

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.

October 15, 2019

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

Monthly Disbursements

August 2019

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.

August 2019 Disbursements:

| | |
|-------------------------------|--------------|
| Washtenaw County: | \$ 3,458.13 |
| State of Michigan: | \$ 54,168.38 |
| Ypsilanti Township Treasurer: | \$118,403.46 |

TOTAL: \$ 176,029.97

YPSILANTI TOWNSHIP FIRE DEPARTMENT
MONTHLY REPORT

AUGUST 2019

Fire Department staffing levels are as follows:

| | | |
|----------------|---------------------|-----------------------------|
| 1 Fire Chief | 3 Shift Captains | 19 Fire Fighters |
| 1 Fire Marshal | 3 Shift Lieutenants | 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 374 requests for assistance. Of those requests, 220 were medical emergency service calls, with the remaining 154 incidents classified as non-medical and/or fire related.

Department activities for the month of August, 2019:

- 1) The Public Education Department participated in the following events:
 - a) Truck Demonstration & Fire Safety @ Christian Tabernacle Career Day
 - b) Truck Demonstration @ Christian Faith Community Picnic
 - c) Truck Demonstration @ Ypsi Festival
 - d) Truck Demonstration @ Arbor Circle Community Picnic
 - e) Car Seat fittings for U of M Buckle Up program
- 2) Fire fighters attended 11 neighborhood watch meetings
- 3) Fire fighters received training in the following areas:
 - a) Cyber Awareness

The Fire Marshal had these activities / events for the month of August, 2019:

- 1) Fire Investigations: 3
- 2) Plan Reviews: 4
- 3) Site Inspections: 8
- 4) Meetings: 3
- 5) Staff & Command class – week long
- 6) Drone Pilot class
- 7) Cyber Awareness class

The Fire Chief attended these meetings / events for the month of August, 2019:

- 1) Cyber Awareness training
- 2) Image Trend webinar – inspection reports
- 3) Development Team meeting – R & L Carriers and KVR Truck Stop
- 4) Signed Memos of Understanding (MOU's) for AFG Grant
- 5) Modified MABAS run cards
- 6) Investigation – Nash Street
- 7) Inspection of new Fire Truck in S. Dakota
- 8) Siren #11 (Munger Road) serviced
- 9) Image Trend letter – upload to LOGIS
- 10) County Medical Control Board letter – supraglottic airways
- 11) Negotiation Prep meeting
- 12) 2 Negotiation meetings
- 13) Pre-application meeting – condos on Huron River Drive
- 14) Automatic Mutual Aid meeting w/ City of Ypsilanti & Superior Township
- 15) Touch-A-Truck event at Ypsi Fest (Engine 14-1 Rosie)

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 **\$126,537.00**. All occurred at the following locations:

| DATE OF LOSS | ADDRESS | ESTIMATED LOSS |
|---------------|---------------------|--|
| 1) 08/06/2019 | 8654 Sandy Cove | \$ 1,000.00 (dumpster) |
| 2) 08/07/2019 | 1462 Concord | \$ 65,000.00 (building) |
| 3) 08/09/2019 | 775 James Hart Pkwy | \$ 0.00 (outside storage) |
| 4) 08/10/2019 | 2350 Ravinewood | \$ 30,000.00 (building) |
| 5) 08/10/2019 | 2189 Glory Lane | \$ 0.00 (cooking) |
| 6) 08/12/2019 | 1771 E Michigan | \$ 0.00 (vehicle) |
| 7) 08/15/2019 | 203 S Huron | \$ 0.00 (Mutual Aid – City of Ypsilanti) |
| 8) 08/15/2019 | 535 Nash | \$ 10.00 (fire – other structure) |
| 9) 08/15/2019 | 1600 Stephens Drive | \$ 0.00 (Mutual Aid – Superior Township) |
| 10)08/20/2019 | 1302 Holmes #4 | \$ 25.00 (cooking) |
| 11)08/24/2019 | 8578 Spinnaker Way | \$ 10,500.00 (building) |
| 12)08/26/2019 | 2135 Crittendon | \$ 8,000.00 (building) |
| 13)08/29/2019 | I-94 @ Bypass | \$ 2.00 (vehicle) |
| 14)08/30/2019 | 2144 Lakeview | \$ 12,000.00 (building) |

Respectfully submitted,

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

Attachment: Image Trend Incident Type Report (Summary): 08/01/2019 – 08/31/2019

Ypsilanti Township - Incident Type Report (Summary)
monthly

| Basic Incident Type Code And Description (FD1.21) | Total Incidents | Total Incidents Percent of Incidents | Total Property Loss | Total Content Loss | Total Loss | Total Loss Percent of Total |
|---|-----------------|--------------------------------------|------------------------|------------------------|-------------------------|-----------------------------|
| Incident Type Category (FD1.21): 1 - Fire | | | | | | |
| 111 - Building fire | 6 | 1.60% | 94000.00 | 31500.00 | 125500.00 | 99.18% |
| 112 - Fires in structure other than in a building | 1 | 0.27% | 0.00 | 10.00 | 10.00 | 0.01% |
| 113 - Cooking fire, confined to container | 3 | 0.80% | | 25.00 | 25.00 | 0.02% |
| 131 - Passenger vehicle fire | 2 | 0.53% | 1.00 | 1.00 | 2.00 | 0.00% |
| 154 - Dumpster or other outside trash receptacle fire | 1 | 0.27% | 500.00 | 500.00 | 1000.00 | 0.79% |
| 161 - Outside storage fire | 1 | 0.27% | | | | |
| Total: 14 | | Total: 3.74% | Total: 94501.00 | Total: 32036.00 | Total: 126537.00 | Total: 100.00% |
| Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident | | | | | | |
| 300 - Rescue, EMS incident, other | 19 | 5.08% | | | | |
| 311 - Medical assist, assist EMS crew | 37 | 9.89% | | | | |
| 320 - Emergency medical service, other | 11 | 2.94% | | | | |
| 321 - EMS call, excluding vehicle accident with injury | 130 | 34.76% | | | | |
| 322 - Motor vehicle accident with injuries | 12 | 3.21% | | | | |
| 323 - Motor vehicle/pedestrian accident (MV Ped) | 2 | 0.53% | | | | |
| 324 - Motor vehicle accident with no injuries. | 9 | 2.41% | | | | |
| Total: 220 | | Total: 58.82% | Total: 0.00 | Total: 0.00 | Total: 0.00 | Total: 0.00% |
| Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire) | | | | | | |
| 400 - Hazardous condition, other | 1 | 0.27% | | | | |
| 411 - Gasoline or other flammable liquid spill | 1 | 0.27% | | | | |
| 424 - Carbon monoxide incident | 8 | 2.14% | | | | |
| 440 - Electrical wiring/equipment problem, other | 4 | 1.07% | | | | |
| 444 - Power line down | 3 | 0.80% | | | | |
| Total: 17 | | Total: 4.55% | Total: 0.00 | Total: 0.00 | Total: 0.00 | Total: 0.00% |
| Incident Type Category (FD1.21): 5 - Service Call | | | | | | |
| 500 - Service call, other | 1 | 0.27% | | | | |
| 510 - Person in distress, other | 2 | 0.53% | | | | |
| 511 - Lock-out | 1 | 0.27% | | | | |
| 531 - Smoke or odor removal | 5 | 1.34% | | | | |
| 550 - Public service assistance, other | 1 | 0.27% | | | | |
| 551 - Assist police or other governmental agency | 1 | 0.27% | | | | |
| 553 - Public service | 1 | 0.27% | | | | |
| 554 - Assist invalid | 2 | 0.53% | | | | |
| 561 - Unauthorized burning | 7 | 1.87% | | | | |
| Total: 21 | | Total: 5.61% | Total: 0.00 | Total: 0.00 | Total: 0.00 | Total: 0.00% |
| Incident Type Category (FD1.21): 6 - Good Intent Call | | | | | | |
| 600 - Good intent call, other | 5 | 1.34% | | | | |
| 611 - Dispatched and cancelled en route | 74 | 19.79% | | | | |
| 622 - No incident found on arrival at dispatch address | 1 | 0.27% | | | | |
| 652 - Steam, vapor, fog or dust thought to be smoke | 1 | 0.27% | | | | |
| 661 - EMS call, party transported by non-fire agency | 1 | 0.27% | | | | |
| Total: 82 | | Total: 21.93% | Total: 0.00 | Total: 0.00 | Total: 0.00 | Total: 0.00% |
| Incident Type Category (FD1.21): 7 - False Alarm & False Call | | | | | | |
| 700 - False alarm or false call, other | 9 | 2.41% | | | | |
| 733 - Smoke detector activation due to malfunction | 1 | 0.27% | | | | |
| 735 - Alarm system sounded due to malfunction | 2 | 0.53% | | | | |

| Basic Incident Type Code And Description (FD1.21) | Total Incidents | Total Incidents Percent of Incidents | Total Property Loss | Total Content Loss | Total Loss | Total Loss Percent of Total |
|--|-------------------|--------------------------------------|------------------------|------------------------|-------------------------|-----------------------------|
| 740 - Unintentional transmission of alarm, other | 1 | 0.27% | | | | |
| 743 - Smoke detector activation, no fire - unintentional | 3 | 0.80% | | | | |
| 744 - Detector activation, no fire - unintentional | 1 | 0.27% | | | | |
| 745 - Alarm system activation, no fire - unintentional | 1 | 0.27% | | | | |
| 746 - Carbon monoxide detector activation, no CO | 2 | 0.53% | | | | |
| | Total: 20 | Total: 5.35% | Total: 0.00 | Total: 0.00 | Total: 0.00 | Total: 0.00% |
| | Total: 374 | Total: 100.00% | Total: 94501.00 | Total: 32036.00 | Total: 126537.00 | Total: 100.00% |

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

Date: October 7, 2019
To: Clerk's Office
CC: Brenda Stumbo, Supervisor
From: Michael Saranen, Operation Manager

Subject: Departmental Report (activities in September 2019)

Activities:

Ford Lake Dam

General Operation Summary:

The Hydro Station continues to operate safely and continues to get routine safety inspections and preventive maintenance. Operators had 5 after hour call-ins for August.

Average precipitation for the month of September is around 2.8", this year it was about 3.44" and production for the month was well above average. For the year, production currently is up 24% above average.

Regulatory:

For 2019-

- update DSSMP
- DSSMR, **Filed**
- Owners Dam Safety Program Review – Updating
- EAP Functional Exercise – filed with FERC, complete
- EAP annual update and test
- EAP Training
- Part 12- recommendation plan (coordinating actions)
- WQ Report (monitoring season ended September 30th)
- Nuisance Plant Plan Report (filed with FERC) Complete
- Wildlife Plan Report
- Historical Activity Report (Filed with FERC) Complete
- Gate Certification
- Security Review (Assessment done, updating plan)
- FERC Annual Safety inspection (complete)
- Spillway Assessment (received final Report, filed with FERC)
- Annual DEQ Lake Operation Monitoring Report- (Complete, filed with FERC)

Projects:

Concrete Maintenance

Repair small areas concrete damaged from exposure to ice and road salt. Repair exterior stairs and hand railing is complete.

River Coordination (No New Information)

Van Buren Twp. and French Landing Dam are considering lowering Belleville Lake in the fall of 2019. It will be important to look at the possible effects to the Hydro Station and the operations if Belleville Lake is to be lowered. VBT held a public meeting on 2/28 to discuss permitting process and activities long and shoreline that require permits. No date has been set as of yet. A feasibility study is currently be done to determine impacts of a drawdown. There is a chance the study may conclude a drawdown is not desirable.

Operation Summary

| 2019 | September | YTD | 5 Year Ave. |
|---|------------------|------------|--------------------|
| Precipitation total (inches) | 3.44 | 29.12 | 30.2 |
| Days Online | 30 | 268.9 | 357.1 |
| Generation MWH (estimated) | 609.225 | 9,030.606 | 9,530.5 |
| Generation MWH lost (estimated)* | 0 | 993.311 | 422.9 |

After Hour Call In

| | | | |
|-----------------------|----------|-----------|-------------|
| Water levels | 5 | 57 | 32.4 |
| Mechanical/Electrical | 0 | 3 | 4.0 |
| Other | 0 | 1 | 4.2 |
| Totals | 5 | 57 | 41.0 |

| Recent History | 2014 | 2015 | 2016 | 2017 | 2018 |
|---|-------------|-------------|-------------|-------------|-------------|
| Precipitation total (inches) | 34.3 | 25.3 | 29.6 | 27.3 | 34.6 |
| Days Online | 355.0 | 345.0 | 359.5 | 362.0 | 364.2 |
| Generation MWH (estimated) | 9,746.0 | 7,723.0 | 8,803.4 | 10,744.9 | 10,635.0 |
| Generation MWH lost (estimated)* | 643.2 | 419.1 | 229.8 | 269.6 | 552.9 |

After Hour Call In

| | | | | | |
|-----------------------|-----------|-----------|-----------|-----------|-----------|
| Water levels | 43 | 32 | 31 | 26 | 30 |
| Mechanical/Electrical | 7 | 1 | 4 | 5 | 3 |
| Other | 15 | 1 | 2 | 3 | 0 |
| Totals | 67 | 34 | 37 | 34 | 33 |

¹ Preliminary totals from weather underground

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

Gate Spilling Summary:

Releasing water from the sluice gates is primary to maintain lake level when flow exceeds the powerhouse. At certain times, we can use the gates to help keep the lake mixing to maintain oxygen levels (effectiveness depends on a number of factors) at the bottom of the lake.

The water quality monitoring begins on June 1st and will end on September 30th; operators monitor the water quality conditions and take readings as outline in the WQ Plan. The hydro discharges from the bottom gates to maintain run of river and/or help with water quality in Ford Lake. The Federal License requires we pass water with a minimum of 5mg/l of dissolved oxygen all the time. Therefore, spilling from the bottom gates in the summer for improving the lake is not always possible.

Sluice Gate Usage Summary:

| Current Year 2019 | Current Year Days Spilled | Current Year Lost KWh* | Current Year Lost \$* | Prior Yr. Lost \$* |
|-----------------------------|---------------------------------|------------------------------|-----------------------------|--------------------------|
| January | .4 | 0 | 0 | 0 |
| February | 2.3 | 0 | 0 | 0 |
| March | 18.5 | 0 | 0 | 0 |
| April | 13.9 | 0 | 0 | 0 |
| May | 27 | 0 | 0 | 0 |
| June | 30 | 39,201 | 823 | 6,466 |
| July | 25.9 | 220,940 | 9,653 | 3,461 |
| August | 0 | 0 | 0 | 0 |
| September | 0 | 0 | 0 | 0 |
| October | | | | 0 |
| November | | | | 0 |
| December | | | | 0 |
| Totals | 118.0 | 260,141 | \$ 10,476 | \$ 9,927 |

*estimated losses from diverting water away from generators for the **purpose improving WQ.**

Sargent Charles Dam

This dam continues to get routine safety inspections and appropriate maintenance.

The Sargent Charles Dam received a 5 year inspection 2018, it was conducted by the State of Michigan. A formal report was received, the report list actions that need to be continued and new items to be address. The department has addressed those items listed on the report.



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: Nancy Hansen, Police Services Lieutenant
Cc: Mike Radzik, Ypsilanti Township Police Administrator & Ypsilanti Township Board
Mike Marocco, WCSO Acting Police Services Commander
Date: October 7, 2019
Re: September 2019 Police Services Monthly Report

SUMMARY:

In September 2019, there were 3613 calls for service in Ypsilanti Township. A 9% increase in calls for service as compared to September 2018.

OPERATIONS

During September 2019, Patrol Operations responded to calls for service, conducted traffic enforcement and community engagement duties in pursuit of our total policing philosophy.

A continued area of concern during September was the increase of larcenies, several of which included larcenies from unlocked vehicles. Statistically we had a 44% increase compared to September 2018 (56 this year / 39 last year). There were also several more stolen vehicles, 18 compared to 10 in September 2018. A majority of these stolen vehicles were the result of the spare keys being left inside the vehicle.

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, including the car. A locked vehicle is the best deterrent.

Another area of concern is the number of impaired driving arrests that were made, 23 during September 2019 compared to 10 in September 2018. Impaired driving can be deadly. A driver is considered alcohol-impaired with a blood alcohol concentration (BAC) of .08 or higher, but even a small amount of alcohol can impair judgment and reaction times enough to make driving unsafe. Drugs such as many prescription medications, marijuana or illicit drugs can also lead to impairment and unsafe driving leading to an Operating While Intoxicated.

There are so many options to get home safely instead of driving impaired. Have a designated sober driver, utilize a taxi or public transportation, and use one of the ride-sharing apps (Uber or Lyft). In today's world of technology it is easy to get in touch with a loved one that would enjoy getting you home safely. ***There is no excuse for impaired driving.***

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. From a year to date perspective, comparing 2019 to the same period in 2018, our juvenile offenses and complaints are down 27% and our runaway complaints are down 6%, 3 in September 2019 compared to 5 in September 2018.

COMMUNITY ACTION TEAM

The purpose of the CAT team is to respond to situations involving or with a nexus of drugs, guns or violence. The team focuses on the timely assessment and response to tips they receive from our community and community problems identified through crime pattern analysis.

CAT collaboration with the Michigan Department of Corrections in reference to parole compliance contributes to effective monitoring and management of parolees who live in our community. Timely and efficient response to tips regarding parolee misconduct combined with regular unannounced home visits are expected by the parolees that reside in Ypsilanti Township and surrounding areas.

For any violent crime tips related to guns, gang activity or violence in general please call 734-661-9034.

NIXLE

As a reminder for residents they can sign up for “Up-to-the-minute updates” from the Washtenaw County Sheriff’s Office by email or cell phone at www.nixle.com

HOUSE WATCH

If you plan on being gone for a period of time sign your house up for house checks. The house watch form can be found at: <https://www.washtenaw.org/1743/House-Watch>

NEW FACES

The Sheriff’s Office is hiring! We continue to hire highly qualified, motivated and diverse people that are committed to pursuing our mission: Creating public safety, providing quality service, and building strong and sustainable communities.

If you are interested in joining us in serving your community in Police Services, Corrections, Communications, Emergency Services or Community Corrections please check us out at: <https://www.washtenaw.org/1124/Sheriff>

We have rewarding career opportunities available for those seeking a profession with a greater purpose.



YPSILANTI TOWNSHIP MONTHLY POLICE SERVICES DATA

September 2019

JERRY L. CLAYTON
SHERIFF

| Incidents | Month 2019 | Month 2018 | % Change | YTD 2019 | YTD 2018 | % Change |
|--|----------------------------------|--------------------------------|--|----------|----------|----------|
| Traffic Stops | 857 | 629 | 36% | 7437 | 7394 | 1% |
| Citations | 759 | 414 | 83% | 4390 | 4639 | -5% |
| Drunk Driving (OWI) | 22 | 5 | 340% | 105 | 56 | 88% |
| Drugged Driving (OUID) | 1 | 5 | -80% | 36 | 46 | -22% |
| Calls for Service Total | 3613 | 3317 | 9% | 31135 | 31918 | -2% |
| Calls for Service <i>(Traffic stops and non-response medicals removed)</i> | 2399 | 2302 | 4% | 20431 | 21054 | -3% |
| Robberies | 1 | 8 | -88% | 39 | 29 | 34% |
| Assaultive Crimes | 68 | 61 | 11% | 651 | 581 | 12% |
| Home Invasions | 9 | 16 | -44% | 98 | 101 | -3% |
| Breaking and Entering's | 4 | 0 | + | 38 | 30 | 27% |
| Larcenies | 56 | 39 | 44% | 548 | 380 | 44% |
| Vehicle Thefts | 18 | 10 | 80% | 90 | 71 | 27% |
| Traffic Crashes | 73 | 81 | -10% | 801 | 794 | 1% |
| Medical Assists | 60 | 64 | -6% | 564 | 543 | 4% |
| Animal Complaints <i>(ACO Response)</i> | 21 | 52 | -60% | 393 | 380 | 3% |
| In/Out of Area Time | Month <i>(minutes)</i> | YTD <i>(minutes)</i> | + = Positive Change - = Negative Change | | | |
| Into Area Time | 884 | 14602 | | | | |
| Out of Area Time | 6522 | 38481 | | | | |
| Investigative Ops (DB) | 37946 | 277969 | | | | |
| Secondary Road Patrol | 1907 | 7993 | | | | |
| County Wide | 2289 | 8459 | | | | |
| | Hours Accum. | Hours Used | Balance | | | |
| Banked Hours | 420 | 375.5 | 325.55 | | | |

Report Date / Time: 10/07/2019 03:36 PM

Period 09/01/2019 Thru 09/30/2019

For City: YPT

MONTHLY SUMMARY OF OFFENSES

| CLASS | Description | All offenses that were Attempted or Completed | | | | | | ARRESTS | | | | | |
|-------|--|---|-----------|---------|-----------|----------|---------|-----------|-----|-----------|-----|--------|-----|
| | | Sept/2019 | | | Sept/2018 | | | ADULT | | JUV | | Totals | |
| | | Sept/2019 | Sept/2018 | % CHG | YTD 2019 | YTD 2018 | % CHG | Sept/2019 | YTD | Sept/2019 | YTD | Sept | YTD |
| 09001 | MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNT | 0 | 0 | 0% | 2 | 2 | 0% | 0 | 1 | 0 | 0 | 0 | 1 |
| 09002 | NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTA | 0 | 0 | 0% | 0 | 1 | -100.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 10001 | KIDNAPPING/ABDUCTION | 1 | 0 | 0% | 3 | 3 | 0% | 0 | 1 | 0 | 0 | 0 | 1 |
| 10002 | PARENTAL KIDNAPPING | 1 | 0 | 0% | 3 | 1 | 200.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 11001 | SEXUAL PENETRATION PENIS/VAGINA -CSC IST DEG | 0 | 3 | -100.0% | 24 | 23 | 4.3% | 0 | 2 | 0 | 0 | 0 | 2 |
| 11002 | SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DE | 0 | 0 | 0% | 5 | 3 | 66.7% | 0 | 0 | 0 | 0 | 0 | 0 |
| 11003 | SEXUAL PENETRATION ORAL/ANAL -CSC IST DEGRE | 1 | 0 | 0% | 7 | 2 | 250.0% | 0 | 1 | 0 | 0 | 0 | 1 |
| 11004 | SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGRE | 1 | 0 | 0% | 2 | 1 | 100.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 11005 | SEXUAL PENETRATION OBJECT -CSC IST DEGREE | 0 | 0 | 0% | 1 | 1 | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 11006 | SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE | 0 | 0 | 0% | 0 | 2 | -100.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 11007 | SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE | 1 | 0 | 0% | 10 | 8 | 25.0% | 1 | 1 | 0 | 0 | 1 | 1 |
| 11008 | SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE | 0 | 2 | -100.0% | 8 | 11 | -27.3% | 0 | 1 | 0 | 0 | 0 | 1 |
| 12000 | ROBBERY | 1 | 8 | -87.5% | 40 | 29 | 37.9% | 0 | 2 | 0 | 7 | 0 | 9 |
| 13001 | NONAGGRAVATED ASSAULT | 37 | 39 | -5.1% | 361 | 353 | 2.3% | 7 | 107 | 0 | 0 | 7 | 107 |
| 13002 | AGGRAVATED/FELONIOUS ASSAULT | 20 | 22 | -9.1% | 217 | 190 | 14.2% | 10 | 82 | 1 | 2 | 11 | 84 |
| 13003 | INTIMIDATION/STALKING | 7 | 8 | -12.5% | 61 | 43 | 41.9% | 0 | 6 | 0 | 0 | 0 | 6 |
| 20000 | ARSON | 0 | 2 | -100.0% | 3 | 7 | -57.1% | 0 | 2 | 0 | 0 | 0 | 2 |
| 21000 | EXTORTION | 2 | 0 | 0% | 3 | 2 | 50.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 22001 | BURGLARY -FORCED ENTRY | 10 | 13 | -23.1% | 113 | 110 | 2.7% | 0 | 15 | 0 | 0 | 0 | 15 |
| 22002 | BURGLARY -ENTRY WITHOUT FORCE (Intent to Commi | 3 | 4 | -25.0% | 23 | 25 | -8.0% | 0 | 3 | 0 | 0 | 0 | 3 |
| 23001 | LARCENY -POCKETPICKING | 0 | 0 | 0% | 2 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 23002 | LARCENY -PURSESNAATCHING | 0 | 0 | 0% | 2 | 1 | 100.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 23003 | LARCENY -THEFT FROM BUILDING | 8 | 10 | -20.0% | 98 | 93 | 5.4% | 1 | 4 | 0 | 0 | 1 | 4 |
| 23004 | LARCENY -THEFT FROM COIN-OPERATED MACHINE/ | 0 | 0 | 0% | 12 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 23005 | LARCENY -THEFT FROM MOTOR VEHICLE | 32 | 20 | 60.0% | 301 | 214 | 40.7% | 0 | 3 | 0 | 1 | 0 | 4 |
| 23006 | LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCE | 5 | 2 | 150.0% | 40 | 16 | 150.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 23007 | LARCENY -OTHER | 11 | 7 | 57.1% | 91 | 56 | 62.5% | 0 | 2 | 0 | 0 | 0 | 2 |
| 24001 | MOTOR VEHICLE THEFT | 18 | 11 | 63.6% | 94 | 74 | 27.0% | 1 | 4 | 0 | 2 | 1 | 6 |
| 24002 | MOTOR VEHICLE, AS STOLEN PROPERTY | 0 | 1 | -100.0% | 17 | 9 | 88.9% | 0 | 8 | 0 | 1 | 0 | 9 |
| 24003 | MOTOR VEHICLE FRAUD | 0 | 0 | 0% | 1 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 25000 | FORGERY/COUNTERFEITING | 1 | 1 | 0% | 15 | 22 | -31.8% | 0 | 0 | 0 | 0 | 0 | 0 |
| 26001 | FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE G | 6 | 4 | 50.0% | 59 | 76 | -22.4% | 0 | 0 | 0 | 0 | 0 | 0 |

Report Date / Time: 10/07/2019 03:36 PM

Period 09/01/2019 Thru 09/30/2019

For City: YPT

MONTHLY SUMMARY OF OFFENSES

| CLASS | Description | All offenses that were Attempted or Completed | | | | | | ARRESTS | | | | | |
|-----------------------|---|---|-------------|------------|-------------|-------------|-------------|-----------|------------|----------|-----------|-----------|------------|
| | | Sept/2019 | | Sept/2018 | | % CHG | | ADULT | | JUV | | Totals | |
| | | Sept/2019 | YTD | Sept/2019 | YTD | Sept | YTD | Sept/2019 | YTD | Sept | YTD | | |
| 26002 | FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE | 12 | 72 | 9 | 72 | 33.3% | 0% | 0 | 3 | 0 | 0 | 0 | 3 |
| 26005 | FRAUD -WIRE FRAUD | 0 | 10 | 1 | 6 | -100.0% | 66.7% | 0 | 0 | 0 | 0 | 0 | 0 |
| 26007 | FRAUD - IDENTITY THEFT | 4 | 40 | 10 | 95 | -60.0% | -57.9% | 0 | 2 | 0 | 0 | 0 | 2 |
| 26008 | FRAUD - HACKING/COMPUTER INVASION | 0 | 1 | 0 | 0 | 0% | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 27000 | EMBEZZLEMENT | 1 | 11 | 3 | 14 | -66.7% | -21.4% | 0 | 2 | 0 | 0 | 0 | 2 |
| 28000 | STOLEN PROPERTY | 6 | 27 | 3 | 16 | 100.0% | 68.8% | 2 | 12 | 0 | 3 | 2 | 15 |
| 29000 | DAMAGE TO PROPERTY | 25 | 241 | 35 | 220 | -28.6% | 9.5% | 0 | 8 | 0 | 0 | 0 | 8 |
| 30001 | RETAIL FRAUD -MISREPRESENTATION | 4 | 11 | 0 | 8 | 0% | 37.5% | 0 | 1 | 0 | 0 | 0 | 1 |
| 30002 | RETAIL FRAUD -THEFT | 21 | 112 | 10 | 111 | 110.0% | 0.9% | 1 | 10 | 0 | 0 | 1 | 10 |
| 30003 | RETAIL FRAUD -REFUND/EXCHANGE | 0 | 1 | 0 | 1 | 0% | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 35001 | VIOLATION OF CONTROLLED SUBSTANCE ACT | 6 | 45 | 9 | 125 | -33.3% | -64.0% | 2 | 23 | 0 | 0 | 2 | 23 |
| 35002 | NARCOTIC EQUIPMENT VIOLATIONS | 4 | 21 | 5 | 44 | -20.0% | -52.3% | 2 | 8 | 0 | 0 | 2 | 8 |
| 36002 | SEXUAL PENETRATION NONFORCIBLE -OTHER | 0 | 0 | 0 | 1 | 0% | -100.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 37000 | OBSCENITY | 1 | 2 | 0 | 2 | 0% | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 40001 | COMMERCIALIZED SEX -PROSTITUTION | 0 | 0 | 0 | 1 | 0% | -100.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 40002 | COMMERCIALIZED SEX -ASSISTING/PROMOTING PR | 0 | 0 | 0 | 1 | 0% | -100.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 52001 | WEAPONS OFFENSE- CONCEALED | 5 | 24 | 5 | 35 | 0% | -31.4% | 5 | 14 | 0 | 0 | 5 | 14 |
| 52003 | WEAPONS OFFENSE -OTHER | 3 | 17 | 0 | 6 | 0% | 183.3% | 0 | 0 | 0 | 0 | 0 | 0 |
| 72000 | ANIMAL CRUELTY | 1 | 7 | 2 | 7 | -50.0% | 0% | 0 | 1 | 0 | 0 | 0 | 1 |
| Group A Totals | | 259 | 2260 | 249 | 2143 | 4.0% | 0.05 | 32 | 329 | 1 | 16 | 33 | 345 |
| 22003 | BURGLARY - UNLAWFUL ENTRY (NO INTENT) | 0 | 6 | 0 | 6 | 0% | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 26006 | FRAUD -BAD CHECKS | 1 | 13 | 3 | 12 | -66.7% | 8.3% | 0 | 0 | 0 | 0 | 0 | 0 |
| 36003 | PEEPING TOM | 1 | 1 | 0 | 0 | 0% | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 36004 | SEX OFFENSE -OTHER | 0 | 6 | 0 | 3 | 0% | 100.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 38001 | FAMILY -ABUSE/NEGLECT NONVIOLENT | 1 | 27 | 6 | 31 | -83.3% | -12.9% | 0 | 1 | 0 | 0 | 0 | 1 |
| 38003 | FAMILY -OTHER | 0 | 0 | 1 | 2 | -100.0% | -100.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 41002 | LIQUOR VIOLATIONS -OTHER | 2 | 11 | 4 | 25 | -50.0% | -56.0% | 0 | 4 | 0 | 0 | 0 | 4 |
| 42000 | DRUNKENNESS | 0 | 1 | 0 | 0 | 0% | 0% | 0 | 1 | 0 | 0 | 0 | 1 |
| 48000 | OBSTRUCTING POLICE | 5 | 73 | 3 | 76 | 66.7% | -3.9% | 1 | 15 | 0 | 1 | 1 | 16 |
| 49000 | ESCAPE/FLIGHT | 0 | 2 | 1 | 2 | -100.0% | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 50000 | OBSTRUCTING JUSTICE | 15 | 121 | 10 | 128 | 50.0% | -5.5% | 1 | 22 | 0 | 0 | 1 | 22 |
| 53001 | DISORDERLY CONDUCT | 1 | 16 | 2 | 18 | -50.0% | -11.1% | 1 | 5 | 0 | 0 | 1 | 5 |
| 53002 | PUBLIC PEACE -OTHER | 1 | 3 | 0 | 1 | 0% | 200.0% | 0 | 0 | 0 | 0 | 0 | 0 |

Report Date / Time: 10/07/2019 03:36 PM

Period 09/01/2019 Thru 09/30/2019

For City: YPT

MONTHLY SUMMARY OF OFFENSES

| CLASS | Description | All offenses that were Attempted or Completed | | | | | | ARRESTS | | | | | |
|-----------------------|--|---|-------------|---------------|--------------|--------------|--------------|-----------|------------|-----------|----------|-----------|------------|
| | | Sept/2019 | | | Sept/2018 | | | ADULT | | JUV | | Totals | |
| | | Sept/2019 | YTD | % CHG | Sept/2019 | YTD | % CHG | Sept/2019 | YTD | Sept/2019 | YTD | Sept | YTD |
| 54001 | HIT and RUN MOTOR VEHICLE ACCIDENT | 2 | 2 | 0% | 35 | 36 | -2.8% | 0 | 0 | 0 | 0 | 0 | 0 |
| 54002 | OPERATING UNDER THE INFLUENCE OF LIQUOR OR | 23 | 23 | 0% | 171 | 175 | -2.3% | 21 | 139 | 0 | 0 | 21 | 139 |
| 55000 | HEALTH AND SAFETY | 1 | 3 | -66.7% | 18 | 19 | -5.3% | 0 | 2 | 0 | 0 | 0 | 2 |
| 57001 | TRESPASS | 3 | 2 | 50.0% | 10 | 26 | -61.5% | 1 | 4 | 0 | 0 | 1 | 4 |
| 57002 | INVASION OF PRIVACY -OTHER | 0 | 0 | 0% | 0 | 1 | -100.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 58000 | SMUGGLING | 0 | 0 | 0% | 2 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 63000 | VAGRANCY | 0 | 0 | 0% | 0 | 1 | -100.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 70000 | JUVENILE RUNAWAY | 3 | 5 | -40.0% | 46 | 49 | -6.1% | 0 | 0 | 0 | 0 | 0 | 0 |
| 73000 | MISCELLANEOUS CRIMINAL OFFENSE | 0 | 1 | -100.0% | 21 | 29 | -27.6% | 0 | 1 | 0 | 0 | 0 | 1 |
| 75000 | SOLICITATION | 1 | 0 | 0% | 1 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| Group B Totals | | 60 | 66 | -9.1% | 584 | 640 | -0.09 | 25 | 194 | 0 | 1 | 25 | 195 |
| 2800 | JUVENILE OFFENSES AND COMPLAINTS | 26 | 26 | 0% | 188 | 257 | -26.8% | 0 | 0 | 0 | 0 | 0 | 0 |
| 2900 | TRAFFIC OFFENSES | 22 | 27 | -18.5% | 217 | 247 | -12.1% | 6 | 16 | 0 | 0 | 6 | 16 |
| 3000 | WARRANTS | 34 | 59 | -42.4% | 432 | 532 | -18.8% | 26 | 304 | 1 | 1 | 27 | 305 |
| 3100 | TRAFFIC CRASHES | 106 | 94 | 12.8% | 965 | 1022 | -5.6% | 0 | 0 | 0 | 0 | 0 | 0 |
| 3200 | SICK / INJURY COMPLAINT | 181 | 139 | 30.2% | 1464 | 1301 | 12.5% | 0 | 0 | 0 | 0 | 0 | 0 |
| 3300 | MISCELLANEOUS COMPLAINTS | 836 | 699 | 19.6% | 6478 | 6605 | -1.9% | 0 | 0 | 0 | 0 | 0 | 0 |
| 3400 | WATERCRAFT COMPLAINTS / ACCIDENTS | 1 | 1 | 0% | 8 | 6 | 33.3% | 0 | 0 | 0 | 0 | 0 | 0 |
| 3500 | NON - CRIMINAL COMPLAINTS | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 3 | 0 | 3 | 0 | 6 |
| 3500 | NON-CRIMINAL COMPLAINTS | 748 | 848 | -11.8% | 7140 | 7687 | -7.1% | 0 | 3 | 0 | 3 | 0 | 6 |
| 3700 | MISCELLANEOUS TRAFFIC COMPLAINTS | 999 | 770 | 29.7% | 8555 | 8421 | 1.6% | 0 | 0 | 0 | 0 | 0 | 0 |
| 3800 | ANIMAL COMPLAINTS | 61 | 77 | -20.8% | 629 | 631 | -0.3% | 0 | 0 | 0 | 0 | 0 | 0 |
| 3900 | ALARMS | 152 | 181 | -16.0% | 1455 | 1535 | -5.2% | 0 | 0 | 0 | 0 | 0 | 0 |
| Group C Totals | | 3166 | 2921 | 8.4% | 27531 | 28244 | -0.03 | 32 | 323 | 1 | 4 | 33 | 327 |
| 4000 | HAZARDOUS TRAFFIC CITATIONS / WARNINGS | 12 | 2 | 500.0% | 33 | 155 | -78.7% | 0 | 0 | 0 | 0 | 0 | 0 |
| 4100 | NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS | 0 | 1 | -100.0% | 2 | 3 | -33.3% | 0 | 0 | 0 | 0 | 0 | 0 |
| 4200 | PARKING CITATIONS | 0 | 1 | -100.0% | 14 | 40 | -65.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 4300 | LICENSE / TITLE / REGISTRATION CITATIONS | 2 | 1 | 100.0% | 10 | 9 | 11.1% | 0 | 0 | 0 | 0 | 0 | 0 |
| 4500 | MISCELLANEOUS A THROUGH UUUU | 16 | 8 | 100.0% | 106 | 62 | 71.0% | 0 | 1 | 0 | 0 | 0 | 1 |
| 4900 | TRAFFIC WARNINGS | 0 | 0 | 0% | 2 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0 |
| Group D Totals | | 30 | 13 | 130.8% | 167 | 269 | -0.38 | 0 | 1 | 0 | 0 | 0 | 1 |
| 5000 | FIRE CLASSIFICATIONS | 0 | 0 | 0% | 4 | 1 | 300.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 5100 | 18A STATE CODE FIRE CLASSIFICATIONS | 0 | 0 | 0% | 8 | 1 | 700.0% | 0 | 0 | 0 | 0 | 0 | 0 |

Report Date / Time: 10/07/2019 03:36 PM
 Period 09/01/2019 Thru 09/30/2019
 For City: YPT

MONTHLY SUMMARY OF OFFENSES

| CLASS | Description | All offenses that were Attempted or Completed | | | | | | ARRESTS | | | | | |
|-------------------------------|---------------------------------|---|-------------|--------------|--------------|--------------|--------------|-----------|------------|-----------|-----------|-----------|------------|
| | | Sept/2019 | | | Sept/2018 | | | ADULT | | JUV | | Totals | |
| | | Sept/2019 | YTD | % CHG | Sept/2019 | YTD | % CHG | Sept/2019 | YTD | Sept/2019 | YTD | Sept | YTD |
| Group E Totals | | 0 | 0 | 0% | 12 | 2 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6000 | MISCELLANEOUS ACTIVITIES (6000) | 52 | 41 | 26.8% | 505 | 389 | 29.8% | 0 | 0 | 0 | 0 | 0 | 0 |
| 6100 | MISCELLANEOUS ACTIVITIES (6100) | 137 | 125 | 9.6% | 1131 | 1158 | -2.3% | 0 | 0 | 0 | 0 | 0 | 0 |
| 6300 | CANINE ACTIVITIES | 5 | 8 | -37.5% | 64 | 50 | 28.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 6500 | CRIME PREVENTION ACTIVITIES | 16 | 14 | 14.3% | 89 | 152 | -41.4% | 0 | 0 | 0 | 0 | 0 | 0 |
| 6600 | COURT / WARRANT ACTIVITIES | 0 | 0 | 0% | 8 | 4 | 100.0% | 0 | 0 | 0 | 0 | 0 | 0 |
| 6700 | INVESTIGATIVE ACTIVITIES | 23 | 7 | 228.6% | 140 | 85 | 64.7% | 0 | 0 | 0 | 0 | 0 | 0 |
| Group F Totals | | 233 | 195 | 19.5% | 1937 | 1838 | 0.05 | 0 | 0 | 0 | 0 | 0 | 0 |
| Totals for all Groups: | | 3748 | 3444 | 8.8% | 32491 | 33136 | -1.9% | 89 | 847 | 2 | 21 | 91 | 868 |



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

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

WORK SESSION AGENDA CHARTER TOWNSHIP OF YPSILANTI TUESDAY, OCTOBER 15, 2019

5:00pm

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

1. PROCLAMATION HONORING THE SALINE TWIRLETTES
2. 2020 BUDGET REVIEW
 - a. FUND 230 - RECREATION
 - b. FUND 584 – GOLF COURSE/GREEN OAKS TAVERN LICENSE APPLICATION
 - c. FUND 236 – 14B DISTRICT COURT
 - d. FUND 252 – HYDRO
 - e. DEBT FUNDS
 - f. FUND 101 – GENERAL FUND
 - DEPARTMENT 137 – DUE PROCESS
 - DEPARTMENT 215 – CLERK’S
 - DEPARTMENT 227 – HUMAN RESOURCES
3. AGENDA REVIEW SUPERVISOR STUMBO
4. OTHER DISCUSSION BOARD MEMBERS

Charter Township of Ypsilanti

Proclamation

HONORING

2019 Saline Twirlettes Baton Twirling Team

WHEREAS, the Saline Twirlettes Baton Twirling Team competed in the National Baton Twirling Association's (NBTA) Grand National Baton Twirling Championships and earned a position on the USA's World Team 2020; and

WHEREAS, the twenty-four (24) Michigan baton twirlers will compete for the gold medal at the Olympics of World Baton Twirling Championships on Team USA, to be held in the Netherlands in April 2020, which is a tremendous honor for the Team and the entire community; and

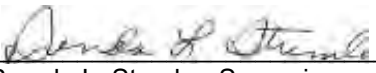
WHEREAS, the Saline Twirlettes National's Team clinched their spot by winning the Grand National Show Corps Championship. During the national title competition, the Team swept all specialty awards, including teamwork, execution, movement and production. This is their 21st national title and consecutive year as the overall Grand National Champions; and


WHEREAS, only a few athletes from Michigan have earned placements on Team USA. This is the first time a team from Michigan has been selected to compete in the world championships; and

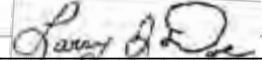
WHEREAS, the Saline Twirlettes National's Team representing the USA is comprised of twenty-four girls, ages eleven to twenty. Twirling experience ranges from four to fifteen years. Team members represent the communities of Saline, Ann Arbor, Grass Lake, Ypsilanti, Belleville, Milan, Howell, Beverly Hills, Birmingham, Davison and Sylvania, Ohio.

