

CHARTER TOWNSHIP OF  
YPSILANTI BOARD OF TRUSTEES

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*Supervisor*

**BRENDA L. STUMBO**

*Clerk*

**KAREN LOVEJOY ROE**

*Treasurer*

**LARRY J. DOE**

*Trustees*

**STAN ELDRIDGE**

**HEATHER JARRELL ROE**

**MONICA ROSS WILLIAMS**

**JIMMIE WILSON, JR.**

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**August 24, 2018**

***Special Meeting – 8:00 a.m.***

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



# Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

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

## SPECIAL MEETING

FRIDAY, AUGUST 24, 2018 – 8:00AM  
BOARD ROOM, CIVIC CENTER, 7200 S. HURON RIVER DR.  
YPSILANTI TOWNSHIP

## AGENDA

*A Special Meeting of the Charter Township of Ypsilanti Board of Trustees has been called by Supervisor Brenda Stumbo for the following items:*

1. REQUEST TO ENTER INTO CLOSED SESSION FOR DISCUSSION ON THE TENTATIVE CONTRACT WITH AFSCME COUNCIL 25
2. REQUEST AUTHORIZATION OF CONTRACT WITH AFSCME COUNCIL 25 FOR YEARS 2018-2020
3. REQUEST TO APPROVE COMPOST FACILITY MANAGER JOB DESCRIPTION AND SALARY RECOMMENDATION
4. REQUEST TO APPROVE HEAVY EQUIPMENT OPERATOR JOB DESCRIPTION AND CLASSIFICATION WAGE RECOMMENDATION
5. REQUEST TO APPROVE DEPUTY OF ELECTIONS JOB DESCRIPTION AND SALARY RECOMMENDATION
6. REQUEST APPROVAL TO RESTORE AND FILL A FULL-TIME CUSTODIAN POSITION AS A FLOATER CUSTODIAN SERVING VARIOUS TOWNSHIP LOCATIONS AND SHIFTS
7. REQUEST APPROVAL TO RESTORE THE NON-UNION POSITION OF DEPUTY ASSESSOR AND MOVE BRIAN MCCLEERY FROM THE TEAMSTERS BARGAINING UNIT TO THE NON-UNION DEPUTY POSITION WITH A PROPOSED SALARY OF \$71,561.69
8. REQUEST APPROVAL FOR TOWNSHIP ATTORNEY TO PREPARE A CONTRACT BETWEEN YPSILANTI TOWNSHIP AND CADILLAC ASPHALT FOR PAVING AT THE CIVIC CENTER, MAINTENANCE GARAGE, GREEN OAKS GOLF COURSE, RECREATION AND THE HOLMES RD. POLICE FACILITY
9. REQUEST APPROVAL OF CONTRACT BETWEEN YPSILANTI TOWNSHIP AND YPSILANTI CITY FOR RECYCLING CONTINGENT UPON ATTORNEY APPROVAL OF THE CONTRACT

# Closed Session

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1. REQUEST TO ENTER INTO CLOSED SESSION FOR DISCUSSION OF THE TENTATIVE CONTRACT WITH AFSCME COUNCIL 25

REQUEST AUTHORIZATION OF CONTRACT WITH AFSCME  
COUNCIL 25 FOR YEARS 2018-2020

# Charter Township of Ypsilanti

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## COMPOST FACILITY MANAGER

### Summary

**Responsible for** ~~entire~~ ~~Coordinate the operation of the compost site~~ **including** ~~and participate in the processing of compost.~~ ~~operating and performing routine maintenance and repairs of heavy equipment~~ **as needed.** **Responsible to plan, direct and monitor all work at the site and supervise all** ~~the work assignments for employees assigned to the compost site.~~

### Supervision Received

**Work performed with considerable independence with the Township Supervisor or her designee consulted on unusual work situations.** ~~Employee works independently under the general guidance of the Environmental Services Director. In the absence of the Environmental Services Director, the employee will report to the Residential Services Director. Work is checked through inspections, conferences, and~~ **reports and success of the final compost product.**

