

CHARTER TOWNSHIP OF
YPSILANTI BOARD OF TRUSTEES

Supervisor

BRENDA L. STUMBO

Clerk

KAREN LOVEJOY ROE

Treasurer

LARRY J. DOE

Trustees

STAN ELDRIDGE

HEATHER JARRELL ROE

MONICA ROSS WILLIAMS

JIMMIE WILSON, JR.

August 21, 2018

Work Session – 5:00 p.m.

Regular Meeting – 7:00 p.m.

Ypsilanti Township Civic Center

7200 S. Huron River Drive

Ypsilanti, MI 48197

DEPARTMENTAL REPORTS

14-B District Court

Revenue Report for July 2018

General Account

Account Number
Due to Washtenaw County
(101-000-000-214.222) **\$4,207.02**

Due to State Treasurer

Civil Filing Fee Fund (MCL 600.171): \$18,039.00
State Court Fund (MCL 600.8371): \$1,400.00
Justice System Fund (MCL 600.181): \$24,733.00
Juror Compensation Reimbursement Fund:
 Civil Jury Demand Fee (MCL 600.8371): \$0.00
 Drivers License Clearance Fees (MCL 257.321a): \$1,770.00
Crime Victims Rights Fund (MCL 780.905): \$5,505.30
Judgment Fee (Dept. of Natural Resources): \$20.00
E-File Fee (228.56): \$5,425.00
Due to Secretary of State
(101-000-000-206.136) \$1,770.00

Total: **\$58,662.30**

Due to Ypsilanti Township

Court Costs (101-000-000-602.136): \$40,171.37
Civil Fees (101-000-000-603.136): \$17,691.00
Probation Fees (101-000-000-604.000): \$8,151.97
Ordinance Fines (101-000-000-605.001): \$53,790.24
Bond Forfeitures (101-000-000-605.003): \$700.00
Interest Earned (101-000-000-605.004): \$0.00
State Aid-Caseflow Assistance (101-000-602.544): \$0.00
Expense Write-Off: \$0.00
Bank Charges (Expense - 101.136.000.957.000): (\$1,180.67)

Total: **\$119,323.91**

Total to General Account - (101.000.000.004.136): \$182,193.23

Escrow Account

(101-000-000-205.136)

Court Ordered Escrow: \$4,895.00
Bonds: \$13,625.08
Restitution: \$2,955.70

Total to Escrow Account - (101.000.000.205.136): \$21,475.78

	Year to Date		
	Prior Year Comparison		
Month	Revenue	Revenue	
	2017	2018	
January	\$ 120,611.62	\$ 109,316.31	
February	\$ 155,669.56	\$ 137,035.89	
March	\$ 182,041.34	\$ 143,323.89	
April	\$ 148,443.25	\$ 140,038.80	
May	\$ 162,945.87	\$ 128,857.87	
June	\$ 139,612.07	\$ 116,482.03	
July	\$ 140,495.57	\$ 119,323.91	
August	\$ 161,593.12		
September	\$ 145,006.23		
October	\$ 149,269.12		
November	\$ 126,239.85		
December	\$ 111,592.86		
Grant:	\$ 117,000.00		
Standardization			
Payment:	\$ 45,724.00	\$ 45,724.00	
Year-to Date			
Totals:	\$ 1,906,244.46	\$ 940,102.70	
Expenditure			
Budget:	\$ 1,486,200.32	\$ 1,680,537.00	
Difference:	\$ 420,044.14	\$ (740,434.30)	

14-B District Court

Monthly Disbursements

July 2018

Revenue received as a Fine for violation of a State Statute is disbursed to the Washtenaw County Treasurer, for library purposes.

Revenue received as a Fine for violation of a Township Ordinance and all Court Costs are disbursed to the Ypsilanti Township Treasurer. Local revenue also includes Probation oversight fees and Bond Forfeitures.

Revenue received as State Filing Fee, State Court Fund, Justice System Fund, Juror Compensation, Crime Victims Rights Fund and Dept. of Natural Resources Judgment Fee is forwarded to the State Treasurer.

Money received as Garnishment Proceeds, Criminal Bonds, Restitution, and Court Ordered Escrow are deposited in the Escrow Account of the Court.

All other revenues are transferred to the Ypsilanti Township Treasurer.

July 2018 Disbursements:

Washtenaw County:	\$ 4,207.02
State of Michigan:	\$ 58,662.30
Ypsilanti Township Treasurer:	\$119,323.91

TOTAL: \$182,193.23

YPSILANTI TOWNSHIP FIRE DEPARTMENT
MONTHLY REPORT

JUNE 2018

Fire Department staffing levels are as follows:

1 Fire Chief	3 Shift Captains	18 Fire Fighters
1 Fire Marshal	3 Shift Lieutenants	1 Probationary Fire Fighter
	1 Clerk III / Staff Support	

All fire department response personnel are licensed as Emergency Medical Technicians by the State of Michigan Public Health. During the month, the fire department responded to 366 requests for assistance. Of those requests, 234 were medical emergency service calls, with the remaining 132 incidents classified as non-medical and/or fire related.

Department activities for the month of June, 2018:

- 1) The Public Education Department participated in the following events:
 - a) Truck Demonstration at Erickson School Health Event
 - b) Hosted Township Residential Shred Event
 - c) Truck Demonstration at Rawsonville School
 - d) Truck Demonstration at Kettering School / Habitat 4 Humanity Event
 - e) Toured Eby Brown
 - f) Truck Demonstration at Fairway Hills Subdivision
 - g) Heroes Reading Time at Ypsilanti District Library
 - h) Car Seat fittings for U of M Buckle Up program

- 2) Fire fighters attended 12 neighborhood watch meetings

- 3) Fire fighters received training in the following areas:
 - a) Survival Flight
 - b) Washtenaw County HazMat
 - c) Swift Water Team

The Fire Marshal had these activities / events for the month of June, 2018:

- 1) Site Inspections: 10
- 2) Plan Reviews: 4
- 3) Truck Committee meetings: 2
- 4) Court Case: 1
- 5) Meetings: 4
- 6) Class: 1

The Fire Chief attended these meetings / events for the month of June, 2018:

- 1) WAMAA
- 2) Truck Committee to Charlotte
- 3) Began HQ Parking Lot Construction
- 4) WAMAA Radio Programming Committee
- 5) Nautical Pointe Suppression Test
- 6) Developed Specs for Fire Station 3 (Hewitt) Roof
- 7) Ordered New Fire Marshal vehicle
- 8) American Center for Mobility Site Review
- 9) Preliminary Site Review for Restaurant Depot
- 10) 2019 Budget Prep
- 11) Welcomed new firefighter to staff

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

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

This month the total fire loss, including vehicle fires, is estimated at **\$0.00**. All occurred at the following locations:

DATE OF LOSS	ADDRESS	ESTIMATED LOSS
1) 06/06/2018	2095 Packard	\$ 0.00 (brush)
2) 06/13/2018	Bunton @ Textile	\$ 0.00 (brush)
3) 06/14/2018	5900 Bridge #911	\$ 0.00 (cooking)
4) 06/14/2018	WB I-94	\$ 0.00 (grass)
5) 06/24/2018	S Grove @ Service Drive	\$ 0.00 (forest / woods)
6) 06/30/2018	452 Ainsworth	\$ 0.00 (Mutual Aid – City of Ypsilanti)

Respectfully submitted,

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

Attachment: Fire House Incident Type Report (Summary) 06/01/2018 – 06/30/2018

Ypsilanti Township Fire Department

Incident Type Report (Summary)

Alarm Date Between {06/01/18} And {06/30/18}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
100 Fire, Other	1	0.27%	\$0	0.00%
113 Cooking fire, confined to container	1	0.27%	\$0	0.00%
141 Forest, woods or wildland fire	1	0.27%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	2	0.55%	\$0	0.00%
143 Grass fire	1	0.27%	\$0	0.00%
	6	1.64%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	17	4.64%	\$0	0.00%
311 Medical assist, assist EMS crew	25	6.83%	\$0	0.00%
320 Emergency medical service, other	10	2.73%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	58	43.17%	\$0	0.00%
322 Motor vehicle accident with injuries	6	1.64%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	17	4.64%	\$0	0.00%
331 Lock-in (if lock out , use 511)	1	0.27%	\$0	0.00%
	234	63.93%	\$0	0.00%
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	3	0.82%	\$0	0.00%
412 Gas leak (natural gas or LPG)	1	0.27%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	7	1.91%	\$0	0.00%
441 Heat from short circuit (wiring), defective/worn	1	0.27%	\$0	0.00%
444 Power line down	6	1.64%	\$0	0.00%
445 Arcing, shorted electrical equipment	3	0.82%	\$0	0.00%
451 Biological hazard, confirmed or suspected	1	0.27%	\$0	0.00%
	22	6.01%	\$0	0.00%
5 Service Call				
500 Service Call, other	3	0.82%	\$0	0.00%
510 Person in distress, Other	2	0.55%	\$0	0.00%
531 Smoke or odor removal	4	1.09%	\$0	0.00%
542 Animal rescue	1	0.27%	\$0	0.00%
550 Public service assistance, Other	1	0.27%	\$0	0.00%
5501 Neighborhood Watch	4	1.09%	\$0	0.00%
5502 Community Outreach	1	0.27%	\$0	0.00%
5503 Fire safety talk & truck demo	1	0.27%	\$0	0.00%
553 Public service	1	0.27%	\$0	0.00%
554 Assist invalid	2	0.55%	\$0	0.00%
561 Unauthorized burning	2	0.55%	\$0	0.00%

Ypsilanti Township Fire Department

Incident Type Report (Summary)

Alarm Date Between {06/01/18} And {06/30/18}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
5 Service Call				
	<u>22</u>	<u>6.01%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
600 Good intent call, Other	2	0.55%	\$0	0.00%
611 Dispatched & cancelled en route	28	7.65%	\$0	0.00%
6111 Canceled on Arrival	25	6.83%	\$0	0.00%
622 No Incident found on arrival at dispatch address	1	3.01%	\$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke	1	0.27%	\$0	0.00%
653 Smoke from barbecue, tar kettle	1	0.27%	\$0	0.00%
	<u>68</u>	<u>18.58%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
700 False alarm or false call, Other	5	1.37%	\$0	0.00%
730 System malfunction, Other	1	0.27%	\$0	0.00%
733 Smoke detector activation due to malfunction	1	0.27%	\$0	0.00%
735 Alarm system sounded due to malfunction	2	0.55%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.27%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	2	0.55%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	2	0.55%	\$0	0.00%
	<u>14</u>	<u>3.83%</u>	<u>\$0</u>	<u>0.00%</u>
Total Incident Count:	366		Total Est Loss:	\$0



WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL sheriffinfo@ewashtenaw.org

MARK A. PTASZEK
UNDERSHERIFF

To: Brenda Stumbo, Ypsilanti Township Supervisor
From: Mike Marocco, Police Services Lieutenant
Cc: Mike Radzik, Ypsilanti Township Police Administrator & Ypsilanti Township Board
Marlene Radzik, WCSO Police Services Commander
Date: August 1, 2018
Re: July 2018 Police Services Monthly Report

In July of 2018, there were 3860 calls for service in Ypsilanti Township, which is a 4.6% decrease in calls for service as compared to July of 2017. Year to date, calls for service are down by 5.7% compared to last year.

OPERATIONS

During July of 2018, Patrol Operations has been efficient in handling calls for service, traffic enforcement and community engagement duties in pursuit of our total policy philosophy. We continue to focus on root cause issues and build on the success we have experienced within the community. From a year to date perspective, comparing 2018 to the same period in 2017, we have several positive comparisons:

Robberies are down 45%
Motor Vehicle Theft is down 38%
Larcenies (all categories) are down 10%
Home Invasion / Burglaries are down 1%

That same period showed that Fraud increased by 9%. There are several different types of Fraud that are represented in the overall increase. However, the major contributor to the increase is a 22.5% increase in reported Identity Theft within Ypsilanti Township this year compared to last. The geography, expertise and time necessary to investigate this type of crime places significant pressure on resources.

Larceny From Auto crimes continue to plague our neighborhoods with 172 reported so far this year. Less than 5% of the people victimized had locked their vehicle overnight. These are crimes of opportunity where the perpetrator simply tries the vehicle door handle to see if it is unlocked and then steals whatever is inside when it is found to be unlocked. We have had multiple instances of loaded firearms being stolen from these unlocked vehicle. Lock your vehicles!!!

YOUTH INITIATIVE

The Sheriff's Office continues to partner with courts, probation and social services to ensure that there is accountability beyond Sheriff's Office contact with the offenders that are consistently involved in crimes. The year to date reductions in burglaries, stolen autos and juvenile mischief complaints is directly related to the Sheriff's Office engagement of our juvenile population and their family structures. In addition, the Calls for Service directly related to Juvenile disorder indicate that WCSO efforts in this arena are having significant effect. From a year to date perspective, comparing 2018 to the same period in 2017, we have several positive comparisons:

Juvenile Runaways are down 39%
Juvenile Offenses and Complaints are down 43.9%

The Summer of 2018 C.A.R.E project that focuses on Juveniles and Neighborhoods during the busy summer months began on 6/15/18. The Washtenaw County Sheriff's Office Junior Police Academy graduated 22 young people this year. In addition, there is a robust suppression element currently in place to keep our neighborhoods quiet and safe.

COMMUNITY ACTION TEAM

During the month of July, the Sheriff's Office executed narcotics related search warrants within Ypsilanti Township which resulted in seizures of narcotics, weapons and currency.

Our collaboration with the Michigan Department of Correction in reference to parole compliance continues to pay dividends. Fast reaction to tips regarding parolee misconduct as well as regular home visits are expected by the parolees that are living in Ypsilanti Township and surrounding areas.

CLR-008 Monthly Summary Of Offenses (WD)

City: Ypsilanti Twp-YPT



Month:	July
Year:	2018
Print Option:	Print Both Monthly and YTD
Include Unfounded:	No
Report Offenses:	Include All (1,2,3,4)
Attempted/Completed/NA:	Includes Attempted, Completed
City:	Ypsilanti Twp-YPT

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

For The Month Of July

Classification	Jul/2017	Jul/2018	%Change
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	1	1	0%
10001 KIDNAPPING/ABDUCTION	2	0	-100%
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	2	2	0%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	0%
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	0%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	1	0	-100%
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	0%
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	0%
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	1	0%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	4	1	-75%
12000 ROBBERY	9	3	-66.6%
13001 NONAGGRAVATED ASSAULT	47	49	4.255%
13002 AGGRAVATED/FELONIOUS ASSAULT	28	31	10.71%
13003 INTIMIDATION/STALKING	3	3	0%
20000 ARSON	1	1	0%
21000 EXTORTION	0	1	0%
22001 BURGLARY -FORCED ENTRY	12	15	25%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	2	2	0%
23001 LARCENY -POCKETPICKING	1	0	-100%
23002 LARCENY -PURSESNAATCHING	0	0	0%
23003 LARCENY -THEFT FROM BUILDING	20	12	-40%
23005 LARCENY -THEFT FROM MOTOR VEHICLE	32	59	84.37%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	5	1	-80%
23007 LARCENY -OTHER	5	3	-40%
24001 MOTOR VEHICLE THEFT	20	8	-60%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	5	1	-80%
24003 MOTOR VEHICLE FRAUD	0	0	0%
25000 FORGERY/COUNTERFEITING	2	2	0%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	11	12	9.090%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	8	12	50%
26005 FRAUD -WIRE FRAUD	1	1	0%
26007 FRAUD - IDENTITY THEFT	5	4	-20%
26008 FRAUD - HACKING/COMPUTER INVASION	0	0	0%
27000 EMBEZZLEMENT	1	2	100%
28000 STOLEN PROPERTY	4	2	-50%
29000 DAMAGE TO PROPERTY	25	29	16%
30001 RETAIL FRAUD -MISREPRESENTATION	1	0	-100%
30002 RETAIL FRAUD -THEFT	13	6	-53.8%
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	0%
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	16	11	-31.2%
35002 NARCOTIC EQUIPMENT VIOLATIONS	11	6	-45.4%
36002 SEXUAL PENETRATION NONFORCIBLE -OTHER	0	0	0%
37000 OBSCENITY	0	1	0%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

For The Month Of July

Classification	Jul/2017	Jul/2018	%Change
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	0%
52001 WEAPONS OFFENSE- CONCEALED	2	6	200%
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	0%
52003 WEAPONS OFFENSE -OTHER	2	0	-100%
72000 ANIMAL CRUELTY	0	0	0%
Group A Totals	302	288	-4.63%
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	2	0%
26006 FRAUD -BAD CHECKS	1	1	0%
36004 SEX OFFENSE -OTHER	0	0	0%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	5	5	0%
38003 FAMILY -OTHER	0	0	0%
41002 LIQUOR VIOLATIONS -OTHER	4	2	-50%
48000 OBSTRUCTING POLICE	6	13	116.6%
49000 ESCAPE/FLIGHT	1	0	-100%
50000 OBSTRUCTING JUSTICE	11	11	0%
53001 DISORDERLY CONDUCT	2	2	0%
53002 PUBLIC PEACE -OTHER	0	0	0%
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	6	5	-16.6%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	19	21	10.52%
55000 HEALTH AND SAFETY	1	2	100%
57001 TRESPASS	1	4	300%
57002 INVASION OF PRIVACY -OTHER	0	0	0%
59000 ELECTION LAWS	0	0	0%
62000 CONSERVATION	0	0	0%
63000 VAGRANCY	1	0	-100%
70000 JUVENILE RUNAWAY	8	5	-37.5%
73000 MISCELLANEOUS CRIMINAL OFFENSE	1	2	100%
77000 CONSPIRACY (ALL CRIMES)	0	0	0%
Group B Totals	67	75	11.94%
2800 JUVENILE OFFENSES AND COMPLAINTS	77	41	-46.7%
2900 TRAFFIC OFFENSES	34	30	-11.7%
3000 WARRANTS	59	47	-20.3%
3100 TRAFFIC CRASHES	90	111	23.33%
3200 SICK / INJURY COMPLAINT	141	158	12.05%
3300 MISCELLANEOUS COMPLAINTS	754	759	0.663%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	5	0	-100%
3500 NON-CRIMINAL COMPLAINTS	1149	893	-22.2%
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	865	887	2.543%
3800 ANIMAL COMPLAINTS	86	94	9.302%
3900 ALARMS	180	198	10%
Group C Totals	3440	3218	-6.45%
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	1	78	7700%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

For The Month Of July

Classification	Jul/2017	Jul/2018	%Change
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	0	0%
4200 PARKING CITATIONS	0	6	0%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	1	1	0%
4500 MISCELLANEOUS A THROUGH UUUU	1	3	200%
Group D Totals	3	88	2833.0%
5000 FIRE CLASSIFICATIONS	0	0	0%
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	1	0%
Group E Totals	0	1	0%
6000 MISCELLANEOUS ACTIVITIES (6000)	42	36	-14.2%
6100 MISCELLANEOUS ACTIVITIES (6100)	150	117	-22%
6300 CANINE ACTIVITIES	6	10	66.66%
6500 CRIME PREVENTION ACTIVITIES	29	16	-44.8%
6600 COURT / WARRANT ACTIVITIES	0	0	0%
6700 INVESTIGATIVE ACTIVITIES	8	11	37.5%
Group F Totals	235	190	-19.1%
City : Ypsilanti Twp Totals	4047	3860	-4.62%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

Year To Date Through July

Classification	2017	2018	%Change
Group F Totals	0	0	0%
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	3	2	-33.3%
10001 KIDNAPPING/ABDUCTION	4	4	0%
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	22	18	-18.1%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	3	3	0%
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	3	2	-33.3%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	2	0	-100%
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	1	1	0%
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	1	0%
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	4	6	50%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	14	9	-35.7%
12000 ROBBERY	37	20	-45.9%
13001 NONAGGRAVATED ASSAULT	328	276	-15.8%
13002 AGGRAVATED/FELONIOUS ASSAULT	145	148	2.068%
13003 INTIMIDATION/STALKING	29	27	-6.89%
20000 ARSON	3	3	0%
21000 EXTORTION	0	1	0%
22001 BURGLARY -FORCED ENTRY	81	83	2.469%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	20	18	-10%
23001 LARCENY -POCKETPICKING	2	0	-100%
23002 LARCENY -PURSESNAATCHING	0	1	0%
23003 LARCENY -THEFT FROM BUILDING	116	77	-33.6%
23005 LARCENY -THEFT FROM MOTOR VEHICLE	141	158	12.05%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	27	14	-48.1%
23007 LARCENY -OTHER	51	42	-17.6%
24001 MOTOR VEHICLE THEFT	80	50	-37.5%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	11	6	-45.4%
24003 MOTOR VEHICLE FRAUD	1	0	-100%
25000 FORGERY/COUNTERFEITING	11	21	90.90%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	62	66	6.451%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	66	57	-13.6%
26005 FRAUD -WIRE FRAUD	4	5	25%
26007 FRAUD - IDENTITY THEFT	62	76	22.58%
26008 FRAUD - HACKING/COMPUTER INVASION	1	0	-100%
27000 EMBEZZLEMENT	6	8	33.33%
28000 STOLEN PROPERTY	12	12	0%
29000 DAMAGE TO PROPERTY	202	158	-21.7%
30001 RETAIL FRAUD -MISREPRESENTATION	5	7	40%
30002 RETAIL FRAUD -THEFT	72	94	30.55%
30003 RETAIL FRAUD -REFUND/EXCHANGE	1	1	0%
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	106	89	-16.0%
35002 NARCOTIC EQUIPMENT VIOLATIONS	59	38	-35.5%
36002 SEXUAL PENETRATION NONFORCIBLE -OTHER	0	1	0%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

Year To Date Through July

Classification	2017	2018	%Change
37000 OBSCENITY	3	2	-33.3%
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	1	1	0%
52001 WEAPONS OFFENSE- CONCEALED	22	25	13.63%
52002 WEAPONS OFFENSE -EXPLOSIVES	1	0	-100%
52003 WEAPONS OFFENSE -OTHER	9	4	-55.5%
72000 ANIMAL CRUELTY	0	3	0%
Group A Totals	1833	1638	-10.6%
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	8	7	-12.5%
26006 FRAUD -BAD CHECKS	10	7	-30%
36004 SEX OFFENSE -OTHER	0	3	0%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	34	24	-29.4%
38003 FAMILY -OTHER	3	1	-66.6%
41002 LIQUOR VIOLATIONS -OTHER	15	18	20%
48000 OBSTRUCTING POLICE	59	66	11.86%
49000 ESCAPE/FLIGHT	5	1	-80%
50000 OBSTRUCTING JUSTICE	78	81	3.846%
53001 DISORDERLY CONDUCT	23	13	-43.4%
53002 PUBLIC PEACE -OTHER	3	1	-66.6%
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	30	34	13.33%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	142	131	-7.74%
55000 HEALTH AND SAFETY	16	14	-12.5%
57001 TRESPASS	1	23	2200%
57002 INVASION OF PRIVACY -OTHER	1	1	0%
59000 ELECTION LAWS	1	0	-100%
62000 CONSERVATION	1	0	-100%
63000 VAGRANCY	6	1	-83.3%
70000 JUVENILE RUNAWAY	64	39	-39.0%
73000 MISCELLANEOUS CRIMINAL OFFENSE	9	15	66.66%
77000 CONSPIRACY (ALL CRIMES)	1	0	-100%
Group B Totals	510	480	-5.88%
2800 JUVENILE OFFENSES AND COMPLAINTS	353	198	-43.9%
2900 TRAFFIC OFFENSES	207	174	-15.9%
3000 WARRANTS	376	341	-9.30%
3100 TRAFFIC CRASHES	761	838	10.11%
3200 SICK / INJURY COMPLAINT	887	969	9.244%
3300 MISCELLANEOUS COMPLAINTS	4815	5188	7.746%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	9	3	-66.6%
3500 NON-CRIMINAL COMPLAINTS	7893	5812	-26.3%
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	6219	6643	6.817%
3800 ANIMAL COMPLAINTS	507	474	-6.50%
3900 ALARMS	1241	1163	-6.28%
Group C Totals	23268	21803	-6.29%

CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

Year To Date Through July

Classification	2017	2018	%Change
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	3	130	4233.0%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	1	2	100%
4200 PARKING CITATIONS	9	37	311.1%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	8	8	0%
4500 MISCELLANEOUS A THROUGH UUUU	19	27	42.10%
Group D Totals	40	204	410%
5000 FIRE CLASSIFICATIONS	2	1	-50%
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	1	0%
Group E Totals	2	2	0%
6000 MISCELLANEOUS ACTIVITIES (6000)	257	296	15.17%
6100 MISCELLANEOUS ACTIVITIES (6100)	895	875	-2.23%
6300 CANINE ACTIVITIES	50	37	-26%
6500 CRIME PREVENTION ACTIVITIES	175	123	-29.7%
6600 COURT / WARRANT ACTIVITIES	4	3	-25%
6700 INVESTIGATIVE ACTIVITIES	63	65	3.174%
Group F Totals	1444	1399	-3.11%
City : Ypsilanti Twp Totals	27097	25526	-5.79%



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, AUGUST 21, 2018

5:00pm

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

1. 2017 FINANCIAL AUDIT REVIEW RANA EMMONS, PSLZ
2. AGENDA REVIEW SUPERVISOR STUMBO
3. SNOW ORDINANCE SUPERVISOR STUMBO
4. OTHER DISCUSSION BOARD MEMBERS

**CHARTER TOWNSHIP OF YPSILANTI
Washtenaw County, Michigan**

AUDITED FINANCIAL REPORT

**For the Fiscal Year Ended
December 31, 2017**

CHARTER TOWNSHIP OF YPSILANTI
For the Year Ended December 31, 2017

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CHARTER TOWNSHIP OF YPSILANTI
For the Year Ended December 31, 2017

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FINANCIAL SECTION

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Jing Yang, C.P.A.

Independent Auditor's Report

June 1, 2018

To the Board of Trustees
Charter Township of Ypsilanti, Michigan

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Charter Township of Ypsilanti, Michigan, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Charter Township of Ypsilanti, Michigan, as of December 31, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

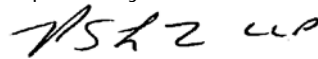
Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, pension trend information, and the major fund budgetary comparison information, as identified in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Charter Township of Ypsilanti, Michigan's basic financial statements as a whole. The combining nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling information directly to underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Respectfully,



PSLZ LLP
Certified Public Accountants
Plymouth, Michigan

Management's Discussion and Analysis

As management of the Charter Township of Ypsilanti, we offer readers of the Charter Township of Ypsilanti's financial statements this narrative overview and analysis of the financial activities of the Charter Township of Ypsilanti for the fiscal year ended December 31, 2017.

Financial Highlights

- The assets of the Charter Township of Ypsilanti exceeded its liabilities at the close of the most recent fiscal year by \$40,366,299 (*net position*).
- As of the close of the current fiscal year, the Charter Township of Ypsilanti's governmental funds reported combined ending fund balances of \$13,470,068, an increase of \$1,589,653 in comparison with the prior year. Approximately 44 percent of this amount, \$5,974,517 is *available for spending* at the government's discretion (*unrestricted fund balance*).
- The Charter Township of Ypsilanti's total long-term bonded debt decreased by \$1,580,000 during the current fiscal year, which reflects annual debt service payments made.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Charter Township of Ypsilanti's basic financial statements. The Charter Township of Ypsilanti's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Charter Township of Ypsilanti's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Charter Township of Ypsilanti's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Charter Township of Ypsilanti is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Charter Township of Ypsilanti that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Charter Township of Ypsilanti include general government, public safety, public works, community and economic development, and recreation and culture. The business-type activities of the Charter Township of Ypsilanti include the golf course and the compost center.

The government-wide financial statements include not only the Charter Township of Ypsilanti (the primary government), but also the Local Development Finance Authority and the Ypsilanti Township Economic Development Corporation which are separate legal entities for which the Charter Township of Ypsilanti is financially accountable. Financial information for these component units is reported separately from the financial information presented for the primary government.

The government-wide financial statements can be found on pages 11-13 of this report.

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Charter Township of Ypsilanti, like other state and local governments, used fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Charter Township of Ypsilanti can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Charter Township of Ypsilanti maintains 16 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, Fire Department Fund, Environmental Services Fund, and the Law Enforcement Fund all of which are considered to be major funds. Data from the other governmental funds are combined into aggregated presentations by fund type. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements* elsewhere in this report.

A budgetary comparison statement has been provided for the major budgetary funds to demonstrate compliance with the annual appropriated budget.

Proprietary funds. The Charter Township of Ypsilanti maintains three proprietary funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Charter Township of Ypsilanti uses enterprise funds to account for its Golf Course and its Compost Center. *Internal Service funds* are an accounting device used to accumulate and allocate costs internally among the Charter Township of Ypsilanti's various functions. The Township uses an internal service fund to account for its fleet of vehicles. Because this service predominantly benefits governmental rather than business-type functions, it has been included within *governmental activities* in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Golf Course and Compost Center both of which are considered to be nonmajor funds of the Charter Township of Ypsilanti.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support the Charter Township of Ypsilanti's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. The combining statements referred to earlier in connection with the nonmajor governmental funds are presented immediately following the required supplementary information. Combining and individual fund statements can be found on pages 69-79 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Charter Township of Ypsilanti, assets exceeded liabilities by \$40,366,299 at the close of the most recent fiscal year.

A significant portion of the Charter Township of Ypsilanti's net position (91 percent) reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. The Charter Township of Ypsilanti used these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the Charter Township of Ypsilanti's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Charter Township of Ypsilanti's Net Position

	Governmental Activities		Business-type Activities		Total	
	2017	2016	2017	2016	2017	2016
Current and Other Assets	\$ 34,574,997	\$ 32,428,835	\$ 802,343	\$ 845,065	\$ 35,377,340	\$ 33,273,900
Capital Assets	39,473,957	39,350,305	3,204,337	3,023,786	42,678,294	42,374,091
Total Assets	<u>74,048,954</u>	<u>71,779,140</u>	<u>4,006,680</u>	<u>3,868,851</u>	<u>78,055,634</u>	<u>75,647,991</u>
Deferred Outflows	<u>3,734,032</u>	<u>3,114,862</u>	<u>-</u>	<u>-</u>	<u>3,734,032</u>	<u>3,114,862</u>
Long-term Liabilities						
Outstanding	19,500,050	21,409,498	2,693	3,006	19,502,743	21,412,504
Other Liabilities	<u>2,401,151</u>	<u>2,540,735</u>	<u>17,014</u>	<u>11,258</u>	<u>2,418,165</u>	<u>2,551,993</u>
Total Liabilities	<u>21,901,201</u>	<u>23,950,233</u>	<u>19,707</u>	<u>14,264</u>	<u>21,920,908</u>	<u>23,964,497</u>
Deferred Inflows	<u>19,502,459</u>	<u>17,992,556</u>	<u>-</u>	<u>-</u>	<u>19,502,459</u>	<u>17,992,556</u>
Net Position:						
Net Investment						
in Capital Assets	33,328,957	31,625,305	3,204,337	3,023,786	36,533,294	34,649,091
Restricted	6,542,740	6,999,752	-	-	6,542,740	6,999,752
Unrestricted(Deficit)	<u>(3,492,371)</u>	<u>(5,673,844)</u>	<u>782,636</u>	<u>830,801</u>	<u>(2,709,735)</u>	<u>(4,843,043)</u>
Total Net Position	<u>\$ 36,379,326</u>	<u>\$ 32,951,213</u>	<u>\$ 3,986,973</u>	<u>\$ 3,854,587</u>	<u>\$ 40,366,299</u>	<u>\$ 36,805,800</u>

An additional portion of the Charter Township of Ypsilanti's net position (16 percent) represents resources that are subject to external restrictions on how they may be used.

At the end of the current fiscal year, the Charter Township of Ypsilanti governmental net position increased by \$3,428,113 during the current fiscal year and the business-type net position increased by \$132,386, as presented:

	Governmental Activities		Business-type Activities		Total	
	2017	2016	2017	2016	2017	2016
Program Revenues:						
Charges for Services	\$ 6,423,936	\$ 4,706,339	\$ 977,627	\$ 899,982	\$ 7,401,563	\$ 5,606,321
Operating Grants & Contrib.	492,323	436,444	-	-	492,323	436,444
Capital Grants & Contrib.	326,415	877,403	-	-	326,415	877,403
General Revenues:						
Property Taxes	17,255,767	16,793,949	-	-	17,255,767	16,793,949
State Shared Revenues	4,887,854	4,539,739	-	-	4,887,854	4,539,739
Franchise Fees	770,481	813,276	-	-	770,481	813,276
Investment Earnings	116,672	33,921	5,010	1,853	121,682	35,774
Total Revenues	<u>30,273,448</u>	<u>28,201,071</u>	<u>982,637</u>	<u>901,835</u>	<u>31,256,085</u>	<u>29,102,906</u>
Program Expenses:						
General Government	6,144,894	7,843,182	-	-	6,144,894	7,843,182
Public Safety	13,176,258	12,378,278	-	-	13,176,258	12,378,278
Public Works	3,730,969	3,911,262	-	-	3,730,969	3,911,262
Comm. and Econ. Dev.	1,454,887	1,295,403	-	-	1,454,887	1,295,403
Recreation and Cultural	1,834,717	2,172,516	-	-	1,834,717	2,172,516
Interest on Long-Term Debt	164,814	185,308	-	-	164,814	185,308
Golf Course	-	-	715,510	649,997	715,510	649,997
Compost	-	-	473,537	417,399	473,537	417,399
Total Expenses	<u>26,506,539</u>	<u>27,785,949</u>	<u>1,189,047</u>	<u>1,067,396</u>	<u>27,695,586</u>	<u>28,853,345</u>
Excess(Deficiency) before transfers	3,766,909	415,122	(206,410)	(165,561)	3,560,499	249,561
Transfers in (out)	<u>(338,796)</u>	<u>(109,071)</u>	<u>338,796</u>	<u>109,071</u>	<u>-</u>	<u>-</u>
Change in Net Position	3,428,113	306,051	132,386	(56,490)	3,560,499	249,561
Net Position, Beg. of year	<u>32,951,213</u>	<u>32,645,162</u>	<u>3,854,587</u>	<u>3,911,077</u>	<u>36,805,800</u>	<u>36,556,239</u>
Net Position, End of year	<u>\$ 36,379,326</u>	<u>\$ 32,951,213</u>	<u>\$ 3,986,973</u>	<u>\$ 3,854,587</u>	<u>\$ 40,366,299</u>	<u>\$ 36,805,800</u>

Governmental activities. Property tax revenues increased from \$16,793,949 to \$17,255,767, an increase of \$461,818. This was due to the overall taxable value increase from the 2015 tax roll to the 2016 tax roll of 1.1%. The taxes levied in 2016 are the revenues for 2017. State shared revenue is \$4,887,854 for the current period, an increase of \$348,115 or 7.7% from the prior year.

Capital Grants and Contributions were \$326,415 in the current year, as compared to \$813,276 in the prior year. The prior year included a \$700,000 contribution from the American Center for Mobility to be used toward the Tyler Pond and Dam Improvement project in 2017.

Business-type activities. This represents the municipal-owned Green Oaks Golf Course and the Township Compost Center. The Bike Path, Recreation, Roads (BSRII) and General Operations Fund transferred \$338,796 to Green Oaks Golf Course during the current year; this was an increase from prior year's transfer of \$109,071. Improvements to the golf cart paths were \$333,173. Fee revenues decreased from \$482,634 in the prior year to \$469,946 in the current year. A new Golf Director was not hired until January 2017. The losses were due partially to the weather and the course closures for cart path improvements. Hopefully, the course improvements in 2017 will attract more golfers and league players for 2018.

The Compost Fund had an increase to net position from \$1,857,439 in 2016 to \$1,894,678 in 2017. Revenue for services increased from \$396,049 in 2016 to \$486,372 for a percentage increase of 2.3%.

Financial Analysis of the Government's Funds

Governmental funds. The focus of the Charter Township of Ypsilanti's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing The Charter Township of Ypsilanti's financing requirements and may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Charter Township of Ypsilanti's governmental funds reported combined ending fund balances of \$13,470,068, an increase of \$1,589,653 in comparison with the prior year. The *unrestricted fund balance*, which is the amount available for spending at the government's discretion, represents 44% of the total fund balance. The remainder of fund balance is *restricted* to indicate that it is not available for new spending because it has already been committed to uphold contracts or bond agreements.

The General Fund is the chief operating fund of the Charter Township of Ypsilanti. At the end of the current fiscal year the unassigned fund balance was \$1,979,028. The General Fund's fund balance increased by \$1,316,603 in the current fiscal year, compared to an increase of \$865,617 the prior year. The key factors in the increase to the fund balance was a \$1,145,496 settlement from Nexus Gas for pipeline, \$711,712 from SBA Monarch Towers for cell towers, and \$300,000 contribution from the Willow Run Arsenal of Democracy (WRAD) for The American Center for Mobility. The capital improvements and debt expenditures are as follows: \$1,629,048 for the Tyler Pond & Dam Decommission Project, \$246,192 for Road Improvements and Calming Devices, \$121,631 for 2 Toro 4100 mowers for the parks and grounds, \$54,384 for LED conversion and installation of street lights, \$34,558 for Veteran's Drive, \$30,500 ADA Accessibility Improvements at Civic Center, \$25,000 Election Tabulators, \$24,695 for the Neighborhood Camera Systems, \$20,908 for Audio System for Board Room, \$363,455 transferred to the BSRII Fund for a portion of the principal and interest payment of the Road Improvement Transportation Note, \$480,000 transferred to the General Obligation Fund for a portion of the principal payment of the Series B Bonds and \$150,000 transferred to the Golf Course. Total expenditures (not including the transferred amounts) increased from \$7,507,849 in the prior year to \$8,875,831 in the current year.

