

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE JANUARY 21, 2020 REGULAR MEETING**

Supervisor Stumbo called the meeting to order at approximately 7:02 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. Supervisor Stumbo asked that they remember all our employees and others that have health issues.

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

Members Absent: Clerk Lovejoy Roe

Legal Counsel: Wm. Douglas Winters

PUBLIC COMMENTS

Arloa Kaiser, Township Resident stated that Crystal Campbell would be missed. She said Ms. Campbell did a fantastic job at the neighborhood watch meetings.

Supervisor Stumbo introduced Chad Teets, Ypsilanti Township's new Lieutenant with Washtenaw County Sheriff. Chad Teets stated he has been with the Washtenaw County Sheriff Department for about 12 years mostly with the SWAT team.

CONSENT AGENDA

A. MINUTES OF THE DECEMBER 17, 2019 WORK SESSION AND REGULAR MEETING

B. STATEMENTS AND CHECKS

- 1. STATEMENTS AND CHECKS FOR JANUARY 21, 2020 IN THE AMOUNT OF \$2,123,285.80**
- 2. CHOICE HEALTH CARE DEDUCTIBLE ACH EFT FOR DECEMBER 2019 IN THE AMOUNT OF \$29,278.18**
- 3. CHOICE HEALTH CARE ADMIN FEE FOR DECEMBER 2019 IN THE AMOUNT OF \$1,147.00**

C. DECEMBER 2019 TREASURER'S REPORT

A motion was made by Treasurer Doe, supported by Trustee Wilson to Approve the Consent Agenda.

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE JANUARY 21, 2020 REGULAR MEETING
PAGE 2**

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE – Given in the Work Session

NEW BUSINESS

- 1. RESOLUTION 2020-04, APPROVING REFUNDING CONTRACT AND AUTHORIZING NOT TO EXCEED \$1,350,000.00 2020 WATER SUPPLY SYSTEM NO.7 REFUNDING BONDS (CHARTER TOWNSHIP OF YPSILANTI) (LIMITED TAX GENERAL OBLIGATION)**

A motion was made by Trustee Jarrell Roe, supported by Treasurer Doe to Approve Resolution 2020-04, Approving Refunding Contract and Authorizing not to Exceed \$1,350,000.00 2020 Water Supply System No. 7 Refunding Bonds (Charter Township of Ypsilanti) (Limited Tax General Obligation) (see attached).

The motion carried unanimously.

- 2. REQUEST APPROVAL OF ADDITIONAL SERVICES AGREEMENT WITH SPICER GROUP FOR NEW DESIGN WORK AND REBID OF THE COMMUNITY CENTER FLOORING PROJECT IN A NOT TO EXCEED AMOUNT OF \$5,500.00 TO BE BUDGETED IN 212-970-000-976-008 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

A motion was made by Trustee Wilson, supported by Trustee Eldridge to Approve Request Approval of Additional Services Agreement with Spicer Group for new Design Work and Rebid of the Community Center Flooring Project in a Not to Exceed Amount of \$5,500.00 to be Budgeted in 212-970-000-976-008 Contingent upon Approval of the Budget Amendment (see attached).

The motion carried unanimously.

- 3. REQUEST TO APPROVE AMENDMENT TO THE OHM CONSTRUCTION ENGINEERING SCOPE FOR THE SCHOONER COVE BUS STOP IN THE AMOUNT OF \$6,500.00 TO BE BUDGETED IN LINE ITEM #101-970-000-974-100 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

A motion was made by Trustee Ross-Williams, supported by Treasurer Doe to Approve the Request to Approve Amendment to the OHM Construction Engineering Scope for the Schooner Cove Bus Stop in the Amount of \$6,500.00 to be Budgeted in Line Item #101-970-000-974-100 Contingent upon Approval of the Budget Amendment (see attached).

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE JANUARY 21, 2020 REGULAR MEETING
PAGE 3**

- 4. REQUEST TO APPROVE PROFESSIONAL ENGINEERING DESIGN PROPOSAL AND CHANGE ORDER PREPARATION WITH OHM FOR THE HURON STREET PATHWAY IN THE AMOUNT OF \$32,500.00 BUDGETED IN LINE ITEM #212-970-000-997-250 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT**

A motion was made by Treasurer Doe, supported by Trustee Eldridge to Approve the Request to Approve Professional Engineering Design Proposal and Change Order Preparation with OHM for the Huron Street Pathway in the Amount of \$32,500.00 Budgeted in Line Item #212-970-000-997-250 Contingent Upon Approval of the Budget Amendment (see attached).