NOW, THEREFORE BE IT RESOLVED AND PROCLAIMED, the Charter Township of Ypsilanti Board of Trustees on behalf of all our residents, wishes to recognize, applaud and celebrate the Saline Twirlettes Baton Twirling Team on their history making season. Go Twirlettes!

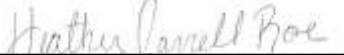
Dated and Signed This 15th Day of October, 2019


Brenda L. Stumbo, Supervisor

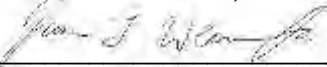

Karen Lovejoy Roe, Clerk


Larry J. Doe, Treasurer


Stan Eldridge, Trustee


Heather Jarrell Roe, Trustee


Monica Ross Williams, Trustee


Jimmie Wilson, Jr., Trustee



FOR IMMEDIATE RELEASE:

TWENTY-FOUR MICHIGAN BATON TWIRLERS WILL COMPETE FOR GOLD MEDAL ON TEAM USA IN NETHERLANDS SPRING 2020

July 30, 2019

Saline Twirlettes
Director: Susan Usher
9173 Arlington Drive
Ypsilanti, MI 48198
M: 734-260-4920
susandush@comcast.net

SALINE, MI, July 30, 2019 - - The Saline Twirlettes Baton Twirling Team competed in the National Baton Twirling Association's (NBTA) **Grand National Baton Twirling** Championships last week and earned a position on the USA's World Team 2020. Team USA will compete at the Olympics of World Baton Twirling Championships held in the Netherlands next April. A tremendous honor for the team and our whole community!

The Saline Twirlettes (24-member) **National's Team** clinched their spot by winning the Grand National Show Corps Championship. This is their 21st national title and consecutive year as the overall Grand National Champion. To achieve this level, the team had to win their division of Senior, Small Show Corps and then compete again to win the overall Grand National Championship. During the national title competition, the team again swept all specialty awards, including teamwork, execution, movement and production. Show corps is one of the most challenging categories because it includes choreography of baton and props with dance movements, both stationary and traveling maneuvers, creativity, high-level of difficulty, and originality.

Each year, the NTBA hosts American Youth on Parade (AYOP), a weeklong athletic event, featuring more than 4,500 competitors. This event, held at University of Notre Dame, attracts the best of these athletes from across the US and Canada. World competitions are held every three years and Grand National winners are invited to compete for gold medals on the world stage representing their home country. In 2017, 19 countries were represented.

Only a few athletes from Michigan have earned placements on Team USA. The short list includes **Saline Twirlettes'** Hanna Alvarez (2018, Norway) and Nathan Magyar (2000 England and 2006 Netherlands). Others include Gillian Brooks (2014 Italy), Moriah Muscaro Forster (2015), Stacy Leatherberry Rehmann (2003 France), Tiffany Reicosky Miller (2003 France and 2006 Netherlands). This is a first time a team from Michigan has been selected to compete in the world championships.

Aside from the importance of a world qualifying year, the timing is special as the Saline Twirlettes celebrated their 50-year anniversary in December 2018! **It is Saline's longest running youth organization.** Director Susan Usher said, "**Despite our** team attracting athletes across Michigan and even Ohio, it is important that we keep the heritage and the founding

community in the name of our program.” Usher added, “Beyond twirling, team members are taught confidence, responsibility, discipline and most importantly, how to become one team.”

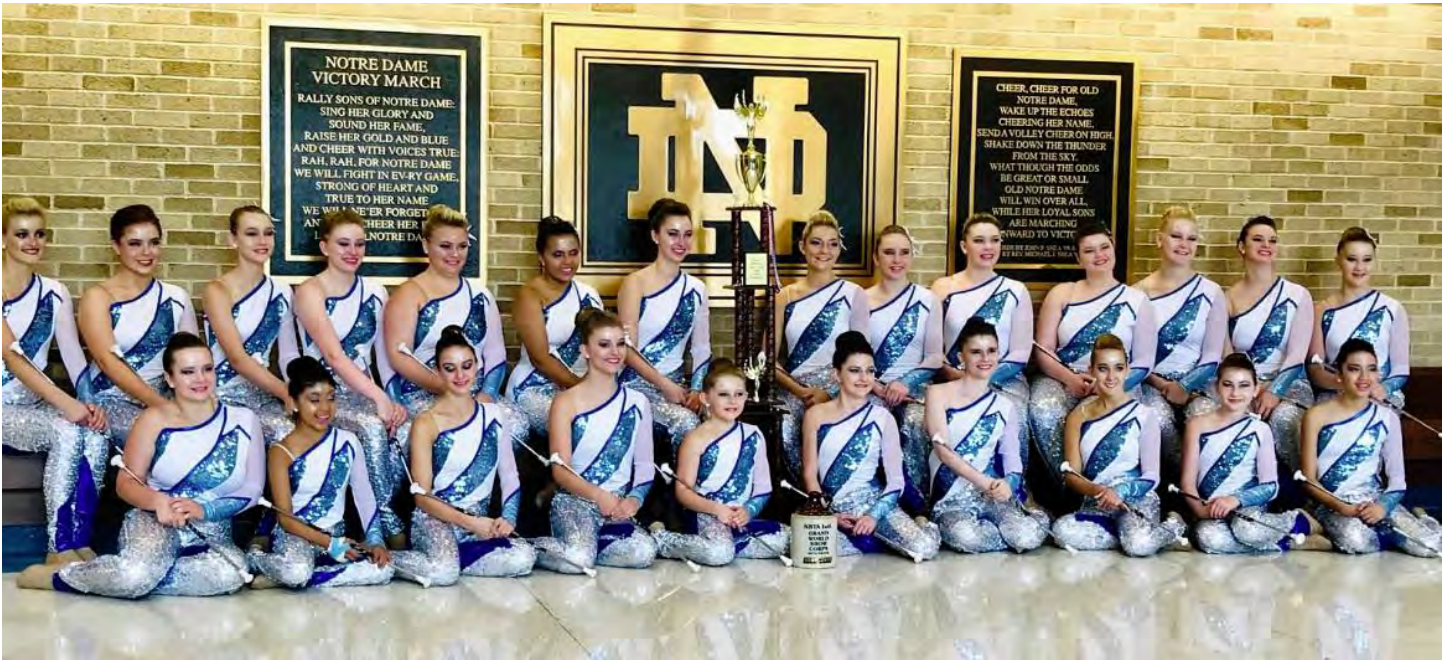
The Saline Twirlettes **National’s team representing the USA is comprised of 24 girls**, ages 11-20. Twirling experience ranges from 4 -15 years. The team practices 6-12 hours weekly during the school year and 35 hours per week mid-June through July to prepare for AYOP. Team members represent the communities of Saline, Ann Arbor, Grass Lake, Ypsilanti, Belleville, Milan, Howell, Beverly Hills, Birmingham, Davison, and Sylvania, Ohio.

Team USA members include:

| | |
|--------------------|-------------------|
| Haley Alvarez | Grass Lake, MI |
| Hanna Alvarez | Grass Lake, MI |
| Alexa Bader | Sylvania, OH |
| Sabrina Beiring | Grass Lake, MI |
| Lizzie Branch | Grass Lake, MI |
| Kaylie Clore | Howell, MI |
| Kelly Coghlan | Saline, MI |
| Amanda Coy | Saline, MI |
| Zoë Dotts-Brown | Grass Lake, MI |
| Reese Dudeck | Beverly Hills, MI |
| Alexis Figueras | Saline, MI |
| Addison Foy | Belleville, MI |
| Ali Gucwa | Ann Arbor, MI |
| Erin Huetteman | Saline, MI |
| Jenna Huetteman | Saline, MI |
| Johanna Kegerreis | Grass Lake, MI |
| Kaitlyn Kornacki | Milan, MI |
| Elly LeCursi | Saline, MI |
| Izzy Melvin | Jackson, MI |
| Alayna Offredi | Ann Arbor, MI |
| Marin Parker | Birmingham, MI |
| Rylee Schlaud | Davison, MI |
| Maggie Smith | Ypsilanti, MI |
| Avery St. Lawrence | Saline, MI |

For more information on the Saline Twirlettes or how you can see them perform locally, please reach out to Director, Susan Usher, and visit us www.salinetwirlettes.org/.

Follow our adventures with TEAM USA on facebook @SalineTwirlettes. For more information on the National Baton Twirling Association and/or AYOP, visit batontwirling.com.



###

Supervisor's Office

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



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

TO: Karen Lovejoy Roe, Clerk
FROM: Tammie Keen, Deputy Supervisor
DATE: October 4, 2019
RE: Request to place draft budget discussion on October 15, 2019 Work Session agenda

Listed below are the draft budgets we will be reviewing:

- Fund 230 – Recreation (Mike Hoffmeister)
- Fund 584 – Golf Course (Mike Hoffmeister)
- Fund 236 – 14B District Court (Mark Nelson)
- Fund 252 – Hydro (Michael Saranen)
- Debt Funds (Javonna Neel)
- Fund 101 – General Fund
 - a. Department 137 – Due Process (Brenda Stumbo)
 - b. Department 215 – Clerk(Karen Lovejoy Roe)
 - c. Department 227 – Human Resources (Karen Wallin)

Note: There were no other significant changes in the General Fund.

Angela Verges and Kirk Sherwood will also be present to answer any questions the Board may have.

Please place this on the October 15, 2019 Work Session agenda.

If you have any questions, please let us know.

Attachment

cc: Brenda Stumbo, Supervisor
Javonna Neel, Accounting Director
Michael Hoffmeister, Residential Services Director
Angela Verges, Recreation
Mark Nelson, 14B District Court
Michael Saranen, Hydro
Tim Smith/Kirk Sherwood, Golf Course

NARRATIVE

Fund 230 – Recreation 2020

Revenues

| Line Item | Explanation |
|--|--|
| 230-000-000-529-000 – Federal Grants-Other | Revenues received for Senior Nutrition Grant Program, a Federal Program through the County. We serve approximately 500 meals monthly. |
| | |
| 230-000-000-630-000 – Recreation/Adult Sports | Revenues generated from adult sports programs (racquetball, softball, soccer, tennis). Due to lower enrollment, this line has been reduced and based on the revenue to date, it may need to be adjusted further. |
| | |
| 230-000-000-631-000 – Recreation/Youth Sports | Revenues generated from youth sports programs (t-ball, coach pitch, baseball, softball, basketball, soccer, tennis, gymnastics, flag football, sports camps, Start Smart pre-school age sports programs, and karate). Based on the revenue to date, this amount may need to be adjusted. |
| | |
| 230-000-000-632-000 – Recreation/Dance | Revenues generated from youth & adult dance and fitness classes (Yoga, Zumba, Ballroom, Mr. Smooth Ballroom). Due to lower enrollment, this line has been reduced and based on the revenue to date, it may need to be adjusted further. |
| | |
| 230-000-000-635-000 – Recreation/Senior Citizen Dues | Revenues generated from annual “50 & Beyond” member dues (individual & family memberships offered). Based on the revenue to date, this amount may need to be reduced. |

| Line Item | Explanation |
|--|---|
| 230-000-000-636-000 – Recreation/Other Activities | Revenues generated from youth & adult enrichment programs & special events (holiday events, arts & crafts, drama, Jump-A-Rama, Karate, Rosie Show, etc.). Based on the revenue to date, this amount may need to be reduced. |
| 230-000-000-637-000 – Recreation/Sr. Citizen Activity Fees | Revenues generated from “50 & Beyond” programs, travel, Pickleball and special events (daddy daughter, Christmas Lunch, etc.). |
| 230-000-000-638-000 - Miscellaneous | Non-Program revenues such as vending machine commissions. |
| 230-000-000-639-000 – Building/Field Rental | Revenues generated from room & gym rentals as well as from outdoor field & court rentals; WCC room useage. Based on year to date revenue, this line has been reduced. |
| 230-000-000-641-001 – Ford Lake Gate Fees | Revenues generated from park gate fees (annual & daily fees collected from the sale of park & boat permits). |
| 230-000-000-641-002 – Ford Lake Shelter Rent | Revenues generated from park shelter rentals. |
| 230-000-000-664-001 – Interest Earned | Interest earned from Recreation Fund. |
| 230-000-000-675-000 – Contributions & Donations | Revenues received from individuals, businesses and organizations who donate to the department. Donations are usually earmarked for a specific item or program. |
| 230-000-000-675-006 – Senior Grant Private Grantor | One-time grant received for 50 & Beyond Program. It has not been determined that we will receive this again in 2020 |
| 230-000-000-675-008 – Donations – Art in the Park | Created for future donations to collaborative community art projects. We did not use this line item in 2019. |

| Line Item | Explanation |
|---|---|
| 230-000-000-694-004 – Misc. Revenue-Insurance Reimb | Insurance claims paid to fix and repair. A budget amendment is usually requested for this revenue and the corresponding expenditure at the time of reimbursement. |
| | |
| 230-000-000-697-212 – Transfer In: BSR II Fund | Funds from this fund are transferred into the Rec Fund budget to support the expenditure side of the budget. Request is a 1.2% decrease from 2019. |
| | |

Expenditures

| Line Item | Explanation |
|--|--|
| 230-751-000-705-000 – Salary-Supervision | Salary of Recreation Services Manager. A 3% increase is budgeted for 2020. |
| 230-751-000-706-000 – Salary-Permanent Wages | Salaries of Senior Citizen Coordinator, Recreation Supervisor, Floater II/Clerk III and three Building Attendant positions. A 2.5% contractual increase is budgeted. |
| 230-751-000-707-000 – Salary-Temporary/Seasonal (Sports staff for soccer, flag football, etc.) | These part-time positions teach, coordinate and supervise most of our programs. Usually 17 employees ranging \$10 to \$18 per hour or a flat amount for program. |
| 230-751-000-707-100 – Salary-Temporary Program Staff – (Senior Aide, bus drivers, art, etc.) | These part-time positions teach, coordinate and supervise most of our programs. Usually 4-6 employees ranging \$10 to \$20 per hour. Based on the expenditures to date, recommend decrease for 2020. |
| 230-751-000-707-200 – Salary-Temporary Dance Staff | These part-time positions teach, coordinate our dance program. Usually 5-6 employees ranging \$16-\$20 per hour. This includes instructor pay for Zumba and youth dance instructors. Based on the expenditures to date, recommend decrease for 2020. |
| 230-751-000-707-775 – Salary-Temporary Ford Lake Park | Includes Park Rangers & Park Attendants. Usually 14 to 17 employees ranging \$9.50 to \$13 per hour. Based on the expenditures to date, recommend decrease for 2020. |
| 230-751-000-708-010 – Health Insurance Buyout | Health insurance buyout for employees who receive health insurance through another source. |
| 230-751-000-709-000 – Regular Overtime | Overtime costs for the department. Based on expenditures to date, recommended that \$250 be budgeted for 2020. |

| Line Item | Explanation |
|--|--|
| 230-751-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| | |
| 230-751-000-719-000 – Health Insurance | We will not receive our health insurance rates for 2020 until September. At this time, we are estimating a 20% increase. This amount will be adjusted once rates are received. |
| | |
| 230-751-000-719-001 – Sick & Accident | Our rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources. |
| | |
| 230-751-000-719-003 – Employee Paid Health Contra | Amount employees pay toward health care coverage. |
| | |
| 230-751-000-719-015 – Dental Benefits | We will not receive our dental insurance rates for 2020 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received. |
| | |
| 230-751-000-719-016 – Vision Benefits | We will not receive our vision insurance rates for 2020 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received. |
| | |
| 230-751-000-719-020 – Health Care Deduction | Cost to fund Clarity Benefits card associated with health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. |
| | |
| 230-751-000-719-021 – Admin Fees – Health Deductible | Cost to manage card used to pay health care deductibles, administered by Clarity Benefits. |

| Line Item | Explanation |
|---|--|
| 230-751-000-720-000 – Life Insurance | Our rates for life insurance are \$226.80/year for each employee. No increase has been budgeted for 2020 at this time. Figures provided by Human Resources. |
| | |
| 230-751-000-723-000 – Deferred Compensation Employer | Figures provided by the Accounting Director. |
| | |
| 230-751-000-727-000 – Office Supplies | Cost of general office supplies, fliers, rulers, programs, etc. |
| | |
| 230-751-000-730-000 - Postage | Cost of Recreation department mailings. |
| | |
| 230-751-000-740-000 – Operating Supplies | Supplies and equipment needed to operate programs and services. |
| | |
| 230-751-000-740-100 – Rec Youth Sports Program Supplies | Cost of supplies needed to operate Youth Sports (including renting gym space). Also covers instructor pay for contractual classes (e.g. Karate). |
| | |
| 230-751-000-740-150 – Rec Adult Sports Supplies | Cost of supplies needed to operate Adult Sports programs. Based on expenditures to date, this line has been reduced for 2020. |
| | |
| 230-751-000-740-200 – Rec Dance Programs | Supplies needed to operate Dance program (dance costumes, etc.). Also pays contractual Ballroom Dance Instructor(s) and Yoga instructors. |
| | |
| 230-751-000-740-400 – Rec Enrichment Programs | Cost of supplies needed to operate Enrichment Programs (special events, classes, etc.). Also covers instructor pay for contractual classes (e.g. Jump-a-Rama, Art classes). Based on the revenue to date, this number may need to be adjusted. |
| | |
| 230-751-000-740-500 – Rec Senior Programs | Cost of supplies needed to operate Senior Programs, including caterer for Christmas Luncheon. |
| | |

| Line Item | Explanation |
|--|---|
| 230-751-000-740-600 – Arts and Crafts Park Program | New line item for 2020 will cover cost of supplies for annual Rosie the Riveter Craft Show. Will also include cost of paying DJ. Request \$1,800. |
| 230-751-000-757-775 – Operating Supplies – FLP | Cost of supplies needed to operate parks (printing of daily & seasonal permits, shirts and ranger uniforms, office supplies, etc.). This cost has been moved to Fund 212 – BSR II for 2020. |
| 230-751-000-776-003 – Maint. Supplies-Community Ctr. | Custodial supplies for Community Center. |
| 230-751-000-800-001 – Administration Fees | Figures provided by the Accounting Director. |
| 230-751-000-818-000 – Contractual Services | Wages of sports officials who are not on payroll, including referees and umpires. |
| 230-751-000-818-002 – Contractual Services-Comm Ctr. | Maintenance of the Community Center. |
| 230-751-000-850-000 - Telephone | Telephone usage at the Community Center. |
| 230-751-000-867-000 – Gas & Oil | Fuel for Township bus, two trucks (for the rangers' use), Township Senior van and Recreation Department vehicle. |
| 230-751-000-876-000 – Retirement/MERS | Figures provided by the Accounting Director. |
| 230-751-000-876-003 – OPEB Funding-Retiree Health | Figures provided by the Accounting Director. |
| 230-751-000-876-100 – Retirement Health Care Savings | Amount placed into health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14. |

| Line Item | Explanation |
|---|--|
| 230-751-000-880-000 – Community Promotion | Cost of promotion through Constant Contact (web-based newsletter program), mailing of postcards to advertise programs and the cost of a community wide newsletter. Activity to date is \$0 because costs are incurred later in the year. |
| | |
| 230-751-000-890-000 – Senior Nutrition Program | Cost of Senior Nutrition Program, reimbursed by a grant. |
| | |
| 230-751-000-913-000 – Insurance and Bonds | Figures provided by the Accounting Director. |
| | |
| 230-751-000-917-000 – Workers Compensation | Figures provided by the Accounting Director. |
| | |
| 230-751-000-920-003 – Utilities-Community Center | Utility costs at the Community Center. |
| | |
| 230-751-000-931-003 – Repairs-Community Center | Cost of maintenance supplies and repairs to the Community Center. |
| | |
| 230-751-000-931-021 – Non Recurring R&M-Comm Ctr. | Cost of unexpected “one time” repairs throughout the year. |
| | |
| 230-751-000-933-001 – Maintenance Contracts | Maintenance agreement with Ricoh for copier. |
| | |
| 230-751-000-941-000 – Equipment Rental/Leasing | Previously covered cost of renting port-a-johns for various parks. This amount has been moved to the General Fund Parks & Grounds budget, 101-774-000-941-000 for 2020. |
| | |
| 230-751-000-943-000 – Motorpool Lease/Maintenance | Lease and maintenance cost of recreation department vehicles including Township senior bus, senior van, Ford Escape and two Ford trucks. Figures provided by Accounting Director. |
| | |
| 230-751-000-957-000 – Bank Charges | Processing fees for accepting credit cards. This cost is built into program fees. |

| Line Item | Explanation |
|---|---|
| 230-751-000-958-000 – Membership & Dues | Membership dues paid for staff, Park Commissioners and department for the Michigan Recreation & Park Association. |

8/28/19

10/04/2019

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2019



| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|--|---|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 230 - RECREATION FUND | | | | | | | |
| Dept 000.000 | | | | | | | |
| 230-000.000-529.000 | FEDERAL GRANTS - OTHER | 16,000 | 16,000 | 16,000 | 16,000 | 12,000 | 16,000 |
| 230-000.000-540.000 | COUNTY GRANT | 0 | 4,319 | 0 | 0 | 0 | 0 |
| 230-000.000-630.000 | RECREATION/ADULT SPORTS | 17,765 | 15,995 | 18,000 | 18,000 | 13,686 | 16,000 |
| 230-000.000-631.000 | RECREATION/YOUTH SPORTS | 67,656 | 67,955 | 70,000 | 70,000 | 51,858 | 69,880 |
| 230-000.000-632.000 | RECREATION/DANCE | 48,209 | 49,492 | 57,000 | 57,000 | 27,608 | 50,000 |
| 230-000.000-635.000 | RECREATION/SENIOR CITIZEN DUE | 12,207 | 11,496 | 11,500 | 11,500 | 8,605 | 11,500 |
| 230-000.000-636.000 | RECREATION/OTHER ACTIVITIES | 38,198 | 34,175 | 30,000 | 30,000 | 18,116 | 33,000 |
| 230-000.000-637.000 | RECREATION/SR. CITZ. ACT. FEE | 8,407 | 18,188 | 11,000 | 11,000 | 10,575 | 12,000 |
| 230-000.000-638.000 | MISCELLANEOUS | 787 | 893 | 700 | 700 | 595 | 700 |
| 230-000.000-639.000 | BUILDING / FIELD RENTAL | 56,081 | 39,770 | 38,000 | 38,000 | 40,964 | 40,000 |
| 230-000.000-640.000 | OTHER INCOME RECREATION | 1,470 | 0 | 0 | 0 | 0 | 0 |
| 230-000.000-641.001 | FORD LAKE GATE FEES | 52,484 | 44,605 | 50,000 | 50,000 | 47,186 | 50,000 |
| 230-000.000-641.002 | FORD LAKE SHELTER RENT | 5,780 | 6,534 | 7,000 | 7,000 | 6,108 | 7,000 |
| 230-000.000-664.001 | INTEREST EARNED | 265 | 989 | 400 | 400 | 1,149 | 600 |
| 230-000.000-675.006 | SENIOR GRANT- PRIVATE GRANTOR | 0 | 24,820 | 0 | 0 | 0 | 0 |
| 230-000.000-675.008 | CONTRIBUTIONS - ROSIE & ART IN THE PARK | 0 | 0 | 0 | 0 | 2,650 | 0 |
| 230-000.000-694.004 | INSURANCE REIMBURSEMENTS | 961 | 745 | 0 | 0 | 1,048 | 0 |
| 230-000.000-697.212 | TRANSFER IN: FROM BSRII FUND | 400,000 | 470,000 | 501,663 | 501,663 | 475,000 | 479,269 |
| 230-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | 0 | 0 | 0 | 10,123 | 0 | 0 |
| NET OF REVENUES/APPROPRIATIONS - 000.000 - | | 726,270 | 805,976 | 811,263 | 821,386 | 717,148 | 785,949 |

Calculations as of 09/30/2019



| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|--|-------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 751.000 - RESIDENT SVCS: RECREATION | | | | | | | |
| 230-751.000-705.000 | SALARY - SUPERVISION | 61,449 | 63,832 | 65,578 | 65,578 | 46,639 | 67,545 |
| 230-751.000-706.000 | SALARY - PERMANENT WAGES | 167,855 | 179,507 | 190,957 | 190,957 | 125,398 | 183,088 |
| 230-751.000-707.000 | SALARY - TEMPORARY/SEASONAL | 8,476 | 4,140 | 9,000 | 9,000 | 4,608 | 7,000 |
| 230-751.000-707.100 | SALARY - TEMP PROGRAM STAFF | 21,527 | 19,906 | 21,500 | 21,500 | 11,688 | 15,000 |
| 230-751.000-707.200 | SALARY - TEMP DANCE STAFF | 11,900 | 13,091 | 16,000 | 16,000 | 8,601 | 13,000 |
| 230-751.000-707.775 | SALARY - TEMP. FORD LAKE PARK | 41,751 | 39,527 | 48,000 | 48,000 | 41,479 | 40,000 |
| 230-751.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 6,018 | 7,705 | 3,935 | 13,339 | 13,338 | 0 |
| 230-751.000-708.010 | HEALTH INS BUYOUT | 1,715 | 3,000 | 3,000 | 3,000 | 1,500 | 3,000 |
| 230-751.000-709.000 | REG OVERTIME | 1,617 | 936 | 200 | 200 | 961 | 250 |
| 230-751.000-715.000 | F.I.C.A./MEDICARE | 18,497 | 19,527 | 20,982 | 21,701 | 14,835 | 19,422 |
| 230-751.000-719.000 | HEALTH INSURANCE | 59,519 | 77,631 | 70,015 | 70,015 | 72,446 | 84,018 |
| 230-751.000-719.001 | SICK AND ACCIDENT | 2,155 | 2,294 | 1,528 | 1,528 | 1,591 | 1,527 |
| 230-751.000-719.003 | EMPLOYEE PAID HEALTH CONTRA | (9,776) | (4,887) | (4,800) | (4,800) | 0 | (4,800) |
| 230-751.000-719.015 | DENTAL BENEFITS | 5,150 | 5,583 | 5,212 | 5,212 | 4,652 | 5,734 |
| 230-751.000-719.016 | VISION BENEFITS | 1,162 | 1,257 | 1,082 | 1,082 | 984 | 1,190 |
| 230-751.000-719.020 | HEALTH CARE DEDUCTION | 10,349 | 11,342 | 17,745 | 17,745 | 6,552 | 17,745 |
| 230-751.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 270 | 331 | 270 | 270 | 261 | 270 |
| 230-751.000-720.000 | LIFE INSURANCE | 891 | 1,041 | 907 | 907 | 945 | 907 |
| 230-751.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 1,189 | 1,094 | 741 | 741 | 941 | 832 |
| 230-751.000-727.000 | OFFICE SUPPLIES | 1,466 | 1,290 | 1,700 | 1,700 | 717 | 1,300 |
| 230-751.000-730.000 | POSTAGE | 558 | 388 | 4,000 | 4,000 | 3,122 | 4,000 |
| 230-751.000-740.000 | OPERATING SUPPLIES | 813 | 496 | 800 | 800 | 671 | 700 |
| 230-751.000-740.100 | REC YOUTH SPORTS PROG | 17,717 | 16,075 | 19,000 | 19,000 | 11,846 | 19,000 |
| 230-751.000-740.150 | REC ADULT SPORTS PROG | 1,872 | 998 | 1,500 | 1,500 | 614 | 1,000 |
| 230-751.000-740.200 | REC DANCE PROGRAMS | 10,866 | 14,828 | 12,000 | 12,000 | 9,261 | 12,000 |
| 230-751.000-740.300 | REC CAMP PROGRAMS | 119 | 0 | 0 | 0 | 0 | 0 |
| 230-751.000-740.400 | REC ENRICHMENT PROGRAMS | 25,638 | 28,890 | 22,000 | 22,000 | 15,903 | 26,000 |
| 230-751.000-740.500 | REC SENIOR PROGRAMS | 2,211 | 1,712 | 2,450 | 2,450 | 126 | 2,450 |
| 230-751.000-740.600 | ARTS & CRAFT PARK PROGRAM | 685 | 820 | 0 | 2,000 | 1,242 | 1,800 |
| 230-751.000-757.775 | OPERATING SUPP: FORD LAKE PAR | 2,500 | 2,483 | 2,500 | 2,500 | 2,019 | 0 |
| 230-751.000-776.003 | MAINT SUPPLIES - COMMUNITY CT | 4,893 | 6,292 | 4,700 | 4,700 | 3,903 | 4,700 |
| 230-751.000-800.001 | ADMINISTRATION FEES | 25,051 | 19,083 | 19,585 | 19,585 | 14,689 | 19,604 |
| 230-751.000-818.000 | CONTRACTUAL SERVICES | 11,097 | 9,409 | 12,000 | 12,000 | 8,302 | 12,000 |
| 230-751.000-818.002 | CONTRACTUAL SERVICES COMM CEN | 13,719 | 24,846 | 17,000 | 16,500 | 13,105 | 16,500 |
| 230-751.000-850.000 | TELEPHONE | 1,014 | 1,054 | 2,000 | 2,000 | 803 | 2,000 |
| 230-751.000-867.000 | GAS & OIL | 2,335 | 3,282 | 3,000 | 2,900 | 2,098 | 3,000 |

10/04/2019

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2019



| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|--|--------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| 230-751.000-876.000 | RETIREMENT/MERS | 35,835 | 27,610 | 35,738 | 35,738 | 24,828 | 36,917 |
| 230-751.000-876.003 | OPEB FUNDING- RETIREE HEALTH | 40,972 | 39,894 | 29,928 | 29,928 | 29,928 | 28,555 |
| 230-751.000-876.100 | RETIREMENT HEALTH CARE SAVINGS | 0 | 1,140 | 2,600 | 2,600 | 1,836 | 2,600 |
| 230-751.000-880.000 | COMMUNITY PROMOTION | 1,050 | 546 | 7,500 | 4,700 | 0 | 6,000 |
| 230-751.000-890.000 | SENIOR NUTRITION PROGRAM | 8,014 | 8,770 | 16,000 | 16,000 | 6,030 | 16,000 |
| 230-751.000-913.000 | INSURANCE & BONDS FLEET | 7,350 | 7,114 | 7,443 | 7,443 | 5,308 | 7,428 |
| 230-751.000-917.000 | WORKERS COMPENSATION INSURANC | 8,678 | 8,401 | 8,746 | 8,746 | 6,195 | 8,746 |
| 230-751.000-920.003 | UTILITIES - COMMUNITY CENTER | 58,814 | 57,858 | 59,000 | 59,000 | 36,684 | 58,000 |
| 230-751.000-931.003 | REPAIRS COMMUNITY CENTER | 1,543 | 1,550 | 1,700 | 2,100 | 1,947 | 1,700 |
| 230-751.000-931.021 | NON RECURRING R & M-COMM CTR | 75 | 3,120 | 4,000 | 4,500 | 4,177 | 4,500 |
| 230-751.000-933.001 | MAINTENANCE CONTRACTS | 7,734 | 7,378 | 5,000 | 5,000 | 4,687 | 5,000 |
| 230-751.000-939.031 | MOTORPOOL-MISC REPAIR | 0 | 10,368 | 7,500 | 7,500 | 5,784 | 2,500 |
| 230-751.000-941.000 | EQUIPMENT RENTAL/LEASING | 3,100 | 3,250 | 3,800 | 4,300 | 3,900 | 0 |
| 230-751.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | 15,211 | 16,700 | 20,921 | 20,921 | 15,691 | 20,921 |
| 230-751.000-957.000 | BANK CHARGES | 4,612 | 4,358 | 5,000 | 5,000 | 2,773 | 5,000 |
| 230-751.000-958.000 | MEMBERSHIP AND DUES | 290 | 235 | 300 | 300 | 255 | 300 |
| 230-751.000-967.100 | COUNTY COMMUNITIES GRANT | 0 | 4,140 | 0 | 0 | 0 | 0 |
| 230-751.000-974.022 | SENIOR REC CENTER - EQUIPMENT | 4,924 | 24,776 | 0 | 0 | 0 | 0 |
| NET OF REVENUES/APPROPRIATIONS - 751.000 - RESIDENT SVCS: RECRE. | | (732,470) | (806,011) | (811,263) | (821,386) | (595,863) | (785,949) |
| ESTIMATED REVENUES - FUND 230 | | 726,270 | 805,976 | 811,263 | 821,386 | 717,148 | 785,949 |
| APPROPRIATIONS - FUND 230 | | 732,470 | 806,011 | 811,263 | 821,386 | 595,863 | 785,949 |
| NET OF REVENUES/APPROPRIATIONS - FUND 230 | | (6,200) | (35) | 0 | 0 | 121,285 | 0 |