Proprietary funds. The Township’s proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. Unrestricted net position of the proprietary funds comprised of the Enterprise Funds (the Golf Course and the Compost Site) was \$782,636 and the Internal Service Fund (Motor Pool) was \$261,438 at the end of the year. Other factors concerning the finances of this fund have already been addressed in the discussion of the Charter Township of Ypsilanti’s business-type activities.

General Fund Budgetary Highlights

There is a difference between the beginning and final budgets which represent an increase in budgeted expenditures of \$2,872,284. The amount requested by budget amendments approved by the Board from prior year fund balance was \$900,301. We did not have to draw any approved funds from prior year fund balance at the end of the fiscal year because there was a positive net change in fund balance of \$1,316,603. Here is a summary of the Board approved budget amendments to the General Fund. The budget amendment increases include a total of \$1,637,713 for capital improvements as follows: \$1,059,976 for Tyler Dam Project; \$218,799 for Roads and Calming Devices; \$165,144 for Equipment; \$90,908 for Building & Furnishing Improvements; \$72,886 Streetlights Install and Improvements; and \$30,000 Neighborhood Cameras. A total of \$409,422 for other non-capital amendments as follows: of \$248,530 for transfer to the Golf Course for the cart path project; \$43,900 for legal services for prosecution and domestic violence; \$30,000 for aged land inventory; and \$86,992 for wage and health insurance coverage changes.

Capital Asset and Debt Administration

Capital assets. The Charter Township of Ypsilanti’s investment in capital assets for its governmental and business type activities as of December 31, 2017, amounts to \$42,678,294 (net of accumulated depreciation). This investment in capital assets includes land, land improvements, buildings and system improvements, machinery and equipment, infrastructure, park facilities, and roads and streets. New assets total \$2,841,148 with depreciation expense of \$2,534,481, resulting in a net increase of \$304,203. Major capital assets constructed or acquired during the year were:

Road improvements & Streetlights	\$ 335,134
Building Improvements	\$ 156,103
Computer & Communication Equipment	\$ 77,003
Park Improvements	\$ 127,150
Equipment	\$ 11,998
Infrastructure – Tyler Dam	\$1,629,048
Hydro Dam Improvements	\$ 38,341
Vehicles & Equipment – Motor Pool	\$ 26,933
Land Improvements – Golf Course	\$ 333,174
Equipment – Golf Course	\$ 39,669
Vehicles & Heavy Equipment – Compost	\$ 66,597

Long-term debt. At the end of the current fiscal year, the Charter Township of Ypsilanti had long term indebtedness outstanding of \$7,405,579. This represents \$3,145,000 of general obligation bonds, \$3,000,000 of transportation notes payable, and \$1,260,579 of compensated absences. All of the Charter Township of Ypsilanti's debt represents general obligation debt backed by the full faith and credit of the Charter Township of Ypsilanti. The Township reduced the amount of notes and bonded debt in 2017 by \$1,580,000 as a result of annual debt service payments. Additional information on the Charter Township of Ypsilanti's long-term debt can be found in note III. E. on page 41 of this report.

Economic Factors and Next Year's Budgets and Rates

According to the United States Department of Labor, Bureau of Labor Statistics, the annual average unemployment rate for the State of Michigan from 2016 to 2017 decreased from 5.0 to 4.6, respectively. The unemployment rate for the Ann Arbor, Michigan Metropolitan area for the same period as above decreased from 3.4 to 3.1.

The Constitutional and City, Village, and Township Revenue Sharing (CVTRS) State shared revenue percentage change from 2016 to 2017 shows an increase of 4.6% and the projected percentage change increase from 2017 to 2018 shows an increase of 3.3%.

The Township's taxable values from 2016 at \$1,140,884,124 to 2017 at \$1,202,096,039 show an increase of 5.37%. The most stimulating taxable value increase is reflected in the 2018 tax rolls with a taxable value of \$1,290,653,725 for an increase of 7.37% over 2017.

The Township has adopted a balanced budget in the General Fund for 2018.

Requests for Information

This financial report is designed to provide a general overview of the Charter Township of Ypsilanti's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Office of the Supervisor, 7200 South Huron River Drive, Ypsilanti, MI 48197.

BASIC FINANCIAL STATEMENTS

CHARTER TOWNSHIP OF YPSILANTI
Statement of Net Position
December 31, 2017

	Primary Government			Component Units
	Governmental Activities	Business-type Activities	Total	
ASSETS				
Current Assets:				
Cash and Cash Equivalents	\$ 11,769,215	\$ 759,936	\$ 12,529,151	\$ 87,183
Receivables, net	22,184,289	20,627	22,204,916	246,751
Inventories	3,747	13,393	17,140	-
Prepaid Expenditures	617,746	8,387	626,133	-
Total Current Assets	<u>34,574,997</u>	<u>802,343</u>	<u>35,377,340</u>	<u>333,934</u>
Noncurrent Assets:				
Capital Assets Not Being Depreciated	9,623,049	1,277,618	10,900,667	-
Capital Assets Being Depreciated, Net	29,850,908	1,926,719	31,777,627	-
Total Noncurrent Assets	<u>39,473,957</u>	<u>3,204,337</u>	<u>42,678,294</u>	<u>-</u>
 TOTAL ASSETS	 <u>74,048,954</u>	 <u>4,006,680</u>	 <u>78,055,634</u>	 <u>333,934</u>
DEFERRED OUTFLOWS OF RESOURCES				
Deferred Outflows related to Pensions	<u>3,734,032</u>	<u>-</u>	<u>3,734,032</u>	<u>-</u>
LIABILITIES				
Current Liabilities:				
Accounts Payable	747,605	7,904	755,509	-
Accrued Liabilities	559,425	9,110	568,535	18,680
Due to Other Governmental Units	88,159	-	88,159	-
Unearned Revenue	1,005,962	-	1,005,962	-
Current Portion of Compensated Absences	209,648	-	209,648	-
Current Portion of Long-term Debt	1,285,000	-	1,285,000	-
Total Current Liabilities	<u>3,895,799</u>	<u>17,014</u>	<u>3,912,813</u>	<u>18,680</u>
Noncurrent Liabilities:				
Net Pension Liability	12,097,164	-	12,097,164	-
Noncurrent Portion of Compensated Absences	1,048,238	2,693	1,050,931	-
Noncurrent Portion of Long-term Debt	4,860,000	-	4,860,000	-
Total Noncurrent Liabilities	<u>18,005,402</u>	<u>2,693</u>	<u>18,008,095</u>	<u>-</u>
 TOTAL LIABILITIES	 <u>21,901,201</u>	 <u>19,707</u>	 <u>21,920,908</u>	 <u>18,680</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred Inflows related to Pensions	904,889	-	904,889	-
Property Taxes Levied for the following year	18,597,570	-	18,597,570	246,751
TOTAL DEFERRED INFLOWS	<u>19,502,459</u>	<u>-</u>	<u>19,502,459</u>	<u>246,751</u>
NET POSITION				
Net Investment in Capital Assets	33,328,957	3,204,337	36,533,294	-
Restricted	6,542,740	-	6,542,740	-
Unrestricted	(3,492,371)	782,636	(2,709,735)	68,503
TOTAL NET POSITION	<u>\$ 36,379,326</u>	<u>\$ 3,986,973</u>	<u>\$ 40,366,299</u>	<u>\$ 68,503</u>

CHARTER TOWNSHIP OF YPSILANTI
Statement of Activities
For the Year Ended December 31, 2017

<u>Functions/Programs</u>	Program Revenues			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary Government:				
Governmental Activities:				
General Government	\$ 6,144,894	\$ 4,426,117	\$ 213,346	\$ -
Public Safety	13,176,258	1,135,657	23,979	6,343
Public Works	3,730,969	521,329	21,972	320,072
Community and Economic Development	1,454,887	25,336	217,026	-
Recreation and Cultural	1,834,717	315,497	16,000	-
Interest Expense	164,814	-	-	-
Total Governmental Activities	26,506,539	6,423,936	492,323	326,415
Business-type Activities:				
Golf Course	715,510	471,166	-	-
Compost	473,537	506,461	-	-
Total Business-type Activities	1,189,047	977,627	-	-
Total Primary Government	\$ 27,695,586	\$ 7,401,563	\$ 492,323	\$ 326,415
Component Units:				
Local Development Finance Authority	217,025	-	-	-
Economic Development Corp	-	-	-	-
Total Component Units	\$ 217,025	\$ -	\$ -	\$ -

General Revenues:
Property Taxes
State Shared Revenue
Franchise Fees
Investment Earnings
Transfers
Total General Revenues and Transfers

Change in Net Position

Net Position - Beginning

Net Position - Ending

Net (Expense) Revenue and Changes in Net Position

Primary Government			
Governmental Activities	Business-type Activities	Total	Component Units
\$ (1,505,431)	\$ -	\$ (1,505,431)	\$ -
(12,010,279)	-	(12,010,279)	-
(2,867,596)	-	(2,867,596)	-
(1,212,525)	-	(1,212,525)	-
(1,503,220)	-	(1,503,220)	-
(164,814)	-	(164,814)	-
<u>(19,263,865)</u>	<u>-</u>	<u>(19,263,865)</u>	<u>-</u>
-	(244,344)	(244,344)	-
-	32,924	32,924	-
-	<u>(211,420)</u>	<u>(211,420)</u>	<u>-</u>
<u>(19,263,865)</u>	<u>(211,420)</u>	<u>(19,475,285)</u>	<u>-</u>
-	-	-	(217,025)
-	-	-	-
-	-	-	<u>(217,025)</u>
17,255,767	-	17,255,767	143,805
4,887,854	-	4,887,854	-
770,481	-	770,481	-
116,672	5,010	121,682	726
(338,796)	338,796	-	-
<u>22,691,978</u>	<u>343,806</u>	<u>23,035,784</u>	<u>144,531</u>
3,428,113	132,386	3,560,499	(72,494)
<u>32,951,213</u>	<u>3,854,587</u>	<u>36,805,800</u>	<u>140,997</u>
<u>\$ 36,379,326</u>	<u>\$ 3,986,973</u>	<u>\$ 40,366,299</u>	<u>\$ 68,503</u>

CHARTER TOWNSHIP OF YPSILANTI

Balance Sheet

Governmental Funds

December 31, 2017

	<u>General Fund</u>	<u>Fire Department Fund</u>	<u>Environmental Services Fund</u>	<u>Law Enforcement Fund</u>
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 4,872,555	\$ 101,454	\$ 1,566,848	\$ 1,976,037
Receivables:				
Accounts	1,804,047	634,122	-	-
Taxes	1,838,842	5,111,871	2,540,467	7,014,454
Special Assessments	1,862,545	-	-	-
Advance to Other Funds	335,215	-	-	-
Prepaid Expenditures	444,063	117,495	6,654	4,331
Total Assets	\$ <u>11,157,267</u>	\$ <u>5,964,942</u>	\$ <u>4,113,969</u>	\$ <u>8,994,822</u>
<u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</u>				
Liabilities:				
Accounts Payable	\$ 342,239	\$ 34,486	\$ 186,935	\$ 82,500
Accrued Liabilities	190,847	68,610	18,994	20,552
Due to Other Governmental Units	-	-	-	-
Unearned Revenue	1,125,421	-	-	-
Total Liabilities	<u>1,658,507</u>	<u>103,096</u>	<u>205,929</u>	<u>103,052</u>
Deferred Inflows of Resources:				
Property Taxes Levied for the following year	<u>2,744,965</u>	<u>5,111,871</u>	<u>2,540,467</u>	<u>7,014,454</u>
Fund Balances:				
Nonspendable	779,278	117,495	6,654	4,331
Restricted	-	632,480	1,360,919	1,872,985
Assigned	3,995,489	-	-	-
Unassigned	1,979,028	-	-	-
Total Fund Balances	<u>6,753,795</u>	<u>749,975</u>	<u>1,367,573</u>	<u>1,877,316</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ <u>11,157,267</u>	\$ <u>5,964,942</u>	\$ <u>4,113,969</u>	\$ <u>8,994,822</u>

Amounts reported for governmental activities in the statement of net position are different because:

Capital Assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.

Internal Service Funds are used by management to charge the costs of motor pool to individual funds. The assets and liabilities of the internal service funds are included in governmental activities in the statement of net position. Long-term receivables (unearned revenue) are not available to pay for current period expenditures and therefore deferred in the funds.

Net Deferred Outflows and Inflows related to Pensions

Net Pension Liabilities are not reported in the funds

Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds.

Net Position of Governmental Activities

<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
\$ 2,993,821	\$ 11,510,715
139,718	2,577,887
1,185,813	17,691,447
52,410	1,914,955
-	335,215
<u>45,053</u>	<u>617,596</u>
<u>\$ 4,416,815</u>	<u>\$ 34,647,815</u>

\$ 100,707	\$ 746,867
260,201	559,204
88,159	88,159
<u>60,526</u>	<u>1,185,947</u>
<u>509,593</u>	<u>2,580,177</u>

<u>1,185,813</u>	<u>18,597,570</u>
------------------	-------------------

45,053	952,811
2,676,356	6,542,740
-	3,995,489
-	1,979,028
<u>2,721,409</u>	<u>13,470,068</u>

\$ 4,416,815

38,687,200

712,980

179,985

2,829,143

(12,097,164)

(7,402,886)

\$ 36,379,326

CHARTER TOWNSHIP OF YPSILANTI
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2017

	<u>General</u>	<u>Fire Department Fund</u>	<u>Environmental Services Fund</u>	<u>Law Enforcement Fund</u>
Revenues				
Property Taxes	\$ 1,857,719	\$ 4,989,735	\$ 2,453,597	\$ 6,814,336
Licenses and Permits	20,448	-	-	-
Intergovernmental	4,906,426	6,343	-	23,979
Charges for Services	377,623	4,385	10,561	1,500
Franchise Fees	770,481	-	-	-
Interest and Rent	1,089,950	11,742	10,348	25,026
Other	1,593,161	8,073	7,721	1,579
Total Revenues	<u>10,615,808</u>	<u>5,020,278</u>	<u>2,482,227</u>	<u>6,866,420</u>
Expenditures				
Current:				
General Government	3,688,729	-	-	-
Public Safety	-	4,780,602	-	6,653,772
Public Works	647,117	-	2,559,602	-
Community and Economic Development	1,454,887	-	-	-
Recreation and Cultural	771,893	-	-	-
Other	689,413	-	-	-
Debt Service:				
Principal	-	-	-	-
Interest and Fees	-	-	-	-
Capital Outlay	1,623,792	50,992	-	-
Total Expenditures	<u>8,875,831</u>	<u>4,831,594</u>	<u>2,559,602</u>	<u>6,653,772</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>1,739,977</u>	<u>188,684</u>	<u>(77,375)</u>	<u>212,648</u>
Other Financing Sources (Uses)				
Transfers In	581,865	-	-	-
Transfers Out	<u>(1,005,239)</u>	<u>-</u>	<u>-</u>	<u>(181,865)</u>
Total Other Financing Sources (Uses)	<u>(423,374)</u>	<u>-</u>	<u>-</u>	<u>(181,865)</u>
Net Change in Fund Balances	1,316,603	188,684	(77,375)	30,783
Fund Balances - Beginning	<u>5,437,192</u>	<u>561,291</u>	<u>1,444,948</u>	<u>1,846,533</u>
Fund Balances - Ending	<u>\$ 6,753,795</u>	<u>\$ 749,975</u>	<u>\$ 1,367,573</u>	<u>\$ 1,877,316</u>

Nonmajor Governmental Funds	Total Governmental Funds
\$ 1,140,380	\$ 17,255,767
875,352	895,800
468,344	5,405,092
2,778,142	3,172,211
-	770,481
21,380	1,158,446
6,200	1,616,734
<u>5,289,798</u>	<u>30,274,531</u>
1,510,289	5,199,018
906,176	12,340,550
293,166	3,499,885
-	1,454,887
796,586	1,568,479
-	689,413
1,580,000	1,580,000
164,814	164,814
174,252	1,849,036
<u>5,425,283</u>	<u>28,346,082</u>
<u>(135,485)</u>	<u>1,928,449</u>
1,742,953	2,324,818
<u>(1,476,510)</u>	<u>(2,663,614)</u>
<u>266,443</u>	<u>(338,796)</u>
130,958	1,589,653
<u>2,590,451</u>	<u>11,880,415</u>
\$ <u><u>2,721,409</u></u>	\$ <u><u>13,470,068</u></u>

CHARTER TOWNSHIP OF YPSILANTI
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances
of Governmental Funds to the Statement of Activities
For the Year Ended December 31, 2017

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds \$ 1,589,653

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation expense in the current period.

Capital Outlay	1,849,036
Capital Outlay within departments	525,739
Depreciation	(2,120,959)
Gain (Loss) on Disposal of Assets	(2,464)

The issuance of long-term debt (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Principal Repayments	1,580,000
Increase in Compensated Absences	(34,106)

Change in Net Pension Liability 77,835

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. (38,906)

Internal service funds are used by management to charge the costs of fleet management and management information systems to individual funds. The net revenue of certain activities of internal service funds is reported with governmental activities. 2,285

Change in net position in governmental activities \$ 3,428,113

CHARTER TOWNSHIP OF YPSILANTI

Statement of Net Position

Proprietary Funds

December 31, 2017

	<u>Business Type Activity Enterprise Fund</u>			<u>Governmental Activities - Internal Service Fund Motor Pool</u>
	<u>Golf Course</u>	<u>Compost</u>	<u>Total</u>	
ASSETS				
Current Assets				
Cash and Cash Equivalents	\$ 26,431	\$ 733,505	\$ 759,936	\$ 258,500
Accounts Receivable	-	20,627	20,627	-
Inventory	13,393	-	13,393	3,747
Prepaid Expense	5,236	3,151	8,387	150
Total Current Assets	<u>45,060</u>	<u>757,283</u>	<u>802,343</u>	<u>262,397</u>
Noncurrent Assets				
Capital Assets not Being Depreciated	1,277,618	-	1,277,618	-
Capital Assets, net of Accumulated Depreciation	781,451	1,145,268	1,926,719	786,757
Total Noncurrent Assets	<u>2,059,069</u>	<u>1,145,268</u>	<u>3,204,337</u>	<u>786,757</u>
Total Assets	\$ <u>2,104,129</u>	\$ <u>1,902,551</u>	\$ <u>4,006,680</u>	\$ <u>1,049,154</u>
LIABILITIES AND NET POSITION				
Current Liabilities:				
Accounts Payable	\$ 5,021	\$ 2,883	\$ 7,904	\$ 738
Accrued Liabilities	6,813	2,297	9,110	221
Total Current Liabilities	<u>11,834</u>	<u>5,180</u>	<u>17,014</u>	<u>959</u>
Noncurrent Liabilities:				
Compensated Absences	-	2,693	2,693	-
Advance from Other Funds	-	-	-	335,215
Total Noncurrent Liabilities	<u>-</u>	<u>2,693</u>	<u>2,693</u>	<u>335,215</u>
Total Liabilities	<u>11,834</u>	<u>7,873</u>	<u>19,707</u>	<u>336,174</u>
Net Position:				
Net Investment in Capital Assets	2,059,069	1,145,268	3,204,337	451,542
Unrestricted	33,226	749,410	782,636	261,438
Total Net Position	<u>2,092,295</u>	<u>1,894,678</u>	<u>3,986,973</u>	<u>712,980</u>
Total Liabilities and Net Position	\$ <u>2,104,129</u>	\$ <u>1,902,551</u>	\$ <u>4,006,680</u>	\$ <u>1,049,154</u>

CHARTER TOWNSHIP OF YPSILANTI
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended December 31, 2017

	<u>Business Type Activity Enterprise Fund</u>			Governmental Activities - Internal Service Fund Motor Pool
	<u>Golf Course</u>	<u>Compost</u>	<u>Total</u>	
<u>Operating Revenues:</u>				
Charges for Services	\$ 469,946	\$ 486,372	\$ 956,318	\$ 243,923
Other Income	1,220	20,089	21,309	-
Total Operating Revenues	<u>471,166</u>	<u>506,461</u>	<u>977,627</u>	<u>243,923</u>
<u>Operating Expenses:</u>				
Salaries and Wages	247,154	144,484	391,638	10,467
Fringe Benefits	65,235	49,011	114,246	4,940
Fuel and Utilities	37,868	21,107	58,975	33,732
Operating Supplies	84,028	5,080	89,108	1,957
Contractual Services	12,810	56,025	68,835	37,290
Insurance	12,907	6,165	19,072	-
Repairs and Maintenance	133,980	15,787	149,767	-
Administrative	23,294	6,272	29,566	-
Other	8,718	232	8,950	-
Depreciation	89,516	169,374	258,890	154,633
Total Operating Expenses	<u>715,510</u>	<u>473,537</u>	<u>1,189,047</u>	<u>243,019</u>
Operating Income (Loss)	<u>(244,344)</u>	<u>32,924</u>	<u>(211,420)</u>	<u>904</u>
<u>Non-Operating Revenues (Expenses):</u>				
Interest Earned	695	4,315	5,010	1,381
Net Income (Loss) before Transfers	<u>(243,649)</u>	<u>37,239</u>	<u>(206,410)</u>	<u>2,285</u>
<u>Operating Transfers:</u>				
Operating Transfers In	338,796	-	338,796	-
Change in Net Position	95,147	37,239	132,386	2,285
Net Position, Beginning	1,997,148	1,857,439	3,854,587	710,695
Net Position, Ending	<u>\$ 2,092,295</u>	<u>\$ 1,894,678</u>	<u>\$ 3,986,973</u>	<u>\$ 712,980</u>

CHARTER TOWNSHIP OF YPSILANTI

Statement of Cash Flows

Proprietary Funds

For the Year December 31, 2017

	<u>Business Type Activity Enterprise Fund</u>			<u>Governmental Activities - Internal Service Funds</u>
	<u>Golf Course</u>	<u>Compost</u>	<u>Total</u>	
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>				
Receipts from customers and users	\$ 471,166	\$ 485,834	\$ 957,000	\$ 243,923
Payments to suppliers	(313,526)	(110,149)	(423,675)	(74,950)
Payments to employees	(307,796)	(193,808)	(501,604)	(15,431)
Net Cash Provided by Operating Activities	<u>(150,156)</u>	<u>181,877</u>	<u>31,721</u>	<u>153,542</u>
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</u>				
Purchases of Capital Assets	(372,843)	(66,598)	(439,441)	(26,933)
Operating Transfer In	338,796	-	338,796	-
Long Term Advance-General Fund	-	-	-	(60,000)
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(34,047)</u>	<u>(66,598)</u>	<u>(100,645)</u>	<u>(86,933)</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>				
Interest Earned	695	4,315	5,010	1,381
Net Cash Provided (Used) by Investing Activities	<u>695</u>	<u>4,315</u>	<u>5,010</u>	<u>1,381</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(183,508)	119,594	(63,914)	67,990
Cash and Cash Equivalents, Beginning	<u>209,939</u>	<u>613,911</u>	<u>823,850</u>	<u>190,510</u>
Cash and Cash Equivalents, Ending	<u>\$ 26,431</u>	<u>\$ 733,505</u>	<u>\$ 759,936</u>	<u>\$ 258,500</u>
<u>Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities:</u>				
Operating Income (Loss)	\$ (244,344)	\$ 32,924	(211,420)	904
Adjustments to Reconcile Operating Income to Net Cash Provided (Used) by Operating Activities:				
Depreciation and Amortization Expense	89,516	169,374	258,890	154,633
(Increase) Decrease in Receivables	-	(20,627)	(20,627)	-
(Increase) Decrease in Inventory	1,163	-	1,163	(1,098)
(Increase) Decrease in Prepaid Expenses	(1,704)	(24)	(1,728)	2
Increase (Decrease) in Accounts Payable	620	602	1,222	(875)
Increase (Decrease) in Accrued Liabilities	4,593	(59)	4,534	(24)
Increase (Decrease) in Compensated Absences	-	(313)	(313)	-
Net Cash Provided by Operating Activities	<u>\$ (150,156)</u>	<u>\$ 181,877</u>	<u>\$ 31,721</u>	<u>\$ 153,542</u>

CHARTER TOWNSHIP OF YPSILANTI

Statement of Net Position

Fiduciary Funds

December 31, 2017

	<u>Pension and Employee Benefit Trusts</u>	<u>Agency Funds</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	\$ 736,164	\$ 14,078,043
Investments	40,960,140	-
Interest Receivable	71,917	-
Due from Individuals and Agencies	<u>-</u>	<u>287</u>
Total Assets	<u>\$ 41,768,221</u>	<u>\$ 14,078,330</u>
<u>LIABILITIES</u>		
Accounts Payable	\$ 1,149,743	\$ -
Due to Other Governmental Units	-	12,348,722
Due to Individuals and Agencies	<u>-</u>	<u>1,729,608</u>
Total Liabilities	<u>1,149,743</u>	<u>14,078,330</u>
<u>NET POSITION</u>		
Held in Trust For Pension and Employee Benefits	<u>40,618,478</u>	<u>-</u>
Total Liabilities and Net Position	<u>\$ 41,768,221</u>	<u>\$ 14,078,330</u>

CHARTER TOWNSHIP OF YPSILANTI
Statement of Changes in Net Position
Fiduciary Funds
For the Year Ended December 31, 2017

<u>ADDITIONS</u>	<u>Pension and Employee Benefit Trusts</u>
Investment Income	
Interest and Dividends	\$ 771,896
Net Appreciation (Depreciation) in Fair Value of Investments	3,332,681
Other	6,359
Contributions:	
Employer	2,039,263
Employee	159,027
Other	17,613
Total Additions	<u>6,326,839</u>
<u>DEDUCTIONS</u>	
Benefits Paid	2,542,309
Retirees Insurance	1,104,703
Administrative Costs	179,879
Total Deductions	<u>3,826,891</u>
Change in Net Position	2,499,948
Net Position, Beginning of the Year	<u>38,118,530</u>
Net Position, End of the Year	<u>\$ 40,618,478</u>

CHARTER TOWNSHIP OF YPSILANTI
Combining Statement of Net Position
Component Units
For the Year Ended December 31, 2017

	Local Development Finance Authority Fund	Economic Development Corporation	Total
<u>ASSETS</u>			
Cash and Cash Equivalents	\$ 19,407	67,776	\$ 87,183
Taxes Receivable	246,751	-	246,751
Total Assets	<u>266,158</u>	<u>67,776</u>	<u>333,934</u>
<u>LIABILITIES</u>			
Accrued Liabilities	<u>18,680</u>	-	<u>18,680</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>			
Property Taxes Levied for the following year	<u>246,751</u>	-	<u>246,751</u>
<u>NET POSITION</u>			
Unrestricted	<u>\$ 727</u>	<u>\$ 67,776</u>	<u>\$ 68,503</u>

CHARTER TOWNSHIP OF YPSILANTI
Combining Statement of Activities
Component Units
For the Year Ended December 31, 2017

	Local Development Finance Authority Fund	Economic Development Corporation	Total
<u>Program Expenses:</u>			
Local Development Finance Authority	\$ 217,025	\$ -	\$ 217,025
Economic Development Corporation	-	-	-
Total Program Expenses	<u>217,025</u>	<u>-</u>	<u>217,025</u>
<u>General Revenues:</u>			
Property Taxes	143,805	-	143,805
Investment Earnings	262	464	726
Total General Revenues	<u>144,067</u>	<u>464</u>	<u>144,531</u>
Change in Net Position	(72,958)	464	(72,494)
Net Position, Beginning of the Year	<u>73,685</u>	<u>67,312</u>	<u>140,997</u>
Net Position, End of the Year	<u>\$ 727</u>	<u>\$ 67,776</u>	<u>\$ 68,503</u>

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Charter Township of Ypsilanti, Michigan was organized as a Township under provisions of the constitution and general law of the State of Michigan. Ypsilanti Township became a Charter Township on May 15, 1979 by Board resolution. The Township operates under an elected Township Board which consists of the Supervisor, Clerk, Treasurer and four Trustees, and provides the following services as permitted by law: public safety (police and fire), community development, recreation and culture, public improvements, planning and zoning, and general administrative services.

As required by generally accepted accounting principles, these financial statements present the Charter Township of Ypsilanti and its component units, entities for which the government is considered to be financially accountable. Blended component units, although legally separate entities are, in substance, part of the Township's operations and so data from these units is combined with data of the primary government. The discretely presented component units, on the other hand, are reported in a separate column in the government-wide financial statements to emphasize that they are legally separate from the government. Each blended and discretely presented component unit has a December 31, 2017 year end.

Discretely Presented Component Units

The component units are reported in a separate column to emphasize that, while legally separate, the Charter Township of Ypsilanti remains financially accountable for these entities.

The governing body of the Local Development Finance Authority (LDFA) is appointed by the Township Board. The Authority was established for the collection of tax increment revenues, the issuance and repayment of debt, the construction of public facilities, and the promotion and facilitation of economic growth in the development district. The Authority's budget and debt issuance is subject to the approval of the Township Board.

The Charter Township of Ypsilanti Economic Development Corporation (EDC) was established pursuant to the provisions of Public Act 338 of 1974, as amended. The EDC is governed by a nine (9) member board appointed by the Township Board. The EDC may not issue debt without approval from the Township Board. Additionally, the annual operating budget and any amendments must be approved by the Township Board. The Township Board must approve all developmental and financing plans of the EDC.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

A. Reporting Entity – Continued

Joint Venture

The Township is a participant in the Ypsilanti Community Utilities Authority (Y.C.U.A.) which was created under Act 233, P.A. of 1955 by the City of Ypsilanti and the Charter Township of Ypsilanti, in 1974. All activities necessary to provide water and sewer services to residents of the City, Township, and other communities serviced by Y.C.U.A., are accounted for by the Authority. The Township has financial responsibility as follows:

- Township Board has the ability to reject or approve water rates for customers in its service district.
- Some obligations of the Authority are supported by pledges of the Township's full faith and credit, subject to constitutional limitations. These obligations are described in more detail further in these notes.
- Summarized financial information from the Authority's latest audited financial statements is presented below. Financial statements may be obtained by contacting Y.C.U.A. at 2777 State Street, Ypsilanti, MI 48198.

	<u>Fiscal Year Ended</u> <u>August 31, 2017</u>
Assets	\$ 232,374,453
Deferred Outflows	4,305,455
Liabilities	100,403,986
Deferred Inflows	<u>261,623</u>
Net Position	<u>\$ 136,014,299</u>
Operating Revenues	\$ 42,045,384
Operating Expenses	<u>44,169,096</u>
Operating Income (Loss)	(2,123,712)
Nonoperating Income (Expense)	(1,811,455)
Capital Contributions	<u>585,470</u>
Change in Net Position	(3,349,697)
Net Position, Beginning of Year	<u>139,363,996</u>
Net Position, End of the Year	<u>\$ 136,014,299</u>

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e. the statement of net position and the statement of activities) present information on all of the nonfiduciary activities of the primary government and its component units as a whole. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. Likewise, the *primary government* is reported separately from certain legally separate *component units* for which the primary government is financially accountable.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

B. Government-Wide and Fund Financial Statements – Continued

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Revenues that are not required to be presented as program revenues are general revenues. This includes taxes, interest, unrestricted State shared revenue payments, franchise fees, and other general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the Township.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation – Continued

Governmental Funds

The Township reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Fire Department Fund is a special revenue fund used to account for the voter approved property taxes used to support fire protection, and related services.

The Environmental Services Fund is a special revenue fund used to account for the voter approved property tax revenues used to support solid waste, recycling and yard waste collection activities.

The Law Enforcement Fund is a special revenue fund used to account for the voter approved property taxes for law enforcement activities.

Additionally, the Township reports on the following fund types:

The special revenue funds account for revenue sources that are legally restricted to expenditures for specific purposes (not including expendable trusts or major capital projects).

The debt service funds account for the resources accumulated and payments made for principal and interest on long-term debt of governmental funds.

The capital project funds account for the resources used for the acquisition or major renovation of capital facilities.

Proprietary Funds

Proprietary funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Proprietary funds include the following fund types:

Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business or where the Township Board has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability. The Township's enterprise funds are the Golf Course Fund and the Compost Fund, which are reported as nonmajor funds.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation – Continued

Proprietary Funds – Continued

Internal Service Funds account for operations that provide services to other departments or agencies of the Township on a cost reimbursement basis. As these services predominantly benefit governmental rather than business-type functions, they have been included within the *governmental* activities in the government-wide financial statements. The Township uses an internal service fund to account for the management of a motor pool.

Fiduciary Funds

Fiduciary Funds account for assets held by the government in a trustee capacity by the Township or as an agent on behalf of others. Fiduciary funds include the following fund types:

Pension Trust Funds – The pension trust funds accounts for the activities of the employee benefit plan that accumulates resources for pension and other post employment benefit payments to qualified employees.

The Agency Funds are used to account for assets that the government holds for others in an agency capacity. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

D. Assets, Liabilities and Net Position or Equity

1. Deposits and Investments

The Township's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. State statutes authorize the Township to invest in obligations of the U.S. Treasury, commercial paper of certain investment grades, and deposits of Michigan commercial banks.

Investments are reported at fair value or estimated fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on a nation or international exchange are valued at the last reported sales price at current exchange rates.

2. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds" (i.e. the current portion of interfund loans) or "advances to/from other funds" (i.e. non-current portion of interfund loans). Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

3. Inventory and Prepaids

Inventories are valued at cost using the first-in/first out (FIFO) method. The costs of governmental fund-type inventories are recorded as expenditures as used. Prepaid items represent payments made to vendors for goods and services applicable to future years. Inventories and prepaids are offset by nonspendable fund balance which indicates they do not constitute "available spendable resources" even though they are a component of current net position.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

D. Assets, Liabilities and Net Position or Equity – Continued

4. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of capitalized value of the assets constructed. Capital assets of the primary government, as well as the component units, is depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	7-40
Machinery & Equipment	5-25
Vehicles	3-15
Infrastructure	20-50

5. Compensated Absences

In accordance with contracts negotiated with the various employee groups of the Township, individual employees have vested rights upon termination of employment to receive payment for unused vacation and sick leave under formulas and conditions specified in the contracts. All sick and vacation pay is accrued when incurred in the government-wide, proprietary, and fiduciary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured. The long-term portion of compensated absences related to the governmental funds is a liability recorded in the Statement of Net Position.

6. Long-term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities or business-type activities statement of net position. The portion of those liabilities expected to be paid within the next year is a current liability with the remaining amounts shown as noncurrent.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

D. Assets, Liabilities and Net Position or Equity – Continued

6. Long-term Obligations – Continued

Long-term debt is recognized as a liability of a governmental fund when due. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the Statement of Net Position. Long-term liabilities expected to be financed from proprietary funds are reported as liabilities in those funds.

7. Fund Equity

In the fund financial statements, governmental funds report the following components of fund balance:

Nonspendable – Amounts that are not in spendable form or are legally or contractually required to be maintained intact.

Restricted – Amounts that are legally restricted by outside parties, constitutional provisions, or enabling legislation for use for a specific purpose.

Committed – Amounts that have been formally set aside by the Board for use for a specific purpose. Commitments are made and can be rescinded only via resolution of the Township Board.

Assigned – Intent to spend resources on specific purposes expressed by the Township Board.

Unassigned – This is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes within the general fund.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

The Township is legally subject to the budgetary control requirements of the State of Michigan P.A. 621 of 1978 (Uniform Budgeting Act). The Township follows these requirements in establishing the budgetary data reflected in these financial statements:

1. In accordance with State law, prior to September 1, the Supervisor submits a proposed operating budget for the fiscal year commencing the following January 1 to the Township Board. The operating budget includes proposed expenditures and means of financing them for the upcoming year. Detail line item budgets are included for administrative control. The level of control for the detail budgets is at the departmental basis.
2. Public hearings are conducted to obtain taxpayer comment.
3. Prior to December 15, the budget is legally enacted through passage of a budget resolution (general appropriation act).
4. Formal budgetary integration is employed as a management control device for the General, Special Revenue and Debt Service Funds. Budgets for these funds are prepared and adopted on a basis consistent with generally accepted accounting principles (GAAP).
5. Proprietary Fund budgets are prepared on a non-GAAP method.
6. Budget appropriations lapse at year end.
7. The Township does not employ encumbrance accounting as an extension of formal budgetary integration in the governmental funds.
8. Budgeted amounts are reported as originally adopted, and as amended by the Township Board.

B. Compliance with P.A. 621 of 1978

1. Deficit Fund Balance

None of the funds have a deficit fund balance as of December 31, 2017.

