 Revenue	2019 Revenue	2020 Revenue
Budget Year	2016 Tax Roll	2017 Tax Roll	2018 Tax Roll	2019 Tax Roll
Headlee Rollback	0.9942	0.9908		
Fire Operating	3.1068	3.0962	3.0962	3.0962
General Operating	1.0262	1.0167	1.0167	1.0167
Law Enforcement	5.9154	5.8952	5.8952	5.8952
BSR	1.0000	0.9966	0.9966	0.9966
Solid waste	2.1425	2.1351	2.1351	2.1351
Total Operating	13.1909	13.1398	13.1398	13.1398
Fire Pension	1.2000	1.2000	1.2000	1.2000
Total Millage Levy	14.3909	14.3398	14.3398	14.3398

# 2018 TAX REVENUE BUDGET OVERVIEW

- ❖ Calculation of total budgeted tax dollar amount received - Taxable value 1,191,810,189 x millage of 14.3398 / 1000 = \$17,090,320.
- ❖ PA 235 Fire Pension levy of 1.2 mills is used to cover the annual required contributions of the pension and retiree health care.
- ❖ Administrative tax revenues are collected from property tax bills at 1% - does not include special assessments. The funds may only be used to offset expenditures of the Township's Assessment and Treasury Departments.
- ❖ Administrative tax revenues increased 3.5% from 2016 to 2017 and we project an increase of 3.5% from 2017 to 2018.

## 2017 TAXABLE VALUES - FROM L-4022 REPORT

<b>REAL PROPERTY</b>	<b>COUNT</b>	<b>TAXABLE VALUE</b>
RESIDENTIAL	17,712	828,362,191
COMMERCIAL	813	216,053,462
INDUSTRIAL	117	33,054,027
AGRICULTURAL	49	3,025,693
<b>TOTAL REAL</b>	<b>18,691</b>	<b>1,080,495,373</b>
<b>PERSONAL PROPERTY</b>	<b>COUNT</b>	<b>TAXABLE VALUE</b>
RESIDENTIAL	-	-
COMMERCIAL	1,218	38,599,000
INDUSTRIAL	23	36,854,000
AGRICULTURAL	-	-
UTILITY	20	39,400,500
<b>TOTAL PERSONAL</b>	<b>1,261</b>	<b>114,853,500</b>
<b>TOTAL REAL &amp; PERSONAL</b>	<b>19,952</b>	<b>1,195,348,873</b>
<b>TOTAL EXEMPT</b>	<b>555</b>	

## 2017 SPECIAL TAXABLE VALUES - FROM L-4022 REPORT

<b>REAL PROPERTY</b>	<b>COUNT</b>	<b>TAXABLE VALUE</b>
RESIDENTIAL	-	-
COMMERCIAL	-	-
INDUSTRIAL	16	11,766,699
AGRICULTURAL	1	89,733
<b>TOTAL</b>	<b>17</b>	<b>11,856,432</b>
<b>PERSONAL PROPERTY</b>	<b>COUNT</b>	<b>TAXABLE VALUE</b>
RESIDENTIAL	-	-
COMMERCIAL	-	-
INDUSTRIAL	15	1,637,900
AGRICULTURAL	-	-
UTILITY	-	-
<b>TOTAL</b>	<b>15</b>	<b>1,637,900</b>
<b>TOTAL IFT REAL &amp; PERSONAL</b>	<b>19,952</b>	<b>13,494,332</b>
<b>TOTAL EXEMPT</b>	<b>555</b>	
<b>TOTAL REAL &amp; PERSONAL</b>		<b>1,195,348,873</b>
<b>TOTAL IFT REAL &amp; PERSONAL AT 50%</b>		<b>6,747,166</b>
<b>ADJUSTED INDUSTRIAL PP</b>	<b>PPTE</b>	<b>(7,544,700)</b>
<b>ADJUSTED INDUSTRIAL IFT PP</b>	<b>PPTE</b>	<b>(104,300)</b>
<b>TOTAL ADJUSTED TAXABLE VALUE</b>		<b>1,194,447,039</b>

# 2018 STATE SHARED REVENUE BUDGET OVERVIEW

- ❖ State Revenue Sharing \$4,832,932 an increase of 2.83%
- ❖ Calculated 3 ways – Constitutional; City, Village, and Township Revenue Sharing (CVTRS); and a new Supplemental CVTRS
- ❖ Constitutional payments are calculated by the current population census x distribution rate. Projected FY 2018 distribution rate is 81.002715 – State Calculates **2010 Population 53,362 x 81.002715 = \$4,322,467**
- ❖ CVTRS payments are calculated after fulfilling specific requirements of the program by using the FY 2010 Statutory amount x the CVT FY 2010 percentage - **\$594,998 x 78.51044% = \$467,136**
- ❖ Supplemental CVTRS – new for 2018 calculated by using **2010 population 53,362 x \$0.81198 = \$43,329**

# 2018 WAGE & BENEFITS EXPENDITURE BUDGET OVERVIEW

- ❖ Personnel Wages – Contract Negotiations TBD
- ❖ Health Care – Budget assumption of 15% increase, we will have actual increases before adoption of the budget
- ❖ Vision – No increase guaranteed until 8/31/18
- ❖ Disability & Life Insurance – No increase guaranteed until 8/31/18
- ❖ Dental– Notified renewal rate to decrease 6.57%

# 2018 PENSION AND OPEB OVERVIEW

- ❖ MERS –Employer annual required contribution (ARC) decreased 6.4% from \$639,372 in 2017 to \$598,188 in 2018.
- ❖ Budget the same as last year in order to reduce unfunded liability at a faster rate.
  - ❖ Flat rate per Employee - \$11,064 for 2018
  - ❖ Hired after January 1, 2014 - 5.16% for 2018
  - ❖ 72% FUNDED
- ❖ Fire Pension – Employer ARC increased 2.9% from \$763,874 in 2017 to \$786,578 in 2018.
  - ❖ 87% FUNDED
- ❖ OPEB Retiree Health Care
  - ❖ General Fund – decreased 5.49% -- 44.5% FUNDED
  - ❖ Fire Fund – increased 7.17% -- 41.7% FUNDED

# Municipal employees' Retirement System MERS

## Annual Actuarial Valuation Report

### December 31, 2016

page 21

### Actuarial Accrued Liabilities - Comparative Schedule

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**Table 7**

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2002	\$ 9,555,195	\$ 8,287,051	87%	\$ 1,268,144
2003	10,214,254	9,147,480	90%	1,066,774
2004	11,349,056	9,857,507	87%	1,491,549
2005	12,442,438	10,556,735	85%	1,885,703
2006	13,390,091	11,496,625	86%	1,893,466
2007	14,832,528	12,407,220	84%	2,425,308
2008	15,685,957	12,801,717	82%	2,884,240
2009	16,116,831	13,177,984	82%	2,938,847
2010	17,186,167	14,009,840	82%	3,176,327
2011	18,456,883	14,241,731	77%	4,215,152
2012	18,929,596	14,326,779	76%	4,602,817
2013	18,993,773	14,717,028	78%	4,276,745
2014	19,645,884	15,075,280	77%	4,570,604
2015	21,624,184	15,482,518	72%	6,141,666
2016	21,961,963	15,896,585	72%	6,065,378

Notes: Actuarial assumptions were revised for the 2004, 2008, 2009, 2010, 2011, 2012 and 2015 actuarial valuations.



# Charter Township of Ypsilanti Firefighters' Retirement System Annual Actuarial Valuation Report December 31, 2016 page A-15

## Schedule of Funding Progress

Actuarial Valuation Date December 31,	(a) Actuarial Value of Assets	(b) Entry Age Actuarial Accrued Liability	(b-a) Unfunded Accrued Liability (UAL)	(a/b) Funded Ratio	(c) Annual Covered Payroll	[(b-a)/c] UAL as a Percentage of Covered Payroll
1995	\$ 14,957,910	\$ 11,098,119	\$ (3,859,791)	135 %	\$ 1,463,341	- %
1996	15,848,190	11,672,783	(4,175,407)	136	1,637,213	-
1997	17,102,734	12,005,001	(5,097,733)	142	1,660,635	-
1998	18,868,177	12,486,609	(6,381,568)	151	1,658,459	-
1999 #	20,704,196	14,433,723	(6,270,473)	143	1,862,245	-
2000	22,122,513	15,010,643	(7,111,870)	147	1,850,554	-
2001	23,036,055	15,848,237	(7,187,818)	145	1,972,538	-
2002	23,738,457	16,957,687	(6,780,770)	140	1,977,181	-
2003	23,632,588	18,055,207	(5,577,381)	131	2,143,204	-
2004	23,815,715	19,060,810	(4,754,905)	125	2,274,281	-
2005 #	24,105,951	20,780,318	(3,325,633)	116	2,449,553	-
2006	25,338,997	21,766,018	(3,572,979)	116	2,422,211	-
2007	27,173,331	23,911,443	(3,261,888)	114	2,752,251	-
2008	27,097,583	24,935,159	(2,162,424)	109	2,641,821	-
2009	27,211,032	26,117,456	(1,093,576)	104	2,669,178	-
2010 #	27,042,094	28,278,783	1,236,689	96	1,879,944	66
2011	26,161,102	29,478,634	3,317,532	89	2,046,691	162
2012	25,629,166	29,842,164	4,212,998	86	1,967,312	214
2013 @	27,178,122	31,850,507	4,672,385	85	1,768,793	264
2014	27,335,154	32,058,665	4,723,511	85	2,016,307	234
2015	27,526,195	31,803,061	4,276,866	87	1,934,576	221
2016	28,170,351	32,684,010	4,513,659	86	1,826,564	247

# After changes in benefit provisions.

@ After changes in actuarial assumptions.

# Charter Township of Ypsilanti Firefighters' Retirement System Annual Actuarial Valuation Report OPEB page A-15 December 31, 2015

## DETERMINATION OF UNFUNDED ACTUARIAL ACCRUED LIABILITY -7.0% AS OF DECEMBER 31, 2015

	101-102	101-136	206	226	230	249	266	584
A. Present Value of Future Benefits								
1. Retirees and Beneficiaries	\$4,855,141	\$ 322,406	\$ 8,259,819	\$ 0	\$233,094	\$478,607	\$378,419	\$136,029
2. Retired Members in Deferral Period	224,146	0	0	0	0	0	0	0
3. Active Members	<u>2,928,453</u>	<u>1,011,972</u>	<u>4,439,599</u>	<u>241,411</u>	<u>501,643</u>	<u>186,090</u>	<u>509,499</u>	<u>155,688</u>
Total Present Value of Future Benefits	\$8,007,740	\$1,334,378	\$12,699,418	\$241,411	\$734,737	\$664,697	\$887,918	\$291,717
B. Present Value of Future Employer Normal Costs	\$ 538,434	\$ 213,011	\$ 492,078	\$ 64,825	\$ 65,762	\$ 64,647	\$92,152	\$ 20,715
C. Present Value of Future Contributions from Current Active Members	\$ 0	\$ 0	\$ 387,813	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
D. Actuarial Accrued Liability (A.-B.-C.)	\$7,469,306	\$1,121,367	\$11,819,527	\$176,586	\$668,975	\$600,050	\$795,766	\$271,002
E. Market Value of Assets	\$3,323,322	\$ 498,931	\$ 4,925,399	\$ 78,569	\$297,647	\$266,981	\$354,061	\$120,577
F. Unfunded Actuarial Accrued Liability (D.-E.)	\$4,145,984	\$ 622,436	\$ 6,894,128	\$ 98,017	\$371,328	\$333,069	\$441,705	\$150,425
G. Funded Ratio (E./D.)	44.5%	44.5%	41.7%	44.5%	44.5%	44.5%	44.5%	44.5%

# OPEB Annual Required Contribution (ARC) Summary - BUDGET OVERVIEW

FUNDS	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	% change 2016 to 2017	% change 2017 to 2018
General Fund	485,193	458,560	451,286	-5.49%	-1.59%
Environmental Fund	13,748	15,843	15,820	15.24%	-0.15%
Recreation Fund	46,041	40,972	39,894	-11.01%	-2.63%
14B Court Fund	75,481	79,387	77,338	5.17%	-2.58%
Law Enforcement Fund	33,782	51,401	49,230	52.15%	-4.22%
<b>Total ACR – Except Fire</b>	<b>654,245</b>	<b>646,163</b>	<b>633,568</b>	<b>-1.24%</b>	<b>-1.95%</b>
<b>Fire Fund</b>	<b>587,148</b>	<b>629,226</b>	<b>625,958</b>	<b>7.17%</b>	<b>-0.52%</b>

# 2018 BUDGET

- ❖ LOCAL DEVELOPMENT  
FINANCE AUTHORITY
- ❖ GENERAL OBLIGATION  
DEBTS
- ❖ BONDS
- ❖ CAPITAL ACCOUNTS

# LOCAL DEVELOPMENT FINANCE AUTHORITY (LDFA) FUND 250

- ❖ The 2018 revenues are based on the 2017 property tax values for the LDFA District. The captured funds are then transferred to Fund 398 General Obligation Bonds for Seaver Farms Infrastructure - 2013 Bond Fund to cover the bond payments for the infrastructure improvements.
- ❖ 2017 Recaptured Tax for 2018 revenue 120,609
- ❖ Expenditure for Fund 398 - 2013 Refunding Series B Bonds (231,600)\*
- ❖ Recaptured taxes are insufficient to cover bond expenditures (110,991)
- ❖ (*\*\$175,000 principal, \$56,100 interest, and \$ 500 fees = \$231,600 payments for 2018*)
- ❖ Request to transfer \$120,609 from LDFA Fund 250 to 2013 Debt Bond Fund 398

# ***General Obligation Debt Fund 301***

- ❖ This fund was used as a central point to collect funds and disperse to the two bond debt funds in order to make payments. Since there were no collections in this fund for 2018, no budget will be appropriated. All obligations for the Series B Bond in Fund 397 will be met by a transfer of funds directly from General Fund.  
(See Fund 397)
- ❖ This fund currently has a fund balance of \$5,196.44. Since we are not depositing funds into this fund to pay for debt, I request the closing of the this fund and deposit the current balance plus interest into the Series B Bond Fund 397.

# Series B Bonds Fund 397 (General Obligation Bonds)

- ❖ Original \$4,745,000 General Obligation Limited Tax Capital Improvement Bonds, Series 2005B, dated February 17, 2005, due in annual installments ranging from \$300,000 to \$540,000 starting December 31, 2015 through December 31, 2019, with a variable interest rate, payable monthly. Remarketing Agreement entered on August 23, 2011 reduced the variable interest rate from an average of 2.75% to 0.31% weekly.
- ❖ Unscheduled principal reductions made in 2006, 2007, and 2017 of \$1,405,000, \$1,060,000, and \$330,000 respectively. Principle balance as of December 31, 2017 is \$720,000.
- ❖ *2018 Principal Due* \$ 510,000
- ❖ *2018 Interest & Fees Due* \$20,600
- ❖ *2018 Payment Required* \$ 530,600
- ❖ Principal balance at December 31, 2018 will be \$210,000.
- ❖ General Fund 101 will need to transfer \$530,600 into Fund 397 to meet debt obligation.

# Series B Bonds Fund 397 (General Obligation Bonds)

- ❖ Easement Agreements for Cell towers located at 7200 & 9075 South Huron River Drive will bring in a combined total of \$740,000 to the Township.
- ❖ The Board discussed using the funds to payoff the Series B Capital Improvement Bond.
- ❖ There will be an estimated savings of approximately \$33,000 in interest, cost of line of credit commission fees, and broker's fees.
- ❖ Free up the Line of Credit for \$626,289 held in the General Fund.
- ❖ If the Board is in agreement, we will revise the budget to reflect the full payment of principle plus any interest or fees involved in paying off the Bond.



# **2013 Bonds (General Obligation Bonds)**

## **– Seaver Farm Infrastructure Bonds**

### **Fund 398**

- Original Series 2006 General Obligation Limited Tax Capital Improvement Bond of \$3,200,000, dated August 30, 2006, due in annual installments ranging from \$50,000 to \$250,000 through May 1, 2029, with interest ranging from 3.7 percent to 4.5 percent, payable semi-annually. Balance of \$2,425,000 at December 31, 2017 and after 2018 principle \$2,250,000 at December 31, 2018)
- **There was a Refunding of these Series 2006 Infrastructure Improvement Bonds on June 6, 2013 with an interest rate of 2.4%. Now referred to as Series 2013 Bonds.**
- *2018 Payment Require \$231,600\**
  - (\*\$175,000 principal & \$56,100 Interest & \$500 fees)
- \$120,609 will be transferred from the LDFA Fund 250
- \$330,585 plus interest will be transferred from Capital Improvement Fund 498 to pay debt since capital improvements were completed several years ago and no longer needed
- The excess funds should go towards the payments of the bond and will close Fund 498 pending LDFA Board approval

# *Capital Improvement Fund 498 - Seaver Farm Infrastructure*

- Transferring \$330,585 plus any interest to Series B General Obligation Bonds Fund 398 – for Seaver Farm Infrastructure Capital Improvement.
- This fund is no longer needed as the project has been completed. Will seek Local Development Finance Authority (LDFA) Board approval to close this fund and move remaining fund balance of \$330,585 (plus any interest) to Fund 398 for the bond debt of the infrastructure capital improvement.

# 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: STAN ELDRIDGE • HEATHER JARRELL ROE • MONICA ROSS WILLIAMS •  
JIMMIE WILSON, JR.

## **REGULAR MEETING AGENDA** **TUESDAY, OCTOBER 3, 2017** **7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC COMMENTS
4. CONSENT AGENDA
  - A. MINUTES OF THE SEPTEMBER 19, 2017 WORK SESSION AND REGULAR MEETING
  - B. STATEMENTS AND CHECKS
    1. STATEMENTS AND CHECKS FOR OCTOBER 3, 2017 IN THE AMOUNT OF \$1,151,504.46
5. ATTORNEY REPORT
  - A. GENERAL LEGAL UPDATE

### **OLD BUSINESS**

1. REQUEST OF KAREN WALLIN, HUMAN RESOURCES FOR APPROVAL TO CREATE AND POST AN ELECTION SPECIALIST POSITION (CLASSIFICATION #19) WITHIN THE AFSCME BARGAINING UNIT  
(TABLED AT THE JULY 18, 2017 REGULAR MEETING)

### **NEW BUSINESS**

1. BUDGET AMENDMENT #13
2. REQUEST OF HABITAT FOR HUMANITY FOR FUNDS FOR THE RENOVATION OF 2170 WOODALE AND 1343 JEFF IN THE AMOUNT OF \$40,000.00 BUDGETED IN LINE ITEM #101-950-000-969-010
3. RESOLUTION 2017-23, ESTABLISHMENT OF WATER/SEWER SUBSIDY INCOME LEVEL
4. REQUEST APPROVAL TO RENEW WARRANTY FOR RAINBIRD IRRIGATION COMPUTER SOFTWARE AND LARGE DECODER INTERFACE FOR USE AT GREEN OAKS GOLF COURSE IN THE AMOUNT OF \$9,772.00 BUDGETED IN LINE ITEM #584-584-000-818-000

**AUTHORIZATIONS AND BIDS**

1. REQUEST OF ERIC COPELAND, FIRE CHIEF TO AWARD THE LOW BID FOR REPLACEMENT OF THE CARPET AT FIRE STATION HEADQUARTERS TO SHAMROCK FLOORCOVERING SERVICES IN THE AMOUNT OF \$18,804.00 BUDGETED IN LINE ITEM #206-970-000-971-008
2. REQUEST OF ERIC COPELAND, FIRE CHIEF TO AWARD THE LOW BID FOR REPLACEMENT OF TWO (2) FURNACES, TWO (2) AIR CONDITIONING UNITS AND TWO (2) HUMIDIFIERS AT FIRE STATION HEADQUARTERS TO AL WALTERS HEATING AND COOLING IN THE AMOUNT OF \$17,875.00 BUDGETED IN LINE ITEM #206-970-000-971-008

**OTHER BUSINESS**

# PUBLIC COMMENTS

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# **CONSENT AGENDA**

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**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE SEPTEMBER 19, 2017 WORK SESSION**

**Supervisor Stumbo called the meeting to order at approximately 5:04 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.**

**Members Present:** Supervisor Brenda Stumbo, Clerk Karen Lovejoy Roe, and Treasurer Larry Doe  
**Trustees:** Stan Eldridge, Heather Jarrell Roe, Jimmie Wilson Jr., and Monica Ross-Williams

**Legal Counsel:** Wm. Douglas Winters

**1. Presentation on Flexride and Update of September 27, 2017  
Route**

Bill DeGroot, a financial analyst and planner from the Ann Arbor Transportation Authority said the FlexRide program is a new shared ride program that will be launching September 27, 2017. He said it is a connective program designed to go where the big buses cannot such as in rural areas and areas with a lower density in the Township. He said the design they are trying to pilot was a curb to stop program which can be reserved by calling 24 hours ahead from 8 a.m.- 4 p.m. or up to 45 minutes ahead on the same day. He said a Mode car will pick the resident up at the end of their driveway and take them to their destination, whether it be between Textile, Rawsonville, Bemis and Hitchingham roads; Ypsilanti Township Civic Center, Ypsilanti District Library, Lincoln schools when buses do not operate (for after school programs), Paint Creek Shopping Center or to connect a resident to Route 46. He stated as they launched the pilot program, they found residents wanted to connect to Paint Creek to shop or connect to Route 46 to go to Doctor's appointments. He said a one-way trip cost \$1.00 and is easily accessible by calling Mode or the phone number on the website, downloading the application, or calling a dispatcher for service from 9 a.m.- 5 p.m. He said people with-in the eight square mile radius of service will receive a postcard with information on the FlexRide pilot service and added information can also be found on myflexride.org. He recommended that everyone try it and refer others to it as well in hopes of getting the program to take off and grow, eventually extending hours and days. Mr. DeGroot said this was completely

**CHARTER TOWNSHIP OF YPSILANTI  
SEPTEMBER 19, 2017 WORK SESSION  
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funded by a grant and millage program so the future impact to Ypsilanti Township was covered, but we need to hear about how this impacts the community and if we need to make tweaks to it going forward.

Clerk Lovejoy Roe asked if she could be picked up from Lincoln High School after school was over or would she have to come to Bemis Road.

Mr. DeGroot said if it's after school hours and you cannot use the school bus, we will connect you to a convenient location or connect you to a fixed route bus.

Clerk Lovejoy Roe asked if it was just for Lincoln or would it go South. She asked if it would go to the closest fixed route.

Mr. DeGroot said it would not go any farther South. He answered if you live within the eight square mile area of service it will take you to the curb in front of your house. He said if you live outside, it will take you to the nearest fixed route and for Lincoln that would be the Ypsilanti Township District Library.

Clerk Lovejoy Roe asked if you could tell the Mode driver what drop off site you like.

Mr. DeGroot said correct, they will take you to either Ypsilanti Township District Library, Ypsilanti Township Civic Center, or Paint Creek.

Trustee Ross-Williams asked how long was the FlexRide program scheduled to last.

Mr. DeGroot stated we have an opportunity for a three year contract based on our subcontractor, Mode. He said the pilot program was scheduled to last a year and during that time they would like to find out the logistics to determine how to move forward. He said it takes a while to develop the service and for people to realize what a great opportunity this is for the community. He said it was important to grow a grass root service by helping neighbors out. He said it was easy to see big vehicles like our buses or a UPS vehicle going down the street, but when you have a smaller vehicle, it's a lot harder to see to advertise and that's

**CHARTER TOWNSHIP OF YPSILANTI**  
**SEPTEMBER 19, 2017 WORK SESSION**  
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why word of mouth was so important. He encouraged talk amongst neighbors, a push from social media through campaigns, and post cards to gain ridership. He said they were looking forward to the feedback to determine what is being done right and what could improve.

Trustee Ross-Williams asked if the cost would increase after the pilot program ends.

Mr. DeGroot said he was unsure at this time, but the goal was to incentivize the program so it does not compete with other lines of businesses. He said over the next couple of years we're looking at all of our lines of business to see if our fares are aligning with the target audience to make sure we are still serving the Township appropriately. He said after the fare study was conducted, he cannot guarantee it, but for the foreseeable future we were not going to change the fares.

Trustee Ross-Williams asked how will the Flexride work with transfers on the bus.

Mr. DeGroot said there was no free transfer in this process. Fixed route to fixed route there was no transfer fee because an individual has paid into the system. He said we cannot guarantee the fixed route to be the end point, it was going to be the regular fare of \$1.50. Seniors and disabled people who rely on ARide will be paying \$5.00 instead of \$8.00 for a roundtrip. He said it was still a viable option for those who have limited mobility with considerable savings.

Trustee Jarrell Roe asked what the target number the AAATA was looking for to consider the pilot program a success.

Mr. DeGroot stated right now the way to measure the program was the success gained to give the residents more of an opportunity to connect them to their destinations, not by the number of riders or the budget.

Trustee Jarrell Roe asked if there was a wait time given to riders when they call or use the application.

**CHARTER TOWNSHIP OF YPSILANTI  
SEPTEMBER 19, 2017 WORK SESSION  
PAGE 4**

Mr. DeGroot said there are two options in the way the vehicle will be talking through the application and the rider. He said it goes through dispatch and gets sent to the vehicle that has an electronic data base where they can accept the route and from there it will notify the driver of the wait time. He said once the vehicle was nearby, a text message or notification on the application will be sent to the rider. He said they were working on what to do if the rider does not have a phone with the option to text which is all part of the pilot program.

Trustee Eldridge asked how the area was selected.

Mr. DeGroot said in part of the negotiations to develop the county wide program we looked at the opportunity to bring Route 46 down to connect the Southern part with the rest of the Township. He said we have been looking at what transportation looks like in more rural parts of the Township. He said Denver uses a smaller vehicle while out East, a larger bus is used. He said with the difference in road profiles like gravel and Class A, we cannot guarantee a full motor coach would get down the roads without the weight of the bus damaging them. He concluded, the study with University of Michigan's transportation planning program has helped fine tune the pilot program you see today.

Trustee Eldridge asked how they were going to define success or failure, would it be in the spike of the riders and with the possibility of costs increasing, was it likely to continue to be successful. He said there has to be some factor that will determine the cost in the future.

Mr. DeGroot stated there are metrics from across the country that show statistics where we can measure riders per hour and what a proper range should be. He said University of Michigan's analysis showed there were two to four riders per service hour. He said it does not sound like a lot, however it is an improvement over our current ARide service in the area. He said since it was an ARide program the measure of success was still going to be based on how quickly people hear about it and how they understand and use it. He said we'd like to learn where those touch points and travel patterns are so we can target an audience and grow the market. He said our current fixed route is required to have 25 people per service hour. He said there was a big range between four and 25 people so it's

**CHARTER TOWNSHIP OF YPSILANTI**  
**SEPTEMBER 19, 2017 WORK SESSION**  
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tough to give benchmarks on where the community stands. He said our budget was \$100,000 with the ability to extend to three years and they will need to look at all the factors that will determine costs in the future.