NARRATIVE

Fund 584 – Golf Course

Revenues

| Line Item | Explanation |
|--|--|
| 584-000-000-650-000 – Sales Merchandise Pro Shop | Revenue received from sale of merchandise sold in golf shop. Sales of merchandise and sales of food and beverage are split into two general ledger numbers in order to track sales more efficiently. Recommended budget amount has been increased to \$24,000 for 2020. Based on the revenue to date, this number may need to be adjusted. |
| 584-000-000-650-005 – Sales Food and Beverage | Revenue received from sale of food and beverage sold in the golf shop. Sales of merchandise and sales of food and beverage are split into two general ledger numbers in order to track sales more efficiently. The recommended budget amount has been increased to \$33,000 for 2020. Based on the revenue to date, this number may need to be adjusted. |
| 584-000-000-651-001 – Use & Admission Fee-18 Holes | Revenue received from 18-hole play. Recommended that budget be increased to \$205,000 for 2020. Based on the revenue to date, this number may need to be adjusted. |
| 584-000-000-651-002 – Use & Admission Fee-9 Holes | Revenue received from 9-hole play. Recommended that budget increase to \$60,000 for 2020. Based on the revenue to date, this number may need to be adjusted. |

| Line Item | Explanation |
|---|--|
| 584-000-000-651-003 – Use & Admission Fee-Leagues | Revenue from League play. With possible addition of leagues on Thursdays it is recommended that the budget be increased to \$35,000 for 2020. Based on the revenue to date, this number may need to be adjusted. |
| 584-000-000-651-004 – Gift Cards and Coupons | Revenue received from gift cards and coupons outstanding at year end. It is recommended that the budget be increased to \$750 for the 2020 season. |
| 584-000-000-651-005 – Use & Admission Fee-Seas Pass | This line item reflects revenue from the sale of seasonal membership passes. Due to a vast majority of Season Pass Holders being 5 days and a loss of 7 day memberships, it is recommended that the budget be reduced to \$37,000 for 2020. |
| 584-000-000-664-001 – Interest Earned | This line item reflects interest earned on funds deposited at various banks. |
| 584-000-000-667-004 – Equipment Rentals-Carts | This line item reflects revenue received from the rental of golf carts. Based on what has been collected in 2019, it is recommended that this budget be increased to \$139,000 for 2020. Based on the revenue to date, this number may need to be adjusted. |
| 584-000-000-667-005 – Golf Cart Storage Rental | This line item reflects revenue received from the storage of personal golf carts. Due to this being a grand fathered clause only 6 personal carts and one cart off site still remain and it is recommended that the budget be increased to the maximum amount of \$2,100 for 2020. |

| Line Item | Explanation |
|---|--|
| 584-000-000-694-001 – Other Income-Miscellaneous | This line item reflects revenues received from one-time deposits, including advertising fees collected for ads on scorecards and special revenues that do not have a designated line item. |
| 584-000-000-697-212 – Transfer In: From BSR II Fund | This line item reflects funds needed from Fund 212-BSR II. An increase is requested due to increasing costs and a large depreciation expense from finalizing the cart path project. |
| | |

Expenditures

| Line Item | Explanation |
|---|---|
| 584-584-000-702-001 – Salaries-Greenskeeper | This line item is used for the salary of the Golf Course Superintendent. A 3% increase is budgeted. |
| 584-584-000-702-002 – Salaries-Golf Operations Director | This line item is used for the salary of the Golf Operations Director. A 3% increase is budgeted. |
| 584-584-000-706-000 – Salary-Permanent Wages | This line item is used for the salary of the Assistant to the Golf Course Superintendent. A 2.5% increase is budgeted. |
| 584-584-000-706-008 – Salary-Wages Pro Shop Assistant | This line item is used for the salary of the Assistant to the Golf Operations Director. A 2.5% increase is budgeted. |
| 584-584-000-707-001 – Wages-Temporary Maintenance | This line item is used for the employment of seasonal employees who work on the maintenance of the golf course. It is recommended that this budget remains the same as the 2020 original budget. |
| 584-584-000-707-002 – Wages-Temporary Pro Shop | This line item is used for seasonal employees who work in the golf shop. It is recommended that the budget be increased to \$31,000 due to a minimum wage increase for the 2020 season. Based on year to date numbers, it could be reduced. |
| 584-584-000-708-010 – Health Insurance Buy Out | This line item is used for the health insurance buyout for employees who receive health insurance through another source. |

| Line Item | Explanation |
|---|--|
| 584-584-000-709-000 – Regular Overtime | This line item reflects overtime costs for the Assistant Superintendent position. It is recommended that approximately \$4,000 of overtime be budgeted to be used on an as needed basis during the busier months of May through September. During the rest of the season no more than 40 hours per week is expected. |
| 584-584-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 584-584-000-719-000 – Health Insurance | We will not receive our health insurance rates for 2020 until September. At this time, we are estimating a 20% increase. This amount will be adjusted once rates are received. |
| 584-584-000-719-001 – Sick & Accident | Our rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources. |
| 584-584-000-719-003 – Employee Paid Health Contra | This line item reflects the amount employees pay toward their health care coverage. |
| 584-584-000-719-015 – Dental Benefits | We will not receive our dental insurance rates for 2020 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received. |
| 584-584-000-719-016 – Vision Benefits | We will not receive our vision insurance rates for 2020 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received. |

| Line Item | Explanation |
|--|---|
| 584-584-000-719-020 – Health Care Deduction | This line item is used to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. |
| 584-584-000-719-021 – Admin Fees – Health Deductible | The card used to pay the health care deductibles is administered by Clarity Benefits. |
| 584-584-000-720-000 – Life Insurance | Our rates for life insurance are \$226.80/year for each employee. No increase has been budgeted for 2020 at this time. Figures provided by Human Resources. |
| 584-584-000-723-000 – Deferred Compensation Employer | Figures provided by the Accounting Director. |
| 584-584-000-724-001 – Unemployment Expense | Figures provided by the Accounting Director. |
| 584-584-000-727-001 – Office Supplies Maintenance | This line item is used for office supplies in the maintenance area. It is recommended that the budget remains at \$100 for 2020. |
| 584-584-000-727-002 – Office Supplies Pro Shop | This line items is used for office supplies in the pro shop. It is recommended that the budget remain at \$200 for 2020. |
| 584-584-000-757-001 – Operating Supplies-Maintenance | This line item is used to purchase general operating supplies regarding the maintenance of the golf course. It is recommended that the budget remain at \$6500 for 2020. |

| Line Item | Explanation |
|--|---|
| 584-584-000-757-002 – Operating Supplies-Pro Shop | This line item is used for the purchase of operational supplies needed in the golf shop such as credit card processing supplies, miscellaneous food related equipment, thermal paper, score pencils, and employee uniforms. It is recommended that the budget remain at \$3,500 for 2020. |
| 584-584-000-757-003 – Operating Supplies-Cart Rental | This line item covers the lease of the golf carts. The golf cart lease with PNC Equipment is a five-year lease which began May 2016 and ends October 2020. We pay 6 payments a year at \$7,022.07 monthly or \$42,132.42 annually. A monthly maintenance fee of 603.75 for 6 months is also charged. We also have to pay personal property taxes. It is recommended that the budget remain at \$55,257 for 2020 to cover the maintenance fee. |
| 584-584-000-757-007 – Cost of Sales-Pro Shop | This line item is used for recording the cost of merchandise inventory after it is sold. We split the cost of inventory sold for food and beverage into two general ledger numbers in order to track our costs more efficiently. This is in correlation with the revenue for sales of merchandise. The net effect is the profit of goods sold. It is recommended to remain the same at \$15,000 for 2020. |
| 584-584-000-757-008 – Cost of Sales-Food & Beverage | This line item is used for recording the cost of food & beverage inventory after it is sold. We split the cost of inventory sold for merchandise and food & beverage into two general ledger numbers in order to track our costs more efficiently. This is in correlation with the revenue for sales of food & beverage. The net effect is the profit of goods sold. It is recommended to decrease this budget to \$15,000 for 2020. |

| Line Item | Explanation |
|---|---|
| 584-584-000-776-004 – Bldg Maint Supplies-Pro Shop | This line item is for the purchase of maintenance supplies for the golf shop. It is recommended that the budget remain at \$250 for 2020. |
| 584-584-000-776-005 – Bldg Maint Supplies-Maintenance | This line item is for the purchase of maintenance supplies for the maintenance building. It is recommended that the budget remains at \$750 for 2020. |
| 584-584-000-783-001 – Seed Planting-Fertilizer | This line item reflects the cost of fertilizer to be used on the golf course. It is recommended that the budget remains at \$26,000 for 2020. |
| 584-584-000-783-002 – Seed Planting-Chemicals | This line item reflects the cost of planting chemicals to be used on the golf course. It is recommended that the budget remains the same at \$16,000 for 2020. |
| 584-584-000-783-003 – Seed Planting-Top Soil | This line item reflects the cost of planting top soil to be used on the golf course. It is recommended that the budget remain the same at \$4,500 for 2020. |
| 584-584-000-783-004 – Tree Maintenance | This line item is used in the event that a tree either has fallen or needs to be taken down by professionals in order to prevent a danger to our staff. It is recommended that the budget remain at \$1,500 for 2020. |
| 584-584-000-800-001 – Administration Fees | Figures provided by the Accounting Director. |
| 584-584-000-801-000 – Professional Services | This line item is used for professional services including the alarm company, pest control, gutter cleaning, locksmith, etc. It is recommended that the budget remain at \$3,500 for 2020. |

| Line Item | Explanation |
|--|---|
| 584-584-000-818-000 – Contractual Services | This line item is used to cover the costs of deep root aeration and back flow prevention. It is recommended that the budget remain at \$1,200 for 2020. |
| 584-584-000-867-000 – Gas & Oil | This line item is used for gas and oil in the golf carts. Based on what has been spent thus far in 2019, it is recommended that the budget be increased to \$8,000 for 2020. |
| 584-584-000-867-100 – Gas & Oil-Other Equipment | This line item is used for gas and oil for the golf equipment. It is recommended that the budget remain at \$13,000 for 2020. |
| 584-584-000-876-000 – Retirement/MERS | Figures provided by the Accounting Director. |
| 584-584-000-900-000 – Publishing | This line item is used to cover the cost of scorecards and printed marketing materials. The golf director will try to secure sponsors to reduce the cost, however an amount of \$2,000 should be budgeted in the event that sponsors are not secured for 2020. |
| 584-584-000-900-003 – Golf Course Advertising | This line item is for the advertisement of the golf course. It is recommended this line item remain at \$2,000 to purchase our booth at the Novi Golf Show and for the purchase of a professional display and marketing materials that promote the golf course. |
| 584-584-000-914-000 – Insurance & Bonds Fire & Liab | Figures provided by the Accounting Director. |
| 584-584-000-917-000 – Workers Compensation Insurance | Figures provided by the Accounting Director. |

| Line Item | Explanation |
|--|--|
| 584-584-000-920-008 – Utilities-Maintenance Electric | This line item is used for electric service for the maintenance building at the golf course. Based on the expenditures to date, it is recommended that it be increased to \$18,000 for 2020. |
| 584-584-000-920-009 – Utilities-Maintenance Heating | This line item is used for gas service in the maintenance building. It is recommended that the budget remain at \$3000 for 2020. |
| 584-584-000-920-010 – Utilities-Maintenance Phone | This line item is used for phone service at the maintenance garage. It is recommended that the budget remain at \$700 for 2020. |
| 584-584-000-920-011 – Utilities-Maintenance Water | Based on current spending it is recommended that this budget remain at \$1000 for 2020. |
| 584-584-000-920-013 – Utilities-Pro Shop | This line item is used for phone service and Comcast service in the golf shop. Based on expenditures to date, recommend decreasing to \$2,000 for 2020. |
| 584-584-000-930-000 – Repairs Maintenance Machinery | This line item is used for repair and winter maintenance of machinery at the golf course. Due to the addition of new equipment it is recommended that the budget remain at \$3,500 for 2020. |
| 584-584-000-931-009 – Building Maintenance | This line item is used to cover the cost of maintenance at the golf course. It is recommended that the budget remain at \$500 for 2020. |

| Line Item | Explanation |
|---|---|
| 584-584-000-931-010 – Building Maintenance Pro Shop | This line item is used to cover the cost of maintaining the golf shop. It is recommended that the budget remain at \$2,000 for 2020. |
| 584-584-000-933-000 – Equipment Maintenance | This line item is used to cover the cost of maintaining the golf course equipment. It is recommended that the budget remain at \$30,000 for 2020. |
| 584-584-000-939-001 – Vehicle Maintenance | It is recommended that the budget remain at \$500 for 2020. |
| 584-584-000-939-003 – Golf Cart Expense | This line item is used to cover the cost of repairs and supplies for the golf carts. It is recommended that the budget remain at \$1,800 in 2020 to allow for repairs to the carts during the final year of the cart lease. |
| 584-584-000-943-000 – Motorpool Lease/Maintenance | This line item is used for motor pool lease charges. Figures provided by the Accounting Director. |
| 584-584-000-956-008 – Miscellaneous Expenses-Pro Shop | This line item is for incidental items occasionally needed. It is recommended that the budget remain at \$500 for 2020. |
| 584-584-000-957-000 – Bank Charges | Figures provided by Accounting Director. |
| 584-584-000-958-001 – Memberships & Dues Nat'l Super | This line item is used for the payment of membership dues for the golf course superintendent and it is recommended that this line item remains at \$400 for 2020. |
| 584-584-000-958-004 – Memberships & Dues Pro Shop | This line item is for the payment of PGA National membership dues for the golf director. It is recommended that the budget remain at \$600 for 2020. |

| Line Item | Explanation |
|--|---|
| 584-584-000-968-001 – Depreciation Expense | Figures provided by the Accounting Director. |
| 584-584-000-971.000 – Capital Outlay | This line item will be used for the new equipment lease for the golf course. Depending on the financing of the 5-year lease, this amount could be for the total amount then reallocated to the capital assets and the depreciation. It will be recorded with the depreciation expense line item 968-001 over the life of the equipment. Estimated depreciation for this equipment is \$70,160 annually. |
| | |

8/28/19

10/04/2019

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2019



| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|--|-------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 584 - GOLF COURSE FUND | | | | | | | |
| Dept 000.000 | | | | | | | |
| 584-000.000-650.000 | SALES MERCHANDISE PRO SHOP | 18,927 | 21,308 | 23,000 | 23,000 | 18,407 | 24,000 |
| 584-000.000-650.005 | SALES FOOD & BEVERAGE | 28,134 | 31,251 | 30,000 | 30,000 | 27,552 | 33,000 |
| 584-000.000-651.001 | USE & ADMISSION FEE 18 HOLES | 197,468 | 191,977 | 200,000 | 200,000 | 185,629 | 205,000 |
| 584-000.000-651.002 | USE & ADMISSION FEE 9 HOLES | 39,102 | 45,423 | 55,000 | 55,000 | 40,323 | 60,000 |
| 584-000.000-651.003 | USE & ADMISSION FEE LEAGUES | 19,825 | 28,488 | 32,000 | 32,000 | 30,664 | 35,000 |
| 584-000.000-651.004 | GIFT CARDS AND COUPONS | 262 | 1,084 | 500 | 500 | 3,207 | 750 |
| 584-000.000-651.005 | USE& ADMISSION FEE SEASON PAS | 41,555 | 38,923 | 38,000 | 38,000 | 39,898 | 37,000 |
| 584-000.000-664.001 | INTEREST EARNED | 695 | 825 | 0 | 0 | 1,352 | 0 |
| 584-000.000-667.004 | EQUIPMENT RENTALS -CARTS | 122,924 | 124,827 | 133,000 | 133,000 | 114,536 | 139,000 |
| 584-000.000-667.005 | GOLF CART STORAGE RENTAL | 1,750 | 2,100 | 2,100 | 2,100 | 2,100 | 2,100 |
| 584-000.000-694.001 | OTHER INCOME-MISCELLANEOUS | 106 | 491 | 0 | 0 | 7,116 | 0 |
| 584-000.000-694.004 | INSURANCE REIMBURSEMENTS | 1,138 | 5,422 | 0 | 4,634 | 5,622 | 0 |
| 584-000.000-694.007 | MISCELLANEOUS INCOME OVR&SHOR | (24) | 0 | 0 | 0 | 0 | 0 |
| 584-000.000-697.000 | TRANSFER IN: GENERAL FUND | 150,000 | 0 | 0 | 0 | 0 | 0 |
| 584-000.000-697.212 | TRANSFER IN: FROM BSRII FUND | 188,796 | 190,000 | 213,422 | 213,422 | 125,000 | 239,202 |
| 584-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | 0 | 0 | 30,000 | 30,000 | 0 | 0 |
| NET OF REVENUES/APPROPRIATIONS - 000.000 - | | 810,658 | 682,119 | 757,022 | 761,656 | 601,406 | 775,052 |

Calculations as of 09/30/2019

| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|---------------------------------|-------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 584.000 - GOLF COURSE FUND | | | | | | | |
| 584-584.000-702.001 | SALARIES - GREENSKEEPER | 77,456 | 79,809 | 82,185 | 82,185 | 58,450 | 84,651 |
| 584-584.000-702.002 | SALARIES - PRO SHOP DIRECTOR | 47,077 | 49,451 | 50,923 | 50,923 | 36,217 | 52,451 |
| 584-584.000-706.000 | SALARY - PERMANENT WAGES | 30,542 | 31,470 | 32,406 | 32,406 | 23,047 | 33,216 |
| 584-584.000-706.008 | WAGES PROSHOP | 0 | 24,130 | 31,065 | 37,065 | 25,973 | 37,992 |
| 584-584.000-707.001 | WAGES- TEMPORARY MAINTENANCE | 42,976 | 51,303 | 50,000 | 45,424 | 34,212 | 50,000 |
| 584-584.000-707.002 | WAGES- TEMPORARY PRO SHOP | 48,365 | 28,567 | 30,000 | 30,000 | 24,513 | 31,000 |
| 584-584.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 738 | 761 | 0 | 0 | 0 | 0 |
| 584-584.000-708.010 | HEALTH INS BUYOUT | 3,000 | 3,000 | 3,000 | 3,000 | 1,500 | 3,000 |
| 584-584.000-709.000 | REG OVERTIME | 7,082 | 7,956 | 12,000 | 6,000 | 5,099 | 4,000 |
| 584-584.000-715.000 | F.I.C.A./MEDICARE | 13,730 | 15,716 | 16,573 | 16,573 | 11,964 | 16,165 |
| 584-584.000-719.000 | HEALTH INSURANCE | 19,736 | 38,475 | 58,346 | 58,346 | 48,622 | 70,015 |
| 584-584.000-719.001 | SICK AND ACCIDENT | 798 | 1,057 | 1,146 | 1,146 | 955 | 1,146 |
| 584-584.000-719.003 | EMPLOYEE PAID HEALTH CONTRA | (3,625) | (3,912) | (4,200) | (4,200) | 0 | (4,200) |
| 584-584.000-719.015 | DENTAL BENEFITS | 2,267 | 3,222 | 4,155 | 4,155 | 3,148 | 4,571 |
| 584-584.000-719.016 | VISION BENEFITS | 449 | 701 | 885 | 885 | 664 | 974 |
| 584-584.000-719.020 | HEALTH CARE DEDUCTION | 3,323 | 16,467 | 17,325 | 17,325 | 14,881 | 14,805 |
| 584-584.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 158 | 233 | 270 | 270 | 161 | 270 |
| 584-584.000-720.000 | LIFE INSURANCE | 330 | 493 | 680 | 680 | 567 | 680 |
| 584-584.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 1,188 | 1,038 | 1,170 | 1,170 | 765 | 0 |
| 584-584.000-724.001 | UNEMPLOYMENT EXPENSE | 1,684 | 2,818 | 2,000 | 6,576 | 4,594 | 4,000 |
| 584-584.000-727.001 | OFFICE SUPPLIES MAINTENANCE | 85 | 81 | 100 | 100 | 40 | 100 |
| 584-584.000-727.002 | OFFICE SUPPLIES PRO SHOP | 128 | 50 | 200 | 200 | 0 | 200 |
| 584-584.000-757.001 | OPERATING SUPPLIES MAINTENANC | 7,762 | 5,848 | 6,500 | 6,500 | 5,200 | 6,500 |
| 584-584.000-757.002 | OPERATING SUPPLIES PRO SHOP | 2,381 | 3,037 | 3,500 | 3,500 | 2,564 | 3,500 |
| 584-584.000-757.003 | OPERATING SUPPLIES-CART RENTA | 50,681 | 52,518 | 55,257 | 55,257 | 47,546 | 55,257 |
| 584-584.000-757.007 | COST OF SALES PRO SHOP | 11,380 | 16,075 | 15,000 | 15,000 | 9,331 | 15,000 |
| 584-584.000-757.008 | COST OF SALES FOOD & BEV | 11,611 | 12,100 | 17,000 | 16,000 | 8,699 | 15,000 |
| 584-584.000-776.004 | BLDG MAIN SUPPLIES PRO SHOP | 83 | 58 | 250 | 250 | 32 | 250 |
| 584-584.000-776.005 | BLDG MAIN SUPPLIES MAINTENANC | 1,064 | 705 | 750 | 550 | 461 | 750 |
| 584-584.000-783.001 | SEED PLANTING -FERTILIZER | 21,968 | 25,065 | 26,000 | 26,000 | 20,240 | 26,000 |
| 584-584.000-783.002 | SEED PLANTING -CHEMICALS | 16,263 | 15,108 | 16,000 | 15,000 | 12,782 | 16,000 |
| 584-584.000-783.003 | SEED PLANTING -TOP SOIL | 4,809 | 1,578 | 4,500 | 4,500 | 1,789 | 4,500 |
| 584-584.000-783.004 | TREE MAINTENANCE | 495 | 2,585 | 1,500 | 0 | 0 | 1,500 |
| 584-584.000-800.001 | ADMINSTRATION FEES | 23,294 | 17,758 | 18,220 | 18,220 | 13,665 | 18,243 |

10/04/2019

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2019

| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|---|--------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| 584-584.000-801.000 | PROFESSIONAL SERVICES | 2,946 | 3,107 | 3,500 | 3,500 | 2,224 | 3,500 |
| 584-584.000-818.000 | CONTRACTUAL SERVICES | 9,864 | 159 | 1,200 | 1,200 | 279 | 1,200 |
| 584-584.000-867.000 | GAS & OIL | 4,778 | 7,507 | 7,000 | 7,000 | 5,167 | 8,000 |
| 584-584.000-867.100 | GAS & OIL - OTHER EQUIP | 12,138 | 13,196 | 13,000 | 13,000 | 11,072 | 13,000 |
| 584-584.000-876.000 | RETIREMENT/MERS | 15,116 | 15,329 | 19,231 | 19,231 | 14,538 | 20,167 |
| 584-584.000-876.100 | RETIREMENT HEALTH CARE SAVINGS | 0 | 675 | 2,600 | 2,600 | 925 | 2,600 |
| 584-584.000-900.000 | PUBLISHING | 988 | 1,013 | 2,000 | 2,000 | 730 | 2,000 |
| 584-584.000-900.003 | GOLF COURSE ADVERTISING | 1,570 | 829 | 2,000 | 1,600 | 708 | 2,000 |
| 584-584.000-914.000 | INSURANCE & BONDS FIRE & LIAB | 8,705 | 8,423 | 8,814 | 8,814 | 6,284 | 8,796 |
| 584-584.000-917.000 | WORKERS COMPENSATION INSURANC | 4,202 | 4,086 | 4,207 | 4,207 | 2,959 | 4,207 |
| 584-584.000-920.008 | UTILITIES-MAINTENANCE ELECTRIC | 15,440 | 13,339 | 13,000 | 11,000 | 12,135 | 18,000 |
| 584-584.000-920.009 | UTILITIES MAINTENANCE HEATING | 2,310 | 1,405 | 3,000 | 3,000 | 1,745 | 3,000 |
| 584-584.000-920.010 | UTILITIES MAINTENANCE PHONE | 76 | 88 | 700 | 700 | 58 | 700 |
| 584-584.000-920.011 | UTILITIES MAINTENANCE WATER | 1,362 | 1,398 | 1,000 | 1,000 | 822 | 1,000 |
| 584-584.000-920.013 | UTILITIES PRO SHOP | 1,764 | 1,748 | 3,000 | 3,000 | 1,178 | 2,000 |
| 584-584.000-930.000 | REPAIRS MAINTENANCE-MACHINERY | 1,939 | 2,522 | 3,500 | 3,500 | 3,508 | 3,500 |
| 584-584.000-931.009 | BLDG MAINTENANCE | 551 | 0 | 500 | 5,334 | 5,325 | 500 |
| 584-584.000-931.010 | BLDG MAINTENANCE PRO SHOP | 1,765 | 3,051 | 2,000 | 1,000 | 900 | 2,000 |
| 584-584.000-933.000 | EQUIPMENT MAINTENANCE | 47,514 | 26,830 | 30,000 | 36,500 | 35,914 | 30,000 |
| 584-584.000-939.001 | MOTORPOOL - MISC REPAIR | 468 | 481 | 500 | 500 | 257 | 500 |
| 584-584.000-939.003 | GOLF CARTS EXPENSE | 0 | 974 | 1,800 | 1,800 | 0 | 1,800 |
| 584-584.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | 600 | 600 | 1,386 | 1,386 | 1,040 | 1,386 |
| 584-584.000-956.008 | MISCELLANEOUS EXP-PRO SHOP | 9 | 453 | 500 | 900 | 863 | 500 |
| 584-584.000-957.000 | BANK CHARGES | 5,211 | 6,056 | 6,000 | 6,000 | 4,847 | 6,000 |
| 584-584.000-958.001 | MEMBERSHIPS & DUES NATL SUPER | 380 | 380 | 400 | 400 | 400 | 400 |
| 584-584.000-958.004 | MEMBERSHIPS & DUES PRO SHOP | 559 | 564 | 600 | 600 | 561 | 600 |
| 584-584.000-968.001 | DEPRECIATION EXPENSE | 89,516 | 78,716 | 70,878 | 70,878 | 0 | 70,160 |
| 584-584.000-971.000 | CAPITAL OUTLAY/OTHER | 36,461 | 456 | 0 | 0 | 0 | 0 |
| NET OF REVENUES/APPROPRIATIONS - 584.000 - GOLF COURSE FUND | | (715,510) | (698,706) | (757,022) | (761,656) | (532,120) | (775,052) |
| ESTIMATED REVENUES - FUND 584 | | 810,658 | 682,119 | 757,022 | 761,656 | 601,406 | 775,052 |
| APPROPRIATIONS - FUND 584 | | 715,510 | 698,706 | 757,022 | 761,656 | 532,120 | 775,052 |
| NET OF REVENUES/APPROPRIATIONS - FUND 584 | | 95,148 | (16,587) | 0 | 0 | 69,286 | 0 |

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



**Green Oaks
Golf Course**

1775 E. Clark Road
Ypsilanti, MI 48198
Phone: (734) 485-0881
Fax: (734) 485-1992

ytown.org

Work Session Memorandum

To: Charter Township of Ypsilanti Board of Trustees

CC: Mike Hoffmeister, Residential Services Director

From: Director of Golf, Kirk Sherwood II, PGA

Date: October 7th, 2019

Subject: Request authorization to formally apply for a Tavern License at Green Oaks Golf Course

After much consideration Green Oaks Golf Course staff are proposing authorization to formally apply for a Tavern License at Green Oaks Golf Course. The Tavern License will be utilized using both the address for the golf course as well as the address for the Community Center allowing for the use of the Community Center for catered golf outings.

1. In considering the acquisition of a Tavern License a couple of local golf courses were researched. It was determined that a Tavern License will typically generate an estimated amount of 10%-15% of total revenue. It is estimated that the revenue generated from this addition could be as high as \$50,000 or more in sales. It is recommended that if we move forward we should stay simple for now and only sell canned beer and wine coolers.

There will be various fees that come with the acquisition of the Tavern License. A quote on liability insurance was determined by the clerk's office through Burns and Wilcox and the policy premium was estimated to range from \$1,339 to \$4,285 depending on the amount of coverage. The licenses, and permits added to a total of \$930. Training of employees will need to be completed and cost \$100-\$150 per person who works in the golf shop. A total of 4-6 people typically work in the golf shop. A new upright cooler will need to be purchased which will cost around \$1,000 - \$2,000 and adequate storage with lock and key will have to be determined for inventory security.

The ability to sell beer and wine will allow for the golf course to make more revenue from regular play as well help to increase golf outings and leagues.

Thank you for your time in consideration of these matters. If you have any questions in regard to these topics please feel free to contact me by email ksherwood@ytown.org or by phone at 734-890-6287 prior to the board meeting.



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Retailer License & Permit Application

For more information on retail licenses and permits, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

Before you begin filling out the attached application, please review this checklist for the applicable forms and documents you will need to submit with your completed application form.

The attached LCC-100 form will automatically calculate fees when opened using Adobe Acrobat Reader. The form's functionality may not work with third-party PDF readers. You may download a free copy of Adobe Acrobat Reader on the Adobe website: <https://get.adobe.com/reader/>

- Completed Retail License & Permit Application (Form LCC-100, attached)
- [Livescan Fingerprint Form*](#) (attached)
- Inspection, License, and Permit Fees
- [Local Government Authorization \(Form LCC-106\)](#) - **For a new on-premises license only**
- Purchase agreement - **For the transfer of ownership of a license**
- Property document (lease, deed, land contract, etc.)
- New Specially Designated Merchant license documents - **For a new Specially Designated Merchant license only** (see page 3)
- [New On-Premises Resort License Questionnaire \(LCC-109a\)](#) or [New On-Premises Redevelopment or Development District License Questionnaire \(LCC-109b\)](#) - **For a new on-premises Resort, Redevelopment, or Development District license only**

| |
|--|
| Are you transferring stock or membership interest? If yes, use the License Interest Transfer Application (LCC-101) . |
|--|

If applicant is a corporation also include (pursuant to R 436.1109):

- [Report of Stockholders/Member/Partners \(Form LCC-301\)](#)
- Copy of Articles of Incorporation filed with the Corporations Division of the Department of Licensing & Regulatory Affairs
- Current Certificate of Good Standing from the state where incorporated and Certificate of Authority to Do Business in Michigan, if incorporated outside of Michigan.
- Certified copy of the minutes of a meeting of its board of directors or a statement signed by an officer of the corporation naming the persons authorized by corporate resolution to sign the application and other documents required by the Commission or [Part 3 of Form LCC-301](#).

If applicant is a limited liability company also include (pursuant to R 436.1110):

- [Report of Stockholders/Member/Partners \(Form LCC-301\)](#)
- Copy of Articles of Organization filed with the Corporations Division of the Department of Licensing & Regulatory Affairs
- Copy of the operating agreement or bylaws of the applicant company
- Current Certificate of Authority to Do Business in Michigan, if the LLC is a non-Michigan LLC.
- Statement signed by a manager of the limited liability company or by at least 1 member if management is reserved to the members naming the person authorized to sign the application and other documents required by the Commission or [Part 3 of Form LCC-301](#).

If applicant is a limited partnership also include (pursuant to R 436.1111):

- [Report of Stockholders/Member/Partners \(Form LCC-301\)](#)
- Copy of the partnership agreement of the applicant limited partnership
- Each general partner of a partnership shall sign the application, bond, and other papers filed in connection with securing a new license or transferring an existing license. This requirement may be waived by the Commission upon showing of good cause, which must be submitted in writing.

*Fingerprints are required for applicants that have not been fingerprinted for MLCC licensure in the past and will hold 10% or more interest in a license or applicant entity.



Retailer License & Permit Application

For information on retail licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

| | | |
|---|-----------|---------|
| Applicant name(s): | | |
| Address to be licensed: | | |
| City: | Zip Code: | |
| City/township/village where license will be issued: | | County: |
| Federal Employer Identification Number (FEIN): | | |

1. Are you requesting a new license? Yes No
2. Are you applying ONLY for a new permit or permission? Yes No
3. Are you buying an existing license? Yes No
4. Are you transferring the classification of an existing on premises license? Yes No
5. Are you modifying the size of the licensed premises?
If Yes, specify: Adding Space Dropping Space Redefining Licensed Premises
6. Are you transferring the location of an existing license? Yes No
7. Is this license being transferred as the result of a default or court action? Yes No
8. Do you intend to use this license actively? Yes No

Leave Blank - MLCC Use Only

Part 2 - License Transfer Information (If Applicable)

If transferring ownership of a license ONLY and not transferring the location of a license, fill out only the name of the current licensee(s)

| | | |
|--|-----------|---------|
| Current licensee(s): | | |
| Current licensed address: | | |
| City: | Zip Code: | |
| City/township/village where license is issued: | | County: |

Part 3 - Licenses, Permits, and Permissions

Off Premises Licenses - Applicants for off premises licenses, permits, and permissions (e.g. convenience, grocery, specialty food stores, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

On Premises Licenses - Applicants for on premises licenses, permits, and permissions (e.g. restaurants, hotels, bars, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

Part 4 - Inspection, License, and Permit Fees - Make checks payable to State of Michigan

Inspection Fees - Pursuant to MCL 436.1529(4) a nonrefundable inspection fee of \$70.00 shall be paid to the Commission by an applicant or licensee at the time of filing of a request for a new license or permit, a request to transfer ownership or location of a license, a request to increase or decrease the size of the licensed premises, or a request to add a bar. Requests for a new permit in conjunction with a request for a new license or transfer of an existing license do not require an additional inspection fee.

License and Permit Fees - Pursuant to MCL 436.1525(1), license and permit fees shall be paid to the Commission for a request for a new license or permit or to transfer ownership or location of an existing license.

| | | |
|------------------|------------------------|--------------------|
| Inspection Fees: | License & Permit Fees: | TOTAL FEES: |
|------------------|------------------------|--------------------|

Schedule A - Licenses, Permits, & Permissions

Applicant name: _____

Off Premises License Type: **Base Fee:** Fee Code MLCC Use Only

New Transfer

SDM License \$100.00

SDD License \$150.00

Resort SDD License Upon Licensure/\$150.00
Resort SDD Licenses may only be issued in governmental units having a population of 50,000 or less

Off Premises Permits: **Base Fee:**

Sunday Sales Permit (AM)* \$160.00

Sunday Sales Permit (PM)** \$22.50
(Held with SDD License)

Catering Permit \$100.00

Secondary Location Permit - Complete [Form LCC-201](#)

Beer and Wine Tasting Permit No charge

Living Quarters Permit No charge

On/Off Premises Permission Type: **Base Fee:**

Off-Premises Storage No charge

Direct Connection(s) No charge

Motor Vehicle Fuel Pumps No charge

*Sunday Sales Permit (AM) allows the sale of liquor, beer, and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

**Sunday Sales Permit (PM) allows the sale of liquor on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of beer and wine on Sunday after 12:00 noon. The Sunday Sales Permit (PM) fee is 15% of the fee for the license that allows the sale of liquor. Additional bar fees and B-Hotel room fees are also calculated as part of the permit fee.

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

Inspection, License, Permit, & Permission Fee Calculation

Number of Licenses: _____ x \$70.00 Inspection Fee

Total Inspection Fee(s): _____

Total License Fee(s): _____

Total Permit Fee(s): _____

TOTAL FEES DUE: _____

Please note that requests to transfer SDD licenses will require the payment of additional fees based on the seller's previous calendar year's sales. These fees will be determined prior to issuance of the license to the applicant.

Make checks payable to **State of Michigan**

On Premises License Type: **Base Fee:** Fee Code MLCC Use Only

New Transfer

B-Hotel License \$600.00
 Number of guest rooms: _____

A-Hotel License \$250.00
 Number of guest rooms: _____

Class C License \$600.00

Tavern License \$250.00

Resort License Upon Licensure

DDA/Redevelopment License Upon Licensure

Brewpub License \$100.00

G-1 License \$1,000.00

G-2 License \$500.00

Aircraft License \$600.00

Watercraft License \$100.00

Train License \$100.00

Continuing Care Retirement Center License \$600.00
 MCL 436.1545(1)(b)(i) MCL 436.1545(1)(b)(ii)

B-Hotel or Class C Licenses Only:

Additional Bar(s)
 Number of Additional Bars: _____

B-Hotel or Class C licenses allow licensees to have one (1) bar within the licensed premises. A \$350.00 licensing fee is required for each additional bar over the one (1) bar initially issued with the license.

On Premises Permits: **Base Fee:**

Sunday Sales Permit (AM)* \$160.00

Sunday Sales Permit (PM)** 15%**

Catering Permit \$100.00

Banquet Facility Permit - Complete [Form LCC-200](#)

A Banquet Facility Permit is an extension of the license at a different location. It may have its own permits and permissions. It is not a banquet room on the licensed premises.

Outdoor Service No charge

Dance Permit No charge

Entertainment Permit No charge

Extended Hours Permit: No charge

Dance Entertainment Days/Hours: _____

Specific Purpose Permit: No charge

Activity requested: _____

Days/Hours requested: _____

Living Quarters Permit No charge

Topless Activity Permit No charge

Schedule B - New Specially Designated Merchant (SDM) License Supplemental Application - New SDM License Applications ONLY

Applicant name:

Effective January 4, 2017 pursuant to MCL 436.1533(5), Specially Designated Merchant (SDM) licenses are quota licenses based on one (1) SDM license for every 1,000 of population in a local governmental unit. MCL 436.1533 provides for several exemptions from the quota for qualified applicants. Please carefully read the requirements in the boxes below, selecting the applicable approved type of business option(s) from Section 1 and an applicable new SDM license quota option from Section 2.