2. Excess of Expenditures Over Appropriations in Budgetary Funds

The budgets for the General and Special Revenue Funds are adopted at the activity level. None of the funds have expenditures in excess of budget appropriations at year end.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

III. DETAILED NOTES ON ALL FUNDS

A. Deposits and Investments

Michigan Compiled Laws section 129.91 (Public Act 20 of 1943, as amended), authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The Township is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications, which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan; and investment pools of financial institutions.

The pension trust fund and retiree health care fund are also authorized by Michigan Public Act 55 of 1982, as amended, to invest in certain reverse repurchase agreements, stocks, diversified investment companies, annuity investment contracts, real estate leased to public entities, mortgages, real estate, debt or equity of certain small businesses, certain state and local government obligations and certain other specified investment vehicles.

The Township has designated several banks for the deposit of funds. The investment policy adopted by the Township Board in accordance with Public Act 196 of 1997 authorized all investments permitted by PA 20. The Charter Township of Ypsilanti, Michigan's deposit and investment policies are in accordance with statutory authorities.

The Township's cash and investments are subject to several types of risk, which are examined in more detail below:

Custodial Credit Risk of Bank Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Township's deposits may not be returned to it. The Township does not have a deposit policy for custodial credit risk. Deposits of the Township are at federally insured banks located in the State of Michigan with all accounts maintained in the name of the Township. At year end, the Township had \$20,960,659 of bank deposits (checking and savings accounts) of which \$2,399,140 was uninsured and uncollateralized. The component units had book and bank balances totaling \$159,677, all of which was FDIC insured.

The Township believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all deposits. As a result, the Township evaluates each financial institution with which it deposits funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

III. DETAILED NOTES ON ALL FUNDS – Continued

A. Deposits and Investments – Continued

Interest Rate Risk

Interest rate risk is the risk that the value of investments or deposits will decrease as a result of a rise in interest rates. The Township’s investment policy minimizes interest rate risk by structuring the portfolio to meet requirements and by investing funds in shorter-term securities, money market mutual funds or similar investment pools. The Township’s investment policy does not restrict investment maturities, other than commercial paper which can only be purchased with a 270 day maturity. The weighted average maturity is based on maturity date or contracted modified maturity date as applicable. At year end, the average maturities of investments are as follows:

<u>Investment</u>	<u>Fair Value</u>	<u>Maturity</u>
Pension Fixed Income:		
US Govt Obligations	\$ 753,850	1-5 years
	698,989	6-10 years
	73,073	11-15 years
	2,619,403	16 or more years
Corporate Bonds	422,602	Less than 1 year
	2,697,092	1-5 years
	1,570,572	6-10 years
	-	11-15 years
	870,453	16 or more years

Credit Risk

State law limits investments in commercial paper to the top two ratings issued by nationally recognized statistical rating organizations at the time of purchase. The Township’s investment policy limits investments to the safest types of securities. Financial institutions, broker/dealers, intermediaries and advisers need to be pre-qualified to do business with the Township. The policy also states that the investment portfolio will be diversified to minimize potential losses on individual securities. As of year end, the credit quality ratings of debt securities (other than the U.S. government) are as follows:

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

III. DETAILED NOTES ON ALL FUNDS – Continued

A. Deposits and Investments – Continued

<u>Investment</u>	<u>Fair Value</u>	<u>Rating</u>	<u>Rating Organization</u>
Pension:			
U.S. Treasury Bonds	\$ 1,452,839	Aaa	Moody's
U.S. Agency Obligations	2,619,403	n/a	n/a
Corporate Bonds			
	207,607	Aaa	Moody's
	45,606	Aa1	Moody's
	56,276	Aa3	Moody's
	72,230	A1	Moody's
	171,060	A2	Moody's
	818,834	A3	Moody's
	1,492,512	Baa1	Moody's
	910,013	Baa2	Moody's
	162,450	Baa3	Moody's
	56,238	Ba2	Moody's
	77,550	Ba3	Moody's
	44,456	B1	Moody's
	60,863	B3	Moody's
	1,355,411	n/a	n/a

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The Township places no limit on the amount that may be invested in any one issuer. As of year end, the Township had investments that exceeded 5 percent of the total portfolio as follows: 6 percent invested in Federal National Mortgage Association (FNMA).

Fair Value Measurements

The Township categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments that are measured at fair value using the net asset value per share (or its equivalent) as a practical expedient are not classified in the fair value hierarchy.

In instances whereby inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The Township's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset or liability.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

III. DETAILED NOTES ON ALL FUNDS – Continued

A. Deposits and Investments – Continued

The Township has the following recurring fair value measurements as of December 31, 2017:

Assets Measured at Fair Value on a Recurring Basis

	<u>Balance at Dec. 31, 2017</u>	<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Significant Unobservable Inputs (Level 3)</u>
Debt Securities:				
U.S. Government Bonds	\$ 4,072,242	\$ 1,452,839	\$ 2,619,403	\$ -
Corporate Bonds	6,616,746	-	6,616,746	-
Mortgages	1,199,847	-	1,199,847	-
Asset-backed Securities	479,988	-	479,988	-
Total Debt Securities	<u>12,368,823</u>	<u>1,452,839</u>	<u>10,915,984</u>	<u>-</u>
Equity Securities:				
Mutual Funds	7,064,469	7,064,469	-	-
Common Stock	13,541,501	13,541,501	-	-
Real Estate	2,600,874	-	-	2,600,874
Other Equity	5,384,473	-	-	5,384,473
Total Equity Securities	<u>28,591,317</u>	<u>20,605,970</u>	<u>-</u>	<u>7,985,347</u>
Total Investments by Fair Value Level	<u>\$ 40,960,140</u>	<u>\$ 22,058,809</u>	<u>\$ 10,915,984</u>	<u>\$ 7,985,347</u>

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

III. DETAILED NOTES ON ALL FUNDS – Continued

B. Receivables and Deferred Inflows, and Unearned Revenue

Receivables as of year end for the Township’s individual major funds and the nonmajor funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	<u>General Fund</u>	<u>Fire Department</u>	<u>Environmental Services</u>	<u>Law Enforcement</u>	<u>Nonmajor Governmental</u>
Receivables:					
Accounts	\$ 1,804,047	\$ 634,122	\$ -	\$ -	\$ 139,718
Taxes	1,843,598	5,128,973	2,549,313	7,039,702	1,190,448
Special Assessments	1,862,545	-	-	-	52,410
	<u>5,510,190</u>	<u>5,763,095</u>	<u>2,549,313</u>	<u>7,039,702</u>	<u>1,382,576</u>
Less: Allowance for					
Doubtful Accounts	<u>(4,756)</u>	<u>(17,102)</u>	<u>(8,846)</u>	<u>(25,248)</u>	<u>(4,635)</u>
Net Receivables	<u>\$ 5,505,434</u>	<u>\$ 5,745,993</u>	<u>\$ 2,540,467</u>	<u>\$ 7,014,454</u>	<u>\$ 1,377,941</u>

Governmental funds report unearned revenue in connection with receivables for revenue that is not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received but not yet earned. The deferred inflows in the governmental activities represents property taxes levied on December 1, 2017, but recognized revenue in the year ending December 31, 2018, when the proceeds of the levy are budgeted and available for financing operations. At the end of the current fiscal year, the various components of deferred inflows and unearned revenue are as follows:

Governmental Funds:	
Property Taxes Levied for the following year – Deferred Inflows	<u>\$18,597,570</u>
Deposits and Escrows – Unearned Revenue	<u>\$ 1,185,947</u>

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

III. DETAILED NOTES ON ALL FUNDS – Continued

C. Capital Assets

Capital asset activity for the year ended December 31, 2017 was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities:				
Capital Assets, not depreciated:				
Land and Land Improvements	\$ 9,623,049	\$ -	\$ -	\$ 9,623,049
Capital Assets, being depreciated:				
Buildings	15,915,129	156,103	(13,528)	16,057,704
Machinery and Equipment	7,704,837	308,874	(60,157)	7,953,554
Infrastructure	40,309,782	1,909,798	-	42,219,580
Internal Service Fund - Motor Pool	1,644,593	26,933	-	1,671,526
	<u>65,574,341</u>	<u>2,401,708</u>	<u>(73,685)</u>	<u>67,902,364</u>
Less: Accumulated Depreciation:				
Buildings	(8,971,267)	(436,759)	13,528	(9,394,498)
Machinery and Equipment	(6,032,036)	(424,536)	57,693	(6,398,879)
Infrastructure	(20,113,646)	(1,259,664)	-	(21,373,310)
Internal Service Fund - Motor Pool	(730,136)	(154,633)	-	(884,769)
	<u>(35,847,085)</u>	<u>(2,275,592)</u>	<u>71,221</u>	<u>(38,051,456)</u>
Governmental Activities				
Capital Assets, net	<u>\$39,350,305</u>	<u>\$ 126,116</u>	<u>\$ (2,464)</u>	<u>\$39,473,957</u>

Depreciation expense was charged to the following governmental activities:

General Government	\$ 763,841
Public Safety	247,757
Public Works	644,420
Recreation and Cultural	464,941
Charged through Internal Service Fund	154,633
	<u>\$ 2,275,592</u>

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

III. DETAILED NOTES ON ALL FUNDS – Continued

C. Capital Assets – Continued

Business-type Activities:	Beginning Balance	Additions	Deletions	Ending Balance
Capital Assets, not depreciated:				
Land	\$ 1,277,618	\$ -	\$ -	\$ 1,277,618
Capital Assets, being depreciated:				
Land and Building Improvements	1,736,430	333,173	-	2,069,603
Machinery and Equipment	1,925,910	106,267	-	2,032,177
	<u>3,662,340</u>	<u>439,440</u>	<u>-</u>	<u>4,101,780</u>
Less: Accumulated Depreciation:				
Land and Building Improvements	(1,006,096)	(47,505)	-	(1,053,601)
Machinery and Equipment	(910,076)	(211,384)	-	(1,121,460)
	<u>(1,916,172)</u>	<u>(258,889)</u>	<u>-</u>	<u>(2,175,061)</u>
Business-type Activities Capital Assets, net	<u>\$ 3,023,786</u>	<u>\$ 180,551</u>	<u>\$ -</u>	<u>\$ 3,204,337</u>

D. Interfund Receivables, Payables and Transfers

1. Interfund Receivables and Payables

The composition of interfund balances as of December 31, 2017, is as follows:

<u>Advance Receivable</u>	<u>Advance Payable</u>	
General Fund	Motor Pool Fund	\$ 335,215

The General Fund advanced funds to the Motor Pool Fund for the purchase of equipment. The principal is to be repaid over 10 years.

2. Interfund Transfers

<u>Transfers In</u>	<u>Transfers Out</u>	
Bike Path, Sidewalk, Rec., Roads	General Fund	\$ 363,455
Hydro Station Fund	General Fund	11,784
Golf Course Fund	General Fund	150,000
General Fund	Law Enforcement Fund	181,865
General Fund	14B District Court	400,000
Recreation Fund	Bike Path, Sidewalk, Rec., Roads	400,000
Golf Course Fund	Bike Path, Sidewalk, Rec., Roads	188,796
2013 GO Refunding Debt Fund	2006 Capital Project Fund	7,714
Series B Debt Fund	GO Debt Fund	480,000
GO Debt Fund	General Fund	480,000
		<u>\$ 2,663,614</u>

Transfers include operating transfers for debt service payments and to repay advances. The General Fund, District Court, and the Bike Path, Sidewalk, Rec., Roads Fund made operating transfers to augment specific projects.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

III. DETAILED NOTES ON ALL FUNDS – Continued

E. Long-Term Debt

The following is a summary of long-term debt transactions of the Township for the year ended December 31, 2017:

	<u>Balance</u> <u>Jan 1, 2017</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>Dec 31, 2017</u>	<u>Due Within</u> <u>One Year</u>
Governmental Activities:					
G.O. Series B Bonds	\$ 1,530,000	\$ -	\$ 810,000	\$ 720,000	\$ 510,000
2012 Transportation Note	3,600,000	-	600,000	3,000,000	600,000
2013 G.O. Refunding Bonds	2,595,000	-	170,000	2,425,000	175,000
	7,725,000	-	1,580,000	6,145,000	1,285,000
Compensated Absences	1,223,780	34,106	-	1,257,886	209,648
	<u>\$ 8,948,780</u>	<u>\$ 34,106</u>	<u>\$ 1,580,000</u>	<u>\$ 7,402,886</u>	<u>\$ 1,494,648</u>
Business-type Activities:					
Compensated Absences	<u>\$ 3,006</u>	<u>\$ -</u>	<u>\$ 313</u>	<u>\$ 2,693</u>	<u>\$ -</u>

The following is a summary of general obligation debt outstanding of the Township as of December 31, 2017:

	<u>Number</u> <u>of Issues</u>	<u>Interest</u> <u>Rate</u>	<u>Maturing</u> <u>Through</u>	<u>Principal</u> <u>Outstanding</u>
Governmental Activities:				
General Obligation Bonds	2	3.75%-4.50%	2029	\$ 3,145,000
Transportation Notes	1	1.00%-4.50%	2022	3,000,000
				<u>\$ 6,145,000</u>

The annual debt service requirements to maturity for debt outstanding as of December 31, 2017 is as follows:

<u>Year Ended</u>	<u>Governmental Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2018	\$ 1,285,000	\$ 147,700
2019	990,000	123,825
2020	785,000	89,460
2021	790,000	72,960
2022	795,000	53,340
2023-2027	1,045,000	118,380
2028-2029	455,000	10,980
	<u>\$ 6,145,000</u>	<u>\$ 616,645</u>

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

III. DETAILED NOTES ON ALL FUNDS – Continued

F. Fund Balance Classifications

A detailed description of fund balance classifications (for all governmental fund types) at December 31, 2017, is presented below:

<u>Fund Balance</u>	<u>General</u> <u>Fund</u>	<u>Fire</u> <u>Department</u>	<u>Environmental</u> <u>Services</u>	<u>Law</u> <u>Enforcement</u>	<u>Other</u> <u>Nonmajor</u> <u>Governmental</u> <u>Funds</u>	<u>Total</u>
Nonspendable:						
Prepays & Inventory	\$ 444,063	\$ 117,495	\$ 6,654	\$ 4,331	\$ 45,053	\$ 617,596
Advance to Other Funds	335,215	-	-	-	-	335,215
Total Nonspendable	<u>779,278</u>	<u>117,495</u>	<u>6,654</u>	<u>4,331</u>	<u>45,053</u>	<u>952,811</u>
Restricted:						
Fire	-	632,480	-	-	-	632,480
Environmental Serv.	-	-	1,360,919	-	-	1,360,919
Law Enforcement	-	-	-	1,872,985	-	1,872,985
Parks	-	-	-	-	32,916	32,916
Bike Path, Sidewalk, Recreation, Roads	-	-	-	-	424,161	424,161
Recreation	-	-	-	-	24,781	24,781
District Court	-	-	-	-	286,104	286,104
Bldg Rental Inspect.	-	-	-	-	116,144	116,144
Building Dept.	-	-	-	-	989,541	989,541
Hydro Station	-	-	-	-	381,070	381,070
Nuisance Abatement	-	-	-	-	63,268	63,268
Debt Service	-	-	-	-	27,215	27,215
Capital Projects	-	-	-	-	331,156	331,156
Total Restricted	<u>-</u>	<u>632,480</u>	<u>1,360,919</u>	<u>1,872,985</u>	<u>2,676,356</u>	<u>6,542,740</u>
Assigned:						
Debt Reduction	477,210	-	-	-	-	477,210
Pension Liability	500,000	-	-	-	-	500,000
OPEB Liability	500,000	-	-	-	-	500,000
Economic Development	200,000	-	-	-	-	200,000
Community Stabilization	250,000	-	-	-	-	250,000
Capital Improvements	1,030,100	-	-	-	-	1,030,100
Road Improvements	665,261	-	-	-	-	665,261
Streetlight Upgrades	372,918	-	-	-	-	372,918
Total Assigned	<u>3,995,489</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,995,489</u>
Unassigned	1,979,028	-	-	-	-	1,979,028
Total Fund Balance	<u>\$ 6,753,795</u>	<u>\$ 749,975</u>	<u>\$ 1,367,573</u>	<u>\$ 1,877,316</u>	<u>\$ 2,721,409</u>	<u>\$ 13,470,068</u>

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

III. DETAILED NOTES ON ALL FUNDS – Continued

G. Property Taxes

Property taxes are assessed as of each December 31. The Township tax levy is billed on December 1 of the following year, and payable through February. Taxes are considered delinquent on March 1, at which time the applicable property is subject to lien and penalty and interest is assessed. The maximum authorized operating levy for the Township are detailed below for the 2016 tax roll:

<u>Purpose</u>	<u>Authorization</u>	Pre- Rollback <u>Auth. Rate</u>	Post Rollback <u>Auth. Rate</u>	<u>Rate Levied</u>
Operating	State Law	1.0322	1.0262	1.0262
Fire Protection	Voter Approved	3.1250	3.1068	3.1068
Solid Waste	Voter Approved	2.1550	2.1425	2.1425
Police	Voter Approved	5.9500	5.9154	5.9154
Recreational	Voter Approved	1.0059	1.0000	1.0000
Fire Pension	State Law	-	1.2000	1.2000
			<u>14.3909</u>	<u>14.3909</u>

IV. OTHER INFORMATION

A. Firefighters Defined Benefit Pension Plan

Summary of Significant Accounting Policies

Method used to value investments. Investments are reported at fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates.

Plan Description

The Charter Township of Ypsilanti Police and Firefighters Retirement System Pension Board administers the Charter Township of Ypsilanti Police and Firefighters Pension Plan, which is a single employer defined benefit pension plan that provides retirement, disability, and death benefits for all eligible firefighters and their beneficiaries. Benefit terms have been established by Township policy and contractual agreements authorized by the Township Board, and may be amended by Township Board action.

Management of the Plan is vested in a pension board, which consist of five members – two elected, two appointed by the Township Board and the Township Treasurer.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

A. Firefighters Defined Benefit Pension Plan – Continued

Benefits Provided

The Pension Plan provides retirement, disability, and death benefits to eligible plan members. Retirement benefits are computed using credited service at the time of termination of membership multiplied by a certain percentage based on the benefit program in effect as of the date of termination of membership times the final average compensation (FAC).

Plan Membership

As of December 31, 2016, pension plan membership consisted of the following:

Inactive Plan members currently receiving benefits	59
Inactive Plan members entitled to but not receiving benefits	-
Active Members	<u>25</u>
Total Plan Members	<u>84</u>

Contributions

The authority to amend contribution requirements rests with the Pension Board, which establishes rates based on an actuarially determined rate recommended by an independent actuary. The actuarially determined rate is the estimate amount necessary to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability. Covered employees are required to contribute 6% of their pay. The Township is required to contribute the difference between the actuarially determined rate and the contribution rate of plan members. For the year ended December 31, 2016 the Township contributed \$789,018.

Pension Reserves

In accordance with Public Act 345 as amended, the following reserves are required to be set aside within the pension plan:

The retiree reserve is to be computed annually by the actuary as the present value of estimated benefit payments for all current retirees. The amounts reserved may be used solely to pay monthly retiree benefit payments.

The employee reserve is credited as employee contributions are received throughout the year; the Plan maintains a record of the amount contributed by each employee, and credits interest annually at a rate of 2.0 percent. For any employee who terminates before vesting in the plan, their balance is returned to them; for those who stay until retirement, the balance is transferred into the retiree reserve.

The employer reserve is used to account for the residual net position balance in the pension plan after funding the retiree reserve and the employee reserve.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

A. Firefighters Defined Benefit Pension Plan – Continued

The balances of the reserve accounts at December 31, 2016 are as follows:

	<u>Required</u> <u>Reserve</u>	<u>Amount</u> <u>Funded</u>
Retiree Reserve	\$ 23,350,789	\$ 23,350,789
Employee Reserve	1,289,997	1,289,997
Employer Reserve	-	2,607,594
Valuation Asset Adjustment	-	<u>921,971</u>
		<u>\$ 28,170,351</u>

Investment Policy

The pension plans' policy in regard to the allocation of invested assets is established and may be amended by the Pension Board by a majority vote of its members. It is the policy of the Pension Board to pursue an investment strategy that manages risk through the prudent diversification of the portfolio across a broad selection of distinct asset classes. The pension plan's investment policy discourages the use of cash equivalents, except for liquidity purposes, and aims to refrain from dramatically shifting asset class allocations over short time spans. The following was the Board's adopted asset allocation policy as of December 31, 2016.

<u>Asset Class</u>	<u>Target Allocation</u>
Domestic equity	30%
International equity	20%
Fixed income	40%
Real estate	<u>10%</u>
Total	<u>100%</u>

Projected Cash Flows

Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The long-term expected rate of return on pension plan investments was determined using a model in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return is 7.25%.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

A. Firefighters Defined Benefit Pension Plan – Continued

Net Pension Liability

The net pension liability reported at December 31, 2017 was determined using a measure of the total pension liability and the plan net position as of December 31, 2016. The December 31, 2016 total pension liability was determined by an actuarial valuation performed as of that date.

Changes in the net pension liability during the measurement year were as follows:

<u>Changes in Net Pension Liability</u>	<u>Increase (Decrease)</u>		
	<u>Total Pension Liability</u>	<u>Plan Net Position</u>	<u>Net Pension Liability</u>
Balance at December 31, 2015	\$ 31,993,941	\$ 26,978,205	\$ 5,015,736
Service Cost	428,537	-	428,537
Interest	2,396,058	-	2,396,058
Contributions-Employer	-	789,018	(789,018)
Contributions-Employee	-	101,436	(101,436)
Net Investment Income	-	1,661,187	(1,661,187)
Benefit Payments, including refunds	(2,134,526)	(2,134,526)	-
Administrative Expenses	-	(146,940)	146,940
Net Changes	<u>690,069</u>	<u>270,175</u>	<u>419,894</u>
Balance at December 31, 2016	<u>\$ 32,684,010</u>	<u>\$ 27,248,380</u>	<u>\$ 5,435,630</u>

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

A. Firefighters Defined Benefit Pension Plan – Continued

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2017, the Township reported deferred outflows of resources related to pensions from the following sources:

<u>Source</u>	<u>Resources</u>	<u>Resources</u>
Net difference between projected and actual earnings on pension plan investments	\$ 1,006,207	\$ -
Differences between expected and actual experience	-	625,360
Employer contributions to the plan subsequent to the measurement date	763,874	-
Total	<u>\$ 1,770,081</u>	<u>\$ 625,360</u>

Amounts reported as deferred outflows of resources related to pensions will be recognized in pension expense as follows:

Years Ending	Amount
<u>Dec. 31</u>	<u>Amount</u>
2018	\$ 166,137
2019	166,137
2020	166,136
2021	(117,563)

Actuarial assumptions

The total pension liability was determined by an actuarial valuation as of December 31, 2016, using the following actuarial assumptions, applied to all periods included in the measurement:

Investment rate of return	7.25%
Salary increases	3.50%
Inflation	3.50%

Mortality rates were based on the RP-2014 Healthy Annuitant Mortality Table projected 5 years to 2019.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

A. Firefighters Defined Benefit Pension Plan – Continued

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the Township, calculated using the discount rate of 7.25 percent, as well as what the Township’s net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net Pension Liability	\$ <u>8,907,803</u>	\$ <u>5,435,630</u>	\$ <u>2,517,990</u>

B. Municipal Employee Retirement System Defined Benefit Plan

Plan Description

The Township contributes to the Municipal Employees’ Retirement System of Michigan (MERS), which is an agent multiple-employer defined benefit pension plan that covers all full time employees of the Township except elected officials and firefighters. MERS was established by the Michigan Legislature in 1945 and is administered by a nine member Retirement Board. MERS issues a publicly available financial report that includes financial statements and required supplementary information for the system. That report may be obtained at mersofmich.com.

Benefits Provided

The Plan provides retirement, disability, and death benefits to plan members and their beneficiaries, as established by Public Act 427 of 1984, as amended. The Plan covers all full-time employees at the Township except elected officials and firefighters. Benefits are calculated as 2.5 percent of the employee’s five-year final average compensation times the employee’s years of service with a maximum of 80 percent of final average compensation. Normal retirement age is 60. Deferred retirement benefits vest after 10 years of credited service but are not paid until the date retirement would have occurred if the member had remained an employee. Benefit terms, within the guidelines established by MERS, are generally established and amended by authority of the Township Board.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

B. Municipal Employee Retirement System Defined Benefit Plan – Continued

Employees Covered by Benefit Terms

At the December 31, 2016 measurement date, the following employees were covered by the benefit terms:

Inactive plan members or beneficiaries currently receiving benefits	58
Inactive plan members entitled to but not yet receiving benefits	12
Active Plan Members	<u>66</u>
Total Employees covered by MERS	<u>136</u>

Contributions

The State of Michigan Constitution, Article 9, Section 24, requires that financial benefits arising on account of employee services rendered in each year be funded during that year. Accordingly, MERS retains an independent actuary to determine the annual contribution.

The employer is required to contribute amounts at least equal to the actuarially determined rate, as established by the MERS retirement board. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability. The employer may establish contribution rates to be paid by its covered employees.

For the year ended December 31, 2017, the average active employee contribution rate was 8.3% percent of gross wages for all employees.

Net Pension Liability

The net pension liability reported at December 31, 2017 was determined using a measure of the total pension liability and the plan net position as of December 31, 2016. The December 31, 2016 total pension liability was determined by an actuarial valuation performed as of that date.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

C. Municipal Employee Retirement System Defined Benefit Plan – Continued

Changes in the net pension liability during the measurement year were as follows:

<u>Changes in Net Pension Liability</u>	<u>Total Pension Liability</u>	<u>Plan Net Position</u>	<u>Net Pension Liability</u>
Balance at December 31, 2015	\$ 21,081,378	\$ 13,636,396	\$ 7,444,982
Service Cost	438,417	-	438,417
Interest	1,659,008	-	1,659,008
Contributions-Employer	-	468,622	(468,622)
Contributions-Employee	-	270,090	(270,090)
Net Investment Income	-	1,540,006	(1,540,006)
Change in Benefits	(19,037)	-	(19,037)
Differences between Actual and Expected Experience	(613,520)	-	(613,520)
Change in Assumptions	-	-	-
Benefit Payments, including refunds	(1,125,954)	(1,125,954)	-
Administrative Expenses	-	(30,402)	30,402
Net Changes	<u>338,914</u>	<u>1,122,362</u>	<u>(783,448)</u>
Balance at December 31, 2016	<u>\$ 21,420,292</u>	<u>\$ 14,758,758</u>	<u>\$ 6,661,534</u>

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2017, the Township reported deferred outflows of resources related to pensions from the following sources:

<u>Source</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Net difference between projected and actual earnings on pension plan investments	\$ 738,372	\$ -
Changes in assumptions related to economic and demographic factors	615,584	-
Net difference between expected and actual experience	-	279,529
Employer contributions to the plan subsequent to the measurement date	<u>609,995</u>	<u>-</u>
Total	<u>\$ 1,963,951</u>	<u>\$ 279,529</u>

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

B. Municipal Employee Retirement System Defined Benefit Plan – Continued

Amounts reported as deferred outflows of resources related to pensions will be recognized in pension expense as follows. These amounts are exclusive of the employer contributions to the plan made subsequent to the measurement date (\$609,995), which will impact the net pension liability in fiscal year 2018, rather than pension expense.

Years Ending	
<u>Dec. 31</u>	<u>Amount</u>
2018	\$ 176,366
2019	176,366
2020	380,871
2021	340,824

Actuarial Assumptions

The total pension liability in the December 31, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Salary increases	3.75%
Investment rate of return	7.75%

Mortality rates were based on the RP=2014 Healthy Annuitant Mortality Tables of a 50 percent male and 50 percent female blend with rates multiplied by 105%. For disabled retirees, the 50% Male and 50% Female blend of the RP-2014 Disabled Retiree Mortality Tables.

The actuarial assumptions used in the December 31, 2016 valuation were based on the results of an actuarial experience study in 2013.

Discount Rate

The discount rate used to measure the total pension liability was 8.00 percent. The projection of cash flows used to determine the discount rate assumes that employee contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the employee rate.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

B. Municipal Employee Retirement System Defined Benefit Plan – Continued

Projected Cash Flows

Based on those assumptions, the pension plan’s fiduciary net position was not projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a model in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return as of December 31, 2016, the measurement date, for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Global Equity	58%	5.0%
Global Fixed Income	20%	2.2%
Real Assets	12%	4.2%
Diversifying strategies	10%	6.6%

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the Township, calculated using the discount rate of 8.00 percent, as well as what the Township’s net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	1% Decrease (7.00%)	Current Discount Rate (8.00%)	1% Increase (9.00%)
Net Pension Liability	\$ 8,964,620	\$ 6,661,534	\$ 4,702,170

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

B. Municipal Employee Retirement System Defined Benefit Plan – Continued

Pension Plan Fiduciary Net Position

Detailed information about the plan's fiduciary net position is available in the separately issued financial report. For the purposes of measuring the net pension liability, deferred outflows of resources, and deferred inflows of resources related to pension and pension expense, information about the plan's fiduciary net position and addition to/deduction from fiduciary net position have been determined on the same basis as they are reported by the plan. The plan uses the economic resources measurement focus and the full accrual basis of accounting. Investments are stated at fair value. Contribution revenue is recorded as contributions are due pursuant to legal requirements. Benefit payments and refunds of employee contributions are recognized as expense when due and payable in accordance with the benefit terms.

C. Post-Employment Health Care Benefits

The Township maintains two post-employment health care benefit plans. Both plans are presented as Employee Benefit Trust Funds in the financial statements.

Actuarial Methods and Assumptions

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

C. Post-Employment Health Care Benefits - Continued

Summary of Significant Accounting Policies

Basis of Accounting. The Plan's financial statements are prepared using the accrual basis of accounting. Plan member contributions are recognized in the period in which the contributions are due. Healthcare premiums are recognized when due and payable in accordance with the terms of the plan.

Method Used to Value Investments. Plan investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates.

In the December 31, 2015 actuarial valuations, the most recent available, the entry age actuarial cost method was used. Market value was used as the asset valuation method. The unfunded actuarial accrued liabilities were amortized as a level percentage of active member payroll over a period of 30 years. The actuarial assumptions included a 7.0 percent investment rate of return, and a base payroll growth rate of 3.5 percent. The remaining amortization period at December 31, 2015 was 28 years.

1. General Township Employee Plan

a. Plan Description

In addition to providing pension benefits, the Township provides certain health care benefits to all full time employees of the Township. The Township Board established by resolution the general Township employees' Health Care Plan, a single-employer defined benefit post-employment health care plan. The plan is designed to accumulate resources to pay for post-employment health, dental, and vision insurance for retired general township employees and is administered through the Michigan Municipal Employees Retirement System (MERS). The plan is included in the Township's financial statements as a fiduciary fund. The plan was established under the Authority of Public Act 169 of 1999. The plan does not issue separate stand-alone statements.

Membership in the plan at December 31, 2015 (latest actuarial report) is as follows:

Retirees and Beneficiaries receiving benefits	59
Terminated Plan members entitled to but not yet receiving benefits	9
Active plan members	<u>68</u>
	<u>136</u>

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

C. Post-Employment Health Care Benefits – Continued

1. General Township Employee Plan - Continued

b. Contributions

The Plan's funding policy provides for periodic contributions by the Township at actuarially determined rates expressed as a percentage of annual covered payroll. The Township contributes at a rate of 16% of annual covered payroll. Administrative costs of the plan are financed through investment earnings. The annual required contribution (ARC) represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years.

The Township's computed contribution and actual funding is summarized as follows:

Annual Required Contribution (recommended)	\$ 646,163
Interest on the prior year's net OPEB obligation	-
Less adjustment to the annual required contribution	-
Annual OPEB Cost	646,163
Amounts Contributed:	
Payments of current premiums	(646,163)
Advance funding	-
Increase(Decrease) in net OPEB obligation	-
OPEB obligation - Beginning of Year	-
OPEB obligation - End of Year	\$ -

Fiscal Year Ended	Actuarial Valuation Date	Annual OPEB Costs	Percentage Contributed	Net OPEB Obligation
12/31/2015	12/31/2013	\$ 667,540	100%	\$ -
12/31/2016	12/31/2013	\$ 654,245	100%	\$ -
12/31/2017	12/31/2015	\$ 646,163	100%	\$ -

Actuarial Valuation Date	Value of Assets	Liability (AAL) Entry Age	AAL Underfunded	Funded Ratio	Covered Payroll	Percentage of Covered Payroll
12/31/2011	\$ 2,507,020	\$ 9,511,973	\$ 7,004,953	26.4%	\$ 3,439,907	204%
12/31/2013	\$ 3,463,680	\$ 8,361,085	\$ 4,897,405	41.4%	\$ 2,385,385	205%
12/31/2015	\$ 4,940,088	\$ 11,103,052	\$ 6,162,964	44.5%	\$ 3,019,197	204%

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

C. Post-Employment Health Care Benefits – Continued

2. Firefighter’s Health Care Plan

a. Plan Description

The Township Board established by resolution the Firefighter’s Health Care Plan, a single-employer defined benefit post-employment health care plan. The plan is designed to accumulate resources to pay for post-employment health, dental, vision, and life insurance for retired firefighters and is administered through The Vanguard Group. The plan was established under the authority of P.A. 169 of 1999, and is included in the Township’s financial statements as a fiduciary fund. The plan does not issue stand-alone financial statements.

Membership in the plan at December 31, 2016 (latest actuarial report) is as follows:

Retirees and Beneficiaries receiving benefits	41
Active plan members	<u>21</u>
	<u>62</u>

b. Contributions

The Plan’s funding policy provides for periodic contributions by the Township at actuarially determined rates expressed as a percentage of annual covered payroll. The Township contributes at a rate of 31% of annual covered payroll. Plan members were required to contribute 1% through September 2012, and were required to contribute 4% of their annual covered salary from October through December 2012. Administrative costs of the plan are financed through investment earnings. The annual required contribution (ARC) represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

C. Post-Employment Health Care Benefits – Continued

2. Firefighter's Health Care Plan – Continued

b. Contributions – Continued

The Township's computed contribution and actual funding is summarized as follows:

Annual Required Contribution (recommended)	\$ 629,226
Interest on the prior year's net OPEB obligation	-
Less adjustment to the annual required contribution	-
Annual OPEB Cost	629,226
 Amounts Contributed:	
Contributions made	629,226
Increase(Decrease) in net OPEB obligation	-
OPEB obligation - Beginning of Year	-
OPEB obligation - End of Year	\$ -

<u>Fiscal Year Ended</u>	<u>Actuarial Valuation Date</u>	<u>Annual OPEB Costs</u>	<u>Percentage Contributed</u>	<u>Net OPEB Obligation</u>
12/31/2015	12/31/2013	\$ 590,744	100%	\$ -
12/31/2016	12/31/2013	\$ 587,148	100%	\$ -
12/31/2017	12/31/2015	\$ 629,226	100%	\$ -

<u>Actuarial Valuation Date</u>	<u>Value of Assets</u>	<u>Liability (AAL) Entry Age</u>	<u>AAL Underfunded</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>Percentage of Covered Payroll</u>
12/31/2011	\$ 2,958,728	\$ 9,631,621	\$ 6,672,893	30.7%	\$ 1,811,913	368%
12/31/2013	\$ 4,669,634	\$ 11,118,491	\$ 6,448,857	42.0%	\$ 1,556,538	414%
12/31/2015	\$ 4,925,399	\$ 11,819,527	\$ 6,894,128	42.0%	\$ 1,564,631	441%

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

D. Risk Management

The Township participates in a pool, the Michigan Municipal League Liability and Property Pool purchases insurance coverage through traditional means. The Township's property and liability and workers compensation coverages are on file in the Risk Manager's office.

E. Contingencies

1. Consent Judgment

The Township entered into a settlement agreement with the City of Ypsilanti relative to dissolution of the Joint Ypsilanti Recreation Organization (JYRO). Under the settlement, all properties previously owned and managed by JYRO were conveyed to the Township in exchange for the following contingent payments from the Township to the City:

- a. 10% of gross revenues, for fifty years, from the operation of the Ford Lake Dam. Gross revenues are defined as revenues from dam operations less 20% reserve for capital improvements, until \$300,000 is accumulated.
- b. 50% of residual funds available after Dam, Park Operations, royalties and reserve requirements are paid from Dam revenues.

For 2017, the Township paid the City of Ypsilanti \$44,772 under this agreement.

2. Ypsilanti Community Utility Debt

As discussed in the "Reporting Entity" the Township participates in a joint venture with the City of Ypsilanti, known as the Ypsilanti Community Utilities Authority. The Authority issues bonds that are backed by the full faith and credit (subject to constitutional limitations) of the City or Township. The proceeds of these bonds are used to construct the various infrastructure projects, and the recipient of these obligations have been made by the revenues of the Authority. As of August 31, 2017, (the latest audited information of the Authority) the total amount of these obligations was \$48,319,888.