The motion carried unanimously.

- 5. REQUEST TO APPROVE RECOMMENDATION OF THE YPSILANTI TOWNSHIP LIQUOR COMMISSION IN REGARD TO THE CLASS C LIQUOR LICENSE APPLICATION FOR SPOONFULS GREAT SOUL FOOD LLC**

A motion was made by Treasurer Doe, supported by Trustee Jarrell Roe to Approve the Recommendation of the Ypsilanti Township Liquor Commission to deny the Class C Liquor License Application for Spoonfulls Great Soul Food LLC with the right to come back at a later date and waive the fee.

The motion carried unanimously.

- 6. RESOLUTION 2020-02, 2020 POVERTY EXEMPTION GUIDELINES AND APPLICATION**

A motion was made by Trustee Wilson, supported by Trustee Jarrell Roe to Approve Resolution 2020-02, 2020 Poverty Exemption Guidelines and Application (see attached).

The motion carried unanimously.

- 7. REQUEST TO APPROVE 2020 BOARD OF REVIEW MEETING DATES**

A motion was made by Trustee Ross-Williams, supported by Treasurer Doe to Request to Approve 2020 Board of Review Meeting Dates.

The motion carried unanimously.

- 8. RESOLUTION 2020-03, OWNERS DAM SAFETY PROGRAM**

A motion was made by Trustee Eldridge, supported by Trustee Jarrell Roe to Approve Resolution 2020-03, Owners Dam Safety Program (see attached).

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE JANUARY 21, 2020 REGULAR MEETING
PAGE 4**

- 9. REQUEST FOR AUTHORIZATION TO SEEK LEGAL ACTION IF NECESSARY TO ABATE PUBLIC NUISANCE FOR PROPERTY LOCATED AT 1701 E. MICHIGAN AND 901 AUBURNDALE AVE. BUDGETED IN LINE ITEM #101-950-000-801-023**

A motion was made by Trustee Jarrell Roe, supported by Trustee Eldridge to Approve Request for Authorization to Seek Legal Action if Necessary to Abate Public Nuisance for Property Located at 1701 E. Michigan and 901 Auburndale Ave. Budgeted in Line Item #101-950-000-801-023.

The motion carried unanimously.

- 10. REQUEST TO ACCEPT THE RESIGNATION OF JASON IACONANGELI FROM THE YPSILANTI TOWNSHIP PLANNING COMMISSION AND ZONING BOARD OF APPEALS AND TO APPOINT ELIZABETH EL-ASSADI TO THE OPEN POSITION ON THE PLANNING COMMISSION**

A motion was made by Trustee Eldridge, supported by Trustee Jarrell Roe to Approve Request to Accept the Resignation of Jason Iaconangeli from the Ypsilanti Township Planning Commission and Zoning Board of Appeals and to Appoint Rebecca El-Assadi to the Open Position on the Planning Commission.

The motion carried unanimously.

- 11. CANCEL FEBRUARY 4, 2020 WORK SESSION AND REGULAR BOARD MEETINGS**

A motion was made by Trustee Ross-Williams, supported by Trustee Wilson to Cancel February 4, 2020 Work Session and Regular Board Meetings.

The motion carried unanimously.

- 12. BUDGET AMENDMENT #1**

A motion was made by Trustee Wilson, supported by Trustee Eldridge to Approve Budget Amendment #20 (see attached).

The motion carried unanimously.

AUTHORIZATIONS AND BIDS

- 1. REQUEST TO SEEK BIDS FOR A BATTERY OPERATED SCISSOR LIFT**

A motion was made by Trustee Wilson, supported by Treasurer Doe to Approve the Request to Seek Bids for a Battery Operated Scissor Lift

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE JANUARY 21, 2020 REGULAR MEETING
PAGE 5**

A motion was made by Trustee Jarrell Roe, supported by Trustee Wilson to Adjourn.

The motion carried unanimously.

The meeting was adjourned at approximately 7:17 PM.