Section 1 - Requirements to Qualify as Approved Type of Business for New SDM License Applicants

Applicant must meet one (1) or more of the following conditions (check those that apply to your business):

| |
|--|
| <input type="checkbox"/> a. Applicant holds and maintains retail food establishment license or extended retail food establishment license under the Food Law of 2000, MCL 289.1101 to MCL 289.8111 . |
| <input type="checkbox"/> b. Applicant holds or has been approved for Specially Designated Distributor (SDD) license. |
| <input type="checkbox"/> c. Applicant holds or has been approved for an on-premises license, such as a Class C, A-Hotel, B-Hotel, Tavern, Club, G-1, or G-2 license. |

Section 2 - Quota Requirements for New SDM License Applicants

Applicant must qualify under one of the following sections of the Liquor Control Code regarding the SDM quota:

| |
|--|
| <input type="checkbox"/> a. Applicant is an applicant for or holds a Class C, A-Hotel, B-Hotel, Tavern, Club, G-1, or G-2 license. <i>MCL 436.1533(5)(a) - SDM license is exempt from SDM quota and license cannot be transferred to another location.</i> |
| <input type="checkbox"/> b. Applicant's establishment is at least 20,000 square feet and at least 20% of gross receipts are derived from the sale of food. <i>MCL 436.1533(5)(b)(i) - SDM license is exempt from SDM quota and license cannot be transferred to another location.</i> |
| <input type="checkbox"/> c. Applicant's establishment is a pharmacy as defined in the Public Health Code, MCL 333.17707 . <i>MCL 436.1533(5)(b)(ii) - SDM license is exempt from SDM quota and license cannot be transferred to another location.</i> |
| <input type="checkbox"/> d. Applicant's establishment qualifies as a marina under MCL 436.1539 . <i>MCL 436.1533(5)(e) - SDM license is exempt from SDM quota and license may be transferred to another location if the applicant complies with MCL 436.1539 at the new location.</i> |
| <input type="checkbox"/> e. Applicant does not qualify under any of the quota exemptions or waiver listed above. <i>MCL 436.1533(5) - Commission shall issue one (1) SDM for every 1,000 population in a local governmental unit and an unissued SDM must be available in the local governmental unit for the applicant to qualify. SDM license may be transferred to another location.</i> |

Documents Required To Be Submitted with New SDM License Application

In addition to the documents listed on the application checklist, the new SDM license applicant must submit the documents listed below, as applicable, with its application to comply with the requirements described above. Select one or more of the following:

| |
|--|
| <input type="checkbox"/> Copy of retail food establishment license or extended retail food establishment license for a SDM license. The name on the food establishment license must match the applicant name in Part 1 of this application form. <i>A food establishment license is not required for a SDM license to be issued in conjunction with a SDD license or an on-premises license.</i> |
| <input type="checkbox"/> If applying under Section 2b above, documentary proof that applicant's establishment is at least 20,000 square feet and at least 20% of gross receipts are derived from the sale of food. |
| <input type="checkbox"/> If applying under Section 2c above, a copy of the pharmacy license issued under the Public Health Code. |

Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed [Form LCC-301](#).

For applications with multiple individuals, stockholders, members, or partners - each person or entity must complete a separate copy of this page.

| | | |
|---|-------------|-----------|
| Name: | | |
| Home address: | | |
| City: | State: | Zip Code: |
| Business Phone: | Cell Phone: | Email: |
| Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If Yes , please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write "chain" below. Pursuant to MCL 436.1603, a retailer licensee <u>may not</u> hold interest in a manufacturer or wholesaler licensee. <input type="radio"/> Yes <input type="radio"/> No | | |
| Do you hold 10% or more interest in the applicant entity? <input type="radio"/> Yes <input type="radio"/> No | | |
| If you answered "no" to the first question and "yes" to the second question, you must submit fingerprints and undergo an investigation by the MLCC. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed " Livescan Fingerprint Background Request " with your application. | | |

Part 5b - Personal Information (Individuals) - Must be at least 21 years of age, pursuant to administrative rule R 436.1105(1)(a).

| | | |
|--|---|--------------------------|
| Date of Birth: | Social Security Number: | Driver's License Number: |
| Are you a citizen of the United States of America? <input type="radio"/> Yes <input type="radio"/> No | | |
| Have you ever legally changed your name? <input type="radio"/> Yes <input type="radio"/> No | | |
| If you answered "yes", please list your prior name(s) (including maiden): | | |
| Spouse's full name (if currently married): | | |
| Spouse's date of birth: | Is your spouse a citizen of the United States of America? <input type="radio"/> Yes <input type="radio"/> No | |
| Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan? <input type="radio"/> Yes <input type="radio"/> No | | |
| Does your spouse hold a retail, manufacturer, or wholesaler license issued by the MLCC? <input type="radio"/> Yes <input type="radio"/> No | | |
| Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes , list below (attach additional pages if necessary): <input type="radio"/> Yes <input type="radio"/> No | | |
| Date | City/State | Charge |
| | | Disposition |
| Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes , list below (attach additional pages if necessary): <input type="radio"/> Yes <input type="radio"/> No | | |
| Date | City/State | Charge |
| | | Disposition |

Part 5c - Signature

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003. (This form must be signed by the person whose information it contains).

_____ _____ _____
 Print Name Signature Date

Part 6 - Contact Information

Provide information on the contact person for this application. Please note that corporations and limited liability companies must provide documentation (e.g. meeting minutes, corporate resolution) authorizing anyone other than the applicant or an attorney of record to be the contact person. If an authorization is not provided, your contact person will not be acknowledged if they are anyone other than the applicant or attorney.

| | | | | | | | |
|---|--|-------------|---------------|-----------------------------|-----------------------------|-----------------------------|---------------------------|
| What is your preferred method of contact? | | | | <input type="radio"/> Phone | <input type="radio"/> Mail | <input type="radio"/> Email | <input type="radio"/> Fax |
| What is your preferred method for receiving a Commission Order? | | | | <input type="radio"/> Mail | <input type="radio"/> Email | <input type="radio"/> Fax | |
| Contact name: | | | Relationship: | | | | |
| Mailing address: | | | | | | | |
| Phone: | | Fax number: | | | Email: | | |

Part 7 - Attorney Information (If You Have An Attorney Representing You For This Application)

| | | | | | | | |
|---|--|-------------|-------------------|--|--------|---------------------------|--------------------------|
| Attorney name: | | | Member Number: P- | | | | |
| Attorney address: | | | | | | | |
| Phone: | | Fax number: | | | Email: | | |
| Would you prefer that we contact your attorney for all licensing matters related to this application? | | | | | | <input type="radio"/> Yes | <input type="radio"/> No |
| Would you prefer any notices or closing packages be sent directly to your attorney? | | | | | | <input type="radio"/> Yes | <input type="radio"/> No |

Part 8 - Signature of Applicant

Be advised that the information contained in this application will only be used for this request. This section will need to be completed for each subsequent request you make with this office.

Notice: When purchasing a license, a buyer can be held liable for tax debts incurred by the previous owner. Prior to committing to the purchase of any license or establishment, the buyer should request a tax clearance certificate from the seller that indicates that all taxes have been paid up to the date of issuance. Obtaining sound professional assistance from an attorney or accountant can be helpful to identify and avoid any pitfalls and hidden liabilities when buying even a portion of a business. Sellers can make a request for the tax clearance certificate through the Michigan Department of Treasury.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Print Name of Applicant & Title
Signature of Applicant
Date

Please return this completed form along with corresponding documents and fees to:
 Michigan Liquor Control Commission
 Mailing address: P.O. Box 30005, Lansing, MI 48909
 Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Fax to: 517-284-8557



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Livescan Fingerprint Background Request Instructions for Michigan & Out-of-State Applicants

APPLICANTS THAT LIVE IN MICHIGAN

Applicants for a Michigan liquor license must have their fingerprints a law enforcement agency in Michigan that offers digital fingerprinting or a private Livescan vendor approved by the Michigan State Police. You may access a list of approved vendors on the Michigan State Police website (contains vendors' websites and contact information):
http://www.michigan.gov/msp/0,4643,7-123-1878_8311-237662--00.html.

On the attached Livescan Fingerprint Background Request form, you must use the correct Code (LL), Agency ID Number (1479J), and Agency Name (MI DEPT OF LICENSING AND REGULATORY AFFAIRS - LIQUOR CONTROL) in order for the fingerprint report to be sent to the Michigan Liquor Control Commission. Payment receipts **should not** be mailed to the office, but kept for your own records.

You must bring the Livescan Fingerprint Background Request form with a driver's license or other state or federal-issued picture identification to your fingerprint appointment. You will also be required to pay a separate fee to the fingerprint agency when registering and/or scheduling your appointment. A copy of the Livescan Fingerprint Background Request form, which is signed by the Livescan Operator and returned to you, must be submitted with your application in order for your request to be investigated.

When your fingerprints are taken, a technician will perform a scan of your fingerprints and submit the data electronically to the Michigan State Police.

APPLICANTS THAT LIVE OUTSIDE OF MICHIGAN

Applicants for a Michigan liquor license that live outside of Michigan must submit fingerprints through one of the private Livescan vendors approved by Michigan State Police that offer fingerprinting for residents that live outside of Michigan. You may access a list of approved vendors that process finger print cards for non-Michigan residents on the Michigan State Police website (contains vendors' websites and contact information): http://www.michigan.gov/msp/0,4643,7-123-1878_8311-237662--00.html.

The applicant must contact a local law enforcement agency, governmental agency, or private fingerprint agency to perform ink fingerprinting on a FBI fingerprint card (FD-258) or fingerprint cards from any other state or local agency (fingerprint cards must be on card stock). These fingerprint cards must be submitted for processing to one of vendors on the Michigan State Police's list of approved vendors. Contact the vendor directly regarding its process and the fee for submitting the fingerprint cards for processing.

Make a copy of the completed and signed Livescan Fingerprint Background Request form and submit that copy with the license application.

WHAT HAPPENS AFTER FINGERPRINTS ARE SUBMITTED

The law enforcement agency or private vendor will submit your fingerprints to the Michigan State Police for analysis.

If no criminal history is found, the Michigan Liquor Control Commission will be notified.

If criminal history is found, the Michigan State Police will send the record directly to the Michigan Liquor Control Commission for review.

QUESTIONS AND ADDITIONAL INFORMATION

For questions about the Livescan fingerprinting process, call the Michigan State Police at 517-241-0606.

Please do not contact the Michigan Liquor Control Commission regarding your criminal background check, unless your fingerprints were taken more than 30 days ago.

Please note: Fingerprints taken for any other agency will not fulfill fingerprint requirements for a liquor license in Michigan.

LIVESCAN FINGERPRINT BACKGROUND REQUEST

AUTHORITY: MCL 28.214, MCL 28.273 & MCL 28.162; **COMPLIANCE:** Voluntary, however failure to complete this form will result in denial of request.

Purpose: To conduct a fingerprint-based background check for employment, to volunteer, or for licensing purposes as authorized by law.

| | | | | | | | | | |
|---|----------|---------------------------------|----------------|--|---------------|--------------------------------------|----------------|--------------------------|--|
| I. Fingerprint Reason | | | | | | | | | |
| 1. Code LL | | 2. Requestor/Agency ID 1479J | | 3. Agency Name MI DEPT OF LICENSING AND REGULATORY AFFAIRS - LIQUOR CONTROL | | | | | |
| II. Applicant Information: Type or clearly print answers in all fields before going to be fingerprinted. | | | | | | | | | |
| 1a. Last Name | | | 1b. First Name | | | 1c. Middle Initial | | 1d. Suffix | |
| 2. Any Alternative Names, Last Names, or Aliases | | | | | | 3. Social Security Number (Optional) | | | |
| 4. Place of Birth (State or Country) | | 5. Date of Birth | | 6. Phone Number | | 7. Driver License State | | 8. Driver License Number | |
| 9. Address | | | 10. City | | | 11. State | | 12. ZIP Code | |
| 13. Sex | 14. Race | | 15. Height | 16. Weight | 17. Eye Color | | 18. Hair Color | | |
| III. Live Scan: Must be completed by the Livescan Operator at the time of fingerprinting. | | | | | | | | | |
| 1. Date Printed | | Picture ID Type Presented | | | 3. TCN | | | 4. Live Scan Operator | |

NOTE: After fingerprinting, applicant must return signed and completed document to the requesting agency. Livescan Operator must return completed copy to applicant.

I understand that my personal information and biometric data being submitted by livescan will be used to search against criminal identification records from both the Michigan State Police (MSP) and Federal Bureau of Investigation (FBI) for the fingerprint reason listed above. I hereby authorize the release of my personal information for such purposes and release any records found to the authorized requesting agency listed above.

During the processing of this application, and for as long as your fingerprints and associated information/biometrics are retained at the State and or FBI, they may be disclosed without your consent as permitted by the Federal Privacy Act of 1974 (Pub. L. 93-579) for all applicable routine uses published by the FBI, including the Federal Register and the FBI's Next Generation Identification (NGI).

Routine uses include, but is not limited to, disclosure to: governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Signature: _____ **Date:** _____

Procedure to obtain a change, correction or update of identification records:

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency. (28 CFR §16.34)

**** ENSURE THAT THE CORRECT FINGERPRINTING REASON CODE AND AGENCY ID ARE USED. MSP WILL CHARGE FOR SECOND REQUESTS DUE TO INCORRECT CODES. ****



LARA Revenue Services is not a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 **

** DO NOT EMAIL OR MAIL THIS FORM **

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED

Name: _____

Transaction Amount: _____

Address: _____

Card Number: _____

City: _____

Check One:

State: _____

MasterCard

Visa

Discover

Zip Code: _____

Security Code/CW Code: _____

Phone: _____

Expiration Date: _____

Applicant/Licensee Name: _____ Request or Business ID #: _____

Payment is for: _____

Signature _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Table with 3 columns: Fee Type, Fee Amount, MLCC Fee Code. Includes items like Inspection Fee(s), Special License Fee(s), Temporary Authorization Fee, License Renewal Fee(s), Manufacturer License(s), Wholesaler License(s), New Retailer License(s), Transfer Retailer License(s), Conditional License, New Add Bar, Transfer Add Bar, Sunday Sales Permit (AM/PM), and Catering Permit.

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

LIQUOR LIABILITY APPLICATION

Producer: Charter Township of Ypsilanti Phone: 734.484.4700
 Address: 7200 S. Huron River Dr. Fax #: 734.484.5156
Ypsilanti, mi. 48197 Date: 3-14-2019

COVERAGE REQUESTED

1. Effective Date: Some time 2020 To 2021
 2. Limits of liability: \$50,000/\$100,000 \$100,000/\$200,000 \$300,000/\$6,000,000 \$ 5,000,000/\$1,000,000
 \$1,000,000/\$1,000,000 \$1,000,000/\$2,000,000 Combined Single Limits/Aggregate Limits

APPLICANT INFORMATION

3. Legal Name: Charter Township of Ypsilanti DBA: _____
 Mailing Address: 7200 S. Huron River Dr. Ypsilanti mi 48197
 (Street) (City) (State) (Zip)
 Contact Name: Kirk Sherwood Title: Director of Golf
 Phone: 734.485.0881 (off) Alt Phone: 734.890.6287 (cell)

4. Address of Premises to be Insured (if other than above):
1775 E. Clark Rd. Ypsilanti mi 48198
 (Street) (City) (State) (Zip)

(If requesting coverage for more than one location, please complete a separate Liquor Liability Application for each.)

5. (a) Applicant is: Owner of premises Tenant
 (b) If applicant is a tenant:
 (1) Name of owner of premises Charter Township of Ypsilanti
 (2) Are applicant and owner related parties: Yes No
 If yes, describe: N/A
 (3) Is owner to be an additional insured? Yes No
 If yes, address: N/A
 (street) (city) (state) (zip)

6. Applicant operates as: Restaurant Tavern Package Store Private Club
 Golf Course Caterer or Banquet Hall Other Describe: _____

7. The risk is located within outside the corporate limits of the city, town or village shown above.

8. Does applicant have a valid liquor license? Yes No
 a) Name on the license applying for one License # _____

9. Number of years applicant has operated at this location: 40 plus years

10. (a) Hours of operation:

| | | | | | | | |
|------|-------------|----|-------------|-----|-------------|----|--------------|
| Mon | <u>7 Am</u> | to | <u>9 pm</u> | Fri | <u>7 Am</u> | to | <u>12 pm</u> |
| Tues | <u>7 Am</u> | to | <u>9 pm</u> | Sat | <u>7 Am</u> | to | <u>12 pm</u> |
| Wed | <u>7 Am</u> | to | <u>9 pm</u> | Sun | <u>7 Am</u> | to | <u>12 Am</u> |
| Thur | <u>7 Am</u> | to | <u>9 pm</u> | | | | |

- (b) Service bar only? Yes No (banquet)
- (c) Beer and wine only? Yes No (golf course)
- (d) Drive-through facility? Yes No
- (e) If applicant is a private club, will premises be used for wedding receptions, parties, bingo, fish fries, etc.? Yes No

If yes, describe: It is a public facility

11. Is applicant active in the day-to-day operation of the establishment? Yes No

If no, provide the following:

- (a) Name of manager: _____
- (b) Number of years employed by you: _____
- (c) Number of years of management experience: _____

Employer of Golf Course & Banquet facility responsible for day to day operation.

12. Check all that apply:

Amusement Devices:

- Pool Tables # _____
- Video Games # _____
- Dart Boards # _____
- Gyroscopes
- Bungee Jumping
- Other, Describe: _____
- Mechanical Bulls/Devices # _____
- Rock Climbing
- Velcro Walls
- Boxing/Wrestling

Entertainment:

- Live Entertainment/Entertainers - Describe: Banquet only Number of days per week: 3
- Customer Contests - Describe: _____ Number of days per week: _____
- Dance Floor
- Juke Box
- Other, Describe: _____

Promotions:

- "Happy Hours"/Reduced-Price Drink Events Number of days per week: _____
- Pay-Per-View Events Number of days per week: _____
- Televised Sports Events Number of days per week: _____
- Pre-Paid Drink Events Number of days per week: _____
- Flat-Fee "Open Bar" Events Number of days per week: _____
- Waitstaff with Shots Number of days per week: _____
- Beer Tubs Number of days per week: _____
- Funnel Drinking Number of days per week: _____
- Other, Describe: _____

13. Does applicant host or sponsor special events? Yes No

If yes:

- (a) What type: Golf Outings
- (b) Official name of event: Varies
- (c) Number of people expected to attend: 50-100
- (d) Dates: From: Varies To: _____
- Hours: From: 1 To: _____
- (e) Event entertainment: No
- (f) If annual policy, total number of events per year: 4

14. (a) Number of alcohol servers employed: None currently - will employ number based on event

(b) Number of servers currently employed who have completed T.I.P.S. or T.A.M.S. or equivalent course within the last three (3) years: None currently but ALL will be required to do training above

(c) Are employees of other persons serving alcohol permitted to consume alcohol during their hours of employment or service? (If yes, not eligible) Yes No

15. Describe precautions taken to prevent serving minors and intoxicated patrons:

will require the most stringent recommendations from training

16. Describe how you and your employees handle patrons who become intoxicated:

N/A currently but will handle as in #15 answer

17. Does applicant employ "bouncers" or other security personnel? Yes No

If yes: (a) Do they carry weapons? Yes No

(b) How much are they allowed to drink on each shift? _____

(c) Are they employees or independent contractors?

(d) If independent contractors:

[1] Do you obtain a certificate of insurance? Yes No

[2] Name of security firm: _____

18. Does applicant utilize surveillance cameras? Yes No

on some areas but will install in all areas of banquet & pro shop before liquor license issued

19. Estimate the average age of patrons: 20's 30's 40's 50+

20. Is there a college / university within a one-mile radius? Yes No

If yes, name: _____

21. Is there a pier (dock) within a one-mile radius? Yes No

22. How many times have law enforcement officials been called to applicant's establishment in the past twelve months? 0

23. List all claims and suits brought against applicant during the past five years: No liquor Claims

| Date of Loss | Description | Amount Paid | Amount Reserved | Status: "o" = open "c" = closed |
|--------------|-------------|-------------|-----------------|------------------------------------|
| | | | | |
| | | | | |
| | | | | |

(Attach a separate sheet if more space is needed)

24. Is applicant aware of any incident or circumstance which might lead to a claim or suit?

If yes, describe: _____

25. Has applicant been fined by or had any citations from the Liquor Control Commission in the past five (5) years? Yes No

If yes, describe: _____

26. Has applicant ever had liquor liability insurance canceled, declined, or non-renewed? Yes No

If yes, describe: _____

27. Has applicant or any employee ever been convicted of a felony? Yes No

If yes, describe: _____

28. Prior liquor liability carrier:

(a) Prior policy period: From: N/A To: _____
(b) Prior policy limits: \$ _____ Deductible \$ _____
(c) Prior premium \$ _____

Current general liability carrier:

(a) Current policy period: From: MML 2-1-2019 To: 2-1-2020
(b) Current policy limits: \$ 5,000,000 Deductible \$ changes but general is \$5,000
(c) Current premium \$ 185,951

29. Annual Receipts NA

Sales Tax Returns Will Be Requested at Inspection

| Period | Food | Bar | Package |
|-------------------------------|------|-----|---------|
| Expiring 12 months: | | | |
| Estimated for next 12 Months: | | | |

30. Accounting Firm:

PSLP LLP

Contact Name:

Rana Emmons, CPA Partner

Address:

1034 W. Ann Arbor Trail, Plymouth Mi 48170

Telephone:

734.453.8770

In submitting this Application, the undersigned certifies and agrees that:

- a) The representations in this Application and all attachments are true and complete as of the date submitted;
- b) Founders Insurance Company may, and is intended to, rely upon those representations in determining whether to issue insurance coverage and, if so, at what premium and upon what terms;
- c) Upon any change in circumstances which bear upon the accuracy or completeness of the undersigned's representations herein, he/she shall notify Founders Insurance Company immediately in writing and such notice shall become a part of this Application;
- d) Founders Insurance Company may change the quoted premium and/or the terms of any coverage if, subsequent to the submission of this Application, it becomes aware of any such circumstances, whether by notice from the undersigned or otherwise;
- e) The undersigned authorizes all former liability insurers and all accounting firms to disclose to Founders Insurance Company and/or its agents all available information concerning the undersigned's prior underwriting or claims history and liquor purchases and receipts, and releases all such former liability insurers and accounting firms, Founders Insurance Company and its agents from any liability resulting from such disclosure and use, even if such information is incomplete or erroneous;
- f) Upon submission of this Application and at any time thereafter, the undersigned shall make available to Founders Insurance Company and its agents access to the premises and operations to be insured for an inspection and copies of the last four (4) calendar quarters of sales tax returns;
- g) The submission of this Application shall not bind Founders Insurance Company or its agents to the issuance of insurance coverage, nor shall it bind the undersigned to accept insurance coverage; and
- h) Should Founders Insurance Company issue insurance coverage which is accepted by the undersigned:
 - 1) the undersigned shall allow Founders Insurance Company to audit its books, records, and operations, including an audit of the estimated liquor receipts to ensure their accuracy and/or the actual liquor receipts for any relevant time period;
 - 2) the undersigned shall maintain accurate books and records of its liquor receipts for three (3) years following policy expiration and shall send to Founders Insurance Company copies of any documents requested;
 - 3) the premium payable for the insurance coverage is a deposit premium only and may be adjusted by Founders Insurance Company at any time during the policy period and up to three years after its expiration based upon the rates in effect at policy inception; and
 - 4) The undersigned shall pay any additional premium due to Founders Insurance Company within fifteen (15) days of receipt of an invoice.

Agent Signature:

Kelley Rap Rap

Insured X:

Kelley Rap

Dated:

3-14-2019

Title:

Clork

Dated:

3-14-2019

Phone (Bus):

734.484.4700

Phone (Home):

Any person who, with intent to defraud or knowing that he or she is facilitating fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

NARRATIVE

Fund 236 – 14B District Court

Revenues

| Line Item | Explanation |
|--|--|
| 236-000-000-569-019 – State Grant Revenue | Funds received through a grant from the Supreme Court Administrative Office for a Human Trafficking Docket and Drug Court Docket. The current grant expires September 30, 2019. The court is currently applying for grant money under the drug court program through Supreme Court Administrative Office. If the court receives drug court grant funding it will be the only drug court in Washtenaw County. In addition to traditional drug court services, the court will continue the efforts of the previous grant. This line item is offset by a corresponding expenditure item. Once grants are awarded in September, the Court will provide the budget line item amounts. |
| 236-000-000-601-136 – 14B State Shared Revenue | Represents payment from State of Michigan toward that portion of the Judge's salary that is paid directly by the Township. This results in the Township paying no "out of pocket" expense for salary of Judge. This line item remains the same as the previous year. |

| Line Item | Explanation |
|--|---|
| 236-000-000-601-137 – 14B State of MI Juror Comp Reimb | <p>The State of Michigan reimburses the Township for a portion of the Jury Fees paid to jurors. A report is made every six months by the Court and the amount reimbursed by the State is done according to a formula and dependent upon the amount of fees collected by the State. The payments are received twice during the fiscal year. The Court reduced this amount due to a change in how juries are selected. Beginning in 2016 the Court began holding a hearing the day before jurors were required to attend. Often cases are resolved on the day prior to jurors' obligation to attend. If that occurs, jurors do not come to the Court and we are not obligated to pay them. This reduction in payments to jurors will result in a reduction in the amount reimbursed for juror payments.</p> |
| 236-000-000-602-136 – 14B Court Costs | <p>This line item includes the amounts collected as "Court costs" in criminal and traffic cases. It is dependent upon the number of criminal and traffic cases filed by the police agencies and the Court's effectiveness in collecting fines assessed. In the past year there has been a decrease in cases filed and therefore a decrease in costs collected. The Court has made a number of changes to improve collections over the past few years. The Court anticipates that while production from law enforcement may continue to decrease or flatten, the trend of improved collections will continue. The amount may need to be adjusted based on year to date revenues.</p> |

| Line Item | Explanation |
|---|--|
| 236-000-000-602-544 – 14B State of MI Caseflow Assistnc | <p>The amount reflects money received from the State of Michigan based upon the number of drunk driving and drug cases filed with the Court. The Court files a report with the State in March of each year for the previous calendar year. Payments are usually received in June and are dependent upon the number of such cases filed and the amount of fees collected by the Secretary of State for "License Reinstatement Fees". The number of cases that qualify for caseflow assistance has been steadily increasing, but due to reductions in caseload for the prior 2 years, it is anticipated that the number of qualifying cases will remain decreased in 2020. The amount may need to be further reduced based on year to date revenues.</p> |
| 236-000-000-603-136 – 14B Civil Fees | <p>This reflects the amounts collected as Civil fees - including filing fees, writ and motion fees. Most of the amount collected for a filing fee (approximately 65%) is taken by the State of Michigan and the balance remains as local money. There have been a number of legislative changes affecting this line item. Changes in State law regarding the frequency with which garnishments are filed is the most significant. Prior to these changes, garnishments for wages had to be renewed periodically. Now a wage garnishment is effective for the life of the judgment. The legislation did not provide for an increase in filing fees to account for the reduction in filings. In addition to a reduction in the amount the Court is able to collect, there has been a trend for reduced filing of new civil cases. Year to date civil case filings are lower than last year. As a result this line item is reduced.</p> |

| Line Item | Explanation |
|---|--|
| 236-000-000-604-000 – 14B Probation Fees | This item includes payments received as an oversight fee paid by those on probation with the Court. Currently the monthly fee is \$30. There has been a trend over the past few years has been that the percentage of cases that are sent to probation has decreased. As the numbers of cases and tickets filed has decreased, this line item is decreased. The amount may need to be reduced further based on year to date revenues. |
| 236-000-000-605-001 – 14B Ordinance Fines & Costs | This amount is the money collected and designated as a Penal Fine for violation of an Ypsilanti Township Ordinance. This amount is dependent upon the number of cases filed by the Sheriff's Dept. and the Court's effectiveness in collecting fines assessed. This line item is particularly effected by the number of citations issued as a result of traffic stops. In the past two years there has been a decrease in cases filed and therefore a decrease in costs collected. The amount may need to be reduced further based on year to date revenues. |
| 236-000-000-605-003 – 14B Bond Forfeitures | This sum is the money collected by the Court for forfeiture of a bond posted by a criminal defendant. A bond is forfeited when a defendant fails to appear for a scheduled court hearing. This line item has seen a decrease in the last year. Over the past few years this has been a varied amount. If more defendants are utilizing bail bond's services, there is a decrease in the cash bonds deposited with the court and this could contribute to a reduction. The Court anticipates that this number will decrease for 2020. The amount may need to be reduced further based on year to date revenues. |

| Line Item | Explanation |
|---|---|
| 236-000-000-664-001 – Interest Earned | Interest earned on accounts. |
| | |
| 236-000-000-699-000 – Appropriated Prior Year Balance | This line item reflects the amount needed from Fund Balance for operations. This number may need to increase based on year to date revenues/expenditures. |

Expenditures

| Line Item | Explanation |
|---|--|
| 236-136-000-703-001 – Salary-Judge | Represents "pass through" payment for Ypsilanti Township's share of Judge's salary - this amount is reimbursed to the Township by the State as reflected in Revenue line item 601.136. |
| 236-136-000-706-000 – Salary-Permanent Wages | <p>This line item includes salary for the Deputy Clerk positions (6 full-time); One Probation Agent; One Probation Secretary and 2 Judicial Secretaries.</p> <p>For 2020, the court is requesting the addition of a second Probation Officer and to fill the Collections/Financial Coordinator position.</p> <p>This needs further discussion with the Board. Due to the reduction in cases, the requested positions are not in the budget. Perhaps there are other creative ways to help with the work load and accounting.</p> |
| 236-136-000-706-001 – Salary-Bailiff | This line item includes the salary paid to the Bailiffs. These positions are paid an hourly wage, on an "as needed" basis. These positions are paid no benefits. |
| 236-136-000-706-002 – Salary-Deputy Court Administrator | Salary for Magistrate/Court Administrator. A 2.5% increase is budgeted for 2020. |

| Line Item | Explanation |
|---|--|
| 236-136-000-707-000 – Salary-Temporary/Seasonal | <p>This line item represents the wages paid to a temporary employee who is hired during a medical (or personal) leave taken by a full-time employee.</p> <p>The activity to date in 2019 is higher due to being short staffed. This is not expected to be the case in 2020.</p> |
| 236-136-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. |
| 236-136-000-709-000 – Regular Overtime | Overtime costs for the court. No change. |
| 236-136-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 236-136-000-719-000 – Health Insurance | <p>We will not receive our health insurance rates for 2020 until September. At this time, we are estimating a 20% increase. This amount will be adjusted once rates are received.</p> <p>The increase shown is less than 20% due to not budgeting for the Collections/Financial Coordinator position. If the Board approves filling this position (as well as the additional Probation Officer), we will adjust this number. If both positions were budgeted with family coverage, the amount would increase by \$60,013.16.</p> |

| Line Item | Explanation |
|---|---|
| 236-136-000-719-001 – Sick & Accident | <p>Our rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.</p> <p>A decrease is shown due to not budgeting for the vacant Collections/Financial Coordinator position. If the Board approves filling this position (as well as the additional Probation Officer), we will adjust this number. If both positions are filled, the amount would increase by \$763.92.</p> |
| 236-136-000-719-003 – Employee Paid Health Contra | <p>Amount employees pay toward health care coverage.</p> <p>A decrease is shown due to not budgeting for the vacant Collections/Financial Coordinator position. If the Board approves filling this position (as well as the additional Probation Officer), we will adjust this number. If both positions are budgeted with family health coverage, the amount would increase by \$3,600.</p> |
| 236-136-000-719-015 – Dental Benefits | <p>We will not receive our dental insurance rates for 2020 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received.</p> <p>The increase shown is less than 10% due to not budgeting for the Collections/Financial Coordinator position. If the Board approves filling this position (as well as the additional Probation Officer), we will adjust this number. If both positions were budgeted with family coverage, the amount would increase by \$3,224.32.</p> |

| Line Item | Explanation |
|---|---|
| 236-136-000-719-016 – Vision Benefits | <p>We will not receive our vision insurance rates for 2020 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received.</p> <p>The increase shown is less than 10% due to not budgeting for the Collections/Financial Coordinator position. If the Board approves filling this position (as well as the additional Probation Officer), we will adjust this number. If both positions were budgeted with family coverage, the amount would increase by \$649.18.</p> |
| 236-136-000-719-020 – Health Care Deduction | <p>Cost to fund Clarity Benefits card associated with health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended.</p> <p>A decrease is shown due to not budgeting for the vacant Collections/Financial Coordinator position. If the Board approves filling this position (as well as the additional Probation Officer), we will adjust this number. If both positions were budgeted with family coverage, the amount would increase by \$11,830.</p> |

| Line Item | Explanation |
|--|--|
| 236-136-000-719-021 – Admin Fees – Health Deductible | <p>Cost to manage card used to pay health care deductibles, administered by Clarity Benefits.</p> <p>A decrease is shown due to not budgeting for the vacant Collections/Financial Coordinator position. If the Board approves filling this position (as well as the additional Probation Officer), we will adjust this number. If both positions were budgeted, the amount would increase by \$180.</p> |
| 236-136-000-720-000 – Life Insurance | <p>Our rates for life insurance are \$226.80/year for each employee. No increase has been budgeted for 2020 at this time. Figures provided by Human Resources.</p> <p>A decrease is shown due to not budgeting for the vacant Collections/Financial Coordinator position. If the Board approves filling this position (as well as the additional Probation Officer), we will adjust this number. If both positions were budgeted, the amount would increase by \$453.60.</p> |
| 236-136-000-723-000 – Deferred Compensation Employer | Figures provided by the Accounting Director. |
| 236-136-000-727-000 – Office Supplies | The Court anticipates office supply purchasing for 2020 to remain similar to 2019. |
| 236-136-000-730-000 - Postage | The Court anticipates postage for 2020 to remain similar to 2019. |
| 236-136-000-739-000 – Library Subscription | Cost of subscription services for Michigan Compiled Laws; Michigan Supreme and Appeal Court cases; Civil and Criminal Jury Instructions. No change for 2020. |

| Line Item | Explanation |
|--|---|
| 236-136-000-740-000 – Operating Supplies | The Court anticipates operating expenses for 2020 to remain similar to 2019. |
| | |
| 236-136-000-800-001 – Administration Fees | Figures provided by the Accounting Director. |
| | |
| 236-136-000-801-007 – Attorney Fees Criminal | <p>In July of 2013 the Michigan Indigent Defense Commission (MIDC) was created by legislative Act 19 of 2013. This law requires that the MIDC establish minimum standards for the local delivery of indigent criminal defense services providing effective assistance of counsel to adults throughout this state. These minimum standards shall be designed to ensure the provision of indigent criminal defense services that meet constitutional requirements for effective assistance of counsel. These standards require a greater level of service than is provided under our current contract model. Changes include a requirement for appearance of appointed counsel at arraignment, continuing legal education, and mandatory initial client interview among other requirements. Attached is the legislation and set one of the approved minimum standards for indigent criminal defense services. The legislation as passed in 2013 requires the state to provide funding to pay for the increases in costs for delivery of indigent defense services. The amounts requested in this line item may need to be adjusted once the compliance plan is in place. This line item reflects what is referred to in the legislation as the local share. This number is derived from an average of actual amounts paid for indigent defense in 2010, 2011 and 2012. That amount was \$37,755. The baseline local share is increased annually by the lesser of 3% or the annual increase to CPI. The Township is partnering with the Washtenaw County Public defender’s Office to fulfill these requirements.</p> |

| Line Item | Explanation |
|---|---|
| 236-136-000-801-009 – 14B Other Contractual Service | Includes payments for Labor Law Attorney, if needed. In addition, it is used for payment to the Dispute Resolution Center (DRC). The DRC mediates all small claims matters filed to achieve resolution among the parties rather than a resolution imposed by the Court. The Dispute Resolution Center (DRC) has requested an increase in fees paid to them. We currently pay them \$7,500 annually. We do not recommend an increase at this time. No change for 2020. |
| 236-136-000-801-010 – Contractual/Visiting Judge | Cost of having a substitute or "visiting" judge in the absence of our Judge. It is currently the custom to seek assistance of one of the other sitting Judges in the County District Courts to fill in, when requested, for a colleague. The per diem cost of a visiting judge is \$350, plus mileage. It is not always possible to get a sitting Judge to substitute as the Judges are often attending the same meeting or conference causing the need for a visiting Judge. All efforts are undertaken to avoid the need of a visiting Judge. We are recommending that 5 visiting Judge days be budgeted for. No change for 2020. |
| 236-136-000-801-012 – Contractual/Interpreter Fees | Cost of a language or deaf interpreter for defendants in a criminal or civil case. This is a statutory obligation of the Court. No change for 2020. |

| Line Item | Explanation |
|--|--|
| 236-136-000-802-100 – Court Innovation Grant | Funds received through a grant from the Supreme Court Administrative Office for a Human Trafficking Docket and Drug Court Docket. The current grant expires September 30, 2019. The court is currently applying for grant money under the drug court program through Supreme Court Administrative Office. If the court receives the grant funding, it will be the only drug court in Washtenaw County. In addition to traditional drug court services, the court will continue the efforts of the previous grant. This line item is offset by a corresponding expenditure item. \$160,000 is currently budgeted but once grants are awarded in September, the numbers will be adjusted if necessary. |
| 236-136-000-812-000 – 14B Jury Fees | Payment for Jury duty for the first half or full day of service. The Court has implemented pretrial conferences prior to the date of jury selection which eliminates the need for jurors to appear of all matters scheduled are resolved at the pretrial conference. No change for 2020. |
| 236-136-000-812-002 – 14B Enhanced Jury Fees | Payment for Jury duty for the second (or subsequent) half, or full, day of service. No change for 2020. |
| 236-136-000-812-003 – 14B Juror Expenses | Cost of water, coffee and snacks offered the Jury panel during jury selection day. May also be used to supply lunch for the jury, if the lunch break occurs during actual deliberations. No change for 2020. |

| Line Item | Explanation |
|--|---|
| 236-136-000-819-006 – Computer Programs/Lien | <p>This line item represents the licensing fee charged by the Michigan State Police for access to the Law Enforcement Information Network (LEIN), in order to obtain copies of criminal histories, warrant entry and recall, and Secretary of State driving records. In 2013 the Court joined CLEMIS. This gives the Court access to electronic data for downloading citations issued by the Washtenaw County Sheriff's Department. This will streamline the citation process and give the Court immediate access to citation information thus allowing the public to contact the Court upon receipt of the ticket and pay it or request a hearing. Currently law enforcement has 72 hours to file a ticket with the court. In addition all citation information will be electronic which will allow the clerks to upload the citation rather than inputting it manually as is the current practice. A final benefit will be that this near immediate upload of citations to the Court's case management software will allow defendants to pay certain citations on-line through a web based payment program the Court is in the process of implementing.</p> <p>In addition to the above computer programs the Court has a contract to utilize RANT software as an assessment tool to determine eligibility for drug court. The contract for RANT is \$1,000 annually.</p> <p>This line item also covers the costs of Court Innovations contract services for online mediation, warrant review, DWLS review and online payment request applications. That contract is \$6480 annually.</p> |

| Line Item | Explanation |
|--|--|
| 236-136-000-819-010 – Computer Network Support | This line item had previously represented the amounts paid under a joint memorandum of understanding for the development of the next generation of computer software known as Judicial Information Services. That obligation has been fulfilled. The amount requested at this time reflects the cost of renewing the contract Washtenaw County IT for computer support. This reflects the costs associated with computer support for 20 computers. Included in the cost is software licensing, data storage, internet connection, help desk support and on site support, email and support for ENACT. There are a number of IT initiatives in the county that the Court is and will be impacted by due to our concurrent jurisdiction agreement with the County Trial Court and the 14A and 15 th District Courts that County IT is proceeding with that makes the continuation of the relationship with County IT more favorable than other options. |
| | |
| 236-136-000-850-000 - Telephone | Figures provided by Township IT. No change for 2020. |
| | |
| 236-136-000-860-000 - Travel | Used to pay mileage to employees for travel directed by the Court. No change for 2020. |
| | |
| 236-136-000-876-000 – Retirement/MERS | Figures provided by the Accounting Director. |
| | |
| 236-136-000-876-003 – OPEB Funding-Retiree Health | Figures provided by the Accounting Director. |
| | |
| 236-136-000-876-100 – Retirement Health Care Savings | Amount placed into a health care savings account for future use in health care expenses. This is for employees in the department hired after 1/1/14. |

| Line Item | Explanation |
|--|---|
| 236-136-000-900-000 - Publishing | Covers the cost of file folders for criminal and civil cases, as well as printing Traffic Citations for the Sheriff's Dept. and citation books for the Ordinance Department. No change for 2020 at this time. The amount may need to be adjusted. |
| | |
| 236-136-000-914-000 – Insurance & Bonds Fire & Liab | Figures provided by the Accounting Director. |
| | |
| 236-136-000-917-000 – Workers Compensation Insurance | Figures provided by the Accounting Director. |
| | |
| 236-136-000-920-014 – Utilities-Court | Utility costs for the Court. No change for 2020. |
| | |
| 236-136-000-931-000 – Repairs and Maintenance | Repair and maintenance expenses for the Court. No change for 2020. |
| | |
| 236-136-000-933-001 – Maintenance Contracts | Cost of W.J. O'Neil maintenance contract. No change for 2020. |
| | |
| 236-137-000-956-000 – Miscellaneous | Costs associated with Recovery garden. No change for 2020. |
| | |
| 236-136-000-957-000 – Bank Charges | Cost of banking fees, most notably for charge card expenses. No change for 2020. |
| | |
| 236-136-000-958-000 – Membership and Dues | Cost of annual Bar dues for the Judge and Magistrate; State Association dues for the Judge, Magistrate and Probation Officer and State fees for certification of court recorders. No change for 2020. |
| | |
| 236-136-000-960-000 – Education and Training | Cost of attendance and related expenses for continuing training for professional staff. No change for 2020. |

| Line Item | Explanation |
|---------------------------------|--|
| 236-136-000-977-000 - Equipment | Cost to purchase new equipment. There is a need to upgrade computers. The Court plans to upgrade them on a 5 year cycle as recommended by both County and Township IT. |

8/27/19

Note: This budget is part of the Township's obligation for court. We pulled them from the General Fund several years ago to show the revenue/expenditures. We need to add security and staff to the court, and possibly the Township as well. This could be budgeted in Police.