CHARTER TOWNSHIP OF YPSILANTI
Notes to Financial Statements
December 31, 2017

IV. OTHER INFORMATION – Continued

F. Tax Abatements

The Charter Township of Ypsilanti granted Industrial Facilities Tax exemptions (P.A. 198 of 1974) to properties within the Township. Industrial Facility Exemptions are intended to promote construction of new industrial facilities or to rehabilitate facilities. Under the industrial facility exemption program, the Township's millage is reduced by 50 percent on that parcel. As of December 31, 2017, the Township's property tax revenue was reduced by \$103,447 under this tax abatement program.

G. Upcoming Accounting Pronouncements

The Governmental Accounting Standards Board (GASB) issued two new pronouncements in June 2015, GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans*, and GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, which will enhance the note disclosures and schedules of required supplementary information for Other Postemployment Benefit Plans (OPEB). GASB Statement No. 74 will provide information about measures of net OPEB liabilities and an analysis of why those liabilities change from year to year. GASB Statement No. 75 establishes standards for governmental employer recognition, measurement, and presentation of information about OPEB plans. GASB Statement No. 74 will be effective for fiscal years beginning after June 15, 2016 and GASB Statement No. 75 will be effective for fiscal years beginning after June 15, 2017.

REQUIRED SUPPLEMENTARY INFORMATION

CHARTER TOWNSHIP OF YPSILANTI
Required Supplemental Information
Schedule of Changes in the Net Pension Liability and Related Ratios
MERS Defined Benefit Plan
Last Ten Fiscal Years (schedule is built prospectively upon implementation of GASB 68)

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Total Pension Liability:			
Service Cost	\$ 438,417	\$ 447,997	\$ 399,446
Interest	1,659,008	1,552,248	1,490,791
Change in assumptions	-	879,408	-
Change in benefits	(19,037)	-	-
Differences between actual and expected experience	(613,520)	184,979	-
Benefit payments, including refunds	<u>(1,125,954)</u>	<u>(1,148,769)</u>	<u>(1,190,376)</u>
Net Change in Total Pension Liability	338,914	1,915,863	699,861
Total Pension Liability, Beginning of year	<u>21,081,378</u>	<u>19,165,515</u>	<u>18,465,654</u>
Total Pension Liability, End of year	<u>\$ 21,420,292</u>	<u>\$ 21,081,378</u>	<u>\$ 19,165,515</u>
Plan Fiduciary Net Position:			
Contributions - Employer	\$ 468,622	\$ 469,553	\$ 476,460
Contributions - Employee	270,090	336,587	240,477
Net Investment Income	1,540,006	(212,813)	868,126
Administrative Expenses	(30,402)	(30,969)	(31,810)
Benefit payments, including refunds	<u>(1,125,954)</u>	<u>(1,148,769)</u>	<u>(1,190,376)</u>
Net Change in Plan Fiduciary Net Position	1,122,362	(586,411)	362,877
Plan Fiduciary Net Position, Beginning of year	<u>13,636,396</u>	<u>14,222,807</u>	<u>13,859,930</u>
Plan Fiduciary Net Position, End of year	<u>\$ 14,758,758</u>	<u>\$ 13,636,396</u>	<u>\$ 14,222,807</u>
Township's Net Pension Liability - Ending	<u>\$ 6,661,534</u>	<u>\$ 7,444,982</u>	<u>\$ 4,942,708</u>
Plan Fiduciary Net Position as a Percent of Total Pension Liability	68.9%	64.7%	74.2%
Covered Employee Payroll	\$ 3,482,631	\$ 3,612,939	\$ 3,182,195
Township's Net Pension Liability as a Percent of Covered Employee Payroll	191.3%	206.1%	155.3%

CHARTER TOWNSHIP OF YPSILANTI
Required Supplemental Information
Schedule of Changes in the Net Pension Liability and Related Ratios
Firefighters Defined Benefit Plan
Last Ten Fiscal Years (schedule is built prospectively upon implementation of GASB 68)

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Total Pension Liability:			
Service Cost	\$ 428,537	\$ 420,489	\$ 456,943
Interest	2,396,058	2,271,936	2,248,934
Difference between Expected and Actual Experience	-	(713,882)	153,446
Assumption Changes	-	-	(96,959)
Benefit payments, including refunds	(2,134,526)	(2,222,807)	(2,630,932)
Net Change in Total Pension Liability	<u>690,069</u>	<u>(244,264)</u>	<u>131,432</u>
Total Pension Liability, Beginning of year	<u>31,993,941</u>	<u>32,238,205</u>	<u>32,106,773</u>
Total Pension Liability, End of year	<u>\$ 32,684,010</u>	<u>\$ 31,993,941</u>	<u>\$ 32,238,205</u>
Plan Fiduciary Net Position:			
Contributions - Employer	\$ 789,018	\$ 737,867	\$ 759,462
Contributions - Employee	101,436	99,333	102,044
Net Investment Income	1,661,187	927,627	1,542,487
Administrative Expenses	(146,940)	(138,612)	(94,626)
Benefit payments, including refunds	(2,134,526)	(2,222,807)	(2,630,932)
Net Change in Plan Fiduciary Net Position	<u>270,175</u>	<u>(596,592)</u>	<u>(321,565)</u>
Plan Fiduciary Net Position, Beginning of year	<u>26,978,205</u>	<u>27,574,797</u>	<u>27,896,362</u>
Plan Fiduciary Net Position, End of year	<u>\$ 27,248,380</u>	<u>\$ 26,978,205</u>	<u>\$ 27,574,797</u>
Township's Net Pension Liability - Ending	<u>\$ 5,435,630</u>	<u>\$ 5,015,736</u>	<u>\$ 4,663,408</u>
Plan Fiduciary Net Position as a Percent of Total Pension Liability	83.4%	84.3%	85.5%
Covered Employee Payroll	\$ 1,758,735	\$ 1,709,517	\$ 1,706,096
Township's Net Pension Liability as a Percent of Covered Employee Payroll	309.1%	293.4%	273.3%

CHARTER TOWNSHIP OF YPSILANTI
Required Supplemental Information
Schedule of Township Pension Contributions-MERS
Last Ten Fiscal Years

	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Actuarially determined contribution	\$ 543,730	\$ 468,622	\$ 469,556	\$ 476,460	\$ 424,589	\$ 355,165	\$ 326,560	\$ 314,267	\$ 350,492	\$ 322,369
Contributions in relation to the actuarially determined contribution	609,995	468,622	469,556	476,460	424,589	355,165	326,560	314,267	350,492	322,369
Contribution Excess (Deficiency)	\$ 66,265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered Employee Payroll	\$ 3,482,631	\$ 3,612,939	\$ 3,584,143	\$ 3,182,195	\$ 3,281,486	\$ 3,321,529	\$ 3,303,571	\$ 3,425,467	\$ 2,979,043	\$ 3,407,613
Contributions as a Percentage of Covered Employee Payroll	17.5%	13.0%	13.1%	15.0%	12.9%	10.7%	9.9%	9.2%	11.8%	9.5%

Actuarial valuation information relative to the determination of contributions:

Valuation Date Actuarially determined contribution rates are calculated as of December 31 each year, which is 12 months prior to the beginning of the fiscal year in which the contributions are required.

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method	Entry age normal cost
Amortization Method	Level percent
Remaining Amortization Period	30 years
Asset Valuation Method	5-year smoothed market
Inflation	2.50%
Salary Increases	3.75% including inflation
Investment Rate of Return	7.75%
Cost of living adjustments	None

CHARTER TOWNSHIP OF YPSILANTI
Required Supplemental Information
Schedule of Township Pension Contributions-Fire Pension
Last Ten Fiscal Years

	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Actuarially determined contribution	\$ 763,874	\$ 789,018	\$ 737,867	\$ 750,163	\$ 687,878	\$ 472,337	\$ 421,895	\$ 304,525	\$ 231,762	\$ 124,122
Contributions in relation to the actuarially determined contribution	763,874	789,018	737,867	750,163	687,878	472,337	421,895	304,525	231,762	124,122
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered Employee Payroll	1,934,576	2,016,307	1,768,793	1,967,312	2,046,691	1,879,944	2,669,178	2,641,821	2,669,178	2,641,821
Contributions as a Percentage of Covered Employee Payroll	39.5%	39.1%	41.7%	38.1%	33.6%	25.1%	15.8%	11.5%	8.7%	4.7%

Actuarial valuation information relative to the determination of contributions:

Valuation Date Actuarially determined contribution rates are calculated as of December 31 each year, which is 12 months prior to the beginning of the fiscal year in which the contributions are required.

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method	Entry age normal cost
Amortization Method	Level Percentage of Payroll, Closed
Amortization Period	14-15 years
Asset Valuation Method	5 Year smoothed market
Investment Rate of Return	7.25%
Projected Salary Increases	4.0%-7.0% including inflation at 3.50%
Mortality Table	RP-2014 Mortality Tables for males and females projected five years to 2019 with MP-2014.

CHARTER TOWNSHIP OF YPSILANTI
General Fund
Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual
For the Year Ended December 31, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues:				
Property Taxes	\$ 1,814,053	\$ 1,814,053	\$ 1,857,719	\$ 43,666
Licenses and Permits	14,950	14,950	20,448	5,498
Intergovernmental - State	4,712,570	4,712,570	4,906,426	193,856
Charges for Services	308,003	383,601	377,623	(5,978)
Franchise Fees	830,000	830,000	770,481	(59,519)
Interest	17,000	17,000	46,795	29,795
Rents	308,665	308,665	1,043,155	734,490
Settlement Proceeds	-	90,000	1,145,496	1,055,496
ACM Contribution	-	300,000	300,000	-
Other	101,700	120,923	147,665	26,742
Total Revenues	<u>8,106,941</u>	<u>8,591,762</u>	<u>10,615,808</u>	<u>2,024,046</u>
Expenditures:				
General Government:				
Legislative	144,194	144,194	135,840	8,354
District Court	240,000	283,900	284,175	(275)
Supervisor	269,089	269,089	264,937	4,152
Clerk	465,358	580,284	508,812	71,472
Treasurer	374,377	380,803	357,721	23,082
Assessor	433,806	433,806	322,672	111,134
Board of Review	2,055	2,055	1,757	298
Accounting Department	326,779	332,262	319,933	12,329
Human Resources	207,848	211,012	180,133	30,879
Building and Grounds	474,099	538,379	493,640	44,739
Legal Services	207,310	227,310	227,293	17
Computer Support	535,537	552,318	475,635	76,683
General Services	145,100	145,100	116,181	28,919
Total General Government	<u>3,825,552</u>	<u>4,100,512</u>	<u>3,688,729</u>	<u>411,783</u>
Public Works:				
Highways and Streets	332,613	501,912	427,602	74,310
Street Lighting & Cameras	156,659	241,753	219,515	22,238
Total Public Works	<u>489,272</u>	<u>743,665</u>	<u>647,117</u>	<u>96,548</u>
Community and Economic Development:				
Community Development	201,192	201,637	185,966	15,671
Planning Commission	4,716	4,716	3,163	1,553
Zoning Board of Appeals	1,894	1,894	1,252	642
Community Stabilization	1,165,000	1,265,000	1,264,506	494
Total Community and Economic Dev.	<u>1,372,802</u>	<u>1,473,247</u>	<u>1,454,887</u>	<u>18,360</u>
Recreation and Cultural:				
Parks and Grounds	581,319	707,135	694,795	12,340
Administration	69,088	80,409	77,098	3,311
Total Recreation and Cultural	<u>650,407</u>	<u>787,544</u>	<u>771,893</u>	<u>15,651</u>
Other Functions:				
Storm Water Management	25,000	25,000	14,642	10,358
Fringe Benefits	59,750	59,750	9,761	49,989
Retirement	459,880	459,880	459,982	(102)
Insurance	130,493	130,493	124,725	5,768
Other	165,500	152,515	80,303	72,212
Total Other Functions	<u>840,623</u>	<u>827,638</u>	<u>689,413</u>	<u>138,225</u>
Capital Outlay	-	1,884,489	1,623,792	260,697
Total Expenditures	<u>7,178,656</u>	<u>9,817,095</u>	<u>8,875,831</u>	<u>941,264</u>

(continued)

CHARTER TOWNSHIP OF YPSILANTI
General Fund
Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual
For the Year Ended December 31, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Excess (Deficiency) of Revenues Over Expenditures	\$ 928,285	\$ (1,225,333)	\$ 1,739,977	\$ 2,965,310
Other Financing Sources (Uses):				
Operating Transfers In	181,865	193,449	581,865	388,416
Operating Transfers Out	(888,255)	(1,122,100)	(1,005,239)	116,861
Total Other Financing Sources (Uses)	<u>(706,390)</u>	<u>(928,651)</u>	<u>(423,374)</u>	<u>505,277</u>
Change in Fund Balance	221,895	(2,153,984)	1,316,603	3,470,587
Fund Balance - January 1	<u>5,437,192</u>	<u>5,437,192</u>	<u>5,437,192</u>	<u>-</u>
Fund Balance - December 31	<u>\$ 5,659,087</u>	<u>\$ 3,283,208</u>	<u>\$ 6,753,795</u>	<u>\$ 3,470,587</u>

CHARTER TOWNSHIP OF YPSILANTI
Fire Department Special Revenue Fund
Statement of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual
For the Year Ended December 31, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
Revenues:				
Property Taxes	\$ 4,955,438	\$ 4,955,438	\$ 4,989,735	\$ 34,297
Intergovernmental - Federal	-	-	6,343	6,343
Charges for Services	2,450	2,450	4,385	1,935
Interest Income	200	200	11,742	11,542
Other	2,000	2,000	8,073	6,073
Total Revenues	<u>4,960,088</u>	<u>4,960,088</u>	<u>5,020,278</u>	<u>60,190</u>
Expenditures:				
Public Safety	5,005,744	5,037,502	4,780,602	256,900
Capital Outlay	<u>65,000</u>	<u>82,177</u>	<u>50,992</u>	<u>31,185</u>
Total Expenditures	<u>5,070,744</u>	<u>5,119,679</u>	<u>4,831,594</u>	<u>288,085</u>
Excess (Deficiency) of Revenues Over Expenditures	(110,656)	(159,591)	188,684	348,275
Fund Balance - January 1	<u>561,291</u>	<u>561,291</u>	<u>561,291</u>	<u>-</u>
Fund Balance - December 31	<u>\$ 450,635</u>	<u>\$ 401,700</u>	<u>\$ 749,975</u>	<u>\$ 348,275</u>

CHARTER TOWNSHIP OF YPSILANTI
Environmental Services Special Revenue Fund
Statement of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual
For the Year Ended December 31, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
Revenues:				
Property Taxes	\$ 2,460,825	\$ 2,460,825	\$ 2,453,597	\$ (7,228)
Charges for Services	8,000	8,000	10,561	2,561
Interest	1,000	1,000	10,348	9,348
Other	-	-	7,721	7,721
Total Revenues	<u>2,469,825</u>	<u>2,469,825</u>	<u>2,482,227</u>	<u>12,402</u>
Expenditures:				
Public Works	2,617,429	2,629,899	2,559,602	70,297
Capital Outlay	-	-	-	-
Total Expenditures	<u>2,617,429</u>	<u>2,629,899</u>	<u>2,559,602</u>	<u>70,297</u>
Excess (Deficiency) of Revenues Over Expenditures	(147,604)	(160,074)	(77,375)	82,699
Fund Balance - January 1	<u>1,444,948</u>	<u>1,444,948</u>	<u>1,444,948</u>	<u>-</u>
Fund Balance - December 31	<u>\$ 1,297,344</u>	<u>\$ 1,284,874</u>	<u>\$ 1,367,573</u>	<u>\$ 82,699</u>

CHARTER TOWNSHIP OF YPSILANTI
Law Enforcement Special Revenue Fund
Statement of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual
For the Year Ended December 31, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
Revenues:				
Property Taxes	\$ 6,798,167	\$ 6,798,167	\$ 6,814,336	\$ 16,169
Intergovernmental-State	22,000	22,000	23,979	1,979
Charges for Services	1,200	1,200	1,500	300
Interest	-	-	25,026	25,026
Other	-	-	1,579	1,579
Total Revenues	<u>6,821,367</u>	<u>6,821,367</u>	<u>6,866,420</u>	<u>45,053</u>
Expenditures:				
Public Safety	<u>6,839,839</u>	<u>6,844,878</u>	<u>6,653,772</u>	<u>191,106</u>
Excess (Deficiency) of Revenues Over Expenditures	(18,472)	(23,511)	212,648	236,159
Other Financing Uses:				
Operating Transfers Out	<u>(181,865)</u>	<u>(181,865)</u>	<u>(181,865)</u>	<u>-</u>
Change in Fund Balance	(200,337)	(205,376)	30,783	236,159
Fund Balance - January 1	<u>1,846,533</u>	<u>1,846,533</u>	<u>1,846,533</u>	<u>-</u>
Fund Balance - December 31	<u>\$ 1,646,196</u>	<u>\$ 1,641,157</u>	<u>\$ 1,877,316</u>	<u>\$ 236,159</u>

OTHER SUPPLEMENTARY INFORMATION

CHARTER TOWNSHIP OF YPSILANTI
Combining Balance Sheet
Nonmajor Governmental Funds
December 31, 2017

	Special Revenue	Debt Service Funds	2006 Capital Project Fund	Total Nonmajor Governmental Funds
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 2,635,450	\$ 27,215	\$ 331,156	\$ 2,993,821
Receivables:				
Accounts	139,718	-	-	139,718
Taxes	1,185,813	-	-	1,185,813
Special Assessments	52,410	-	-	52,410
Due from Other Governmental Units	-	-	-	-
Prepaid Expenditures	45,053	-	-	45,053
Total Assets	\$ 4,058,444	\$ 27,215	\$ 331,156	\$ 4,416,815
 <u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE</u>				
Liabilities:				
Accounts Payable	\$ 100,707	\$ -	\$ -	\$ 100,707
Accrued Liabilities	260,201	-	-	260,201
Due to Other Governmental Funds	88,159	-	-	88,159
Unearned Revenue	60,526	-	-	60,526
Total Liabilities	509,593	-	-	509,593
Deferred Inflows of Resources:				
Property Taxes Levied for the following year	1,185,813	-	-	1,185,813
Fund Balance:				
Nonspendable	45,053	-	-	45,053
Restricted	2,317,985	27,215	331,156	2,676,356
Total Fund Balance	2,363,038	27,215	331,156	2,721,409
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	\$ 4,058,444	\$ 27,215	\$ 331,156	\$ 4,416,815

CHARTER TOWNSHIP OF YPSILANTI
Combining Statement of Revenues, Expenditures and Changes in Fund Balance
Nonmajor Governmental Funds
For the Year Ended December 31, 2017

	<u>Special Revenue</u>	<u>Debt Service Funds</u>	<u>2006 Capital Project Fund</u>	<u>Total Nonmajor Governmental Funds</u>
<u>Revenues:</u>				
Property Taxes	\$ 1,140,380	\$ -	\$ -	\$ 1,140,380
Licenses and Permits	875,352	-	-	875,352
Intergovernmental	251,318	217,026	-	468,344
Charges for Services	2,778,142	-	-	2,778,142
Interest	19,803	672	905	21,380
Other	6,200	-	-	6,200
Total Revenues	<u>5,071,195</u>	<u>217,698</u>	<u>905</u>	<u>5,289,798</u>
<u>Expenditures:</u>				
General Government	1,510,289	-	-	1,510,289
Public Safety	906,176	-	-	906,176
Public Works	293,166	-	-	293,166
Recreation and Cultural	796,586	-	-	796,586
Debt Service:				
Principal	600,000	980,000	-	1,580,000
Interest and Fees	78,250	86,564	-	164,814
Capital Outlay	174,252	-	-	174,252
Total Expenditures	<u>4,358,719</u>	<u>1,066,564</u>	<u>-</u>	<u>5,425,283</u>
Over Expenditures	<u>712,476</u>	<u>(848,866)</u>	<u>905</u>	<u>(135,485)</u>
<u>Other Financing Sources (Uses):</u>				
Operating Transfers In	775,239	967,714	-	1,742,953
Operating Transfers Out	<u>(988,796)</u>	<u>(480,000)</u>	<u>(7,714)</u>	<u>(1,476,510)</u>
Total Other Financing Sources (Uses)	<u>(213,557)</u>	<u>487,714</u>	<u>(7,714)</u>	<u>266,443</u>
Net Change in Fund Balance	498,919	(361,152)	(6,809)	130,958
Fund Balance, January 1	<u>1,864,119</u>	<u>388,367</u>	<u>337,965</u>	<u>2,590,451</u>
Fund Balance, December 31	<u>\$ 2,363,038</u>	<u>\$ 27,215</u>	<u>\$ 331,156</u>	<u>\$ 2,721,409</u>

CHARTER TOWNSHIP OF YPSILANTI
Nonmajor Special Revenue Funds
Combining Balance Sheet
December 31, 2017

	<u>Parks</u>	<u>Bike Path, Sidewalk, Recreation, Roads & General Operations</u>	<u>Recreation</u>	<u>14B District Court</u>
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 32,916	\$ 427,180	\$ 59,197	\$ 473,341
Receivables:				
Accounts	-	-	4,000	48,084
Taxes	-	1,185,813	-	-
Special Assessments	-	-	-	-
Due From Other Governmental Units	-	-	-	-
Prepaid Expenditures	-	-	9,981	20,795
	<hr/>	<hr/>	<hr/>	<hr/>
Total Assets	\$ <u>32,916</u>	\$ <u>1,612,993</u>	\$ <u>73,178</u>	\$ <u>542,220</u>
 <u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE</u>				
Liabilities:				
Accounts Payable	\$ -	\$ 582	\$ 20,236	\$ 56,676
Accrued Liabilities	-	2,437	10,064	135,258
Due to Other Governmental Units	-	-	-	43,387
Unearned Revenue	-	-	8,116	-
Total Liabilities	<hr/>	<hr/>	<hr/>	<hr/>
	-	3,019	38,416	235,321
Deferred Inflows of Resources:				
Property Taxes Levied for the following year	<hr/>	<hr/>	<hr/>	<hr/>
	-	1,185,813	-	-
Fund Balance:				
Nonspendable	-	-	9,981	20,795
Restricted	<hr/>	<hr/>	<hr/>	<hr/>
	32,916	424,161	24,781	286,104
Total Fund Balance	<hr/>	<hr/>	<hr/>	<hr/>
	32,916	424,161	34,762	306,899
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	<hr/>	<hr/>	<hr/>	<hr/>
	\$ <u>32,916</u>	\$ <u>1,612,993</u>	\$ <u>73,178</u>	\$ <u>542,220</u>

<u>Building Rental Inspection</u>	<u>Building Department</u>	<u>Hydro Station</u>	<u>Nuisance Abatement</u>	<u>Total</u>
\$ 119,557	\$ 1,003,686	\$ 453,724	\$ 65,849	\$ 2,635,450
-	-	87,634	-	139,718
-	-	-	-	1,185,813
32,582	-	-	19,828	52,410
-	-	-	-	-
<u>3,449</u>	<u>8,077</u>	<u>2,751</u>	<u>-</u>	<u>45,053</u>
<u>\$ 155,588</u>	<u>\$ 1,011,763</u>	<u>\$ 544,109</u>	<u>\$ 85,677</u>	<u>\$ 4,058,444</u>
\$ -	\$ 6,528	\$ 14,104	\$ 2,581	\$ 100,707
3,413	7,617	101,412	-	260,201
-	-	44,772	-	88,159
<u>32,582</u>	<u>-</u>	<u>-</u>	<u>19,828</u>	<u>60,526</u>
<u>35,995</u>	<u>14,145</u>	<u>160,288</u>	<u>22,409</u>	<u>509,593</u>
-	-	-	-	1,185,813
3,449	8,077	2,751	-	45,053
<u>116,144</u>	<u>989,541</u>	<u>381,070</u>	<u>63,268</u>	<u>2,317,985</u>
<u>119,593</u>	<u>997,618</u>	<u>383,821</u>	<u>63,268</u>	<u>2,363,038</u>
<u>\$ 155,588</u>	<u>\$ 1,011,763</u>	<u>\$ 544,109</u>	<u>\$ 85,677</u>	<u>\$ 4,058,444</u>

CHARTER TOWNSHIP OF YPSILANTI
Nonmajor Special Revenue Funds
Combining Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ended December 31, 2017

	Parks	Bike Path, Sidewalk, Recreation, Roads & General Operations	Recreation	14B District Court
Revenues:				
Property Taxes	\$ -	\$ 1,140,380	\$ -	\$ -
Licenses and Permits	-	20,760	-	-
Intergovernmental	-	21,972	16,000	213,346
Charges for Services	5,492	-	308,257	1,752,383
Interest	188	5,112	265	3,111
Other	-	1,500	1,748	1,349
Total Revenues	5,680	1,189,724	326,270	1,970,189
Expenditures:				
General Government	-	-	-	1,510,289
Public Safety	-	-	-	-
Public Works	-	-	-	-
Recreation and Cultural	4,559	59,559	732,468	-
Debt Service:				
Principal	-	600,000	-	-
Interest and Fees	-	78,250	-	-
Capital Outlay	-	126,762	-	-
Total Expenditures	4,559	864,571	732,468	1,510,289
Excess (Deficiency) of Revenues Over Expenditures	1,121	325,153	(406,198)	459,900
Other Financing Sources (Uses):				
Operating Transfers In	-	363,455	400,000	-
Operating Transfers Out	-	(588,796)	-	(400,000)
Total Other Financing Sources (Uses)	-	(225,341)	400,000	(400,000)
Net Change in Fund Balance	1,121	99,812	(6,198)	59,900
Fund Balance, January 1	31,795	324,349	40,960	246,999
Fund Balance, December 31	\$ 32,916	\$ 424,161	\$ 34,762	\$ 306,899

<u>Building Rental Inspection</u>	<u>Building Department</u>	<u>Hydro Station</u>	<u>Nuisance Abatement</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ 1,140,380
-	854,592	-	-	875,352
-	-	-	-	251,318
211,693	15,975	447,721	36,621	2,778,142
1,121	6,275	3,247	484	19,803
252	987	364	-	6,200
<u>213,066</u>	<u>877,829</u>	<u>451,332</u>	<u>37,105</u>	<u>5,071,195</u>
-	-	-	-	1,510,289
276,473	596,656	-	33,047	906,176
-	-	293,166	-	293,166
-	-	-	-	796,586
-	-	-	-	600,000
-	-	-	-	78,250
-	-	47,490	-	174,252
<u>276,473</u>	<u>596,656</u>	<u>340,656</u>	<u>33,047</u>	<u>4,358,719</u>
<u>(63,407)</u>	<u>281,173</u>	<u>110,676</u>	<u>4,058</u>	<u>712,476</u>
-	-	11,784	-	775,239
-	-	-	-	(988,796)
-	-	<u>11,784</u>	-	<u>(213,557)</u>
(63,407)	281,173	122,460	4,058	498,919
<u>183,000</u>	<u>716,445</u>	<u>261,361</u>	<u>59,210</u>	<u>1,864,119</u>
\$ <u>119,593</u>	\$ <u>997,618</u>	\$ <u>383,821</u>	\$ <u>63,268</u>	\$ <u>2,363,038</u>

CHARTER TOWNSHIP OF YPSILANTI
Nonmajor Debt Service Funds
Combining Balance Sheet
December 31, 2017

	<u>General Obligation Debt</u>	<u>Series B Debt</u>	<u>2013 GO Refunding Bond Debt</u>	<u>Total</u>
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ <u>5,208</u>	\$ <u>20,778</u>	\$ <u>1,229</u>	\$ <u>27,215</u>
<u>LIABILITIES AND FUND BALANCE</u>				
Liabilities:				
Accounts Payable	\$ -	\$ -	\$ -	-
Fund Balance:				
Restricted for Debt	<u>5,208</u>	<u>20,778</u>	<u>1,229</u>	<u>27,215</u>
Total Liabilities and Fund Balance	\$ <u>5,208</u>	\$ <u>20,778</u>	\$ <u>1,229</u>	\$ <u>27,215</u>

CHARTER TOWNSHIP OF YPSILANTI
Nonmajor Debt Service Funds
Combining Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ended December 31, 2017

	General Obligation Debt	Series B Debt	2013 GO Refunding Bond Debt	Total
<u>Revenues:</u>				
Intergovernmental	\$ -	\$ -	\$ 217,026	\$ 217,026
Interest	31	521	120	672
Total Revenues	<u>31</u>	<u>521</u>	<u>217,146</u>	<u>217,698</u>
<u>Expenditures:</u>				
Debt Service:				
Principal	-	810,000	170,000	980,000
Interest and Fees	-	26,074	60,490	86,564
Total Expenditures	<u>-</u>	<u>836,074</u>	<u>230,490</u>	<u>1,066,564</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>31</u>	<u>(835,553)</u>	<u>(13,344)</u>	<u>(848,866)</u>
<u>Other Financing Sources (Uses):</u>				
Operating Transfers In	480,000	480,000	7,714	967,714
Operating Transfers Out	<u>(480,000)</u>	<u>-</u>	<u>-</u>	<u>(480,000)</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>480,000</u>	<u>7,714</u>	<u>487,714</u>
Net Change in Fund Balance	31	(355,553)	(5,630)	(361,152)
Fund Balance, January 1	<u>5,177</u>	<u>376,331</u>	<u>6,859</u>	<u>388,367</u>
Fund Balance, December 31	<u>\$ 5,208</u>	<u>\$ 20,778</u>	<u>\$ 1,229</u>	<u>\$ 27,215</u>

CHARTER TOWNSHIP OF YPSILANTI
Agency Funds
Combining Statement of Fiduciary Assets and Liabilities
December 31, 2017

	<u>General Tax Collection</u>	<u>Current Tax Collection Fund</u>	<u>Imprest Payroll Fund</u>	<u>Receiving Fund</u>	<u>Bonds and Escrow Fund</u>	<u>Fire Bonds and Escrow Fund</u>	<u>Total</u>
<u>ASSETS</u>							
Cash and Cash Equivalents	\$ 24,925	\$ 12,238,215	\$ 114,687	\$ 199,713	\$ 1,426,618	\$ 73,885	\$ 14,078,043
Due from Other	-	-	-	287	-	-	287
Total Assets	<u>\$ 24,925</u>	<u>\$ 12,238,215</u>	<u>\$ 114,687</u>	<u>\$ 200,000</u>	<u>\$ 1,426,618</u>	<u>\$ 73,885</u>	<u>\$ 14,078,330</u>
<u>LIABILITIES</u>							
Due to Governmental Units	\$ 24,925	\$ 12,211,021	\$ 112,316	-	460	-	\$ 12,348,722
Due to Other	-	27,194	2,371	200,000	1,426,158	73,885	1,729,608
Total Liabilities	<u>\$ 24,925</u>	<u>\$ 12,238,215</u>	<u>\$ 114,687</u>	<u>\$ 200,000</u>	<u>\$ 1,426,618</u>	<u>\$ 73,885</u>	<u>\$ 14,078,330</u>

CHARTER TOWNSHIP OF YPSILANTI
Pension and Employee Benefit Trust Funds
bad A1
December 31, 2017

	General Township Employees' Healthcare Trust Fund	Firefighters' Healthcare Trust Fund	Police and Firefighters' Pension Trust Fund	Total
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ -	\$ -	\$ 736,164	\$ 736,164
Investments	7,064,469	6,646,584	27,249,087	40,960,140
Interest Receivable	-	-	71,917	71,917
Total Assets	<u>\$ 7,064,469</u>	<u>\$ 6,646,584</u>	<u>\$ 28,057,168</u>	<u>\$ 41,768,221</u>
<u>LIABILITIES AND NET POSITION</u>				
Liabilities:				
Accounts Payable	\$ 470,566	\$ 651,751	\$ 27,426	\$ 1,149,743
Net Position:				
Held in Trust for Pension and Employee Benefits	<u>6,593,903</u>	<u>5,994,833</u>	<u>28,029,742</u>	<u>40,618,478</u>
Total Liabilities and Net Position	<u>\$ 7,064,469</u>	<u>\$ 6,646,584</u>	<u>\$ 28,057,168</u>	<u>\$ 41,768,221</u>

CHARTER TOWNSHIP OF YPSILANTI
Pension and Employee Benefit Trust Funds
Combining Statement of Changes in Fiduciary Net Position
For the Year Ended December 31, 2017

	General Township Employees' Healthcare Trust Fund	Firefighters' Healthcare Trust Fund	Police and Firefighters' Pension Trust Fund	Total
<u>Additions</u>				
Investment Income:				
Interest and Dividends	\$ -	\$ 123,474	\$ 648,422	\$ 771,896
Net Increase (Decrease) in Fair Value of Investments	794,526	609,652	1,928,503	3,332,681
Other	-	-	6,359	6,359
Total Investment Income	<u>794,526</u>	<u>733,126</u>	<u>2,583,284</u>	<u>4,110,936</u>
Contributions:				
Employer	646,163	629,226	763,874	2,039,263
Employee	-	52,989	106,038	159,027
Total Contributions	<u>646,163</u>	<u>682,215</u>	<u>869,912</u>	<u>2,198,290</u>
Other	-	-	17,613	17,613
Total Additions	<u>1,440,689</u>	<u>1,415,341</u>	<u>3,470,809</u>	<u>6,326,839</u>
<u>Deductions</u>				
Benefit Payments	-	-	2,542,309	2,542,309
Retirees Insurance	470,566	634,137	-	1,104,703
Administrative Expenses	15,240	17,501	147,138	179,879
Total Deductions	<u>485,806</u>	<u>651,638</u>	<u>2,689,447</u>	<u>3,826,891</u>
Total Change in Net Position	954,883	763,703	781,362	2,499,948
Net Position, January 1	<u>5,639,020</u>	<u>5,231,130</u>	<u>27,248,380</u>	<u>38,118,530</u>
Net Position, December 31	\$ <u><u>6,593,903</u></u>	\$ <u><u>5,994,833</u></u>	\$ <u><u>28,029,742</u></u>	\$ <u><u>40,618,478</u></u>

REVIEW AGENDA

- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

Discussion on Snow Ordinance

OTHER DISCUSSION

- A. BOARD MEMBERS HAVE THE OPPORTUNITY TO DISCUSS ANY OTHER PERTINENT ISSUES



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

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

REGULAR MEETING AGENDA **TUESDAY, AUGUST 21, 2018** **7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC COMMENTS
4. CONSENT AGENDA
 - A. MINUTES OF THE JULY 17, 2018 WORK SESSION, CLOSED SESSION AND REGULAR MEETING AND THE JULY 24, 2018 SPECIAL MEETING
 - B. STATEMENTS AND CHECKS
 1. STATEMENTS AND CHECKS FOR AUGUST 7, 2018 IN THE AMOUNT OF \$1,776,651.95
 2. STATEMENTS AND CHECKS FOR AUGUST 21, 2018 IN THE AMOUNT OF \$970,718.10
 3. CLARITY HEALTH CARE DEDUCTIBLE ACH EFT FOR JULY 2018 IN THE AMOUNT OF \$44,494.00
 4. CLARITY HEALTH CARE ADMIN FEE JULY 2018 IN THE AMOUNT OF \$1,096.50
 - C. JULY 2018 TREASURER'S REPORT
5. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

OLD BUSINESS

1. 2nd READING OF RESOLUTION 2018-18, PROPOSED ORDINANCE 2018-479, AN ORDINANCE AMENDING THE CHARTER TOWNSHIP OF YPSILANTI'S CODE OF ORDINANCES, CHAPTER 46 TOWNSHIP PARKS, SECTION 61 (FIRST READING HELD AT THE JULY 17, 2018 REGULAR MEETING)
2. RESOLUTION 2018-21, ESTABLISH TOWNSHIP SUPERVISOR'S SALARY (TABLED AT THE JULY 17, 2018 REGULAR MEETING)
3. RESOLUTION 2018-22, ESTABLISH TOWNSHIP CLERK'S SALARY (TABLED AT THE JULY 17, 2018 REGULAR MEETING)
4. RESOLUTION 2018-23, ESTABLISH TOWNSHIP TREASURER'S SALARY (TABLED AT THE JULY 17, 2018 REGULAR MEETING)