### Supervision Exercised

**Exercises direct supervisory authority of all employees** ~~Supervises seasonal site attendants assigned to the compost site. Provides work assignments to equipment operators and any other employee engaged in performing work at or out of the compost site (Heavy Equipment Operator, Chipping Equipment Operator, Compost Site Attendants and seasonal employees working chipping operation or assigned to the compost site).~~

### Responsibilities and Essential Duties

*An employee in this position may do any or all of the following essential duties. (These examples do not include all of the duties the employee maybe expected to perform.)*

1. Make recommendations on the design, construction and operation of the compost facility.
2. **Develop and implement strategic marketing plans for** ~~Process materials into a marketable compost product using environmentally accepted methods recommended by the DEQ and the Michigan Compost Council.~~
3. **Develop** and Administer compostable material processing contracts with surrounding units of government and school districts.
4. Maintain processing records ~~to be used~~ for cost analysis, billing and budget development.
5. **Supervise all** ~~Lead~~ employees assigned to and out of the compost operation.

## COMPOST FACILITY MANAGER (Page #2)

6. **Ability to** operate heavy equipment such as front-end loader, compost screener, grinder, windrow turner and chipper.
7. **Plan and oversee advertising and promotion of compost product.**
8. Perform daily inspections, maintenance and routine repairs of mechanical equipment.
9. Operate power tools such as mower, weed whip and chain saw in the maintenance of the compost site.
10. **Manage yearly operating budget analyzing expenditures to maintain budgetary requirements.**
11. Serve as **key spoke person on all** ~~the Direct~~ Assist the public with questions and concerns regarding composting **matters.**
12. **Establish and maintain consistent relationships with industry influencers and key partners.**
13. **Establish competitive price list for material and services offered through the Compost Site.**
14. Perform related duties as necessary to meet the goals for the operation of the compost site.

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

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations* An employee in this position, upon appointment, should have the equivalent of the following:

- Considerable knowledge of the biology of composting.
- Knowledge of the design and methods of operating composting facilities.
- Skill in the operation and maintenance of heavy equipment used in composting.
- Knowledge of the safety procedures/precautions involved in operating heavy equipment.
- Interpersonal skills to establish and maintain effective working relationships.
- Ability to maintain accurate records, ~~and to assemble data~~ **and** ~~to prepare reports.~~
- **Presentation skills** with ability to communicate verbally and in writing. ~~to complete duties 1, 3, 4, and 5.~~
- **Leadership** ability to **manage**, assign, and direct the work of others.
- Ability to make visual observations ~~to perform duties 2, 6, 7, and 8.~~
- Ability to traverse uneven surfaces, climb, bend, stoop, and to carry up to 50 pounds ~~to perform duties 2, 6, 7, and 8.~~
- **Ability to be a strategic thinker directing the operation of the Compost Facility.**
- Graduation from high school or equivalent and certification to operate heavy equipment.

### **COMPOST SITE MANAGER (Page #3)**

- Advance **technical** training in composting operations. Prefer applicants who possess a Master Composter Certification and/or who have completed the Michigan Compost Operators Training program.
- **Ten** ~~Five~~ years of combined experience in composting operations and operating heavy equipment.
- Must ~~be able to drive and~~ possess **and maintain** a CDL Class **“A”** valid driver’s license **with air brake endorsement**. ~~a good driving record and obtain a Michigan Class 2 CDL within 60 days of hire.~~

#### **Physical Demands and Work Environment**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

While performing the duties of this job, the employee is required to stand, sit and/or operate equipment for long periods of time, walk, talk, and use hands or fingers; to handle heavy objects, operate hand tools, power tools, or controls; and reach with hands and arms. The employee is required to climb, balance, stoop, crouch, and climb into trucks and equipment. The employee lifts and/or moves objects up to 75 lbs.