10/04/2019

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2019



| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|--|-------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 236 - 14B DISTRICT COURT | | | | | | | |
| Dept 000.000 | | | | | | | |
| 236-000.000-569.019 | STATE GRANT REVENUE | 179,053 | 95,962 | 156,000 | 156,000 | 78,625 | 160,000 |
| 236-000.000-601.136 | 14B STATE SHARED REVENUE | 34,293 | 57,155 | 45,724 | 45,724 | 22,862 | 45,724 |
| 236-000.000-601.137 | 14B ST OF MI JUROR COMP REIMB | 1,330 | 2,937 | 2,600 | 2,600 | 1,626 | 2,500 |
| 236-000.000-602.136 | 14B COURT COSTS | 555,227 | 555,459 | 575,000 | 575,000 | 355,543 | 529,000 |
| 236-000.000-602.544 | 14B-ST OF MI CASEFLOW ASSISTA | 15,155 | 16,875 | 35,000 | 35,000 | 12,655 | 32,000 |
| 236-000.000-603.136 | 14B CIVIL FEES | 216,819 | 219,041 | 175,000 | 175,000 | 135,898 | 161,000 |
| 236-000.000-604.000 | 14B PROBATION FEES | 107,354 | 108,639 | 115,000 | 115,000 | 65,235 | 106,000 |
| 236-000.000-605.001 | 14B ORDINANCE FINES AND COSTS | 831,988 | 568,356 | 680,000 | 680,000 | 346,412 | 625,000 |
| 236-000.000-605.002 | FINES & FORFEITS | 400 | 0 | 0 | 0 | (210) | 0 |
| 236-000.000-605.003 | 14B BOND FORFEITURES | 24,110 | 28,965 | 20,000 | 20,000 | 10,620 | 18,500 |
| 236-000.000-605.004 | 14B INTEREST EARNED | 0 | 0 | 3,000 | 3,000 | 0 | 0 |
| 236-000.000-655.100 | SETTLEMENTS & JUDGMENTS | 0 | 7,302 | 0 | 0 | 163 | 0 |
| 236-000.000-664.001 | INTEREST EARNED | 3,111 | 6,163 | 0 | 0 | 3,316 | 3,000 |
| 236-000.000-694.001 | OTHER INCOME-MISCELLANEOUS | 162 | 0 | 0 | 0 | 0 | 0 |
| 236-000.000-694.004 | INSURANCE REIMBURSEMENTS | 1,188 | 921 | 0 | 0 | 1,138 | 0 |
| 236-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | 0 | 0 | 0 | 909 | 0 | 129,369 |
| NET OF REVENUES/APPROPRIATIONS - 000.000 - | | 1,970,190 | 1,667,775 | 1,807,324 | 1,808,233 | 1,033,883 | 1,812,093 |

Calculations as of 09/30/2019



| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|----------------------|---------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 136.000 - COURT | | | | | | | |
| 236-136.000-703.001 | SALARY - JUDGE | 45,724 | 45,724 | 45,724 | 45,724 | 33,413 | 45,724 |
| 236-136.000-706.000 | SALARY - PERMANENT WAGES | 467,334 | 488,351 | 513,573 | 513,573 | 342,871 | 520,892 |
| 236-136.000-706.001 | SALARY - BAILIFF | 40,601 | 42,045 | 42,826 | 42,826 | 34,131 | 43,897 |
| 236-136.000-706.002 | SALARY - MAGISTRATE/COURT ADMIN | 75,905 | 78,261 | 80,589 | 80,589 | 57,314 | 82,604 |
| 236-136.000-707.000 | SALARY - TEMPORARY/SEASONAL | 5,730 | 4,673 | 8,000 | 8,000 | 14,130 | 8,000 |
| 236-136.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 1,542 | 5,830 | 3,756 | 4,600 | 843 | 0 |
| 236-136.000-708.010 | HEALTH INS BUYOUT | 3,000 | 3,000 | 3,000 | 3,000 | 1,500 | 3,000 |
| 236-136.000-709.000 | REG OVERTIME | 131 | 2,273 | 3,000 | 3,000 | 2,047 | 3,000 |
| 236-136.000-715.000 | F.I.C.A./MEDICARE | 41,941 | 43,225 | 50,701 | 50,766 | 30,977 | 51,373 |
| 236-136.000-719.000 | HEALTH INSURANCE | 171,735 | 184,543 | 250,886 | 250,886 | 180,833 | 291,063 |
| 236-136.000-719.001 | SICK AND ACCIDENT | 5,506 | 5,276 | 4,773 | 4,773 | 3,309 | 4,391 |
| 236-136.000-719.003 | EMPLOYEE PAID HEALTH CONTRA | (21,476) | (18,000) | (17,100) | (17,100) | 0 | (16,500) |
| 236-136.000-719.015 | DENTAL BENEFITS | 13,437 | 11,991 | 14,543 | 14,543 | 9,652 | 15,547 |
| 236-136.000-719.016 | VISION BENEFITS | 2,523 | 2,560 | 3,099 | 3,099 | 2,029 | 3,300 |
| 236-136.000-719.020 | HEALTH CARE DEDUCTION | 33,618 | 40,303 | 66,553 | 66,553 | 26,417 | 63,577 |
| 236-136.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 1,035 | 956 | 1,170 | 1,170 | 563 | 855 |
| 236-136.000-720.000 | LIFE INSURANCE | 2,475 | 2,603 | 3,062 | 3,062 | 2,155 | 2,835 |
| 236-136.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 1,523 | 613 | 661 | 661 | 618 | 675 |
| 236-136.000-724.001 | UNEMPLOYMENT EXPENSE | 5,814 | 0 | 0 | 0 | 748 | 0 |
| 236-136.000-727.000 | OFFICE SUPPLIES | 9,719 | 9,620 | 10,500 | 10,500 | 8,528 | 10,500 |
| 236-136.000-730.000 | POSTAGE | 8,499 | 8,299 | 8,000 | 8,000 | 6,208 | 8,000 |
| 236-136.000-739.000 | LIBRARY SUBSCRIPTION | 4,567 | 4,854 | 5,000 | 5,000 | 4,612 | 5,000 |
| 236-136.000-740.000 | OPERATING SUPPLIES | 5,701 | 6,688 | 6,000 | 6,000 | 4,676 | 6,000 |
| 236-136.000-800.001 | ADMINISTRATION FEES | 31,735 | 36,310 | 37,317 | 37,317 | 27,988 | 37,315 |
| 236-136.000-801.007 | ATTORNEY FEES CRIMINAL | 41,736 | 40,140 | 74,982 | 74,982 | 35,890 | 38,890 |
| 236-136.000-801.009 | 14B OTHER CONTRACTUAL SERVICE | 7,500 | 7,525 | 10,000 | 10,000 | 3,750 | 10,000 |
| 236-136.000-801.010 | CONTRACTUAL/VISITING JUDGE | 818 | 435 | 1,000 | 1,000 | 0 | 1,000 |
| 236-136.000-801.012 | CONTRACTUAL/INTERPRETER FEES | 7,557 | 10,578 | 6,500 | 6,500 | 6,117 | 6,500 |
| 236-136.000-802.100 | COURT INNOVATION GRANT | 188,793 | 95,962 | 156,000 | 156,000 | 102,215 | 160,000 |
| 236-136.000-811.000 | 14B TRANSCRIPTS | 0 | 228 | 0 | 0 | 0 | 0 |
| 236-136.000-812.000 | 14B JURY FEES | 2,163 | 2,738 | 2,500 | 2,500 | 1,935 | 2,500 |
| 236-136.000-812.002 | 14B ENHANCED JURY FEES | 700 | 1,733 | 1,000 | 1,000 | 945 | 1,000 |
| 236-136.000-812.003 | 14B JUROR EXPENSES | 302 | 617 | 300 | 300 | 450 | 300 |
| 236-136.000-819.006 | COMPUTER PROGRAMS/LIEN | 10,099 | 21,063 | 24,960 | 24,960 | 9,784 | 24,960 |
| 236-136.000-819.010 | COMPUTER NETWORK SUPPORT | 27,198 | 26,928 | 35,000 | 35,000 | 0 | 40,713 |
| 236-136.000-850.000 | TELEPHONE | 1,840 | 2,141 | 2,500 | 2,500 | 1,567 | 2,500 |
| 236-136.000-860.000 | TRAVEL | 1,777 | 2,414 | 2,000 | 2,000 | 1,277 | 2,000 |

10/04/2019

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2019

□

| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|--|--------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| 236-136.000-876.000 | RETIREMENT/MERS | 117,677 | 117,705 | 174,067 | 174,067 | 118,518 | 164,526 |
| 236-136.000-876.003 | OPEB FUNDING- RETIREE HEALTH | 79,387 | 77,338 | 95,589 | 95,589 | 95,589 | 92,391 |
| 236-136.000-876.100 | RETIREMENT HEALTH CARE SAVINGS | 0 | 0 | 1,300 | 1,300 | 350 | 1,300 |
| 236-136.000-900.000 | PUBLISHING | 1,762 | 2,516 | 3,000 | 3,000 | 0 | 3,000 |
| 236-136.000-914.000 | INSURANCE & BONDS FIRE & LIAB | 9,093 | 8,797 | 9,205 | 9,205 | 6,563 | 9,186 |
| 236-136.000-917.000 | WORKERS COMPENSATION INSURANC | 6,386 | 6,577 | 6,679 | 6,679 | 4,656 | 6,679 |
| 236-136.000-920.014 | UTILITIES - COURT | 16,635 | 15,691 | 17,600 | 17,600 | 11,968 | 17,600 |
| 236-136.000-931.000 | REPAIRS AND MAINTENANCE | 9,381 | 32,080 | 10,000 | 10,000 | 9,998 | 10,000 |
| 236-136.000-933.000 | EQUIPMENT MAINTENANCE | 110 | 0 | 0 | 0 | 0 | 0 |
| 236-136.000-933.001 | MAINTENANCE CONTRACTS | 0 | 4,692 | 6,500 | 6,500 | 3,519 | 6,500 |
| 236-136.000-956.000 | MISCELLANEOUS | 0 | 617 | 500 | 500 | 0 | 500 |
| 236-136.000-957.000 | BANK CHARGES | 10,493 | 9,203 | 8,500 | 8,500 | 5,774 | 8,500 |
| 236-136.000-958.000 | MEMBERSHIP AND DUES | 1,510 | 1,610 | 2,000 | 2,000 | 1,155 | 2,000 |
| 236-136.000-960.000 | EDUCATION AND TRAINING | 1,041 | 1,342 | 2,000 | 2,000 | 110 | 2,000 |
| 236-136.000-969.101 | TRANSFER TO GENERAL FUND | 400,000 | 150,000 | 0 | 0 | 0 | 0 |
| 236-136.000-974.025 | CAPITAL OUTLAY/SECURITY | 5,300 | 4,574 | 0 | 0 | 0 | 0 |
| 236-136.000-977.000 | EQUIPMENT | 2,712 | 480 | 6,500 | 6,500 | 882 | 6,500 |
| NET OF REVENUES/APPROPRIATIONS - 136.000 - COURT | | (1,910,289) | (1,655,722) | (1,805,815) | (1,806,724) | (1,218,574) | (1,812,093) |
| ESTIMATED REVENUES - FUND 236 | | 1,970,190 | 1,667,775 | 1,807,324 | 1,808,233 | 1,033,883 | 1,812,093 |
| APPROPRIATIONS - FUND 236 | | 1,910,289 | 1,655,722 | 1,805,815 | 1,806,724 | 1,218,574 | 1,812,093 |
| NET OF REVENUES/APPROPRIATIONS - FUND 236 | | 59,901 | 12,053 | 1,509 | 1,509 | (184,691) | 0 |

NARRATIVE

Fund 252 - Hydro

Revenues

| Line Item | Explanation |
|---|---|
| 252-252-000-641-003 – Ford Lake Hydro Station | Revenues from the selling electricity from the Hydro Station to DTE Energy. Recommend the same for 2020 |
| 252-252-000-664-001 – Interest Earned | Interest earned on funds deposited in the bank. |
| 252-000-000-697-000 – Transfer In: General Fund | Payment from DTE for Hydro Escrow. This is not revenue, it is Township dollars being repaid. We need to start a maintenance/repair fund for the future of the Hydro Station. |
| 252-252-000-699-000 – Appropriated Prior Year Balance | Funds needed from Fund Balance to support expenses. None expected for 2020. |
| | |

Expenditures

| | |
|---|---|
| 252-252-000-705-000 – Salary-Supervision | 60% of salary for Operations Manager, the other 40% is budgeted in 101-227 – Human Resources for safety compliance. A 2.5% increase is budgeted. |
| 252-252-000-706-000 – Salary-Permanent Wages | Wages for one full-time operator, a non-union position. A 2.5% contractual increase is budgeted. |
| 252-252-000-707-000 – Salary-Temporary/Seasonal | Wages for part-time Hydro Operator. This employee is responsible for days when full-time staff are not scheduled and assists in activities related to dam O&M requiring additional staff. |
| 252-252-000-709-000 – Regular Overtime | Overtime costs for Hydro employees. Due to changes in staffing, this amount can be eliminated for 2020. |
| 252-252-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 252-252-000-719-000 – Health Insurance | <p>We will not receive our health insurance rates for 2020 until September. At this time, we are estimating a 20% increase. This amount will be adjusted once rates are received.</p> <p>Even though the increase is budgeted, a decrease is shown due to 40% of the Operations Manager’s salary being budgeted in 101-227 – Human Resources.</p> |

| Line Item | Explanation |
|---|---|
| 252-252-000-719-001 – Sick & Accident | <p>Our rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.</p> <p>A decrease is budgeted due to 40% of the Operations Manager's salary being budgeted in 101-227 – Human Resources.</p> |
| 252-252-000-719-003 – Employee Paid Health Contra | <p>This line item reflects the amount employees pay toward their health care coverage. A decrease is budgeted due to 40% of the Operations Manager's salary being budgeted in 101-227 – Human Resources.</p> |
| 252-252-000-719-015 – Dental Benefits | <p>We will not receive our dental insurance rates for 2020 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received.</p> <p>Even though the increase is budgeted, a decrease is shown due to 40% of the Operations Manager's salary being budgeted in 101-227 – Human Resources.</p> |
| 252-252-000-719-016 – Vision Benefits | <p>We will not receive our vision insurance rates for 2020 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received.</p> <p>Even though the increase is budgeted, a decrease is shown due to 40% of the Operations Manager's salary being budgeted in 101-227 – Human Resources.</p> |

| Line Item | Explanation |
|--|---|
| 252-252-000-719-020 – Health Care Deduction | <p>This line item is used to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended.</p> <p>A decrease is budgeted due to 40% of the Operations Manager’s salary being budgeted in 101-227 – Human Resources.</p> |
| | |
| 252-252-000-719-021 – Admin Fees-Health Deductible | The card used to pay the health care deductibles is administered by Clarity Benefits. |
| | |
| 252-252-000-720-000 – Life Insurance | <p>Our rates for life insurance are \$226.80/year for each employee. No increase has been budgeted for 2020 at this time. Figures provided by Human Resources.</p> <p>A decrease is budgeted due to 40% of the Operations Manager’s salary being budgeted in 101-227 – Human Resources.</p> |
| | |
| 252-252-000-723-000 – Deferred Comp Employer | Figures provided by the Accounting Director. |
| | |
| 252-252-000-727-000 – Office Supplies | Cost of supplies and material used in completing reports by the department. This is unchanged from prior year. |
| | |
| 252-252-000-730-000 - Postage | Cost to mail business related material. This is unchanged from last year. |
| | |
| 252-252-000-740-000 – Operating Supplies | Cover cost in mailing business related material. This amount is unchanged from last year. |
| | |
| 252-252-000-741-000 – Boot Reimb & Uniforms Purchase | Cost to purchase operators uniforms and boot allowance. No change for 2020. |

| Line Item | Explanation |
|--|---|
| 252-252-000-776-000 – Maintenance Supplies | Cost associated with maintaining Hydro Station including housekeeping, general maintenance supplies and hand tools. The amount will remain the same as 2019. |
| 252-252-000-801-000 – Professional Services | Cost of an independent engineering firm to perform technical support related to dam safety and compliance for Ford Lake Dam. The Township does not have a professional engineer with dam experience on staff. The Part 12 Safety Inspection is due (it is due every 5 years) and the EAP reprint is scheduled. No change is recommended for 2020. |
| 252-252-000-818-013 – Contractual Services/Hydro Station | Associated cost for services routinely used by the department for operations or maintenance activities. Onsite Confine Space Team, safety inspection for the crane and port-a-john rental costs associated to this line item. The requested funds for 2020 are increased due to Confine Space rescue costs increasing. |
| 252-252-000-850-000 - Telephone | Communication lines for Hydro Station and cell service for water quality stations deployed as part of operation plan for the department. Based on the expenditures to date, an increase to \$1,600 is requested for 2020. |
| 252-252-000-867-000 – Gas & Oil | Cost of fuel used by the department in equipment and vehicles. A small increase for 2020 is budgeted. |
| 252-252-000-876-000 – Retirement/MERS | Figures provided by the Accounting Director. |
| 252-252-000-876-100 – Retirement Health Care Savings | Amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14. |

| Line Item | Explanation |
|--|--|
| 252-252-000-917-000 – Workers Comp Insurance | Figures provided by the Accounting Director. |
| 252-252-000-915-000 – Insurance and Bonds | Figures provided by the Accounting Director. |
| 252-252-000-920-017 – Utilities-Hydro | Heating costs for the powerhouse in winter months. Also, accounting for an increase in usage due to a new natural gas standby generator. No change from the prior year. |
| 252-252-000-930-000 – Repairs Maintenance-Machinery | Cost of repairs and maintenance of equipment. Amount is unchanged for 2020. |
| 252-252-000-930-001 – Repairs/Maint Hydro Infrastructure | Costs to maintain Hydro Station structure- powerhouse and dam. Activities include concrete repairs to spalling concrete and general repairs. \$20,000 proposed for 2020 to cover general upkeep. |
| 252-252-000-931-013 – Repairs & Maint-Other Dams | Cost to maintain Sargent Charles Dam. For 2020, it is recommended that funds be used to add large rock along the shoreline. |
| 252-252-000-939-031 – MotorPool Misc Repair | New line item for 2020, covers cost of vehicle repairs. Figures provided by the Accounting Director. |
| 252-252-000-943-000 – MotorPool Lease/Maintenance | Figures provided by the Accounting Director. |
| 252-252-000-956-000 - Miscellaneous | Bank fees associated with DTE Escrow Fund and other small expenses. |
| 252-252-000-956-009 – City Share/Hydro Station | Expected amount the Township will have to pay the City (10% gross of DTE revenue) from a judgment when JYRO was dissolved. |

| Line Item | Explanation |
|---|--|
| 252-252-000-956-019 – Hydro-Fish Study-Escrow Expense | Expected amount the Township will have to put into Fish Escrow for future fish enhancement. Required by the FERC License agreement. |
| 252-252-000-956-025 – Licenses and Fees/FERC | Annual fee assessed by the Federal Energy Regulatory Commission. Cost varies each year; propose the same amount as last year. |
| 252-252-000-976-000 – Capital Outlay-New Equipment | Replace obsolete PLC. The PLC controls the Generator sequence of operation. The new PLC will have a lake level control feature that old does not have. Estimated to be \$80,000. |
| 252-252-000-977-000 - Equipment | |

8/28/19

Planned PLC replacement in 976.000

DTE payment is deposited in General Fund then moved into Hydro, line item 252-000-000-694-252

10/04/2019

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2019



| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|--|-----------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 252 - HYDRO STATION FUND | | | | | | | |
| Dept 000.000 | | | | | | | |
| 252-000.000-641.003 | FORD LAKE HYDRO STATION | 447,721 | 479,121 | 400,000 | 400,000 | 357,816 | 400,000 |
| 252-000.000-664.001 | INTEREST EARNED | 3,247 | 7,914 | 2,000 | 2,000 | 5,935 | 2,500 |
| 252-000.000-694.001 | OTHER INCOME-MISCELLANEOUS | 60 | 13,340 | 0 | 0 | 4,169 | 0 |
| 252-000.000-694.004 | INSURANCE REIMBURSEMENTS | 304 | 235 | 0 | 0 | 282 | 0 |
| 252-000.000-697.000 | TRANSFER IN: GENERAL FUND | 0 | 0 | 79,000 | 79,000 | 79,000 | 81,000 |
| 252-000.000-697.007 | TRANSFER IN: ENVIRO CLEANUP | 11,784 | 0 | 0 | 0 | 0 | 0 |
| NET OF REVENUES/APPROPRIATIONS - 000.000 - | | 463,116 | 500,610 | 481,000 | 481,000 | 447,202 | 483,500 |

Calculations as of 09/30/2019

☐

| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|---|--------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 252.000 - HYDRO STATION: FORD LAKE | | | | | | | |
| 252-252.000-705.000 | SALARY - SUPERVISION | 0 | 0 | 0 | 0 | 0 | 37,730 |
| 252-252.000-706.000 | SALARY - PERMANENT WAGES | 57,820 | 59,577 | 105,030 | 104,751 | 67,392 | 46,904 |
| 252-252.000-707.000 | SALARY - TEMPORARY/SEASONAL | 17,150 | 23,972 | 15,000 | 15,000 | 8,739 | 15,375 |
| 252-252.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 0 | 916 | 0 | 0 | 0 | 0 |
| 252-252.000-709.000 | REG OVERTIME | 5,472 | 9,971 | 4,000 | 4,279 | 4,279 | 0 |
| 252-252.000-715.000 | F.I.C.A./MEDICARE | 4,933 | 6,424 | 8,559 | 8,559 | 6,002 | 6,681 |
| 252-252.000-719.000 | HEALTH INSURANCE | 18,600 | 20,429 | 50,011 | 50,011 | 30,701 | 48,011 |
| 252-252.000-719.001 | SICK AND ACCIDENT | 479 | 459 | 748 | 748 | 477 | 611 |
| 252-252.000-719.003 | EMPLOYEE PAID HEALTH CONTRA | (1,800) | (1,575) | (3,600) | (3,600) | 0 | (2,880) |
| 252-252.000-719.015 | DENTAL BENEFITS | 1,417 | 1,332 | 2,665 | 2,665 | 1,665 | 2,579 |
| 252-252.000-719.016 | VISION BENEFITS | 257 | 269 | 590 | 590 | 320 | 519 |
| 252-252.000-719.020 | HEALTH CARE DEDUCTION | 7,482 | 937 | 11,830 | 11,830 | 1,494 | 9,464 |
| 252-252.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 90 | 83 | 180 | 180 | 74 | 180 |
| 252-252.000-720.000 | LIFE INSURANCE | 198 | 208 | 454 | 454 | 284 | 363 |
| 252-252.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 221 | 144 | 195 | 195 | 0 | 195 |
| 252-252.000-727.000 | OFFICE SUPPLIES | 241 | 190 | 350 | 350 | 257 | 350 |
| 252-252.000-730.000 | POSTAGE | 113 | 34 | 100 | 100 | 24 | 100 |
| 252-252.000-740.000 | OPERATING SUPPLIES | 68 | 134 | 300 | 300 | 186 | 300 |
| 252-252.000-741.000 | BOOT REIMB & UNIFORMS PURCHASE | 601 | 710 | 850 | 850 | 791 | 750 |
| 252-252.000-776.000 | MAINTENANCE SUPPLIES | 8,814 | 8,136 | 9,050 | 9,050 | 6,239 | 9,050 |
| 252-252.000-801.000 | PROFESSIONAL SERVICES | 26,729 | 28,992 | 50,000 | 50,000 | 37,953 | 50,000 |
| 252-252.000-818.013 | CONTRACTUAL SERVICES/HYDRO ST | 5,148 | 3,730 | 7,500 | 7,500 | 6,194 | 9,000 |
| 252-252.000-850.000 | TELEPHONE | 587 | 1,293 | 1,400 | 1,400 | 1,005 | 1,600 |
| 252-252.000-867.000 | GAS & OIL | 2,317 | 3,525 | 2,400 | 2,400 | 2,236 | 2,600 |
| 252-252.000-876.000 | RETIREMENT/MERS | 11,065 | 11,064 | 17,254 | 17,254 | 11,465 | 11,713 |
| 252-252.000-876.100 | RETIREMENT HEALTH CARE SAVINGS | 0 | 9 | 1,300 | 1,300 | 709 | 1,300 |
| 252-252.000-915.000 | INSURANCE AND BONDS | 2,322 | 2,247 | 2,351 | 2,351 | 1,676 | 2,346 |
| 252-252.000-917.000 | WORKERS COMPENSATION INSURANC | 1,506 | 1,519 | 1,578 | 1,578 | 1,117 | 1,578 |
| 252-252.000-920.017 | UTILITIES - HYDRO | 2,134 | 1,102 | 2,400 | 2,400 | 882 | 2,400 |
| 252-252.000-930.000 | REPAIRS MAINTENANCE-MACHINERY | 13,041 | 9,915 | 9,000 | 9,000 | 3,546 | 9,000 |
| 252-252.000-930.001 | REPAIRS/MAINT HYDRO INFRASTRU | 43,416 | 10,159 | 60,000 | 59,300 | 14,531 | 20,000 |
| 252-252.000-931.013 | REPAIRS & MAINT - OTHER DAMS | 0 | 0 | 10,000 | 10,000 | 1,985 | 2,000 |
| 252-252.000-939.031 | MOTORPOOL-MISC REPAIR | 0 | 0 | 2,000 | 2,000 | 1,088 | 2,500 |
| 252-252.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | 6,000 | 6,018 | 5,879 | 5,879 | 4,409 | 5,817 |
| 252-252.000-956.000 | MISCELLANEOUS | 1,663 | 3,500 | 2,800 | 3,500 | 3,500 | 2,800 |

10/04/2019

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2019



| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|--|------------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| 252-252.000-956.009 | CITY SHARE/HYDRO STATION | 44,772 | 47,912 | 40,000 | 40,000 | 35,782 | 40,000 |
| 252-252.000-956.019 | HYDRO-FISH STUDY-ESCROW EXPEN | 8,075 | 8,060 | 8,000 | 8,000 | 0 | 8,000 |
| 252-252.000-956.025 | LICENSES AND FEES/FERC | 2,235 | 2,831 | 3,800 | 3,800 | 1,632 | 3,800 |
| 252-252.000-971.100 | CAPITAL OUTLAY - TYLER DAM PROJECT | 11,784 | 0 | 0 | 0 | 0 | 0 |
| 252-252.000-976.000 | CAPITAL OUTLAY NEW EQUIPMENT | 0 | 7,385 | 10,000 | 10,000 | 8,223 | 80,000 |
| 252-252.000-977.000 | EQUIPMENT | 35,706 | 342,085 | 0 | 0 | 0 | 0 |
| NET OF REVENUES/APPROPRIATIONS - 252.000 - HYDRO STATION: FORD | | (340,656) | (623,696) | (443,974) | (443,974) | (266,857) | (432,736) |
| ESTIMATED REVENUES - FUND 252 | | 463,116 | 500,610 | 481,000 | 481,000 | 447,202 | 483,500 |
| APPROPRIATIONS - FUND 252 | | 340,656 | 623,696 | 443,974 | 443,974 | 266,857 | 432,736 |
| NET OF REVENUES/APPROPRIATIONS - FUND 252 | | 122,460 | (123,086) | 37,026 | 37,026 | 180,345 | 50,764 |

2020 BUDGET NARRATIVE

Fund 250 – LDFA (Local Development Finance Authority)

Revenues

| Line Item | Explanation |
|---|--|
| 250-000-000-402-250 – Current Tax Revenue-Captured | The 2020 revenues are based on the 2019 property tax values for the LDFA district. The captured funds are then transferred to Fund 398 – General Obligation Bonds for Seaver Farms Infrastructure to cover the bond payments for the infrastructure improvements. The Bond principal and interest payment totals \$232,460 and we will collect only \$121,664 due to the loss in personal property taxes. The balance will come from the General Obligation Bond Fund Balance. |
| 250-000-000-664-001 – Interest Earned | This line item reflects interest earned. |
| 250-000-000-699.000 – Appropriated Prior Year Balance | Amount in LDFA Fund Balance that we will transfer to Fund 398 to help with the payment deficiencies. |
| | |

Expenditures

| Line Item | Explanation |
|--|--|
| 250-991-000-968-398 – Transfer to 2013 Bond Debt | This line item reflects captured funds to be transferred to Fund 398 General Obligation Bond for Seaver Farms Infrastructure to cover the bond payments for infrastructure improvements. |
| | |

8/29/19

10/04/2019

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2019



| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|--|------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 250 - LOCAL DEVELOPMENT FINANCE AUTH | | | | | | | |
| Dept 000.000 | | | | | | | |
| 250-000.000-402.250 | CURRENT TAX REVENUE-CAPTURED | 143,805 | 119,415 | 225,270 | 225,270 | 231,126 | 121,664 |
| 250-000.000-664.001 | INTEREST EARNED | 262 | 677 | 300 | 300 | 1,308 | 300 |
| 250-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | 0 | 0 | 0 | 0 | 0 | 7,500 |
| NET OF REVENUES/APPROPRIATIONS - 000.000 - | | 144,067 | 120,092 | 225,570 | 225,570 | 232,434 | 129,464 |
| Dept 991.000 - DEBT SERVICES | | | | | | | |
| 250-991.000-968.398 | TRANSFER TO: 2006 BOND DEBT | 217,026 | 119,415 | 225,270 | 225,270 | 225,270 | 129,164 |
| NET OF REVENUES/APPROPRIATIONS - 991.000 - DEBT SERVICES | | (217,026) | (119,415) | (225,270) | (225,270) | (225,270) | (129,164) |
| ESTIMATED REVENUES - FUND 250 | | 144,067 | 120,092 | 225,570 | 225,570 | 232,434 | 129,464 |
| APPROPRIATIONS - FUND 250 | | 217,026 | 119,415 | 225,270 | 225,270 | 225,270 | 129,164 |
| NET OF REVENUES/APPROPRIATIONS - FUND 250 | | (72,959) | 677 | 300 | 300 | 7,164 | 300 |

2020 BUDGET NARRATIVE

Fund 398 – 2013 Bonds (General Obligation Bonds)

Revenues

| Line Item | Explanation |
|---|---|
| 398-000-000-581-250 – Transfer In: LDFA Fund | This line item reflects the amount transferred from the LDFA Fund to refund the Improvement Bonds, Series 2006 dated June 6, 2013. Bosal is the only property in the LDFA and it has been sold. From the original amount of \$3,200,000, our current balance will be \$2,070,000 on 12/31/19, \$1,885,000 on 12/31/2020 and paid off in 2029. The decrease is due to the drop in personal property taxes. |
| | |
| 398-000-000-664-001 – Interest Earned | Figures provided by the Accounting Director. |
| | |
| 398-000-000-699.000 – Appropriated Prior Year Balance | This line item reflects the amount that will be used from prior year fund balance to make up the payment deficiencies. |
| | |

Expenditures

| Line Item | Explanation |
|---|---|
| 398-991-000-991-020 – Debt Repayment – Bonds/Seaver | This line item reflects our bond payment. |
| 398-991-000-991-021 – Debt Interest – Bonds/Seaver | This line item reflects the interest payment on the bond. |
| 398-991-000-991-023 – Bond Cost of Issuance | This line item reflects the cost of issuing bond. We need to add \$2,000 for Standard & Poor's Annual Surveillance fee. |