Trustee Eldridge said there has to be a ballpark range from other cities doing the same program so our residents have an idea of what kind of fees we're looking at once the pilot program ends.

Mr. DeGroot said one of the things we're required to do was to stay in compliance with Title Six, an equity fare program, and since this was a public transportation program it will fall under that category as well. He said we can't be inequitable with who we were trying to serve and until we know more about our clientele only than we can determine the cost. He said he cannot get out of the fare structure itself and would consider \$5.00 astronomical. He said it's not right or fair to do that to the community.

Mr. DeGroot said the program stops at the safest stop which is most likely at the curb of the residence, or near the property if they cannot get access to the home. He also said that ARide serves the entire Township already without restriction before Flex Ride begins.

Supervisor Stumbo asked why those hours were chosen because most people have to be to work at nine, not leaving the house by nine. She said it was explained to her that the hours could change if there was enough feedback.

Mr. DeGroot said there are three service changes per year. He said we would change the time in correspondence to when the route books are printed. He said we have the ability to tweak the program. He said we have the ability to work with our current provider and to do changes mid-way through. He said the information so far does not lead us to commuters. He said people in this area are not people who largely want this service and the ones that do want to use it for shopping or Doctor's visits, hence the 9 a.m.-5 p.m. time frame. He said if there was a distinct need for a time change we can shift the hours or negotiate.

**CHARTER TOWNSHIP OF YPSILANTI  
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Supervisor Stumbo asked if there are any exceptions to the 9 a.m.-5 p.m. time like if there are football games or school activities that go after hours or on Saturdays.

Degroot said the entire service was from 9 a.m.-5 p.m. there are no extensions in the time frame to accommodate other things, but if they can make it by 5p.m. they are welcome to ride home Monday through Friday.

Mr. DeGroot said we want to find a model that works to honor our commitment of the five year millage and to the community. He said there were previous opportunities where we had funding available and we had to cancel with them as well. He said it's not our design, hope or planning practice to throw something out there and cancel the FlexRide Program. He said it's fully funded and we hope to continue. He added other ride share programs do not compete in this area so we believe we have a market for this if we tailor it properly.

Clerk Lovejoy Roe asked if this was promoted in the schools or was this just advertised through postcards.

Mr. DeGroot said the younger generations typically do not read mail, so to market to them, so were focusing social media campaigns. He said for all those listening please add AAATA to your Facebook page for updates about the services they provide. He asked if the board can forward any comments or concerns to AAATA so they can address them properly.

Resident Ms. Kaiser said a way to reach the older residents would be through the neighborhood watch. She said word of mouth allowed her to find out about people who are 62 and older being able to receive a bus pass for free.

Mr. DeGroot said he would pass that along to his team to include them.

**CHARTER TOWNSHIP OF YPSILANTI  
SEPTEMBER 19, 2017 WORK SESSION  
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**REVIEW AGENDA**

**A. RESOLUTION 2017-21, CREATION OF STREETLIGHT SPECIAL ASSESSMENT DISTRICT #212 MANORS AT CREEKSIDE VILLAGE**

**B. RESOLUTION 2017-22, CREATION OF NEIGHBORHOOD CAMERA SPECIAL ASSESSMENT DISTRICT #70 MANORS AT CREEKSIDE VILLAGE**

Clerk Lovejoy Roe said it was required as part of the development agreement that the developer put in cameras. She said they have all decorative lighting so they have to put in four new streetlights at each one of the entrances for the cameras to be installed. She said working with the Assessing Department, we have to keep the streetlight and camera special assessment separate. She said the public hearing notices went to the developer because the properties in that area have not been sold yet and the developer still owns them.

**PUBLIC COMMENTS**

Resident Joann McCollom, a member of the West Willow Neighborhood Association Board, commented to talk about what happened at West Willow Saturday September 17, 2017. She said she received a call asking why people were walking down the street and she could not answer. She said the New West Willow Neighborhood Association members did not know anything. She said she found out a group of young people did this as a demonstration and peaceful protest on violence. She said she found an article from mlive.com and recognized a person in the photo who was Derrick Jackson, the Community Engagement Director and she was stunned he did not notify anyone. She said as an Association we have been trying to connect with the police, and we are starting a new program called safe neighbors where our goal was to allow the community to feel safe, which was a challenge for the youth due to all the bad choices. She said we are trying to find resolutions, be active, and proactive. She said it was insulting for someone who was on the Community Engagement Team to let this happen. She said the problem we have was many people will do the right thing and call the police for loud noise, drugs, and suspicious activity, but we're not getting the response we were supposed to have. She said for example, the day of the mock funeral, a neighbor said she saw suspicious activity and called the police, but even after two hours the police did not show up. She said there were two police escorts in the mock funeral and that really hurt that they did not

**CHARTER TOWNSHIP OF YPSILANTI**  
**SEPTEMBER 19, 2017 WORK SESSION**  
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respond. She said we want to help the police help us by making ourselves available for them. She said it has been a difficult task to connect with the police department, however there are meetings scheduled in hopes to get everyone on the same page. She stated she met the group of individuals that put on the event and they had good intentions. She said she believes they would have contacted the Association but they did not know to. She said the new West Willow Neighborhood Association was active in working with the police force to become a better community.

Supervisor Stumbo said Director Mike Radzik will follow up with the concerns.

Resident Tyrone Bridges, an advisor for the new West Willow Neighborhood Association, said he was echoing the thoughts of their Association President. He said it hurts as a volunteer to engage the community, work without pay, receive no protection from law enforcement, use our own money, lose sleep, and feel unappreciated while serving as a beacon of life for those who are in need. He said we love our community, but get tired of crime. He said we are losing children, yet we have a Community Engagement Officer who will not give us the time or do his job. He said he will fight for the kids, but it is very dangerous for him and his son when he talks to law officers about the drug dealers and gang members.

Supervisor Stumbo said this was the first time it's been brought to our attention, but we will follow up with the concerns.

Resident of West Willow, Robert Harrison, said he is concerned with all the traffic Tyler Road was encountering and says several people are cutting through their neighborhood. He said it's causing a huge problem with traffic, parking spots, and space, where he's seen someone get their mirrors taken off. He asked how the problem can be solved. He said if police could patrol the area more it would be helpful.

Resident Melvin Parson said he spent 13 years of his life incarcerated, homeless, and on drugs, but because someone cared enough, he was able to graduate from the Eastern Michigan Social Work Program. He said him and a friend created a program in 2015 called in A brighter Way that mentors men and woman who



**CHARTER TOWNSHIP OF YPSILANTI**  
**SEPTEMBER 19, 2017 WORK SESSION**  
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were incarcerated. He said he also created a farming initiative called We the People Grower's Association. He said he started by growing vegetables from his neighbor's garden. He said he went to the Farmer's Market in Ann Arbor to look at vegetables and realized there was no one down there that looked like him. He said currently he is leasing a half an acre of land through a church in Ypsilanti Township where some of his food ends up throughout Ann Arbor and Ypsilanti restaurants. He said his goal is to build a World Class Urban Farm in Ypsilanti Township that will support a workforce of about 10-15 men and women who have been released from incarceration. He said the goal is to change the soil in people's lives by creating an environment for them to flourish. Parson said the World Class Urban Farm could be located at Kettering Elementary, which has been vacant for years, and the people in the neighborhood could look at it with pride and the community can take pride in what they've done. He said he is honored to be at the Board meeting and would like to break ground with his idea starting next year.

Resident Andrew Wells said he is concerned about the cleanliness of the community with ACM (American Center for Mobility) moving in next-door. He said the property values have not went up and thinks that the Township should crack down on the renters who are not keeping up their property. He wanted to know what the future for the ACM is.

Trustee Ross-Williams said she lives in West Willow and was called by four people who asked her if someone had passed away. She said she called Joann, President of the Neighborhood Association, and Supervisor Stumbo, but no one in the Township knew what was going on. She said to make it clear, the people who put this event on had good intentions, but as leaders we have to lead them in the right direction. She stated the NWWNA,(New West Willow Neighborhood Association) that has been around since the 90's, is very accommodating to people who want to be partners; so why wasn't the Board or Association notified in advanced. She said she doesn't appreciate being uninformed when the residents call.

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SEPTEMBER 19, 2017 WORK SESSION  
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**CONSENT AGENDA**

**A. MINUTES OF THE AUGUST 15, 2017 WORK SESSION, EXECUTIVE SESSION AND  
REGULAR MEETING**

**B. STATEMENTS AND CHECKS**

- 1. STATEMENTS AND CHECKS FOR SEPTEMBER 5, 2017 IN THE AMOUNT  
OF \$620,022.24**
- 2. STATEMENTS AND CHECKS FOR SEPTEMBER 19, 2017 IN THE AMOUNT  
OF \$847,847.15**
- 3. CHOICE HEALTH CARE DEDUCTIBLE ACH EFT FOR AUGUST 2017 IN THE  
AMOUNT OF \$37,382.77**
- 4. CHOICE HEALTH CARE ADMIN FEE FOR JULY 2017 IN THE AMOUNT OF  
\$1,207.50**

**AUGUST 2017 TREASURER'S REPORT**

**ATTORNEY REPORT**

**A. GENERAL LEGAL UPDATE – at Regular Meeting**

**OLD BUSINESS**

- 1. REQUEST OF KAREN WALLIN, HUMAN RESOURCES FOR APPROVAL TO CREATE  
AND POST AN ELECTION SPECIALIST POSITION (CLASSIFICATION #19) WITHIN  
THE AFSCME BARGAINING UNIT (TABLED AT THE JULY 18, 2017 REGULAR  
MEETING)**
- 2. 2<sup>nd</sup> READING OF ORDINANCE 2017-474, YCUA SEWAGE DISPOSAL SERVICE  
RATES (FIRST READING HELD AT THE AUGUST 15, 2017 REGULAR MEETING)**

Director Castro summarized and said the increase for water and sewer is 3.52% and Detroit's is 3.2%.

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SEPTEMBER 19, 2017 WORK SESSION  
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Supervisor Stumbo said we adopt a resolution every year where the Township pays \$15 for people who are having a problem paying their water and sewer bills. She said she requested that we look at increasing the amount that is paid into the fee since there are increases in the rates and they have not been raised in years.

Director Castro added the GLWA also has a program to help those in need and it is on the YCUA website.

**NEW BUSINESS**

**1. BUDGET AMENDMENT #12**

Supervisor Stumbo explained the amendment.

**2. 1<sup>st</sup> READING OF RESOLUTION 2017-20, PROPOSED ORDINANCE 2017-475,  
AN ORDINANCE TO AMEND CHAPTER 22 OF THE CODE OF ORDINANCES,  
ARTICLE IV REGARDING PERSONS STANDING IN ROADWAYS SOLICITING  
CONTRIBUTIONS ON BEHALF OF CHARITABLE OR CIVIC ORGANIZATIONS**

Supervisor Stumbo said state law allows people to solicit in the road if they are a charitable organization.

**3. REQUEST APPROVAL OF CHANGE ORDER #1 FOR THE GOLF CART  
PATHWAYS PROJECT PERFORMED BY BEST ASPHALT IN THE AMOUNT OF  
\$23,596.50 BUDGETED IN LINE ITEM #584-584-000-971-000**

**4. REQUEST TO APPROVE CONTRACT WITH OHM TO PROVIDE PROFESSIONAL  
ENGINEERING SERVICES FOR ADDITIONAL GREEN OAKS GOLF CART  
PATHWAY WORK IN AN AMOUNT NOT TO EXCEED \$5,964.00 BUDGETED IN  
LINE ITEM #584- 584-000-971-000**

**CHARTER TOWNSHIP OF YPSILANTI  
SEPTEMBER 19, 2017 WORK SESSION  
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- 5. REQUEST AUTHORIZATION FOR PAYMENT TO THE WASHTENAW COUNTY WATER RESOURCE COMMISSION IN THE AMOUNT OF \$1,183,368.25 FOR THE YPSILANTI TOWNSHIP AT LARGE ASSESSMENT AND THE YPSILANTI TOWNSHIP PROPERTY OWNERS ASSESSMENT FOR THE TYLER DAM DRAIN CONSTRUCTION PROJECT BUDGETED IN LINE ITEM #101-970-000-971-100**

Supervisor Stumbo said the project was bid out and a notice was sent out to notify us we need to pay \$1,183,368.25, that would be actually paid for by the ACM contribution to Ypsilanti Township. She said MDOT and the Washtenaw County Road Commission has a portion they need to pay as well.

Clerk Lovejoy Roe said we saved a lot of taxpayer's money and planning for the future by getting different bids. She said there's a lot of work and research that went in to the \$200,000 plus savings from YCUA and our employees.

- 6. REQUEST OF BRIAN MCCLEERY, ASSISTANT ASSESSOR TO ENTER INTO NEGOTIATIONS TO SELL TOWNSHIP OWNED PARCEL K-11-02-381-012 (114 JEROME)**

Supervisor Stumbo said this will be brought back to the board.

- 7. REQUEST OF BRIAN MCCLEERY, ASSISTANT ASSESSOR TO ENTER INTO NEGOTIATIONS TO SELL TOWNSHIP OWNED PARCEL K-11-02-381-013 (101 LAMAY)**

Supervisor Stumbo said this will be brought back to the board.

- 8. REQUEST OF BRIAN MCCLEERY, ASSISTANT ASSESSOR FOR APPROVAL OF LETTER OF AGREEMENT FOR SALE OF PARCEL #K-11-14-403-008 TO LEONARD SANDERS IN THE AMOUNT OF \$2,500.00**

McCleery said this was for final approval and said a lot has been cleaned up to go forward with this process. He said Mr. Sanders wants to buy the property and put a garage on it.

**CHARTER TOWNSHIP OF YPSILANTI  
SEPTEMBER 19, 2017 WORK SESSION  
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Supervisor Stumbo said approval would be contingent upon Attorney Winters approval.

- 9. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION IF NECESSARY TO ABATE PUBLIC NUISANCE FOR PROPERTY LOCATED AT 1241 RAMBLING RD. IN THE AMOUNT OF \$10,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023**
  
- 10. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION TO ABATE PUBLIC NUISANCE DRUG HOUSES BY PADLOCKING LOCATED AT 147 JEROME AVENUE AND 7794 BERWICK IN THE AMOUNT OF \$20,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023**
  
- 11. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR APPROVAL OF THE 2017 ANIMAL CONTROL CONTRACT FOR A TERM OF ONE YEAR IN THE AMOUNT OF \$45,000.00 BUDGETED IN LINE ITEM #266-301-000-831-012**
  
- 12. REQUEST TO SET A PUBLIC HEARING DATE OF TUESDAY, OCTOBER 17, 2017 AT APPROXIMATELY 7:00PM – SPECIAL ASSESSMENT TAX ROLL**
  
- 13. REQUEST TO SET A PUBLIC HEARING DATE OF TUESDAY OCTOBER 17, 2017 FOR THE CREATION OF THE FOLLOWING SPECIAL ASSESSMENT DISTRICTS**
  - A. REQUEST TO SET PUBLIC HEARING DATE OF TUESDAY OCTOBER 17, 2017 AT APPROXIMATELY 7:15PM – CREATION OF A NEIGHBORHOOD STREETLIGHT SPECIAL ASSESSMENT DISTRICT FOR CREEKSIDE VILLAGE SOUTH**
  
  - B. REQUEST TO SET PUBLIC HEARING DATE OF TUESDAY OCTOBER 17, 2017 AT APPROXIMATELY 7:30PM – CREATION OF A NEIGHBORHOOD CAMERA SPECIAL ASSESSMENT DISTRICT FOR CREEKSIDE VILLAGE SOUTH AUTHORIZATIONS AND BIDS**

**CHARTER TOWNSHIP OF YPSILANTI  
SEPTEMBER 19, 2017 WORK SESSION  
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**AUTHORIZATIONS AND BIDS**

- 1. REQUEST TO AWARD THE LOW BID FOR ADDITIONAL WORK ON THE GREEN OAKS GOLF CART PATHWAY IMPROVEMENTS TO CROSS RENOVATION IN THE AMOUNT OF \$71,800.00 AND APPROVE A CONTINGENCY BUDGET AMOUNT OF \$5,000.00 TO COVER UNFORESEEN ISSUES FOR A TOTAL AMOUNT OF \$76,800.00 BUDGETED IN LINE ITEM #584-584-000-971-000 OTHER BUSINESS**

The meeting adjourned at approximately 6:45 p.m.

Respectfully Submitted,

Karen Lovejoy Roe, Clerk

Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE SEPTEMBER 19, 2017 REGULAR MEETING**

Clerk Lovejoy Roe called the meeting to order at approximately 7:00 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township. The Pledge of Allegiance was recited followed by a moment of silent prayer.

**Members Present:** Supervisor Brenda Stumbo, Clerk Karen Lovejoy Roe, Treasurer Larry Doe and Trustees: Stan Eldridge, Heather Jarrell Roe, Jimmie Wilson Jr., and Monica Ross-Williams

**Legal Counsel:** Wm. Douglas Winters

Supervisor Stumbo said she would like to welcome Troop 240 and appreciated their attendance.

**3. PUBLIC HEARING**

**A. RESOLUTION 2017-21, CREATION OF STREETLIGHT SPECIAL ASSESSMENT DISTRICT #212 MANORS AT CREEKSIDE VILLAGE**

The public hearing opened at 7:01 p.m.

No public comments.

The public hearing closed at 7:04 p.m.

Clerk Lovejoy Roe read Resolution 2017-21, Creation of Streetlight Special Assessment District #212 Manors at Creekside Village into the record.

**Motion by Clerk Lovejoy Roe, supported by Trustee Wilson to Approve Resolution 2017-21, Creation of Streetlight Special Assessment District #212 Manors at Creekside Village. (See Attached)**

<b>Jarrell Roe: Yes</b>	<b>Eldridge: Yes</b>	<b>Ross-Williams: Yes</b>	<b>Lovejoy Roe: Yes</b>
<b>Stumbo: Yes</b>	<b>Doe: Yes</b>	<b>Wilson: Yes</b>	

Motion carried unanimously.

**B. RESOLUTION 2017-22, CREATION OF NEIGHBORHOOD CAMERA SPECIAL ASSESSMENT DISTRICT #70 MANORS AT CREEKSIDE VILLAGE**

The public hearing opened at 7:09 p.m.

No public comments.

The public hearing closed at 7:10 p.m.

Clerk Lovejoy Roe read Resolution 2017-22, Creation of Neighborhood Camera Special Assessment District #70 Manors at Creekside Village into the record.

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**Motion by Trustee Jarrell Roe, supported by Trustee Eldridge to approve Resolution 2017-22, Creation Of Neighborhood Camera Special Assessment District #70 Manors At Creekside Village. (See Attached)**

Trustee Jarrell Roe commented that she is thankful for Lombardo Homes paying for the upfront costs of the cameras, however it is still \$50.00 annually for the residents. She asked that the Township look into a program which would help residents who cannot afford the annual fee. She added that having cameras in neighborhoods is a recent trend and we should advocate programs for low income residents.

**Jarrell Roe: Yes    Eldridge: Yes    Ross-Williams: Yes    Lovejoy Roe: Yes  
Stumbo:    Yes    Doe:    Yes    Wilson:    Yes**

Motion carried unanimously.

**4. PUBLIC COMMENTS**

Resident Tyrone Bridges stated that there are some great things happening for the West Willow Neighborhood Association. Bridges said he personally invited the Assistant Superintendent of Van Buren Schools to attend a meeting put on by West Willow. He said the Assistant Superintendent came to the meeting where he provided insight on new projects and agreed to partner with the community in its current endeavors. He stated the goal is to create a different series of programs every month and invited the Township to join. He said the food program, which was started through social media, encourages people to cook at home, bond with family, and be a part of the process from start to finish.

Resident Joann McCollum stated several other programs have been going on in the community including: a webcast, a Facebook page, a parenting focus group through SOS, exercise classes such as Cardio Drumming, a loaning program for tools, a summer program through Washtenaw County Parks and Recreation, and a food pantry through a local church. She stated the support from the Ypsilanti Township Board was instrumental in paving the way for the West Willow Neighborhood Association and without it they would not have the confidence to do these wonderful things throughout the community.

Resident Ms. Kaiser encouraged everyone to call, email, or write letters of disapproval to MDOT in Lansing regarding the roundabout for the North Harris project.

Resident Dennis Dickerson asked that the tennis courts at Burns Park and Clubview Park be resurfaced by the next fiscal year. He brought in photos to show the Township Board. He also asked that the light at the crossroads at Burns and Hewitt be repaired because it was dangerous.

Supervisor Stumbo stated that Washtenaw County Road Commission would be responsible for the light at Burns and Hewitt, however she would notify them.



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She also added that she would pass the information on to the Park Commission and the Maintenance Department.

Washtenaw County Sheriff's Department Lt. Mike Marocco said there were some passionate people about a communication problem over the weekend and said he apologizes specifically to Mr. Harrison, Mr. Wells, Mr. Bridges, Ms. McCollum, and Trustee Ross-Williams for dropping the ball on that communication. He stated the Washtenaw County Sherriff's Department is an organization who prides themselves in engaging the community and they certainly missed the target with this issue. He added that everyone is an important partner to the Sheriff's Department. He said they are working together to make progress in certain areas.

Supervisor Stumbo thanked Lieutenant Marocco for his words. She stated that there would be a meeting with the Sheriff's Department.

Trustee Eldridge requested that someone from the Sherriff's Department come to the next board meeting because not everyone can attend the meeting and other people would like to hear about what was going on, including the Board.

Supervisor Stumbo asked if Lieutenant Marocco would share that information. She added that the Sherriff's Department did not put this on, instead, a young man named DeQuann did.

Lieutenant Marocco said he did not know what the Sherriff's Department's involvement was going to be and he found out about it through Supervisor Stumbo.

Supervisor Stumbo said we would follow up and get more information.

Trustee Ross-Williams stated the group was supposed to go to Sugar Brook Saturday September 23, 2017.

Lieutenant Marocco asked when the meeting would be.

Trustee Ross-Williams said Thursday September 21, 2017 at 3:30 p.m.

Supervisor Stumbo said she sent an email to DeQuann to notify him of the process of getting a permit and informed the neighborhood so they could have input as well.

Clerk Lovejoy Roe stated the young man, DeQuann, actually called and spoke with Kathy Wyatt who told him they did not follow the correct procedures. Clerk Lovejoy Roe said DeQuann was extremely apologetic, so she reassured him that he was still learning and he has support. She said going forward DeQuann would like to speak to Supervisor Stumbo and the West Willow Neighborhood Association.

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**5. CONSENT AGENDA**

**A. MINUTES OF THE AUGUST 15, 2017 WORK SESSION, EXECUTIVE SESSION AND  
REGULAR MEETINGS**

**B. STATEMENTS AND CHECKS**

- 1. STATEMENTS AND CHECKS FOR SEPTEMBER 5, 2017 IN THE AMOUNT  
OF \$620,022.24**
- 2. STATEMENTS AND CHECKS FOR SEPTEMBER 19, 2017 IN THE AMOUNT  
OF \$847,847.15**
- 3. CHOICE HEALTH CARE DEDUCTIBLE ACH EFT FOR AUGUST 2017 IN THE  
AMOUNT OF \$37,382.77**
- 4. CHOICE HEALTH CARE ADMIN FEE FOR JULY 2017 IN THE AMOUNT OF  
\$1,207.50**

**C. AUGUST 2017 TREASURER'S REPORT**

**Motion by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve the  
Consent Agenda.**

Motion carried unanimously.

**6. ATTORNEY REPORT**

**A. GENERAL LEGAL UPDATE**

Attorney Winters stated that his updates tie in to the comments from Mr. Wells, Ms. McCollum, and Mr. Harrison regarding neighborhood stabilization. He said the neighborhoods need to become the focal point of trying to ensure the Renaissance of the Township given what went on in the last 12-14 years with the housing implosion. Attorney Winters said there were many paths that can lead to one given result, in our case, neighborhood stabilization. He said over the years the Township has one pathway carved out in regards to how we deal with drug houses. He stated Ypsilanti Township led the way with the Sherriff's Department, Prosecuting Attorneys, and Board leaders to allow the Township to have legal standing to shut down a home used for drug dealing. He said Lieutenant Marocco and members of the CAT team have been very aggressive in trying to identify those houses. He said another pathway was the County Treasurer who has had a number of properties up for sale. He stated being a Governmental unit gives us the right of first refusal and the ability to purchase the homes and sell them to a nonprofit agency like we had been doing through Habitat for Humanity. He added these homes were sold which stabilized our neighborhoods and reduced the amount of rental properties in the area making the right of first refusal a wonderful advantage to the Township. He stated the third pathway that lead to neighborhood stabilization was new developments on properties that would not allow the homes to be used for rental properties. He said we had sued numerous

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banks throughout the United States over the amount of vacant properties, yet there were still a number of homes that were bank owned. He stated they do not get a pass and they would be held accountable. He stated we would step up and make property owners responsible for their yard waste as some residents throw out piles and piles of trash, causing an eyesore to the neighborhood and making a bad impression on possible home buyers in the area. Attorney Winters said the Township has been very aggressive in working with HUD, Freddie Mac, and Fannie Mae on their first look initiative program which allows us, by the right of first refusal, to buy properties. He said they have also stepped up. He stated the community standards department was out there trying to enforce ordinance violations that occur due to the property maintenance issues. He said as for the Attorney report, there were some properties that had come to our attention. He said the house at 543 Wharton, owned by Spectrum Community Services, had been an issue for a year and a half now with over 17 calls for service from 911 during this time frame. Attorney Winters said there had been two employees criminally charged with adult abuse fourth degree due to the lack of oversight. He advised we had filed a complaint with the State of Michigan to get their license revoked. He said they were not taking care of our most vulnerable population. He stated they were disrupting the neighborhood to the point where the police were called and our resources were being used. He said for these reasons, their license should be revoked. Attorney Winters stated that there was a similar situation at 1241 Cross where there were investigations going on of patients being abused and the Township refuses to turn a blind eye. He said no more patients were allowed to be admitted to the facility. He stated that the Township has a special conditional use that came from the Township Planning Commission and it was recommend that we initiate the appropriate revocation of the special conditional uses. He said there was an issue with the County Treasurer for the property located at 923 Ecorse Road, the former Forbes Dry Cleaners, because she wanted to sell it even though it was contaminated with the carcinogen PERC. He said currently it has been taken off the auction list, but still needs to be fully investigated and it appears it will be demolished. He said remediation on soil and ground water may need to take place. Attorney Winters said on June 26<sup>th</sup>, 2017, the Township board passed a resolution that authorized the Township to purchase three residential properties pursuant to our right of first refusal. He said those properties were going to be purchased and sold to Habitat for Humanity to become single family homes, not rental properties. He said himself and Treasurer Doe went to the County Treasurer with the checks to pay for those properties and both were promised to have the deeds within 30 days. He said from June 26, 2017 until September 19, 2017, there were still no deeds. He said he had written the Treasurer's Attorney asking for copies of the deeds and because he received no response, Attorney Winters wrote another letter saying we need the deeds by Friday or we will ask the court to compel the County Treasurer to give us the quick claim deeds. He said without the deeds we could not sell the properties to Habitat for Humanity, which was becoming a timing issue. He stated that Habitat for Humanity informed Clerk Lovejoy Roe that they are ready to close on the properties, but need to do so by October 31<sup>st</sup>, 2017 so they can maintain their tax exemption status. He said the Township will have to carry those properties over to 2018, which would make the Township responsible for insurance,

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winterization, and other issues that come up with a vacant property. He concluded that the County Treasurer had issued deeds to other people who purchased properties so there was no reason why it should take three months to issue the deeds for the Township. On another note, Attorney Winters said the Firefighter negotiations went positively and because it expired December 31<sup>st</sup>, 2016, we want to deal with the contract.