The employee is exposed to all weather conditions including temperature extremes. Exposure to muddy, icy and uneven terrain, noxious weeds, odors and noise.

Recommended Salary = \$80,000/yr

**Draft 7-2018**

# Charter Township of Ypsilanti

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## ***HEAVY EQUIPMENT OPERATOR***

### **Summary**

Operate and maintain a variety of vehicles and heavy mechanical equipment. Serves as the assist to the Compost Facility Manager maintaining the Compost Site. Perform related work as required.

### **Supervision Received**

Daily assignments and direction given by Compost Facility Manager. Work checked routinely and upon completion of assignments.

### **Responsibilities and Duties**

*An employee in this position may do any or all of the following essential duties. (These examples do not include all of the duties the employee maybe expected to perform.)*

1. Operate and maintain a variety of heavy and light motor vehicle and mechanical equipment.
2. Ability to skillfully operate large construction/composting equipment (ie: Front end loader, Bulldozer, Trommel Screener, Grinder, Windrow Turner, Material Stacker and Semi truck with trailer).
3. Operate heavy and light trucks to haul material and equipment to work sites, and to plow snow.
4. In the maintenance of the Compost Site, operate a variety of power tools such as mowers, weed whip, chainsaws, line trimmers, air hammers, and sprayers.
5. Daily inspections, maintenance and light routine repairs of mechanical equipment. Wash, clean, fuel, lubricate and change oil in vehicles as needed. Change and repair tires.
6. Maintain inventory control of tools, equipment and supplies to include proper identification and storage.
7. Works with and assist the Compost Facility Manager in the daily operation of the Compost Site. In the absence of the Facility Manager, will lead the operation and the employees assigned to the site.
8. Perform related duties as necessary to meet the goals for the operation of the compost site.



## ***HEAVY EQUIPMENT OPERATOR (Page #2)***

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

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Knowledge of the procedures and practices for operating and maintaining assigned vehicles and mechanical equipment.
- Knowledge of safety procedures/precautions involved in various public works projects and equipment operations.
- Skill in the operation of all equipment used in operation of Compost Site (ex: Front end loader, Bulldozer, Trommel Screener, Grinder, Windrow Turner, Material Stacker, Semi truck with trailer, Chainsaws, and Line trimmer.
- Skill in establishing and maintaining effective working relationship with fellow employees.
- Ability to perform visual inspection.
- Ability to read and interpret written instruction and maintenance manuals.
- Ability to perform physical labor involving lifting and carrying up to 75 pounds while climbing, stooping and bending.
- Completion of Compost Operators Training program within 1 year of being award position.
- Graduation from High School or G.E.D. with five years of experience involving use of medium and heavy equipment. Experience in Compost Site operations preferred.
- Must possess and maintain a valid Michigan Driver License with CDL Type A, with air brake endorsement and valid medical card.

### **Physical Demands and Work Environment**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

While performing the duties of this job, the employee is required to stand, sit and/or operate equipment for long periods of time, walk, talk, and use hands or fingers; to handle heavy objects, operate hand tools, power tools, or controls; and reach with hands and arms. The employee is required to climb, balance, stoop, crouch, and climb into trucks and equipment. The employee lifts and/or moves objects up to 75 lbs.

The employee is exposed to all weather conditions including temperature extremes. Exposure to muddy, icy and uneven terrain, noxious weeds, odors and noise.

Recommended Classification #21 - \$28.47/hr

Draft 7-2018

# Charter Township of Ypsilanti

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## *Deputy of Elections*

*Recommended Salary = \$53,622.40*

### **Summary**

Under the Direction of the Township Clerk, perform all administrative and functional tasks related to the conduct of Elections. Provides Township Clerk with direction and requirements for election deadlines and legal requirements and works cooperatively with Township Clerk on all decisions regarding election preparation and implementation assuring successful operation of Elections. The Deputy of Elections assigns election tasks and directs election workflow for Floater II/Clerk III staff within the Clerk's Department.