NEW BUSINESS

1. BUDGET AMENDMENT #12
2. 1ST READING OF ORDINANCE 2018-480, AN ORDINANCE TO AMEND CHAPTER 62, ARTICLE IV, SECTION 62-76 OF THE CODE OF ORDINANCES, CHARTER TOWNSHIP OF YPSILANTI, TO ADJUST WATER SERVICE RATES
3. 1ST READING OF ORDINANCE 2018-481, AN ORDINANCE TO AMEND CHAPTER 62, ARTICLE IV, SECTION 62-77 OF THE CODE OF ORDINANCES, CHARTER TOWNSHIP OF YPSILANTI, TO ADJUST SEWAGE DISPOSAL RATES
4. 1ST READING OF ORDINANCE 2018-482, AN ORDINANCE TO REPEAL CHAPTER 62, ARTICLE IV, SECTION 62-79(K) OF THE CHARTER TOWNSHIP OF YPSILANTI CODE OF ORDINANCES
5. REQUEST APPROVAL OF PROPOSAL FROM OHM FOR PROFESSIONAL ENGINEERING DESIGN SERVICES FOR A BUS STOP AT SCHOONER COVE BLVD. AND S. HURON RIVER DR. IN THE AMOUNT OF \$14,330.00 BUDGETED IN LINE ITEM #101-970-000-974-100 CONTINGENT UPON THE FOLLOWING CONDITIONS:
 1. APPROVAL OF THE WASHTENAW COUNTY ROAD COMMISSION
 2. OBTAINING EASEMENTS
 3. APPROVAL OF THE WASHTENAW COUNTY OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
 4. APPROVAL OF TOWNSHIP ATTORNEY
6. REQUEST OF WAYNE DUDLEY, PUBLIC SERVICES SUPERINTENDENT FOR APPROVAL OF A CHANGE ORDER WITH TECHNICAL ENVIRONMENTAL SERVICES FOR SOIL REMEDIATION DURING THE FUEL TANK REMOVAL AT THE CIVIC CENTER IN THE AMOUNT OF \$2,453.89 BUDGETED IN LINE ITEM #101-265-000-931-020
7. REQUEST OF WAYNE DUDLEY, PUBLIC SERVICES SUPERINTENDENT TO ACCEPT A DONATION IN AN AMOUNT NOT TO EXCEED \$2,400.00 FROM THE STRICOF FAMILY FOUNDATION FOR THE INSTALLATION OF WINDSCREENS AT THE FORD LAKE PARK PICKLEBALL COURTS AND TO WAIVE THE FINANCIAL POLICY AND ACCEPT THE QUOTE FROM ALL COURT FABRICS IN THE AMOUNT OF 2,400.00 FOR THE WINDSCREENS BUDGETED IN LINE ITEM #212-212-000-977-000
8. REQUEST OF MICHAEL SARANEN, HYDRO OPERATIONS FOR APPROVAL OF CHANGE ORDER #2 FROM JAMES LEFFEL AND COMPANY FOR ADDITIONAL WORK ON GENERATOR #2 IN THE AMOUNT OF \$47,760.00 BUDGETED IN LINE ITEM #252-252-000-977-000
9. REQUEST OF MICHAEL RADZIK, OCS DIRECTOR FOR APPROVAL OF THE AUTHORIZING DOCUMENT FOR CONVERSION SERVICES WITH THE STATE OF MICHIGAN RECORDS MANAGEMENT SERVICES AND GRAPHIC SCIENCES, INC. TO CONVERT PAPER PROPERTY FILES TO DIGITAL IMAGES IN THE AMOUNT OF \$73,000.00 BUDGETED IN LINE ITEM #249-249-000-801-000

10. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION IF NECESSARY TO ABATE PUBLIC NUISANCE FOR PROPERTY LOCATED AT 1375 N. PROSPECT RD. AND 1777 SMITH ST IN THE AMOUNT OF \$20,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023
11. REQUEST OF KAREN WALLIN, HUMAN RESOURCES FOR AUTHORIZATION TO CHANGE PROVIDERS FOR SHORT TERM DISABILITY, LONG TERM DISABILITY AND LIFE INSURANCE COVERAGE TO DEARBORN NATIONAL AND RAISE LIFE INSURANCE COVERAGE FOR RETIREES TO \$15,000.00
12. REQUEST APPROVAL OF LETTER OF AGREEMENT FOR TOWERPOINT CAPITAL TO PURCHASE INTEREST IN THE CELL TOWER LOCATED AT 2801 HOLMES RD. IN THE AMOUNT OF \$176,400.00
13. REQUEST FOR A SALARY ADJUSTMENT OF \$3,000.00 FOR THE DEPUTY CLERK BEGINNING MONDAY AUGUST 27, 2018 CHANGING THE CURRENT SALARY FROM \$59,188.00 TO 62,188.00 FUNDED BY A LINE ITEM TRANSFER WITHIN THE CLERK'S BUDGET
14. REQUEST TO INCREASE ELECTION INSPECTORS HOURLY RATES TO \$13.00 PER HOUR BEGINNING WITH THE NOVEMBER 6, 2018 GENERAL ELECTION
15. REQUEST TO SET A PUBLIC HEARING DATE OF TUESDAY, SEPTEMBER 18, 2018 AT APPROXIMATELY 7:00PM – SPECIAL ASSESSMENT TAX ROLL

AUTHORIZATIONS AND BIDS

1. REQUEST TO AWARD LOW BID FOR THE REPLACEMENT OF THE CIVIC CENTER ROOF TO WM. MOLNAR ROOFING IN THE AMOUNT OF \$183,000.00 WITH A CONTINGENCY AMOUNT OF \$20,000.00 FOR A TOTAL AMOUNT OF \$203,000.00 BUDGETED IN LINE ITEM #101-970-000-975-141
2. REQUEST TO AWARD THE LOW BID FOR THE REPLACEMENT OF THE COMMUNITY CENTER ROOF TO WEATHERSEAL HOME IMPROVEMENT , LLC IN THE AMOUNT OF \$100,600.00 WITH UNIT PRICING AS NOTED IN THE PROPOSAL AND WITH A CONTINGENCY AMOUNT OF \$10,000.00 FOR A TOTAL AMOUNT OF \$118,600.00 BUDGETED IN LINE ITEM #101-970-000-976-008

OTHER BUSINESS

PUBLIC COMMENTS

CONSENT AGENDA

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE TUESDAY, JULY 17, 2018 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 L. Stumbo, Clerk Karen Lovejoy Roe,
Trustees: Stan Eldridge, Heather Jarrell Roe, Monica Ross-Williams, Jimmie Wilson, Jr. (arrived late)

Members Absent: Treasurer Doe

Legal Counsel: Wm. Douglas Winters

- 1. REQUEST TO ENTER INTO CLOSED SESSION PURSUANT TO MCL 15.268 SECTION (D) OF THE OPEN MEETINGS ACT..."TO CONSIDER THE PURCHASE OR LEASE OF REAL PROPERTY UP TO THE TIME AN OPTION TO PURCHASE OR LEASE THAT REAL PROPERTY IS OBTAINED" AND SECTION (H) "TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE"**

A motion made by Supervisor Stumbo, supported by Trustee Ross-Williams

Jarrell Roe:	Yes	Stan Eldridge:	Yes	Ross-Williams:	Yes
Lovejoy Roe:	Yes	Stumbo:	Yes		

The motion passed unanimously.

Closed session began at 5:05 PM and ended at 5:49 PM.

- 2. DISCUSSION OF CITY OF YPSILANTI BRINGING RECYCLABLES TO YPSILANTI TOWNSHIP COMPOST SITE.....SUPERVISOR STUMBO**

Supervisor Stumbo explained the City of Ypsilanti must move their recycling center because they built it on grant land. She said the city was notified four years ago of this problem but had not found an alternative location. She said they need to find a location soon because the State will not award any other grant money to the City until they find a new recycling center. She said she and Clerk Lovejoy Roe met with

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE TUESDAY, JULY 17, 2018 WORK SESSION MEETING
PAGE 2**

the City Manager and discussed the city using our recycling center. She said if they use our center, the City would pay for their own recyclable container. She said they would pay for the disposal and processing of their recyclables. Supervisor Stumbo said they discussed the city also paying half the gate attendants' salary. She said if the Board agrees to allow the city to use our center, legal counsel would draft a contract and we would bring it back to the board at the next meeting. Trustee Jarrell Roe stated she agreed with this but wondered if we could negotiate to use the City's street sweeper a couple times a year. Supervisor Stumbo agreed to ask them. Trustee Eldridge asked how the ½ payment of the employees' salary would work. Supervisor Stumbo said our employee would handle the extra workload and that the city would pay ½ of their wage. Trustee Eldridge and Trustee Ross-Williams agreed to negotiate to have the street sweeper. Attorney Winters stated the city still owes the township \$24,000.00. Trustee Eldridge stated the township has helped pay for the resurfacing of a road that was not in the township but did it because township residents use the road, the city has denied helping us with street sweeping in the past, he said he doesn't mind helping them with the recycling but believes the help should be reciprocated. Supervisor Stumbo stated they would have a document drawn up and presented to the board at the next meeting.

3. SNOW REMOVAL ORDINANCE DISCUSSION

Trustee Eldridge stated he brought this back to the board for discussion so we could resolve the issue. He said he knows there are strong feelings from people who support an ordinance and those who do not. He would like a decision to adopt an ordinance, or a partial ordinance or none at all (see attached – Draft Snow Ordinance).

Supervisor Stumbo stated they had suggested beginning in the business districts so we could see if it's beneficial and to work out the bugs with it. She said we could have an ordinance, but if we can't enforce it, there would be no point in having the ordinance. She said she was aware that both sides have collected a lot of signatures regarding a snow ordinance. She said she was concerned with ice removal and was aware it was difficult to remove it from sidewalks. Trustee Eldridge agreed if you can't enforce an ordinance then it hurts the creditability of the enforcement unit

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE TUESDAY, JULY 17, 2018 WORK SESSION MEETING
PAGE 3**

and the municipality. He said he agrees to start it on a smaller scale rather than not do anything at all. Trustee Jarrell Roe stated she agreed to start a pilot program with one business district to see how it works and if it benefits the residents in the township. Trustee Eldridge stated if we do it the business districts, he said that he would want it to be in all business districts not just one. Supervisor Stumbo stated that all business districts do not have sidewalks. Trustee Ross-Williams questioned the enforceability of a snow ordinance. She also stated that there are elderly residents that may not be able to shovel their walk, which is not their sidewalk, it's the township's, and asked would the township contract someone to shovel those walks and charge residents a fee? Supervisor Stumbo stated the goal is always compliance and not to charge a fee. Trustee Wilson said it would be hard for residents especially snow birds who would have to arrange for removing the snow while they were away. He said he was in favor of a pilot program for businesses. Clerk Lovejoy Roe said that the elderly residents are mostly the people who do shovel their walks. She said some younger homeowners and rentals were usually where the problem lies. Clerk Lovejoy Roe stated that when people never shovel their walk and the accumulation of snow over the winter makes the sidewalks impassible. She said it was sad to see someone in a wheelchair that cannot use the sidewalk and therefore must be in the road. She said that a week would be enough time for someone to get their sidewalk cleared. She said it could be complaint driven and we could handle the complaints just like we do with grass complaints. Clerk Lovejoy Roe said there were residential homes in our business districts. Trustee Ross-Williams stated that if there were 200 homeowners who did not comply there would be a cost and asked what would they be fined? Supervisor Stumbo stated that some of the new homeowner's associations require their residents to shovel their walks. Trustee Jarrell Roe asked if there was a consensus to implement snow removal in the business districts. Supervisor Stumbo agreed that she would like to institute it in the business districts such as Michigan Ave., Ecorse Rd., Huron St., etc. Trustee Wilson asked if it was for all business or just business corridors. Trustee Ross-Williams asked if there would be fees during the pilot program if businesses did not comply with the snow removal. Supervisor Stumbo said there would be a fine but our goal was always compliance. Trustee Eldridge said to make it for all businesses not business corridors. Trustee Eldridge stated that we take businesses and residents to court when their property isn't up to standards but we are having a difficult time to implement a pilot to ask

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE TUESDAY, JULY 17, 2018 WORK SESSION MEETING
PAGE 4**

businesses to simply shovel the snow from their sidewalk in front of their businesses which services our residents. He said we take businesses to court because they have too many cars parked on their lot and that doesn't impact our residents at all but we are concerned about an ordinance that could impact our resident's safety. Trustee Jarrell Roe stated she supported what Trustee Eldridge said and asked Supervisor Stumbo that since she was working on an ordinance to bring it back to the board at the next meeting. Supervisor Stumbo stated they would bring back the draft ordinance that they had previously proposed and make it for the businesses in Ypsilanti Township.

Steven Hudak, Township Resident stated that Packard Road has businesses, vacant land, and residents so if you refer to snow removal for major roads all of Packard Road would get shoveled. He said he would like to be on a committee if the township forms one for the snow ordinance.

Arloa Kaiser, Township Resident stated she was opposed to the snow ordinance. She stated there are a lot of residents opposed to it. She said she has lived in the township for 50 years and has not had any problems with not having a snow ordinance. She said many residents do not have any sidewalks including Mr. Hudak. Ms. Kaiser asked if that meant the Township would put in sidewalks for those residents so we are all on the same playing field. She said that she turned in a petition with 300 signatures against sidewalks and if she needs more signatures she could get them.

Jo Ann McCullum, Township Resident stated the older population, which is growing in Ypsilanti Township would have difficulty complying with a snow removal ordinance. She said if the Township passes a snow removal ordinance it would be added stress for our seniors who would want to comply but could not afford to have a service and therefore may try and remove it themselves which could be detrimental to their health. She said she was in favor of the businesses being required to remove the snow in front of their businesses.

Mr. Hudak, Township Resident stated as the population ages they would be in need of cleared sidewalks.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE TUESDAY, JULY 17, 2018 WORK SESSION MEETING
PAGE 5**

Work session adjourned at 6:45 p.m.

Respectfully Submitted,

Karen Lovejoy Roe, Clerk

CHARTER TOWNSHIP OF YPSILANTI

SIDEWALK ICE / SNOW REMOVAL & SNOW EMERGENCY POLICY

A. PURPOSE:

The purpose of this ordinance is to:

- (1) Provide standards for proper maintenance, as it relates to the removal of snow and/or ice upon public sidewalks for the safety of residents and those persons traversing the sidewalk and crosswalk areas.
- (2) Provide a mechanism for the Township Supervisor to issue a snow emergency directing vehicle owners to remove their parked vehicles, or other items, from the public roadways, so as to allow for the plowing and clearing of the roadways.

B. SIDEWALK ICE/SNOW CLEARING REGULATIONS:

- (1) No person shall permit ice or an accumulation of snow to remain on any sidewalk adjacent to a lot or parcel occupied by them, or on a sidewalk adjacent to any unoccupied lot or parcel owned by them, for a period longer than thirty-six (36) hours after the same has formed or fallen. This does not include sidewalks to the rear of a lot or parcel. However, this ordinance does include walks and ramps leading to a crosswalk.
- (2) The removal of ice or the accumulation of snow must provide for a clearance of an open pathway of at least 36" in width, or the full width of the sidewalk if smaller, for the length of said sidewalk and crosswalk.
- (3) In business districts, the ice and/or snow accumulation must be removed within four (4) hours of when the ice and/or snow accumulation stops, or by the beginning of business hours on the next day of operation, whichever period is shorter. Again, this ordinance does include all crosswalk areas and the walks and ramps leading to them.
- (4) In all other zoning districts, ice or snow accumulation must be removed from sidewalks and crosswalks as identified in sections (B.1) and (B.2) within thirty-six (36) hours after the ice or snow accumulation ends. Subsequent drifting of snow on sidewalks must also be removed, in an appropriate time frame of thirty-six (36) hours, once the drifting has begun accumulating.

- (5) Should the ice or snow not be able to be removed without causing damage to the sidewalk, sand, sodium chloride, pet-friendly salt, similar melting materials or other abrasives must be used to prevent the surface from being slippery, until the weather permits for the removal without the likelihood of damage to the sidewalk.
- (6) All parties are reminded to **exercise caution and care when shoveling**, especially in extreme cold temperatures or during periods with heavy snow.

C. FAILURE TO CLEAR:

- (1) The neglect or failure to clear ice and/or snow as outlined herein shall result in a violation of this ordinance and the issuance of a Civil Infraction Violation shall occur. The Director of Residential Services, or their designee, may order the immediate removal of ice and/or snow at the expense of the owner/occupant of the lot or parcel of land. This removal may result in the lot owner not being notified prior to the removal. In addition, a first time Administrative Fee \$50.00 will also be billed to the owner/occupant of the lot or parcel of land.
- (2) Each subsequent violation from October 1 through May 1 shall be considered a new violation with a new Civil Infraction Violation being issued, and the Administrative Fee shall rise to \$75.00 for the second offense and \$100 for a third offense within the time frame listed in this section.
- (3) The administrative fee and associated costs must be remitted to the Township within thirty (30) days of receiving the bill. Failure to do so shall result in a LEIN being placed upon the property in question, or subsequent legal action being taken to remedy the situation. Ultimately, the goal of the Township is compliance with the ordinance for the safety of persons using sidewalks/crosswalks within the township.
- (4) Vacations, business trips and other obligations that require parcel owners to be away from their home does not exempt them from the obligations of this ordinance. To avoid civil fines and removal costs, occupants/property owners should make arrangements to have their sidewalks cleared when away from home.
- (5) Senior Citizens, or those who are physically unable to comply on their own, should seek the assistance of the Residential Services Department of Ypsilanti Township to find a solution via referral or volunteer programs, so that they remain in compliance with this ordinance, with the ultimate responsibility falling to the property/ lot owner.

- (6) Again, the goal of this ordinance is compliance from property/lot owners so that persons utilizing the sidewalks / crosswalks can do so in as safe a manner as possible.
- (7) The enforcement of this ordinance will be primarily complaint driven, however the Township maintains the right for proactive enforcement in severe situations. Persons lodging a complaint shall have the right to remain anonymous. The entire block for which a complaint is received, or where proactive action is taken, will be subsequently inspected to insure fair and consistent enforcement throughout the area.
- (8) A continuing violation of this ordinance shall be considered a nuisance per se and an immediate threat to the health and safety of the public, at which time the township may take appropriate action to abate the nuisance and place a LEIN for the cost of the abatement against the property.

D. DECLARATION OF A SNOW EMERGENCY:

- (1) The Township Supervisor, in consultation with designated staff, shall have authority to declare a snow emergency within the Charter Township of Ypsilanti on the basis of falling snow, sleet or freezing rain, or on the basis of a forecast by the U.S. Weather Bureau, or other weather conditions that make it necessary that parking on township streets and roadways be prohibited for snow plowing, or other purposes. This declaration shall be released to the local print and electronic media, as well as being placed on the township web site. Additionally, the public shall be notified via the use of the audible siren system located within the township. The emergency shall remain in effect until the Township Supervisor declares that it be terminated, with notices being released in the same fashion as noted above.
- (2) If an emergency is declared, or whenever ice or snow has accumulated to a depth of four (4) or more inches on any street or roadway within the township, as determined by the local U.S. Weather Bureau affiliate, a parking prohibition shall automatically go into effect on all public streets and roadways within the township.
- (3) During any declared snow emergency, no person shall park or allow to remain parked any vehicle on any public street or roadway within the Charter Township of Ypsilanti. Compliance is the primary goal of the ordinance. This ordinance does not apply to private drives, streets or roadways.

E. FAILURE TO ABIDE:

- (1) Any person who shall violate any provisions of this ordinance whether as the owner, clerk, agent, servant or employee shall be guilty of a municipal infraction and upon being found responsible in any court of competent jurisdiction be fined \$250.00.
- (2) Any vehicle parked contrary to the prohibitions of this ordinance, or any vehicle abandoned on any public street or roadway during a declared snow emergency shall be cited by the policing department of the jurisdiction for prohibited parking and shall be towed away at the risk and full expense of the owner of the vehicle by an authorized employee, or agent, of the policing department.

F. PRIVATELY OWNED SIDEWALKS / DRIVEWAYS:

- (1) This ordinance is not applicable to any sidewalks located on private property or within the right-of-way of a privately owned road or street.

DRAFT

Closed Session Minutes

- A. The July 17, 2018 Closed Session Minutes will be distributed to Board Members prior to the meeting.

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE TUESDAY, JULY 17, 2018 REGULAR BOARD MEETING

Supervisor Stumbo called the meeting to order at approximately 7:05 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 L. Stumbo, Clerk Karen Lovejoy Roe,
Trustees: Stan Eldridge, Heather Jarrell Roe,
Monica Ross-Williams, and Jimmie Wilson, Jr.

Members Absent: Treasurer Doe

Legal Counsel: Wm. Douglas Winters

PUBLIC COMMENTS

Jennifer Sporer, Township Resident stated that if a resident has a medical condition they should be exempt from shoveling their snow.

Steven Hudak, Township Resident stated he would like the Township to continue to work toward a snow removal ordinance.

Shawn O'Connor, Township Resident stated he was against a snow removal ordinance for residential areas.

Arloa Kaiser, Township Resident stated she was against a snow removal ordinance for residential areas.

Jo Ann McCollum, Township Resident stated she was against a snow removal ordinance in residential areas. She said most homeowners remove their snow in front of their home and it would cost the Township more money to enforce an ordinance that most homeowners already do.

Lt. Marocco, Sheriffs' Office, stated we have had an increase in the Township with youth violence, which resulted in the death of a young man. As with many of these situations that type of a small group of individuals within our community perpetrates violence. He said they have focused on certain individuals which has resulted in a number of key arrests.

Lt. Marocco thanked Jo Ann McCollum for her efforts in West Willow. He said the neighborhood association in West Willow was very active and they have seen positive changes in their neighborhood over the past several years.

Supervisor Stumbo stated there have been 11 larcenies from vehicles. Lt. Marocco reminded everyone to lock their cars. He said every car that was broken into was unlocked.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE TUESDAY, JULY 18, 2018 REGULAR MEETING
PAGE 2**

CONSENT AGENDA

**A. MINUTES OF THE JUNE 19, 2018 WORK SESSION AND CLOSED AND
REGULAR MEETING**

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

The motion carried unanimously.

B. STATEMENTS AND CHECKS

- 1. STATEMENTS AND CHECKS FOR JULY 3, 2018 IN THE AMOUNT OF
\$1,407,984.99**
- 2. STATEMENTS AND CHECKS FOR JULY 17, 2018 IN THE AMOUNT OF
\$1,199,322.12**
- 3. CLARITY HEALTH CARE DEDUCTIBLE ACH EFT FOR JUNE 2018 IN THE
AMOUNT OF \$43,225.83**
- 4. CLARITY HEALTH CARE ADMIN FEE JUNE 2018 IN THE AMOUNT OF
\$1,133.25**

**A motion was made by Trustee Eldridge, supported by Trustee Jarrell Roe to
Approve the Statement and Checks.**

The motion carried unanimously.

C. JUNE 2018 TREASURER'S REPORT

Supervisor Stumbo stated the Treasurer's Report was in the Board Packet.

**A motion was made by Trustee Ross-Williams, supported by Trustee Jarrell Roe
to Approve the Treasurer's Report.**

The motion carried unanimously.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

Attorney Winters stated the Board had approved the purchase of the remaining 6 lots in Liberty Square. He said three of the owners have agreed to sell the lots and those closings are scheduled this month.

Attorney Winters stated as for the easements that are being requested from the County as part of Re-Imagine Washtenaw they are still working on them but he said he feels they would be completed soon. He said the additional easement for the property for the pedestrian crossing by the Asian Market on Washtenaw has

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE TUESDAY, JULY 18, 2018 REGULAR MEETING
PAGE 3**

been prepared and they are trying to arrange contact with the property owner to see if we can obtain that easement for a safe pedestrian crossing at that location.

Attorney Winters stated regarding Gault Village there were active requests made by Attorney McLain, Mike Radzik, and the Township Elective Officials to try to use some of the money being held by the Receiver to immediately fix issues with the parking lot. He said that Karl Fink, Receiver for Gault Village inspected the property last weekend and notified the township to give him a list of contractors to fix the parking lot immediately as well as he would address the blight and rubbish. Attorney Winters said there were funds in the receiver account to pay for this.

Attorney Winters said he received an email from Mary Miller regarding Forbes Cleaners and it said they were moving forward with demolishing the building and they were notifying the residents explaining what they were doing regarding checking ground water to make sure it was free of toxins.

1. BUDGET AMENDMENT #11

Clerk Lovejoy Roe read the items in Budget Amendment #11.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to Approve Budget Amendment #11 (see attached).

The motion carried unanimously.

2. REQUEST OF AT&T FOR A METRO ACT RIGHT OF WAY PERMIT EXTENSION FOR TERM ENDING DECEMBER 31, 2023

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to Approve Request of AT&T for a Metro Act Right of Way Permit Extension for Term Ending December 31, 2023

Attorney Winters stated that Attorney McLain checked with the state regarding this extension and was told that what the original Metro Act Right of Way Permit included, would be included in the extension.

Clerk Lovejoy Roe stated the board had to take action on this tonight because the 45 day time period was expiring. Clerk Lovejoy Roe said this approval would be to allow AT&T to have the right to go in the right of way in Ypsilanti Township. She said they would still have to go to our Building Department to get approval for whatever work they were doing in the Township. She said AT&T was requested to come tonight to answer questions but they did not choose to attend. Clerk Lovejoy Roe had also requested they send us a map and they did not send one.

Attorney Winters suggested to approve the request with provisions such as requiring a bond be posted, the map of the area provided, and to make sure all the paper work was in order.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE TUESDAY, JULY 18, 2018 REGULAR MEETING
PAGE 4**

Supervisor Stumbo said the original agreement was very old and needed to be updated.

Trustee Ross-Williams stated she has reservations regarding approving without questions answered.

Attorney Winters stated this was day 36 of the 45 days the board has to respond. He suggested the board contact the appropriate people and get questions such as why they asking for a 10 year permit instead of one year. He also said we need a map of the area that the permit includes and what changes were made in the extension that was not in the original permit. He said the board could have a special meeting before the 45 day period expired and they could get better answers before they make a final decision.

Clerk Lovejoy Roe stated Attorney McLain said to treat this extension as if they were applying for a permit. She said the last permit was for twenty years, they do not do permits for only one year.

A motion was made by Trustee Eldridge to withdraw his support and table this request until Tuesday, July 24, 2018 at 9:00 a.m., supported by Trustee Jarrell Roe.

Jarrell Roe:	Yes	Eldridge:	Yes	Ross-Williams:	Yes
Lovejoy Roe:	No	Stumbo:	Yes	Wilson:	Yes

The motion carried.

Supervisor Stumbo stated if AT&T agrees to extend this until the next board meeting we would not have the special meeting on Tuesday, July 24, 2018.

**3. RESOLUTION 2018-19, DIVISION OF A PLATTED LOT IN YPSI LITTLE FARMS
SUBDIVISION**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Jarrell Roe to Approve Resolution 2018-19, Division of a Platted Lot in Ypsi Little Farms Subdivision (see attached).

Brian McCleery, Assistant Assessor stated the Assessing Department received a land division application requesting a boundary line adjustment for 273 and 275 S. Ford Blvd. from Jody Jendon from Jendon Properities LLC which operates Reflections Custom Cycles. Mr. McCleery said they had an encroachment on the property line and on the actual building. He said this was a platted lot in a subdivision and it requires the Board to approve the change.

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE TUESDAY, JULY 18, 2018 REGULAR MEETING
PAGE 5**

4. REQUEST APPROVAL OF PROPOSAL FROM CARLISLE WORTMAN FOR SERVICES TO PREPARE A NON-MOTORIZED TRANSPORTATION PLAN IN AN AMOUNT NOT TO EXCEED \$20,540.00 BUDGETED IN LINE ITEM #212-212-000-801-000

A motion was made by Trustee Wilson, supported by Trustee Eldridge to Approve Request of Proposal from Carlisle Wortman for Services to Prepare a Non-Motorized Transportation Plan in an Amount Not to Exceed \$20,540.00 Budgeted in Line Item #212-212-000-801-000

The motion carried unanimously.

5. RESOLUTION 2018-20, SUPPORT FOR HEWITT ROAD SAFETY IMPROVEMENTS GRANT APPLICATION

A motion was made by Trustee Jarrell Roe, supported by Trustee Eldridge to Approve Resolution 2018-20, Support for Hewitt Road Safety Improvements Grant Application (see attached).

Supervisor Stumbo explained this was for the 2020 funding cycle. She said the Road Commission would apply for the Grant on the Townships' behalf. Supervisor Stumbo said we would pay for the matching funds and construction engineering cost that the Grant specifies. She said the Road Commission said they would possibly assist us by paying part of the engineering cost.

The motion carried unanimously.

6. 1st READING OF RESOLUTION 2018-18, PROPOSED ORDINANCE 2018-479, AN ORDINANCE AMENDING THE CHARTER TOWNSHIP OF YPSILANTI'S CODE OF ORDINANCES, CHAPTER 46 TOWNSHIP PARKS, SECTION 61

A motion was made by Clerk Lovejoy Roe supported by Trustee Eldridge to Approve 1st Reading of Resolution 2018-18, Proposed Ordinance 2018-479, an Ordinance Amending the Charter Township of Ypsilanti's Code of Ordinances, Chapter 46 Township Parks, Section 61 (see attached).

Jarrell Roe:	Yes	Eldridge:	Yes	Ross-Williams:	No
Lovejoy Roe:	Yes	Stumbo:	Yes	Wilson:	Yes

The motion carried.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE TUESDAY, JULY 18, 2018 REGULAR MEETING
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- 7. REQUEST AUTHORIZATION TO EXTEND THE CONTRACT WITH YPSILANTI NATIONAL LITTLE LEAGUE FOR THE 2018 SEASON FROM SEPTEMBER 1, 2018 THRU NOVEMBER 1, 2018 AND ALLOW THE THREE FULL TIME OFFICIALS TO APPROVE THESE AMENDMENTS IN THE FUTURE**

A motion was made by Trustee Eldridge, supported by Trustee Ross-Williams to Approve Request Authorization to Extend the Contract with Ypsilanti National Little League for the 2018 Season from September 1, 2018 thru November 1, 2018 and Allow the Three Full Time Officials to Approve These Amendments in the Future (see attached).

An Amendment to the motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to extend the contract through November 1, 2020

The motion and amendment carried unanimously.

- 8. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION IF NECESSARY TO ABATE PUBLIC NUISANCE FOR PROPERTY LOCATED AT 2124 BOMBER AVE. AND 1217 DAVIS ST. IN THE AMOUNT OF \$20,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Wilson to Approve Request of Mike Radzik, OCS Director for Authorization to Seek Legal Action if Necessary to Abate Public Nuisance for Property Located at 2124 Bomber Ave. and 1217 Davis St. in the Amount of \$20,000.00 Budgeted in Line Item #101-950-000-801-023

The motion carried unanimously.

- 9. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION TO ABATE A PUBLIC NUISANCE DRUG HOUSE BY PADLOCKING LOCATED AT 1335 COMMONWEALTH IN THE AMOUNT OF \$10,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Jarrell Roe to Approve Request of Mike Radzik, OCS Director for Authorization to Seek Legal Action to Abate a Public Nuisance Drug House by Padlocking Located at 1335 Commonwealth in the Amount of \$10,000.00 Budgeted in Line Item #101-950-000-801-023

Michael Radzik, OCS Director stated both the Sheriffs' Department and the State Police LAWNET unit did a narcotics trafficking investigation at this property in May, 2018. He said the investigation yielded evidence of both Heroin and Cocaine trafficking out of that house. Mr. Radzik stated the individual moved into the home last year after he was released prison on parole and his family was renting this house.

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE TUESDAY, JULY 18, 2018 REGULAR MEETING
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10. RESOLUTION 2018-21, ESTABLISH TOWNSHIP SUPERVISOR'S SALARY

A motion was made by Clerk Lovejoy Roe, to Approve Resolution 2018-21, Establish Township Supervisor's Salary. There was no support (see attached).

A motion was made by Trustee Wilson, supported by Trustee Jarrell Roe to Table the Resolutions' 2018-21, 2018-22, and 2018-23 regarding the three elected officials salary until the next board meeting.

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

The motion carried unanimously.

11. RESOLUTION 2018-21, ESTABLISH TOWNSHIP CLERK'S SALARY (see attached).

12. RESOLUTION 2018-23, ESTABLISH TOWNSHIP TREASURER'S SALARY (see attached).

AUTHORIZATION AND BIDS

1. REQUEST OF CARL GIRBACH, RESIDENTIAL SERVICES TO WAIVE THE FINANCIAL POLICY AND ACCEPT THE LOW QUOTE FROM TRAILER SALES FOR MICHIGAN, INC. FOR THE PURCHASE OF A TRAILER IN THE AMOUNT OF \$7,390.00 BUDGETED IN LINE ITEM #101-774-000-977-000

A motion was made by Clerk Lovejoy Roe, supported by Trustee Jarrell Roe to Approve Request of Carl Girbach, Residential Services to Waive the Financial Policy and Accept the Low Quote from Trailer Sales for Michigan, Inc. for the Purchase of a Trailer in the Amount of \$7,390.00 Budgeted in Line Item #101-774-000-977-000

The motion carried unanimously.

2. REQUEST OF ERIC COPELAND, FIRE CHIEF TO AWARD THE LOW BID FOR THE ROOF REPLACEMENT AT THE HEWITT ST. STATION TO RAPID ROOFING IN THE AMOUNT OF \$15,167.00 BUDGETED IN LINE ITEM #206-970-000-971-008

A motion was made by Trustee Wilson, supported by Trustee Jarrell Roe to Approve Request of Eric Copeland, Fire Chief to Award the Low Bid for the Roof Replacement at the Hewitt St. Station to Rapid Roofing in the Amount of \$15,167.00 Budgeted in Line Item #206-970-000-971-008

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE TUESDAY, JULY 18, 2018 REGULAR MEETING
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Clerk Lovejoy Roe added a friendly amendment to be subject to the contract being designed and approved by the Township Attorney because we currently do not have a contract.

Eric Copeland, Fire Chief stated Rapid Roofing has previous worked in the Township and they have always done very good work.

Clerk Lovejoy Roe stated Rapid Roofing has moved their business into Ypsilanti Township

The motion and amendment carried unanimously.

OTHER BUSINESS

Trustee Ross-Williams extended an appreciation to Supervisor Stumbo and Clerk Lovejoy Roe for attending the West Willow meeting on July 9, 2018 to address neighborhood traffic safety. She also thanked Ruth Ann Jamnick, Ricky Jefferson, and Ronnie Peterson.

Supervisor Stumbo stated there were pamphlets for residents present tonight and there would be a mailing going out to notify the Residents regarding recycling. She said they would no longer pick up recycling that was contaminated.

Clerk Lovejoy stated she has sample ballots in the back if residents would like to see what would be on the ballot for the primary election on August 7, 2018. She said people could still vote absentee by contacting the Clerks' office or by coming into the Clerks' Office any weekday from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. She also stated the Clerks' Office would be open on Saturday, August 4, 2018 from 9:00 a.m. to 2:00 p.m. for absentee voting.

A motion was made by Trustee Eldridge, supported by Trustee Ross-Williams to Adjourn.

The meeting was adjourned at 8:45 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. 2018-19

**RESOLUTION REGARDING THE DIVISION OF A PLATTED LOT IN YPSI
LITTLE FARMS SUBDIVISION**

WHEREAS, the owners of a portion of Lots 66 and 67 Ypsi Little Farms Subdivision has made a request to change lot boundaries between two parcels previously approved and recorded; and

WHEREAS, Township ordinance no. 2000-243, Article IX, Section 11.01 states that "Upon the filing of a petition, by the owner or owners of all interest therein, with the Township Board, the platted lots, outlot, or parcels of land in existing recorded plats may be partitioned or divided upon resolution of the Township Board into not more than four (4) parts, each of which shall, in regard to width, depth and area, conform to the terms and provisions of the Charter Township of Ypsilanti Zoning Ordinance, as amended; and

WHEREAS, the Township Planning and Development Coordinator has reviewed the division and confirmed that the resulting parcels meet the minimum requirements for lot size and road frontage as set forth by Section 2000 of the Township Zoning Ordinance.

THEREFORE, BE IT RESOLVED, that the revised property descriptions are approved as follows:

LEGAL DESCRIPTIONS:

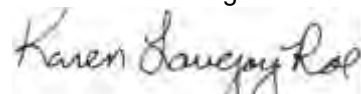
PARCEL 1:

PART OF LOTS 66 AND 67 OF YPSI LITTLE FARMS SUB, COM AT THE SW COR LOT 66, TH AL W LINE OF LOT 66 AND E LINE OF S FORD BLVD, N 01-54-29 W 153.00' TO POB. TH CON AL LINE, N 01-54-29 W 126.00', TH N 88-23-54 E 216.00', TH AL E LINE OF LOT 67 S 01-54-29 E 126.00', TH S 88-23-54 W 216.00' TO POB. CONT 27,216 SF, .625 AC.

PARCEL 2:

PART OF LOT 66 AND 67 OF YPSI LITTLE FARMS SUBDIVISIOIN. COM AT THE SW COR OF LOT 66, TH AL W LINE LOT 66 AND E LINE OF S FORD BLVD, N 01-54-29 W 60' TO POB. TH CON AL N 01-54-29 W 93.00', TH N 88-23-54 E 216.00', TH AL E LINE LOT 67, S 01-54-29 E 93.00', TH S 88-23-54 W 216.00' TO POB. CONT 20,088 SF, .461 AC

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. 2018-19 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on July 17, 2018.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION 2018-20

**RESOLUTION OF SUPPORT FOR
HEWITT ROAD SAFETY IMPROVEMENTS GRANT APPLICATION**

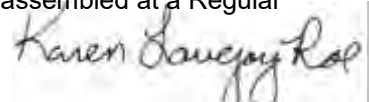
WHEREAS, this Board desires to improve pedestrian safety along Hewitt Road between Michigan Avenue and Washtenaw Avenue (M-17) located in Sections 6, 7 and 18 of the Charter Township of Ypsilanti; and

WHEREAS, this Board recognizes that the Washtenaw County Road Commission will submit a safety grant application to the Michigan Department of Transportation to be considered in the 2020 funding cycle. The focus of this grant will be to fund safety improvements for pedestrians along Hewitt Road between Michigan Avenue and Washtenaw Avenue (M-17); and

WHEREAS, this Board acknowledges that if the grant is awarded, this Board has agreed to pay for the required matching funds and construction engineering costs as designated by the granting agency; and

NOW, THEREFORE, BE IT RESOLVED that this Board supports the Washtenaw County Road Commission in its pursuit of a safety grant from the Michigan Department of Transportation to improve pedestrian safety along Hewitt Road between Michigan Avenue and Washtenaw Avenue (M-17).