Respectfully Submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION 2020-04

RESOLUTION APPROVING REFUNDING CONTRACT FOR BONDS

Minutes of a regular meeting of the Township Board (the "Governing Body") of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan (the "Township"), held on the 21st day of January, 2020, at 7:00 o'clock p.m., prevailing Eastern Time.

PRESENT: Members: Stumbo, Doe, Eldridge, Ross Williams, Wilson and Jarrell Roe

ABSENT: Members: Roe

The following preamble and resolutions were offered by Member Jarrell Roe and supported by Member Doe.

WHEREAS, it is deemed necessary to refund certain maturities of the Ypsilanti Community Utilities Authority's 2010 Water Supply Sewer System No. 7 Bonds (Charter Township of Ypsilanti) (the "Prior Bonds") so as to produce interest savings to the Township; and

WHEREAS, a Refunding Contract has been prepared between the Township and the Ypsilanti Community Utilities Authority ("YCUA") to provide for the refunding of certain maturities of the Prior Bonds; and

WHEREAS, pursuant to the Refunding Contract, YCUA plans to issue refunding bonds designated "2020 Water Supply System No. 7 Refunding Bonds (Charter Township of Ypsilanti) (Limited Tax General Obligation)" (the "Refunding Bonds"); and

WHEREAS, this Governing Body has carefully reviewed the proposed Refunding Contract and finds that it provides the best means for accomplishing the necessary savings to the Township.

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The Refunding Contract, described in the preamble to this resolution, is approved, and the Supervisor and the Township Clerk of the Township are directed to execute and deliver the Contract on behalf of the Township.
2. The Supervisor, the Township Clerk and the Township Treasurer each is

hereby authorized to execute on behalf of the Township any closing document or certificate as may be required by YCUA or the purchaser of the Refunding Bonds. The Township hereby covenants to take all action within its control to the extent permitted by law necessary to maintain the exclusion of the interest on the Refunding Bonds from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the "Code"), including but not limited to, actions relating to the rebate of arbitrage earnings and expenditure and investment of proceeds of the Refunding Bonds and moneys deemed to be proceeds of the Refunding Bonds.

3. The Supervisor, the Township Clerk and the Township Treasurer is each individually hereby authorized and directed to approve the circulation of a preliminary official statement and a final official statement describing the Refunding Bonds and to execute a final official statement on behalf of the Township.

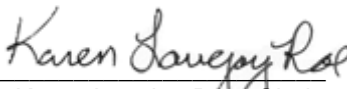
4. The Township shall enter into an undertaking for the benefit of the holders and beneficial owners of the Refunding Bonds (the "Undertaking") and shall comply with the requirements of Rule 15c2-12 of the Securities and Exchange Commission regarding continuing disclosure. The Supervisor, the Township Clerk and the Township Treasurer each is authorized to execute and deliver the Undertaking on behalf of the Township.

5. All resolutions and parts of resolutions in conflict with this resolution be, and the same hereby are repealed.

AYES: Members Stumbo, Doe, Wilson, Ross-Williams, Jarrell Roe and Eldridge

NAYS: None

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2020-04 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on January 21, 2020.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

November 19, 2019

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti
7200 South Huron River Drive
Ypsilanti, MI 48197

RE: Community Center Flooring Replacement
Charter Township of Ypsilanti, Michigan
Additional Services Agreement

Mrs. Roe:

This letter is to serve as our proposal to provide professional services in addition to those outlined in our Letter Agreement executed by you and Supervisor Stumbo on September 18, 2019 regarding the Community Center Flooring Replacement.

Project Background

The bid opening for the Community Center Flooring Replacement project resulted in zero bids received. At your request, we have contacted some prospective bidders to determine why contractors did not bid on the project and formulate a plan to re-bid the project. After discussions with contractors, we believe the project may reasonably be completed next year if prospective bidders are given more time to review the contract documents, a mandatory pre-bid meeting is held, and a drawing is provided showing the flooring layout. Our understanding is the Township has identified the weeks of August 10th and 17th as the target construction window.

Scope of Additional Work

We are proposing to provide the services list below in addition to those already agreed upon in our previous Letter Agreement.