### **Supervision Received**

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

### **Responsibilities and Duties**

*An employee in this position may do any or all of the following essential duties. (These examples do not include all of the duties the employee maybe expected to perform.)*

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

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

## ***Deputy of Election (Page #2)***

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

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

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

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

*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
*Treasurer*  
LARRY J. DOE  
*Trustees*  
STAN ELDRIDGE  
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**Human Resource  
Department**

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

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## MEMORANDUM

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

**FROM:** Karen Wallin, HR Department

**DATE:** August 16, 2018

**RE:** **Request approval to restore and fill a full-time Custodian position as a Floater Custodian serving various Township locations and shifts.**

Over the last several years, Township management made a number of decisions to hire part-time custodian staff within the Building Operations Department. The original thought in doing this was it would bring more flexibility for coverage while saving budget dollars.

In recent years, additional duties were gained at the LEC Building and now the Holmes Road facility, as it has re-opened. The Sheriff's Department has graciously offered to help out with current needs, however, informed us that after January of 2019, two swing shifts will be stationed there resulting in additional cleaning needs. Township management has also been challenged in the recent years, with the task of covering employee leaves as well as providing hours for special projects that are needed at all facilities.

Management's opinion is that restoring this position would be advantageous and the most efficient way to cover the Township's needs. They would generally have a set schedule of Tuesday – Saturday, 10:00 a.m. – 6:00 p.m. with primary responsibility being the Holmes Road Facility. They would also be used to cover absences and work on special projects at all locations. If approved, the position would be posted internal before going external.

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

# Charter Township of Ypsilanti

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## *CUSTODIAN (Floater)*

### **Summary**

Perform routine custodial and building maintenance tasks **across various Township locations and various shifts**. Perform duties associated with grounds maintenance. Perform related duties as required.

### **Supervision Received**

This position works under the direct supervision of the **Operations Superintendent, Township Supervisor or her designee**. ~~Residential Services Director~~. Custodians assigned to the Community Center receive daily assignments and time off approval from Recreation Management. Duties performed according to established procedures and techniques.

### **Responsibilities and Essential Duties**

*An employee in this position may do any or all of the following essential duties. (These examples do not include all of the duties the employee maybe expected to perform.)*

1. Use a variety of cleaning equipment and supplies such as mops, wet vacuums, floor polishers, carpet cleaners, brooms, cleaning compounds, wax, and polish to keep Township buildings clean.
2. Sweep, mop, strip and wax floors. Vacuum and spot clean carpet.
3. Wash windows, walls, woodwork and polish furniture.
4. Empty baskets and trash containers.
5. Clean restrooms, scrub sinks and bowls, re-stock dispensers. Clean water fountains.
6. Perform minor repair and maintenance work in and around the buildings, including painting, carpentry, plumbing and electrical repairs of a routine nature. Report any additional repairs needed to supervisor.
7. Set up rooms for meetings or programs by arranging tables, chairs and other equipment.
8. Maintain inventory of custodial supplies.
9. Receive and handle incoming shipments of supplies and equipment.

**Responsibilities and Duties (cont'd)**

10. Perform security checks incidental to the work, checking doors and windows, securing or opening same at the beginning and/or ending of the business day. Activate building alarm.
11. Perform duties requiring safe disposal of chemical liquids and other hazardous components and the ability to read and comprehend SDS (Safety Data Sheets) on such components.
12. Perform delivery and pick-up tasks such as mail runs, supply and repair parts pick-up, etc. on a routine basis.
13. Complete daily “Custodial Care Check List” and submit to supervisor.
14. Move office furniture and files.
15. Provide routine help to public as to location of offices etc.
16. According to seasonal demands, may trim shrubs and care for grounds, or shovel snow from walks and salt icy places.
17. Perform related duties as required.