**OLD BUSINESS**

**1. REQUEST OF KAREN WALLIN, HUMAN RESOURCES FOR APPROVAL TO CREATE AND POST AN ELECTION SPECIALIST POSITION (CLASSIFICATION #19) WITHIN THE AFSCME BARGAINING UNIT (TABLED AT THE JULY 18, 2017 REGULAR MEETING)**

There was no motion to remove this item from the table.

**2. 2<sup>nd</sup> READING OF ORDINANCE 2017-474, YCUA SEWAGE DISPOSAL SERVICE RATES (FIRST READING HELD AT THE AUGUST 15, 2017 REGULAR MEETING)**

**Motion made by Clerk Lovejoy Roe, supported by Doe to Approve the 2<sup>nd</sup> Reading of Ordinance 2017-474, YCUA Sewage Disposal Service Rates (First Reading Held At The August 15, 2017 Regular Meeting) (See Attached)**

**Jarrell Roe: Yes    Eldridge: Yes    Ross-Williams: Yes    Lovejoy Roe: Yes  
Stumbo:    Yes    Doe:    Yes    Wilson:    Yes**

Motion carried unanimously.

Trustee Ross-Williams thanked YCUA for providing the information about the help with for the water bills and commented that it was available on their website.

**NEW BUSINESS**

**1. BUDGET AMENDMENT #12**

**Motion by Treasurer Doe, supported by Clerk Lovejoy Roe to Approve Budget Amendment #12 (See Attached).**

Motion carried unanimously.

**2. 1<sup>st</sup> READING OF RESOLUTION 2017-20, PROPOSED ORDINANCE 2017-475, AN ORDINANCE TO AMEND CHAPTER 22 OF THE CODE OF ORDINANCES, ARTICLE IV REGARDING PERSONS STANDING IN ROADWAYS SOLICITING CONTRIBUTIONS ON BEHALF OF CHARITABLE OR CIVIC ORGANIZATIONS**

**Motion by Clerk Lovejoy Roe, supported by Trustee Wilson to Approve 1<sup>st</sup> Reading Of Resolution 2017-20, Proposed Ordinance 2017-475, An Ordinance to Amend Chapter 22 Of The Code of Ordinances, Article IV Regarding Persons**

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**Standing In Roadways Soliciting Contributions on Behalf of Charitable or Civic Organizations (See Attached).**

Supervisor Stumbo stated that the Township had to change their ordinance to meet state law.

Trustee Ross-Williams asked if charitable organizations were required to have their own insurance while they were standing in the roadway.

Attorney King said under the state law they were required to have \$500,000 in insurance. She said they can only solicit where there was a traffic control device and they were also required to be wearing clothing that was easily seen during daylight hours only. She also said it was not required that they wear the company logo on their clothing.

Supervisor Stumbo asked who would be checking to see if they were a charitable organization.

Attorney King stated that local law enforcement could inquire and request verification in terms of their insurance to determine if it was a charitable organization.

Supervisor Stumbo asked what kind of enforcement would occur.

Attorney King said the state statute doesn't address how this was going to be enforced. She said the State Legislature wanted to allow it for charitable organizations and that they were the stimulus for the passage of this act. She stated it required our local government to rescind any prohibitions against solicitations by charitable organizations.

Supervisor Stumbo asked if the Township would lay out the process for where the paperwork was filed.

Attorney King said there was an ordinance on solicitations and a Peddler's permit was required to solicit in the community, along with the permit which requires insurance information and verification of the IRS designation, as well as the location to determine if there was a traffic control device.

Supervisor Stumbo stated all the information was not in the paperwork.

Attorney King said they were amending the Peddler's Ordinance to allow charitable organizations to solicit. She added originally everyone was prohibited from standing in the street collecting donations.

Clerk Lovejoy Roe summarized saying the Peddler's Permit process was still the same with the stipulation of insurance, IRS designation, proper visible attire, and determining if there was a traffic control device at the location.

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**Wilson: Yes      Doe: Yes      Stumbo: Yes      Lovejoy Roe: Yes  
Ross-Williams: Yes      Eldridge: Yes      Jarrell Roe: Yes**

Motion carried unanimously.

- 3. REQUEST APPROVAL OF CHANGE ORDER #1 FOR THE GOLF CART PATHWAYS PROJECT PERFORMED BY BEST ASPHALT IN THE AMOUNT OF \$23,596.50 BUDGETED IN LINE ITEM #584-584-000-971-000**

**Motion by Clerk Lovejoy Roe, supported by Treasurer Doe to Request Approval of Change Order #1 For The Golf Cart Pathways Project Performed By Best Asphalt in The Amount Of \$23,596.50 Budgeted in Line Item #584-584-000-971-000 (See Attached).**

Motion carried unanimously.

- 4. REQUEST TO APPROVE CONTRACT WITH OHM TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR ADDITIONAL GREEN OAKS GOLF CART PATHWAY WORK IN AN AMOUNT NOT TO EXCEED \$5,964.00 BUDGETED IN LINE ITEM #584- 584-000-971-000 (See Attached).**

**Motion by Trustee Wilson, supported by Treasurer Doe to Request to Approve Contract With OHM to Provide Professional Engineering Services for Additional Green Oaks Golf Cart Pathway Work In An Amount Not To Exceed \$5,964.00 Budgeted in Line Item #584- 584-000-971-000 (See Attached).**

Motion carried unanimously.

- 5. REQUEST AUTHORIZATION FOR PAYMENT TO THE WASHTENAW COUNTY WATER RESOURCE COMMISSION IN THE AMOUNT OF \$1,183,368.25 FOR THE YPSILANTI TOWNSHIP AT LARGE ASSESSMENT AND THE YPSILANTI TOWNSHIP PROPERTY OWNERS ASSESSMENT FOR THE TYLER DAM DRAIN CONSTRUCTION PROJECT BUDGETED IN LINE ITEM #101-970-000-971-100**

**Motion by Clerk Lovejoy Roe, supported by Trustee Jarrell Roe to Authorization Payment To The Washtenaw County Water Resource Commission In The Amount Of \$1,183.368.25 for the Ypsilanti Township at Large Assessment and the Ypsilanti Township Property Owners Assessment for the Tyler Dam Drain Construction Project Budgeted In Line Item #101-970-000-971-100.**

Motion carried unanimously.

- 6. REQUEST OF BRIAN MCCLEERY, ASSISTANT ASSESSOR TO ENTER INTO NEGOTIATIONS TO SELL TOWNSHIP OWNED PARCEL K-11-02-381-012 (114 JEROME)**

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**Motion by Trustee Jarrell Roe, supported by Trustee Eldridge to Request to Approve Brian McCleery, Assistant Assessor To Enter Into Negotiations To Sell Township Owned Parcel K-11-02-381-012 (114 Jerome)**

Motion carried unanimously.

Supervisor Stumbo stated the negotiated amount would be brought back to the Board for approval.

**7. REQUEST OF BRIAN MCCLEERY, ASSISTANT ASSESSOR TO ENTER INTO NEGOTIATIONS TO SELL TOWNSHIP OWNED PARCEL K-11-02-381-013 (101 LAMAY)**

**Motion by Clerk Lovejoy Roe, supported by Trustee Ross-Williams to Approve the Request of Brian McCleery, Assistant Assessor To Enter Into Negotiations To Sell Township Owned Parcel K-11-02-381-013 (101 Lamay)**

Supervisor Stumbo stated the negotiated amount would be brought back to the Board for approval.

Motion carried unanimously.

**8. REQUEST OF BRIAN MCCLEERY, ASSISTANT ASSESSOR FOR APPROVAL OF LETTER OF AGREEMENT FOR SALE OF PARCEL #K-11-14-403-008 TO LEONARD SANDERS IN THE AMOUNT OF \$2,500.00**

**Motion by Clerk Lovejoy Roe, supported by Trustee Ross-Williams to Approve the Request of Brian McCleery, Assistant Assessor for the Letter of Agreement for Sale of Parcel #K-11-14-403-008 to Leonard Sanders in the Amount of \$2,500.00 pending attorney approval of the agreement (See Attached)**

Supervisor Stumbo stated that the Township had many lots that were received from the Washtenaw County Treasurer; while we were giving residents the opportunity to own a piece of land adjacent to their current home, we were also able to get them on the tax role where the property owners were the ones responsible for maintaining the land.

Motion carried unanimously.

**9. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION IF NECESSARY TO ABATE PUBLIC NUISANCE FOR PROPERTY LOCATED AT 1241 RAMBLING RD. IN THE AMOUNT OF \$10,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023**

**Motion by Treasure Doe, supported by Trustee Wilson to Request Of Mike Radzik, OCS Director For Authorization To Seek Legal Action If Necessary To Abate Public Nuisance For Property Located At 1241 Rambling Rd. In The Amount Of \$10,000.00 Budgeted In Line Item #101-950-000-801-023**

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Director Radzik stated that 1241 Rambling Rd. in the Holmes area, was owner occupied by Beverly Fink-Minor along with several other residents and was a property public nuisance request. He said the Sherriff's Department called the Ordinance Officer in July during an unrelated police investigation because of the condition they found the home in. He said a complete inspection was done with the owner's consent and several code violations were found such as electrical, plumbing, and structural. He stated the housing inspector found a gas leak, which was verified by DTE as an explosion danger. He said the gas leak could not be located and fixed partly due to the condition of the home. Director Radzik said the housing inspector helped the residents install smoke detectors that he received for free from the fire department to aid in their safety. He said they were lacking resources and even with multiple referrals, we had not been able to get anywhere. He said the house was condemned and they were still living in the home.

Motion carried unanimously.

**10. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION TO ABATE PUBLIC NUISANCE DRUG HOUSES BY PADLOCKING LOCATED AT 147 JEROME AVENUE AND 7794 BERWICK IN THE AMOUNT OF \$20,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023**

**Motion by Treasurer Doe supported by Trustee Wilson to Seek Legal Action To Abate Public Nuisance Drug Houses By Padlocking Located At 147 Jerome Avenue And 7794 Berwick In The Amount Of \$20,000.00 Budgeted In Line Item #101-950-000-801-023**

Director Radzik said both addresses were drug padlock cases under state law. He said the Sheriff's Department raided the house on 147 Jerome Ave. on a search warrant during a narcotics investigation. He stated this home was owner occupied with relatives of the owner being younger and targets in the investigation. The Sheriff's Department observed heroin being sold out of the home. He said December 2016 an emergency patrol was sent to the house that involved heinous injuries in a domestic violence case where firearms and narcotics trafficking took place. Director Radzik said for these reasons, he was asking for the administrative authority to have the attorney begin this litigation that was already in progress in circuit court. He said he was asking the board to verify authorization. In the case of 7794 Berwick, Director Radzik said the Sherriff's Department raided the house on a search warrant on part of a narcotics investigation that led to evidence of drug trafficking. He said there was a connection to the drug trafficking at 7794 Berwick. He stated the owner occupant and target of the investigation had been arrested, charged, and fast-tracked through the Drug Court at 14B District Court. Director Radzik concluded by saying thank you for support in getting rid of the drug houses and aiding in making the community safe again.

Motion carried unanimously.



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- 11. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR APPROVAL OF THE 2017 ANIMAL CONTROL CONTRACT FOR A TERM OF ONE YEAR IN THE AMOUNT OF \$45,000.00 BUDGETED IN LINE ITEM #266-301-000-831-012**

**Motion by Treasurer Doe supported by Clerk Lovejoy Roe to Approve the Request of Mike Radzik, OCS Director For The 2017 Animal Control Contract for a Term of One Year In The Amount Of \$45,000.00 Budgeted In Line Item #266-301-000-831-012 (See Attached).**

Motion carried unanimously.

- 12. REQUEST TO SET A PUBLIC HEARING DATE OF TUESDAY, OCTOBER 17, 2017 AT APPROXIMATELY 7:00PM – SPECIAL ASSESSMENT TAX ROLL**

**Motion by Trustee Jarrell Roe supported by Trustee Wilson to Approve The Request To Set A Public Hearing Date Of Tuesday, October 17, 2017 At Approximately 7:00pm – Special Assessment Tax Roll**

Motion carried unanimously.

- 13. REQUEST TO SET A PUBLIC HEARING DATE OF TUESDAY OCTOBER 17, 2017 FOR THE CREATION OF THE FOLLOWING SPECIAL ASSESSMENT DISTRICTS**

**A. REQUEST TO SET PUBLIC HEARING DATE OF TUESDAY OCTOBER 17, 2017 AT APPROXIMATELY 7:15PM – CREATION OF A NEIGHBORHOOD STREETLIGHT SPECIAL ASSESSMENT DISTRICT FOR CREEKSIDE VILLAGE SOUTH**

**B. REQUEST TO SET PUBLIC HEARING DATE OF TUESDAY OCTOBER 17, 2017 AT APPROXIMATELY 7:30PM – CREATION OF A NEIGHBORHOOD CAMERA SPECIAL ASSESSMENT DISTRICT FOR CREEKSIDE VILLAGE SOUTH**

**Motion by Clerk Lovejoy Roe supported by Trustee Eldridge to Approve the Request To Set Public Hearing Date Of Tuesday October 17, 2017 At Approximately 7:15pm – Creation Of A Neighborhood Streetlight Special Assessment District For Creekside Village South And To Approve The Request To Set Public Hearing Date Of Tuesday October 17, 2017 At Approximately 7:30pm – Creation Of A Neighborhood Camera Special Assessment District For Creekside Village South**

Clerk Lovejoy Roe stated that this request came from the Homeowners Association and a survey was completed to determine how many people were interested. She said an official public notice would be sent out so people could voice their opinion through emails, phone calls, or by attending the public hearing.

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Trustee Jarrell Roe said while 29 residents supported this, 20 did not and she feels it was a relatively close survey.

Motion carried unanimously.

**AUTHORIZATIONS AND BIDS**

- 1. REQUEST TO AWARD THE LOW BID FOR ADDITIONAL WORK ON THE GREEN OAKS GOLF CART PATHWAY IMPROVEMENTS TO CROSS RENOVATION IN THE AMOUNT OF \$71,800.00 AND APPROVE A CONTINGENCY BUDGET AMOUNT OF \$5,000.00 TO COVER UNFORESEEN ISSUES FOR A TOTAL AMOUNT OF \$76,800.00 BUDGETED IN LINE ITEM #584-584-000-971-000**

**Motion by Treasurer Doe supported by Clerk Lovejoy Roe to Approve The Request To Award The Low Bid For Additional Work On The Green Oaks Golf Cart Pathway Improvements To Cross Renovation In The Amount Of \$71,800.00 And Approve A Contingency Budget Amount Of \$5,000.00 To Cover Unforeseen Issues For A Total Amount Of \$76,800.00 Budgeted In Line Item #584-584-000-971-000**

Motion carried unanimously.

**OTHER BUSINESS**

**Motion by Treasurer Doe supported by Trustee Jarrell Roe to adjourn**

Motion carried unanimously.

**Meeting Adjourned Approximately at 8:24 P.M.**

Respectfully Submitted,

Brenda L. Stumbo, Supervisor

Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk

Charter Township of Ypsilanti

# Charter Township of Ypsilanti

## RESOLUTION NO. 2017-21

### CREATION OF STREETLIGHT SPECIAL ASSESSMENT DISTRICT #212 MANORS AT CREEKSIDE VILLAGE

**WHEREAS**, on April 4, 2017, the Township Board of Trustees approved the Planned Development Agreement with Lombardo Homes for the Manors at Creekside Village, which requires the installation of streetlights and cameras at the entrances to the development. Two street lights will be constructed: one at the entrance of Lakeway St. and Merritt Rd. and one at the entrance at Tuttlehill Rd. and Creekway Dr. It is being requested of the Board of Trustees for the creation and establishment of special assessment district #212 for the purpose of defraying said cost of street lighting by special assessments against the property especially benefited; and

**WHEREAS**, the Township Clerk requested of Detroit Edison, proposed plans describing the street lighting improvement and the location of said improvements with an estimate of said costs; and

**WHEREAS**, on August 8, 2017 Lance Alley of Detroit Edison Community Lighting Group prepared and submitted proposed plans to install street lighting for the Manors at Creekside Village Subdivision, Ypsilanti Township, consisting of 86 parcels, which said plans included, *inter alia*, the installation of two (2) **“overhead fed 135 watt Autobahn LED fixtures with gray housings mounted on a 17’6” steel arms attached to one (1) existing wood pole and one (1) new pole”** with the cost of said improvements being approximately:

<b>Total Estimate Construction Cost:</b> .....	<b>\$5,500.00</b>
<b>Total Lamp Charge For Three (3) Years:</b> .....	<b>\$1,001.10</b>
<b>Contribution (Cost minus 3 years revenue):</b> .....	<b>\$4,498.90</b>
<b>Total Annual Lamp Charges:</b> .....	<b>\$ 333.70</b>

**WHEREAS**, on August 28, 2017 the Township Clerk received notification from the Township Assessor that the cost of providing street lights for the Manors at Creekside Village Subdivision, Ypsilanti Township, consisting of 86 parcels, which said plans included, *inter alia*, the installation two (2) **“overhead fed 135 watt Autobahn LED fixtures with gray housings mounted on a 17’6” steel arms attached to one (1) existing wood pole and one (1) new pole”** (construction costs of \$4,498.90.00 for the installation will not be included in the special assessment district and has been paid by Lombardo Homes) will be **\$3.88** per parcel for a 3-year period; thereafter, said costs shall be estimated at **\$3.88** per parcel for street lighting, reflective of the current rates set by DTE as well as current electrical usage for the year,

**WHEREAS**, the Township Clerk has given notice to each record owner of or party in interest in property to be assessed, by first class mail, addressed to the record owner or party in interest at the address shown on the tax records, at least 10 (ten) days before the September 19, 2017 public hearing, setting forth the district affected in said petition, place and purpose of said public hearing to allow any interested person an opportunity to voice any objection which may be offered against creating said district; and

**WHEREAS**, the Township Clerk has also published in a newspaper of general circulation the time, place and purpose of said public hearing and the district affected thereto; and

**WHEREAS**, on September 19, 2017, the Charter Township of Ypsilanti held a public hearing to hear any objections which may be offered against creating said special assessment district.

**NOW THEREFORE, BE IT RESOLVED**, that special assessment district #212 be created for the purpose of providing two (2) streetlights for the Manors at Creekside Village Subdivision, consisting of 86 parcels.

**BE IT FURTHER RESOLVED**, that the Township Board accepts the plans and estimate of costs as presented by Detroit Edison for the Manors at Creekside Village, consisting of 86 parcels, which said plans included, *inter alia*, the installation of two (2) **“overhead fed 135 watt Autobahn LED fixtures with gray housings mounted on a 17’6” steel arms attached to one (1) existing wood pole and one (1) new pole”** (construction costs of \$4,498.90.00 for the installation will not be included in the special assessment district and has been paid by Lombardo Homes) will be **\$3.88** per parcel for a 3-year period; thereafter, said costs shall be estimated at **\$3.88** per parcel for street lighting, reflective of the current rates set by DTE as well as current electrical usage for the year,

**BE IT FURTHER RESOLVED**, that the Township Supervisor shall make a special assessment upon all the lands and premises contained herein to defray the expenses of lighting said streets.

**BE IT FURTHER RESOLVED**, that when the special assessment roll has been prepared and filed in the office of the Township Clerk, before said assessment roll has been confirmed, the Township Board shall appoint a time and place when it will meet, review and hear any objections to the assessment roll.

**BE IT FURTHER RESOLVED**, that the Township Board shall give notice of said hearing and filing of the assessment roll in the manner prescribed by statute.

**BE IT FURTHER RESOLVED**, that the Township Board shall hereinafter annually determine on or before October 30 of each year, the amount to be assessed in said district for lighting said streets and shall direct the Township Assessor to levy such amounts therein.

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. 2017-21 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on September 19, 2017.



---

Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

**RESOLUTION 2017-22**

**CREATION OF NEIGHBORHOOD CAMERA SPECIAL  
ASSESSMENT DISTRICT  
#70 MANORS AT CREEKSIDE VILLAGE**

**WHEREAS**, as a requirement of the Planned Development Agreement between Ypsilanti Township and Lombardo Homes, the Township Board of the Charter Township of Ypsilanti proposes to install security cameras at the intersections of Lakeway St. and Merritt Rd. and Tuttlehill and Lakeway Dr., both intersections which are entrances to the Manors at Creekside; and

**WHEREAS**, Lombardo Homes has paid for the purchase and installation of the security cameras; and

**WHEREAS**, the Township Board proposes the creation of a special assessment district consisting of 86 parcels known as the Manors at Creekside Village Subdivision which will be benefited to defray the operation and maintenance cost of the security cameras; and

**WHEREAS**, the Township Board has solicited *Requests for Proposals* for the proposed project describing the security camera improvements, the proposed location of said improvements and estimated costs; and

**WHEREAS**, Conti Corporation, a video security company, licensed by the State of Michigan, prepared and submitted proposed plans to install, operate and maintain security cameras in public areas located within the boundaries of the Manors at Creekside Village, which consists of 86 parcels with the following estimated costs:

- Costs for purchase and installation of 2 security cameras (paid for by Lombardo Homes): \$10,000.00
- Total Annual Residents' Cost for maintenance and operation of security cameras: (First three years) \$13,029.20
- Annual cost per parcel \$ 50.50
- Monthly cost per parcel \$ 4.21

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

**WHEREAS**, in accordance with the aforesaid notices, a hearing was held on the 19th day of September, 2017 commencing at approximately 7:15pm and all persons given the opportunity to be heard in the matter; and

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

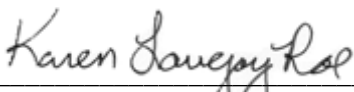
**NOW, THEREFORE, BE IT HEREBY RESOLVED** as follows:

1. That this Township Board does hereby approve the plans for public security cameras as prepared and presented by the Township's licensed security system contractor and its annual estimate of costs for the operation and maintenance thereof.
2. That this Township Board creates a special assessment district located within the boundaries of the Manors at Creekside Village with the district to be known as Manors at Creekside Village Neighborhood Camera Special Assessment District No. 70 within which the costs of the operation and maintenance of the security cameras shall be assessed according to benefits.
3. That on the basis of the foregoing, this Township Board does hereby direct the Supervisor and Assessing Officer to make a special assessment roll in which shall be entered and described all the parcels of land to be assessed with the

names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which amount shall be the relative portion of the whole sum to be levied against the parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all the parcels of land in the special assessment district. When the same has been completed, the Supervisor or Assessing Officer shall affix thereto her certificate stating that it was made pursuant to this resolution and that in making such assessment roll, she has, according to her best judgment, conformed in all respects to the directions contained in this resolution and the applicable state statutes.

4. When the special assessment roll has been prepared and filed in the office of the Township Clerk, before said assessment roll has been confirmed, the Township Board shall appoint a time and place when it will meet, review and hear any objections to the assessment roll.
5. If the special assessment roll is confirmed, the Township Board intends to hold a public hearing once each year in future years, on or before October 30, to reassess property in the special assessment district for the costs in the next year, and will provide notice of such hearing in such a manner as prescribed by law.
6. That all resolutions and parts of resolutions insofar as they conflict with the provisions of the within resolution be and the same are hereby rescinded.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2017-22 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on September 19, 2017.

  
\_\_\_\_\_  
Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

# CHARTER TOWNSHIP OF YPSILANTI ORDINANCE NO. 2017-474

**An ordinance to amend Chapter 62, Article IV, Section 62-77 of the Code of Ordinances, Charter Township of Ypsilanti, to increase sewage disposal service rates.**

**BE IT ORDERED BY THE CHARTER TOWNSHIP OF YPSILANTI, that:**

Section 62-77 of Chapter 62, Article IV of the Code of Ordinances be revised as follows:

For all billings rendered prior to October 1, 2017, existing sewage disposal service rates shall prevail. For all billings rendered on or after October 1, 2017, charges for sewage disposal services shall be as provided for in Schedule A, for each bimonthly (two-month) period:

**Schedule A:**

Meter Size (inch)	Allowed Usage Cubic Feet	CAPITAL CHARGE		OM&R		TOTAL	
		Contract Community	All Others	Contract Communities	All Others	Contract Community	All Others
5/8-3/4	600	\$1.45	\$1.45	\$19.38	\$23.99	\$20.83	\$25.44
1	1000	\$2.44	\$2.44	\$32.40	\$40.84	\$34.85	\$43.29
1-1/2	2100	\$5.34	\$5.34	\$66.48	\$83.97	\$71.82	\$89.31
2	4000	\$9.70	\$9.70	\$128.24	\$161.40	\$137.94	\$171.11
3	9000	\$21.85	\$21.85	\$279.86	\$361.14	\$301.71	\$382.99
4	16200	\$39.33	\$39.33	\$533.85	\$650.88	\$573.18	\$690.21
6	36000	\$87.41	\$87.41	\$1,151.04	\$1,448.52	\$1,238.44	\$1,535.94
8	66000	\$160.20	\$160.20	\$2,100.78	\$2,645.96	\$2,260.97	\$2,806.15
10	102000	\$243.93	\$243.93	\$3,251.84	\$4,094.48	\$3,495.77	\$4,338.42
12	150000	\$364.11	\$364.11	\$4,786.57	\$6,025.77	\$5,150.68	\$6,389.89

For all usage in excess of allowed usage, the rate per 100 cubic feet shall be as follows:

	CAPITAL CHARGE	OM&R	TOTAL
Contract Communities	\$0.244	\$2.098	\$2.34
All Others	\$0.244	\$2.211	\$2.46

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify adoption of Ordinance No. 2017-474 by the Charter Township of Ypsilanti Board of Trustees assembled at a Regular Meeting held on September 19, 2017 after first being introduced at a Regular Meeting held on August 15, 2017. The motion to approve was made by member Roe and seconded by Doe YES: Stumbo, Roe, Doe, Eldridge, Ross Williams, Wilson, Jarrell Roe ABSENT: None, NO: None. ABSTAIN: None.