8/27/19

10/04/2019

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2019

☐

| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|--|------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 398 - DEBT 2006 BOND FUND | | | | | | | |
| Dept 000.000 | | | | | | | |
| 398-000.000-581.250 | TRANSFER IN: FROM LDFA FUND | 217,026 | 119,415 | 225,270 | 225,270 | 225,270 | 129,164 |
| 398-000.000-664.001 | INTEREST EARNED | 120 | 3,819 | 1,000 | 1,000 | 2,153 | 750 |
| 398-000.000-697.498 | TRANSFER IN: CAP FUND SEAVER | 7,714 | 331,156 | 0 | 0 | 0 | 0 |
| 398-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | 0 | 0 | 8,570 | 8,570 | 0 | 105,046 |
| NET OF REVENUES/APPROPRIATIONS - 000.000 - | | 224,860 | 454,390 | 234,840 | 234,840 | 227,423 | 234,960 |
| Dept 991.000 - DEBT SERVICES | | | | | | | |
| 398-991.000-991.020 | DEBT REPAYMENT- BONDS-SEAVER | 170,000 | 175,000 | 180,000 | 180,000 | 180,000 | 185,000 |
| 398-991.000-991.021 | DEBT INTEREST BONDS-SEAVER | 60,240 | 56,100 | 51,840 | 51,840 | 51,840 | 47,460 |
| 398-991.000-991.023 | BOND COST OF ISSUANCE | 250 | 450 | 3,000 | 3,000 | 450 | 2,500 |
| NET OF REVENUES/APPROPRIATIONS - 991.000 - DEBT SERVICES | | (230,490) | (231,550) | (234,840) | (234,840) | (232,290) | (234,960) |
| ESTIMATED REVENUES - FUND 398 | | 224,860 | 454,390 | 234,840 | 234,840 | 227,423 | 234,960 |
| APPROPRIATIONS - FUND 398 | | 230,490 | 231,550 | 234,840 | 234,840 | 232,290 | 234,960 |
| NET OF REVENUES/APPROPRIATIONS - FUND 398 | | (5,630) | 222,840 | 0 | 0 | (4,867) | 0 |

137 – Due Process

Expenditures

| Line Item | Explanation |
|--|--|
| 101-137-000-801-014 – Legal Services Prosecution | Due to a Public Defender’s Office being located in the 14B Court, we need to budget additional funds for trials. We are estimating a 15% increase in 2020. |
| 101-137-000-801-020 – Legal Services-Domestic Violence | Recommended to increase by 15% due to Washtenaw County Indigent Defense locating in the 14B District Court. |

8/5/19

10/04/2019

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2019

☐

| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|--|-------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 137.000 - COURT DUE PROCESS | | | | | | | |
| 101-137.000-801.014 | LEGAL SERVICES PROSECUTION | 151,255 | 184,578 | 190,000 | 190,000 | 129,244 | 218,500 |
| 101-137.000-801.020 | LEGAL SERVICES - DOMESTIC VIO | 132,920 | 161,298 | 165,000 | 165,000 | 109,948 | 189,750 |
| NET OF REVENUES/APPROPRIATIONS - 137.000 - COURT DUE PROCESS | | (284,175) | (345,876) | (355,000) | (355,000) | (239,192) | (408,250) |

NARRATIVE

101-215 - Clerk

| Line Item | Explanation |
|--|--|
| 101-215-000-703-000 – Salaries-Elected Officials | The 2019 salary of the Clerk is \$84,235.66, determined by the Board. We would like a recommendation by October on what the salary should be for 2020. A resolution is required to be adopted annually. |
| 101-215-000-704-000 – Appointed Officials | Election expenses for three elections in 2020. The Clerk has more detail on this cost, it seems very high. |
| 101-215-000-705-000 – Salary-Supervision | It is recommended that the Deputy Clerk's and Deputy Director of Election salaries be increased by 2.5% in 2020. Annual salary is determined by the Board. |
| 101-215-000-706-000 – Salary-Permanent Wages | This line item is used for the salary of two (2) full-time AFSCME Floater II/Clerk III positions. A 2.5% contractual increase is budgeted for 2020. |
| 101-215-000-707-000 – Salary-Temporary/Seasonal | <p>The Clerk's Office requested \$70,000 in this line item but we did not put in draft budget. This can be discussed by the Board.</p> <p>There is currently a temporary employee working in this office due to one employee being on long-term leave.</p> |
| 101-215-000-708-010 – Health Insurance Buyout | Used for health insurance buyout for employees who receive health insurance through another source. |

| Line Item | Explanation |
|---|--|
| 101-215-000-709-000 –Overtime | Overtime expenses related to three elections in 2020. This number seems high since one position was converted to a salaried position. |
| | |
| 101-215-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| | |
| 101-215-000-719-000 – Health Insurance | We will not receive our health insurance rates for 2020 until September. At this time, we are estimating a 20% increase. This amount will be adjusted once rates are received. |
| | |
| 101-215-000-719-001 – Sick & Accident | Our rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources. |
| | |
| 101-215-000-719-003 – Employee Paid Health Contra | Amount employees pay toward health care coverage. |
| | |
| 101-215-000-719-015 – Dental Benefits | We will not receive our dental insurance rates for 2020 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received. |
| | |
| 101-215-000-719-016 – Vision Benefits | We will not receive our vision insurance rates for 2020 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received. |
| | |
| 101-215-000-719-020 – Health Care Deduction | Cost to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. |

| Line Item | Explanation |
|---|---|
| 101-215-000-719-021 – Admin Fee-Health Deductible | Cost to manage card used to pay the health care deductibles is administered by Clarity Benefits. |
| | |
| 101-215-000-720-000 – Life Insurance | Our rates for life insurance are \$226.80/year for each employee. No increase has been budgeted for 2020 at this time. Figures provided by Human Resources. |
| | |
| 101-215-000-727-000 – Office Supplies | Expenses related to the daily operations of the Clerk’s office. |
| | |
| 101-215-000-740-001 – Ordinance & Zoning Code Books | Expenses related to maintaining ordinance and zoning updates through Municode. Also includes Ordinance, Resolution and Minute Books. |
| | |
| 101-215-000-740-010 – Office Supplies-Elections | Expenses related to three elections in 2020. |
| | |
| 101-215-000-801-000 – Professional Services | Expenses for document conversion, \$1,000 for shredding costs for all departments. This is an annual expense. |
| | |
| 101-215-000-801-200 – Prof Svcs-Programming Ballots | Expenses related to memory card programming and test deck preparation for three elections. |
| | |
| 101-215-000-860-000 – Travel | Expenses for mileage reimbursement for travel to post office and to various conferences, classes and meetings. Based on expenditures to date, decreased to \$750 for 2020. Travel for elections is budgeted separately. |
| | |
| 101-215-000-860-010 – Travel-Elections | Expenses related to travel for three elections in 2020. |
| | |
| 101-215-000-876-000 – Retirement/MERS | Figures provided by the Accounting Director. |

| Line Item | Explanation |
|--|--|
| 101-215-000-876-100 – Retirement Health Care Savings | Amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14. |
| | |
| 101-215-000-931-000 – Repairs & Maintenance | None |
| | |
| 101-215-000-933-001 – Maintenance Contract | No expenses for 2020. Please note that Maintenance fees for election equipment in the amount of \$75,456 will be due in approximately July of 2021 for years 6-10 of the maintenance agreement. This was Board approved 6-20-17. |
| 101-215-000-941-000 – Equipment Rental/Leasing | Rental for the Washtenaw Golf Club for three elections in 2020. |
| | |
| 101-215-000-956-000 – Miscellaneous | Miscellaneous expenses for the Clerk's office. |
| | |
| 101-215-000-958-000 – Membership & Dues | Membership for Clerk and Deputy Clerk in the Michigan Association of Municipal Clerks |

8/28/19

10/04/2019

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2019



| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|---|--------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 215.000 - TOWNSHIP CLERK | | | | | | | |
| 101-215.000-703.000 | SALARIES - ELECTED OFFICIALS | 79,400 | 81,782 | 84,236 | 84,236 | 63,177 | 84,236 |
| 101-215.000-704.000 | APPOINTED OFFICIALS | 36,280 | 96,675 | 0 | 27,000 | 22,016 | 130,000 |
| 101-215.000-705.000 | SALARY - SUPERVISION | 57,454 | 59,201 | 116,195 | 116,195 | 43,358 | 119,100 |
| 101-215.000-706.000 | SALARY - PERMANENT WAGES | 117,720 | 132,411 | 96,215 | 94,115 | 101,856 | 97,358 |
| 101-215.000-707.000 | SALARY - TEMPORARY/SEASONAL | 0 | 0 | 0 | 14,897 | 6,974 | 0 |
| 101-215.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 1,623 | 0 | 0 | 0 | 0 | 0 |
| 101-215.000-708.010 | HEALTH INS BUYOUT | 3,000 | 3,000 | 3,000 | 3,000 | 1,500 | 3,000 |
| 101-215.000-709.000 | REG OVERTIME | 6,825 | 19,301 | 500 | 5,500 | 4,821 | 23,000 |
| 101-215.000-709.004 | OVERTIME-SCHOOL ELCTIONS | 0 | 29 | 0 | 0 | 242 | 0 |
| 101-215.000-715.000 | F.I.C.A./MEDICARE | 20,199 | 22,484 | 22,839 | 23,019 | 16,611 | 25,153 |
| 101-215.000-719.000 | HEALTH INSURANCE | 66,958 | 73,545 | 90,019 | 90,019 | 75,016 | 108,023 |
| 101-215.000-719.001 | SICK AND ACCIDENT | 1,556 | 1,472 | 1,528 | 1,528 | 1,273 | 1,528 |
| 101-215.000-719.003 | EMPLOYEE PAID HEALTH CONTRA | (7,200) | (5,975) | (6,000) | (6,000) | 0 | (6,000) |
| 101-215.000-719.015 | DENTAL BENEFITS | 5,480 | 5,480 | 6,028 | 6,028 | 4,567 | 6,631 |
| 101-215.000-719.016 | VISION BENEFITS | 1,148 | 1,168 | 1,279 | 1,279 | 959 | 1,407 |
| 101-215.000-719.020 | HEALTH CARE DEDUCTION | 17,012 | 14,459 | 23,660 | 23,660 | 22,476 | 23,660 |
| 101-215.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 315 | 252 | 360 | 360 | 215 | 360 |
| 101-215.000-720.000 | LIFE INSURANCE | 990 | 1,041 | 1,134 | 1,134 | 945 | 1,134 |
| 101-215.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 1 | 1 | 0 | 213 | 0 | 0 |
| 101-215.000-727.000 | OFFICE SUPPLIES | 3,534 | 3,628 | 4,000 | 4,000 | 1,469 | 4,000 |
| 101-215.000-740.001 | Ordinance & Zoning Code Books | 4,756 | 7,551 | 9,000 | 9,000 | 1,038 | 9,000 |
| 101-215.000-740.010 | OFFICE SUPPLIES - ELECTIONS | 6,426 | 18,901 | 0 | 7,000 | 3,499 | 30,000 |
| 101-215.000-801.000 | PROFESSIONAL SERVICES | 2,854 | 8,488 | 3,400 | 3,400 | 655 | 3,400 |
| 101-215.000-801.200 | PROFNLS SRV-PROGRAMMING BALLO | 0 | 3,520 | 0 | 0 | 0 | 12,400 |
| 101-215.000-860.000 | TRAVEL | 1,259 | 1,337 | 1,500 | 1,500 | 722 | 750 |
| 101-215.000-860.010 | TRAVEL - ELECTIONS | 342 | 339 | 0 | 200 | 68 | 900 |
| 101-215.000-876.000 | RETIREMENT/MERS | 46,224 | 48,217 | 61,952 | 61,952 | 47,293 | 64,412 |
| 101-215.000-876.100 | RETIREMENT HEALTH CARE SAVINGS | 0 | 511 | 1,300 | 1,300 | 973 | 1,300 |
| 101-215.000-931.000 | REPAIRS AND MAINTENANCE | 125 | 0 | 0 | 0 | 0 | 0 |
| 101-215.000-941.000 | EQUIPMENT RENTAL/LEASING | 2,200 | 3,300 | 0 | 1,100 | 1,100 | 3,300 |
| 101-215.000-956.000 | MISCELLANEOUS | 55 | 225 | 500 | 500 | 0 | 500 |
| 101-215.000-958.000 | MEMBERSHIP AND DUES | 120 | 0 | 150 | 150 | 150 | 150 |
| 101-215.000-977.000 | EQUIPMENT | 32,156 | 0 | 0 | 0 | 0 | 0 |
| NET OF REVENUES/APPROPRIATIONS - 215.000 - TOWNSHIP CLERK | | (508,812) | (602,343) | (522,795) | (576,285) | (422,973) | (748,702) |

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



Charter Township of Ypsilanti

Clerk's Office

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

MEMORANDUM

To: Ypsilanti Township Board of Trustees
From: Karen Lovejoy Roe, Clerk *KLR*
Date: October 7, 2019
Subject: ***Proposed Clerk's Budget for 2020***

The Clerk's draft budget as proposed has been substantially reduced in several line items.

Appointed Officials (election inspectors) 101-215-000-704-000

\$130,000 requested in 2020 budget. The Supervisor did not cut this proposed line item but thought it was high.

In the November 2018 election, about 6-9 inspectors were employed for each precinct. The Election Day hours, training and at current pay rates, a total of \$42,054.00 was spent for election inspectors. For three elections and the Presidential election requiring a minimum of 10 inspectors and larger precincts will need 12 inspectors (use of two poll books/computers) and an increase of inspectors at the absentee count board the request of \$130,000 is substantiated for 2020.

Salary-Temporaral/Seasonal line item: 101-215-000-707-000 Requested \$70,000— Proposed Draft Budget-\$ 0.

The Supervisor cut the \$70,000 requested for Temporary/Seasonal Employees to \$0.

The 2020 election year demands can NOT be filled solely by staff working overtime. One of the big changes from the passage of Proposal 3 is that voter registration does not end. In the past, voter registration ended 30 days before an election, allowing staff to stop processing new voter applications and mailing out voter registration cards. At

the end of voter registration, staff could focus all their time on election preparation including processing the large volume of absentee applications.

The new law allows voter registration to occur up to 8PM on Election Day and allows absentee voting by the newly registered voters up until 8PM on Election Day. The Clerk's office will need additional staff in the office to help process newly registered voters and absentee applications at the same time through Election Day until the polls close.

There are three elections in 2020 which will be very busy. In 2008, temporaries were utilized to assist with the increased work load during this major election year. The Clerk's budget as requested for 2020 will provide the funds to hire the staff that is necessary for a successful and well managed election year consisting of three elections and possibly four.

In the past when there were elections back to back, the Clerk's office was allowed to hire temporaries, with the approval by the union, to remain for the entire election time from July through November and not just for 30 days before and after an election, as allowed by the AFSCME contract.

The March and May election will be reimbursed but the August and November elections will not be reimbursed.

It is important to note that all predictions are that the November election cycle and the months leading up to it will include a tremendous increase in voter registrations and requests for absentee ballots. Projections are that the 2020 turnout, with new voter registration and absentee voting requests will be much like what occurred in the 2008 election year.

Overtime Line Item-101-215-000-709-000 Requested \$27,000—Proposed Draft Budget \$23,000

In regards to the overtime budget the Supervisor reduced the Clerk's budget by \$4,000. The amount requested was for \$9,000 per election. This projection was based on the November 2018 election in which \$8,000 was spent in overtime. The March 2020 election is projected to have a turn out larger than November 2018, together with processing new voter registration until 8:00pm on Election Day more hours will need to be worked.

The overtime budget has also increased due to the requirement to use full time township employees on overtime that are qualified before working election workers in every aspect of the election staffing. This was not required prior to 2019. This has increased the costs of staffing elections and especially overtime costs.

**Travel Line Item 101.215.000.860.000 Requested- \$1,500 (same as last year)—
Proposed Draft Budget-\$750**

This line item for travel was reduced to \$750 from \$1,500 even though \$722 had been used by Sept. 30, 2019 and \$1,337 was used in 2018.

Your consideration of restoring the draft budget to the proposed budget request by the Clerk's Department to insure a successful election year is much appreciated. If you have any questions or need clarification please let me know. I can be reached in the office at 734.484.4700, cell phone-734.260.6578 or email klovejoyroe@ytown.org.

NARRATIVE

101-227 – Human Resources

Expenditures

| Line Item | Explanation |
|---|--|
| 101-227-000-706-000 – Salary-Permanent Wages | Salaries of HR Manager and Quality Assurance Specialist. A 3% increase is budgeted. Also budgeted in this line is a restored HR Generalist position which still needs to be filled in 2019. |
| 101-227-000-706-015 – Safety Coordinator | Operations Manager who works with HR coordinating Township Safety Program. In 2019, \$7,000 was budgeted for these duties but due to the amount of time being spent on the program, it is recommended that 40% of this wage now come from the HR budget. |
| 101-227-000-708-010 – Health Insurance Buyout | Used for the health insurance buyout for employees who receive health insurance through another source. |
| 101-227-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |

| Line Item | Explanation |
|---|---|
| 101-227-000-719-000 – Health Insurance | <p>We will not receive our health insurance rates for 2020 until September. At this time, we are estimating a 20% increase. This amount will be adjusted once rates are received. Activity to date is low due to the Generalist position being vacant.</p> <p>The amount shown is greater than 20% due to budgeting 40% of the Operations Manager in this budget.</p> |
| 101-227-000-719-001 – Sick & Accident | <p>Our rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources. An increase is budgeted due to budgeting 40% of the Operations Manager in this budget.</p> |
| 101-227-000-719-003 – Employee Paid Health Contra | <p>This line item reflects the amount employees pay toward their health care coverage. An increase is budgeted due to budgeting 40% of the Operations Manager in this budget.</p> |
| 101-227-000-719-015 – Dental Benefits | <p>We will not receive our dental insurance rates for 2020 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received.</p> <p>The amount shown is greater than 10% due to budgeting 40% of the Operations Manager in this budget.</p> |

| Line Item | Explanation |
|---|--|
| 101-227-000-719-016 – Vision Benefits | <p>We will not receive our vision insurance rates for 2020 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received.</p> <p>The amount shown is greater than 10% due to budgeting 40% of the Operations Manager in this budget.</p> |
| 101-227-000-719-020 – Health Care Deduction | <p>Cost to fund Clarity Benefits card associated with health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. An increase is budgeted due to budgeting 40% of the Operations Manager in this budget.</p> |
| 101-227-000-719-021 – Admin Fee-Health Deductible | <p>The card used to pay the health care deductibles is administered by Clarity Benefits. An increase is budgeted due to budgeting 40% of the Operations Manager in this budget.</p> |
| 101-227-000-720-000 – Life Insurance | <p>Our rates for life insurance are \$226.80/year for each employee. No increase has been budgeted for 2020 at this time. Figures provided by Human Resources. An increase is budgeted due to budgeting 40% of the Operations Manager in this budget.</p> |
| 101-227-000-727-000 – Office Supplies | <p>Recommended that this line item remain at \$500.00 for 2020 to maintain office supplies for the department.</p> |
| 101-227-000-740-000 – Operating Supplies | <p>If this line item remains at \$5,000 for department apparel, it is recommended that guidelines be established on types of apparel purchased.</p> |

| Line Item | Explanation |
|--|--|
| 101-227-000-760-000 – Safety Supplies/Equipment | New line item to cover supplies and equipment needed for Safety Program. Recommending \$2,500 be budgeted for 2020. |
| | |
| 101-227-000-876-000 – Retirement/MERS | Figures provided by the Accounting Director. |
| | |
| 101-227-000-876-100 – Retirement Health Care Savings | Amount placed into a health care savings account for future use in health care expenses. This is for employees in the department hired after 1/1/14. |
| | |
| 101-227-000-958-000 – Membership & Dues | Membership to SHRM (Society of Human Resource Management) and other HR organizations that provide updates and relative information for HR professionals. |
| | |
| 101-227-000-960-000 – Education & Training | Recommend that this line item remain at the 2019 Amended Budget amount of \$40,000 in 2020. We have ongoing needs for Education and Training throughout the entire employee base including: Classes for required certifications, attendance to annual professional conferences for management employees (MERS, MRPA, MFGOA, MiGMIS), and individual webinars and seminars focused on professional development. |
| | |
| 101-227-000-960-100 – Safety Training | New line item to cover safety related training including OSHA and MI-OSHA related classes and certification, as well as all other safety related training. It is recommended that \$10,500 be budgeted for 2020. |

8/23/19

Note: The increase in the Human Resources budget is due to the Safety Program.

10/04/2019

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 09/30/2019



| GL NUMBER | DESCRIPTION | 2017 ACTIVITY | 2018 ACTIVITY | 2019 ORIGINAL BUDGET | 2019 AMENDED BUDGET | 2019 ACTIVITY THRU 09/30/19 | 2020 REQUESTED BUDGET |
|--|--------------------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 227.000 - HUMAN RESOURCES | | | | | | | |
| 101-227.000-706.000 | SALARY - PERMANENT WAGES | 106,008 | 111,273 | 159,586 | 144,586 | 81,494 | 162,450 |
| 101-227.000-706.015 | SAFETY COORDINATOR | 0 | 0 | 7,000 | 7,000 | 4,870 | 32,153 |
| 101-227.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 4,402 | 2,499 | 0 | 0 | 0 | 0 |
| 101-227.000-708.010 | HEALTH INS BUYOUT | 3,000 | 2,005 | 0 | 0 | 0 | 0 |
| 101-227.000-715.000 | F.I.C.A./MEDICARE | 8,669 | 8,655 | 12,745 | 12,745 | 6,367 | 14,887 |
| 101-227.000-719.000 | HEALTH INSURANCE | 18,600 | 27,239 | 75,016 | 75,016 | 41,676 | 102,022 |
| 101-227.000-719.001 | SICK AND ACCIDENT | 958 | 957 | 1,146 | 1,146 | 636 | 1,298 |
| 101-227.000-719.003 | EMPLOYEE PAID HEALTH CONTRA | (1,800) | (1,875) | (5,400) | (5,400) | 0 | (6,120) |
| 101-227.000-719.015 | DENTAL BENEFITS | 2,835 | 2,665 | 4,397 | 4,397 | 2,221 | 5,481 |
| 101-227.000-719.016 | VISION BENEFITS | 513 | 539 | 885 | 885 | 443 | 1,104 |
| 101-227.000-719.020 | HEALTH CARE DEDUCTION | 6,690 | 8,836 | 17,745 | 17,745 | 8,263 | 20,111 |
| 101-227.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 139 | 117 | 270 | 270 | 107 | 270 |
| 101-227.000-720.000 | LIFE INSURANCE | 396 | 416 | 680 | 680 | 378 | 771 |
| 101-227.000-727.000 | OFFICE SUPPLIES | 512 | 476 | 500 | 500 | 30 | 500 |
| 101-227.000-740.000 | OPERATING SUPPLIES | 0 | 0 | 5,000 | 5,000 | 0 | 5,000 |
| 101-227.000-760.000 | SAFETY SUPPLIES & EQUIP | 0 | 0 | 0 | 0 | 0 | 2,500 |
| 101-227.000-876.000 | RETIREMENT/MERS | 13,480 | 13,765 | 20,142 | 20,142 | 14,330 | 26,912 |
| 101-227.000-876.100 | RETIREMENT HEALTH CARE SAVINGS | 0 | 675 | 2,600 | 2,600 | 925 | 2,600 |
| 101-227.000-958.000 | MEMBERSHIP AND DUES | 199 | 209 | 400 | 400 | 209 | 400 |
| 101-227.000-960.000 | EDUCATION AND TRAINING | 15,533 | 17,160 | 25,000 | 40,000 | 21,556 | 40,000 |
| 101-227.000-960.100 | SAFETY TRAINING | 0 | 0 | 0 | 0 | 0 | 10,500 |
| NET OF REVENUES/APPROPRIATIONS - 227.000 - HUMAN RESOURCES | | (180,134) | (195,611) | (327,712) | (327,712) | (183,505) | (422,839) |

REVIEW AGENDA

- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

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, OCTOBER 15, 2019

7:00 P.M.

REVISED 10-15-19

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC COMMENTS
4. CONSENT AGENDA
 - A. MINUTES OF THE OCTOBER 1, 2019 WORK SESSION AND REGULAR MEETING
 - B. STATEMENTS AND CHECKS
 1. STATEMENTS AND CHECKS FOR OCTOBER 15, 2019 IN THE AMOUNT OF \$672,812.60
 2. CHOICE HEALTH CARE DEDUCTIBLE ACH EFT FOR SEPTEMBER 2019 IN THE AMOUNT OF \$18,434.76
 3. CHOICE HEALTH CARE ADMIN FEE FOR SEPTEMBER 2019 IN THE AMOUNT OF \$1,169.00
 - C. SEPTEMBER 2019 TREASURER'S REPORT
5. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

NEW BUSINESS

1. RESOLUTION 2019-44, ROAD CLOSURE REQUEST FOR WARWICK DR. FOR NEIGHBORHOOD BLOCK PARTY
2. REQUEST AUTHORIZATION TO FILL THE VACANT PLANNING DIRECTOR POSITION
3. REQUEST FOR AUTHORIZATION TO SEEK LEGAL ACTION IF NECESSARY TO ABATE PUBLIC NUISANCE FOR PROPERTY LOCATED AT 6214 TUTTLE HILL RD., 1521 HOLMES RD., 942 HUNTER AVE. AND 413 N. HEWITT RD. IN THE AMOUNT OF \$40,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023
4. REQUEST AUTHORIZATION TO INCREASE PER PLAYER LEAGUE RATE FROM \$17.00 TO \$18.00 FOR GREEN OAKS GOLF COURSE
5. REQUEST TO APPROVE TOWNSHIP BOARD POLICY WITH ADOPTION DATE OF OCTOBER 15, 2019

6. RESOLUTION 2019-45, A RESOLUTION AUTHORIZING THE CHARTER TOWNSHIP OF YPSILANTI TO PROVIDE MATCHING FUNDS FOR A TRANSPORTATION ALTERNATIVES PROGRAM GRANT APPLICATION TO THE SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS AND THE MICHIGAN DEPARTMENT OF TRANSPORTATION
7. REQUEST TO SET PUBLIC HEARING DATE OF NOVEMBER 19, 2019 AT APPROXIMATELY 7:00PM FOR THE 2020 FISCAL YEAR BUDGET
8. BUDGET AMENDMENT #16

AUTHORIZATIONS AND BIDS

1. REQUEST TO AWARD THE BID FOR A RIDING SPRAYER FOR GREEK OAKS GOLF COURSE TO SPARTAN DISTRIBUTORS IN THE AMOUNT OF \$32,153.06 BUDGETED IN LINE ITEM #212-970-000-977-000

OTHER BUSINESS

PUBLIC COMMENTS

CONSENT AGENDA

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 WORK SESSION MEETING**

Clerk Lovejoy Roe called the meeting to order at approximately 5:02p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

Members Present: Supervisor Stumbo, Clerk Lovejoy Roe, Treasurer Doe,
Trustess: Eldridge, Jarrell Roe, Ross-Williams, and Wilson

Members Absent: none

Legal Counsel: Wm. Douglas Winters

1. 2020 BUDGET REVIEW

Supervisor Stumbo explained that Mike Hoffmeister and Wayne Dudley were both in attendance tonight but she did the budget since they have not done the budget previously.

a) 101-265 – BUILDING OPERATIONS

Supervisor Stumbo stated last year the Superintendents' position was funded under Building Operations. She said in previous years it was split between Building Operations and Parks & Grounds. She said there is not a lot of change in this budget from last year. She said a major purchase would be for a new lift. She said there was a change to have two full time custodians and to eliminate the one who floats between buildings. She said there was a slight decrease of 2.1% in this budget from last year.

b) 101-774 – PARKS AND GROUNDS

Supervisor Stumbo stated in 2019 we budgeted for a new Parks Superintend but it had not been filled. She said a major expenditure was to purchase Toro Master Mowers. She said this budget decreased 14% from last year. She said there had been discussion about having two laborers, two crew leaders, and one weekend laborer to work in the parks. She said we only have a seasonal employee who

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 WORK SESSION MEETING
PAGE 2**

cleans and empties the trash on weekends. She said Mr. Hoffmeister would also like to have a weekend laborer at the Community Center as well.

Trustee Eldridge confirmed the two full time employees were already township employees and asked if the seasonal worker would be changed to permanent. Supervisor Stumbo stated it would. Trustee Eldridge said he agreed 100% to do that.

c) FUND 208 - PARKS

Supervisor Stumbo stated she had increased the stipend from \$50.00 to \$75.00 per meeting for Park Commissioners and all Boards and Commissions.

Trustee Jarrell Roe stated she would like North Bay Park to be inspected, especially the walkways which are in need of repair or replacement. She suggested trying to get a grant for it.

Clerk Lovejoy Roe stated we should get a quote to see what it would cost to replace or repair it.

Mike Hoffmeister, Residential Services Director stated Rich Ellsworth who is on the park maintenance team, has expressed concern about the walkways. He said it was on their list for repairs. He said he would get someone out there to assess it further.

Trustee Ross-Williams suggested Mr. Hoffmeister look at the bridge at Ford Lake Park near the pavilion which was closest to Schooner Cove. She said she had noticed it was beginning to rot. Mr. Hoffmeister said he would add that to this list.

Supervisor Stumbo said we have a company that does safety inspections on park equipment.

Mr. Hoffmeister stated he had an excel document of capital improvements and he said he would add the aforementioned to the list.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 WORK SESSION MEETING
PAGE 3**

Trustee Ross-Williams asked if the new weekend employee would help with the gates. Mr. Hoffmeister stated they would help with park maintenance, shelter rentals and other events happening in the park. He said this position was more of a service than a revenue generator position.

Clerk Lovejoy Roe said that a concern from residents was how they can utilize the restrooms in the parks, when they were locked if there wasn't a park worker on duty. Mr. Hoffmeister stated he would look into it further to see what could be done to alleviate that.

Trustee Jarrell Roe stated that Ford Heritage Park was a nice park to walk in, but in late fall and winter the gates are locked. She said she had heard from the day care workers and parents that they have to park on Textile or in the neighborhood when the gates were locked.

Trustee Ross-Williams suggested doing a cost analysis to see if keeping seasonal help longer would benefit us.

d) FUND 212 – BSR II

Supervisor Stumbo stated we were expecting a Connecting Communities Grant for the Huron Street project which was for the construction of a walkway on Huron Street and across the I-94 bridge. She said they would add the Burns tennis courts which would come back to the board for approval.

Trustee Eldridge stated he still had the same concerns with giving funds to the golf course and the recreation center when they do not generate enough funds on their own to substantiate keeping them open. He said that apparently having the community center and the golf course was not that important to residents since not enough of them are using it to make it break even for the Township let alone generate income. He also stated that with the lack of transparency with EMU and the sale of Eagle Crest why don't we call in our 99 year lease and operate that facility. He said we might be able to generate some funds because they have a liquor license in place, banquet facilities and other things that might assist the golf course.

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 WORK SESSION MEETING
PAGE 4

Supervisor Stumbo stated that Mike Hoffmeisters' specialty was recreation and wondered if he had any suggestions.

Mr. Hoffmeister stated he has spent a lot of time over the last 2 ½ months he has been here looking into the golf course and the community center. He says he was still learning the operations but stated Kirk and Tim from the golf course have made some big changes out there and he believes they are going to be coming to the board for a liquor license which could add a lot of value to Green Oaks Golf Course. He said he has implemented with the Recreation program an internal study with the understanding the Board of Trustees desired to increase revenues in recreation and golf. He said they would take a hard look internally in the programs we are offering and believes improving programs and better marketing could improve the community center substantially.

Clerk Lovejoy Roe stated when looking around our community for wedding receptions there are not many options and if we could get a liquor license for the entire complex that would help a lot. She said we would keep the senior programs because they only use it during the day and then rent it out for other activities. She said the rooms at the Community Center would need to be updated.

Trustee Ross-Williams agreed that keeping the senior program and renting out areas of the Community Center would be good. She said she sees that the golf course income has increased since she has been on the board and having a liquor license and food would help tremendously. She said it hurt the Community Center when they no longer offered the summer camp program.

Trustee Eldridge stated he would be concerned if we were serving liquor in the same building we were providing a camp for kids.

Supervisor Stumbo stated that the daycare program that was inside the Community Center stopped operation because someone filed a complaint against the Township because we were not a Certified Daycare licensed by the State of Michigan. She said for what we were charging it would not be profitable for us to hire certified childcare employees and be licensed by the state so the decision was made to discontinue the daycare.

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 WORK SESSION MEETING
PAGE 5

Trustee Ross-Williams stated she was not suggesting we should serve liquor in the same area that we are providing camp for kids.

Supervisor Stumbo stated this was a Community Center not a Recreation Center and we have other programs going on in the building such as Washtenaw Community College classes along with a vibrant senior program. She said we need to invest in our facilities to keep them utilized. Supervisor Stumbo said that golf participation was declining across the country. She said at Eagle Crest they hired someone just to try and get the youth motivated to play golf.

Trustee Eldridge stated that Washtenaw County Club was up for sale, Pineview Golf Course is trying to get out of the business, and Eagle Crest is not doing well. He questioned why we continually beat our head against a brick wall trying to keep Green Oaks open. He said he golfed at Green Oaks since he was 10 years old and a liquor license was not going to change the direction of the course. He said it was a beautiful course, they do a good job running it but it was the location. Trustee Eldridge said it was difficult to get there if you were not from this area. He said the days of hosting events where we would use a liquor license are long gone. He said because the auto companies are no longer here we don't have the leagues we had in the past. He said he wants to serve our residents but he does not want to pay \$1.5 million over two years to fund two programs and feels the money can be spent elsewhere.

Supervisor Stumbo stated they have met with Eagle Crest and we have a better understanding of what was going on there. She said EMU sold the conference center that had helped fund Eagle Crest Golf Course. Supervisor Stumbo stated the new owners verbally committed to continue to fund Eagle Crest.

Clerk Lovejoy Roe said the new owner of the conference center was updating it to attract larger groups. She said her husband was in charge of renting out the union hall at UAW 898 for over 20 years and they were always rented. She said some of the union halls have closed and it was hard to find facilities to hold events. Clerk Lovejoy Roe said she was confident that if we upgrade our facilities they would be profitable. She said people would like to use their own caterer and cannot do that at a hotel.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 WORK SESSION MEETING
PAGE 6**

Trustee Jarrell Roe said she was fine with continuing the Golf Course only if other recreation programs can survive. She said we are decreasing everything in the Recreation budget such as dance, adult and youth sports because enrollment was down. She said she would not want to continue to fund the golf course if it meant the community programs were suffering.

Trustee Ross-Williams stated that with the new software at the Community Center it should make it easier for people to rent our facilities on line, which may increase rentals.

e) FUND 226 – ENVIRONMENTAL SERVICES

Supervisor Stumbo stated the Residential Services Director was budgeted through this fund. She said there was a 2.5% contractual increase with Waste Management from July to December 2019. She said this was only an estimate because our contract expires in July 2020. She said the Board would decide whether they want to continue with Waste Management or go out for bids. She said one change that may happen was that most waste services are making it mandatory for all residents to have the 96 gallon containers with the attached lids. She said this has shown to be safer for the individual collector.

Trustee Ross-Williams asked how it would work with the new Regional Waste Authority.

Supervisor Stumbo stated that the Authority was focused on recycling not waste but heard that Ann Arbor wasn't joining so the region was now quite small.

Lisa Stanfield, Deputy Clerk said she attended the Regional Waste Authority meeting last week and they were told that at this time Ann Arbor was not joining but Ann Arbor did send a representative to the meeting. She said that because Ann Arbor was a large community they felt they should have more than one vote. She said trash pickup was not something the Authority is looking into at this time. Deputy Stanfield stated the Authority was sticking with recycling and maybe in a couple years add Waste. She said if municipalities need to re-bid for recycling the Authority would offer language suggestions to give to their Attorney. She said if

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 WORK SESSION MEETING
PAGE 7**

we set up a new recycling contract we should have an out-clause in case the Authority moves forward with their own contract.

Trustee Ross-Williams would like the 96-gal. tote to be given to every resident.

Supervisor Stumbo stated that Saline, MI has required all their residents to have 96-gal. totes.

f) FUND 595 MOTORPOOL

Supervisor Stumbo stated each department who uses the motorpool pays into this Fund.

g) FUND 590 – COMPOST

Carl Rowsey, Compost Operation Manager, stated they purchased a loader this year and in 2020 proposed to purchase a \$350,000.00 screener.

Supervisor Stumbo stated at the next October meeting they would set the Public Hearing for the 2nd meeting in November to adopt the Budget.

2. BOARD POLICY DISCUSSION.....KAREN LOVEJOY ROE, CLERK

Clerk Lovejoy Roe explained the changes with the Board Policy based on the discussion at the June 2019 meeting.

Trustee Ross-Williams questioned limiting public comments to 3 minutes and asked if that included board members.

Clerk Lovejoy Roe said board members were not limited to 3 minutes and explained the limit was for public comments.

Clerk Lovejoy Roe stated the deadline for agenda items was Monday at 4:00pm the week before the board meeting. She said the law states we do not have to have an agenda. She said you could create one at the board meeting. Clerk

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 WORK SESSION MEETING
PAGE 8

Lovejoy Roe stated if someone has a crucial item they want to add to the agenda after 4:00pm on Monday she would ask them to email the board members explaining why they would like this on the agenda and if board members agree she said she would revise the agenda.

Trustee Jarrell Roe stated she would like the Supervisor to be flexible with the 3-minute rule and would like the public comments left at the beginning of the meeting.

Arloa Kaiser, Township Resident would like the public comments to stay at the beginning of the meeting.

Trustee Ross-Williams stated she would like residents to be able to speak as long as they needed but she suggested to state in the policy the 3-minute limit.

Trustee Wilson stated that under the Consent Agenda it includes Board Members updates and he said he believes that should not be under the Consent Agenda.

Clerk Lovejoy Roe agreed and Supervisor Stumbo stated Board Member Updates should be at the end of the agenda.