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

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Graduation from High School or equivalent.
- One year of janitorial or building maintenance experience preferred.
- Knowledge of standard building cleaning procedures, practices and materials.
- Knowledge of safety procedures and practices as applied in custodial and maintenance work.
- Ability to use interpersonal skills to develop and maintain effective working relationships with the public, co-workers and officials.
- Ability to read, interpret and follow written instructions.
- General computer skills to access emails and work orders.
- **Possess a keen eye for detail.**
- **Must be available to work flexible shift schedules.**

**Physical Demands and Work Environment**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

While performing the duties of this job, the employee is required to talk and hear. This position is very active and requires standing, walking, twisting, bending, kneeling, stooping, crouching, crawling and climbing. Ability to carrying objects up to (50) fifty pounds. Specific duties require close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel expected with this position so employee is required to possess a valid driver license and maintain a good driving record. Employee maybe exposed to weather conditions including temperature extremes. Periodic Overtime may be required.

Updated August 2018

DRAFT

*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
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## MEMORANDUM

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

**FROM:** Karen Wallin, HR Department

**DATE:** August 16, 2018

**RE:** **Request authorization to restore a non-union position of Deputy Assessor and move Brian McCleery from the TEAMSTERS bargaining unit to the non-union Deputy position with a proposed salary of \$71,561.69/year**

In June of 2011, Brian McCleery became the Assistant Assessor following the retirement of Dan Dzierbicki. Brian is responsible for the day-to-day administration of the Assessing Department as Township Assessor, Linda Gosselin, is only in the office 1 day a week.

The Assessing Department is the only department that doesn't have a full-time non-union employee to provide supervision and direction to their staff. As a result of events over the last few years, it became apparent of the necessity for a full-time non-union supervisory authority that has the ability to take disciplinary action was needed on a daily basis.

Since 2011, Brian has also taken on additional responsibilities as it relates to Community and Industrial Assessment, Real and Personal Property Assessment, Land Division Act and local Division Ordinances while continuing to demonstrate a high level of professionalism. His rapport with management is good and his willingness to assist; is recognized by all.

During negotiations with TEAMSTERS we discussed moving Brian from the union and they understand the reasons and will not challenge the move.

Requesting authorization to restore the position of Deputy Assessor with a recommended salary of \$71,561.69/year (see salary survey attached) and authorization to award the non-union position internally to Brian McCleery.

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



**Salary Survey**  
**(Deputy Assessor/Assistant Assessor)**  
**August 2018**

<b>Municipality</b>	<b>Wage</b>
Clinton Township	90,800
Grand Blanc Township	89,084
Waterford Township	81,044
West Bloomfield Township	79,934
Macomb Township	71,947
Flint Township	62,424
Independence Township	63,178
<b>Ypsilanti Township (Current)</b>	<b>66,561</b>
<b>Ypsilanti Township (Proposed)</b>	<b>71,561.69</b>
Average	76,916
Median	79,934

# Charter Township of Ypsilanti

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## ***DEPUTY ASSESSOR***

### **Summary**

Responsible for the daily operation of the Assessing Department including supervision of all staff. Responsible for the following: management decisions, sales studies, development of real and personal property assessment rolls, budget reviews, compliance with current legislation and implementation of proper procedures to insure proper assessing practices.

### **Supervision Received**

Performance is monitored by the Township Assessor. The Assessing Department falls under the Township Supervisor Office and in the absence of the Assessor, direction will come from the Township Supervisor.

### **Supervision Exercised**

Responsible for day-to-day administration of the Assessing Department providing supervision and direction of the Assessing Department Personnel.