*Karen Lovejoy Roe*  
\_\_\_\_\_  
Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

Published: Thursday, September 28, 2017



**CHARTER TOWNSHIP OF YPSILANTI  
2017 BUDGET AMENDMENT #12**

September 19, 2017

**101 - GENERAL OPERATIONS FUND**

**Total Increase \$1,269,156.00**

Request to increase budget for PTO payout request over the budgeted 32 hours, an additional 80 hours to be paid at 75%. This will be funded by an Appropriation for Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$1,785.00
		Net Revenues	<u>\$1,785.00</u>
Expenditures:	Salaries pay out -PTO	101-253-000-708.004	\$1,658.00
	FICA	101-253-000-715.000	\$127.00
		Net Expenditures	<u>\$1,785.00</u>

Request to increase Health Care Deduction for General Fund - Residential Services Administration department 101-762 with only one employee. This employee splits 50/50 between General Fund and Environmental Fund. We budget 70% of the maximum amount, but employee needs the additional 30% in both Funds. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$1,238.00
		Net Revenues	<u>\$1,238.00</u>
Expenditures:	Health Care Deduction	101-762-000-719.020	\$1,238.00
		Net Expenditures	<u>\$1,238.00</u>

Request to increase Capital Outlay for the Tyler Dam project by \$1,183,369. We received notice from Washtenaw County Drain Commission confirming the Dam project amount of \$603,310.87 for the Township and \$580,057.38 for the Residents total \$1,183,368.42. In 2016, Township received \$700,000 from WRAD for the Dam project. An additional \$300,000 has been received by WRAD in 2017 for the Dam project. The remainder of \$183,369 will come from the Township General Fund. This project will be funded by an Appropriation of Prior Years Fund Balance in the amount of \$883,369 and an increase to the contribution revenue line of \$300,000 received from WRAD.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$883,369.00
		101-000-000-675.200	\$300,000.00
		Net Revenues	<u>\$1,183,369.00</u>
Expenditures:	Capital Outlay - Tyler Dam Project	101-970-000-971-100	\$1,183,369.00
		Net Expenditures	<u>\$1,183,369.00</u>

Request to increase budget for a contribution transfer to the Golf Course Fund for additional improvement of golf cart paths and Engineering fees for OHM. We anticipate payment back from the Golf Course as their revenues increase. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$82,764.00
		Net Revenues	<u>\$82,764.00</u>
Expenditures:	Contribution to Golf Course	101-999-000-969.584	\$82,764.00
		Net Expenditures	<u>\$82,764.00</u>

**CHARTER TOWNSHIP OF YPSILANTI  
2017 BUDGET AMENDMENT #12**

September 19, 2017

**226 - ENVIRONMENTAL SERVICES FUND**

**Total Increase \$1,238.00**

Request to increase Health Care Deduction for Environmental Service Fund. There is an employee who splits 50/50 between General Fund and Environmental Fund. We budget 70% of the maximum amount, but employee needs the additional 30% in both Funds. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	226-000-000-699.000	\$1,238.00
		Net Revenues	<u><u>\$1,238.00</u></u>
Expenditures:	Health Care Deduction	226-226-000-719.020	\$1,238.00
		Net Expenditures	<u><u>\$1,238.00</u></u>

**252 - HYDRO STATION FUND**

**Total Increase \$2,476.00**

Request to increase Health Care Deduction for a fund with only one employee. We budget 70% of the maximum amount, but employee needs the additional 30% increase this year. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	252-000-000-699.000	\$2,476.00
		Net Revenues	<u><u>\$2,476.00</u></u>
Expenditures:	Health Care Deduction	252-252-000-719.020	\$2,476.00
		Net Expenditures	<u><u>\$2,476.00</u></u>

**584 - GOLF COURSE FUND**

**Total Increase \$82,764.00**

Request to increase the budget for additional improvement of the golf cart paths and engineering at \$82,764. The lowest bid was from Cross Renovation for additional work on the golf cart paths at \$71,800 with an OHM recommended \$5,000 contingency for unforeseen issues. OHM will be our engineers, responsible for overseeing the project at \$5,964. We anticipate paying back the General Fund as revenues increase. This will be funded by a Contribution from the General Fund.

Revenues:	Transfer In from General Fund	584-000-000-697.000	\$82,764.00
		Net Revenues	<u><u>\$82,764.00</u></u>
Expenditures:	Capital Outlay - Other	584-584-000-971.000	\$82,764.00
		Net Expenditures	<u><u>\$82,764.00</u></u>

Motion to Amend the 2017 Budget (#12):

Move to increase the General Fund budget by \$1,269,156 to \$10,935,359 and approve the department line item changes as outlined.

Move to increase the Environmental Service Fund by \$1,238 to \$2,619,816 and approve the department line item changes as outlined.

Move to increase the Hydro Fund by \$2,476 to \$397,476 and approve the department line item changes as outlined.

Move to increase the Golf Course Fund by \$82,764 to \$1,177,733 and approve the department line item changes as outlined.

**CHARTER TOWNSHIP OF YPSILANTI**

**RESOLUTION 2017-20**

**ROADSIDE SOLICITATION OF PERSONS IN MOTOR VEHICLES BY  
CHARITABLE AND CIVIC ORGANIZATIONS**

*(In Reference to Ordinance 2017-475)*

**WHEREAS**, the Michigan Legislature enacted (PA 112 of 2017) which governs local government authority to regulate roadside solicitations by charitable and civic organizations, and

**WHEREAS**, the PA 112 of 2017 requires local governments with ordinances regulating roadside solicitations amend their roadside solicitation ordinances so that they are consistent with the provisions of PA 112 of 2017, and

**WHEREAS**, the amendments set forth in Ordinance 2017 – 475 bring Township Ordinance 42-154 into compliance with State law by allowing charitable and civic organizations to solicit roadside contributions from persons inside motor vehicles during daylight hours, and

**BE IT RESOLVED THAT** Ordinance No. 2017-475 is hereby adopted by reference.

# CHARTER TOWNSHIP OF YPSILANTI

## PROPOSED ORDINANCE NO. 2017- 475

*An Ordinance to Amend Chapter 22 of the Charter Township of Ypsilanti Code of Ordinances, Article IV Regarding Persons Standing in Roadways Soliciting Contributions on Behalf of Charitable or Civic Organizations*

The Charter Township of Ypsilanti hereby ordains that the Charter Township of Ypsilanti Code of Ordinances is amended as follows:

**Delete:** In its entirety Chapter 22, Article IV Section 154.

**Add:** The following new provisions to Chapter 22, Article IV, Section 154.

**9. Solicitation of persons inside motor vehicles.** No peddler or solicitor shall solicit the immediate payment of money from a person who is inside a motor vehicle.

**Exception:** The prohibition against solicitations set forth in subsection 154 shall not apply to persons who solicit contributions on behalf of charitable or civic organizations during daylight hours if all of the following requirements are satisfied:

(a) Charitable or civic organization is a nonprofit organization that is qualified under Section 501(C)(3) or 501(C)(4) of the Internal Revue Code, 26 USC 501, or a Veterans' organization that has tax-exempt status under the Internal Revenue Code.

(b) The charitable or civic organization maintains at least \$500,000 in liability insurance.

(c) The person is 18 years of age or older.

(d) The person is wearing high-visibility safety apparel that meets current American standards promulgated by the International Safety Equipment Association.

(e) The portion of the roadway upon which the solicitation occurs is not a work zone and is within an intersection where traffic control devices are present.

### **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.

### **Publication**

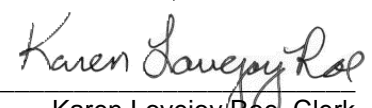
This Ordinance shall be published in a newspaper of general circulation as required by law.

### **Effective Date and Repeal of Conflicting Ordinances**

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

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

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify approval of the first reading of Proposed Ordinance No. 2017-475 by the Charter Township of Ypsilanti Board of Trustees assembled at a regular meeting held on September 19, 2017. The second reading is scheduled to be heard on October 17, 2017.



Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

# CHANGE ORDER



Project: Ypsilanti Township - Green Oaks Golf Course Cart Path Improvements

Job Number: 0008-16-0039

Client Job Number: 0008

Owner: Ypsilanti Township  
7300 S. Huron River Dr.  
Ypsilanti, MI 48197  
(734) 484-4700

Change Order Number: 1  
Date: 7/25/2017  
Print Date: 7/25/2017

Contractor: Best Asphalt  
6334 N Beverly Pleza  
Romulus, MI 48174  
(734) 729-9440

**Note:**

**TO THE CONTRACTOR:**

You are hereby directed to comply with the changes to the contract documents. This change order reflects work completed or anticipated.

OHM Advisors  
34000 Plymouth Road  
Livonia, MI 48150  
(734) 522-6711

CURRENT PROJECT PLANS AND SPECIFICATIONS WILL BE ADHERED TO UNLESS SPECIFICALLY CHANGED BY THIS CHANGE ORDER DOCUMENT.

THE CONTRACT AMOUNT WILL BE CHANGED BY THE SUM OF:	\$23,596.50
Original Contract Amount:	\$257,837.00
Contract Amount Including Previous Change Orders:	\$257,837.00
Amount of this Change Order:	\$23,596.50
<b>REVISED CONTRACT AMOUNT:</b>	<b>\$281,433.50</b>

**Accepted By**

Jeff Allen - Resident Services Director -  
Ypsilanti Township

Date \_\_\_\_\_

Best Asphalt, Inc.

Date 7/25/17

**Approved By**

Brenda L. Stumbo - Supervisor - Ypsilanti  
Township

Date 9-20-17

**Reviewed By**

Karen Lovjoy Ec - Clerk

Date 7/26/2017

Matt Parks, Principal

**Items**

Item No.	Description	Previous Authorized Quantity	Quantity Change	New Authorized Quantity	Unit Price	Total Increase
<b>THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT</b>						
<b>Division: A</b>						
5	Pavt, Rem	1035.00 Square Yard	39.07	1074.07	\$10.00	\$390.70
8	Station Grading, Path, Case B	10.50 Sta	18.18	28.68	\$900.00	\$16,362.00
9	Aggregate Base, 21AA	442.00 Ton	63.68	505.68	\$65.00	\$4,139.20
11	HMA, 36A	165.00 Ton	46.89	211.89	\$140.00	\$6,564.60
<b>Additional Items to the Contract:</b>						
16	Retaining Wall xx	0.00 Ls	1.00	1.00	\$3,784.00	\$3,784.00
17	Drainage Improvements xx	0.00 Ls	1.00	1.00	\$5,500.00	\$5,500.00
<b>SUB-TOTAL INCREASES DIVISION A:</b>						<b>\$36,740.50</b>

<b>THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE SUBTRACTED FROM THE CONTRACT AMOUNT</b>						
<b>Division: A</b>						
2	Erosion Control, Inlet Protection, Fabric Drop	5.00 Each	-5.00	0.00	\$100.00	(\$500.00)
3	Erosion Control, Silt Fence	1000.00 Foot	-1000.00	0.00	\$1.00	(\$1,000.00)
6	HMA Base Crushing and Shaping	14063.00 Square Yard	-2083.00	11980.00	\$4.00	(\$8,332.00)
10	Recycled Asphalt	100.00 Ton	-100.00	0.00	\$20.00	(\$2,000.00)
12	Sidewalk, Conc, 4 inch	300.00 Square Feet	-102.00	198.00	\$6.00	(\$612.00)
13	Sidewalk, Conc, 6 inch	580.00 Square Feet	-100.00	480.00	\$7.00	(\$700.00)
<b>SUB-TOTAL DECREASES DIVISION A:</b>						<b>(\$13,144.00)</b>



September 11, 2017

Mr. Jeff Allen (via e-mail)  
Residential Services Director  
Charter Township of Ypsilanti  
7200 Huron River Drive  
Ypsilanti, MI 48197

Regarding: Green Oaks Golf Course – Additional Pathway Oversight

Dear Mr. Allen:

As part of the continued improvements at the Green Oaks Golf Course and anticipation of the newest contract to improve the thickness of the aggregate pathway, OHM is providing this proposal to administer oversight and administer the contract on behalf of the Township.

OHM has already reviewed and recommended a contractor and will move forward with assisting with preparation of contract documents upon approval of this proposal. Based on the minimal work associated with this construction OHM proposes to offer the following services on an as-needed basis.

### **Contract Administration**

OHM will help prepare contract documents, prepare periodic pay estimates and change orders (if necessary) on this project. This will also include any correspondence and preparation of punch lists as required to satisfy the contract and the Golf course staff. We anticipate approximately 16 hours of effort to fully complete this project.

### **Construction Engineering**

OHM will hold and run the preconstruction meeting and lay out the project for the contractor per the project drawings and specifications. OHM will be present to answer questions and respond to contractor RFIs. We anticipate approximately 16 hours of effort.

### **Construction Observation**

OHM will provide full time and part time observation (as-needed) depending on the contractor and their need for assistance. We will collect tickets and measure final placement to ensure the Township is paying the correct amount as outlined in the contract. We anticipate one full time day of oversight at the beginning of the project and then anticipate 3-4 days of part time inspection and follow up to ensure the course is notified on days the contractor is under way. This totals 24 total hours of observation time.

### **Fees**

Contract Administration	\$1,272
Construction Engineering	\$2,100

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Construction Observation	\$2,592
<b>TOTAL:</b>	<b>\$5,964</b>

This will be billed monthly on an hourly not to exceed basis. We are hopeful if the contractor is efficient there will be funds left over at the end of this project. We thank you for this opportunity and appreciate being a part of the Golf Course transformation. Please contact myself or Aaron Berkholz if you have any questions.

Sincerely,  
OHM Advisors

Matthew Parks, P.E.  
Principal

**Charter Township of Ypsilanti**  
Green Oaks Golf Course – Additional Pathway Oversight

Accepted By: *Brenda L. Stumbo* / *Karen Lovejoy Roe*  
 Printed Name: Brenda L. Stumbo / Karen Lovejoy Roe  
 Title: Supervisor / clerk  
 Date: Sept. 20, 2017

- cc: Brenda Stumbo, Supervisor, Charter Township of Ypsilanti (via e-mail)
- Karen Lovejoy Roe, Clerk – Charter Township of Ypsilanti (via e-mail)
- Larry Doe, Treasurer - Charter Township of Ypsilanti (via e-mail)
- Lisa Garrett, Charter Township of Ypsilanti (via e-mail)
- Aaron Berkholz, P.E., OHM (via email)
- File

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*Supervisor*  
**BRENDA L. STUMBO**  
*Clerk*  
**KAREN LOVEJOY ROE**  
*Treasurer*  
**LARRY J. DOE**  
*Trustees*  
**STAN ELDRIDGE**  
**HEATHER ROE**  
**MONICA ROSS-WILLIAMS**  
**JIMMIE WILSON**



**ACCOUNTING DEPT**

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

*Charter Township of Ypsilanti*

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## STATEMENTS AND CHECKS

*OCTOBER 3, 2017 BOARD MEETING*

ACCOUNTS PAYABLE CHECKS -	\$	804,410.72
HAND CHECKS -	\$	347,093.74
CREDIT CARDS PURCHASES -	\$	0.00
GRAND TOTAL -	\$	<b>1,151,504.46</b>

Check Date	Check	Vendor Name	Amount
<b>Bank AP AP</b>			
09/15/2017	176396	COMCAST CABLE	144.85
09/15/2017	176397	COMCAST CABLE	114.35
09/15/2017	176398	COMCAST CABLE	104.85
09/15/2017	176399	COMCAST CABLE	104.85
09/15/2017	176400	COMCAST CABLE	234.85
09/15/2017	176401	DTE ENERGY**	73,413.78
09/15/2017	176402	GRIFFIN PEST SOLUTIONS	155.00
09/15/2017	176403	PNC EQUIPMENT FINANCE, LLC	7,022.07
09/15/2017	176404	WASTE MANAGEMENT	816.48
09/15/2017	176405	WASTE MANAGEMENT	5,299.02
09/15/2017	176406	WASTE MANAGEMENT	1,088.72
09/15/2017	176407	WASTE MANAGEMENT	29,798.37
09/15/2017	176408	WASTE MANAGEMENT	522.82
09/15/2017	176409	WASTE MANAGEMENT	230.42
09/15/2017	176410	WASTE MANAGEMENT	101,264.70
09/15/2017	176411	WASTE MANAGEMENT	29,614.99
09/15/2017	176412	WASTE MANAGEMENT	131.15
09/15/2017	176413	WEX BANK	1,802.26
09/15/2017	176414	YPSILANTI COMMUNITY	6,639.11
09/20/2017	176415	BEST ASPHALT	82,106.10
09/19/2017	176416	JOHN DOUGLASS	5,110.00
09/19/2017	176417	TODD BARBER	1,375.00
<b>AP TOTALS:</b>			
Total of 22 Checks:			347,093.74
Less 0 Void Checks:			0.00
Total of 22 Disbursements:			347,093.74

*HAND CHECKS*

*A/P checks*

Check Date	Check	Vendor Name	Amount
Bank AP AP			
10/03/2017	176418	A & R TOTAL CONSTRUCTION, INC.	290.94
10/03/2017	176419	ACCUSHRED LLC	65.00
10/03/2017	176420	AIS CONSTRUCTION EQUIPMENT	631.82
10/03/2017	176421	AMAZON CAPITAL SERVICES	1,652.72
10/03/2017	176422	ANN ARBOR CLEANING SUPPLY	64.76
10/03/2017	176423	ATCHINSON FORD	352.24
10/03/2017	176424	AUTO VALUE YPSILANTI	173.69
10/03/2017	176425	BASIL UDEH	60.00
10/03/2017	176426	BIDNET	6.45
10/03/2017	176427	BREWER'S INC.	580.00
10/03/2017	176428	CALLAWAY GOLF SALES COMPANY	97.83
10/03/2017	176429	CANZANO CONTRACTING CORPORTATION	3,000.00
10/03/2017	176430	CANZANO CONTRACTING CORPORTATION	3,000.00
10/03/2017	176431	CARLISLE/WORTMAN ASSOCIATES	17,235.00
10/03/2017	176432	CFS PRODUCTS, INC	69.90
10/03/2017	176433	CINCINNATI TIME SYSTEMS	784.75
10/03/2017	176434	CMYK PRINTING	270.00
10/03/2017	176435	COMPLETE BATTERY SOURCE	40.95
10/03/2017	176436	CONGDON'S	33.96
10/03/2017	176437	DAN KIMBALL	320.88
10/03/2017	176438	DAWN FARM	13,493.95
10/03/2017	176439	DELUX RENTAL	66.00
10/03/2017	176440	EMERGENT HEALTH PARTNERS	6,321.07
10/03/2017	176441	FEDERAL EXPRESS CORPORATION	116.68
10/03/2017	176442	FIBER LINK	163.25
10/03/2017	176443	GOOSEWORKS, LLC	933.33
10/03/2017	176444	GORDON FOOD SERVICE INC.	502.28
10/03/2017	176445	GRAINGER	144.06
10/03/2017	176446	HOME DEPOT	412.92
10/03/2017	176447	INTERNATIONAL CODE COUNCIL	386.00
10/03/2017	176448	LANGUAGE LINE SERVICES	26.39
10/03/2017	176449	LANSING SANITARY SUPPLY, INC	176.41
10/03/2017	176450	LONGS AUTOMOTIVE INC	658.84
10/03/2017	176451	LOOKING GOOD LAWNS	4,843.00
10/03/2017	176452	LOWE'S	142.20
10/03/2017	176453	MARIALANA BRANCH	27.00
10/03/2017	176454	MARK HAMILTON	1,500.00
10/03/2017	176455	MASA	100.00
10/03/2017	176456	MELANIE MORGAN	65.00
10/03/2017	176457	MENARD, INC.	79.90
10/03/2017	176458	METCOM	267.55
10/03/2017	176459	METRO AIRPORT TRUCK	5,809.97
10/03/2017	176460	MICHIGAN ABILITY PARTNERS	2,050.20
10/03/2017	176461	MICHIGAN LINEN SERVICE, INC.	979.97
10/03/2017	176462	NEOPOST	50.00
10/03/2017	176463	NETWORKFLEET, INC	587.45
10/03/2017	176464	O'BRYANS LOCK & KEY*	75.50
10/03/2017	176465	OFFICE EXPRESS	669.16
10/03/2017	176466	ORCHARD, HILTZ & MCCLIMENT INC	15,517.50
10/03/2017	176467	PARKWAY SERVICES, INC.	115.00
10/03/2017	176468	PEPSI BEVERAGES COMPANY	243.76
10/03/2017	176469	PLANNING & ZONING CENTER, INC.	185.00
10/03/2017	176470	PREMIER SAFETY & SERVICE	131.97
10/03/2017	176471	RESIDEX, LLC	1,545.00
10/03/2017	176472	ROBERT THOMASON	60.00
10/03/2017	176473	ROYAL ROOFING	10,679.90
10/03/2017	176474	RUBBER STAMPS UNLIMITED INC	78.75
10/03/2017	176475	SAM'S CLUB DIRECT	277.36
10/03/2017	176476	SITEONE LANDSCAPE SUPPLY, LLC	471.90
10/03/2017	176477	SPARTAN DISTRIBUTORS	743.69
10/03/2017	176478	SPARTAN DISTRIBUTORS	603.75
10/03/2017	176479	START SMART SPORTS DEVELOPMENT	246.07
10/03/2017	176480	STATE OF MICHIGAN	190.00
10/03/2017	176481	STATE OF MICHIGAN	61.50
10/03/2017	176482	STATE OF MICHIGAN	61.50
10/03/2017	176483	TERMINIX PROCESSING CENTER	52.00
10/03/2017	176484	TERRY CONDIT	108.00
10/03/2017	176485	THOMAS REUTERS	691.31
10/03/2017	176486	TINA HOTCHKISS	220.00
10/03/2017	176487	U.S. POSTAL SERVICE	10,000.00
10/03/2017	176488	UNIVERSITY TRANSLATORS	616.51
10/03/2017	176489	V & J CEMENT	4,837.50
10/03/2017	176490	VANTAGE APPAREL	205.71
10/03/2017	176491	VERMONT SYSTEMS, INC	450.00
10/03/2017	176492	VICTORY LANE	94.57
10/03/2017	176493	WASHTENAW COUNTY LEGAL NEWS	225.00
10/03/2017	176494	WASHTENAW COUNTY ROAD COMMISSION	135,885.75
10/03/2017	176495	WASHTENAW COUNTY SHERIFF'S OFFICE	5,428.00

Check Date	Check	Vendor Name	Amount
10/03/2017	176496	WASHTENAW COUNTY SHERIFF'S OFFICE	22,760.36
10/03/2017	176497	WASHTENAW COUNTY TREASURER#	400,000.00
10/03/2017	176498	WASHTENAW COUNTY TREASURER#	45,000.00
10/03/2017	176499	WASHTENAW URGENT CARE	175.00
10/03/2017	176500	WESTLAND FIRE EXTINGUISHER INC	219.50
10/03/2017	176501	WINGATE PARK CONDO ASSOCIATION	75,040.29
10/03/2017	176502	WOLVERINE FREIGHTLINER	1,019.27
10/03/2017	176503	YPSILANTI COMMUNITY	615.00
10/03/2017	176504	ZEP SALES & SERVICE	175.33

AP TOTALS:

Total of 87 Checks:	804,410.72
Less 0 Void Checks:	0.00
Total of 87 Disbursements:	804,410.72

# ATTORNEY REPORT

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GENERAL LEGAL UPDATE

# **OLD BUSINESS**

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*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
*Treasurer*  
LARRY J. DOE  
*Trustees*  
STAN ELDRIDGE  
HEATHER JARRELL ROE  
MONICA ROSS WILLIAMS  
JIMMIE WILSON, JR.



*Charter Township of Ypsilanti*

**Clerk's Office**

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

# MEMORANDUM

To: Ypsilanti Township Board of Trustees

From: Karen Lovejoy Roe, Clerk

Date: August 11, 2017

Subject: **Agenda Item, Tuesday August 15, 2017 Ypsilanti Township Board Meeting: REQUEST OF KAREN WALLIN, HUMAN RESOURCES FOR APPROVAL TO CREATE AND POST AN ELECTION SPECIALIST POSITION (CLASSIFICATION #19) WITHIN THE AFSCME BARGAINING UNIT (Tabled at the July 18, 2017 Regular Meeting)**

I have included in the board packet the following information to help as you deliberate the creation and posting on an Election Specialist position in the Clerk's Department:

- 1) History of Ypsilanti Township Board Actions regarding Union Positions Approved Outside of Negotiations
- 2) Copies of Minutes, Job Postings, Letters of Agreements related to #1 above
- 3) Labor Market/Salary Analysis of similar positions and responsibilities in Clerk Departments

It is my hope that our Township Board would take action on this item at the Tuesday, August 15, 2018 Board Meeting. It has been a long time with a lot of activity surrounding this request since our July 18, 2017 board meeting.

It is my understanding that the AFSCME leadership supports the overall concept of the creation of the Election Specialist Position in the Clerk's Department, with the understanding that this new position would replace one of the 3 current Floater II/Clerk III positions in the Clerk's Department and supports a wage



increase for the new position. One bargaining committee member is not in favor of the new position. There are 5 members on the AFSCME leadership team. Of course, the details of the job description and the exact wage would be subject to a letter of agreement.

At this time in the spirit of compromise, I propose a \$1.00 an hour increase for the new position. I do believe the new responsibilities outlined in the proposed job description warrant a \$2.00 an hour increase but in an attempt to provide some upgrade in wage for the new responsibilities I would ask that our board consider \$1.00 an hour. As you are aware the \$2.54 an hour was a proposal that Human Resources suggested because it fit into the AFSCME classifications, but as Karen Wallin, Human Resources, pointed out at the July 18, 2017 board meeting a different classification could be established with the \$1.00 an hour increase.

As you are also aware Karen Wallin, Human Resources, has now indicated that she would prefer that the board not approve the new position and wait until negotiations to try to solve this issue. I have explained and feel strongly that to wait until negotiations to settle this issue would be a great disservice to the Clerk's Department and a great inequity to the staff person that has diligently serviced our township residents and voters in this new role for over 2 years now.

I am asking my fellow board members to provide me as the Clerk and the Department Head of the Clerk's Department the same respect we have always given to our Department Heads who present the structure and positions to us to vote on that they have developed to best meet the needs of our residents and others who seek the services from their departments and our Township.

As I have shared with you, that in my 25 years of elected service I can not recall, nor could I discover in researching 10 years of minutes, a single instance where a board member, or the unions have requested a delay until negotiations. I also do not recall or could not find a single instance where the current Human Resource Department or prior Human Resource Department leadership requested a delay until negotiations.

Regardless of your final position on this request, I urge you to move forward to a vote on the issue and put it to rest. We need to take a leadership role and vote on this issue for the sake of the employees and especially for Angela Robinson, who is the 4<sup>th</sup> highest seniority employee in the AFSCME unit with over 20 years of election experience and has taken on new responsibilities.

Also, there were questions regarding the job description and the requirements. I think it is appropriate to remove the specific number of years of experience

required and have language that requires election experience. As almost all the positions changed or created over the 10 years, I researched, were not included in the board action it is appropriate to approve the creation of the Election Specialist position and the wage increase and to allow Human Resources to finalize the exact job description and requirements to be brought back to the board and to the union in a final letter of agreement for approval.