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. 2018-20 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on July 17, 2018.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI

**RESOLUTION 2018-18
(In Reference to Ordinance 2018-479)**

**Amending the Township Code of Ordinances, Chapter 46, Township Parks,
Regulating Possession of Firearms in Township Parks**

Whereas, the Ypsilanti Township Code of Ordinances Chapter 46 currently contains regulations prohibiting possession of air or gas soft guns including paint ball guns in Township Parks; and

Whereas, the Michigan Legislature has expanded the definition of firearms which are permitted under Michigan's Open Carry Law (MCL 123.1101 – 123.1104); and

Whereas, the expanded definition includes possession of guns which expel a BB or pellet by spring, gas or air; specifically including paint ball guns that expel plastic balls filled with paint; and

Whereas, the Township Code provision prohibiting the possession of air and gas soft guns including paint ball guns conflicts with the expanded definition of firearms permitted under Michigan's Open Carry Law;

Now Therefore,

Be it resolved, that Ordinance No. 2018- 479 is hereby adopted by reference.

CHARTER TOWNSHIP OF YPSILANTI

ORDINANCE NO. 2018-479

**An Ordinance to Amend the Charter Township
of Ypsilanti's Code of Ordinances, Chapter
46 Township Parks, Section 61**

The Charter Township of Ypsilanti hereby ordains that the Ypsilanti Township Code of Ordinances, Chapter 46, Township Parks, Section 61 entitled Possession and Use of Firearms, is amended to read as follows:

It shall be unlawful for any person within park property to:

1. Possess, carry, fire or discharge, or cause to be fired or discharged across, in or into any portions of the park, any spear, bow and arrow, crossbow, or sling shot, ~~air or gas soft gun or paint ball gun,~~ except for the purposes designated by the Board in an area and at times designated by the Board;
2. Possess, set off or attempt to set off or ignite any firecracker, fireworks, smoke bombs, rockets, black powder guns or other pyrotechnics without authorization from the Director; or
3. Discharge or cause to be discharged, a firearm, pistol, pellet gun, air rifle, ~~air or shot gun, or paint ball gun,~~ as defined by Michigan law, MCL 750.222, as amended, in or into any portion of a Township Park.

Any unauthorized or illegal weapon, explosive, or other pyrotechnic within a park shall be subject to seizure by a law enforcement officer.

Severability

Should any section, subdivision, sentence, clause or phrase of this Ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof other than the part as invalidated.

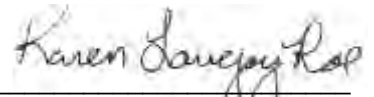
Publication

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

Effective date

This Ordinance shall become effective upon publication in a newspaper of general circulation as required by law.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify approval of the first reading of Proposed Ordinance No. 2017-479 by the Charter Township of Ypsilanti Board of Trustees assembled at a regular meeting held on July 17, 2018. The second reading is scheduled to be heard on August 21, 2018.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

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



Charter Township of Ypsilanti
Residential Services Division

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484.0073
Fax: (734)544.3501

www.ytown.org

06/27/2018

Nichole Serman
Ypsi National Little League (YNLL)

Nikki, because of the existing contract wording, we need to have the YNLL sign an agreement to extend the season as requested. See articles below to that effect:

Art III, Sec 1 - During the period of April 1, 2015 through August 30, 2020, the YNLL shall have the preferred use of the TWP. ball fields #1 mid #2 along with the concession stand at Harris Park, as assigned by the TWP., for regular season play, league playoffs, make-up games, and practices.....

Sec 4 - If the YNLL should desire to use the TWP, fields, outside of the contracted use dates, for additional tournaments, tryouts or for special events, clinics or programs, the YNLL shall make a written request to the TWP. a minimum of fourteen days prior to the start of the event. Any and all additions, tournaments or special programs shall not be included in this agreement, but shall require a separate written agreement, as mentioned above, by both parties.

This letter also serves to remind you that all conditions of upkeep and maintenance are in place by both parties as stated in the lease agreement signed 04/21/2015 by both the YNLL and the Township, including the Article IV listed below.

Art IV. OBLIGATIONS OF THE YNLL, Sec 4. Pay all utility costs (water and electric) for the use of the associated facilities (field lights, concession stand, field irrigation system) during their use of the facilities.

By signing below, both parties agree to extend the YNLL season thru to Nov 1st, 2018 with all the conditions of the existing contract also extended. This agreement also authorizes Ypsilanti National Little League to extend their seasons in years 2019 and 2020, until November 1 of each year. Ypsilanti National Little League must notify Ypsilanti Township each year if they choose to extend the season.

YNLL also realizes that because of possible weather conditions and the Townships election schedule the first week in November, it will be necessary to winterize the shelter no later than the October 27th. YNLL will be responsible for providing and paying for Porta-Johns for bathroom facilities if needed.

Signed for the YNLL

info officer / president
Title

Cc'd
Brenda Stumbo
Angie Verges
Karen Lovejoy Roe
Javonna Neel
Myla Harris
Carl Girbach

Brenda Stumbo \ Twp Supervisor

[Signature]
Karen Lovejoy-Roe \ Twp Clerk

July 25, 2018

July 25, 2018

CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2018-21
ESTABLISH TOWNSHIP SUPERVISOR'S SALARY

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

WHEREAS in 2018, AFSCME, Teamsters, Administrative/Confidential employees and Elected Officials did not receive a wage increase and remained at their 2017 salaries; and

WHEREAS in 2018, the Teamster and Firefighter contracts were negotiated and ratified with a 3% increase in wages; and

WHEREAS in 2018, the Administrative/Confidential employees received a 3% increase; and

WHEREAS the AFSCME contract is currently being negotiated;

NOW THEREFORE BE IT RESOLVED that the salary for the office of Supervisor shall receive a 3% increase from \$79,400.19 to \$81,782.20; and

BE IT FURTHER RESOLVED that elected officials' wages will be paid bi-monthly per our auditor's recommendation.

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2018-22

ESTABLISH TOWNSHIP CLERK'S SALARY

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

WHEREAS in 2018, AFSCME, Teamsters, Administrative/Confidential employees and Elected Officials did not receive a wage increase and remained at their 2017 salaries; and

WHEREAS in 2018, the Teamster and Firefighter contracts were negotiated and ratified with a 3% increase in wages; and

WHEREAS in 2018, the Administrative/Confidential employees received a 3% increase; and

WHEREAS the AFSCME contract is currently being negotiated;

NOW THEREFORE BE IT RESOLVED that the salary for the office of Clerk shall receive a 3% increase from \$79,400.19 to \$81,782.20; and

BE IT FURTHER RESOLVED that elected officials' wages will be paid bi-monthly per our auditor's recommendation.

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2018-23

ESTABLISH TOWNSHIP TREASURER'S SALARY

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

WHEREAS in 2018, AFSCME, Teamsters, Administrative/Confidential employees and Elected Officials did not receive a wage increase and remained at their 2017 salaries; and

WHEREAS in 2018, the Teamster and Firefighter contracts were negotiated and ratified with a 3% increase in wages; and

WHEREAS in 2018, the Administrative/Confidential employees received a 3% increase; and

WHEREAS the AFSCME contract is currently being negotiated;

NOW THEREFORE BE IT RESOLVED that the salary for the office of Treasurer shall receive a 3% increase from \$79,400.19 to \$81,782.20; and

BE IT FURTHER RESOLVED that elected officials' wages will be paid bi-monthly per our auditor's recommendation.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE TUESDAY, JULY 24, 2018 SPECIAL MEETING**

Supervisor Stumbo called the meeting to order at approximately 9:00 a.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

Members Present: Supervisor Brenda L. Stumbo, Clerk Lovejoy Roe, Treasurer Doe, Trustees: Stan Eldridge and Monica Ross-Williams

Members Absent: Trustees Jimmie Wilson, Jr. and Heather Jarrell Roe

Legal Counsel: Dennis McLain

**1. REQUEST OF AT&T FOR A METRO ACT RIGHT OF WAY PERMIT
EXTENSION FOR TERM ENDING DECEMBER 31, 2023
(TABLED AT THE JULY 17, 2018 REGULAR MEETING)**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to remove from Table.

Eldridge:	Yes	Ross-Williams:	Yes	Lovejoy Roe:	Yes
Stumbo:	Yes	Doe:	Yes		

The motion carried unanimously.

Supervisor Stumbo stated Deputy Clerk Lisa Stanfield distributed an email she received at 7:05 a.m. this morning that stated AT&T agreed to the dismiss the 45 day time limit and extend the time for the Township to respond. She said the email stated they were working out a process to get a route map and it should be resolved by the August 21, 2018 Board meeting.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Ross-Williams to Approve the Extension Request.

Clerk Lovejoy Roe withdrew her motion.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve the Right of Way Permit for another five years with AT&T.

Supervisor Stumbo stated she would like to wait to get a map from AT&T.

The motion failed.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE JULY 24, 2018 SPECIAL MEETING
PAGE 2**

- 2. REQUEST APPROVAL OF AGREEMENT WITH THE WASHTENAW COUNTY ROAD COMMISSION FOR REMOVAL AND INSTALLATION OF THREE (3) SPEED HUMPS ON ONANDAGA AVENUE IN THE AMOUNT OF \$19,112.50 BUDGETED IN LINE ITEM #101-446-000-818-011**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Doe to Approve Agreement with the Washtenaw County Road Commission for Removal and Installation of Three (3) Speed Humps on Onandaga Avenue in the Amount of \$19,112.50 Budgeted in Line Item #101-446-000-818-011 (see attached).

The motion carried unanimously.

- 3. REQUEST BOARD AUTHORIZATION TO APPROVE CHANGE ORDER #1 WITH JAMES LEFFEL & COMPANY FOR ADDITIONAL WORK ON GENERATOR #2 IN THE AMOUNT OF \$15,650.00 BUDGETED IN LINE # 252-252-999-977-000**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to add this to the Agenda.

The motion carried unanimously.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Doe to Approve Change Order #1 with James Leffel & Company for Additional Work on Generator #2 in the Amount of \$15,650.00 Budgeted in Line Item 252-252-999-977-000.

The motion carried unanimously.

The meeting adjourned at approximately 9:11 a.m.

Respectfully Submitted,

**Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti**

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

**AGREEMENT BETWEEN
CHARTER TOWNSHIP OF YPSILANTI AND
THE WASHTENAW COUNTY ROAD COMMISSION**

THIS AGREEMENT, made and entered into this 24th day of July, 2018 between the Board of the Charter Township of Ypsilanti (the "Township") and the Board of Washtenaw County Road Commissioners (the "Road Commission").

WHEREAS, the Charter Township of Ypsilanti desires to reinstall three (3) speed humps on Onandaga Avenue between Service Drive and Oswego Avenue (the "Project"); and

WHEREAS, proper authority is provided to the parties of this Agreement under the provisions of Act 51 of Public Acts of 1951 as amended; and

WHEREAS, the Road Commission will include the Project into existing Contract for 2018 Traffic Calming Project;

WHEREAS, the Township shall promptly reimburse the Road Commission upon receipt of any invoices for all costs and expenses attributed to the Project;

THEREFORE, BE IT AGREED that the Township will pay the Road Commission for all actual costs incurred associated with the construction of the Project estimated to be \$19,112.50.

IT IS FURTHER UNDERSTOOD that the Charter Township of Ypsilanti will be a named insured on the Washtenaw County Road Commission's coverage for liability for the activities described above. The Road Commission will submit a certificate of insurance evidencing such coverage to the Township Clerk prior to implementation of services under the contract. Each party to this contract shall be responsible for the acts and omissions of its employees and agents.

AGREEMENT SUMMARY

Estimated Cost

Removal and installation of three (3) speed humps on Onandaga Avenue \$19,112.50

FOR YPSILANTI TOWNSHIP:

Brenda L. Stumbo *Tammie B. Keen* Witness
Brenda L. Stumbo, Supervisor July 24, 2018 Tammie B. Keen

Karen Lovejoy Roe *Lisa R. Stanfield* Witness
Karen Lovejoy Roe, Clerk July 24, 2018 Lisa R. Stanfield

FOR WASHTENAW COUNTY ROAD COMMISSION:

_____ _____ Witness
Douglas E. Fuller, Chair

_____ _____ Witness
Sheryl Soderholm Siddall, Managing Director

OFFICE OF THE TREASURER
LARRY J. DOE



MONTHLY TREASURER'S REPORT
JULY 1, 2018 THROUGH JULY 31, 2018

<u>Account Name</u>	<u>Beginning Balance</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Ending Balance</u>
101 - General Fund	5,614,698.71	2,374,978.54	2,852,873.93	5,136,803.32
101 - Payroll	202,598.16	632,456.13	653,891.15	181,163.14
101 - Willow Run Escrow	143,310.87	48.68	0.00	143,359.55
206 - Fire Department	2,431,276.94	5,245.02	250,680.92	2,185,841.04
208 - Parks Fund	24,281.51	9,996.16	808.27	33,469.40
212 - Roads/Bike Path/Rec/General Fund	1,074,788.30	4,583.04	637,241.25	442,130.09
226 - Environmental Services	2,870,569.16	3,385.44	207,075.05	2,666,879.55
230 - Recreation	162,803.33	104,920.27	147,945.93	119,777.67
236 - 14-B District Court	315,219.89	118,611.00	108,048.96	325,781.93
244 - Economic Development	68,208.66	103.58	0.00	68,312.24
248 - Rental Inspections	83,285.35	11,702.89	19,699.43	75,288.81
249 - Building Department Fund	1,201,492.39	110,304.90	46,068.56	1,265,728.73
250 - LDFA Tax	139,290.55	41.84	119,414.68	19,917.71
252 - Hydro Station Fund	617,790.59	59,837.07	148,262.33	529,365.33
266 - Law Enforcement Fund	6,138,663.91	8,754.10	535,984.03	5,611,433.98
397 - Series "B" Cap. Cost of Funds	45,805.33	0.00	45,805.33	0.00
398 - LDFA 2006 Bonds	129,784.05	119,781.32	450.00	249,115.37
584 - Green Oaks Golf Course	188,568.28	278,461.59	269,428.05	197,601.82
590 - Compost Site	677,836.04	39,693.82	17,430.54	700,099.32
595 - Motor Pool	193,907.18	179.08	83,773.20	110,313.06
701 - General Tax Collection	97,524.67	71,077.04	146,427.21	22,174.50
703 - Current Tax Collections	69,917.35	3,778,591.53	1,665,724.31	2,182,784.57
707 - Bonds & Escrow/GreenTop	1,622,030.93	73,854.80	240,743.24	1,455,142.49
708 - Fire Withholding Bonds	62,217.76	25,037.14	0.00	87,254.90
893 - Nuisance Abatement Fund	80,628.18	4,562.07	6,827.54	78,362.71
ABN AMRO Series "B" Debt Red. Cap.Int.	0.00	0.00	0.00	0.00
GRAND TOTAL	24,256,498.09	7,836,207.05	8,204,603.91	23,888,101.23

ATTORNEY REPORT

GENERAL LEGAL UPDATE

OLD BUSINESS

CHARTER TOWNSHIP OF YPSILANTI

**RESOLUTION 2018-18
(In Reference to Ordinance 2018-479)**

**Amending the Township Code of Ordinances, Chapter 46, Township Parks,
Regulating Possession of Firearms in Township Parks**

Whereas, the Ypsilanti Township Code of Ordinances Chapter 46 currently contains regulations prohibiting possession of air or gas soft guns including paint ball guns in Township Parks; and

Whereas, the Michigan Legislature has expanded the definition of firearms which are permitted under Michigan's Open Carry Law (MCL 123.1101 – 123.1104); and

Whereas, the expanded definition includes possession of guns which expel a BB or pellet by spring, gas or air; specifically including paint ball guns that expel plastic balls filled with paint; and

Whereas, the Township Code provision prohibiting the possession of air and gas soft guns including paint ball guns conflicts with the expanded definition of firearms permitted under Michigan's Open Carry Law;

Now Therefore,

Be it resolved, that Ordinance No. 2018- 479 is hereby adopted by reference.

CHARTER TOWNSHIP OF YPSILANTI

ORDINANCE NO. 2018-479

**An Ordinance to Amend the Charter Township
of Ypsilanti's Code of Ordinances, Chapter
46 Township Parks, Section 61**

The Charter Township of Ypsilanti hereby ordains that the Ypsilanti Township Code of Ordinances, Chapter 46, Township Parks, Section 61 entitled Possession and Use of Firearms, is amended to read as follows:

It shall be unlawful for any person within park property to:

1. Possess, carry, fire or discharge, or cause to be fired or discharged across, in or into any portions of the park, any spear, bow and arrow, crossbow, or sling shot, ~~air or gas soft gun or paint ball gun,~~ except for the purposes designated by the Board in an area and at times designated by the Board;
2. Possess, set off or attempt to set off or ignite any firecracker, fireworks, smoke bombs, rockets, black powder guns or other pyrotechnics without authorization from the Director; or
3. Discharge or cause to be discharged, a firearm, pistol, pellet gun, air rifle, ~~air or shot gun, or paint ball gun,~~ as defined by Michigan law, MCL 750.222, as amended, in or into any portion of a Township Park.

Any unauthorized or illegal weapon, explosive, or other pyrotechnic within a park shall be subject to seizure by a law enforcement officer.

Severability

Should any section, subdivision, sentence, clause or phrase of this Ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof other than the part as invalidated.

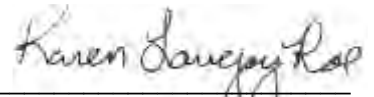
Publication

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

Effective date

This Ordinance shall become effective upon publication in a newspaper of general circulation as required by law.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify approval of the first reading of Proposed Ordinance No. 2017-479 by the Charter Township of Ypsilanti Board of Trustees assembled at a regular meeting held on July 17, 2018. The second reading is scheduled to be heard on August 21, 2018.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2018-21
ESTABLISH TOWNSHIP SUPERVISOR'S SALARY

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

WHEREAS in 2018, AFSCME, Teamsters, Administrative/Confidential employees and Elected Officials did not receive a wage increase and remained at their 2017 salaries; and

WHEREAS in 2018, the Teamster and Firefighter contracts were negotiated and ratified with a 3% increase in wages; and

WHEREAS in 2018, the Administrative/Confidential employees received a 3% increase; and

WHEREAS the AFSCME contract is currently being negotiated;

NOW THEREFORE BE IT RESOLVED that the salary for the office of Supervisor shall receive a 3% increase from \$79,400.19 to \$81,782.20; and

BE IT FURTHER RESOLVED that elected officials' wages will be paid bi-monthly per our auditor's recommendation.

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2018-22

ESTABLISH TOWNSHIP CLERK'S SALARY

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

WHEREAS in 2018, AFSCME, Teamsters, Administrative/Confidential employees and Elected Officials did not receive a wage increase and remained at their 2017 salaries; and

WHEREAS in 2018, the Teamster and Firefighter contracts were negotiated and ratified with a 3% increase in wages; and

WHEREAS in 2018, the Administrative/Confidential employees received a 3% increase; and

WHEREAS the AFSCME contract is currently being negotiated;

NOW THEREFORE BE IT RESOLVED that the salary for the office of Clerk shall receive a 3% increase from \$79,400.19 to \$81,782.20; and

BE IT FURTHER RESOLVED that elected officials' wages will be paid bi-monthly per our auditor's recommendation.

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2018-23

ESTABLISH TOWNSHIP TREASURER'S SALARY

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

WHEREAS in 2018, AFSCME, Teamsters, Administrative/Confidential employees and Elected Officials did not receive a wage increase and remained at their 2017 salaries; and

WHEREAS in 2018, the Teamster and Firefighter contracts were negotiated and ratified with a 3% increase in wages; and

WHEREAS in 2018, the Administrative/Confidential employees received a 3% increase; and

WHEREAS the AFSCME contract is currently being negotiated;

NOW THEREFORE BE IT RESOLVED that the salary for the office of Treasurer shall receive a 3% increase from \$79,400.19 to \$81,782.20; and

BE IT FURTHER RESOLVED that elected officials' wages will be paid bi-monthly per our auditor's recommendation.

NEW BUSINESS

**CHARTER TOWNSHIP OF YPSILANTI
2018 BUDGET AMENDMENT #12**

August 21, 2018

AMOUNTS ROUNDED TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND **Total Increase** \$374,996.00

Request to increase budget for Civic Center Roof Replacement in the amount of \$183,000 plus \$20,000 for any unforeseen issues for a total of \$203,000. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$203,000.00
		Net Revenues	<u><u>\$203,000.00</u></u>
Expenditures:	Civic Center - Roof	101-970-000-975.141	\$203,000.00
		Net Expenditures	<u><u>\$203,000.00</u></u>

Request to increase budget for Community Center Roof Replacement in the amount of \$108,600 plus \$10,000 for any unforeseen issues for a total of \$118,600. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$118,600.00
		Net Revenues	<u><u>\$118,600.00</u></u>
Expenditures:	Capital Outlay - Community Ctr	101-970-000-976.008	\$118,600.00
		Net Expenditures	<u><u>\$118,600.00</u></u>

Request to increase the budget and create a new department in General Fund for the new Economic Development Director's wages and fringe benefits for the remainder of 2018. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$39,066.00
		Net Revenues	<u><u>\$39,066.00</u></u>
Expenditures:	SALARY - SUPERVISION	101-728-000-705.000	\$31,300.00
	F.I.C.A./MEDICARE	101-728-000-715.000	\$2,395.00
	HEALTH INSURANCE	101-728-000-719.000	\$860.00
	SICK AND ACCIDENT	101-728-000-719.001	\$60.00
	DENTAL BENEFITS	101-728-000-719.015	\$50.00
	VISION BENEFITS	101-728-000-719.016	\$11.00
	HEALTH CARE DEDUCTION	101-728-000-719.020	\$2,275.00
	ADMIN FEE - HEALTH DEDUCTIBLE	101-728-000-719.021	\$20.00
	LIFE INSURANCE	101-728-000-720.000	\$25.00
	RETIREMENT/MERS	101-728-000-876.000	\$1,620.00
	RETIREMENT HEALTH CARE SAVINGS	101-728-000-876.100	\$450.00
		Net Expenditures	<u><u>\$39,066.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI
2018 BUDGET AMENDMENT #12**

August 21, 2018

101 - GENERAL OPERATIONS FUND - CONTINUED

Request to increase budget for OHM professional engineering design for a bus stop at Schooner Cove and South Huron River Drive . The bus stop will be funded by a Community Development Block Grant (CDBG) through Washtenaw County.

Revenues:	FEDERAL GRANTS - CDBG	101-000-000-522.000	\$14,330.00
		Net Revenues	\$14,330.00
Expenditures:	CDBG PROJECT - CAPITAL OUTLAY	101-970-000-974.100	\$14,330.00
		Net Expenditures	\$14,330.00

212 - BIKE, SIDEWALK, REC, ROADS GENERAL FUND (BSRII)	Total Increase	\$2,400.00
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Request to increase budget for purchase and installation of wind screens for the pickle ball courts at Ford Lake Park. This will be funded by a donation from the Stricof Family Foundation.

Revenues:	Contributions & Donations	212-000-000-675.000	\$2,400.00
		Net Revenues	\$2,400.00
Expenditures:	Equipment	212-212-000-977.000	\$2,400.00
		Net Expenditures	\$2,400.00

236 - 14B DISTRICT COURT FUND	Total Increase	\$857.00
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Request to increase budget for PTO payout over the budgeted 32 hours, an additional 40 hours for one employee to be paid out at 75%. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	236-000-000-699.000	\$857.00
		Net Revenues	\$857.00
Expenditures:	Salary-Pay Out	236-136-000-708.004	\$796.00
	FICA&Medicare	236-136-000-715.000	\$61.00
		Net Expenditures	\$857.00

249 - BUILDING DEPARTMENT FUND	Total Increase	\$73,000.00
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Request to increase budget to facilitate a professional service contract with Graphic Sciences, Inc. to scan & digitize old paper property records. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	249-000-000-699.000	\$73,000.00
		Net Revenues	\$73,000.00
Expenditures:	Professional Services	249-249-000-801.000	\$73,000.00
		Net Expenditures	\$73,000.00

CHARTER TOWNSHIP OF YPSILANTI
2018 BUDGET AMENDMENT #12

August 21, 2018

252 - HYDRO STATION FUND

Total Increase \$47,760.00

Request to increase budget for expense related to change order #2 additional work on Generator #2. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	252-000-000-699.000	\$47,760.00
		Net Revenues	<u>\$47,760.00</u>
Expenditures:	Equipment	252-252-000-977.000	\$47,760.00
		Net Expenditures	<u>\$47,760.00</u>

Motion to Amend the 2018 Budget (#12):

Move to increase the General Fund budget by \$374,996 to \$10,449,877 and approve the department line item changes as outlined.

Move to increase the Bike, Sidewalk, Rec, Roads, General (BSRII) Fund budget by \$2,400 to \$2,151,495 and approve the department line item changes as outlined.

Move to increase the 14B District Court Fund by \$857 to \$2,000,487 and approve the department line item changes as outlined.

Move to increase the Building Department Fund budget by \$73,000 to \$836,188 and approve the department line item changes as outlined.

Move to increase the Hydro Station Fund budget by \$47,760 to \$652,035 and approve the department line item changes as outlined.



Dedicated to Providing Top Quality, Cost Effective, and
Environmentally Safe Water and Wastewater Services to Our Customers

YPSILANTI COMMUNITY UTILITIES AUTHORITY

2777 STATE ROAD
YPSILANTI, MICHIGAN 48198-9112
TELEPHONE: 734-484-4600
WEBSITE: www.ycua.org

July 27, 2018

VIA EMAIL and USPS

Ms. Karen Lovejoy Roe, Clerk
CHARTER TOWNSHIP of YPSILANTI
7200 South Huron River Drive
Ypsilanti, Michigan 48197

Re: **YCUA Water and Sewer Rate Changes**

Dear Karen:

At its regular meeting on August 22, 2018, the YCUA Board of Commissioners will consider a water and sewer modification to our rate structure. Under the new rate structure, the minimum use charge will be replaced with a Readiness to Serve (RTS) charge. The proposed RTS rate structure is more equitable to our users by allowing customers to pay a consumption rate at every interval of usage. An RTS rate structure has become the main rate method for utilities across the county while minimum use charge method has been phased out.

Under the old rate structure, we were proposing a 2% sewer rate increase and no change to the water rate. Although the new rate structure will increase the average Township Division customer's bi-monthly water and sewer bill by 1%, actual bi-monthly water and sewer bills will vary by usage. The new modified rate structure would take effect October 1, 2018.

Included are the three ordinances requiring approval as well as supporting documentation. Please place these ordinances on the Township Trustees' agenda for their consideration at their Tuesday, August 21, 2018 meeting. If you have any questions please contact me.

Sincerely,



JEFF CASTRO, Director
Ypsilanti Community Utilities Authority

JC/kks

Enclosures

cc w/encl.: YCUA Board of Commissioners

Ms. Brenda Stumbo

Ms. Lisa Garrett

Mr. Thomas E. Daniels

cc: Mr. Dwayne Harrigan

Ms. Venita Terry



Dedicated to Providing Top Quality, Cost Effective, and
Environmentally Safe Water and Wastewater Services to Our Customers

YPSILANTI COMMUNITY UTILITIES AUTHORITY

2777 STATE ROAD
YPSILANTI, MICHIGAN 48198-9112
TELEPHONE: 734-484-4600
WEBSITE: www.ycua.org

July 27, 2018

VIA EMAIL and USPS

CHARTER TOWNSHIP of YPSILANTI
Board of Trustees
7200 South Huron Street
Ypsilanti, Michigan 48198

Re: **YCUA Water and Sewer Rate Changes**

Dear Trustee:

At its regular meeting on August 22, 2018, the YCUA Board of Commissioners will consider a water and sewer modification to our rate structure. Under the new rate structure, the minimum use charge will be replaced with a Readiness to Serve (RTS) charge. The proposed RTS rate structure is more equitable to our users by allowing customers to pay a consumption rate at every interval of usage. A RTS rate structure has become the main rate method for utilities across the county while minimum use charge method has been phased out.

Under the old rate structure, we were proposing a 2% sewer rate increase and no change to the water rate. Although the new rate structure will increase the average Township Division customer's bi-monthly water and sewer bill by 1%, actual bi-monthly water and sewer bills will vary by usage. The new modified rate structure would take effect October 1, 2018.

The three ordinances authorizing the new rate structure are included in this correspondence for your consideration. If you have any questions please contact me.

Sincerely,

JEFF CASTRO, Director
Ypsilanti Community Utilities Authority

JC/kks

Enclosures

cc w/encl.: YCUA Board of Commissioners

Ms. Brenda L. Stumbo
Ms. Karen Lovejoy Roe
Ms. Lisa Garrett
Mr. Thomas E. Daniels

cc: Mr. Dwayne Harrigan
Ms. Venita Terry

Charter Township of Ypsilanti
Comparison of Water and Sewer Bills
Old Rate Method (Minimum use Charge) and New Rate Method (Readiness to Serve Charge)

Ypsilanti Township Actual Annual Low Minimum Customer Bills				
		Old		New
Bill	Usage			
Bi-Monthly 1st bill	1	\$ 59.41	\$ 36.43	
Bi-Monthly 2nd bill	3	\$ 59.41	\$ 48.05	
Bi-Monthly 3rd bill	2	\$ 59.41	\$ 42.24	
Bi-Monthly 4th bill	3	\$ 59.41	\$ 48.05	
Bi-Monthly 5th bill	2	\$ 59.41	\$ 42.24	
Bi-Monthly 6th bill	1	\$ 59.41	\$ 36.43	
	Min/RTS	56.58	30.62	
	Commodity	5.64	5.81	
	Surcharge	5.0%		
Domestic Bill		\$ 356.45	\$ 253.44	
Avg bill for year		\$ 59.41	\$ 42.24	

Ypsilanti Township Actual Annual High Minimum Customer Bills				
		Old		New
Bill	Usage			
Bi-Monthly 1st bill	4	\$ 59.41	\$ 53.86	
Bi-Monthly 2nd bill	6	\$ 59.41	\$ 65.48	
Bi-Monthly 3rd bill	5	\$ 59.41	\$ 59.67	
Bi-Monthly 4th bill	6	\$ 59.41	\$ 65.48	
Bi-Monthly 5th bill	7	\$ 65.33	\$ 71.29	
Bi-Monthly 6th bill	4	\$ 59.41	\$ 53.86	
	Min/RTS	56.58	30.62	
	Commodity	5.64	5.81	
	Surcharge	5.0%		
Domestic Bill		\$ 362.38	\$ 369.64	
Avg bill for year		\$ 60.40	\$ 61.61	

Ypsilanti Township Actual Annual Average Customer Bills				
		Old		New
Bill	Usage			
Bi-Monthly 1st bill	8	\$ 71.25	\$ 77.10	
Bi-Monthly 2nd bill	12	\$ 94.94	\$ 100.34	
Bi-Monthly 3rd bill	12	\$ 94.94	\$ 100.34	
Bi-Monthly 4th bill	8	\$ 71.25	\$ 77.10	
Bi-Monthly 5th bill	10	\$ 83.10	\$ 88.72	
Bi-Monthly 6th bill	9	\$ 77.18	\$ 82.91	
	Min/RTS	56.58	30.62	
	Commodity	5.64	5.81	
	Surcharge	5.0%		
Domestic Bill		\$ 492.66	\$ 526.51	
Avg bill for year		\$ 82.11	\$ 87.75	

CHARTER TOWNSHIP OF YPSILANTI

PROPOSED ORDINANCE 2018-480

ADJUSTMENT OF WATER SERVICE RATES

An ordinance to amend Chapter 62, Article IV, Section 62-76 of the Code of Ordinances, Charter Township of Ypsilanti, to adjust water service rates.

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

Chapter 62, Article IV, Section 62-76 of the Code of Ordinances be amended as follows:

For all billings rendered prior to October 1, 2018, existing water service rates shall prevail. For all billings rendered on or after October 1, 2018, water service rates shall be as follows, for each bimonthly (two-month) period:

Readiness-to-serve rates based on size of meter:

Meter Size (inch)	Water Rate
5/8-3/4	\$ 14.94
1	\$ 37.35
1-1/2	\$ 74.70
2	\$ 119.52
3	\$ 373.50
4	\$ 747.00
6	\$ 1,494.00
8	\$ 2,614.50
10	\$ 4,108.50
12	\$ 4,855.50

Commodity and water contracts community rate: \$3.23 per 100 cubic feet

* * * * *

WITNESS:

THE CHARTER TOWNSHIP OF YPSILANTI

Brenda L. Stumbo, Supervisor

Karen Lovejoy-Roe Clerk

This Ordinance shall become effective upon the date of publication.

I, Karen Lovejoy-Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan, hereby certify that the foregoing Ordinance No. 2018 _____

consisting of (1) page was duly approved and adopted by the Charter Township of Ypsilanti Board of Trustees assembled at a meeting of said board held _____ after said ordinance had previously been introduced at a meeting of the Board held _____. I further certify the motion to adopt was made by member _____ and seconded by member _____. The vote on the motion is as follows:

Yes: _____, _____, _____, _____, _____
 name name name name name

No: _____, _____, _____, _____, _____
 name name name name name

Karen Lovejoy-Roe, Clerk
Charter Township of Ypsilanti

PUBLISH: _____
 Day, Month, Year

CHARTER TOWNSHIP OF YPSILANTI

PROPOSED ORDINANCE 2018-481

ADJUSTMENT OF SEWAGE DISPOSAL RATES

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

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

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

For all billings rendered prior to October 1, 2018, existing sewage disposal service rates shall prevail. For all billings rendered on or after October 1, 2018, sewage disposal rates shall be as follows, for each bimonthly (two-month) period:

Readiness-to-serve rates based on size of meter:

Meter Size (inch)	Sewage Rate
5/8-3/4	\$ 15.68
1	\$ 39.20
1-1/2	\$ 78.39
2	\$ 125.43
3	\$ 391.96
4	\$ 783.92
6	\$ 1,567.83
8	\$ 2,743.71
10	\$ 4,311.54
12	\$ 5,095.46

Commodity Rate: \$2.58 per 100 cubic feet

* * * * *

WITNESS:

THE CHARTER TOWNSHIP OF YPSILANTI

Brenda L. Stumbo, Supervisor

Karen Lovejoy-Roe Clerk

This Ordinance shall become effective upon the date of publication.

I, Karen Lovejoy-Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan, hereby certify that the foregoing Ordinance No. 2018 ____ consisting of (1) page was duly approved and adopted by the Charter Township of Ypsilanti Board of Trustees assembled at a meeting of said board held _____ after said ordinance had previously been introduced at a meeting of the Board held _____. I further certify the motion to adopt was made by member _____ and seconded by member _____. The vote on the motion is as follows:

Yes: _____, _____, _____, _____, _____
name name name name name

No: _____, _____, _____, _____, _____
name name name name name

Karen Lovejoy-Roe, Clerk
Charter Township of Ypsilanti

PUBLISH: _____
Day, Month, Year

CHARTER TOWNSHIP OF YPSILANTI

ORDINANCE 2018-482

**REPEALING CHAPTER 62, ARTICLE IV, SECTION 62-77
OF THE CODE OF ORDINANCES**

An Ordinance to repeal Chapter 62, Article IV, Section 62-79(k) of the Charter Township of Ypsilanti Code of Ordinances which provides for a restricted debt retirement and capital improvement fund surcharge on water service and sewage disposal bills, because said surcharge is now a part of and fully included in the readiness-to-serve and commodity rates established by the water rate ordinance at Chapter 62, Article IV, Section 62-76 and established by the sewer rate ordinance at Chapter 62, Article IV, Section 62-77, each rate ordinance being effective October 1, 2018.

BE IT ORDAINED BY THE CHARTER TOWNSHIP OF YPSILANTI, that:

Effective October 1, 2018, Chapter 62, Article V, Section 62-79(k) of the Code of Ordinances is repealed.

* * * * *

WITNESS:

THE CHARTER TOWNSHIP OF YPSILANTI

Brenda L. Stumbo, Supervisor

Karen Lovejoy-Roe Clerk

This Ordinance shall become effective upon the date of publication.

I, Karen Lovejoy-Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan, hereby certify that the foregoing Ordinance No. 2018 ____ consisting of (1) page, not including this page, was duly approved and adopted by the Charter Township of Ypsilanti Board of Trustees assembled at a meeting of said board held _____ after said ordinance had previously been introduced at a meeting of the Board held _____. I further certify the motion to adopt was made by member _____ and seconded by member _____. The vote on the motion is as follows:

Yes: _____,
 name name name name name

No: _____,
 name name name name name

Karen Lovejoy-Roe, Clerk
Charter Township of Ypsilanti

PUBLISH: _____ Day, Month, Year



August 15, 2018

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

RE: Proposal for Bus Stop at Schooner Cove Boulevard and S. Huron River Drive
Professional Engineering Design Services

Dear Ms. Stumbo:

Thank you for the opportunity to submit this proposal to provide Professional Engineering Design Services for the proposed Bus Stop at Schooner Cove and S. Huron River Drive. The proposed bus stop enhancement will be funded by CDBG through Washtenaw County. The design and construction of this bus stop will be performed by the Charter Township of Ypsilanti (Township) with the assistance of OHM Advisors. OHM Advisors will facilitate the design, bidding, and permitting of this project.