Supervisor Stumbo introduced Daniel Pepper, VAYU Inc.

Mr. Pepper said he builds drones that take off and land vertically and then transition to fixed wing flight and are designed to fly autonomously over long distances. He said they are large vehicles and are above the 55lb weight limit that the FAA has for civilian drones. He said his drones are built for large cargo purposes mainly for rural areas in developing countries. He said their drones are required to fly in restricted air space. Mr. Pepper said they are seeking a private sector partner so they can move forward and that was why he contacted Supervisor Stumbo to see if they can collaborate with the Charter Township of Ypsilanti.

Clerk Lovejoy Roe stated that if you have restricted air space at Camp Grayling how do you move anywhere else. Mr. Pepper said most of it is overseas. Clerk

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 WORK SESSION MEETING
PAGE 9

Lovejoy Roe asked how they would get overseas and he said they would have to break it down and drive the aircraft there.

Mr. Pepper said he had worked abroad for ten years working as a journalist for Time and the New York Times. He came to Ann Arbor in 2012 to attend Medical School. He said he decided after finishing medical school that he would like to design drones to deliver medical supplies. He said the idea from the very beginning of VAYU was to develop drones to deliver critical medical supplies to hard to reach areas around the world.

Trustee Eldridge asked how it would benefit the Township to be a partner. Mr. Pepper said this involves the DOD airspace and the DOD wants to make sure there was a public sector interest in the utilization of that aerospace and that it was not for purely private developmental purposes.

Supervisor Stumbo stated the Sheriffs' Department was interested for search and rescue or to help find missing persons. She said getting a drone up was quicker and less expensive than getting a helicopter. She said it was all new technology and Mr. Pepper has already increased the distance the drone can travel and the weight it can carry.

Attorney Winters stated he has been talking with Mr. Pepper about what would be the Townships' benefit and about the insurance and liability. He said up until this evening he was waiting to see if VAYU was going to be able to come up with the number that he thought would be adequate to protect the Township. He said if we decided to partner with VAYU we would actually lease the drone back to Mr. Pepper in order for him and his company to actually do the testing and operation. Attorney Winters stated one of the key components for him was after the letters were sent out, Chief Copeland and Fire Marshall Dan Kimball reached out and said they were trying to determine if it was viable for them to have drones on their four fire trucks. Attorney Winters said the timing seemed right for Dan Kimball and Mr. Pepper to work together, with the understanding if we would become a public partner the Townships' Firefighters and perhaps the Sheriffs' Department personnel would be trained. Attorney Winters stated they are trying to find out whether Mr. Peppers' Insurance Company can insure the Townships' drone

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 WORK SESSION MEETING
PAGE 10**

because Mr. Peppers' drone was larger than our insurance company will insure. Attorney Winters stated he hoped that we can have these issues ironed out before the next board meeting.

Trustee Ross-Williams asked if his company would be hiring locally. Mr. Pepper said they would hope so if they continue to grow. He said their plan was to stay in Michigan.

Trustee Wilson asked Mr. Pepper if there were other companies like his that have public partners. Mr. Pepper said there were very few drone companies that were like VAYU partly because the regulatory environment does not allow for long range autonomous drone flights. Mr. Pepper said in the future there should be more companies but he said his company was ahead of the curve.

Supervisor Stumbo stated this would be added to the Agenda under Other Business to authorize our Attorney to negotiate a lease with VAYU and allow the 3 fulltime Officials to sign it and bring it back to the next board meeting for the Township Boards' formal approval.

3. AGENDA REVIEW.....SUPERVISOR STUMBO

CONSENT AGENDA

A. MINUTES OF THE SEPTEMBER 17, 2019 WORK SESSION AND REGULAR MEETINGS

B. STATEMENTS AND CHECKS

1. STATEMENTS AND CHECKS FOR OCTOBER 1, 2019 IN THE AMOUNT OF \$1,113,854.64

Trustees Ross-Williams and Jarrell Roe along with Supervisor Stumbo stated they had some changes in the minutes.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 WORK SESSION MEETING
PAGE 11**

Clerk Lovejoy Roe stated that the minutes are a summary and not verbatim. She asked if anyone wanted something specific in the minutes to please specify during the meeting and she would make sure it was in the minutes.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

OLD BUSINESS

- 1. REQUEST TO RESCIND APPROVED RECOMMENDATION OF THE CHARTER TOWNSHIP OF YPSILANTI LIQUOR COMMISSION TO GRANT A CLASS C LIQUOR LICENSE TO HERODOTOL AND NATHALIE SAVVIDES FOR THEIR BIG BOY RESTAURANT LOCATED AT 2800 WASHTENAW AVE.**

Clerk Lovejoy Roe stated we need to rescind this liquor license with Big Boy and approve a new one in Andy and Chris Inc.

NEW BUSINESS

- 1. REQUEST TO REFUND THE \$1,000 LIQUOR LICENSE PERMIT APPLICATION FEE TO HERDOTOL AND NATHALIE SAVVIDES FOR THE ANDY AND CHRIS INC. APPLICATION.**

Clerk Lovejoy Roe stated this refund was for a duplicate payment.

The Work Session adjourned at 6:47PM

Respectfully Submitted,

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 REGULAR BOARD MEETING**

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

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

Legal Counsel: Wm. Douglas Winters

PUBLIC COMMENTS

Arola Kaiser, Township Resident questioned the issuance of liquor licenses near day care facilities.

CONSENT AGENDA

**A. MINUTES OF THE SEPTEMBER 17, 2019 WORK SESSION AND
REGULAR MEETINGS**

B. STATEMENTS AND CHECKS

**1. STATEMENTS AND CHECKS FOR OCTOBER 1, 2019 IN THE
AMOUNT OF \$1,113,854.64**

*Motion by Treasurer Doe, supported by Trustee Jarrell Roe to approve
Consent Agenda with additions to the work session minutes.*

Motion Carried Unanimously.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

Attorney Winters reported the status of a drone company, Vayu, working out of Willow Run Airport that had contacted the township about the need for a public partner in order to continue research and development to provide public safety services and cargo delivery through the use of drones. He provided an update on the Fire Fighter negotiations and said they were proposing a 4 year contract. Attorney Winters said there was an increase in Padlock cases that were occurring in the township .He reported the township had been very successful in all the padlock cases taken to court. He shared information on recent developments with Eagle Crest Golf Course including a meeting with Eastern University

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 REGULAR MEETING
PAGE 2**

administration including the Chair of the Board of Regents, Jim Webb. He said that he thought the representatives from EMU were committed to maintaining the golf course at a high standard. He said they committed to \$120,000 a year for 15 years for the Golf Course. He reported they had sold the conference center. Supervisor Stumbo added that the commitment was positive for the future of the Golf Course. She said they were going to extend one of the holes that would move the course to a higher rating. She said they would also host a Women's major golf competition and were promoting golf with young people. She said they were researching a golf simulator, which would require another building at the site. Trustee Ross Williams asked for an update on the Van Buren School agreement. Attorney Winters shared that the agreement had been clarified and would be followed up on.

OLD BUSINESS

- 1. REQUEST TO RESCIND APPROVED RECOMMENDATION OF THE CHARTER TOWNSHIP OF YPSILANTI LIQUOR COMISSION TO GRANT A CLASS C LIQUOR LICENSE TO HERODOTOL AND NATHALIE SAVVIDES FOR THEIR BIG BOY RESTAURANT LOCATED AT 2800 WASHTENAW AVE.**

MOTION BY TRUSTEE JARRELL ROE, SUPPORTED BY TRUSTEE ELDRIDGE TO APPROVE REQUEST TO RESCIND APPROVED RECOMMENDATION OF THE CHARTER TOWNSHIP OF YPSILANTI LIQUOR COMISSION TO GRANT A CLASS C LIQUOR LICENSE TO HERODOTOL AND NATHALIE SAVVIDES FOR THEIR BIG BOY RESTAURANT LOCATED AT 2800 WASHTENAW AVE.

Motion carried unanimously.

NEW BUSINESS

- 1. REQUEST TO APPROVE A CLASS C LIQUOR LICENSE FOR ANDY AND CHRIS, INC. APPLICANTS HERODOTOL AND NATHALIE SAVVIDES FOR THE BIG BOY RESTAURANT LOCATED AT 2800 WASHTENAW AVE.**

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 REGULAR MEETING
PAGE 3**

MOTION BY TRUSTEE JARRELL ROE, SUPPORTED BY TRUSTEE ELDRIDGE TO APPROVE A CLASS C LIQUOR LICENSE FOR ANDY AND CHRIS, INC. APPLICANTS HERODOTOL AND NATHALIE SAVVIDES FOR THE BIG BOY RESTAURANT LOCATED AT 2800 WASHTENAW AVE. (See Attached)

Motion carried unanimously.

- 2. REQUEST TO REFUND THE \$1,000 LIQUOR LICENSE PERMIT APPLICATION FEE TO HERDOTOL AND NATHALIE SAVVIDES FOR THE ANDY AND CHRIS INC. APPLICATION.**

MOTION BY CLERK LOVEJOY ROE, SUPPORTED BY TRUSTEE ELDRIDGE TO REFUND THE \$1,000 LIQUOR LICENSE PERMIT APPLICATION FEE TO HERDOTOL AND NATHALIE SAVVIDES FOR THE ANDY AND CHRIS INC. APPLICATION

Supervisor Stumbo stated the request for the refund was because they had paid twice for a liquor license application at the same location under different names

Motion carried unanimously.

- 3. REQUEST TO APPROVE MAILING OF ABSENTEE POSTCARD TO YPSILANTI TOWNSHIP REGISTERED VOTERS AND AWARD QUOTE TO PRINTING SYSTEMS IN A NOT TO EXCEED AMOUNT OF \$29,323.00 TO BE BUDGETED IN LINE ITEM #101-267-000-730-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

MOTION BY TRUSTEE JARRELL ROE, SUPPORTED BY TRUSTEE ELDRIDGE TO APPROVE MAILING OF ABSENTEE POSTCARD TO YPSILANTI TOWNSHIP REGISTERED VOTERS AND AWARD QUOTE TO PRINTING SYSTEMS IN A NOT TO EXCEED AMOUNT OF \$29,323.00 TO BE BUDGETED IN LINE ITEM #101-267-000-730-000 INCLUDING WAIVING THE FINANCIAL POLICY BECAUSE OF SINGLE SOURCE SUPPLIER

Treasurer Doe reported that there were several mailings going out from the township and suggested that a flyer with information could be added to these mailings and he did not want to pay for the postage to mail the cards back to the township. He said voters could pay their own postage to mail back.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 REGULAR MEETING
PAGE 4**

Clerk Lovejoy Roe said the goal was to encourage as many voters as possible to vote absentee. She explained that some of the polling locations have limited parking. She said it would help with the lines at the polling places. She said Grand Rapids did a similar mailing and had 10% of the voters requesting to be on the list. She reported that a 10% return of 38,000 cards would be an increase of 3,800 new absentee voters and of course the cost would be extremely reduced from the proposal which included all cards being returned.

Clerk Lovejoy Roe reported she had done an email to 700 registered voters that had email addresses reported in the qualified voter file. She said the state had recommended Clerks to use email addresses to ask voters to join the absentee list. She said that she sent out 700 emails and estimates the return of 200 emails requesting to be on the absentee list. She said she had done this to save the costs for the mailing, and now could remove these 700 voters from the proposed mailing on absentee voting. She also said the law had changed with the passage of Proposal 3 in November of 2018 and the card mailer would explain the change in the voting law.

Clerk Lovejoy Roe reported that the absentee list was down from past lists. She said it was important to try and have more absentee voters to help the process on voting day go smoother and reduce the number of frustrated voters. She said that the emails that have been returned make it clear that voters were not aware of the ability to vote absentee and were grateful to receive the email explaining the law and the absentee process.

Trustee Jarrell Roe said she supported the request as it was on the agenda. She said she was from a different generation and did not go to the post office and did not have stamps at home. She reminded the board that they spent \$20,000 at the last meeting on a time clock. She stated that she thought it was exciting to educate voters and to explain the absentee process. She said it was important to assist our residents and voters to exercise their right to vote and to inform them of the absentee process and said she fully supported the agenda item as presented.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 REGULAR MEETING
PAGE 5**

Treasurer Doe said almost every candidate would send out information on how to vote absentee. He said some people would not vote absentee and wanted to stand in line. He said he just could not understand why voters couldn't put a stamp on it, or why they could not just bring the application to the township. He said he couldn't support spending \$20,000 on postage.

Trustee Ross-Williams asked for clarification on the cost of the return postage. She said \$20,000 would be spent if every person mailed the card back.

Clerk Lovejoy Roe said that would be the most. She said she would be excited if 10% returned it and that would cost about \$2,000.

Trustee Ross-Williams asked if this would be done for every election.

Clerk Lovejoy Roe said it was a onetime mailing to explain the new law and to afford the opportunity to voters to vote absentee.

Trustee Ross-Williams said she was concerned about the mailing costs but understood that it would not be as high with fewer than the 38,000 sending the cards back. She asked that the data be shared regarding cards returned.

Trustee Eldridge said he supported the concept and added if other mailings were going out and we could add this mailer with other mailings, and residents could get the information at reduced costs why would we not do that.

Clerk Lovejoy Roe said she would have to check with the State of Michigan about election information and a card to sign up to vote absentee being included in other mailings. But she said mailing the cards out was not expensive at only \$.11 per card, she said it was paying for the return postage at \$.55 that increased the costs substantially if all cards were mailed back. She said this was the proposal and the card to be mailed was more than an information piece. She said it was purposely designed to increase the number of absentee voters not to just inform voters.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 REGULAR MEETING
PAGE 6**

Trustee Eldridge said if voters requested to be on the absentee list they would not need to be sent another mailer in the future.

Clerk Lovejoy Roe said that Trustee Eldridge was correct.

Deputy Lisa Stanfield shared that all those on the current absentee list would not be included in this mailing.

Treasurer Doe said he questioned if more people would be hired if the number of absentee voters were increased.

Clerk Lovejoy Roe said temporary staff was proposed in the Clerk's 2020 budget for elections but not because of absentee voters. She said in the past as many as 7,000 voters were on the absentee voter list and those were managed with full time staff. She said currently the number on the list was down to 4,500.

Trustee Jarrell Roe shared that if 10% of the cards were returned that we were talking about \$1,800. She said it was \$1,800 to insure that people vote and that was pretty important to her.

Treasurer Doe said if only 10% return the cards it is \$1,800 but he said if we get that an additional 2,000 absentee voters for every election that would be another \$2.30 for postage for mailing out and the return of the additional absentee ballots. He said he did not know who paid for it but every time you turn it is additional dollars and he said people that are going to vote would do so whether they vote absentee or stand in line. He said he was sorry but he had a problem with this mailing.

Clerk Lovejoy Roe said if she could get the number up to around 6,000 to 7,000 absentee voters she estimated it would be around \$1,000. She said she really would like to increase the number of voters who vote at the church on Bemis Rd. to absentee voters. She said some of the polling locations including the Bemis Rd. location have limited parking.

Trustee Ross-Williams said she agreed that there were problems at some of the polling locations but said she firmly believed that all the voters would not send the cards back to become absentee voters and the cost would be reduced.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 REGULAR MEETING
PAGE 7**

Treasurer Doe said he agreed that not all would mail back cards. He said the real question was if we educate the voter in every way possible we might be successful and he said but we don't want to do that. He said we just want to spend the money.

Supervisor Stumbo asked if Grand Rapids was the only community that had done a mailing.

Clerk Lovejoy Roe said that other clerks were going to do a mailing in Washtenaw County but had not yet. She said she wanted to mail now because next year was going to be such a busy year.

Supervisor Stumbo asked if we mail now will people be thinking about the November election. She said that because there was no election would voters feel pressured to fill the cards out. She said it would fit into the helpful handbook. She said it was too soon to encourage people to do it. She said timing was everything in politics. She said every party will send out information. She said we should mail out closer to an election.

Clerk Lovejoy Roe said the mailer would work because the email worked with getting back over 200 emails out of 700 sent out.

Supervisor Stumbo asked if the Republicans were having a primary election.

Clerk Lovejoy Roe said it had not been decided. She said that was the reason she wanted to do the mailing now. So that voters would not get confused with the applications during the election process. She said she had agreed with Supervisor Stumbo that the mailing should go out after the November 2019 election.

Supervisor Stumbo said she knows that we need to educate people and make them aware of what is going on and that this was good news. She said that there might be a better way but she was not sure because others had not done it other than Grand Rapids, and the experience Clerk Lovejoy Roe had through emails.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 REGULAR MEETING
PAGE 8**

Clerk Lovejoy Roe said that this plan for the mailer was developed to make it as likely as possible that voters would return the card and be added to the absentee voter list. She said a card mailed directly to each voter with return postage paid, it doesn't get any easier than that.

Supervisor Stumbo said she did not know except explaining it to them and that she was wondering if it should have the Director of Elections on it.

Trustee Wilson said he was concerned with the cost but hearing the explanation about the process he was ok with that but thought the timing could be better but in general supported it.

Supervisor Stumbo asked if the amount for the mailing should be reduced.

Clerk Lovejoy Roe said postage would only be paid once mailed back and that she put the entire amount in because it is possible that all could be mailed back but not likely. She said the best time to do it was now.

Trustee Ross-Williams shared an analogy that this was like approving a purchase of a truck for a certain amount but paying less when it was actually purchased even though it was approved for more. She said she wanted the exact cost to be shared with the board.

Supervisor Stumbo said if the mailing goes out next year it would need to be in the 2020 budget.

Clerk Lovejoy Roe said the plan was to mail the card out on November 5, 2019.

Supervisor Stumbo asked Trustee Wilson if he wanted it later.

Trustee Wilson said maybe we could mail it out in March so we could get more responses around the Presidential Primary.

Clerk Lovejoy Roe said the goal was to increase the absentee participation and that she did not think it would change the response to mail at a different time of year.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 REGULAR MEETING
PAGE 9**

Supervisor Stumbo said that when you send out the application with all the elections listed for that year it would not be necessary to mail it out again.

Clerk Lovejoy Roe indicated that was true but for a variety of efficiency related reasons that was not how most large communities process the applications.

Supervisor Stumbo said she hoped it would be looked at to save funds to do just one mailing.

Trustee Ross-Williams said we could vote on the agenda item today to do the mailing next year and it could be budgeted in 2020.

Clerk Lovejoy Roe said she would prefer to do the mailing in 2019 to not confuse this mailer with the election year mailings.

Trustee Jarrell Roe said the memo indicated it would be mailed out in November 2019.

Trustee Ross-Williams asked if it could be tabled and brought back at another meeting to get questions answered.

Clerk Lovejoy Roe said she needed the questions that others wanted answered because everything had been answered.

Supervisor Stumbo said a tabling motion was always in order.

Clerk Lovejoy Roe said that if it takes moving the mailing time to March, to get the four votes needed to approve the mailing, then she was all about that. She said she just wanted to increase the number of absentee voters.

Clerk Lovejoy Roe said that if in each precinct the number of absentee voters could be increased by 200 that would help tremendously on Election Day.

Trustee Ross –Williams asked if Clerk Lovejoy Roe would be opposed to moving the mailing date later.

Clerk Lovejoy Roe said that if it takes moving the date of the mailing to get the four votes to approve the mailing then she would support that.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 REGULAR MEETING
PAGE 10**

Trustee Ross-Williams said that in that case she would make a friendly amendment to move the mailing date from November to March.

Trustees Jarrell Roe and Eldridge agreed to the amendment to their original motion.

Supervisor Stumbo called for the vote on the motion including the friendly amendment to do the mailing in March.

Motion carried. Treasurer Doe voted no.

4. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION TO ABATE PUBLIC NUISANCE DRUG HOUSES BY PADLOCKING LOCATED AT 252 DEVONSHIRE RD. AND 1246 E. FOREST AVE. IN THE AMOUNT OF \$20,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023

MOTION BY CLERK LOVEJOY ROE, SUPPORTED BY TRUSTEE ELDRIDGE TO APPROVE THE REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION TO ABATE PUBLIC NUISANCE DRUG HOUSES BY PADLOCKING LOCATED AT 252 DEVONSHIRE RD. AND 1246 E. FOREST AVE. IN THE AMOUNT OF \$20,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023

Motion carried unanimously.

5. REQUEST TO TRADE IN SCAG GIANT VAC SERIAL NUMBER 024A00003 TO J & R TRACTOR, LLC TOWARD PURCHASE OF A STUMP GRINDER AND GRAPPLE BUCKET

MOTION BY CLERK LOVEJOY ROE, SUPPORTED BY TRUSTEE ELDRIDGE TO APPROVE REQUEST TO TRADE IN SCAG GIANT VAC SERIAL NUMBER 024A00003 TO J & R TRACTOR, LLC TOWARD PURCHASE OF A STUMP GRINDER AND GRAPPLE BUCKET

Mike Hoffmeister, Director of Residential Services Department spoke in support of the motion because the department did not use the Vac.

Trustee Ross-Williams said she supported trade ins.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 REGULAR MEETING
PAGE 11**

Supervisor Stumbo said state law required the board to vote on trade-ins.

Motion carried unanimously.

**6. REQUEST TO CANCEL NOVEMBER 5, 2019 WORK SESSION AND
REGULAR BOARD MEETING DUE TO NOVEMBER 5, 2019 SPECIAL
ELECTION**

***MOTION BY CLERK LOVEJOY ROE, SUPPORTED BY TREASURER
DOE TO APPROVE REQUEST TO CANCEL NOVEMBER 5, 2019
WORK SESSION AND REGULAR BOARD MEETING DUE TO
NOVEMBER 5, 2019 SPECIAL ELECTION***

Motion carried unanimously.

7. BUDGET AMENDMENT #15

***MOTION BY CLERK LOVEJOY ROE, SUPPORTED BY TRUSTEE
ELDRIDGE TO APPROVE BUDGET AMENDMENT #15 WITH THE
REVISION OF REMOVING ABSENTEE MAILING PART OF THE
BUDGET AMENDMENT AS PRESENTED IN THE BOARD PACKET
(See Attached)***

Motion carried unanimously.

AUTHORIZATION AND BIDS

**1. REQUEST TO SEEK SEALED BIDS FOR THE REMOVAL AND
INSTALLATION OF A SINGLE FURNACE AND AIR CONDITION
UNIT AT THE HEWITT RD. FIRE STATION**

***MOTION BY TREASURER DOE, SUPPORTED BY TRUSTEE WILSON TO
APPROVE THE REQUEST TO SEEK SEALED BIDS FOR THE REMOVAL AND
INSTALLATION OF A SINGLE FURNACE AND AIR CONDITION UNIT AT
THE HEWITT RD. FIRE STATION***

Motion carried unanimously.

**2. REQUEST TO SEEK SEALED BIDS FOR THE REMOVAL AND
INSTALLATION OF NEW FURNACE FOR FIRE STATION
HEADQUARTERS TOOL ROOM**

***MOTION BY TREASURER DOE, SUPPORTED BY CLERK LOVEJOY ROE TO
APPROVE THE REQUEST TO SEEK SEALED BIDS FOR THE REMOVAL AND
INSTALLATION OF NEW FURNACE FOR FIRE STATION HEADQUARTERS
TOOL ROOM***

Chief Copeland explained the location of the furnace.

Motion carried unanimously.

**3. REQUEST TO SEEK SEALED BIDS FOR REMODEL FIRE STATION
HEADQUARTERS DORMITORY BATHROOM**

***MOTION BY CLERK LOVEJOY ROE, SUPPORTED BY TRUSTEE ROSS-
WILLIAMS TO APPROVE THE REQUEST TO SEEK SEALED BIDS FOR
REMODEL FIRE STATION HEADQUARTERS DORMITORY BATHROOM***

Supervisor Stumbo said that questions should be emailed to the Chief and that he should not take phone calls.

Clerk Lovejoy Roe concurred and said the bid specifications need to be approved by the attorney.

Motion carried unanimously.

OTHER BUSINESS

Supervisor Stumbo said we have an agenda item that we agreed to add:

**REQUEST TO AUTHORIZE THE ATTORNEY TO NEGOTIATE DRONE LEASE
WITH VAYU, TO AUTHORIZE THE SIGNING WITH FORMAL APPROVAL
COMING BACK TO THE NEXT MEETING**

***MOTION BY TREASURER DOE, SUPPORTED BY TRUSTEE JARRELL ROE
TO APPROVE REQUEST TO AUTHORIZE THE ATTORNEY TO
NEGOTIATION DRONE LEASE WITH VAYU, TO AUTHORIZE THE SIGNING
WITH FORMAL APPROVAL COMING BACK TO THE NEXT MEETING***

Motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 1, 2019 REGULAR MEETING
PAGE 13**

Trustee Ross-Williams said she wanted to thank Clerk Lovejoy Roe, Supervisor Stumbo and Neighborhood Watch Coordinator Crystal Campbell for all the support with her community. She said it had been a difficult month and she appreciated the help.

ADJOURNMENT

***MOTION BY TREASURER DOE, SUPPORTED BY TRUSTEE JARRELL ROE
TO ADJOURN***

Motion carried unanimously.

Meeting adjourned at 8:02 P.M.

Respectfully Submitted,

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

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



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the Charter Township of Ypsilanti council/board
(regular or special) (township, city, village)
called to order by Supervisor Brenda Stumbo on October 1, 2019 at 7:00pm
(date) (time)
the following resolution was offered:

Moved by Trustee Heather Jarrell Roe and supported by Trustee Stan Eldridge

that the application from Andy and Chris, Inc.
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Class C Liquor License
(list specific licenses requested)

to be located at: 2800 Washtenaw Ave. Ypsilanti, MI 48197

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it Recommends this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: 7

Nays: 0

Absent: 0

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Township
council/board at a Regular meeting held on October 1, 2019 (township, city, village)
(regular or special) (date)

Karen Lovejoy Roe

Print Name of Clerk

Signature of Clerk

October 2, 2019

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

**CHARTER TOWNSHIP OF YPSILANTI
2019 BUDGET AMENDMENT #15**

October 1, 2019

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$29,323.00

Request to increase budget for printing and mailing costs for an Absentee Information Postcard to be mailed to 38,000 voters in Ypsilanti Township. The maximum amount of \$29,323 (\$4,243 printing costs, \$4,180 postage, and \$20,900 return postage costs). This will be funded by an Appropriation of Prior Year Fund Balance.

| | | | |
|-------------------|-------------------------|-------------------------|--------------------|
| Revenues: | Prior Year Fund Balance | 101-000-000-699.000 | \$29,323.00 |
| | | | \$29,323.00 |
| | | Net Revenues | \$29,323.00 |
| Expenditures: | Postage | 101-267-000-730.000 | \$29,323.00 |
| | | | \$29,323.00 |
| | | Net Expenditures | \$29,323.00 |

590 - COMPOST FUND

Total Increase \$10,000.00

Request to increase budget for unexpected loader repair and grinder parts. This will be funded by any Appropriation of Prior Year Fund Balance.

| | | | |
|-------------------|---------------------------|-------------------------|--------------------|
| Revenues: | Prior Year Fund Balance | 590-000-000-699.000 | \$10,000.00 |
| | | | \$10,000.00 |
| | | Net Revenues | \$10,000.00 |
| Expenditures: | Equipment Maintenance | 590-590-000-933.000 | \$10,000.00 |
| | | | \$10,000.00 |
| | | Net Expenditures | \$10,000.00 |

Motion to Amend the 2019 Budget (#15)

Move to increase the General Fund budget by \$29,323 to \$11,023,147 and approve the department line item changes as outlined.

Move to increase the Compost Fund budget by \$10,000 to \$806,927 and approve the department line item changes as outlined.

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



ACCOUNTING DEPT

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

Charter Township of Ypsilanti

STATEMENTS AND CHECKS

OCTOBER 15, 2019 BOARD MEETING

| | | |
|---------------------------|----|-------------------|
| ACCOUNTS PAYABLE CHECKS - | \$ | 385,624.91 |
| HAND CHECKS - | \$ | 280,148.76 |
| CREDIT CARD PURCHASES- | \$ | <u>7,038.93</u> |
| GRAND TOTAL - | \$ | 672,812.60 |

Clarity Health Care Deductible –

| | |
|-------------|--------------------|
| ACH EFT - | \$18,434.76 (SEPT) |
| ADMIN FEE - | \$1,169.00 (SEPT) |

| Check Date | Check | Vendor Name | Amount |
|------------|--------|----------------------------------|------------|
| Bank AP AP | | | |
| 09/25/2019 | 183391 | COMCAST CABLE | 146.85 |
| 09/25/2019 | 183392 | COMCAST CABLE | 335.85 |
| 09/25/2019 | 183393 | DOAN CONSTRUCTION COMPANY | 16,892.47 |
| 09/25/2019 | 183394 | WINDSTREAM | 441.90 |
| 09/30/2019 | 183395 | BLUE CROSS BLUE SHIELD OF MI | 181,567.37 |
| 09/30/2019 | 183396 | BLUE CROSS BLUE SHIELD OF MI | 34,334.36 |
| 09/30/2019 | 183397 | CLEAR RATE COMMUNICATIONS, INC | 854.76 |
| 09/30/2019 | 183398 | COMCAST BUSINESS | 1,239.00 |
| 09/30/2019 | 183399 | COMCAST CABLE | 224.90 |
| 09/30/2019 | 183400 | COMCAST CABLE | 106.85 |
| 09/30/2019 | 183401 | COMCAST CABLE | 181.62 |
| 09/30/2019 | 183402 | DEARBORN NATIONAL LIFE INSURANCE | 4,881.68 |
| 09/30/2019 | 183403 | DELTA DENTAL PLAN OF MICHIGAN | 13,431.31 |
| 09/30/2019 | 183404 | VISION SERVICE PLAN | 3,262.94 |
| 09/30/2019 | 183405 | WASTE MANAGEMENT | 5,627.38 |
| 09/30/2019 | 183406 | YPSILANTI COMMUNITY | 246.96 |
| 10/02/2019 | 183407 | AT & T | 202.98 |
| 10/02/2019 | 183408 | AT & T | 33.15 |
| 10/02/2019 | 183409 | CONSTELLATION NEW ENERGY | 483.26 |
| 10/02/2019 | 183410 | DTE ENERGY | 14,578.78 |
| 10/02/2019 | 183411 | POSTMASTER | 235.00 |
| 10/02/2019 | 183412 | POSTMASTER | 710.00 |
| 10/02/2019 | 183413 | YPSILANTI COMMUNITY | 129.39 |

Hand Checks

AP TOTALS:

| | |
|----------------------------|------------|
| Total of 23 Checks: | 280,148.76 |
| Less 0 Void Checks: | 0.00 |
| Total of 23 Disbursements: | 280,148.76 |

| Check Date | Check | Vendor Name | Amount |
|------------|--------|-------------------------------------|------------|
| Bank AP AP | | | |
| 10/15/2019 | 183421 | AARON SIEGFRIED | 157.50 |
| 10/15/2019 | 183422 | ACCUSHRED LLC | 65.00 |
| 10/15/2019 | 183423 | ALL SEASONS LANDSCAPING CO. | 40.36 |
| 10/15/2019 | 183424 | AMAZON CAPITAL SERVICES | 4,877.70 |
| 10/15/2019 | 183425 | ANN ARBOR WELDING SUPPLY CO | 53.08 |
| 10/15/2019 | 183426 | ANNETTE GONTARSKI | 82.13 |
| 10/15/2019 | 183427 | AUTO VALUE YPSILANTI | 267.76 |
| 10/15/2019 | 183428 | BARR ENGINEERING COMPANY | 21,783.73 |
| 10/15/2019 | 183429 | BENTLEY ENVIRONMENTAL SERVICES & TR | 1,999.10 |
| 10/15/2019 | 183430 | BIO-CARE, INC. | 13,127.00 |
| 10/15/2019 | 183431 | CHARTER TOWNSHIP OF SUPERIOR | 264.33 |
| 10/15/2019 | 183432 | CHELSEA TIDERINGTON | 2,111.50 |
| 10/15/2019 | 183433 | CINCINNATI TIME SYSTEMS | 21,722.10 |
| 10/15/2019 | 183434 | CLAUDIA SELENE SETTLE | 815.50 |
| 10/15/2019 | 183435 | COLD CUT KRUISE | 132.90 |
| 10/15/2019 | 183436 | COMERICA BANK | 9.99 |
| 10/15/2019 | 183437 | CONTRACT WELDING & FABRICATING INC | 5,050.00 |
| 10/15/2019 | 183438 | COURT INNOVATIONS INC | 540.00 |
| 10/15/2019 | 183439 | CRYSTAL FLASH, INC. | 7,199.70 |
| 10/15/2019 | 183440 | DAVID & GATTI, PLLC | 378.00 |
| 10/15/2019 | 183441 | DENNIS GORDON | 133.00 |
| 10/15/2019 | 183442 | EMERGENCY MEDICAL PRODUCTS | 495.00 |
| 10/15/2019 | 183443 | FASTENAL | 66.29 |
| 10/15/2019 | 183444 | FERGUSON ENTERPRISES, INC. | 185.90 |
| 10/15/2019 | 183445 | FIBER LINK | 402.25 |
| 10/15/2019 | 183446 | GOREN & ASSOCIATES | 7,200.00 |
| 10/15/2019 | 183447 | GRAINGER | 264.25 |
| 10/15/2019 | 183448 | HOME DEPOT | 258.17 |
| 10/15/2019 | 183449 | IAFC MEMBERSHIP | 215.00 |
| 10/15/2019 | 183450 | J & T AGGREGATE, LLC | 465.00 |
| 10/15/2019 | 183451 | JUMP-A-RAMA | 1,122.80 |
| 10/15/2019 | 183452 | LARDNER ELEVATOR COMPANY | 225.00 |
| 10/15/2019 | 183453 | LIGHTING SUPPLY COMPANY | 49.87 |
| 10/15/2019 | 183454 | LODI FARMS | 5,755.00 |
| 10/15/2019 | 183455 | LOOKING GOOD LAWN | 6,553.00 |
| 10/15/2019 | 183456 | LOWE'S | 85.44 |
| 10/15/2019 | 183457 | LOWER HURON SUPPLY | 354.59 |
| 10/15/2019 | 183458 | MARK HAMILTON | 1,750.00 |
| 10/15/2019 | 183459 | MARK NELSON | 272.60 |
| 10/15/2019 | 183460 | MARK NELSON | 175.00 |
| 10/15/2019 | 183461 | MAYNARDS AUTO SERVICE CENTER | 12.00 |
| 10/15/2019 | 183462 | MCLAIN AND WINTERS | 130,234.96 |
| 10/15/2019 | 183463 | MCMASTER-CARR | 55.56 |
| 10/15/2019 | 183464 | MENARDS, INC. | 44.58 |
| 10/15/2019 | 183465 | MICHIGAN CAT | 847.50 |
| 10/15/2019 | 183466 | MICHIGAN LINEN SERVICE, INC. | 1,100.76 |
| 10/15/2019 | 183467 | MLIVE MEDIA GROUP | 469.50 |
| 10/15/2019 | 183468 | MOHAMMED ABD ELSAYED | 60.00 |
| 10/15/2019 | 183469 | NAPA AUTO PARTS* | 42.00 |
| 10/15/2019 | 183470 | OFFICE EXPRESS | 789.93 |
| 10/15/2019 | 183471 | OKINAWAN KARATE CLUB | 674.80 |
| 10/15/2019 | 183472 | ORCHARD, HILTZ & MCCLIMENT INC | 41,879.48 |
| 10/15/2019 | 183473 | PARKER ALLEN | 30.00 |
| 10/15/2019 | 183474 | PARKWAY SERVICES, INC. | 130.00 |
| 10/15/2019 | 183475 | PEPSI BEVERAGES COMPANY | 736.75 |
| 10/15/2019 | 183476 | PLUNKETT COONEY | 4,705.66 |
| 10/15/2019 | 183477 | PM TECHNOLOGIES, LLC | 777.98 |
| 10/15/2019 | 183478 | PRIORITY ONE EMERGENCY | 129.00 |
| 10/15/2019 | 183479 | RAND ROBINSON | 180.00 |
| 10/15/2019 | 183480 | RESIDEX, LLC | 3,137.24 |
| 10/15/2019 | 183481 | RHETT REYES | 1,179.00 |
| 10/15/2019 | 183482 | ROBERT THOMASON | 60.00 |
| 10/15/2019 | 183483 | S & S ASSOCIATES, INC | 538.30 |
| 10/15/2019 | 183484 | S.M. SMITH CO. | 402.54 |
| 10/15/2019 | 183485 | SAM'S CLUB DIRECT | 159.82 |
| 10/15/2019 | 183486 | SAND SALES COMPANY LLC | 1,689.60 |
| 10/15/2019 | 183487 | SHRADER TIRE & OIL | 245.44 |
| 10/15/2019 | 183488 | SOUTHERN COMPUTER WAREHOUSE | 2,175.89 |
| 10/15/2019 | 183489 | SPARTAN CHASSIS, INC. | 526.57 |
| 10/15/2019 | 183490 | SPARTAN DISTRIBUTORS | 208.70 |
| 10/15/2019 | 183491 | SPARTAN DISTRIBUTORS | 603.75 |
| 10/15/2019 | 183492 | SPEARS FIRE & SAFETY SERVICE | 592.00 |
| 10/15/2019 | 183493 | STERICYCLE INC | 211.95 |
| 10/15/2019 | 183494 | TEAM GOLF | 307.11 |
| 10/15/2019 | 183495 | THERESE FOOTE | 228.20 |
| 10/15/2019 | 183496 | TINA HOTCHKISS | 2,087.20 |
| 10/15/2019 | 183497 | TODD BARBER | 3,675.00 |
| 10/15/2019 | 183498 | TRACTOR SUPPLY COMPANY | 119.98 |