### **Responsibilities and Essential Duties**

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

1. Assist in maintaining the accuracy of the assessment roll, including accurate descriptions, lot splits and combination, preparation of the annual Special Assessment Roll, and assisting in Community and Industrial Assessment Analysis.
2. Participates in the recruitment and hiring of personnel. Schedules and assigns work, supervises personnel, evaluates performance and takes disciplinary action as needed.
3. Full understanding of the Land Division Act as well as local Division Ordinances. Prepare revised property descriptions due to property splits and combination and map resulting changes.
4. Perform and/or review sale ratio studies for all classes of property.
5. Employ mass appraisal techniques. Establish land value tables and Economic Condition Factors. Apply uniformity standards under each technique.

## ***DEPUTY ASSESSOR (Page #2)***

6. Appraise residential, commercial and industrial real property utilizing cost, sales comparison and income capitalization techniques. Measure, calculate and assess property improvements, as well as data entry into computer system.
7. Perform personal property audits and annual canvas review.
8. Assist taxpayers and other members of the public in understanding the assessment process and address their individual concerns.
9. Defend assessment appeals before the Michigan Tax Tribunal.
10. Assist in the preparation and printing of various records, reports and correspondence.
11. Perform other duties as related to the Assessing Department.
12. Review Commercial and Industrial Appraisal Studies. Check for accuracy and add new information not considered. Review with Equalization if necessary.
13. Ability to perform all duties specifically required of the MCAT (Michigan Certified Assessing Technician); MCAO (Michigan Certified Assessing Officer) and MAAO (Michigan Advanced Assessing Officer).

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

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Thorough knowledge of current property assessment principles and practices.
- Knowledge of state laws and statutes pertaining to property assessment as well as implementation.
- Appraise real and personal property.
- Ability to comprehend, interpret and explain statutory requirements, regulations, rules and procedures.
- Ability to prepare and maintain accurate reports and records.

***DEPUTY ASSESSOR (Page #3)***

- Ability to perform mathematical computations: ratios and percentages.
- Ability to read, interpret and work with specifications, blueprints and drawings.
- Interpersonal skill to establish and maintain effective working relationships.
- Ability to effectively communicate and present ideas and concepts orally and in writing and make presentations in public forums.
- Proficient in Excel, Word and BS & A Assessing software.
- Must be able to drive and have a valid driver license with a good driving record.
- Graduation from high school or GED with a Level III Certification by the State of Michigan State Assessor's Board required.
- Ten years of experience including appraisal of all types of property required.
- Five years of supervisory experience preferred.
- Must possess personal property examiner's certification.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.

Ypsilanti Township  
July 2018

# CHARTER TOWNSHIP OF YPSILANTI



## OFFICE OF RESIDENTIAL SERVICES

Environmental Services Division

TO: Ypsilanti Township Board  
FROM: Carl A. Girbach  
DATE: August 20, 2018  
RE: Recommendations for Miscellaneous lot paving to include The Civic Center, Maintenance Garage, Green Oaks Golf Course, Recreation, and the Holmes Road Police Facility.

Per your request to review the park lot conditions of Township properties, it is my recommendation to repair the following list in which I have included estimated costs:

Civic Center and Maintenance Garage - \$ 177,956  
Civic Center Main Lot  
Maintenance Garage Drive  
Rear lot area where tanks and pump were removed

Green Oaks Golf Course and Recreation - \$ 321,095  
East lot and Entrance  
Back Drive

**Total Township portion - \$ 499,051**  
To be charged to line item – 101.970.000.971.008

Holmes Road Police Facility - \$ 30,690

**Total Police portion - \$ 30,690**  
To be charged to line item – 266.301.000.971.001

**Total Project Cost - \$ 529,741**

Funds for the paving project are contingent on budget amendment approval by the Township Board.

If you have any questions, please let me know.

CG/kt

Attachment



REQUEST APPROVAL OF CONTRACT BETWEEN YPSILANTI  
TOWNSHIP AND YPSILANTI CITY FOR RECYCLING  
CONTINGENT UPON ATTORNEY APPROVAL OF THE  
CONTRACT