I have also included a copy of the current Floater II/Clerk III posting and the job description. You can see by the job description and posting the only mention of elections is that the applicant must be available to work all elections. This is important to understand there is a need to have at least one person in the Clerk's Department that is required to have election experience and provide leadership to the other staff.

The AFSCME contract does allow the Clerk's Department to hire temporary workers 90 days before an election. If I do this I must pay the Floater II/Clerk III wages. If I hired one temporary election worker for just one election for 90 days it would cost the township \$14,000. I believe it would be better to have at least one experienced Election Specialist to help train, direct and advise the other Floater II/Clerk III AFSCME employees at the cost of \$1.00 more per hour or \$2,080 a year plus the increase of \$1.00 for the additional overtime would be another \$244 a year, and that is the estimate in overtime if there were 4 elections in one year.

Thank you for your consideration and if you have any questions please call.

**Salary Comparisons for Election Specialist Position—August 11, 2017**

- 1) **City of Ann Arbor:** Has 2 fulltime employees that are Election Specialists
  - a) Election Specialist that does only Recruiting, Training and Scheduling of Election Inspectors year round
  - b) Election Specialist does all other election responsibilities year aroundSalary/Wage: \$62,497-\$99,917 **40 Precincts**
- 2) **City of Chelsea:** One Deputy handles all election related responsibilities & other jobs  
Salary/Wage: \$63,586 **8 Precincts**
- 3) **Pittsfield Township:** Deputy Clerk over Elections, FOIA and IFT's-Salary/Wage: \$72,000  
Election Specialist-fulltime year around election work, minutes, agenda & Other Clerk functions  
Salary/Wage: \$48,609 (3 yrs. Experience) **13 Precincts**
- 4) **Superior Township:** Deputy Clerk has full election year around responsibility and Web Person  
Salary/Wage: \$50,000 (new hire with experience) **3 Precincts**
- 5) **Van Buren Township:** Election Specialist-fulltime year around election work  
Salary/Wage: 37,752 (new hire) **10 Precincts**
- 6) **Ypsilanti Township:** Floater II/Clerk III – assigned year around election work as an Election Specialist, along with Passports, Resident services at Counter & Telephone, letters related to elections and filing/retention schedule for Elections, and other Clerk functions  
Salary/Wage: \$46,517 (20 yrs. Experience) **20 Precincts**

**This is a Comparison of Washtenaw County and One Wayne County (Van Buren Township) Election Specialists (working fulltime on elections) positions. Many jurisdictions only have one or two precincts and at those locations, the Clerk hires temporary staff to help during elections and sometimes one day a week to keep up with elections. Ypsilanti Township's level of responsibility for the fulltime staff responsible for elections is similar to the City of Ann Arbor Election Specialists Positions and Pittsfield Township Election Specialist Positions.**

**The level of responsibility in Ann Arbor of the recruiting, training, scheduling Election Specialist is only a small part of what the fulltime election specialist employee in Ypsilanti Township does. Of course, in Ann Arbor the election specialist is hiring, training and scheduling for 40 precincts, which is double the number of Ypsilanti Township precincts.**

**Pittsfield Township's Election Specialist also does minutes and agendas.**

**The areas of responsibility differ in all the jurisdictions. Pittsfield just expanded from 10 to 13 precincts.**

**I only included the one Wayne County jurisdiction because it is in close proximity geographically even though it is much smaller than Ypsilanti Township.**

**I could have included more in Wayne and Oakland Counties with similar number of precincts but in reviewing Wayne County and Oakland County Equalization Department, the taxable values were much higher in jurisdictions with comparable number of precincts and it would have really skewed the salary range to the higher end.**

**One thing to remember is that regardless of size the same exact type of work must be done whether you have one precinct or one item on the ballot. The difference is the amount of work increases exponentially as you increase the number or voters and therefore the number of precincts required by statute.**

## **ELECTION SPECIALIST POSTION, CLERK'S DEPARTMENT**

### **August 11, 2017 History of Ypsilanti Township Board Actions regarding Union Positions Approved Outside of Negotiations**

**Submitted by Karen Lovejoy Roe, Clerk**

As I have shared with the Ypsilanti Township Board members, both verbally and through emails that my current request to create a new Election Specialist Position in the Clerks office, with a comparable wage, is the **ONLY** upgrade request, change in classification, blending of positions, creation of new positions presented to the Township Board, on a Regular Meeting Agenda, where a board member has been requested to wait until labor negotiations to make the changes, in my 25 years of being an elected board member. I have attempted, (non all inclusive) to present to the board some examples of board action that has occurred regarding union positions without waiting until negotiations. I have researched minutes from 2006 to present but make no claim that this list is all conclusive. I could not find a single instance when a request by a Department Head related to structural changes or position changes in their department was not approved by the Township Board. I have attached the minutes for each item.

Below are examples of Board Action approving a variety of positions, upgrades, eliminations, freezing, new positions, additional positions, all that occurred outside of negotiations:

- 1) December 5, 2006 –Approve to elevate Building Director & Planning Director to Department Head Status and authorize HR director to negotiate the Building Director out of Teamster's Union, Teamsters
- 2) April 3, 2007-Approve freezing Purchasing Clerk position temporarily and reassigning duties, AFSCME
- 3) June 19, 2007- Approve Creation of New Environmental Service Supt/Parks position contingent upon Teamster Approval, Teamsters
- 4) July 17, 2007-Approve extending freeze of Parks & Grounds additional 90 days, Teamsters
- 5) October 2, 2007 -Approve MOU for Fire Department for HVA without Fire Union Support
- 6) December 4, 2007-Approve Freeze Purchasing Clerk Position indefinitely, notify HR and ask them to notify AFSCME, AFSCME
- 7) February 5, 2008-Approve Eliminating Environmental Specialist Position, Teamsters
- 8) March 15, 2011-Approve the Creation of a Hybrid position shared between OCS and Treasurer's Department, AFSCME
- 9) November 15, 2011 –Approve Moving All Township Employees & Retirees to new health care plan and possibility of 80/20 cost sharing if agreement not approved by unions,Teamsters/AFSCME
- 10) December 3, 2013-Approve upgrade in Classification #11, #12,#20 and Job Descriptions meeting State Tax Commission changes for Appraiser I/Clerk, Appraiser II/Clerk, Appraiser III, AFSCME
- 11) December 19, 2014-Approve Creation of New Ordinance Enforcement Assistant Position for OCS and Waive External Posting and fill position internally, AFSCME

12) February 17, 2015-Approve Dawn Scheitz, Assessing Officer, as the Township GIS Specialist with a pay increase of \$1.00 per hour, AFSCME

13) June 16, 2015-Approve moving part-time IT to fulltime and waive the external posting and fill internally with David Maynard, Teamster

14) December 15, 2015-Approve Posting and Filling Ordinance Enforcement Administrator Position and waive external Posting and increase wage, Teamster

15) October 4, 2016-Approve adding one new Floater II/Clerk III position to the Office of Community Standards, AFSCME

16) January 17, 2017-Approve Creation of New IT Manager Position and to Waive Posting and Award to David Maynard with new wage of \$55,000.00, Teamster

17) February 21, 2017 Approve Creation of New fulltime Custodial Position and posting internally, AFSCME

CHARTER TOWNSHIP OF YPSILANTI  
DECEMBER 5, 2006 REGULAR MEETING MINUTES  
PAGE THREE

①

A motion was made by Treasurer Doe, supported by Trustee Currie to elevate the Building Director and the Planning Director to Department Head status and adjust the salary of the Building Director to \$73,000, effective upon Board approval and authorize Joann Brinker, HR/Administrative Services Director to negotiate the Building Director position out of the Teamster's Union.

Clerk Stumbo that she wanted to make sure that by voting for the rearrangement and increase in salary that it would mean the implementation of the Rental Inspection Ordinance.

Ron Fulton, Building Director stated that the job description included making the Building Director responsible for working with Police Services and Ordinance on implementing the rental inspection program.

Supervisor Jamnick stated that the program would need to be budgeted.

The motion carried as follows:

Eldridge: Yes Currie: Yes Sizemore: Yes Ostrowski: Yes  
Jamnick: Yes Stumbo: Yes Doe: Yes

NEW BUSINESS

RESOLUTION NO. 2006-47, DESIGNATION OF DEPOSITORIES

A motion was made by Treasurer Doe, supported by Trustee Sizemore to approve Resolution No. 2006- 47 (see attached). The motion carried as follows:

Eldridge: Yes Currie: Yes Sizemore: Yes Ostrowski: Yes  
Jamnick: Yes Stumbo: Yes Doe: Yes

RESOLUTION NO. 2006-48, ADOPTION OF ROBERT'S RULES OF ORDER

A motion was made by Trustee Ostrowski, supported by Trustee Sizemore to approve Resolution No. 2006- 48 (see attached). The motion carried as follows:

Eldridge: Yes Currie: Yes Sizemore: Yes Ostrowski: Yes  
Jamnick: Yes Stumbo: Yes Doe: Yes

RESOLUTION NO. 2006-49, DESIGNATION OF NEWSPAPER OF CIRCULATION

A motion was made by Treasurer Doe, supported by Trustee Eldridge to approve Resolution No. 2006- 49 (see attached). The motion carried as follows:

Eldridge: Yes Currie: Yes Sizemore: Yes Ostrowski: Yes  
Jamnick: Yes Stumbo: Yes Doe: Yes

RESOLUTION NO. 2006-50, PAYMENT OF RECURRING BILLS

A motion was made by Clerk Stumbo, supported by Trustee Sizemore to approve Resolution No. 2006- 50 (see attached). The motion carried as follows:

Eldridge: Yes Currie: Yes Sizemore: Yes Ostrowski: Yes  
Jamnick: Yes Stumbo: Yes Doe: Yes

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A friendly amendment was made by Clerk Stumbo to do a budget amendment at the next meeting, utilizing Fund 211 and 212 by exhausting Fund 211, in the amount of \$218,000 and the remainder of the \$333,510.93 be charged to Fund 212 from the line item where it was budgeted. The friendly amendment was accepted.

Trustee Ostrowski asked the number of existing street lights on the Ecorse Road corridor because he felt that 66 additional street lights seemed excessive. He knew lighting was important but questioned the cost of decorative lighting in the light of eliminating positions, not filling positions and the loss of State Revenue. He felt the Board should be conservative with all expenses.

Treasurer Doe agreed with Trustee Ostrowski to a point but he felt streetlights were extremely important for economic development. He would not be voting in favor of the sidewalk installation.

The motion carried as follows:

Eldridge: Yes	Currie: Yes	Sizemore: Absent	Ostrowski: No
Jamnack: Yes	Stumbo: Yes	Doe: Yes	

B. PROPOSAL FROM MDOT FOR SIDEWALKS IN THE AMOUNT OF \$405,300.00

There was no motion or support for the agenda item.

8. AGREEMENTS WITH THE WASHTENAW COUNTY ROAD COMMISSION FOR HOLMES ROAD PHASE II RECONSTRUCTION:

- A. PROPERTY ACCESS FOR RECONSTRUCTION OF DRIVEWAYS, APPROACHES AND GRADING
- B. TREE REMOVAL
- C. PERMISSION TO GRADE

A motion was made by Clerk Stumbo, supported by Trustee Currie to approve the agreements with the Washtenaw County Road Commission for Holmes Road Phase II Reconstruction to include (a) Property access for reconstruction of driveways, approaches and grading, (b) tree removal, (c) permission to grade and to authorize signing of the agreements. The motion carried as follows:

Eldridge: Yes	Currie: Yes	Sizemore: Absent	Ostrowski: Yes
Jamnack: Yes	Stumbo: Yes	Doe: Yes	

OTHER BUSINESS

A. PURCHASING CLERK POSITION

A motion was made by Trustee Eldridge, supported by Clerk Stumbo to notify the Human Resources Department that the Purchasing Clerk position would be frozen for six months, with the three full-time officials meeting to redistribute the duties.

A friendly amendment was made by Trustee Ostrowski that a progress report be provided to the Board in the fifth month on how the redistribution was working out, prior to the Board making a final determination on the position.



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Clerk Stumbo wanted to clarify that the motion was not to fill the position at this time and not to eliminate the position.

Trustee Eldridge asked who would provide the progress report.

Supervisor Jamnick suggested that HR provide the report in conjunction with the three full-time administrators.

Arloa Kaiser, Township Resident asked how long it would take to get everything in place and when the six months would begin.

Supervisor Jamnick stated that all details needed to be completed by the time the job was vacated.

**The motion carried as follows:**

Eldridge:	Yes	Currie:	Yes	Sizemore:	Absent	Ostrowski:	Yes
Jamnick:	No	Stumbo:	Yes	Doe:	Yes		

**AUTHORIZATIONS AND BIDS**

**APPROVE / ACCEPT:**

A. The recommendation from Art Serafinski, Recreation Director to enter into the following agreements with DTE Energy to provide electrical service to North Hydro Park for a fee of \$6,193.07.

1. Line Extension Agreement
2. Secondary Service agreement
3. Certificate of Grade

Upon review by the Township Attorney, authorize the Township Supervisor and the Township Clerk to sign the agreements.

Funding for this project is budgeted in account #280-970-000-975-755.

**A motion was made by Clerk Stumbo, supported by Trustee Eldridge to approve the recommendation from Art Serafinski, Recreation Director to enter into the agreements with DTE Energy to provide electrical service to North Hydro Park, in the amount of \$6,193.07, contingent upon review by the Township Attorney and Consultant and to authorize signing of the agreements. The motion carried as follows:**

Eldridge:	Yes	Currie:	Yes	Sizemore:	Absent	Ostrowski:	Yes
Jamnick:	Yes	Stumbo:	Yes	Doe:	Yes		

B. The recommendation from Art Serafinski, Recreation Director to accept the following bidders/bids:

1. Park Pass Application Cards – TGI Direct for \$260.00
2. Annual Park and Boat Stickers – Johnson Lithograph for \$517.00
3. Daily Park & Boat Passes – Standard Printing for \$323.00

Funding for the three park items has been budgeted in account #101-751-000-757-775.

**A motion was made by Trustee Ostrowski, supported by Trustee Currie to accept the bid from TGI Direct, in the amount of \$260 for the Park Pass Application Cards, the bid from Johnson Lithograph, in the amount of \$517 for the Annual**

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alternative designations for vacant property currently designated for multiple family use; (b) reconsider site on the north side of Bemis, west of Rawsonville with Board preferring industrial or commercial; (c) provide assurance that the Planning Commission recognized the need to update the thoroughfare plan; and (d) submit a map with proposed changes as part of the presentation. The motion carried as follows:

Eldridge: Yes	Currie: Yes	Sizemore: Absent	Ostrowski: Yes
Jamnack: Yes	Stumbo: Yes	Doe: Yes	

6. REQUEST OF CENTEX TO EXTEND PD STAGE II FOR FORESTVIEW ESTATES FOR A PERIOD OF ONE YEAR

A motion was made by Trustee Currie, supported by Treasurer Doe to approve the request of Centex to extend PD Stage II for Forestview Estates for a period of one year and to authorize signing of the development agreement.


A friendly amendment was made by Clerk Stumbo to approve in accordance with the original terms of the approval granted by the Township Board on June 20, 2006 and subject to the terms of the planned development to be executed by Township representatives. The friendly amendment was accepted.

The motion carried as follows:

Eldridge: Yes	Currie: Yes	Sizemore: Absent	Ostrowski: Yes
Jamnack: Yes	Stumbo: Yes	Doe: Yes	

7. ENVIRONMENTAL SERVICES SUPERINTENDENT POSITION VACANCY

A motion was made by Treasurer Doe, supported by Clerk Stumbo to authorize the creation of a blended Environmental Services Superintendent/Parks Superintendent position and to authorize the hiring of a temporary person for up to 90 days, contingent upon Teamster approval.

 Supervisor Jamnick stated the job description would be considered by the Board at the July 17, 2007 Regular Board Meeting. Human Resources would confirm the temporary salary and if the temporary employee was eligible to apply for the full-time position.

The motion carried as follows:

Eldridge: Yes	Currie: Yes	Sizemore: Absent	Ostrowski: Yes
Jamnack: Yes	Stumbo: Yes	Doe: Yes	

8. L-4029 PRELIMINARY TAX RATE

Supervisor Jamnick provided an overview of the preliminary tax rate.

A motion was made by Trustee Ostrowski, supported by Clerk Stumbo to approve the L-4029 Preliminary Tax Rate and to authorize signing of the form (see attached).

Keith Harr, Ypsilanti Township Firefighter expressed his opposition to the reduction of the Fire Fund Millage and asked the Board to postpone setting the Millage Rates.

The motion carried as follows:

Eldridge: Yes	Currie: Yes	Sizemore: Absent	Ostrowski: Yes
Jamnack: Yes	Stumbo: Yes	Doe: Yes	

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Eldridge: Yes Currie: Yes Sizemore: Yes Ostrowski: Absent  
Jamnick: Yes Stumbo: Yes Doe: Yes

3. APPOINTMENT OF CHRISTINE ADAMS TO THE CHARTER TOWNSHIP OF  
YPSILANTI PLANNING COMMISSION

A motion was made by Trustee Sizemore, supported by Treasurer Doe to appoint Christine Adams to the Charter Township of Ypsilanti Planning Commission to fill the vacancy created by the death of Eugene Shuey, with the term expiring on December 31, 2009. The motion carried as follows:

Eldridge: Yes Currie: Yes Sizemore: Yes Ostrowski: Absent  
Jamnick: Yes Stumbo: Yes Doe: Yes

4. RESOLUTION NO. 2007-21, YPSILANTI TOWNSHIP CONSTABLE CHANGES

Clerk Stumbo read Resolution No. 2007-21 into the record (see attached). A motion was made by Clerk Stumbo, supported by Trustee Currie to approve Resolution No. 2007-21, Ypsilanti Township Constable Changes. The motion carried as follows:

Eldridge: Yes Currie: Yes Sizemore: Yes Ostrowski: Absent  
Jamnick: Yes Stumbo: Yes Doe: Yes

5. JOB DESCRIPTION & SALARY FOR ENVIRONMENTAL/PARK  
SUPERINTENDENT

A motion was made by Treasurer Doe, supported by Trustee Sizemore to extend the Parks & Grounds Superintendent position freeze from August 16, 2007 for an additional 90 days. Clerk Stumbo explained that the purpose was to allow a job description that would blend the Environmental Services Superintendent and the Parks & Grounds Superintendent positions to be brought back to the Board. The motion carried as follows:

Eldridge: Yes Currie: Yes Sizemore: Yes Ostrowski: Absent  
Jamnick: Yes Stumbo: Yes Doe: Yes

6. REQUEST TO MAIL NEWSLETTER TO ALL TOWNSHIP RESIDENTS

A motion was made by Trustee Currie, supported by Treasurer Doe to mail a newsletter to all Township residents, in an amount not to exceed \$5,202.58. The amount will be charged to account #101-267-000-977-000 and #101-267-000-730-000. Clerk Stumbo explained the purpose of the newsletter. The motion carried as follows:

Eldridge: Yes Currie: Yes Sizemore: Yes Ostrowski: Absent  
Jamnick: Yes Stumbo: Yes Doe: Yes

OTHER BUSINESS

Clerk Stumbo announced that former Township Trustee George Beaudette passed away and a memorial service was held at Ypsilanti High School. Trustee Beaudette served with the Board for eight years and was probably one of the best Trustees she had ever served with. He would be greatly missed.

AUTHORIZATIONS & BIDS

Authorize:

- A. The request of Travis McDugald, IS Manager to accept bids for 140 licenses of "McAfee Total Protection for Enterprise" software. Once bids are received,

children. Mr. Nicholson said the daycare had been advised that improvements stipulated by the Planning Commission were still necessary.

Wm. Douglas Winters, Attorney provided a brief update on the Police Services lawsuit. A September 21, 2007 hearing had dealt with four (4) motions that had been filed by Washtenaw County. The motions were denied. Judge Costello had not yet ruled on the Township's motions. A pre-trial was scheduled for October 11, 2007 for the attorneys to work out the issues pertaining to going to trial if that was determined by Judge Costello's in his October 5, 2007 decision. If there was a trial, it would begin on October 29, 2007.

#### UNFINISHED BUSINESS

1. 2<sup>ND</sup> READING ORDINANCE NO. 2007-375, TO AMEND CHAPTER 62, ARTICLE IV, SECTION 62-77 OF THE CODE OF ORDINANCES, TO INCREASE SEWAGE DISPOSAL SERVICE RATES (1<sup>ST</sup> Reading held at the September 18, 2007 Regular Meeting)

A motion was made by Clerk Stumbo, supported by Treasurer Doe to approve Ordinance No. 2007-375, amending Chapter 62, Article IV, Section 62-77 of the Ypsilanti Township Code of Ordinances, to increase sewage disposal service rates (see attached). The motion carried as follows:

Eldridge: Yes	Currie: Absent	Sizemore: Yes	Ostrowski: Absent
Jamnick: No	Stumbo: Yes	Doe: Yes	

#### NEW BUSINESS

1. 2007 BUDGET AMENDMENTS #13

A motion was made by Clerk Stumbo, supported by Trustee Eldridge to approve 2007 Budget Amendment #13. The motion carried as follows:

Eldridge: Yes	Currie: Absent	Sizemore: Yes	Ostrowski: Absent
Jamnick: Yes	Stumbo: Yes	Doe: Yes	

2. AUTHORIZE ATTORNEY TO DEVELOP A MEMORANDUM OF UNDERSTANDING FOR THE YPSILANTI TOWNSHIP FIRE DEPARTMENT TO USE HURON VALLEY AMBULANCE (HVA) FOR DISPATCH SERVICES ON A TRIAL BASIS, FOR A PERIOD NOT TO EXCEED 120 DAYS, AT A PER CALL RATE NOT TO EXCEED \$15.39

A motion was made by Clerk Stumbo, supported by Treasurer Doe to authorize the Township Attorney to develop a Memorandum of Understanding for the Ypsilanti Township Fire Department to use Huron Valley Ambulance (HVA) for dispatch services on a trial basis, for a period not to exceed 120 days, at a per call rate not to exceed \$15.39.

Chief Morabito stated the move to HVA dispatch had been discussed for a year and a half. He felt the move would enable him to place additional staffing on the street. He asked that the Supervisor and Clerk be authorized to sign the agreement that would be developed by the Township Attorney.

A friendly amendment was made to authorize signing of the agreement. The friendly amendment was accepted.

Keith Harr, Local 1830 President distributed a letter to the Board opposing the move to HVA for dispatch services. He wanted to make it clear that Ypsilanti Township Firefighters Local 1830 opposed the move. Mr. Harr read the letter into the record. He

6

UNFINISHED BUSINESS

1. 2008 TOWNSHIP WORK SESSION AND BOARD MEETING DATES (Tabled at the November 20, 2007 Regular Meeting)

A motion was made by Trustee Currie, supported by Clerk Stumbo to remove this item from the table. The motion carried as follows:

Eldridge:	Yes	Currie:	Yes	Sizemore:	Absent
Ostrowski:	Yes	Jamnick:	Yes	Stumbo:	Yes
Doe:	Yes				

A motion was made by Treasurer Doe, supported by Trustee Currie to approve Resolution No. 2007-36, the 2008 Township Work Session and Board Meeting Dates (see attached).

Supervisor Jamnick stated that it did not include a January meeting date, that was to be determined. There would probably be a Special Meeting called at some time in January.

The motion carried as follows:

Eldridge:	Yes	Currie:	Yes	Sizemore:	Absent
Ostrowski:	Yes	Jamnick:	Yes	Stumbo:	Yes
Doe:	Yes				

NEW BUSINESS

1. DETERMINATION OF THE PURCHASING CLERK POSITION

A motion was made by Clerk Stumbo, supported by Treasurer Doe to freeze the Purchasing Clerk position indefinitely, and to notify the Human Resources Department of the decision and ask them to notify the AFSCME Union. The motion carried as follows:

Eldridge:	Yes	Currie:	Yes	Sizemore:	Absent
Ostrowski:	Yes	Jamnick:	Yes	Stumbo:	Yes
Doe:	Yes				

2. CONTRACT WITH GEOTRANS, INC. IN THE AMOUNT OF \$12,500 TO CONTINUE TO MONITOR A SPECIFIC AREA BEHIND THE COMMUNITY CENTER, NEAR THE GREEN OAKS GOLF COURSE, BUDGETED IN ACCOUNT #101-956-000-818-021

A motion was made by Treasurer Doe, supported by Trustee Currie to approve and authorize signing of the contract with GeoTrans, Inc. in the amount of \$12,500 to continue to monitor a specific area behind the Community Center, near the Green Oaks Golf Course, budgeted in account #101-956-000-818-021, pending attorney review. The motion carried as follows:

Eldridge:	Yes	Currie:	Yes	Sizemore:	Absent
Ostrowski:	Yes	Jamnick:	Yes	Stumbo:	Yes
Doe:	Yes				

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Attorney Winters updated the Board on the situation with Rivergrove Village Condominiums and their failure to deposit with Liberty Title Agency (escrow agent) the sum of \$1,400,687.70 as security for the performance of developer's infrastructure obligations.

A motion was made by Trustee Currie, supported by Trustee Eldridge to authorize Attorney Winters to take appropriate action and notify the attorney for Rivergrove Village Condominiums that the escrow needed to be posted by Friday, February 8, 2008. The motion carried as follows:

Eldridge:	Yes	Currie:	Yes	Sizemore:	Absent
Ostrowski:	Yes	Jamnick:	Yes	Stumbo:	Yes
Doe:	Yes				

4. Crystal Ponds

Michael Radzik, Police Services Administrator reported on the status of the criminal investigation of the Crystal Ponds development.

UNFINISHED BUSINESS

1. AUTHORIZE POSTING AND FILLING OF PARKS & GROUNDS SUPERINTENDENT POSITION, AT A SALARY OF \$59,605 AND ENVIRONMENTAL SERVICES SUPERINTENDENT POSITION, AT A SALARY OF \$61,110 (Tabled at the December 18, 2007 Regular Meeting and the January 22, 2008 Special Meeting)

A motion was made by Clerk Stumbo, supported by Trustee Eldridge to remove the item from the table. The motion carried as follows:

Eldridge:	Yes	Currie:	Yes	Sizemore:	Absent
Ostrowski:	Yes	Jamnick:	Yes	Stumbo:	Yes
Doe:	Yes				

A motion was made by Clerk Stumbo, supported by Trustee Currie to eliminate the Environmental Specialist position, to leave the Parks & Grounds Superintendent position frozen until further notice and to continue the temporary hire of the Environmental Services Superintendent for 90-days, granted by the Teamster Union on January 14, 2008. The motion carried as follows:

Eldridge:	Yes	Currie:	Yes	Sizemore:	Absent
Ostrowski:	Yes	Jamnick:	Yes	Stumbo:	Yes
Doe:	Yes				

2. 2<sup>ND</sup> READING RESOLUTION NO. 2007-45, ORDINANCE NO. 2007-376, TO AMEND THE CODE OF ORDINANCES, CHAPTER 48 ENTITLED PROPERTY MAINTENANCE (1<sup>ST</sup> Reading approved at the December 18, 2007 Regular Meeting and tabled at the January 22, 2008 Special Meeting)

A motion was made by Clerk Stumbo, supported by Trustee Eldridge to remove the item from the table. The motion carried as follows:

Eldridge:	Yes	Currie:	Yes	Sizemore:	Absent
Ostrowski:	Yes	Jamnick:	Yes	Stumbo:	Yes
Doe:	Yes				

A motion was made by Clerk Stumbo, supported by Trustee Eldridge to approve the 2<sup>nd</sup> reading of Resolution No. 2007-45, Ordinance No. 2007-376, to amend the



Trustee Mike Martin said a motion could be made and if it passed, let everybody know this was the status on a six-month trial basis to be revisited in six months.