A/P checks

10/08/2019 03:49 PM
User: mharris
DB: Ypsilanti-Twp

CHECK REGISTER FOR CHARTER TOWNSHIP OF YPSILANTI Page: 2/2
CHECK NUMBERS 183421 - 183515

| Check Date | Check | Vendor Name | Amount |
|------------|--------|-----------------------------------|-----------|
| 10/15/2019 | 183499 | TRAVIS ERBY | 143.50 |
| 10/15/2019 | 183500 | TRENDSET COMMUNICATIONS GROUP | 1,576.33 |
| 10/15/2019 | 183501 | UNIFIRST CORPORATION | 124.35 |
| 10/15/2019 | 183502 | UNIVERSITY TRANSLATORS | 400.01 |
| 10/15/2019 | 183503 | V & J CEMENT | 11,040.00 |
| 10/15/2019 | 183504 | VAN BUREN STEEL & FABRICATING | 928.00 |
| 10/15/2019 | 183505 | VERMEER OF MICHIGAN, INC. | 410.13 |
| 10/15/2019 | 183506 | VICTORY LANE | 79.10 |
| 10/15/2019 | 183507 | WASHTENAW COUNTY LEGAL NEWS | 50.00 |
| 10/15/2019 | 183508 | WASHTENAW COUNTY SHERIFF'S OFFICE | 237.00 |
| 10/15/2019 | 183509 | WASHTENAW COUNTY TREASURER# | 58,098.48 |
| 10/15/2019 | 183510 | WASHTENAW COUNTY TREASURER# | 3,500.25 |
| 10/15/2019 | 183511 | WASHTENAW COUNTY TREASURER# | 10.00 |
| 10/15/2019 | 183512 | WASHTENAW COUNTY TREASURER# | 900.96 |
| 10/15/2019 | 183513 | WESTLAND FIRE EXTINGUISHER INC | 160.50 |
| 10/15/2019 | 183514 | YPSILANTI ACE HARDWARE | 20.76 |
| 10/15/2019 | 183515 | YSHELU JOHNSON | 191.25 |

AP TOTALS:

| | |
|----------------------------|------------|
| Total of 95 Checks: | 385,624.91 |
| Less 0 Void Checks: | 0.00 |
| Total of 95 Disbursements: | 385,624.91 |

| Check Date | Check | Vendor Name | Description | Amount |
|-------------------------------------|-------|---------------|--|-----------------|
| Bank CARDS COMERICA COMMERCIAL CARD | | | | |
| 10/15/2019 | 49(E) | COMERICA BANK | THERMAL CASH REGISTER ROLLS - ITEM#72190 | 99.98 |
| | | | OPERATING SUPPLIES AND FOOD & BEVERAGE F | 155.25 |
| | | | BATHROOM TISSUE/COFFEE | 91.94 |
| | | | OPERATING SUPPLIES AND FOOD & BEVERAGE F | 220.80 |
| | | | OPERATING SUPPLIES AND FOOD FOR RESALE | 278.68 |
| | | | PASSPORT POSTAGE WEEK OF 9-30-19 | 91.20 |
| | | | PASSPORT POSTAGE WEEK OF 9-23-19 | 44.10 |
| | | | PASSPORT POSTAGE WEEK OF 9-16-19 | 87.75 |
| | | | PASSPORT POSTAGE WEEK OF 9-9-19 | 80.40 |
| | | | PASSPORT POSTAGE WEEK OF 9-3-19 | 69.60 |
| | | | PASSPORT POSTAGE WEEK OF 8-26-19 | 51.45 |
| | | | FIXED ASSETS CS RENEWAL | 365.70 |
| | | | TENNIS RACKET REPAIR | 88.00 |
| | | | SMAFC OCTOBER MEMBERSHIP MEETING | 20.00 |
| | | | SMAFC OCTOBER MEMBERSHIP MEETING FEE FOR | 20.00 |
| | | | BUILDING CODE BOOK | 325.06 |
| | | | RSJoomla RENEWAL | 63.76 |
| | | | LODGING FOR TRAVIS MCDUGALD FOR GMIS CON | 301.36 |
| | | | FIELD ROLLER | 1,330.50 |
| | | | REPLACEMENT INDICATING LAMPS | 155.07 |
| | | | JOOMLA PLUGINS | 133.33 |
| | | | REPLACEMENT DOCK RAILING - CABLE STYLE B | 1,165.00 |
| | | | PDQ ANNUAL RENEWAL | 1,800.00 |
| | | | | <u>7,038.93</u> |

CARDS TOTALS:

| | |
|---------------------------|-----------------|
| Total of 1 Checks: | 7,038.93 |
| Less 0 Void Checks: | 0.00 |
| Total of 1 Disbursements: | <u>7,038.93</u> |

OFFICE OF THE TREASURER
LARRY J. DOE



MONTHLY TREASURER'S REPORT
SEPTEMBER 1, 2019 THROUGH SEPTEMBER 30, 2019

| <u>Account Name</u> | <u>Beginning Balance</u> | <u>Cash Receipts</u> | <u>Cash Disbursements</u> | <u>Ending Balance</u> |
|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 101 - General Fund | 6,076,412.35 | 1,028,139.50 | 1,630,986.60 | 5,473,565.25 |
| 101 - Payroll | 320,387.37 | 661,751.78 | 666,391.42 | 315,747.73 |
| 101 - Willow Run Escrow | 144,520.91 | 118.78 | 0.00 | 144,639.69 |
| 206 - Fire Department | 2,147,490.27 | 3,950.55 | 319,306.83 | 1,832,133.99 |
| 208 - Parks Fund | 29,182.71 | 46.18 | 256.87 | 28,972.02 |
| 212 - Roads/Bike Path/Rec/General Fund | 556,787.68 | 13,130.50 | 241,879.96 | 328,038.22 |
| 226 - Environmental Services | 2,338,469.49 | 2,133.30 | 222,936.01 | 2,117,666.78 |
| 230 - Recreation | 209,981.35 | 29,941.37 | 44,743.02 | 195,179.70 |
| 236 - 14-B District Court | 80,499.52 | 152,537.84 | 103,940.68 | 129,096.68 |
| 244 - Economic Development | 69,823.16 | 111.19 | 0.00 | 69,934.35 |
| 248 - Rental Inspections | 199,129.31 | 14,745.05 | 19,064.77 | 194,809.59 |
| 249 - Building Department Fund | 1,428,249.01 | 64,209.34 | 48,095.70 | 1,444,362.65 |
| 250 - LDFA Tax | 27,246.84 | 43.54 | 0.00 | 27,290.38 |
| 252 - Hydro Station Fund | 545,023.21 | 38,561.16 | 19,761.79 | 563,822.58 |
| 266 - Law Enforcement Fund | 5,344,696.42 | 9,023.68 | 84,704.73 | 5,269,015.37 |
| 398 - LDFA 2006 Bonds | 244,040.90 | 388.88 | 0.00 | 244,429.78 |
| 584 - Green Oaks Golf Course | 208,840.31 | 73,501.20 | 63,547.19 | 218,794.32 |
| 590 - Compost Site | 914,888.82 | 49,291.05 | 28,511.72 | 935,668.15 |
| 595 - Motor Pool | 260,984.02 | 867.66 | 25,623.65 | 236,228.03 |
| 701 - General Tax Collection | 21,002.79 | 3,727.31 | 0.00 | 24,730.10 |
| 703 - Current Tax Collections | 6,738,609.82 | 32,704,380.80 | 32,188,526.73 | 7,254,463.89 |
| 707 - Bonds & Escrow/GreenTop | 1,064,820.44 | 46,274.06 | 141,880.25 | 969,214.25 |
| 708 - Fire Withholding Bonds | 101,292.60 | 12,815.15 | 24,770.00 | 89,337.75 |
| 893 - Nuisance Abatement Fund | 87,104.40 | 1,814.14 | 4,772.00 | 84,146.54 |
| GRAND TOTAL | <u>29,159,483.69</u> | <u>34,911,504.01</u> | <u>35,879,699.92</u> | <u>28,191,287.78</u> |

ATTORNEY REPORT

GENERAL LEGAL UPDATE

NEW BUSINESS

**CHARTER TOWNSHIP
OF YPSILANTI**

RESOLUTION NO. 2019-44

**RESOLUTION REGARDING
TEMPORARY ROAD
CLOSURE**

Resolution authorizing the temporary road closure of Warwick Dr. between Winterfield and Newbury for neighborhood block party on Friday, October 26, 2019 from 10:00am to 7:00pm.

WHEREAS, the Charter Township of Ypsilanti Board of Trustees has approved the temporary closure of Ypsilanti Township roads as indicated above; and

WHEREAS, the Driveways, Banners, and Parades Act 200 of 1969 requires the Township to authorize an official designated by resolution to make such request from the Road Commission.

NOW THEREFORE, BE IT RESOLVED that the Township of Ypsilanti Board of Trustees designates and agrees that Casey Ng-A-Fook, be the authorized official designee in this instance, when application is made to the Washtenaw County Road Commission for this temporary road closure.

October 4th, 2019

This memorandum is to outline a request for a road closure to host a block party.

Requested by: Casey Ng-A-Fook (resident at 7359 Warwick Drive,

Date: October 26, 2019

Time: 10:00 a.m. – 7:00 p.m.

Activities:

- Bounce house
- Music
- Fire pit
- Grill/food area
- Games

Map of Area: Warwick Dr between Winterfield and Newbury (black lines on map below)



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: **Authorization to internally post and externally advertise the Planning Director position, review applications, conduct interviews, and make a recommendation to the Board of Trustees.**
Copy: McLain & Winters, Township Attorneys
Date: October 7, 2019

During the 2020 budget presentation for departments within the Office of Community Standards, I recommended filling the Planning Director position and indicated I would be seeking authorization to start the process. I respectfully request authorization to post the position internally and advertise the position externally in an effort to seek and identify a qualified candidate to be recommended for employment starting no later than January 1, 2020.

The Planning Department is one of three core functions of the Office of Community Standards. Historically, the department was staffed by at least four employees including a director, a coordinator, a secretary, and a paid intern. In 2009, the department was restructured in response to a sudden drop in development and taxable value during the Great Recession. For the past decade, the Planning Department has consisted of one full time employee, alternately being a director and a coordinator, supplemented by private consultants.

Over the past few years as economic development has surged, we have increased reliance on private consultants to provide specialized planning services. Today, we employ a full time coordinator and supplement office staffing and some director responsibilities with private consultants on a limited basis. The OCS Executive Coordinator has also been assigned to handle most financial transactions related to community development projects, and the OCS Director has been handling many traditional planning director duties as necessary.

Current and projected levels of community development activity, coupled with the scheduled overhaul of the zoning code, implementation of the new master land use plan, and creation of new Opportunity Zone funding mechanisms dictate that the Planning Director position needs to be filled as soon as possible. In alignment with similar municipalities, a salary range of \$85,000 to \$95,000 varied by qualifications and experience is recommended in order to attract and retain a qualified candidate in a competitive environment.

Enclosure: Planning Director job description

Charter Township of Ypsilanti

PLANNING DIRECTOR

Non-Union Position

Summary

The Planning Director performs responsible professional land use planning work in maintaining and interpreting the Township comprehensive master plan, Township zoning and related ordinances. Is responsible for local land use planning and performs research, analysis and evaluation of various planning and development requests. Oversees community development projects and provides technical advice and guidance to the Township Board, Planning Commission, and Zoning Board of Appeals.

Supervision Received

Work is performed under the general guidance of the Community Standards Director in accordance with Township, State, and Federal laws, ordinance and regulation applicable to specific areas of program activity. Employee must show initiative, discretion, and specialized knowledge in the attainment of desired objectives. Work is reviewed through conferences and reports for overall program effectiveness.

Supervision Exercised

Supervision is exercised over the Planning and Development Coordinator, select clerical staff, planning interns, and private consultants.

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. Performs and/or oversees site plan review for proposed private development projects, coordinates review procedures and makes recommendations based on reviews.
2. Oversee the coordination of the administrative functions for the Zoning Board of Appeals, including overseeing public notification procedures, preparing legal publications notices, and preparing meeting agendas and minutes.
3. Assist the Planning Commission by conducting research, preparing staff recommendations and reports, and by attending commission meetings. Coordinates the administrative function of this commission.
4. Assists the Zoning Board of Appeals by conducting pre-application meeting with petitioners and applicants, reviews variance request applications, conducts on-site inspections for each individual application or request, and attends regular and special Zoning Board of Appeals meetings to present such reports.

PLANNING DIRECTOR – Page 2

5. Attends Township Board meetings as needed to provide staff reports and recommendations on matters under consideration. May present summary of recommended actions and formal motions of the Planning Commission and Zoning Board of appeals and may represent them on requests for appeals.
6. Demonstrates a cooperative effort with the Community Standards Director to facilitate a seamless transition for development projects from the planning process through construction to completion and issuance of a certificate of occupancy.
7. Administer the Township Ordinances regulating development inclusive of but not limited to zoning, signs, planned unit developments and subdivisions. Prepare notices of violation, letters, and reports and assemble background material to support enforcement activity. Testify in court as an expert witness on technical and procedural matters as required.
8. Participates as the lead planner in the maintenance of the Township's comprehensive master plan and land use survey. Performs research, analysis and evaluation of various urban problems, identifies planning objectives and evaluates proposed programs in accordance with comprehensive planning principles.
9. Administers community development grant programs, includes drafting project requests for consideration by the Township Board, preparation of project applications, maintenance of grant records for project compliance, and serves as liaison to granting agencies.
10. Assists the public, Township Officials, township consultants and attorneys on a variety of planning and development issues.
11. Performs related work as required to carry out the community development goals of the Township.

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 principles and practices of public administration.
- Considerable knowledge of principles of urban planning.
- Thorough knowledge and understanding of planning and zoning regulation.
- Interpersonal and leadership skills to develop and maintain effective working relationships with the elected officials, board and commission members, employees, and the public.
- Skill and ability to compile and analyze information and to present facts and recommendations in effective oral and written presentations.
- Ability to work within deadlines and changes in work priorities.
- Skill in the use of the computer and computer software.
- Skill and ability to perform mathematical computations.
- Skill and ability to read and interpret specifications, blueprints and drawings.
- Ability to recognize and handle stress.
- Must have good vision, hearing, physical mobility and verbal communication.

PLANNING DIRECTOR – Page 3

- Graduation from an accredited four-year college or university with major course study in urban planning or related field with five years of experience including some supervisory experience or any combination of education and training which provides the essential knowledge, skills and abilities.
- Master's degree in urban planning or related field preferred.
- AICP certification preferred.
- State of Michigan registration as building official or plan reviewer is a plus.
- Must possess and maintain a valid Michigan driver's license with a good driving record.

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.

Minimal physical effort generally required for work involved in the office. May spend the whole or a large portion of day walking and standing. Communicates verbally and in writing. Vision and hearing at or correctable to normal ranges.

Updated 10-2019

Wage: \$85,000 - \$95,000 DOQ

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 authorize circuit court litigation to abate public nuisances at 6214 Tuttle Hill Rd, 1521 Holmes Rd, 942 Hunter Ave, and 413 N. Hewitt Rd in the amount of \$40,000 funded in account 101-950.000-801.023**
Copy: McLain & Winters, Township Attorneys
Date: October 14, 2019

The Office of Community Standards has investigated public nuisances at the following locations and authorization is requested to engage legal services to abate said nuisances.

6214 TUTTLE HILL RD

On August 19, 2019, OCS staff received a complaint that the single family house at 6214 Tuttle Hill Rd in the South neighborhood watch area was vacant and blight ridden. The investigation revealed that the property owner died on June 23, 2019, but that the house had been vacant for a long period of time preceding his death. Unable to locate next of kin to take responsibility, OCS staff obtained and executed an administrative warrant to inspect the property on September 23, 2019. The inspection resulted in the house being condemned. Authorization to engage in circuit court if necessary is requested to abate the public nuisance.



CHARTER TOWNSHIP OF YPSILANTI

1521 HOLMES RD

This Citgo gas station and convenience store at Holmes Rd and Ford Blvd has been the subject of more than a dozen code enforcement investigations over the past three years. Complaints that required investigation included ongoing blight due to overflowing dumpsters, trash, tires, milk crates and shopping carts littering the parking lot, tall grass and weeds, zoning violations for window signs, operating without water service, and unlicensed donation boxes. OCS staff has ticketed the business and has obtained little voluntary cooperation or compliance from ownership, management and its employees. Despite our best efforts, the building and the grounds remain in a blighted and unsightly condition, and OCS staff has been required to monitor the property on a daily basis. Circuit court litigation against Holmes Road Enterprise, LLC is requested to obtain permanent relief.



CHARTER TOWNSHIP OF YPSILANTI

942 HUNTER AVE

This single family house in the Holmes Area neighborhood watch area has been owned by Anthony and Maria Walsh of Belleville, MI since they purchased it out of foreclosure from LaSalle Bank in 2008. It was a registered rental property until 2015, when the owner submitted a rental exemption affidavit stating his daughter was living in the house rent free. Since then, OCS has investigated 24 ordinance complaints at the property including general blight, solid waste, tall grass, inoperable vehicles, storage of moving vans, and operating a business in violation of zoning regulations. The Ordinance Dept recently determined that continued code enforcement would not abate the ongoing nuisance, and that circuit court litigation is now necessary.



413 N. HEWITT RD

This single family house in the Valley Drive neighborhood watch area sustained heavy fire and smoke damage as the result of a fire on May 31, 2019. The property was held secure for investigative purposes until August 12, 2019, at which time the owner registered it as a vacant building but would not consent to an inspection. OCS staff initiated negotiations with the owner and insurance company, culminating in an inspection of the property pursuant to an administrative warrant on October 10, 2019. The house is boarded up and secure, with heavy interior and exterior damage. As of this date, the owner and their insurance company have not

CHARTER TOWNSHIP OF YPSILANTI

settled a claim, and there has been no movement toward demolition or repair of the structure. Also, the insurance company has failed to withhold funds directed to the fire department as required by state law.



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



**Green Oaks
Golf Course**

1775 E. Clark Road
Ypsilanti, MI 48198
Phone: (734) 485-0881
Fax: (734) 485-1992

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Director of Golf, Kirk Sherwood II, PGA

CC: Mike Hoffmeister, Residential Services Director

Date: October 7th, 2019

Subject: Request to authorize 2020 league rate increase

1. After much consideration and reviewing league rates of other local golf courses, the Green Oaks Golf Course staff are proposing that the league rate be increased by \$1.00 per player each week for the 2020 golf season. The current league rate per week is \$17.00 per player and is proposed to change to \$18.00 per player.

Thank you for your time in consideration of these matters. If you have any questions in regard to this matter please feel free to contact me by email at ksherwood@ytown.org or by phone at 734-890-6287 prior to the board meeting.

CHARTER TOWNSHIP OF YPSILANTI
TOWNSHIP BOARD POLICY
Adopted October 15, 2019

1. Authority.

These Policies are adopted by the Board of the Charter Township of Ypsilanti pursuant to MCL 42.7.

2. Regular Meeting Agenda.

The Township Clerk may prepare the agenda of business for all regularly scheduled Township Board meetings. Any other Board member, representative of Township committees or Township staff desiring to place a matter on the agenda may notify the Clerk of such item by 4:00 pm the Monday preceding the 1st Monday before the next regular board meeting. Such items may be placed under the heading of “New Business” as appropriate. Board members can add items to the agenda before or during the meeting.

3. Distribution of Agenda and Materials.

Upon completion of the agenda the Clerk may post on the Township website the agenda and the board packet by the Wednesday before the regular scheduled meetings and no later than 24 hours before a Special Meeting. The Clerk may notify Board Members when the agenda and board packet are available on the website.

4. Order of Business.

The agenda may be arranged in the following order of business:

1. Call to Order
2. Pledge of Allegiance and Moment of Silent Prayer
3. Public Comments (limited to 3 minutes) **
4. Consent Agenda
 - A. Minutes
 - B. Statements and Checks
 - C. Treasurers Report
5. Attorney Report
6. Old Business
7. New Business
8. Authorization and Bids
9. Other Business
10. Board Member Updates

11. Adjournment

** Public Comments shall also be allowed on each agenda item (limited to 3 minutes)

5. Conduct of Meetings.

The Township Supervisor may moderate and chair all meetings of the Township Board. In the absence of the Supervisor the Clerk may assume the duties of the chair.

Board members wishing to speak shall first obtain the approval of the chair and each person who speaks shall address the chair. Other persons at the meeting shall not speak unless called on by the chair and shall address the chair only.

6. Parliamentary Authority.

Roberts Rules of Order shall govern all questions or procedure that are not otherwise provided by this policy or by state law.

7. Audio and Video Recordings.

Audio and/or Video Recordings may be posted on the website. Minutes of the Work Session and Regular Meetings may be posted on the website once approved by the Township Board

All Township Board Policies and parts of such insofar as they conflict with the provisions of these policies hereby are rescinded.

CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION 2019-45

A RESOLUTION AUTHORIZING THE CHARTER TOWNSHIP OF YPSILANTI TO PROVIDE MATCHING FUNDS FOR A *TRANSPORTATION ALTERNATIVES PROGRAM GRANT APPLICATION* TO THE SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS AND THE MICHIGAN DEPARTMENT OF TRANSPORTATION

WHEREAS, the Charter Township of Ypsilanti supports the submission of an application titled "Huron Road Non-motorized Trail Segment" to the Transportation Alternatives Program to extend the trail from James L. Hart to the Huron Rd. bridge over I-94;

WHEREAS, the Charter Township of Ypsilanti Master Plan 2014-2019 and 2020-2040 calls for continued implementation of the trail network connecting the City of Ypsilanti and the Ypsilanti Township, in addition to completing the non-motorized trail network around Ford Lake along Huron Road; and

WHEREAS, the survey conducted as part of the Washtenaw County Parks and Recreation Commission's 2020-2024 Recreation Master Plan indicates that non-motorized trails are the top priority for amenities for Washtenaw County residents; and

WHEREAS, the development of this trail segment will provide greater access to transportation and recreation opportunities for Washtenaw County residents in both the City and Township of Ypsilanti; and

WHEREAS, the Charter Township of Ypsilanti seeks to augment the County's and Township's voter approved millage funding with outside financial grant assistance; and

WHEREAS, Construction of Phase 1, Huron River Drive to Joe Hall Drive could be completed in 2020, the segment between Joe Hall Drive and James L. Hart currently exists, with this Phase 2 from James L. Hart Drive to Huron Road bridge over I-94 could be completed in 2021 and the Huron Road bridge over I-94 is currently in MDOT's CIP plan for 2022 construction; and

WHEREAS, Phase 1 of the Huron Road Trail (0.5 miles, Huron River Drive to Joe Hall) is currently being reviewed by Washtenaw County Parks and Recreation Commission Connecting Community funds in partnership with Ypsilanti Township funds for a 2020 or 2021 construction; and

WHEREAS, Phase 2 of the Huron Road Trail (0.2 miles) James L. Hart to I-94 and has an estimated construction cost of \$200,000,

NOW THEREFORE BE IT RESOLVED that the Charter Township of Ypsilanti hereby requests \$200,000 (two hundred thousand dollars 80.0%) from the Transportation Alternatives Program and agrees to furnish up to \$50,000 (fifty thousand dollars, 20.0%), as its share of the total construction cost of this project which is estimated to be \$250,000 (two hundred fifty thousand dollars), if a FY 2021 Transportation Alternatives Program grant is awarded to the Washtenaw County Road Commission.

Huron Street Pathway Phase #2

Whole Map

Legend

■ Pathway



Huron Street Pathway Phase #2

Map #1

Legend

- Sign
- Pole
- Manhole/Catch Basin
- Concrete (8ft wide)
- Asphalt Pathway (10ft wide)

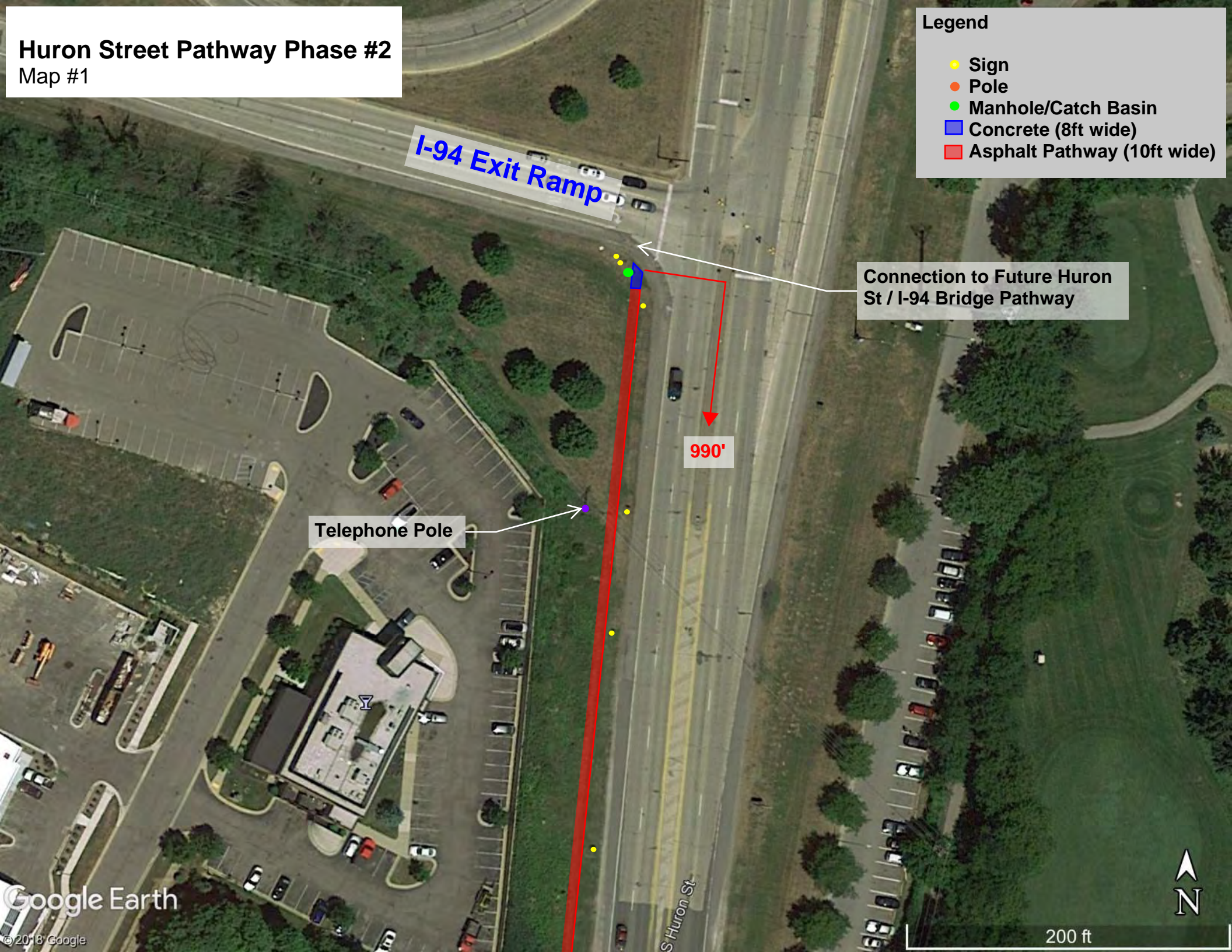
I-94 Exit Ramp

Connection to Future Huron St / I-94 Bridge Pathway

990'

Telephone Pole

S Huron St

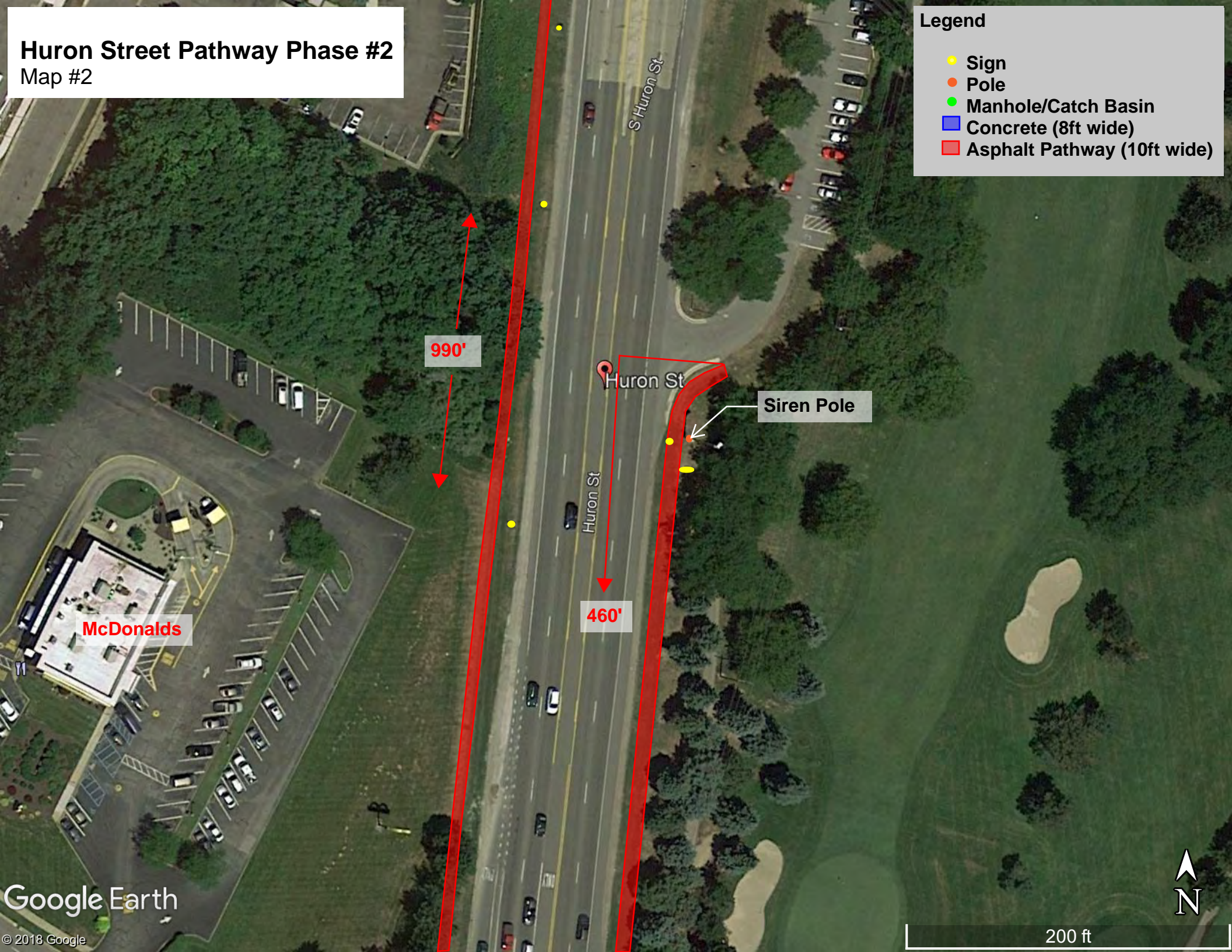


Huron Street Pathway Phase #2

Map #2

Legend

- Sign
- Pole
- Manhole/Catch Basin
- Concrete (8ft wide)
- Asphalt Pathway (10ft wide)

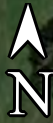


McDonalds

990'

460'

Siren Pole



Huron Street Pathway Phase #2

Map #3

Legend

- Sign
- Pole
- Manhole/Catch Basin
- Concrete (8ft wide)
- Asphalt Pathway (10ft wide)

Telephone Pole

Update Ped Signals and Ramp

James L Hart Pkwy

990'

460'

Bus Stop

Telephone Pole

Bus Stop

Kroger Gas Station

Repaint north and west crosswalk markings

Marriott



Supervisor's Office

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



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

TO: Karen Lovejoy Roe, Clerk
FROM: Brenda L. Stumbo, Supervisor
DATE: October 4, 2019
RE: Request to set public hearing on Tuesday, November 19, 2019 at
approximately 7:00 p.m. for 2020 Fiscal Year Budget

Please place the following on the October 15, 2019 agenda:

1. Request to set public hearing on Tuesday, November 19, 2019 at approximately 7:00 p.m. for 2020 Fiscal Year Budget

If you have any questions, please let us know.

tk

**CHARTER TOWNSHIP OF YPSILANTI
2019 BUDGET AMENDMENT #16**

October 15, 2019

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND **Total Increase** \$2,327.00

Request to increase budget for PTO payout at 75% of the hours requested. This will be funded by an Appropriation of Prior Year Fund Balance.

| | | | |
|---------------|-------------------------------|---------------------|--------------------------|
| Revenues: | Prior Year Fund Balance | 101-000-000-699.000 | \$2,327.00 |
| | | Net Revenues | <u><u>\$2,327.00</u></u> |
| Expenditures: | Salaries Pay Out - PTO & Sick | 101-227-000-708.004 | \$2,162.00 |
| | FICA | 101-227-000-715.000 | \$165.00 |
| | | Net Expenditures | <u><u>\$2,327.00</u></u> |

266 - LAW ENFORCEMENT FUND **Total Increase** \$2,472.00

Request to increase budget for PTO payouts at 75% of the hours requested. This will be funded by an Appropriation of Prior Year Fund Balance.

| | | | |
|---------------|-------------------------|---------------------|--------------------------|
| Revenues: | Prior Year Fund Balance | 266-000-000-699.000 | \$2,472.00 |
| | | Net Revenues | <u><u>\$2,472.00</u></u> |
| Expenditures: | Salary-Pay Out | 266-301-000-708.004 | \$2,296.00 |
| | FICA&Medicare | 266-301-000-715.000 | \$176.00 |
| | | Net Expenditures | <u><u>\$2,472.00</u></u> |

590 - COMPOST FUND **Total Increase** \$5,757.00

Request to increase budget for PTO payout at 75% of the hours requested. This will be funded by an Appropriation of Prior Year Fund Balance.

| | | | |
|---------------|-------------------------------|---------------------|--------------------------|
| Revenues: | Prior Year Fund Balance | 590-000-000-699.000 | \$5,757.00 |
| | | Net Revenues | <u><u>\$5,757.00</u></u> |
| Expenditures: | Salaries Pay Out - PTO & Sick | 590-590-000-708.004 | \$5,349.00 |
| | FICA | 590-590-000-715.000 | \$408.00 |
| | | Net Expenditures | <u><u>\$5,757.00</u></u> |

Motion to Amend the 2019 Budget (#16)

Move to increase the General Fund budget by \$2,327 to \$10,996,151 and approve the department line item changes as outlined.

Move to increase the Law Enforcement Fund budget by \$2,472 to \$7,834,096 and approve the department line item changes as outlined.

Move to increase the Compost Fund budget by \$5,757 to \$812,684 and approve the department line item changes as outlined.

AUTHORIZATIONS AND BIDS

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
Residential Services Department

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-0073
Fax: (734)544-3501

www.ytown.org

MEMORANDUM

TO: Ypsilanti Township Board of Trustees

CC: Javonna Neel, Accounting Director
Kirk Sherwood, Director of Golf
Tim Smith, Golf Course Superintendent

FROM: Mike Hoffmeister, Director – Residential Services Department

DATE: October 7, 2019

RE: **Request authorization to accept and award the sprayer bid for Green Oaks Golf Course to Spartan Distributors the amount of \$32,153.06 to be paid from the BSR II Capital Outlay Equipment Fund #212-970.000-977.000**

The Residential Services Department requests authorization to award the riding sprayer bid for Green Oaks Golf Course to Spartan Distributors in the amount of \$32,153.06 to be paid from the BSR II Capital Outlay Equipment Fund #212-970.000-977.000. Our existing sprayer is over 10 years old and recently went down due to malfunction. Since then we've been using a loaner sprayer from a gracious local provider. This bid posting was listed on BidNet/MITN for 10 days and the bid package was downloaded a total of six times. We received only one bid for the sprayer. The Green Oaks golf staff have a great need for a new sprayer and we appreciate your consideration for this purchase.

Respectfully Submitted,

Mike Hoffmeister
Director of Residential Services

October 7, 2019

487 W Division Street
PO Box 246
Sparta, MI 49345
616.887.7301
Fax: 616.887.6288

1050 Opdyke Road
Auburn Hills, MI 48326
248.373.8800
Fax: 248.373.8899

Green Oaks Golf Course
Ypsilanti Township
Tim Smith
2025 Clark Rd
Ypsilanti, MI 48198

Dear Tim,

We are pleased to provide a quote on the following equipment:

| | |
|---|---------------------|
| (1) TORO Multi Pro 1750 (#41188) | \$ 32,153.06 |
| <ul style="list-style-type: none">• (1) Clean Rinse Kit (#41208)• (11) Light Blue 1.00 gpm nozzle @ 40 PSI (#120-0705) | |

The above TORO pricing is based on National IPA Contract #2017025

Pricing is firm through October 31, 2019.

DELIVERY: As Arranged

TERMS: Net 30 Days

Thank you for your interest in our line of equipment. If you have any questions, please feel free to call me at 800-822-2216.

Sincerely,

Stephen Carrier

Stephen Carrier
Commercial Sales

SC/jgm

OTHER BUSINESS