This proposal provides key personnel and project manager contact information as well as project understanding, deliverables, schedule, and fee estimation.

PROJECT UNDERSTANDING

The project includes the design of a bus bay (pull-out) at the northeast corner of Schooner Cove Boulevard and S. Huron River Drive. Improvements will be made to the existing stormwater management system and adjacent asphalt pathway, as well the addition of a crosswalk for pedestrian access to the bus stop from the south side of Huron River Drive. In addition, a bus stop enclosure will also be added (by others) and will be coordinated with the Ann Arbor Area Transportation Authority (AAATA) as well as the Washtenaw County Road Commission (WCRC) in regards to work proposed within the S. Huron River Drive Right-of-Way (ROW). The path will comply with the most recent guidelines for pathway construction including the American Association of State Highway Transportation Official's (AASHTO) Guide for the Development of Bicycle Facilities (where applicable), applicable sections of the Americans with Disabilities Act (ADA), the National Asphalt Pavement Association (NAPA) Standards, and local ordinances.

OHM Advisors has previously assisted with the conceptual estimate and various application preparations. We offer the scopes of services for the completion of the final design, bidding and award of this project.

SCOPE

Task 1 – Design Survey/ROW Identification/Soil Borings

OHM Advisors will begin Design Survey upon authorization to proceed. The focus will be to identify critical areas where obtaining temporary or permanent easements could save construction cost as well as areas that may require additional design efforts. Tasks to be accomplished include:

- ▼ **Control:** Establish horizontal and vertical control.



- **Right-of-Way:** Obtain property boundary and ROW information and tie to project control.
- **Topographic Survey:** Obtain all necessary existing physical features, such as sidewalk, structure inventory, trees, etc., and elevations to provide information for preparing plans, with a focus on meeting all ADA requirements.
- **Soil Borings:** This task will also include two (2) five-foot deep soil borings (to be performed by G2 Consulting Group) to ensure stable ground for the proposed asphalt pathway as well as the storm sewer extension and enclosure of the existing ditch.

Task 2 – Engineering Drawing Design

The data gathered in Task 1, along with the conceptual sketches provided during the application process, will allow OHM to create a set of design drawings and aerial maps. These drawings and maps will be further developed to show the bus stop location. Any notes and details necessary for specific design elements will be included along with cross-sections of the paths. These documents will serve as the “plans” for the project and allow contractors to understand the overall scope of work. In addition, these documents will also be reviewed with the Township personnel assigned to this project to obtain feedback. A review meeting will be held and any plan modifications discussed at the meeting will be incorporated into the drawings for the final bid package. OHM will also work with the WCRC at this stage to ensure this location is acceptable.

Task 3 – Specifications and Final Bid Package Assembly

In order to develop the necessary specifications, OHM will follow the Charter Township of Ypsilanti Engineering Standards and Design Specifications. These specifications will pertain to specific items such as special instructions to bidders (Township and CDBG requirements), supplemental and technical specifications, and a method of payment for the contractor to follow. The bid package will require the necessary bonding, prevailing wage information, and insurance requirements as well as a bid form that will allow the Township to compare bids on an “apples to apples” basis. After completion of the design, the Township will be provided with two hard copies of the package for review along with an updated final engineer’s opinion of probable cost. Final adjustments to the package will then be made based on the Township’s comments prior to advertising and bidding.

Task 4 – Bidding Assistance

The final bid package will be provided to the Township to be posted on the Michigan Inter-governmental Trade Network (MITN). OHM will assist with the bid process and conduct a bid opening. OHM can also hold an onsite pre-bid conference with potential bidders, if requested by the Township. OHM will address any questions and/or any Requests for Information (RFIs) received by the bidding contractors during the bid phase. OHM will hold a bid opening at the Township on the date specified in the bid documents. Bids will be received, read aloud, collected, tabulated, and reviewed. A letter of recommendation will be provided to the Township based on price, references, and other criteria outlined in the bid documents.

DELIVERABLES

Task	Deliverable
Task 2	Engineering Design Plans
Task 3	Final Bidding Package (Reviewed by Township Attorney)
Task 4	Recommendation of Award Letter

KEY PERSONNEL

This project team has been specifically selected to best meet the technical aspects of the design and facilitate coordination with the Township. G2 Consulting Group will offer geotechnical services if needed. Below is a list of key personnel and their role on this project.



Project Team Members	Role on Project	Specific Duties
Matthew Parks, PE	Project Manager	Management, Utility Coordination, & Public Liaison
Jessica Howard	Lead Design Engineer	Concepts, Design Development, ADA Issues & QA/QC
Phil Maly	Construction	QA/QC
Andrew Schripsema, PE, PS	Surveyor	Design Survey (Control, Topography, & Right-of-Way)

ASSUMPTIONS/CLARIFICATIONS

- ▶ The design will be limited to the bus bay, pathway, and hard surface around the proposed conceptual bus stop. This design will not incorporate any improvements to S. Huron River Drive, Schooner Cove Boulevard or other work outside these immediate limits.
- ▶ Any additional tasks outside of the above scope of services can be conducted at an hourly rate or as negotiated between the Township and OHM Advisors (OHM). Additional work will not be conducted prior to Township authorization.
- ▶ Construction phase services are not included in the proposal. The Township can inspect and administer this project with their staff or OHM can submit a proposal under separate cover for consideration upon request. In general, small projects like this require approximately 15% of the overall construction cost to administer construction services. This can change based on the level of service provided.
- ▶ Any meetings in addition to the meetings outlined in the above scope are not included in the scope of services but can be attended upon request. Time spent for these meetings will be charged on an hourly basis.

FEE

OHM Advisors will invoice the Charter Township of Ypsilanti for the above stated services on an hourly not-to-exceed basis, in accordance with our 2015 Rate Schedule. Invoices will be sent monthly as work is performed.

Design Tasks	Design Fee
Task 1: Survey & ROW	\$2,900.00
Task 1: Soil Borings (G2)	\$2,530.00
Task 2: Engineering Drawings	\$3,800.00
Task 3: Specifications and Final Bid Package	\$2,900.00
<u>Task 4: Bidding Assistance</u>	<u>\$2,200.00</u>
Total	\$14,330.00

ACCEPTANCE

If this proposal is acceptable to you, a signature on the enclosed copy of this letter and initials on the contract terms and conditions will serve as our authorization to proceed.

Thank you for giving us the opportunity to present this proposal to you. We look forward to working with you throughout this project.

Sincerely,
 OHM Advisors

Matthew D. Parks, P.E.



OHM ADVISORS
CONSULTANT

Charter Township of Ypsilanti
CLIENT

(Signature)

Matthew D. Parks, P.E.

(Name)

Ms. Brenda Stumbo

Principal-in-Charge

(Title)

Township Supervisor

(Date)

(Signature)

(Name)

Ms. Karen Lovejoy Roe

(Title)

Township Clerk

(Date)

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



Charter Township of Ypsilanti
Residential Services Division

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484.0073
Fax: (734)544.3501

www.ytown.org

MEMORANDUM

TO: Charter Township of Ypsilanti Board of Trustees
FROM: Wayne Dudley, Public Service Superintendent
DATE: 08/08/2018
RE: Request to approve change order of Technical Environmental Services for
Soil remediation during removal of Fuel System at Civic Center

Request to approve change order in the amount of an increase \$2,453.89 for the fuel system remediation contract with Technical Environmental Services Inc. budgeted in line item 101.265.000.931.020.

The original board approval was for \$12,000, but the actual expense were \$14,453.89. The increase was due to a lot more water than expect in the area 12,250 gals @ \$0.35 instead of the hoped 500gals. The soil removal was less 117 tons instead of 140.

I will be available for any questions.

Respectfully,
Wayne Dudley
Public Service Superintendent
734-544-3514

775 N 2nd St
Brighton, MI 48116
Main: 810-229-6323

TECHNICAL ENVIRONMENTAL SERVICES, INC.

Invoice # 4191D
Invoice Date: 30-Jul-2018
Terms: 30 DAYS

Bill To:
**CHARTER TOWNSHIP OF YPSILANTI
7200 SOUTH HURON RIVER DRIVE
YPSILANTI, MI 48197**

Job Address:
**CHARTER TOWNSHIP OF YPSILANTI
7200 SOUTH HURON RIVER DRIVE
YPSILANTI, Michigan 48197**

Technician Name:
Job Description:
SOIL REMOVAL, VAC TRUCK SERVICE & DISPOSAL
Completion Details: REQUESTOR: WAYNE DUDLEY

Description	Qty.	Unit Price (\$)	Tax (\$)	Sub Total (\$)
VAC TRUCK W/OPERATOR-HOURLY	20.00	130.00	0.00	2,600.00
SOIL REMOVAL -TONS	117.00	64.67	0.00	7,566.39
DISPOSAL OF WATER- PER/GAL., FIRST VISIT	250.00	0.35	0.00	87.50
DISPOSAL OF WATER PER/GAL., SECOND VISIT	12,000.00	0.35	0.00	4,200.00
			(+) Tax	\$ 0.00
			Grand Total	\$ 14,453.89
			Amount Paid	\$ 0.00
			Amount Due	\$ 14,453.89

Remit To:
Technical Environmental Services, Inc.
775 N 2nd St
Brighton, MI 48116
Office: 810-229-6323

Remit Information:
**CHARTER TOWNSHIP OF YPSILANTI
C/O: CHARTER TOWNSHIP OF
YPSILANTI
7200 SOUTH HURON RIVER
DRIVE
YPSILANTI, MI 48197
Invoice # 4191D
Invoice Date: 30-Jul-2018
Amount Due: \$14,453.89**

ALL APPLICABLE SALES TAXES ARE INCLUDED

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



Charter Township of Ypsilanti
Residential Services Division

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484.0073
Fax: (734)544.3501

www.ytown.org

MEMORANDUM

TO: Charter Township of Ypsilanti Board of Trustees
FROM: Wayne Dudley, Public Service Superintendent
DATE: 08/13/2018
RE: Recommend Acceptance of Donation for FLP Windscreens; and
Request to forego finance policy and accept quote from "All Court Fabrics" for
Windscreens budgeted in line item #212-212-000-977-000

Please see attached request from Stricof Family Foundation (SFF - Dr. Dan Stricof), Eitan Jackler (TWP resident), and Jeff Shumway (Ann Arbor's ambassador for the U.S.A. Pickleball Association). All of these have approached the Township in an effort to supply windscreens for the FLP Pickleball Courts.

Please also find attached documents for what they are proposing. Note that this just addresses the need for the pickleball end of the courts. The whiffleball that they use is so light, that the slightest wind affects the travel of the ball. The tennis court end will remain open. These screens are mesh so to slow the wind down, but you can still see through them for safety. They also are proposing "wind flap" windows & beak away zip ties so if there were to be a large wind - it would break the ties before ripping the fabric or damaging the fence\posts.

Dr Stricof is willing to fund up to \$2400.00 which should cover an estimate Mr. Jackler has received. Mr. Jackler contacted a vendor that they have used on other community projects to get a preliminary quote for the FLP courts. They have also volunteered to assist our people in the install now and removal in the fall.

I would recommend to accept the donation from the SFF for the purchase of the pickleball screens. Please note the following:

1. This has been presented to the Parks Commission and approved; with the recommendation of the Royal Blue color to match the courts. Windscreens = 416' X 9' X .54 sq. ft. = \$2,021.76 plus \$180.00 S&H; 1500 tie-wraps/black/50 lbs. = \$120.00; Total approx. \$2400.00
2. The Stricof Family Foundation (SFF) does not desire or need any memorial or recognition of the donation except for a simple written receipt that the funds will be used for public parks and recreation and that no goods or services are being given back to the foundation in exchange for the gift.
3. Earlier this summer the SFF donated funds to the City of Ann Arbor for the purchase of windscreens for the pickleball courts at Leslie Park. In previous years the SFF has

made donations to public parks and recreation in Suttons Bay Township in northern Michigan and Tucson, Arizona.

I would also request to forego the finance policy and approve this quote from All Court Fabrics based on the experience and recommendation of these gentlemen.

Respectfully,
Wayne Dudley
Public Service Superintendent
734-544-3514

Attached:
Stricof Family Foundation Donation Request
Windscreen Diagram
FLP Wind Screen Permascreen FLYER
FLP Pickel Ball Activity 05-30-2017
Email FLP Wind Screens Quote All Court Fabrics

Stricof Family Foundation

c/o Daniel Stricof
708 Felch Street
Ann Arbor, MI 48103

July 25, 2018

The Ypsilanti Township Parks and Recreation:

I am writing on behalf of the Stricof Family Foundation (SFF). The SFF would like to make a donation in support of public parks and recreation; specifically for the purchase of windscreens for the pickleball courts located at Ford Lake Park. The SFF has been registered with the State of Michigan since 1997. In recent years the SFF has made donations to public parks in Suttons Bay Township, Ann Arbor, Traverse City and Tucson.

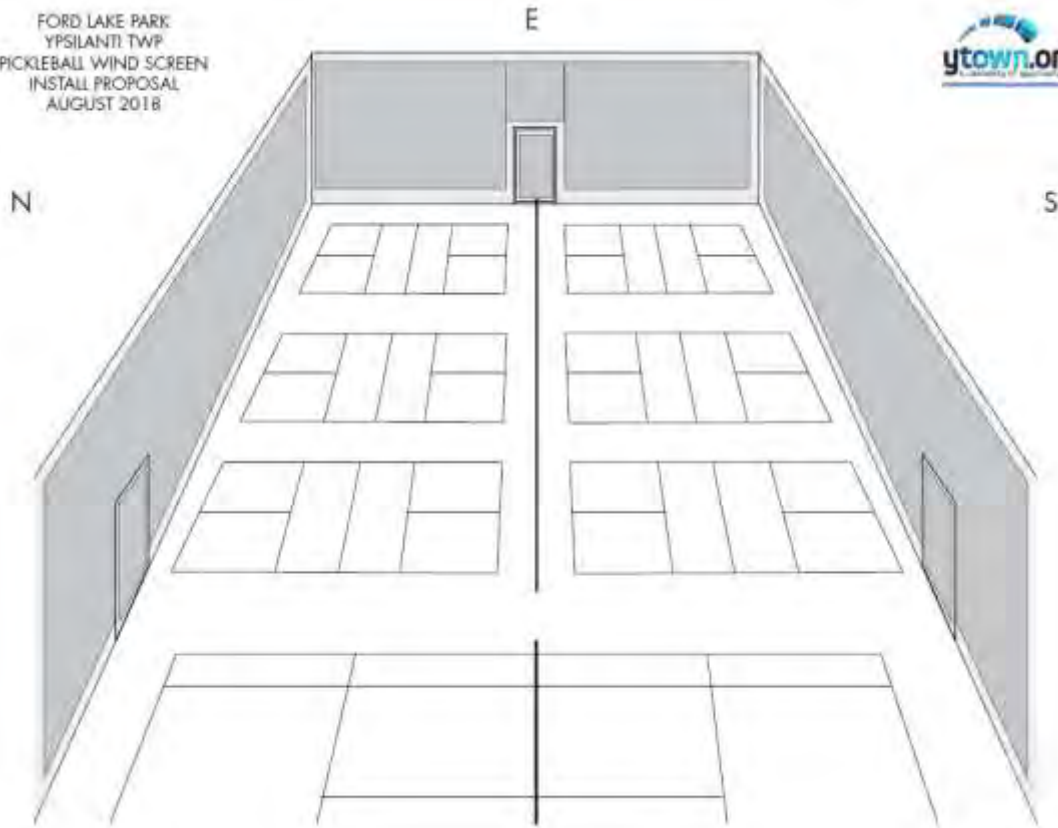
If Ypsilanti Township is willing to accept our donation, after the funds have been received, the only requirement is that the SFF in turn receives a written receipt from the township documenting that this donation will be used for "public parks and recreation and that no goods or services were received in exchange for the donation".

If Ypsilanti Township is willing to accept the donation, please contact me by email or phone via the contact information provided below. I will then generate the donation check and a cover letter explaining the purpose of the donation. I believe the amount that will be donated will be between \$2000 and \$3000, based upon the amount recently donated to the City of Ann Arbor to provide windscreens at Leslie Park.

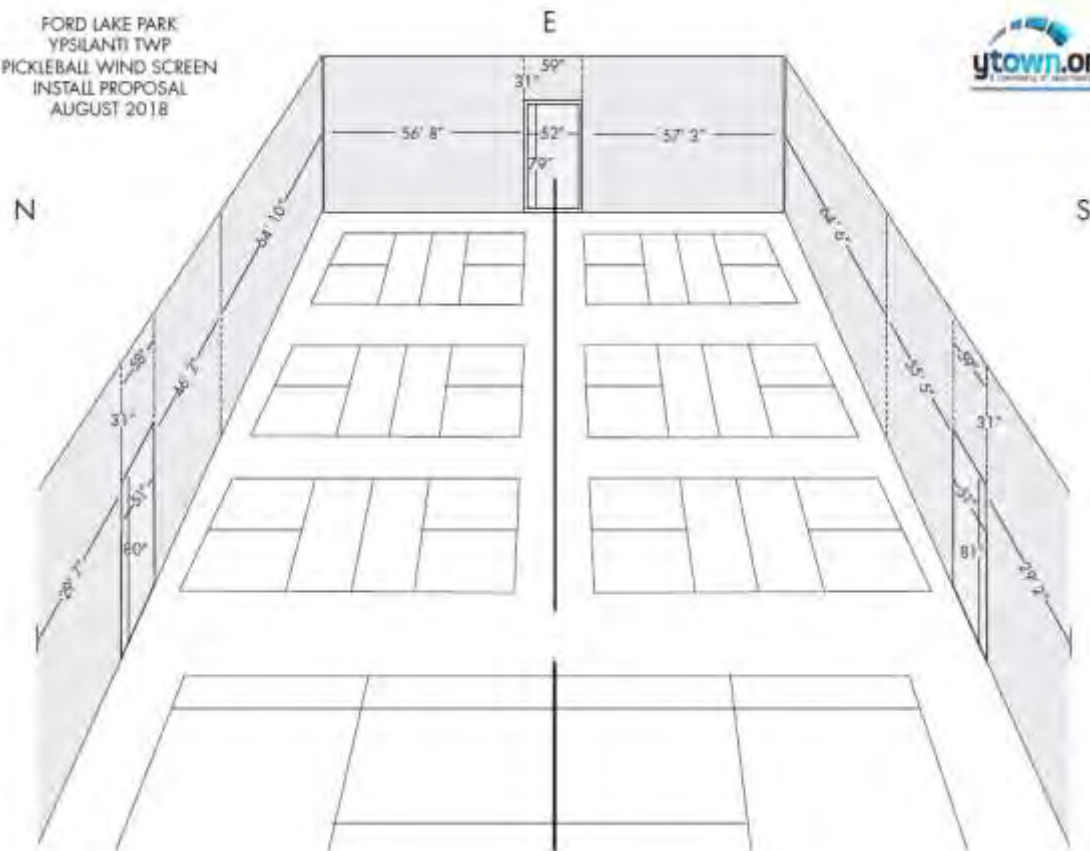
Sincerely,

Daniel Stricof
President, Stricof Family Foundation
Mobile: 520-289-6886
Email: dstricof@gmail.com

FORD LAKE PARK
 YPSILANTI TWP
 PICKLEBALL WIND SCREEN
 INSTALL PROPOSAL
 AUGUST 2018



FORD LAKE PARK
 YPSILANTI TWP
 PICKLEBALL WIND SCREEN
 INSTALL PROPOSAL
 AUGUST 2018





ALL COURT FABRICS Inc.

4752 W. 101st Street, Oak Lawn IL 60453 | Phone: 800.401.6533
708.229.0714 | fax: 708.229.0985 | www.allcourtfabrics.com

PermaScreen 70 | Tennis Windscreens

Permascreen 70, vinyl coated polyester, is our most durable and popular tennis court windscreen. This material is currently in use at many professional tournaments, including the US Open Series: New Haven Open, Western and Southern Open & Sony Ericsson, as well as clubs, universities and high schools across the country.

This material will absorb years of day to day wear and is virtually impossible to rip. Available in 10 vibrant, UV resistant colors. Always in stock for fast, custom-fabricated turnaround.



Custom Logos

We offer PermaScreen 70 in many custom colors and logo reprinting on all materials to customize your installation.

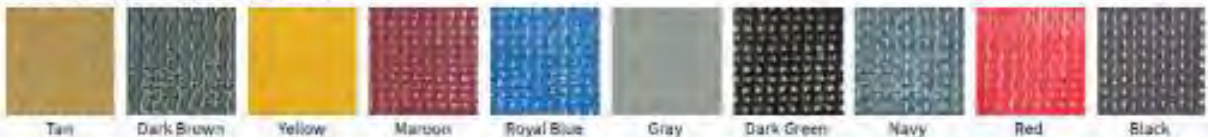


Product Specifications

- ▶ Fabric: Vinyl Coated Polyester
- ▶ VCP: Open - 9 x 12 Weave
- ▶ Opacity: 70%
- ▶ Weight: 9.0 oz. per square yd.
- ▶ Tensile Strength
Grab: 230 lbs. x 200 lbs.
Strip: 200 lbs. x 140 lbs.
- ▶ Fabrication:
All fabrics to have four-ply sewn hems, reinforced with 18 oz. vinyl tape. Brass grommets shall be placed on maximum 12" intervals.
- ▶ 3 Year Limited Warranty

Color shown above: US Open Blue

Other Available Colors



We are a manufacturer, providing custom fabricated, premium materials to fit virtually every tennis application. From a variety of windscreens, to custom logos and a full indoor line, All Court Fabrics has the expertise and quality that industry professionals have come to expect and deserve. We offer installation and measuring advice. Nets, posts, and dividers available.

For unsurpassed quality, quick delivery, and expert advice, call Teri Wysocki today!
800.401.6533

From: Ter Wysocki <twysocki@allcourtfabrics.com>
To: Eitan Jackler <eitanjackler@yahoo.com>
Sent: Thursday, August 2, 2018, 10:35:03 AM EDT
Subject: Quote: Windscreens for Ypsilanti Township, MI

Hi Eitan:

Here is the quote you requested.

Permascreen 70 - open mesh vinyl coated polyester (see attached specs.) Each screen will come with 4-ply hems and brass grommets every 12" on top, bottom, sides and a center grommeled tab/lip. Standard vents (u-shaped flaps) are available for free of charge and hit every 10' on top half of screen. Color: NAVY.

Screen sizes:

1 - 56'8" X 9'
1 - 57'3" X 9'
1 - 52" X 79" (gate)
1 - 59" X 31" (transom)
1 - 64'6" X 9'
1 - 55'5" X 9'
1 - 29'2" X 9'
1 - 51" X 81" (gate)
1 - 59" X 31" (transom)
1 - 46'2" X 9'
1 - 64'10" X 9'
1 - 29'7" X 9'
1 - 51" X 80" (gate)
1 - 59" X 30" (transom)

PRICING:

Windscreens = 416' X 9' X .54 sq. ft. = \$2,021.76 plus \$180.00 S&H
1500 tie-wraps/black/50 lbs. = \$120.00

At this time were running 2-3 weeks out on all orders. We accept Purchase orders as well as Visa or MasterCard.

Thanks for the opportunity to quote.

***Our tennis windscreen is currently in use at many professional tournaments, including the US Open, Miami Open, Western & Southern Open and the Connecticut Open as well as clubs, universities and high schools across the country.**

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



Charter Township of Ypsilanti
Hydro Station

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 544.3690
Fax: (734) 544.3626

www.ytown.org

MEMORANDUM

TO: Board of Trustees

FROM: Michael Saranen, Hydro Operations

DATE: August 2, 2018

RE: **Update #3 to the Generator #2 Turbine Shaft and Bearing Replacement**

Request Board Authorization to approve James Leffel & Company CO#2 for additional work on Generator #2 in the amount of \$47,760 to be charged to 252.252.000.977.000 pending approval of the budget amendment.

This is an update to my July 23, 2018 memo regarding the Generator #2 Project.

We are now in week 4, the project is moving forward despite some findings upon tear-down. CO #1 was approved on July 24, 2018 in amount of \$15,650 for the following items;

- Extension shaft needs to be checked for straightness, cut a new surface for the water seal (packing gland) and remove rust.
- Clean and paint packing gland box
- Supply 4 new support rods

During final disassembly and inspection, abnormal wear was found on many of the bearing and components. A very detail inspection of each part was done and the James Luffel & Co. and Cincinnati Babbitt made recommendations to ensure proper operation.

The quote from James Luffel & Co. for necessary bearing and machining repairs
is \$ 47,760.00.

I discussed this matter with Supervisor Stumbo, and we're in agreement this is an emergency repair. I have sent an email to James Luffel & Co. approving the additional work as Change Order #2 (CO#2) in the amount of \$47,760.00.

Please officially approve the quote from the James Leffel & Company to supply bearings and labor as listed in their quote in the amount of \$47,760 to be charged to 252.252.000.977.000 pending approval of a budget amendment.

Please place this on the next available meeting.

1862-2018
Celebrating over 150 years of Hydro Industry Expertise

THE JAMES LEFFEL & CO.



Manufacturers of
HYDRAULIC TURBINES

1978 Commerce Circle – Springfield, OH USA 45504-2012

Phone (937) 322-0116

www.leffelcompany.com

Fax: (937) 322-0467

August 1, 2018

Mr. Michael Saranen
Hydro Operations
Charter Township of Ypsilanti MI
7200 S. Huron Dr.
Ypsilanti, MI 48197

Subject: Generator Bearings Parts and Intermediate Turbine Bearing
Rework Proposal

Dear Mr. Saranen,

The following writeup is to supplement Field Engineer Mark Kastenschmidt's Ford Lake Field Report, provided last Friday. We have done further inspections and assessments of the various generator bearing parts and the intermediate turbine bearing in the shop. The following findings were made:

1. The large nut holding the thrust runner to the shaft end, and in fact carrying the entire mechanical and hydraulic load, is rough on the bottom facing the top of the thrust runner. We will propose to grind surface to ensure flatness. The unharmed top surface will be checked and used for setup. We will drill two new holes for a location bolt of this nut versus thrust runner. One hole will be transferred and tapped in the thrust runner at assembly and a hex bolt is used to secure that nut will not be undone, creating a sloop between these parts.
Price: \$1,820.00
2. The thrust runner is clamped to the top of the shaft with the nut and has a fairly tight bore fit to the generator's cylindrical surfaces in this area. These areas of the thrust runner show substantial fretting corrosion from slight movement between the thrust runner and shaft. The lower, most important thrust surface appears in fair to good condition. This will be checked with profilometer to verify that this is to be used as is or lapping is required. The top surface will be ground parallel to the bottom (good) surface. The small surface facing the top end of the shaft will be ground so all three horizontal working surfaces of this part are parallel. We will make two new keys for location the thrust runner to the shaft
Price: \$2,160.00
3. The six thrust bearing segments show several irregularities on the bearing surface; voids, pinholes, flat spots, all typical for a worn bearing. We will strongly recommend these segments to be reworked. The re-babbitted and machined segments will be made to a height within 0.0005" of each other, which is required for this type of bearing to carry the load evenly.
Price: \$ 13,260.00

4. Socket plate and ball plate.

The spherical socket's plate top surface is base for the six bearing segments. This shows some discoloration at each bearing button. We will accurately check this surface for flatness and skim cut if required.

We have carefully cleaned and checked the socket plate and ball plate together. This can go together only in on position with the tab of the ball plate between the two cast bars on the bottom of the socket plate.

These two spherical surfaces do not match up, as in the direction perpendicular to the tab location, the socket plate will "rock" indicating that the two spherical surfaces are not making contact all over. With a 20/1000 feeler gauge inserted between the two surfaces the movement disappears.

Since it appears that these two surfaces are not allowing the ball and socket to attain an arbitrary position which should make the shaft plumb, this might explain the out of verticality found during our checks of the shaft systems with precision machinist levels. We will re-machine the spherical surface of these two parts removing high spots to make a true matching contour.

We will also check and re-machine the bottom surface of the ball plate. This shall sit flat on the upper generator bridge.

Price: \$4,530.00

5. Upper Generator Radial Bearing

This bearing's clearance to the generator shaft checked OK, about a total of 10/1000". The bearing material appears to have several high spots in the babbitt and a gauge from previous installation/removal. We will recommend this small bearing to be re-babbitted.

Price: \$5,270.00

6. Lower Generator Radial Bearing

This bearing has not yet been inspected as the fly wheel has to be removed prior to disassembly. From the feeler gauge readings this bearing is too tight. It might be advisable to re-babbitt this bearing and for now the following price presented.

Price: 8,840.00

7. Intermediate Bearing Barrel

This bearing has separation between babbitt and cast iron surfaces, which indicates the material might distort during operation.

Price: 11,880.00

Prices include pickup and delivery.

Delivery Time: 2-3 weeks ARO

Other terms per our standard sales terms and conditions.

The proposed work will be performed on an accelerated plan. We will schedule with the bearing supplier to get the thrust bearing parts *first* in order to not lose time as the lower radial bearings are not needed until late in the reassembly process.

The reworked bearings and parts will be recorded on new drawings for future reference.

I hope you will find this proposal satisfactory in completing the work on this unit.

Sincerely,

Anders Dynge
President
The James Leffel & Co.

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

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

To: Karen Lovejoy Roe, Clerk
From: Michael Radzik, OCS Director
Re: **Request to approve Authorizing Document for Conversion Services with the State of Michigan Records Management Services and Graphic Sciences, Inc. to convert property files paper to digital images in the amount of \$73,000 budgeted in the Building Department Fund 249-249.000-801.000 contingent upon budget amendment approval.**
Copy: McLain & Winters, Board of Trustees
Date: August 14, 2018

There are approximately 18,646 individual parcels of real property in Ypsilanti Township, each assigned a unique parcel identification number using the Sidwell Unit Validation system. Every day, the Office of Community Standards (OCS) creates new records for existing parcels of property, and new parcel identification numbers are created by the Assessor's Office when existing parcels are split and/or combined.

For the last 18 years, new records have been created and stored digitally using BS&A software. Prior to that, records were stored in a paper based system that remains in use today, generally containing records prior to the year 2000. The use and maintenance of two separate record systems is inefficient and unnecessarily consumes employee time and physical office space.

The old paper records are stored in file folders on large rotating shelves kept on the second floor between Accounting and Human Resources. In total there are 152 shelves each measuring 30 inches in length containing more than 18,000 unique file folders organized in sequential number. It is estimated that there are about 670,500 individual office sized documents and about 725 large sized drawings in the collection.

In order to improve efficiency, improve maintenance of regulated records, and free up valuable office space, OCS contacted Graphic Sciences, Inc. (GSI) under contract and authority of the State of Michigan Department of Technology, Management and Budget (DTMB), Records Management Services. Under direction and supervision of the state, GSI will scan the paper based property records and provide a digital media set of official records on DVD. GSI will provide boxes and labor required to remove and transport the files to a production facility in Madison Heights. GSI will prepare and scan the documents and deliver the final product for inspection and acceptance. Once accepted, GSI will deliver all scanned documents to the state's Record Center to be destroyed.

CHARTER TOWNSHIP OF YPSILANTI

GSI staff spent a day on site and provided an estimate of probable cost in the amount of \$68,583.11. Funds in the amount of \$73,000 will be allocated by budget amendment from fund balance of the Building Department account in Fund 249. The additional amount over the estimated price is intended to cover any actual cost differential, which averages about 5%.

Boxing and removal of documents will take about two days, while the preparation and scanning of documents is expected to take approximately 10 weeks. During that time, OCS staff may request copies of specific files for review as needed, generally to be provided on the same business day requested. Quality control standards established by the state will be followed, and OCS Executive Coordinator Nancy Wrybkowski will be assigned as project manager.

GSI is a State of Michigan MiDeal vendor and the job will be performed under authority of State of Michigan Contract 171 18000000749 subject to review by the Township Attorney. Please note that the project shall not commence until after successful completion and Township acceptance of a production test sample as outlined in Attachment "A" of the document.

I respectfully request approval of the enclosed Authorizing Document for Conversion Services and authorization to sign the document authorizing payment.

On a side note, GSI representative Greg Colton informed us that Ypsilanti Township's property record files were the most organized and neatly maintained filing system of its kind ever encountered in more than 20 years working with local municipalities. This is a testament to the care and diligence demonstrated by our current and past employees responsible for this system.

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Enclosures: Authorizing Document for Conversion Services with attachment A-F
Overview of the Building File Collection, Ypsilanti Township by Greg Colton, GSI

Overview of the Building File Collection, Ypsilanti Township

The Ypsilanti Township Building Department is contemplating a conversion of the current paper based records to a digital image collection. As a result a survey of the records was performed in order to establish an estimate of the volume and to come to an understanding of the overall organization and condition of the records. Please find below our overview of the collection.

The files are very neatly held on rotating shelves. Each file is identified by its correct Sidwell number. In total there are 152 shelves each measuring 30 inches in length. A complete listing of the files was provided to GSI. Currently there are 18,354 individual parcels in the county and there is a unique file folder for each parcel.

The files vary in length depending on the length of time that the parcel has been occupied, the activity at that parcel location and on the nature of the parcel, (residential or commercial). The content of the files is in good to very good condition and the documents themselves are in generally good condition. The files will require pre scan document preparation in order to remove staples and other fasteners and to repair any damaged pages. Considering the fact that a complete list of parcel numbers has been provided, there will be no manual indexing required. Rather, GSI will use the parcel ID file to name each file. There are a limited number of drawings contained within the files. These will also require document preparation in order to unfold and unstapled the individual drawing sheets.

It is anticipated that the images will be scanned as image only PDF's and each file will be delivered using its Sidwell number, for example, K-11-01-100-200. PDF.

VOLUME ESTIMATE:

Based on the review of the collection we estimate that there are a total of approximately 670,500 individual office sized documents and approximately 725 large sized drawings in the collection.

Conversion Cost Estimate:

The unit costs associated with this work effort are the scanning of the standard sized documents, the scanning of the drawings, the document preparation time required to make the documents and drawings ready for scanning and the deliverable media which is typically a DVD.

670,500 images scanned	@ \$.0706 each	\$ 47,337.30
725 drawings scanned	@ \$ 1.104 each	\$ 800.40
894 hours of document preparation	@ \$ 22.6895/hr	\$ 20,284.41
10 DVD's	@ \$ 16.10 each	\$ 161.00

Total Conversion Estimate \$ 68,583.11

Next Steps:

GGI will be pleased to perform a test of the conversion in order to demonstrate the exact actual deliverable. There are no charges associated with the testing process. In the event that the Township elects to move forward with all or any portion of this work effort, an Authorizing Document will be created that will define all aspects of the conversion and delivery process. GSI will work with the State of Michigan record center personnel to create the Authorizing Document.

Authorizing Document
for
Conversion Services
Paper to Digital Images
Prepared For:
Ypsilanti Township
Buildings Department
August 21, 2018
MI-509
Version 1.0

Conversion services can begin following the signing of this document by all involved parties in compliance with the procedures outlined in this Authorizing Document in accordance with State of Michigan Contract 171 180000000749.

Name/Title/Role	Signature	Date
Greg Colton Graphic Sciences, Inc. 1551 E Lincoln Ave Madison Heights MI 48071 gregc@gsiinc.com		
Jessica Weston DTMB Records Management Services Records Analyst Contract Program Manager westonj2@michigan.gov		
Brenda L. Stumbo Ypsilanti Township Supervisor Financial Approval bstumbo@ytown.org		
Karen Lovejoy Roe Ypsilanti Township Clerk Financial Approval klovejoyroe@ytown.org		
Michael Radzik Ypsilanti Township Director of Community Standards Business Owner mradzuj@ytown.org		

AUTHORIZING DOCUMENT

I. General

A. Purpose

The purpose of this Authorizing Document is to establish the parameters of the work to be performed and the responsibilities of the parties involved in this conversion. The parties involved in this conversion are Ypsilanti Township Buildings Department (AGENCY) and Graphic Sciences, Inc. (GSI) as the services provider. Should the AGENCY elect to proceed with this work, this Authorizing Document will be used to direct the efforts of the AGENCY and of the service provider (GSI). Commitment to service is established by the submission of a Source Document Job Order form with the documents to be scanned.

B. Scope/objective

This Authorizing Document is not to be interpreted as a commitment to perform any set or fixed amount of work.

The objective of this work effort is to convert the contents of the buildings files currently in paper records to digital images. The files are currently stored in rotating file shelving. The files will be delivered as image-only PDFs named by the Sidwell number and the property address. There are approximately 18,345 individual files in the collection. There are an estimated 670,500 business documents and approximately 725 large format drawings in the paper collection. This is a one-time backfile conversion that is expected to take approximately 10 weeks to complete. The digital images will be loaded into the AGENCY's electronic document management system.