Treasurer Doe said that sounded great.  
Trustee Hall Currie asked if it had to go back to the Union.

Treasurer Doe said the Union understood and had agreed they did not want people hired and then laid-off. He said it was the goal to try to keep everybody working 40 hours and the Union understood the Township did not know what was going to happen with the revenue sharing.

Clerk Lovejoy Roe said a motion could be done and asked if anyone had a problem with doing it now.

Treasurer Doe asked Trustee Mike Martin if he want to make a motion.

A motion was made by Mike Martin, supported by Treasurer Doe to try the hybrid position as discussed, temporarily, on a six-month trial basis to be revisited in six months to determine if the hybrid position would become permanent or the position would be filled. The motion carried unanimously.

Supervisor Stumbo stated she wanted to make sure the Union was in concurrence with the position and that the people that applied for the position would be notified.

#### OTHER BUSINESS

#### AUTHORIZATIONS AND BIDS

1. REQUEST OF RON FULTON, BUILDING DIRECTOR TO SOLICIT PROPOSALS FOR DEMOLITION OF 2404 LAKEVIEW

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve the request to solicit proposals for the demolition of 2404 Lakeview from companies licensed by the State of Michigan for asbestos abatement. The motion carried unanimously.

2. REQUEST OF RON FULTON, BUILDING DIRECTOR TO ACCEPT THE LOW BID FROM CITADEL EXCAVATING FOR THE DEMOLITION OF 1353 ROLLING COURT IN THE AMOUNT OF \$9,460, FUNDED BY INSURANCE DOLLARS AND TO AUTHORIZE THE SIGNING OF THE CONTRACT, CONTINGENT UPON ATTORNEY REVIEW

Clerk Lovejoy Roe stated she received a letter from Ron Fulton, Building Director requesting the Board reject the bids received for the demolition of 1353 Rolling Court. She said there was also a request to approve the solicitation of three written bids for the complete demolition and asbestos removal of the structure and to authorize the three full-time elected officials, along with the Office of Community Standards to select the lowest most qualified proposal.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Currie to reject the bid from Citadel Excavating for the demolition of 1353 Rolling Court, to approve soliciting three proposals for the complete demolition and asbestos removal of the structure, to authorize the three full-time officials, along with the Office of Community Standards to select the lowest, most qualified proposal and authorized signing of the contract, contingent upon attorney review.

8

### LETTER OF UNDERSTANDING


(Hybrid Position – Office of Community Standards and Treasurer’s Office)

This Letter of Understanding is entered into between the Charter Township of Ypsilanti and the Ypsilanti Township Charter of AFSCME Local 3451 for the purpose of establishing a hybrid position to be shared between the Office of Community Standards and the Treasurer’s office. This position is being established due to the decrease in state shared revenue to be received by the Township and the effects of said to the Township Budget.

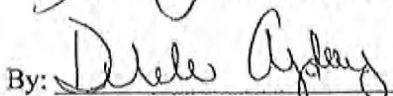
- Per the approval of the Township Board of Trustees, this position will be for a six-month trial basis beginning on Monday, April 4, 2011 through September 30, 2011. The Township Board will revisit the position at the end of the six-months to determine future needs.
- Office of Community Standards (OCS) will share an employee 50/50 with the Treasurer’s Office. The parties agree that volunteers from the OCS Department will be considered first for the purposes of filling the position. If no employees volunteer, the low senior employee in the OCS will be placed into the position.
- It is also agreed that if within the six-month trial period, the financial outlook improves and the need for a full-time position returns to the OCS department or the Treasurer’s Office, the volunteer employee will be given first choice of either returning to the OCS department or remain in the Treasurer’s Office, before posting either of the positions.
- The OCS employee will be physically located in the Treasurer’s Office, eight hours a day, five days a week. For this six-month trial period, the Treasurer’s Office will be home department with request for time off approved by the Deputy Treasurer with notification given to the Police Services Administrator.
- Should at any time within the six-month trial, the OCS Department experience a heavy or peak period or become short staffed, the shared employee shall be allowed to assist the department if doing so doesn’t create a disruption within the Treasurer’s Office.

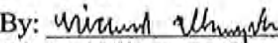
CHARTER TOWNSHIP OF YPSILANTI


AFSCME LOCAL 3451, YPSILANTI TWP.

By:   
 Larry Doe, Treasurer’s Office

By:   
 Ron Whittenberg, Chief Steward

By:   
 Debbie Agdorny, Treasurer’s Office

By:   
 Richard Ellsworth, Committee

By:   
 Mike Bydzik, OCS Dept

By: \_\_\_\_\_  
 Edward Brown, Committee



9

**NEW BUSINESS**

1. **REQUEST OF HEALTH CARE COMMITTEE FOR AUTHORIZATION TO MOVE ALL TOWNSHIP EMPLOYEES AND RETIREES UNDER 65 TO BLUE CROSS/BLUE SHIELD (BC/BS) FLEX 3 PLAN, EFFECTIVE JANUARY 1, 2012, AUTHORIZATION FOR THE THREE FULL-TIME OFFICIALS TO SIGN THE LETTERS OF AGREEMENT WITH EACH UNION, APPROVAL OF THE 80/20 PREMIUM COST SHARING AS OUTLINED IN STATE BILL #7, IF A LABOR GROUP DOES NOT RATIFY THE HEALTH CARE LETTER OF AGREEMENT AND TO MOVE RETIREES TO THE MEDICARE ADVANTAGE PROGRAM WITH BLUE CROSS/BLUE SHIELD**

A motion was made by Treasurer Doe, supported by Trustee Eldridge to approve the request of the Health Care Committee for authorization to move all Township Board members, employees and retirees under 65 to Blue Cross/Blue Shield (BC/BS) Flex 3 Plan, effective January 1, 2012, to authorize the three full-time officials to sign the Letters of Agreement with each Union, approve the 80/20 premium cost sharing as outlined in State Bill #7, if a labor group did not ratify the Health Care Letter of Agreement and move retirees to the Medicare Advantage Program with Blue Cross/Blue Shield.

Karen Wallin, Human Resources, summarized the Health Care Committee process of selecting Marwil & Associates and their presentation to the employees and their unions last week. She felt the employees were coming together to back the program.

Dennis Doelle, of Marwil & Associates explained the program meant moving to a deductible plan, which used a third party administrator to administer deductibles for employees, thus saving the Township approximately \$450,000 and in his opinion, providing better coverage.

Clerk Lovejoy Roe commented on how well the members of the Health Committee worked together in the selection of Marwil & Associates. She felt they had successfully met their goal by meeting the State legislation requirements and saving the Township and employees money as well. She stated that the plan would result in additional savings to the Township because of reduced OPEB obligations. She thanked Trustee Mike Martin for his negotiation skills and commended Ms. Wallin for meeting with the Health Care Committee and taking a lead in the labor negotiations, at the same time helping with her mother in the hospital

Trustee Mike Martin added his appreciation to everyone who had worked to bring about this win-win plan for health care. He added that by moving into this program, the anticipated total savings would be approximately \$600,000 and the streamlined process would make it easier to use. He felt it would curb costs at the Township and provide superior benefits to employees.

Supervisor Stumbo stated that the Teamsters, 14-B Court employees and the firefighters had already agreed to the health care package and AFSCME employees would be voting tomorrow.

Mr. Doelle said it had been a pleasure working with everyone and thanked Karen Wallin for the patience she had extended to him during this process.

**LETTER OF AGREEMENT  
HEALTH CARE**

9

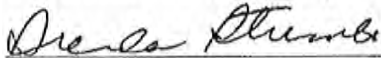
IT IS HEREBY AGREED between the Charter Township of Ypsilanti and the Ypsilanti Township Charter of AFSCME Local 3451 that the following new health care insurance plan become effective January 1, 2012 to comply with the terms of State House Bill #7. This insurance plan will become part of the successor agreement to be negotiated.

That effective January 1, 2012, the employee health care insurance coverage will be the following:

- Blue Cross/Blue Shield Flex Blue Plan #3 Medical Coverage with the Flexible Blue RX Prescription Drug Rider. The Township will provide a benefits card to pay for In-Network deductibles of up to \$2,000/per person and up to \$4,000/per family. In addition, the Township will provide an additional \$1,000/per person and \$2,000/family of \$10 generic/\$60 brand name coinsurance for prescription drugs. The benefit card will be paid for by the Township through a Healthcare Reimbursement Account established by the Township.
- Vision insurance shall be provided by Blue Cross/Blue Shield VSP Vision Plan 12-12-12 with premiums paid by the Township.
- As of January 1, 2012, dental Coverage shall be provided by Delta Dental of Michigan at the equivalent level of the current Blue Cross/Blue Shield Traditional Plus Plan.
- A summary of the benefits are attached, however, the particular plan's policy, certificates riders and related documents are provided by Blue Cross/Blue Shield of Michigan.
- That effective January 1, 2012, all employees will contribute \$20.00/per pay period to come into compliance of the Hard Cap Premium numbers established by State House Bill #7 for the year 2012.

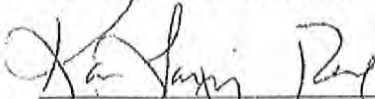
IT IS FURTHER UNDERSTOOD AND AGREED that the terms of this agreement will be reviewed by the parties on an annual basis and revised if necessary to insure that the health care plan complies with the then current requirements of state law.

CHARTER TOWNSHIP OF YPSILANTI



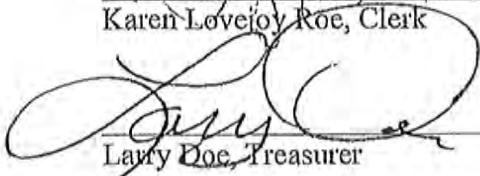
Brenda Stumbo, Supervisor

1/3/12  
Date



Karen Lovejoy Roe, Clerk

1/3/12  
Date



Larry Doe, Treasurer

1/3/12  
Date

## LETTER OF UNDERSTANDING

10

This Letter of Understanding is entered into between the Charter Township of Ypsilanti and the Ypsilanti Township Charter of AFSCME Local 3451 in regard to Article 27 - "Classification" of the AFSCME Collective Bargaining Agreement.

The following three classification titles have been revised to fall in accordance to the changes made by the State Tax Commission. Job descriptions for the three positions will remain the same with the exception of updating the certification titles needed for each classification. The certification titles have been updated to match the changes again made by the State Tax Commission. Wages for each of the classifications remain the same.

- Classification #11 revised from Appraiser I/Clerk to Michigan Certified Assessing Technician (MCAT)/Clerk
- Classification #12 revised from Appraiser II/Clerk to Michigan Certified Assessing Officer (MCAO)/Clerk
- Classification #20 revised from Appraiser III to Michigan Advanced Assessing Officer (MAAO)

CHARTER TOWNSHIP OF YPSILANTI

AFSCME LOCAL 3451

By: Karen Wallin  
Karen Wallin, HR Representative

By: Myla Foster-Harris  
Myla Foster-Harris, Chief Steward

By: Jennifer Shepardson  
Jennifer Shepardson, Committee Member

By: Lisa Garrett  
Lisa Garrett, Committee Member

11

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to approve Memorandum of Understanding between Ypsilanti Township and the Regional Participating Partners for 2014 Assistance for Firefighters Grant Program for Acquisition of Firefighters Safety and Survival/RIT Training and Equipment and to authorize signing of the Memorandum (see attached).

Eric Copeland, Fire Chief apprised the Board that Ypsilanti Township Firefighters had been part of a grant awarded for turnout gear in July of 2014. He stated the current grant provided RIT, Rapid Intervention Training for the firefighters.

The motion carried unanimously.

**7. REQUEST OF KAREN WALLIN, HR DEPARTMENT TO AUTHORIZE THE CREATION OF AN ADDITIONAL ORDINANCE ENFORCEMENT ASSISTANT POSITON FOR THE OFFICE OF COMMUNITY STANDARDS AND TO SEEK APPROVAL TO WAIVE EXTERNAL POSTING AND TO FILL THE POSITION INTERNALLY**

A motion was made by Treasurer Doe, supported by Trustee Eldridge to authorize the creation of an additional Ordinance Enforcement Assistant position for the Office of Community Standards and to seek approval to waive the external posting and to fill the position internally. The motion carried unanimously.

**8. RESOLUTION NO. 2014-35, BOARDS AND COMMISSIONS APPOINTMENTS AND REAPPOINTMENTS**

Clerk Lovejoy Roe read the resolution into the record.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Resolution No. 2014-35, Boards and Commissions Appointments and Reappointments (see attached).

Supervisor Stumbo explained the Greens Commission would not be reappointed since the Golf Course would now be operated as a Department of the Township with a Director.

The motion carried unanimously.

**9. RESOLUTION NO. 2014-36 PLANNING DEPARTMENT FEE SCHEDULE**

Clerk Lovejoy Roe read the resolution into the record.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Resolution No. 2014-36 Planning Department Fee Schedule (see attached). The motion carried unanimously.

**10. RESOLUTION NO. 2014-37 BUILDING DEPARTMENT FEE SCHEDULE**

Clerk Lovejoy Roe read the resolution into the record.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Resolution No. 2014-37 Building Department Fee (see attached). The motion carried unanimously.

CHARTER TOWNSHIP OF YPSILANTI  
FEBRUARY 17, 2015 REGULAR MEETING MINUTES  
PAGE 9

12

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to approve agreement with West Shore Services Inc. for annual maintenance and inspection of twelve (12) Outdoor Warning Equipment Sites in the amount of \$4,800.00 budgeted in line item #206.206.000.933.001 (see attached).

Chief Copeland provided a brief overview of the agreement.

The motion carried unanimously.

**10. REQUEST OF KAREN WALLIN, HUMAN RESOURCES TO APPROVE DAWN SCHEITZ, MICHIGAN ADVANCED ASSESSING OFFICER (MAAO), ASSESSING DEPARTMENT, AS THE TOWNSHIP GIS SPECIALIST WITH A PAY INCREASE OF \$1.00 PER HOUR**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to approve Dawn Scheitz, Michigan Advanced Assessing Officer (MAAO), Assessing Department, as the Township GIS Specialist with a pay increase of \$1.00 per hour.

Supervisor Stumbo stated a detailed memo was included in the packet. She explained the Township did not have a GIS Specialist, at the present time, because no one was certified, until now. Supervisor Stumbo stated half of the increase would be covered by the OCS Department and half by the Assessing Department and the Union was in agreement.

The motion carried unanimously.

**11. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION IF NECESSARY TO ABATE PUBLIC NUISANCE FOR PROPERTIES LOCATED AT 2733 APPLERIDGE, 1402 WENDELL, 1014 LORI ST. , 1725 HEATHERRIDGE, 5859 BIG PINE DR., 1334 FALL RIVER, 1288 WOODGLEN, 574 BROOKSIDE AND 2578 HEARTHESIDE IN THE AMOUNT OF \$45,000.00 BUDGETED IN LINE ITEM #101.950.000.801.23**

A motion was made by Trustee Eldridge, supported by Trustee Scott Martin to authorize seeking legal action if necessary to abate public nuisance for properties located at 2733 Appleridge, 1402 Wendell, 1014 Lori St., 1725 Heatherridge, 5859 Big Pine Dr., 1334 Fall River, 1288 Woodglen, 574 Brookside and 2578 Heartheside in the amount of \$45,000.00 budgeted in line item #101.950.000.801.023.

Mike Radzik, OCS Director provided a brief overview of each vacant and abandoned house. He stated some were bank owned and many had been inspected using the Administrative Search Warrant and two had been damaged

**LETTER OF AGREEMENT  
(GIS Specialist)**



This Letter of Agreement is entered into between the Charter Township of Ypsilanti and the Ypsilanti Township Charter of AFSCME Local 3451 in regard to Article 28 - "Wage Schedule", of the AFSCME Collective Bargaining Agreement where the following shall be considered section "F".

- F. If an employee in classification 20 receives and maintains the necessary training to be named the GIS Specialist by the Charter Township of Ypsilanti, the employee shall receive a pay increase of \$1.00 per hour. The employee shall receive this increase so long as they maintain the GIS training needed and continue as the GIS Specialist.

CHARTER TOWNSHIP OF YPSILANTI

By: Karen Wallin 2/19/15  
Karen Wallin, HR Representative

AFSCME LOCAL 3451

By: Myla Foster-Harris  
Myla Foster-Harris, Chief Steward

By: Andrew Miars 2/19/15  
Andrew Miars, Committee Member

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



**Human Resource  
Department**

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

## MEMORANDUM

12

**TO:** Charter Township of Ypsilanti Board of Trustees

**FROM:** Karen Wallin, HR Department  
Linda Gosselin, Assessor  
Mike Radzik, OCS Director

**DATE:** February 9, 2015

**RE:** **Request authorization to approve Dawn Scheitz, Michigan Advanced Assessing Officer (MAAO) from the Assessing Department, as the Township GIS specialist with an increase of \$1.00/hour.**

During the past several months, the needs of the Assessing Department and Office of Community Standard have been reviewing their need for a dedicated GIS contact. In the position that Dawn Scheitz currently holds within the Assessing Department, she oversees the GIS software program maintaining the necessary training to make changes, correction and updates to the program. Receiving and maintaining the most up to date training has allowed her to become the Township liaison between Washtenaw County, State of Michigan and various Title Companies. Dawn's performance on verifying and updating data in regard to land maps with the GIS system allowed the Township to be one of only two jurisdictions in Washtenaw County pass the recent Audit of Minimum Assessing Requirements (AMAR) review. Naming Dawn as the Township's GIS Specialist would give the Township a point person for all GIS data updates, maps and special projects.

I would like to recommend an increase in wage of a \$1.00 per hour. The increase in wage would be split between the Assessing Department 101-209-000-706-013 and Office of Community Standards 101-371-000-706-013 and 266-301-000-706-013.

The AFSCME union representatives have been made aware of this request to the Township Board and are in full support. Upon approval of the Township Board a "Letter of Agreement" will be presented to them for signature.

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

*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*

**Assessor's Office**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 487-4927  
Fax: (734) 484-5159

12

TO: Brenda Stumbo, Supervisor  
Karen Wallin, Human Resources

FROM: Linda Gosselin, Assessor      Brian McCleery, Assistant Assessor      Mike Radzik, Community Standards

DATE: 01/25/2015

RE: Request for GIS specialist

After a review of the current needs of the Assessment and Community Standards Offices we are requesting approval of the Appraiser III position held by Dawn Scheitz be upgraded to an Appraiser III/GIS Specialist position.

In her current position of Appraiser III, Dawn has taken on the Township responsibility to oversee the GIS software program. She is currently the liaison between Washtenaw County, State of Michigan, Title Companies and the Township. Our data is relied upon for accuracy to distribute to other entities such as the Drain Commission for their use. She is trained on the current operations of the GIS program and maintains frequent training and updates to allow her to make changes, corrections and updates. She is also responsible for legal description accuracy on all Township properties.

An update of this position would allow the Assessing Department to reallocate assignments. The GIS liaison would give the Township a point person for all of our GIS data updates, maps and special projects. The most current Audit of Minimum Assessing Requirements (AMAR) review recently conducted by the State Tax Commission required GIS land maps for our jurisdiction. Dawn's performance for the Township allowed us to be one of only two jurisdictions in Washtenaw County to pass the review.

The request is for the Department of Assessment and Community Standards to each contribute \$1040.00 dollars from their 2015 budget and all future budgets going forward to achieve this upgrade.

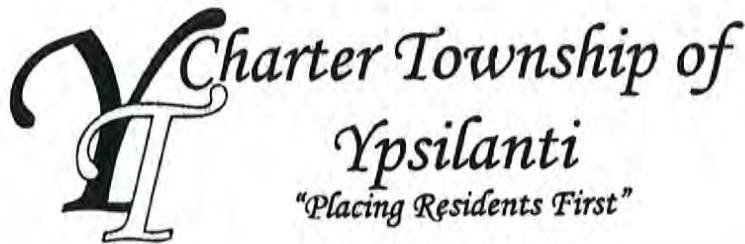
Your consideration on this matter is appreciated.

Linda Gosselin, Assessor

Mike Radzik, Community Standards.



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



**Office of Community  
Standards**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 485-3943  
Fax: (734) 484-5151  
www.ytown.org

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**Memorandum**

**To:** Karen Wallin, HR Director  
**Cc:** Mike Radzik, OCS Director  
**From:** Joe Lawson, Planning Director  
**Date:** February 9, 2015  
**Re:** GIS Position

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It has come to my attention that there may be an opportunity for a current employee, Dawn Scheitz, to take on additional duties as it relates to the overall maintenance of the Township's Geographical Information System (GIS).

From time to time, departments within the township, including my own have a need for very specific and specialize mapping that requires a knowledgeable person to utilize and get the most of our internal GIS system. As we do not currently have a dedicated position relating to our GIS software, I agree that having such a person, even part-time, with ongoing and updated training on the software would be a benefit not only to the planning department but the Township as a whole. As Ms. Scheitz is already familiar with the basics of the software and currently oversees the overall maintenance in relation to the parcel layers that populate the County and our internal GIS system, it is my opinion and Ms. Scheitz is the best person suited to fulfill this roll.

I am happy to assist in any way possible to make this position a reality.

If you should have any questions or wish to discuss this position further, I am happy to make myself available.

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OLD BUSINESS

1. 2<sup>ND</sup> READING OF RESOLUTION NO. 2015-15, ORDINANCE NO. 2015-447, AN ORDINANCE TO AMEND CHAPTER 22 OF THE CODE OF ORDINANCES BY REPEALING CURRENT CHAPTER 22, ARTICLE IV REGARDING PEDDLER'S LICENSES (1<sup>ST</sup> READING HELD AT THE MAY 19, 2015 REGULAR MEETING)

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve the 2<sup>nd</sup> Reading of Resolution No. 2015-15, Ordinance No. 2015-447, an Ordinance to amend Chapter 22 of the Code of Ordinances by repealing current Chapter 22, Article IV regarding Peddler's Licenses (see attached).

Supervisor Stumbo stated, as was discussed in the Work Session, the only change from the 1<sup>st</sup> reading would be regarding the time frame, changing it from 9:00 a.m. to dusk, to 9:00 a.m. to sundown.

Clerk Lovejoy Roe mentioned the changes had been made and read the amended Resolution into the record.

The motion carried as follows:

S. Martin: Yes      Stumbo: Yes      Roe: Yes      Doe: Yes  
M. Martin: Yes

NEW BUSINESS

1. BUDGET AMENDMENT #8

Clerk Lovejoy Roe provided a brief overview of Budget Amendment #8.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Scott Martin to approve Budget Amendment #8 (see attached). The motion carried unanimously.

2. REQUEST OF KAREN WALLIN, HUMAN RESOURCES FOR APPROVAL OF UPDATES TO THE EQUAL EMPLOYMENT OPPORTUNITY AND NEPOTISM POLICIES LOCATED WITHIN THE YPSILANTI TOWNSHIP POLICY AND PROCEDURE MANUAL

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve updates to the Equal Employment Opportunity and Nepotism Policies located within the Ypsilanti Township Policy and Procedure Manual (see attached). The motion carried unanimously.

3. REQUEST OF KAREN WALLIN, HUMAN RESOURCES FOR AUTHORIZATION TO CHANGE THE PART TIME IT HELP DESK POSITION TO A REGULAR FULL TIME HOURLY POSITION WITHIN THE TEAMSTER BARGAINING UNIT AND TO WAIVE EXTERNAL POSTING OF THE POSITION AND FILL INTERNALLY

A motion was made by Clerk Lovejoy Roe, supported by Trustee Scott Martin for authorization to change the part time IT Help Desk Position to a regular full time hourly position within the Teamster Bargaining Unit and to waive external posting of the position and fill internally.

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Supervisor Stumbo stated this item would have to come back to the Board for a Budget Amendment.

The motion carried unanimously.

4. REQUEST OF LARRY DOE TO PURCHASE FIVE (5) YEARS GENERIC RETIREMENT SERVICE CREDIT FROM MERS AND AUTHORIZE SIGNING OF THE MERS GOVERNING BODY RESOLUTION

A motion was made by Clerk Lovejoy Roe, supported by Trustee Scott Martin to allow Larry Doe to abstain.

The motion carried as follows:

S. Martin: Yes      Stumbo: Yes      Roe: Yes      Doe: Abstain  
M. Martin: Yes

A motion was made by Clerk Lovejoy Roe, supported by Trustee Mike Martin to approve Larry Doe to purchase five (5) years Generic Retirement Service Credit from MERS and to authorize signing of the MERS Governing Body Resolution. The motion carried with one (1) abstention.

5. REQUEST OF KAREN WALLIN, HUMAN RESOURCES FOR APPROVAL OF JOB DESCRIPTION, POSTING AND FILLING OF QUALITY ASSURANCE SPECIALIST

A motion was made by Treasurer Doe, supported by Clerk Lovejoy Roe to approve request of Karen Wallin, Human Resources for approval of job description, posting and filling of Quality Assurance Specialist.

Supervisor Stumbo stated this item had been discussed at several previous meetings and at the Work Session this evening. She reported this item would also require a Budget Amendment to be brought back to the Board at the next meeting.

The motion carried unanimously.

6. RESOLUTION 2015-17, PEDDLER LICENSE FEE SCHEDULE

Clerk Lovejoy Roe read the Resolution into the record.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Resolution 2015-17 (see attached). The motion carried unanimously.

7. RESOLUTION 2015-18, ADOPTION OF FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES AND PUBLIC SUMMARY OF FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

Clerk Lovejoy Roe read the Resolution into the record.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to approve Resolution 2015-18, adoption of Freedom of Information Action Procedures and Guidelines and Public Summary of Freedom of Information Act Procedures and Guidelines (see attached). The motion carried unanimously.

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



Human Resource  
Department

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

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## MEMORANDUM

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**TO:** Charter Township of Ypsilanti Board of Trustees

**FROM:** Karen Wallin, HR Department  
Mike Radzik, OCS Director

**DATE:** June 8, 2015

**RE:** Request authorization to have the temporary part-time IT Help Desk position moved to a regular full-time hourly TEAMSTER position and seeking approval to waive external posting and to fill the position internally.

Over the last few years, the IT Department has been staffed by 2 full-time employees (one dedicated to the Township web-site) and a temporary part-time employee. As new IT technology has been introduced and rolled out to the Township workforce the work flow within the IT Department has continued to increase.