I. Re-bid Assistance

During this phase, we will:

- Meet with Township officials and/or staff to determine the desired flooring colors and patterns.
- Create plan drawings and flooring schedule to more clearly convey the proposed finished product to bidders.
- Update the wage decision in the bid package.
- Provide one revision to the plan drawing based on Township input.
- Revise language in the existing bidding documents based on input received after the previous bid opening.
- Post a bid advertisement and bidding documents for prospective bidders.
- Prepare any necessary addenda.
- Open bids with you.

For clarity, below is a list of tasks that are outstanding from our original agreement that will need to be completed for a successful project. We still intend to complete these tasks but are not including them in the scope of this Additional Services Agreement because we are already under contract with you to complete them.

- Attend a pre-bid meeting. *(due to timeline constraints discovered after our original Letter Agreement, a pre-bid meeting was not held. We intend to hold a pre-bid meeting during the next bidding period.)*

- Research the qualifications and background of the low bidder if you or we are not familiar with them.
- Prepare the tabulation of the bids and prepare a letter of recommendation of award of the construction contract.
- Prepare Contract Documents and distribute them to the Contractor.
- Review the completed Contract Documents, the insurance certificates, and bonds.
- Prepare a Notice to Proceed.

Additional Fee

Our proposed fee for the above scope of work follows. This fee is in addition to that already agreed upon in our previous Letter Agreement. We will continue to submit monthly invoices to you for our basic professional services, any additional authorized services and any reimbursable expenses.

1. Re-bid
Standard hourly rates with the total amount not to exceed \$5,500

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes, or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services. If you are not in agreement with the scope of service, we have outlined above please let us know and we will make the necessary revisions.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return one of the enclosed copies to us.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



Phil Westmoreland, P.E.
Senior Project Manager




Kevin J Wilks, P.E.
Project Engineer

SPICER GROUP, INC.
125 Helle Blvd, Suite 2
Dundee, MI 48131
Phone: (734) 823-3308
Cell: (616) 550-7837
mailto: kevinw@spicergroup.com

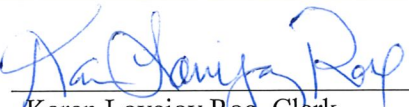
Cc: SGI File 127650PR2019

Above proposal accepted and approved by Owner.

YPSILANTI CHARTER TOWNSHIP

By: 
Brenda Stumbo, Supervisor

Date: 1 - 28 - 2020

By: 
Karen Lovejoy Roe, Clerk

Date: 1 - 28 - 2020

December 19, 2019

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

RE: **CE Services - Schooner Cove Bus Stop – Scope Amendment to OHM Services Request
Originally Approved on September 18, 2019**

Dear Ms. Stumbo:

The Schooner Cove Bus Stop project was originally bid then awarded on September 17, 2019; however, due to the previous contractor not providing required federal funding paperwork, the award was rescinded on October 16, 2019. This amended proposal includes updating bidding documents, as well as the effort and collaboration expended by OHM with the previous contractor, including: a pre-bid meeting, a bid opening, preconstruction meeting, and coordination with the Washtenaw County Office of Community and Economic Development (OCED).

Although the construction engineering services (Task 3) will generally remain the same, this requested amended proposal covers the effort expended in the Gibraltar award and moves the process forward to rebid in coordination with OCED this fall/winter. Task 3 and Task 4 from the original proposal are requested to be amended as outlined below. Task 1, Task 2, and Task 5 will remain unchanged.

In order to complete the construction of the proposed bus stop project and pathway segments, we are requesting a budget amendment of **\$6,500.00**.

This will amend the previously approved budget from \$27,700.00 to \$34,200.00. The table below illustrates how the amendment will contribute to each task necessary. This translates to approximately 55 hours of construction and administrative effort.

Task	Original	Amended Budget
Task A: Rebidding and Award	N/A	\$3,200.00
Task 1: Construction Layout	\$4,500.00	\$4,500.00
Task 2: Construction Observation	\$13,000.00	\$13,000.00
Task 3: Construction Engineering	\$2,500.00	\$4,100.00
Task 4: Contract Administration	\$1,700.00	\$3,400.00
Task 5: G2 Material Testing Services	\$6,000.00	\$6,000.00
Total	\$27,700.00	\$34,200.00



We appreciate the opportunity to work with the Township on this project and we believe this improvement will positively impact this area of South Huron River Drive and the surrounding neighborhoods.