C. Record Series: General Schedule #10 – Michigan Townships

- Aerial Photos – Permanent
- Application for Construction – Life of structure plus 7 years
- Architectural Plans – Permanent
- Building Plans, commercial – Permanent
- Building Plans, non-commercial – Life of structure plus 7 years
- Certificate of Occupancy – Life of structure plus 7 years
- Licensing Certificates of Inspectors or Contractors – Permanent
- Master Plan – Permanent
- Permits and Construction Applications – Life of structure plus 7 years
- Reports (Inspector) – Life of structure plus 7 years

As Ypsilanti Township intends to group records from these different series together, it does so with the knowledge that if any permanent records are

included in a single digital document, that document must be either retained permanently, or that the permanent records must be removed and stored separately before the document can be destroyed according to the retention schedule.

D. Contact Information

1. The AGENCY has elected Nancy Wyrbkowski at 734-485-3943, nwyrbkowski@ytown.org as Project Manager and point of contact for this project. The financial contact for this work effort is Michael Radzik, 734-544-3730, mradzik@ytown.org.
2. GSI has elected Cedric Harper @ 1-800-397-6620 as Project Manager and point of contact.
3. DTMB Records Management Services is the program manager for this contract and can be reached at 517-335-9132.

E. Pickup Schedule

1. Following AGENCY approval and acceptance of this agreement, production conversion will begin when the AGENCY contacts GSI for pickup of material.
2. GSI will provide the boxes and the labor required to remove the files from the current shelving, place the files in the boxes in Sidwell number order and transport the material from the Ypsilanti Township office (Tilden R. Stumbo Civic Center, 7200 S Huron River Dr, Ypsilanti MI) to the GSI production facility in Madison Heights MI.
3. Boxing the files and removing the boxes is expected to take no more than two days.
4. Each pickup will be assigned a production work order number. A copy of the work order will be left with the agency at the time of material pickup. GSI will complete the top portion of each job order form as the boxes are packed. The job order will identify the number of boxes in the job and the range of Sidwell numbers from the lowest to the highest Sidwell number on the job. Each delivery batch from the township building to GSI will be considered one job.

II. **Scan Test Sample** (to be completed prior to the completion of this document)

The purpose of the scan test is to establish the scanner settings necessary to obtain the optimum image in a collection of documents.

A. Selection of Test Documents

1. The AGENCY shall be responsible for selecting a diverse sampling of documents from the collection of records to be scanned.
2. The selection of documents shall be no more than 1000 documents or 1% of the entire collection (whichever is less) unless it is determined and agreed upon by both parties that a larger sample is necessary.
3. GSI shall assist the AGENCY in the selection of sample documents if requested.

B. Performance of Test

1. GSI shall perform and deliver free of charge as many test samples as reasonably necessary to obtain the optimum scan settings. Unnecessary scan tests requested by the agency may be subject to charge as determined by the DTMB RMS Program Manager.
2. GSI shall re-test the collection if new or different scanners are used in mid-production. The re-test shall be compared to the original test. If the quality of the re-test cannot meet or exceed the quality of the original test, GSI shall stop all production and notify the AGENCY and DTMB RMS Program Manager for further instruction.

C. Review and Documentation of Test

1. The AGENCY shall review and approve a test scan prior to the production scanning of any documents. The approval of a test scan is documented by the signing of this Authorizing Document.
2. The AGENCY shall be responsible for maintaining any documents used in the test sample as well as any documentation (including test images) created in the testing process as evidence of this conversion unless prohibited by law or its Records Retention and Disposal Schedule. **The final approved test for this project is job order number # dated 8/10/2018.**

III. Document Preparation

A. Non Scanner Ready Documents

1. GSI will perform any required document preparation functions necessary to make the documents ready for scanning and indexing. This includes but may not be limited to; removal of staples and paper clips, copying or repair of torn documents, taping small documents to 8 ½ x 11, verify and sort to

proper file order as instructed, and insertion of a pre-printed bar code sheet that identifies the file by Sidwell number and street address.

2. Documents containing Post-it notes or other attachments covering parts of a page shall be copied as is. The Post-it note or attachment shall then be removed and discarded. The copy containing the Post-it note information shall be placed in front of the original for imaging.
3. The AGENCY has provided a complete listing of the current Sidwell numbers and street addresses. It is this file that will be used to create the file identification bar codes.

IV. Document Scanning

- A. All business documents will be scanned on a Canon X-10 document scanner. All large format drawings will be scanned on a Colortrak drawing scanner.
- B. GSI will scan all surfaces of the documents that contain any information. Blank pages will be electronically removed as specified in the production test results (see attachment A).
- C. All documents will be scanned in black & white at a resolution of 200 DPI.
- D. Images will be single page images stored in a TIFF group 4 image file format. The images will be converted to multi-page image-only PDF prior to delivery.
- E. GSI will select a single scanner setting that optimizes the appearance of the digital images. All documents will be captured using that optimum scanner setting.

V. Document Re-assembly

- A. Documents will be returned to their original boxes in their original order but will not require further re-assembly.

VI. Product Finishing

- A. Indexing
 1. See Attachment B
- B. Product Media
 1. Final image product will be delivered on DVD contained glassine sleeves.

C. Labeling

1. GSI will create DVD labels with a minimum of the following information.

FACE LABEL

Ypsilanti Township Buildings Department Job Order # Document Count Beginning Sidwell Number through Ending Sidwell Number Date CD/DVD Created

VII. **Quality Control**

- A. Following the document scanning process, GSI will randomly examine 10% of the images from each batch to ensure the legibility and reproducibility of images are in compliance with the approved test sample. Any poor quality images detected will be re-scanned and replaced. If 2% of the QC test contains poor images, the entire batch will be re-analyzed and re-scanned.
- B. GSI shall follow all quality control measures agreed upon by the Department of Technology, Management and Budget as well as any applicable AIIM/ANSI standards.

VIII. **Product Delivery**

- A. GSI will deliver all final products to Nancy Wrybkowski at 7200 S Huron River Dr, Ypsilanti MI.
- B. Based on samples analyzed, GSI estimates the entire project to take approximately 10 weeks to complete.

IX. **Product Acceptance**

- A. Upon receipt of the images, the AGENCY will have 30 days to review and inspect the delivered images to determine any quality issues.
- B. The delivered product will be deemed acceptable, unless the AGENCY otherwise notifies GSI within the time period specified above.

- C. GSI will correct problems identified as the vendor's responsibility within a schedule agreeable to both parties.
- D. If quality issues are found, the holding period specified above will restart after the issues are resolved and the work is delivered back to the AGENCY.
- E. After the time period specified above and unless otherwise instructed, all scanned documents will be delivered to the Record Center to be destroyed.

X. Pricing Schedule

- A. Project costs will be invoiced monthly to the Department of Technology, Management and Budget. DTMB Records Management Services will withdraw the calculated cost in accordance with the current published rate via interagency transfer through SIGMA using the billing codes provided by the AGENCY in this Authorizing Document.
- B. All invoicing will be generated utilizing the State of Michigan pricing schedule contract.
- C. Invoices will reflect the number of units billed in accordance with the requirements of the Department of Technology, Management and Budget pricing structure. The actual number of units will also be noted on the invoice.
- D. The AGENCY will incur the cost of scanning bar codes used for identification or indexing purposes. These bar codes will be removed from the image collection prior to the actual delivery. The AGENCY will not be charged for scanning images that have been removed from the collection which were identified as having less than the threshold specified in the test results section of this Authorizing Document.

XI. Acceptance of Authorizing Document

- A. With the signing of this document which represents that the AGENCY accepts GSI's procedures and pricing, GSI will begin the conversion services that have been outlined within this Authorizing Document.

XII. Other Terms and Conditions

- A. None

XIII. Amendments

- A. Either party can initiate a review of this Authorizing Document and can request revisions to it. The AGENCY, the DTMB RMS Program Manager and

GSI must agree to any changes in writing. Any revision made to the Authorizing Document will be tracked. If an amendment is found necessary, production will continue unless there is a critical change needed. In this instance, all necessary steps will be taken by all parties to ensure there is minimal interruption in workflow.

Attachment “A” Production Test results

A complete test of the production test was executed with representative documents provided by the AGENCY.

Preparation: The following tasks were performed during the preparation process:

- **Fasteners Removed**
- **Documents repaired**
- **Documents unfolded and bent corners corrected**
- **No photocopying was necessary**
- **Index values identified.**
- **Estimate the time involved in the prep process**

Document scanning: The following settings were used to create the delivered test.

- Resolution: **200 DPI**
- Duplex: **ON**
- Dithering: **OFF**
- Skew Detect: **ON**
- Border Elimination: **ON**
- Bar Code Detect: **ON**
- Page Size: **Auto ON**
- Contrast Setting: **Automatic**
- Brightness Setting: **Automatic**
- Scan Threshold Setting: **Normal S-5**

These settings produced the best possible image across the sample of test documents provided. No individual page to page settings were needed or used.

Image Indexing: Each “document” was indexed using the criteria in the Authorizing Document. Specifically, **XXX**.

Image Delivery: For purposes of delivering a viewable sample, images and index data were delivered on a CD/DVD that contained its own image viewer, the index data base and the actual images. A 100% review of the images and the index data was executed prior to the delivery of the test images. **The test images were delivered with a known error. Specifically, XXX.**

Average Image Size: Any volume estimates provided are based on the sample documents provided. The average image size in this test collection was: **XXKB**

Attachment "B" Indexing Requirements

B.1 Indexing Process

The AGENCY has provided GSI with a data file that contains all of the Sidwell numbers and property addresses. This file will be used to print identification bar codes that will be inserted as the first page of each file. The data from the bar code sheet will be interpreted at the scanner and the file will be delivered named as follows.

B.2 Resulting Application Index Values

Field Name	Data Type	Pattern	Example
Sidwell Number and Property Address	Text	AAAAAAA	XXXXXXXXXX

Example:

XXXXXXXXXX.PDF

Attachment "C" Pricing

DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET - RECORDS MANAGEMENT SERVICES					
PRICE LIST OF IMAGING/MICROFILM SERVICES EFFECTIVE JUNE 2018					
DESCRIPTION	DOCUMENT SIZE	PRICE PER UNIT	# OF UNITS	CHARGE	
200 DPI PAPER SCANNING - BLACK AND WHITE IMAGE					
PAPER DOCUMENTS	UP TO 5.5 X 8.5	0.0514 PER IMAGE			0.00
PAPER DOCUMENTS	UP TO 8.5 X 14	0.0706 PER IMAGE	670,500		47337.30
ENGINEERING DRAWINGS	ANY	1.1040 PER IMAGE	725		800.40
E-LOGS	ANY	0.1035 PER LINEAR FT.			0.00
PAPER DOCUMENTS	UP TO 11X14	0.0856 PER IMAGE			0.00
DIGITAL SCANNING COLOR	UP TO 8.5 X 14	0.0856 PER IMAGE			0.00
DIGITAL SCANNING COLOR	UP TO 5.5X8.5	0.0805 PER IMAGE			0.00
200 DPI SCANNING - FLATBED					
B&W, GREY SCALE OR COLOR IMAGE	UP TO 11 X 14	0.4186 PER IMAGE			0.00
200 DPI MICROFILM SCANNING - BLACK AND WHITE IMAGE					
16MM ROLL		0.0598 PER IMAGE			0.00
35MM ROLL		0.0909 PER IMAGE			0.00
35MM APERTURE CARDS		1.0235 PER IMAGE			0.00
16MM 5-CHANNEL JACKET or non uniform fiche		0.1840 PER IMAGE			0.00
105MM MICROFICHE highspeed scan - uniform layout		0.0587 PER IMAGE			0.00
DELIVERY MEDIA					
CD-R		16.1000 PER CD			0.00
DVD		16.1000 PER DVD	10		161.00
MICROFILM FROM DIGITAL IMAGE (TIFF)					
SILVER 16MM ROLL		0.0460 PER IMAGE			0.00
SOURCE DOCUMENT FILMING					
ROTARY CAMERA	ALL	0.0460 PER IMAGE			0.00
16MM PLANETARY	ALL	0.1150 PER IMAGE			0.00
35MM PLANETARY (ENGINEERING)	ALL	0.6900 PER IMAGE			0.00
105 STEP & REPEAT FICHE	ALL	0.1610 PER IMAGE			0.00
DUPLICATION					
100 FT 16MM ROLL FILM	5 MIL.	DIAZO	9.9245 PER ROLL		0.00
215 FT 16MM ROLL FILM	2.5 MIL.	DIAZO	12.5465 PER ROLL		0.00
100 FT 35MM ROLL FILM	5 MIL.	DIAZO	14.6280 PER ROLL		0.00
100 FT 16MM ROLL FILM	5 MIL.	SILVER	19.1475 PER ROLL		0.00
215 FT 16MM ROLL FILM	2.5 MIL.	SILVER	35.0750 PER ROLL		0.00
100 FT 35MM ROLL FILM	5 MIL.	SILVER	39.4450 PER ROLL		0.00
105MM CUT FICHE OR JACKETS	5 MIL.	DIAZO	0.4485 PER FICHE		0.00
FILM PROCESSING (EXCLUDES CAMERA WORK)					
100 FT 16MM	5 MIL.	SILVER	8.9700 PER ROLL		0.00
215 FT 16MM	2.5 MIL.	SILVER	13.0180 PER ROLL		0.00
LOADING - CARTRIDGES - APERTURE CARDS - JACKETS					
CARTRIDGE LOADED & LABELED			4.8875 PER CARTRIDGE		0.00
TYPE "A" ANSI CLIP LOADED & LABELED			2.4150 PER CLIP		0.00
16 MM 5 CHANNEL JACKET			1.0350 PER JACKET		0.00
35MM APERTURE CARD			0.2875 PER CARD		0.00
MISCELLANEOUS SERVICES					
DOCUMENT PREPARATION			22.6895 PER HOUR	894	20284.41
DECISION BASED DOCUMENT PREPARATION			40.6295 PER HOUR		0.00
DATA ENTRY FOR INDEXING (heads down)			0.0127 PER CHARACTER		0.00
DATA ENTRY FOR INDEXING (by the hour)			44.1715 PER HOUR		0.00
ADDITIONAL QC / SPECIALIZED IMAGE FINISHING			34.7760 PER HOUR		0.00
DECISION BASED ADDITIONAL QC / SPECIALIZED IMAGE FINISHING			38.0650 PER HOUR		0.00
COMPUTER RUN TIME			15.8125 PER HOUR		0.00
FULL TEXT OPTICAL CHARACTER RECOGNITION			15.8125 PER HOUR		0.00
CUSTOM PROGRAMMING			173.6500 PER HOUR		0.00
BOX STORAGE			0.3680 PER CU FT/MONTH		0.00
COMMERCIAL SHIPPING (UPS, FEDEX, AIRBORNE, ETC.)			0.0000 @ CURRENT RATE		0.00
PAPER PRINTS FROM 35MM ROLL OR APERTURE CARD			0.7820 PER PRINT		0.00
PAPER PRINTS FROM JACKETS, FICHE, 16MM ROLL			0.2645 PER PRINT		0.00
MICROFICHE ENVELOPES			0.0575 EACH		0.00
MISCELLANEOUS			0.0000 EACH		0.00
Total:					68583.11

Attachment “D”

Recommended Practice: Quality Assurance Procedures

The purpose of this procedure is to statistically examine the delivered results of the data and images for the record collection that will be converted to digital images. The statistics are derived from the standard known as ANSI/ASQC Z 1.4, formerly known as Mil STD 105. When properly used these standards provide the end user a 99.95% certainty that the work delivered is equivalent to the QA examination. It is important to note that this procedure is not equivalent to quality control but is rather an examination of the completed and delivered results.

Prior to the pickup of the material:

STEP 1. Complete the job order form. In particular, note the unique job number located in the top right hand corner of the form.

STEP 2. For each box in the job, randomly select six individual pages. There is no exact methodology to this selection process but it will be best to make the selections randomly from the front to the back of the box. Note the **EXACT** location from which the page was selected. Make a photocopy of the selected page and handwrite the unique index value of that page on the photocopy. If the selected page happens to be a poor quality original, do not modify the copier settings in order to improve the legibility of the page. Return the original document to the **EXACT** location from which it was taken. Note: It may be best to perform this function one page at a time. This will reduce the chance of an error.

STEP 3. Staple the photocopies together by the box from which they were selected and handwrite the box number on the first page. By way of example, if there are 20 boxes in the job, there should be 20 stapled groups identified by the box number.

STEP 4. Insert the photocopies into an envelope and mark the envelope with the job number.

At the completion of Step 4 the job is ready to be sent for scanning. The job will be scanned and indexed by the vendor and the completed work will be delivered to the appropriate people for loading into the imaging system.

When you have been notified that the images associated with the specific job are loaded, or the job has been delivered to your department, the QA examination can be completed. The basis for the examination is two-fold. (1) Can the image be located using the correct index value and (2) once located, is the digital image equivalent to the photocopy.

STEP 5. Upon notification that the job is loaded, locate the proper envelope containing the photocopies for the job. Step through the photocopies one at a time and using the index value as the search criteria, request the file. Once the file is available on the

computer screen, step through the images and locate the digital image equivalent of the photocopy.

PASS Criteria

The digital image for each selected page must be able to be located using the correct index value. Once the image has been located; it must have the same general appearance as the photocopy. If these two conditions are met, the QA for that page is complete. Continue to request and examine each selected sample image.

FAIL Criteria:

If the digital image cannot be located within its correct index value **OR** if the digital image is significantly poorer in visual appearance when compared to the photocopy, notify the designated person within the department immediately.

What happens in the case of a failure?

The failure should be reported to DTMB Records Management Services via email at dtmb-imagingservices@michigan.gov and to Greg Colton at GSI via email at gregc@gsiinc.com as soon as it is reasonably convenient to do so. The Job Order Number and exact nature of the failure in as much detail as possible should be provided.

If GSI performed all work according to the specifications in this Authorizing Document, no further action is required by the vendor. The vendor will examine the original documents and the delivery data and/or images to verify that specifications have been met, then report the results to the AGENCY and DTMB Records Management Services, which will verify the results.

If GSI did not perform all work according to the specifications in this Authorizing Document, the vendor will re-process and re-deliver the product to meet all specifications, at no further cost to the AGENCY.

Failure to perform quality assurance

Performance of quality assurance within the time frame listed in Section IX (Product Acceptance) is the AGENCY's responsibility. Failure to perform quality assurance within the specified timeline may result in the AGENCY being charged for any desired re-processing, and may result in the inability to re-process the work if the original documents have been destroyed.

It is recommended that the AGENCY retain a copy of all Job Order forms at minimum until the quality assurance period has ended.

Attachment “E” Quality Control Levels of Inspection

Inspection

GSI will perform the following inspection procedures:

Open and view the first, middle and last image of each batch or box of material. In addition to viewing the first, middle and last page, no less than 10% of all of the images, randomly selected, will be opened and viewed to ensure that the capture of the image is compliant with the initial test results. Inspect images for clarity, reproducibility, proper sequence when sequence is appropriate, correct image orientation, and proper and accurate indexing.

If failure is due to improper prepping, scanning or indexing by GSI the project will be redone at GSI's expense.

If images are determined to be non-compliant with the established test results the work will be redone at GSI's expense.

Defects detected with this inspection process

- Improper image contrast
- Incorrect scanner settings
- Incorrect resolution
- Incorrect or inaccurate indexing
- Image file format
- Incorrect naming convention
- Textual loss
- Image skewing
- Information distortion caused by folds or creases in the documents
- Image polarity
- Image orientation
- Image overlap caused by multiple document feed
- Failure to maintain correct document sequencing

ATTACHMENT "F"

For billing purposes, the AGENCY will provide the following information the State of Michigan, Department of Management and Budget, Records Management Services. This information will be used to issue invoices for the work performed.

Name of Municipal Government: Charter Township of Ypsilanti

Department: Building Department

Billing Address: 7200 S. Huron River Drive / Ypsilanti, MI 48197

Contact Name, telephone, email for billing purposes: Michael Radzik, 734-544-3730, mradzik@ytown.org

Purchase order number (if necessary): (pending Board approval)

Please provide any other information that may be necessary in order to facilitate the billing process.

[Click or tap here to enter text.](#)

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

Building Safety | Planning & Zoning | Code Enforcement | Police Services

To: Karen Lovejoy Roe, Clerk
From: Michael Radzik, OCS Director
Re: **Request to authorize legal action to abate public nuisances at 1375 N Prospect Rd and 1777 Smith St in the amount of \$20,000 budgeted in 101-950.000-801.023**
Date: August 9, 2018

The Office of Community Standards is seeking authorization to proceed with legal action in Washtenaw County Circuit Court to abate public nuisances that exists at:

1375 N PROSPECT RD

This single family house in the Holmes Area neighborhood watch district was damaged by fire on July 28, 2017. Its owner, Nellie Fridge of Westland, has failed to initiate repairs or demolition, and has not complied with requirements of the vacant building ordinance. It appears that fire damage was contained to the interior of the house, and although a request letter was sent to American Automotive Association, the extent of damage apparently did not meet the threshold to withhold a portion of insurance proceeds. OCS staff engaged in code enforcement over the past year to keep the exterior cleaned up and the grass mowed, and the owner has ignored requests to register the vacant house and initiate repairs or demolition. At one point a local contractor reported waiting for insurance funds to apply for a repair permit, but that never materialized. The house was eventually inspected using an administrative warrant and structural failure of basement walls was observed in addition, but unrelated to, the fire damage. Legal action is now required to abate this nuisance.



7200 S. Huron River Drive • Ypsilanti, MI 48197 • (734) 485-4393

CHARTER TOWNSHIP OF YPSILANTI

1777 SMITH ST

This single family house in the Lakeview Area neighborhood watch district became vacant sometime this spring after its owner, Samantha Shahan, relinquished it to Amerihome Mortgage Company, LLC of Trenton, New Jersey in a foreclosure action. OCS staff confirmed it was vacant and immediately submitted a work order to mow the grass and move abundant debris from the driveway and yard into the garage out of sight. Efforts to cause Amerihome to register the vacant building were futile, so it was inspected using an administrative warrant on August 3, 2018. The interior of the house is full of personal belongings and trash, and the power has been terminated, although the certificate of occupancy remains valid. Legal action is requested if necessary to abate this nuisance.



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

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Karen Wallin
Human Resource Department

Date: August 14, 2018

Subject: Request provider change for Short-term/Long-term Disability and Life Insurance Coverage to Dearborn National

Anticipating a large renewal for our Disability and Life Insurance coverages, recently Ascend, our Insurance Agent/Broker, conducted an audit looking for an alternative provider. As anticipated, our renewal effective September 1, 2018 from our current provider, Standard Insurance indicates an 18% increase for Life Insurance and a 29% increase for Short Term Disability. This represents a total estimated increase of \$8,388 per year.

Our agent is recommending a provider, Dearborn National, who matched our current benefit coverage quoting an annual savings of approximately \$6,588 from current cost. They also offered a 3-year rate guarantee bringing the total savings for the 3 years to approximately \$19,764. This plan leaves all terms and conditions at the current level.

During negotiations with both AFSCME and TEAMSTERS, we discussed the need to raise the retiree life insurance benefit amount. Upon retirement, the current benefit is \$5,000.00. Funeral expenses have risen over the years and the \$5,000.00 benefit is no longer sufficient coverage. We contacted Dearborn National and asked them to provide a quote on what the cost would be to raise the benefit for future retirees from \$5,000.00 to \$15,000.00. Dearborn National quoted an approximate annually increase of \$2,844, still providing a \$3,744 savings from our current rate. In addition to the above savings, Dearborn National and Blue Cross/Blue Shield are working together and Blue Cross/Blue Shield has agreed to give a one-time implementation credit of \$4,000 for ancillary lines moved to Dearborn National.

Request approval to move ahead with the provider change transferring the Short/Long Term Disability and Life Insurance benefit package to Dearborn National with the benefit level for future retirees increasing to \$15,000.00, and for Supervisor Stumbo and Human Resources to be able to sign contracts with Dearborn National

Your consideration in the matter is appreciated. Should you have any additional questions, please contact me at 484-0065 or ext. 3741.

August 16, 2018

Town of Ypsilanti MI
7200 S Huron River Dr
Ypsilanti, MI 48197

Re: Letter Agreement to Purchase Interest in Wireless Site

Dear Doug Winters:

In consideration of the sum of \$100.00 ("Option Fee"), the receipt and sufficiency of which is hereby acknowledged, your signature below grants to TowerPoint Capital, LLC and its successors and assigns, including its asset holding company TowerPoint Acquisitions, LLC, ("TowerPoint") an exclusive option ("Option") to purchase your interest in the Lease ("Lease" as further described in Exhibit A) through an assignment of the Lease and the grant of an underlying telecommunications easement pursuant to the terms herein. TowerPoint may exercise the Option at any time within 90 calendar days of the date you sign this Letter Agreement (the "Option Period"). The Option Period will be extended for the length of any delay in delivering the due diligence items listed in Exhibit B. TowerPoint may exercise the Option by delivering executable closing documents to you. TowerPoint's exercise of the Option will require you to sell to TowerPoint the Lease on the terms set forth in a mutually agreed upon Easement Agreement and other documentation as required by the escrow/closing agent for the transaction - TitleVest Agency, Inc. The basic terms of the transaction are as follows:

Purchase Price: **\$176,400.00** paid in a lump sum at closing.

99 Year Purchase Term of Easement and Lease Assignment

Revenue Sharing Provisions:

- TowerPoint Site Management Agreement: **50% in favor of the Landlord**
- New Tenant Rent: **50% in favor of Landlord** (New Tenant Rent will be generated from tenants collocating equipment on the equivalent of up to 250 sq. ft. adjacent to the existing tower installation.)

TowerPoint pays for due diligence costs, the title insurance policy, and standard closing costs. Each party bears its own legal expenses. Landlord pays transfer/stamp or other tax (if any) and recording fees. The purchase price will not be prorated. Landlord will keep the most recent annual payment from CCI.

During the Option Period, you agree not to directly or indirectly solicit, initiate or participate in any discussions or negotiations with, or encourage or respond to any inquiries or proposals by, any persons, company or group other than TowerPoint concerning your Lease. You agree to promptly notify TowerPoint if any person, company or group seeks to initiate any discussions regarding your Lease. You further agree to work in good faith with TowerPoint to close this transaction. This Letter Agreement is intended as and shall be a legally binding commitment for you to sell your Lease. In the event of a breach of this Letter Agreement by you, TowerPoint shall, in addition to its other rights and remedies (including recording a copy of this Letter Agreement), be entitled to compensation for its time, effort and expense to evaluate this transaction and, in any action to enforce this Letter Agreement, to recovery of its reasonable attorneys' fees. The terms of this Letter Agreement are confidential and may not be disclosed without the prior written consent of TowerPoint, except to professionals engaged to evaluate and conduct the transaction on your behalf. You acknowledge that TowerPoint has given you no tax or legal advice in evaluating the transaction.

To the extent the terms of this Letter Agreement represent an offer by TowerPoint, the terms herein are subject to change by TowerPoint after August 24, 2018 if this Letter Agreement is not mutually executed. TowerPoint reserves the right to change the terms of this Letter Agreement following expiration.

Sincerely,
TowerPoint Capital, LLC

Accepted and Agreed:
Town of Ypsilanti MI

Jesse M. Wellner, Chief Executive Officer
August 16, 2018

Landlord's Signature Date

Print Name: _____

Title: _____

Exhibit A

Site Location and Lease Terms

Site Location: 2801 Holmes, Ypsilanti, MI 48197

Wireless Tenants	Current Rent	Rent Payment Frequency	Escalation (CPI, % or \$)	Escalation Frequency	Date of Next Escalation
CCI	\$18,900.00	Annually	5%	Term	August 1, 2021

Pricing is based on the Lease Terms above and is subject to confirmatory due diligence of the Lease Terms.

Initial
Here:

Exhibit B

Required Due Diligence Items

1. Executed Lease including any and all Amendments thereto (as well as any lease commencement letters, notices, or other correspondence regarding the Lease)
2. Proof of Rent Payments under the Lease (minimum of 3 months received in the last 6 months); e.g.: copies of rent checks/stubs and/or direct deposit statements.
3. Landlord Request for Information (RFI): Completed and executed including social security numbers for individuals with 20% or greater ownership positions in the entity which owns the property.
4. Landlord's comments or Landlord's counsel's comments, if any, to the Easement Agreement ("Easement") to be provided under separate cover (to be finalized in a mutually agreeable Easement) or return the Easement with each page initialed showing approval of the form Easement.
5. If an existing mortgage is in place on the property: A Mortgage Statement and Lender contact information for obtaining a non-disturbance agreement from Lender (required only if the property is encumbered by a Mortgage, Deed of Trust, Line of Credit or similar instrument).
6. Legal entity organizational documents (including any Amendments thereto) showing proof of authority, as applicable below, for all entities owning an interest in the Property:

Corporation	LLC	General Partnership	Limited Partnership	Condominium Association	Cooperative Corporation (i.e.: Housing Co-op)	Trust
Articles of Incorporation	Articles of Incorporation	Certificate of Partnership	Certificate of Limited Partnership	Condominium Declaration	Articles of Incorporation	Trust Agreement
Signed Corporate Bylaws	Signed Operating Agreement	Signed General Partnership Agreement	Signed Limited Partnership Agreement	Signed Condominium Bylaws	Signed Corporate Bylaws	Certificate of Trust

Within 10 days of signing this Letter Agreement, I agree to provide to TowerPoint the Required Due Diligence Items listed above to facilitate a timely close under the terms of this Letter Agreement.

Initial
Here:

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

August 13, 2018

To: Charter Township Board of Trustees

From: Karen Lovejoy Roe, Clerk

Re: ***Request for a Salary Adjustment of \$3,000.00 for the Deputy Clerk beginning Monday, August 27, 2018 changing the current salary from \$59,188.00 to \$62,188.00 Funded by a Line Item Transfer from Line Item #101-215-000-704-000.***

Due to the substantial difference in the amount of hours the Deputy Clerk is required to work on behalf of Ypsilanti Township in comparison to the Deputy Treasurer and Deputy Supervisor, it is my recommendation to increase the annual salary of the Deputy Clerk from \$59,188.00 to \$62,188.00. This would be funded by a line item transfer within the Clerk's budget from line item #101-215-000-704-000 Appointed Officials.

There are 20 regular board meetings per year which the Deputy Clerk is required to attend, adding an additional 4 hours to the work day if the meeting is adjourned by 8:30pm. Attending the board meetings after the regular work day adds an additional 80 hours per year to the Deputy Clerk's work schedule. Each election cycle adds an additional 26 hours of work required outside of the regular work day and work week for each election. There are a minimum of 2 elections per year for an additional 52 hours of work per year for elections that the Deputy Clerk performs. This includes a minimum of 13 extra hours on Election Day, 2 hours on the Monday before the election, 5 hours on Saturday before the election and 6 hours of assistance with election training after hours per election. The total amount of hours for board meetings and elections per year is a minimum of an additional 132 hours outside of the normal 2020 hour workweek. Of course during the even years when there are 3-4 elections per year and when there are special meetings in the evenings the hours worked increase substantially.

Thank you for your consideration and please contact me if you have any questions regarding this request.

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

August 13, 2018

To: Charter Township Board of Trustees

Fr: Karen Lovejoy Roe, Clerk

Re: ***Request to Increase Election Inspectors Hourly Rates from \$12.00 per hour to \$13 per hour***

This is a request to increase the hourly rates that are paid to the election inspectors that serve the voters of the Charter Township of Ypsilanti from \$12.00 per hour to \$13.00 per hour. This issue was previously brought to the Board at the June 19, 2018 Regular Meeting.

Based on feedback from our inspectors during the August 7, 2018 Primary Election, I am requesting reconsideration of this issue. A significant amount of inspectors expressed disappointment that their hourly rate was not increased, while the rates for Chairpeople were approved, with one of the most common comments being that it has been the same amount of time since they were given a raise as it had been for the Chairpeople.

Increasing the hourly rate for election inspectors would show our inspectors that the Township appreciates their loyalty and the long hours they put in on Election Day. Also, it is becoming more difficult to fill the spots for election inspectors and an increase in the hourly rate will help assist in attracting individuals.

Costs for elections inspectors would increase approximately \$1,710.00 per election, with a minimum of six inspectors per precinct working an estimated 15 hours per day for a total of 1710 hours. Also, please remember that the majority of elections conducted by the Clerk's office are not the Township's financial responsibility. For example, costs for the two elections held in 2017 were reimbursed to the Township.

Thank you for your consideration and please contact me if there are any questions.

SET PUBLIC HEARING DATE

- A. SET PUBLIC HEARING DATE OF TUESDAY,
SEPTEMBER 21, 2018 AT
APPROXIMATELY 7:00PM – SPECIAL
ASSESSMENT TAX ROLL

AUTHORIZATIONS AND BIDS



August 13, 2018

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

RE: Recommendation of Award
Civic Center Roof Replacement

Dear Ms. Stumbo:

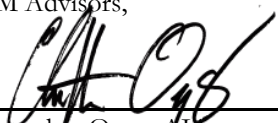
Sealed bids for the Civic Center Roof Replacement construction project were received and publicly read aloud at 2:02 p.m. on Thursday August 9, 2018 at the Charter Township of Ypsilanti Civic Center. The bid documents were posted on MITN. Proposals were received from one (1) bidder with as-checked results totaling \$183,000.00. In December 2017, former Residential Services Director, Jeff Allen, submitted for authorization to seek bids to replace two (2) sections of the roof and anticipated construction costs ranging from \$200,000.00 to \$250,000.00.

We have evaluated the bidder based on their bid, all required information, including bond surety, statement of qualifications, and subcontractors listing. The bid was received from Wm. Molnar Roofing, Inc., located at 12455 Hale Street, Riverview, MI 48193, in the lump sum amount of \$183,000.00. They also provided an alternate bid that would result in a \$34,000.00 deduct by change roofing material brands from Garland to GAF. Due to previous sections of roof being replaced with Garland products, it is recommended that the Township proceed to replace these last two (2) sections of roof with Garland as well.

It is felt that Wm. Molnar Roofing, Inc. and their subcontractors are capable of performing the work based on past experiences, referenced projects, and information provided with the statement of qualifications in the bid package. Based on the submitted information, it is recommended that the Civic Center Roof Replacement work be awarded to Wm. Molnar Roofing, Inc. of Riverview, MI in the amount of \$183,000.00. We also recommend a contingency budget of \$20,000.00 to help cover unforeseen issues in the field or additional work that may be determined in the field. This results in a total recommended construction budget of \$203,000.00.

Should there be any questions, please contact this office at (734) 522-6711.

Sincerely,
OHM Advisors,



Christopher Ozog, AIA

Encl: Bid Sheet
cc: Tim Thompson, Township Building Official
Karen Lovejoy-Roe, Township Clerk
Larry Doe, Township Treasurer
Lisa Stanfield, Township Deputy Clerk
Matthew Parks, P.E., OHM Advisors



August 13, 2018

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

RE: Recommendation of Award
Community Center Roof Replacement

Dear Ms. Stumbo:

Sealed bids for the Community Center Roof Replacement construction project were received and publicly read aloud at 2:06 p.m. on Thursday August 9, 2018 at the Charter Township of Ypsilanti Civic Center. The bid documents were posted on MITN. Proposals were received from two (2) bidders with as-checked results ranging from \$100,600.00 to \$139,000.00. In December 2017, former Residential Services Director, Jeff Allen, submitted for authorization to seek bids to replace two (2) sections of the roof and anticipated a construction cost of \$200,000.00.

We have evaluated the bidders based on their bids, all required information, including bond surety, statement of qualifications, and subcontractors listing. The lowest bid was received from Weatherseal Home Improvements, LLC., located at 51662 Oro Drive, Shelby Twp., MI 48315, in the lump sum amount of \$100,600.00. They also provided unit pricing as called out in the bid as follows: Unit Pricing No. 1, \$55.00/unit and No. 2, \$200.00/unit. It is anticipated that there could be as much as \$8,000 for the unit pricing items, but can only be confirmed once existing shingles removed.

It is felt that Weatherseal Home Improvements, LLC. and their subcontractors are capable of performing the work based on past experiences, referenced projects, and information provided with the statement of qualifications in the bid package. Based on the submitted information, it is recommended that the Community Center Roof Replacement work be awarded to Weatherseal Home Improvements, LLC. of Shelby Twp., MI in the amount of \$100,600.00 with unit pricing as noted in proposal. We also recommend a contingency budget of \$10,000.00 to cover unforeseen issues in the field or additional work that may be determined in the field. With assumptions for work involving unit pricing, this results in a total recommended construction budget of \$118,600.00.

Should there be any questions, please contact this office at (734) 522-6711.

Sincerely,
OHM Advisors,

A handwritten signature in black ink, appearing to read "Chris Ozog", is written over a horizontal line.

Christopher Ozog, AIA

Encl: Bid Sheet
cc: Tim Thompson, Township Building Official
Karen Lovejoy-Roe, Township Clerk
Larry Doe, Township Treasurer
Lisa Stanfield, Township Deputy Clerk
Matthew Parks, P.E., OHM Advisors

OTHER BUSINESS