In 2014 when the temporary part-time position became vacant, the position was advertised. We received limited interest in the part-time position, and found it difficult to attract qualified candidates. After a number of interviews, a job offer was made to David Maynard. He began his duties with us on December 1, 2014 working part-time until February at which time I petitioned the board for an increase to 40 hours per week for a period of 120 days. Having the IT Help Desk position covered at 40 hours a week has proven to be a great benefit to not only the IT Department but the entire Township workforce.

Since David has been with the Township, he has continued to seek opportunities on his own to further his IT skills and knowledge. David has demonstrated a high level of professionalism and has exceeded the expectations of the department. His rapport with the employees is outstanding and his willingness to assist has been recognized by all.

To meet the increasing needs of the IT Department and to move forward without delay, we would like to recommend that the temporary part-time IT position be reclassified as a full-time IT position, that the posting requirement is waived, and a full-time employment offer be extended to David Maynard with a starting salary of \$19.00/per hour.

CHARTER TOWNSHIP OF YPSILANTI  
DECEMBER 15, 2015 REGULAR BOARD MEETING MINUTES  
PAGE 4

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5. REQUEST OF KAREN WALLIN, HUMAN RESOURCES SPECIALIST TO POST AND FILL THE VACANT ORDINANCE ENFORCEMENT ADMINISTRATOR POSITION WITHIN THE TEAMSTER BARGAINING UNIT AND TO WAIVE EXTERNAL POSTING OF THE POSITION

A Motion was made by Trustee Eldridge, supported by Trustee M. Martin to Approve the Request of Karen Wallin, Human Resources Specialist to Post and Fill the Vacant Ordinance Enforcement Administrator Position Within the Teamster Bargaining Unit and to Waive External Posting of the Position.

The motion carried unanimously.

6. 2016 CONTRACTS AND RENEWALS

A Motion was made by Trustee Eldridge, supported by Trustee S. Martin to Approve the 2016 Contracts and Renewals (see attached).

The motion carried unanimously.

7. RESOLUTION 2015-52, BOARDS AND COMMISSIONS APPOINTMENTS AND REAPPOINTMENTS

A Motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Resolution 2015-52, Boards and Commissions Appointments and Reappointments (see attached).

The motion carried unanimously.

OTHER BUSINESS

AUTHORIZATION AND BIDS

1. REQUEST OF JUSTIN BLAIR, DIRECTOR OF GOLF TO AWARD LOW BID TO SPARTAN DISTRIBUTORS FOR THE LEASE OF SIXTY EIGHT (68) TXT GAS POWERED GOLF CARTS IN THE AMOUNT OF \$96.73 PER CART, PER MONTH ONE (1) CUSHMAN HALLER 1200 BEVERAGE CART IN THE

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



Human Resource  
Department

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

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## MEMORANDUM

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**TO:** Charter Township of Ypsilanti Board of Trustees

**FROM:** Karen Wallin, HR Department  
Mike Radzik, OCS Director

**DATE:** December 7, 2015

**RE:** **Request authorization to post and fill a second Ordinance Enforcement Administrator position within the TEAMSTER Bargaining Union with proposed salary schedule.**

As discussed during the December 1, 2015 Work Session, a request is being forwarded to post and fill a second Ordinance Enforcement Administrator position with the TEAMSTER Bargaining Union.

Prior to December 31, 2012 the Ordinance Department employed (2) Ordinance Enforcement Administrators. Upon the retirement of one of those Administrators, the decision was made to not fill the Administrator position however the Ordinance Enforcement Assistant position was created and filled in April of 2013. Currently the Ordinance Department is staffed by 1 full-time Ordinance Enforcement Administrator performing field work as well as front line supervision to 3 full-time and 1 part-time Ordinance Enforcement Assistants.

With the anticipation of adding apartment and mobile home rentals to the inspection program in 2016 and the current work load of the Ordinance Administrator, as detailed by Mike Radzik in the attached document, filling the vacant Administrator position is now critical.

Discussions have occurred with the TEAMSTER Bargaining Unit and they have agreed to waive external posting of the position to allow for internal qualified candidates first bid rights. Should an internal candidate not post for the position, the external posting process would begin.

We are recommending a starting salary of \$46,000/annually with a \$1,500 increase upon successful completion of a six month probationary period and a \$1,500 increase effective January 1, 2017.

At this time, I would like to formally request authorization from the Township Board to move forward with posting and filling a second Ordinance Enforcement Administrator position. Your consideration in this matter is appreciated. Should you have any additional questions, please feel free to contact me or OCS Director, Mike Radzik.

# CHARTER TOWNSHIP OF YPSILANTI

## OFFICE OF COMMUNITY STANDARDS

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

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To: Karen Wallin, Human Resources Specialist  
From: Mike Radzik, OCS Director  
Copy: Brenda Stumbo, Supervisor  
Re: **Request to post and fill vacant Ordinance Enforcement Administrator position**  
Date: December 7, 2015

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### Proposal

Per our previous discussions, I would like to post and fill the existing/vacant position of Ordinance Enforcement Administrator (Administrator) effective with Board approval at the start of the new budget year on January 4, 2016. Funding to support this proposal is approved in the 2016 Ordinance Department budget.

### Background

There is at least one qualified employee in the Ordinance Enforcement Assistant (Assistant) classification. I anticipate being able to award the position to an internal candidate within the framework of the Teamster agreement. Teamster leadership has agreed to waive the external posting requirement in this instance because it will not be necessary and an internal award will help foster positive morale and further enhance our current team.

Please note that I am *not* proposing to hire a new employee at this time to back-fill any Assistant vacancy created by this proposal. As discussed several times with the Board of Trustees, Chief Building Official Alex Mamo and I will be seeking approval to expand the rental housing program to include multiple and mobile home housing units within the next 3-4 months. That program expansion will require up to two additional Assistant positions and a clerical position. I anticipate requesting approval for those new positions at that time. Financing for the expansion will initially come from the fund balance of Fund 248 and then eventually by fee revenue as the program ramps up during 2016.

### Demonstrated Need

To help understand the need to fill the second Administrator position now, I have analyzed the existing inspection workload and considered the planned rental housing program expansion.

For reference, there are differences that distinguish the Administrator and Assistant positions:

- Assistants are hourly employees eligible for overtime; Administrators are salaried employees.

## CHARTER TOWNSHIP OF YPSILANTI

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- Assistants primarily handle scheduled rental housing and vacant building inspections with cooperative property owners. Assistants also handle routine code enforcement such as vegetation, blight and solid waste complaints.
- Administrators primarily handle more complex investigations involving difficult situations with uncooperative or absentee property owners. These cases include condemnations, complex zoning violations, assistance to legal counsel and enforcement of court orders, vacant property inspections that require administrative search warrants, and assistance to the sheriff's office in conjunction with criminal investigations.
- In addition to carrying a full caseload, Administrators also provide basic supervision and direction to Assistants in the field. To demonstrate caseloads, I analyzed inspection activity for the period Jan 1 – Nov 30, 2015:

	Administrator	Assistant 1	Assistant 2	Assistant 3	Assistant 4*
Code Enforcement Inspections	2,443	2,030	1,094	2,974	93
Rental Housing Cert Inspections	486	207	1,365	1,680	1,075
Vacant Residential Cert Inspections	544	373	321	23	0
Vacant Commercial Cert Inspections	2	2	6	1	0
<b>Total Inspections (All Types)</b>	<b>3,475</b>	<b>2,612</b>	<b>2,786</b>	<b>4,678</b>	<b>1,168</b>

\*Assistant 4 is part time

The above chart shows completed inspections for code enforcement and the various certification programs. An individual case may be completed with a single inspection or may require multiple inspections over time. As you can see, our existing Administrator carries a full caseload in addition to supervising the Assistants, and this group works very well together as a team. Some of the Administrator's inspections are administrative in nature and he fills in when Assistants use benefit time off.

The Assistant's workload tends to be specialized, although each is fully trained in all areas of work. For example, Assistant 1 is the only team member skilled to write search warrants (95 so far this year) and is more heavily involved in non-compliant vacant property cases and rental housing intervention due to police action. Assistant 2 does scheduled rental and vacant housing inspections, while Assistant 3 does scheduled rental inspections and handles the bulk of vegetation complaints. Assistant 4 works part time almost exclusively doing rental housing inspections. All of the Assistants also do general code enforcement.

As discussed, we plan to expand the rental housing program to include apartments and rented mobile home units. Alex predicts we will need one, or possibly two additional Assistants to service the program expansion which will in turn require more supervision and training. We plan to bring this proposal to the Board of Trustees for consideration within a few months and so it makes sense to prepare by filling the Administrator position in January.



**Salary Recommendation**

There is a significant gap between the 2016 Assistant hourly rates and the 2016 Administrator salary, and the current Administrator has 17 years seniority in the position. You will recall that three years ago we replaced a retiring Administrator with the newly created Assistant position at a lower pay rate designed to save money. There is no salary range or seniority incentive for the Administrator position within the framework of the Teamster contract; therefore I am recommending a salary schedule for this position based on the totality of circumstances.

After reviewing the scheduled increases for 2016-17 for existing Teamster positions in both job classifications and considering the relative seniority of our existing pool of Assistants, I am recommending a starting salary of \$46,000 with scheduled \$1,500 increases at six and twelve month intervals contingent upon satisfactorily completing a probationary period.

This recommendation will cover through the end of 2017 and coincides with the expiration of the current Teamster agreement, so it will not require further salary negotiation until the contract expires.

I would like to bring this proposal to the Board of Trustees for consideration at its December 15, 2015 regular meeting. Thank you for your time and expertise working through this process.

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2. 1<sup>st</sup> READING OF RESOLUTION 2016-51, PROPOSED ORDINANCE 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 SIDEWALKS AND SNOW EMERGENCIES

A motion was made by Treasurer Doe, supported by Trustee S. Martin to be tabled until next board meeting.

Eldridge:	Yes	S. Martin:	Yes	Stumbo:	Yes
Lovejoy Roe:	Yes	Doe:	Yes	M. Martin:	No

3. RESOLUTION 2016-52, AMENDED RENTAL HOUSING INSPECTION PROGRAM FEE SCHEDULE

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Resolution 2016-52, Amended Rental Housing Inspection Program Fee Schedule (see attached).

Mike Radzik, OCS Director explained the fee schedule which now includes rental apartments, manufactured housing for both owner occupied and rentals. Mr. Radzik stated there were 67 apartment complexes in the township, 675 individual buildings within the apartment complexes and 6890 individual units within the apartment complexes. He said that they assume approximately 75% of the existing manufactured homes are rentals and there are about 1280 manufactured housing sites approved by the State of Michigan in the 7 parks in Ypsilanti Township. Mr. Radzik explained each fee for the different dwellings. Supervisor Stumbo stated that its' a great program and thanked Mr. Radzik for putting it together.

The motion carried unanimously.

4. REQUEST OF MIKE RADZIK, DIRECTOR OFFICE OF COMMUNITY STANDARDS FOR THE AUTHORIZATION TO ADD ONE ADDITIONAL FLOATER II/CLERK III POSITION TO THE OFFICE OF COMMUNITY STANDARDS FUNDED IN THE AMOUNT OF \$19,790.00 IN THE HOUSING AND BUSINESS INSPECTION BUDGET (248)

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Request of Mike Radzik, Director Office of Community Standards for the Authorization to Add One Additional Floater II/Clerk III Position to the Office of Community Standards Funded in the Amount of \$19, 790.00 in the Housing and Business Inspection Budget (248).

The motion carried unanimously.

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4. REQUEST OF ANGELA VERGES, RECREATION SUPERINTENDENT TO PURCHASE A SOFTWARE UPGRADE FROM RECTRAC, A SINGLE SOURCE VENDOR, IN THE AMOUNT OF \$7,705.00 BUDGETED IN LINE ITEM 101-266-000-977-001

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve the Request of Angela Verges, Recreation Superintendent to Purchase a Software Upgrade from Rectrac, a Single Source Vendor, in the Amount of \$7,705.00 Budgeted in Line Item 101-266-000-977-001.

The motion carried unanimously.

5. REQUEST OF KAREN WALLIN, HUMAN RESOURCE GENERALIST FOR AUTHORIZATION TO CREATE AN ASSISTANT I.T. MANAGER POSITION WITHIN THE TEAMSTER BARGAINING UNIT WITH PROPOSED SALARY OF \$55,000.00 PER YEAR AND TO WAIVE EXTERNAL POSTING AND FILL THE POSITION INTERNALLY.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve the Request of Karen Wallin, Human Resource Generalist for Authorization to Create an Assistant I.T. Manager Position within the Teamster Bargaining Unit with Proposed Salary of \$55,000.00 per year and to Waive External Posting and Fill the Position Internally.

Karen Wallin, Human Resource Generalist stated that with increase of IT services it was decided that we were in need of this Manager position. Trustee Wilson asked if the Help Desk employee was getting this position would be rehiring for the help desk. Trustee Eldridge asked who would be doing the Help Desk responsibilities and Ms. Wallin said the Manager would continue to do both.

The motion carried unanimously.

6. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION IF NECESSARY TO ABATE PUBLIC NUISANCE FOR PROPERTY LOCATED AT 1635 WISMER, 618 BAGLEY, 456 HAYES, 1715 BEVERLY, 2355 WIARD AND 1711/1731 CADILLAC IN THE AMOUNT OF \$35,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023

A motion was made by Treasurer Doe, supported by Clerk Lovejoy Roe to Approve the Request of Mike Radzik, OCS Director for Authorization to Seek Legal Action if Necessary to Abate Public Nuisance for Property Located at 1635 Wismer, 618 Bagley, 456 Hayes, 1715 Beverly, 2355 Wiard and 1711/1731 Cadillac in the Amount of \$35,000.00 Budgeted in Line Item #101-950-000-801-023.

The motion carried unanimously.

CHARTER TOWNSHIP OF YPSILANTI  
FEBRUARY 21, 2017 REGULAR BOARD MEETING MINUTES  
PAGE 4

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3. REQUEST OF JEFF ALLEN, RESIDENTIAL SERVICES DIRECTOR FOR AUTHORIZATION OF AGREEMENT WITH OHM TO REPACKAGE AND REBID THE GREEN OAKS GOLF COURSE CART PATH IMPROVEMENTS IN AN AMOUNT NOT TO EXCEED \$3,900.00 BUDGETED IN LINE ITEM #101-956-000-801-000

A motion was made by Clerk Lovejoy Roe, supported by Trustee Jarrell-Roe to Approve Request of Jeff Allen, Residential Services Director for Authorization of Agreement with OHM to Repackage and Rebid the Green Oaks Golf Course Cart Path Improvements in an Amount Not to Exceed \$3,900.00 Budgeted in Line Item #101-956-000-801-000 (see attached).

The motion carried unanimously.

4. REQUEST OF MICHAEL RADZIK, OCS DIRECTOR FOR APPROVAL OF FIVE (5) SEPARATE AGREEMENTS WITH THE WASHTENAW COUNTY ROAD COMMISSION TO INSTALL TRAFFIC CALMING DEVICES ON ALLEN RD. (\$21,404.00), BERWICK DR. (\$40,941.00), RACHEL DR. (\$34,028.00), N. CLUBVIEW DR. (\$45,344.00), AND S. CLUBVIEW DR. (\$25,732.00) IN AN ESTIMATED TOTAL AMOUNT OF \$166,999.00 BUDGETED IN LINE ITEM #101-446-000-818-022

A motion was made by Treasurer Doe, supported by Trustee Wilson to Approve the Request Of Michael Radzik, OCS Director for Approval of Five (5) Separate Agreements with the Washtenaw County Road Commission to Install Traffic Calming Devices on Allen Rd. (\$21,404.00), Berwick Dr. (\$40,941.00), Rachel Dr. (\$34,028.00), N. Clubview Dr. (\$45,344.00), and S. Clubview Dr. (\$25,732.00) in an Estimated Total Amount of \$166,999.00 Budgeted in Line Item #101-446-000-818-022 (see attached).

Arloa Kaiser, Township Resident asked why all street costs weren't the same. Supervisor Stumbo stated some of the streets were longer and needed more speed humps.

The motion carried unanimously.

5. REQUEST OF KAREN WALLIN HUMAN RESOURCES FOR APPROVAL TO MOVE ONE PART TIME CUSTODIAL POSITION TO FULL TIME AND TO POST INTERNALLY IN THE AMOUNT OF \$43,371.95

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Request of Karen Wallin Human Resources for Approval to Move One Part Time Custodial Position to Full Time and to Post Internally in the Amount of \$43,371.95.

The motion carried unanimously.



Current posting

Charter Township of Ypsilanti

## FLOATER II/CLERK III

(Clerk's Office)

Seeking a full-time energetic team player to serve within the fast paced Township Clerk's Office. Candidate must possess skill in developing written correspondence including proper use of grammar, editing capabilities, composing, proofreading, taking minutes and report writing. Clerical, computer and office skills required including data entry, electronic filing, email, phone operations, copy machines, message taking and internet use.

**Applicants must:**

- Be available to work all elections
- Have experience in team work, problem solving, conflict resolution, empathy and diplomacy
- Type 50 wpm
- Have High School Diploma or G.E.D. with two years' experience involving public contact.

Qualified candidates will be tested and interviewed to validate skills

Starting Salary: \$18.95/hr

Job description and application is available at: [www.ytown.org](http://www.ytown.org) or in the HR Department at the Township Civic Center, 7200 S. Huron River Dr., Ypsilanti, MI.

Closing Date: Friday, February 6, 2015

Equal Opportunity Employer

Current Job  
Description

**Charter Township of Ypsilanti**

**FLOATER II/CLERK III**

**Summary**

This is an ambulant clerical position that may be assigned as needed to any department. Performs responsible clerical work requiring the skillful use of the typewriter, computer, calculator and telephone. Assists the public at the counter and on the telephone.

**Supervision Received**

Supervised by the Director or Deputy of the assigned department who advises on unusual work situations and checks the more difficult projects in progress and upon completion. Routine duties are performed with independence according to established procedures and practices.

**Responsibilities and Duties**

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

1. Performs general office and record keeping functions for the assigned department.
2. Acts as a receptionist receiving communications, making and receiving phone calls, setting up appointments and routing calls to the appropriate staff person.
3. Assist the public by telephone and in person by answering inquiries on general policy, programs, and procedures whereby familiarity with departmental operations is essential and by disseminating information and materials.
4. Take payment for and record permits, fees and registrations. Issue receipts and permits as required.
5. Make postings, reconcile and balance receipts.
6. Compose routine correspondence and rough draft report narratives and tabulations.
7. Prepare correspondence, reports and minutes from source documents, audio tape, or rough draft reviewing for correct structure, grammar and math using professional secretarial standards on style and format to obtain a final document.
8. Collect and input data for the preparation and maintenance of clear and concise records, files and charts. Check the accuracy and completeness of records, forms, documents and attachments according to procedure or by comparison with original sources.

*Supervisor*  
**BRENDA L. STUMBO**  
*Clerk*  
**KAREN LOVEJOY ROE**  
*Treasurer*  
**LARRY J. DOE**  
*Trustees*  
**STAN ELDRIDGE**  
**HEATHER JARRELL ROE**  
**MONICA ROSS WILLIAMS**  
**JIMMIE WILSON JR.**



**Human Resource  
Department**

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

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## MEMORANDUM

**TO:** Charter Township of Ypsilanti Board of Trustees

**FROM:** Karen Wallin, HR Department

**DATE:** July 18, 2017

**RE:** **Request approval to create and post an “Election Specialist” (Classification #19) position within the AFSCME Bargaining Union**

Over the last 2 years, a number of changes have taken place within the Clerk’s Department staffing. These changes have resulted in the need for a lead staff member to focus on just Election duties.

Recently one of the Floater II/Clerk III employees from the Clerk’s Department signed a lateral posting and moved into the Treasurer’s Department leaving a vacant position within the Clerk’s Department. After reevaluating the staffing needs of her department, Clerk Roe approached the Human Resource Department requesting a new position entitled “Election Specialist”. As there is a vacant position within the Clerk’s Department at this time, it is felt that this may be the opportune time to approach the Board of Trustees with the request to create and fill a new position of “Election Specialist” (Classification #19) within the AFSCME Bargaining Union.

We anticipate a Floater II/Clerk III from the Clerk’s Department posting for the “Election Specialist” and that Floater II/Clerk III position would not be back filled. The Floater II/Clerk III position left vacant from the earlier posting; would be filled internally.

We are requesting authorization to create and fill the “Election Specialist” position (Classification #19) at a salary of \$25.15 an increase of \$2.54 from the Floater II/Clerk III position.

I have had discussion with the AFSCME Bargaining Union Chief Steward and he is in support of the creation, posting and filling of the “Election Specialist” position.

Your consideration in this matter is appreciated.

# Charter Township of Ypsilanti

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## *Election Specialist*

### **Summary**

Under the Direction of the Township Clerk, perform all administrative and functional tasks related to the conduct of Elections. Provides Township Clerk and Deputy Clerk with direction and requirements for election deadlines and legal requirements and works cooperatively with Township Clerk and Deputy Clerk on all decisions regarding election preparation and implementation assuring successful operation of Elections. The Election Specialist assigns election tasks and directs election workflow for Floater II/Clerk III staff within the Clerk's Department, under the direction of the Township Clerk. The Election Specialist performs other Floater II/Clerk III duties in the Clerk's office not related to elections as assigned.

### **Supervision Received**

Performs functions of election administration and other Clerk Department duties independently on a daily basis under the overall direction of the Township Clerk.

### **Responsibilities and Essential Duties**

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

The following job functions are the responsibility of the Election Specialist who is responsible for the effective operation of all Township elections. Analyze election workflow and requirements and delegate and assign election related duties to Floater II/Clerk III staff in the Clerk's department under Supervision and consultation with the Clerk during the preparation and follow up to elections, including staffing requirements and assignments on election day.

1. Update Voter Master Card Files, voter registration documents and maintenance of same, Maintain QVF System and updates as required.
2. Process and Record Absentee Ballots Including: Processing Requests and the Preparation of Absentee Ballot Applications for mailing, Record Absentee Ballot Application Information in QVF system, Prepare and Mail all Absentee Ballots and preparation for Absentee Count Board.
3. Recruit and Assign Election Set-Up Crew and Preparation Meetings. Arrange polling locations and equipment delivery set-up/pick-up dates and times.
4. Recruit, Train and Assign Election Inspectors for Elections. Confirm all Election Inspectors are current with necessary certifications and process Pay for Election Inspectors following elections.
5. Schedules and Prepares Election Commission Meetings as Required by Law. Assures Publishing/Posting/Website Postings of Election Notices as Required by Law.



6. Responsible for accurate testing of all Election Equipment and ensuring proper operation of equipment. Identify and resolve problems as needed.
7. Order supplies for voter registration and Elections. Prepare all supplies required at Precincts for Election Inspectors including Ballots.
8. Respond to questions of a Technical and Legal Nature regarding Election Procedures.
9. Update street indexes and precinct maps including precinct locations and boundaries. Design Communications and coordinate notifications of precinct consolidations.
10. Under the direction of the Township Clerk, responsible for training and assigning election tasks to Floater II/Clerk III and temporary staff within the Clerk's Department.
11. Assist in Interpretation and Implementation of related Laws, Rules and Regulations, seeking County Clerk and Bureau of Elections direction as needed. Update Township Clerk and Deputy Clerk on Election related updates, changes and problems along with providing solutions and implementation.
12. Prepare for Election Audits and all Election follow up requirements.
13. Perform all essential duties of the Floater II/Clerk III classification as needed.

#### **Essential Functions, Qualifications and KSA's for Employment**

All of the following functions, qualifications, knowledge, skills and abilities are essential. An employee in this position upon appointment should have the equivalent of the following:

- Knowledge of legal requirements, practices and principles of elections, equipment and supplies utilized for elections.
- Associates Degree or higher educational level or related equivalent employment experience in Municipal Elections that match the election responsibilities, duties and functions required.
- Ten years Election experience is preferred.
- Ability to analyze necessary workflow and deadlines and assign co-workers required assignments.
- Ability to train co-workers in essential functions, duties and responsibilities as needed.
- Ability to communicate effectively and recommend to Township Clerk and Deputy Clerk requirements and staff assignments for Election preparation and follow up.
- Knowledge of office practices and procedures, business English, spelling, punctuation and math.
- Skill in operation of office and Election equipment.
- Ability to communicate effectively in writing and verbally in person and on the telephone.
- Interpersonal skills to develop and maintain effective working relationships with the public, co-workers, officials and election inspectors.
- Must be able to become a Notary.
- Skill in the use of Microsoft Office including Word and Excel.
- Good vision, hearing and speech to perform Essential Responsibilities, Duties and Functions Required.

# **NEW BUSINESS**

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**CHARTER TOWNSHIP OF YPSILANTI  
2017 BUDGET AMENDMENT #13**

October 3, 2017

**101 - GENERAL OPERATIONS FUND**

**Total Increase \$77,000.00**

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.

<b>Revenues:</b>	Prior Year Fund Balance	101-000-000-699.000	\$43,900.00
		<b>Net Revenues</b>	<u>\$43,900.00</u>
<b>Expenditures:</b>	Legal Services - Prosecution	101-137-000-801.014	\$24,600.00
	Legal Services - Domestic Violence	101-137-000-801.020	\$19,300.00
		<b>Net Expenditures</b>	<u>\$43,900.00</u>

Request to increase budget for PTO payout request over the budgeted 32 hours, an additional 80 hours to be paid at 75%. This will be funded by an Appropriation for Prior Year Fund Balance.

<b>Revenues:</b>	Prior Year Fund Balance	101-000-000-699.000	\$1,515.00
		<b>Net Revenues</b>	<u>\$1,515.00</u>
<b>Expenditures:</b>	Salaries pay out -PTO	101-201-000-708.004	\$1,408.00
	FICA	101-201-000-715.000	\$107.00
		<b>Net Expenditures</b>	<u>\$1,515.00</u>

Request to increase budget for PTO payout request over the budgeted 32 hours, an additional 80 hours to be paid at 75%. This will be funded by an Appropriation for Prior Year Fund Balance.

<b>Revenues:</b>	Prior Year Fund Balance	101-000-000-699.000	\$1,585.00
		<b>Net Revenues</b>	<u>\$1,585.00</u>
<b>Expenditures:</b>	Salaries pay out -PTO	101-201-000-708.004	\$1,472.00
	FICA	101-201-000-715.000	\$113.00
		<b>Net Expenditures</b>	<u>\$1,585.00</u>

**CHARTER TOWNSHIP OF YPSILANTI  
2017 BUDGET AMENDMENT #13**

**October 3, 2017**

**101 - GENERAL OPERATIONS FUND - CONTINUED**

Request to increase Community Stabilization - Land Bank account in order to appropriate properties held in the aged inventory to an expenditure in the current year. The inventory properties held were purchased and demolished by the Township. The amounts paid for the properties and the years acquired are as follows: property at 743 Oswego for \$19,818.06 in 2002; property at 3053 Grove Road for \$18,340 in 1998; properties at 2094 2084 2403, 2421, and 2485 E Michigan Avenue; and property at 1314 Rue Willette; totaling \$73,118 in 2011. The inventory amounts for all properties equals \$111,276.06. The purpose of this request is to adhere to best accounting practices by removing the aged inventory and recording as an expenditure. When we sell the properties the revenue will be recorded in the year sold. This appropriation was suggested by our Auditors. We currently have an available budget of \$93,452 for the Community Stabilization - Land Bank account. I am requesting an additional amount of \$30,000, which will leave \$12,176 for any unforeseen current year testing or demolitions. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$30,000.00
		Net Revenues	<u>\$30,000.00</u>
Expenditures:	Community Stabilization - Land Bank	101-950-000-969.011	\$30,000.00
		Net Expenditures	<u>\$30,000.00</u>

Motion to Amend the 2017 Budget (#13):

Move to increase the General Fund budget by \$77,000 to \$11,012,359 and approve the department line item changes as outlined.



September 27, 2017

## Ypsilanti Township and Habitat for Humanity

Habitat for Humanity of Huron Valley continues to renovate abandoned properties throughout Ypsilanti Township. Since the switch to renovation work in 2009 Habitat has renovated more than 100 properties in the Township. At completion, the sales price is determined by a State licensed third-party appraiser. These homes are then sold to Habitat “partner families” with an affordable mortgage. These families are like any other owners on their streets and pay property taxes based on market value.

Unfortunately it is becoming increasingly difficult to find affordable properties to renovate. Often the houses that are acquired by Habitat need far more work and therefore a larger investment. Although more expensive, renovation of abandoned and foreclosed houses still makes sense for Habitat and the community. Blighted properties will likely occur well into the future and Habitat needs to be ready to respond.

There are two upcoming projects in particular that will take additional resources. Habitat is seeking \$20,000 in renovation assistance for 2170 Woodale and 1343 Jeff. Both of these projects will be underway this fall with a spring 2018 projected sales date. The estimated sales price of both will be more \$110,000.

Thank you for considering \$40,000 in support for the renovation work of these two dwellings. Your continued investment makes a difference one house, one street, and one neighborhood at a time.

Regards,

A handwritten signature in blue ink, appearing to read "Rob Nissly", is written over a light blue horizontal line.

Rob Nissly, Housing Director

## CHARTER TOWNSHIP OF YPSILANTI

### RESOLUTION NO 2017-23

#### *ESTABLISHMENT OF WATER/SEWER SUBSIDY INCOME LEVELS*

**WHEREAS**, Ypsilanti Township has established a water and sewer bill subsidy program for Township citizens of limited income; and

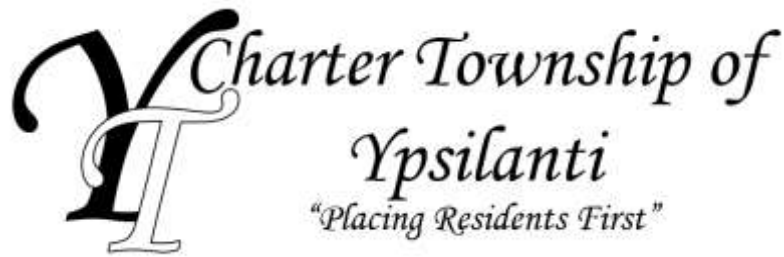
**WHEREAS**, Ypsilanti Township adopts the following guidelines for the Supervisor's Office to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, filed in the immediately preceding year;

- 1) All household income cannot exceed 30% of the median income for Ann Arbor (Washtenaw County) as published annually by the Michigan State Housing Development Authority for Section 8 housing vouchers. The most recently available guidelines shall be used by the Supervisor's Office.
- 2) A copy of the applicant's completed and signed Federal Income Tax Return (if required to file), and/or Michigan Homestead Property Tax Credit Claim (1040 CR) and/or Social Security Statement for the prior year must be submitted for the application to be considered. Additionally, a copy of the prior year Federal Income Tax Return for any other occupant of the homestead is required.
- 3) Applicants are requested to black out all references to social security numbers prior to submitting necessary paperwork.
- 4) Water/Sewer subsidies must be applied for each year. If a subsidy is granted, it is for one year only.
- 5) Applicants should reside in the Township of Ypsilanti and be the property owner. Verification of this shall be completed when application is submitted.
- 6) The subsidy shall show on the applicants Ypsilanti Community Utilities Authority bill as a \$20.00 credit.

**NOW, THEREFORE, BE IT RESOLVED**, that the Supervisor's Office shall follow the above stated policy in granting and denying subsidies, unless the Supervisor determines there are substantial and compelling reasons why there should be a deviation from the policy and these are communicated in writing to the claimant.

**Supervisor's Office**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 481-0617  
Fax: (734) 484-0002  
www.ytown.org



*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
*Treasurer*  
LARRY J. DOE  
*Trustees*  
STAN ELDRIDGE  
HEATHER JARRELL ROE  
MONICA ROSS-WILLIAMS  
JIMMIE WILSON, JR.

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TO: Township Board

FROM: Brenda L. Stumbo, Supervisor

DATE: September 27, 2017

RE: Resolution No. 2017-23 Revision for water subsidy

Please consider approving the request to increase the amount of subsidy from \$15.00 to \$20.00 that we provide to homeowners that qualify under the federal poverty guidelines. The water rates have increased over 30% since 2012 and the subsidy hasn't been adjusted to absorb the increase.

Water rates were previously set by Detroit Water which is now called the Great Lakes Water Authority which is where we purchase our drinking water and is a cost passed onto YCUA customers.

Attached are the yearly water increases. Please let me know if you have any questions or concerns regarding this request.

tk

Attachment



## **WATER RATE INCREASES**

Listed below are the water rate increases since 2012. Each year shows DWSD's increase to YCUA, as well as the amount passed on to YCUA's customers.

2012 DWSD =8.7% increase

YCUA=5.0% increase

2013 DWSD =6.3% increase

YCUA=5.0% increase

2014 DWSD =5.2% increase

YCUA=3.5% increase

2015 DWSD =10.9% increase

YCUA=8.0% increase

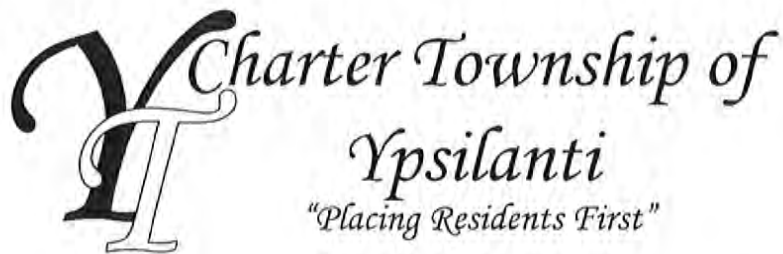
2016 GLWA =6.2% increase

YCUA=6.2% increase

2017 GLWA =3.2% increase

YCUA=3.2% increase


*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
*Treasurer*  
LARRY J. DOE  
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**Supervisor's Office**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 481-0617  
Fax: (734) 484-0002  
www.ytown.org

TO: Karen Lovejoy Roe, Clerk

FROM: Brenda L. Stumbo, Supervisor 

DATE: September 15, 2017

RE: Request to renew warranty for Rainbird Irrigation computer software and LDI (large decoder interface)

The current warranty expires on October 20, 2017 and we are requesting the Board to consider authorizing the purchase of another three (3) year warranty, at a cost of \$9,772.00. A line item transfer within the Golf Course budget can accommodate this purchase so no budget amendment is needed.

If you have any questions, please let me know.

tk



# QUOTE

Number CWQFQ2857

Date Aug 16, 2017

### Sold To

**Green Oaks Golf Course**

1775 East Clark Rd.  
Ypsilanti, MI 48198  
United States of America

Phone  
Fax

### Ship To

**Green Oaks Golf Course**

1775 East Clark Rd.  
Ypsilanti, MI 48198  
United States of America

Phone  
Fax

Green Oaks GSP #206087 expiring 10/20/17  
2017 GSP Summer Giveaway Promotion: GSP Plan Discounted 10% plus each golf course will be automatically entered into our Summer Giveaway Promotion when they renew their GSP Plan.

Salesperson		P.O. Number		Ship Via		Terms	
CKempf							
Line	Qty	Manufacture P/N	Vendor P/N	Description	Unit Price	Ext. Price	
1	1	GSP3YRPC	G01353Y	Gsp 3yr W/pc. Single Pmt	\$9,772.00	\$9,772.00	

**Regular Retail Pricing = \$10,858**

\*Quote valid for 30 days.

\*MI Series Software is complimentary with your GSP Membership. Receive access to one Professional and one Advanced license while you are a GSP Member. (An \$9,400 value added). Internet connection at computer and port forwarding required.

\*GSP Membership includes:

- New computer w/ 24" monitor with accessories
- Upgrade to latest Central software version plus free software service packs and release points
- Next business day hardware replacement including computer, MIM, and Freedom.
- Rain Bird Central Control certified start-up
- Free remote system diagnostics and technical support
- Board Exchange program discounts (20%)
- Two MI Series Software Licenses, FREE for members:
  - (1) Professional license
  - (1) Advanced license
- Central Control software upgrade discounts
- GSP Quarterly Newsletter
- GSP Webinars

GSP Promo Drawing: A 3 Year GSP Plan equals 3 entries. Drawing will take place Oct 2, 2017 and winners will be notified by phone/email the week of October 2nd.

Grand Prize: One 70" Dell Touch Screen TV. Other prizes include: (5) iPads, (5) Apple watches, (10) Rain Bird Stainless Steel Coolers, and (10) Nike Pullovers. Grand Prize will be drawn first, followed by the other prizes. Limited to one prize per Golf Course.

<b>SubTotal</b>	\$9,772.00
<b>Tax</b>	\$586.32
<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$10,358.32</b>

## GSP Standard Service Plans

All GSP Standard service plans include:

- **Toll-Free Remote Technical Support.** 8 a.m. to 5 p.m. local business hours, Monday–Friday, normal business days. Get answers, instruction, or assistance from a team of industry certified GSP Engineers to help you maximize your central control system's features and capabilities. Save time and solve irrigation problems while you're on the green with a toll-free call to Rain Bird's GSP Team. Bilingual support is also available.
- **Remotely Secured Database Back-Up Service.** Securely store your Rain Bird irrigation files with GSP and reduce or even eliminate the time needed to reprogram system settings and schedules should a loss of data occur.
- **GSP Newsletters and Webinars.** Enhance your knowledge of central control features, learn tips, tricks, and programming short cuts. These features are only available to GSP members.
- **Free Software Service Packs and Point Releases.** Keep your central control software current with the latest enhancements at no extra charge.
- **Customer Satisfaction Policy.** Extend the life of your irrigation system without purchasing new equipment. The GSP warranty covers the Rain Bird irrigation computer, ICI, MIM™, MIM-X, The FREEDOM System™ repeater, MDI™ LDJ, SDI and the Line Termination Box.
- **Next Business Day Hardware Replacement.** If any Rain Bird central control hardware component covered under the GSP warranty becomes inoperable, a loaner will be delivered to your course the next business day.
- **24-Hour Emergency Paging Service.\*** We're available weekends and holidays to help you solve your emergency irrigation issues.
- **Remote System Diagnostics.** GSP Engineers can remotely access your central control computer when issues can't be resolved over the phone and get your irrigation system functioning properly.
- **Annual Water Window Efficiency Audit.** Upon request, our expert team will remotely conduct a WWE audit of your system and help you adjust your system programs for optimal performance.
- **Rain Bird Central Control Certified Start-Up.**
- **Annual and monthly payments available.**
- **20% Board Exchange Program Discount.**
- **Central Control Software Upgrade Discounts.**

## NEW FEATURES OF STANDARD GSP PLANS

- **Complimentary MI Series™ Mobile Controller.** Remote access to your central control computer is now as convenient as the Internet, with mobile control. This software runs on your central control computer to provide remote control via a web-enabled smart phone or tablet. Receive access to one Advance and one Professional license while you remain a current GSP Member.

To get more information about the features and benefits of GSP, visit [www.rainbird.com/gsp](http://www.rainbird.com/gsp).



### UPGRADE YOUR STANDARD GSP PLAN TO A GSP PLUS PLAN

**Remote Access Kit.** With a GSP customized tablet, you can manage your Rain Bird central control irrigation system from any Internet-friendly location. Includes a 2-year protection plan and case. Just add GSP Plus to any Standard GSP Plan when you renew. If you are a current member, you can qualify to upgrade at any time.



#### HOW TO ORDER

**GSP PLUS      001385**

## GSP STANDARD PLAN OPTIONS

STANDARD GSP PLANS (PAYMENT & TERM OPTIONS)	CURRENT GSP MEMBERS (NO COMPUTER OPTIONS)*	CURRENT GSP MEMBERS (WITH COMPUTER OPTIONS)*	EXPIRED GSP MEMBERS (WITH COMPUTER OPTIONS)*
1 Year – Single Payment	001318	—	—
1 Year – Monthly Payment	001339	—	—
3 Year – Single Payment	001332	G01353Y	G01333Y
3 Year – Annual Payment	001333	G01356A	G01337A
3 Year – Monthly Payment	001334	G01359M	G01338M
5 Year – Single Payment	—	G01355Y	G01325Y
5 Year – Annual Payment	—	G01358A	G01326A
5 Year – Monthly Payment	—	G01359M	G01328M

\*GSP Members, current or expired, must renew with computer if current computer is 3 years old or older. For expired members who do not have current central software, they will need to purchase an upgrade through their distributor.

Distributor Name

Distributor Representative



Golf Course Name:

Green Oaks GC.

GSP Member Number:

Contact Name:

Tim Smith

Phone Number:

734 341 8191

Email:

tsmith@trp

Yesilanti, MI, U.S.

**Current GSP Members Only**

2017 SUMMER GIVEAWAY PROMO Expires on 9/30/2017

5 YEAR GSP PLUS

Dual 24" Monitor

One 32" monitor

iPad

Promo Options:



**5 Year GSP Plan Option (Includes New Computer)**

5 YEAR GSP PLAN OPTIONS WITH COMPUTER

Payment Option	Part Number	Qty	Plus Upgrade Promo GSP Plan Pricing	10% Discount Promo GSP Plan Pricing
<input type="checkbox"/> Single Payment	G01355Y	1	<input type="checkbox"/> \$13,172	<input type="checkbox"/> \$11,855
<input type="checkbox"/> Annual Payment	G01358A	1	<input type="checkbox"/> \$3,413	<input type="checkbox"/> \$3,072
	001358	4	<input type="checkbox"/> \$3,413	<input type="checkbox"/> \$3,072
<input type="checkbox"/> Monthly Payment	G01359M	1	<input type="checkbox"/> \$1,751	<input type="checkbox"/> \$1,576
	001359	59	<input type="checkbox"/> \$299	<input type="checkbox"/> \$269

3 YEAR GSP PLUS

Dual 24" Monitor

One 32" monitor

iPad

Promo Options:



**3 Year GSP Plan Option (Includes New Computer)**

3 YEAR GSP PLAN OPTIONS WITH COMPUTER

Payment Option	Part Number	Qty	Plus Upgrade Promo GSP Plan Pricing	10% Discount Promo GSP Plan Pricing
<input checked="" type="checkbox"/> Single Payment	G01353Y	1	<input type="checkbox"/> \$10,858	<input checked="" type="checkbox"/> \$9,772
<input type="checkbox"/> Annual Payment	G01356A	1	<input type="checkbox"/> \$4,006	<input type="checkbox"/> \$3,605
	001356	2	<input type="checkbox"/> \$4,006	<input type="checkbox"/> \$3,605
<input type="checkbox"/> Monthly Payment	G01357M	1	<input type="checkbox"/> \$1,781	<input type="checkbox"/> \$1,603
	001357	35	<input type="checkbox"/> \$327	<input type="checkbox"/> \$294

**3 Year GSP Plan Option (Without Computer)**

Current Computer must be 3 years old or newer

3 YEAR GSP PLAN OPTIONS WITHOUT COMPUTER

Payment Option	Part Number	Qty	Plus Upgrade Promo	10% Discount Promo
<input type="checkbox"/> Single Payment	001332	1	<input type="checkbox"/> \$8,633	<input type="checkbox"/> \$7,770
<input type="checkbox"/> Annual Payment	001333	1	<input type="checkbox"/> \$3,234	<input type="checkbox"/> \$2,911
	00133301	2	<input type="checkbox"/> \$3,234	<input type="checkbox"/> \$2,911
<input type="checkbox"/> Monthly Payment	001334	1	<input type="checkbox"/> \$299	<input type="checkbox"/> \$269
	00133401	35	<input type="checkbox"/> \$299	<input type="checkbox"/> \$269

GSP Drawing: A 5 Year GSP Plan equals 5 entries and a 3 Year GSP Plan equals 3 entries. Drawing will take place Oct 2, 2017 and winners will be notified by phone/email the week of October 2nd. Grand Prize: One 70" Dell Touch Screen TV. Other prizes include: (5) iPads, (5) Apple watches, (10) Rain Bird Stainless Steel Coolers, and (10) Nike Pullovers. Grand Prize will be drawn first, followed by the other prizes. Limited to one prize per Golf Course.

# **AUTHORIZATIONS AND BIDS**

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

**FIRE DEPARTMENT**  
**222 SOUTH FORD BOULEVARD**  
**YPSILANTI, MICHIGAN 48198-6067**

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## MEMORANDUM

To: Charter Township of Ypsilanti Trustees

From: Fire Chief Eric Copeland

Date: September 26, 2017

Subject: Authorization to accept the bid from the Shamrock Floorcovering Services for replacement of the carpet at 222 S. Ford Boulevard (Fire Headquarters) in the amount totaling **\$18,804** budgeted in line item: #206-970-000-971.008 for **CAPITAL OUTLAY – PROPERTY IMPROVEMENT – FY 2017.**

Attached is a perspective sheet from Shamrock outlining the details, notes, comments and exclusions of their bid proposal and after reviewing their bid I recommend Shamrock Floorcovering Services the lone bid for the carpet replacement project at the Fire Headquarters facility located at 222 S. Ford Blvd.

Thank you,

Fire Chief Eric Copeland



(734) 994-5770  
 Fax: (734) 994-5156

4454 Concourse Drive  
 Ann Arbor, Michigan 48108

**BID** SUBMITTED BY: *Donald Richards*

Job Site Name	<u>Ypsilanti Township Fire Station # 1</u>	Bid Date:	<u>9/14/2017</u>
	<u>222 South Ford Boulevard</u>	Telephone:	<u>                    </u>
	<u>Ypsilanti MI 48198</u>	Fax:	<u>                    </u>

**SECTION**

**COST**

*Materials and Prevailing Wage Labor to furnish and install*

*Philadelphia Broadloom Carpeting*

*Style: 54043 Rousing Review <> Color # 43402 Sensational*

*with Johnsonite 4" Cove Base Color : TBD*

*Eighteen Thousand Eight Hundred Four Dollars*

*\$18,804.00*

**COMMENTS - NOTES - EXCLUSIONS**

*ALL FURNITURE TO BE MOVED BY OTHERS*

*The quote includes: Removal of the existing broadloom carpet,  
 floor preparation as needed, installation of new broadloom,  
 installation of new cove base and new vinyl transitions*

**NO DEMO OR EXTRA PREP UNLESS NOTED**

WCA 2008 and 2014 Pyramid Award Best Subcontractor





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

**FIRE DEPARTMENT**  
**222 SOUTH FORD BOULEVARD**  
**YPSILANTI, MICHIGAN 48198-6067**

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## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Fire Chief Eric Copeland

Date: September 26, 2017

Subject: Authorization to accept bid from Al Walters Heating & Cooling – option #2 for replacing two (2) furnaces and air conditioning units, of four (4) total combined units at our Fire HQ station, in the amount of \$17,875.00 budgeted in line item: #206-970-000-971.008 for **CAPITAL OUTLAY – PROPERTY IMPROVEMENT – FY 2017.**

The final step for replacing the last two (2) furnaces and air conditioning units of a total of four (4) at our Ford Blvd. fire station are complete. On Thursday, September 14, 2017 seven (7) sealed bids were opened and reviewed by Deputy Clerk Lisa Garrett and Captain Keith Harr. The subsequent review of bids are forward to you and the Board based on the following criteria:

- 1) Whether the Contractor resides within the Charter Township of Ypsilanti.
- 2) Whether the Contractor resides within Washtenaw County.
- 3) Is Bid proposal within the Capital fund (206.970-000.980.001) budget amount of \$20,000
- 4) Prevailing wage standard enforced. (10% of acceptant bid for unionized Contractors)

Attached you will find summaries of the bid proposals.

- **Al Walters Heating & Air Conditioning, Inc.** bid totaled \$13,795.00 to complete the project according to specifications – Option #1. Another Option #2 including two (2) higher efficiency and higher SEER rated furnace and air conditioning (96%) units and 2 humidifiers as presented totaled \$17,875.00
- **MJ Mechanical Inc. of St. Charles**, bid totaled \$14,000.00.
- **Pro-Tech Mechanical of Lansing**, bid totaled \$14,000.00
- **National Heating and Cooling of Detroit**, bid totaled \$14,457.00
- **Temperature Services of Livonia**, bid totaled \$14,848.00
- **Allied Building Services of Detroit**, bid totaled \$19,850.00
- **Huddleston Group of Ypsilanti**, bid totaled \$23,570.00

In accordance with our bid review observations we concluded and recommend to the Charter Township of Ypsilanti Trustee Board accept **Al Walters Heating & Air Conditioning, Inc.** proposal Option #2 for the replacement project of the final two (2) furnace & A/C units at Fire Headquarters located at 222 S. Ford Blvd. Al Walter's bid of \$17,895.00 was below budgeted costs and prevailing (UNION) wage standards. Additionally Al Walters Heating & Cooling is located within the Charter Township of Ypsilanti and Washtenaw County.

Respectfully,

Fire Chief Eric Copeland

**AI Walters Heating & Air Conditioning, Inc.**  
**59 Ecorse Rd**  
**Ypsilanti, Mi 48198**  
**Telephone (734) 482-8301**  
**Fax (734) 482-2009**

---

**PROPOSAL and CONDITIONAL SALES CONTRACT**

September 13, 2017

YPSILANTI TOWNSHIP FIRE DEPARTMENT  
222 S FORD BLVD  
YPSILANTI, MI 48198

JOB: 422 S FORD, YPSILANTI

STEVE WALLGREN 734-255-9014

We hereby submit specifications and estimates; subject to all terms and conditions as follows:

OPTION # 1: We propose to replace furnaces 2 and 3 in the following manner:

Furnace 3 - we will install one **Lennox ML195UH090XP60C** gas fired furnace which has an input of 88,000 BTU's with an AFUE of 95%. Combined with one **Lennox TSA060S4N459** standard three phase air conditioner which has a capacity of 5 tons and uses R410A, will have a SEER of 13 and an outdoor sound rating of 80 (db).

Furnace 2 - we will install one **Lennox ML195UH090XP48C** gas fired furnace which has an input of 88,000 BTU's with an AFUE of 95%. Combined with one **Lennox TSA042S4N459** standard three phase air conditioner which has a capacity of 3.5 tons and uses R410A, will have a SEER of 13 and an outdoor sound rating of 80 (db).

Price includes removal of the old units and recovery, all labor, all materials, intake and exhaust, flush, slab, thermostat, wiring and permits.

**PRICE: \$13,795.00**

**\*\*NOTE:** *We highly recommend that you use high efficiency furnaces and air conditioning units. This will result in better comfort in the winter months and lower electric consumption in both winter and summer months. Considering the life cycle of this equipment, we feel this would be a good investment for the township.*

OPTION # 2: We propose to replace furnaces 2 and 3 in the following manner:

Furnace 3 - we will install one **Lennox EL296UH090XP60C** gas fired furnace which has an input of 88,000 BTU's with an AFUE of 96%. It features a Variable Speed Motor which increases system efficiency further and also includes an insulated Blower Compartment. Combined with one **Lennox TSA060H4N43Y** high efficiency three phase air conditioner which has a capacity of 5 tons and uses R410A, will have a SEER of 14.5 and an outdoor sound rating of 80 (db).

Furnace 2 - we will install one **Lennox EL296UH090XV48C** gas fired furnace which has an input of 88,000 BTU's with an AFUE of 96%. Combined with one **Lennox TSA042H4N43Y** high efficiency three phase air conditioner which has a capacity of 3.5 tons and uses R410A, will have a SEER of 14.5 and an outdoor sound rating of 78 (db).

Price includes removal of the old units and recovery, all labor, all materials, intake and exhaust, flush, slab, thermostat, wiring and permits.

**PRICE: \$17,125.00**

Note: Lennox recommends re-using the existing refrigerant lines. The above prices reflect this. Add \$2,000.00 if we replace the existing refrigerant lines.  
If not accepted within 30 days, this proposal may be withdrawn.

**TERMS: 1/2 DUE ON ACCEPTANCE; REMAINING BALANCE DUE UPON COMPLETION.**

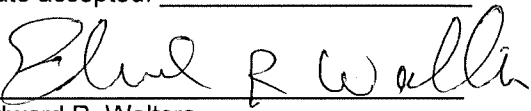
Other installments are due on the same day of each succeeding month. Seller sells and Buyers purchase the above described personal property on the terms set forth herein.

Buyers irrevocably grant to the seller or its agents or employees installments as stated above. Buyers agree to pay 18% interest per annum on any balance remaining after final installment due date. Title and ownership of the above described personal property is and shall remain vested in the seller, until the entire purchase price has been fully paid.

Buyers irrevocably grant to the seller or its agents or employees, the right to enter at any time Buyers are in default of the above provisions, with or without notice and without force, any premises where the described property may be located to examine or take possession of such property and Buyers expressly waive any right of action which may accrue by reason of the entry or taking of possession or taking of possession of said property.

The above prices and specifications are satisfactory and are hereby accepted. Seller is hereby authorized to do the work as specified.

Date accepted: \_\_\_\_\_ Buyer

 \_\_\_\_\_ Buyer  
Edward R. Walters  
(Authorized Signature)

Client#: 58628

ALWALT

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/13/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Kleinschmidt Agency, Inc. 450 S. Maple Rd. Ann Arbor, MI 48103
CONTACT NAME: Patrick Grace
PHONE (A/C, No, Ext): 248 358-1100 FAX (A/C, No): 248-603-8430
INSURER(S) AFFORDING COVERAGE: INSURER A: Cincinnati Indemnity Co. INSURER B: Accident Fund Ins Company of America INSURER C: INSURER D: INSURER E: INSURER F: NAIC #: 10166

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Charter Township of Ypsilanti and it's past, present, and future elected Officials, appointed Commissions and Boards, Agents and Employees shall be named as Additional Insureds (unless otherwise approved by the Township Attorney) on General Liability Policy with respect to the services provided under this Contract.

CERTIFICATE HOLDER: Charter Township of Ypsilanti Fire Department 222 South Ford Blvd Ypsilanti, MI 48198
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Kenneth R. Allen

# OTHER BUSINESS

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