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

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

Sincerely,
OHM Advisors

A handwritten signature in black ink, appearing to read "Matthew D. Parks".

Matthew D. Parks, P.E.



OHM ADVISORS
CONSULTANT

Charter Township of Ypsilanti
CLIENT

(Signature)

Matthew D. Parks, P.E.

(Name)

Ms. Brenda Stumbo

Principal-in-Charge

(Title)

Township Supervisor

(Date)

(Signature)

(Name)

Ms. Karen Lovejoy Roe

(Title)

Township Clerk

(Date)



January 13, 2020

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

RE: Proposal for Huron Street Pathway
Professional Engineering Design Services

Dear Ms. Stumbo:

Thank you for the opportunity to submit this proposal to provide Professional Engineering Design Services for the Huron Street Pathway. This pathway is part of the Washtenaw County Parks and Recreation Commission's (WCPARC) Connecting Communities pathway/sidewalk initiative. The design and construction of this pathway is being performed in partnership with the Charter Township of Ypsilanti (Township) and the Washtenaw County Parks and Recreation Commission (WCPARC).

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

PROJECT UNDERSTANDING

Through a joint effort between OHM and Ypsilanti Township, Connecting Communities grant money was awarded to the Township in the fall of 2019 in the amount of \$150,000.00. The proposed project consists of linking pathway along the west side of Huron Street from Joe Hall Drive to South Huron River Drive.

For the Huron Street Connecting Communities project, an asphalt pathway will be constructed at the end of the existing west path near Joe Hall Drive and Huron Street. A proposed 10-foot wide asphalt pathway will be designed from Joe Hall Drive to South Huron River Drive.

This project is anticipated to be constructed as a change order stemming from the 2019 Grove Road Pathway Extension project, under Best Asphalt's existing contract with Ypsilanti Township. Best Asphalt and their suppliers have agreed to hold 2019 unit prices contingent on the project commencing early in the construction season. OHM has agreed to accelerate the design in order to assist the Township in maintaining the construction efforts as a change order. It is anticipated that this project will commence in late May or early June of 2020.

All pathway design will comply with the current guidelines for pathway construction including the American Association of State Highway Transportation Official's (AASHTO) Guide for the Development of Bicycle Facilities (where applicable), applicable sections of the Americans with Disabilities Act (ADA), the National Asphalt Pavement Association (NAPA) Standards, and local Ordinances.

During the Connecting Communities application process, it was recognized that some pathway construction would ultimately exceed the Huron Street right-of-way and need to be constructed on the Bethesda Church property,



located at 1800 Huron Street. OHM reached out to Bethesda Church and acquired their letter of support for the project on August 29, 2019 for a 10-ft easement. No other easements for the project are anticipated at this time as the majority of the proposed work should be contained within the Huron Street right-of-way.

OHM Advisors has previously assisted with neighboring Border-to-Border pathway projects as well as with various application assistance efforts. We offer the following scope of services for the completion of the design of this project.

SCOPE

Task 1 – Design Survey/ROW Identification

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

- ▶ **Control:** Establish horizontal and vertical control
- ▶ **Right-of-Way:** Obtain property boundary and ROW information and tie to project control.
- ▶ **Topographic Survey:** Obtain all necessary existing physical features, such as sidewalk, structure inventory, trees, etc., and elevations to provide information for preparing plans, with a focus on meeting all ADA requirements.

Task 2 – Engineering Drawing Design

The data gathered in Task 1 will allow us to create a set of design base drawings and aerial maps. These drawings and maps will be further developed to show the pathway location. Preliminary design will be completed at this time.

The plans will include any notes and details necessary for specific design elements as well as cross-sections of the path. These documents will serve as the plans for the project and allow the contractor (Best Asphalt) to recognize the overall scope of work. Additionally, these plans will also be reviewed with the Township for feedback with a meeting. If easements are needed, they will be discussed at this time. Any plan revisions discussed at the meeting will be incorporated into the drawings for the final change order package. This design is assuming one (1) contingency easements will need to be obtained. Additional easements can be prepared for \$950 each.

Geotechnical information will also be gathered at this stage and will be performed by G2 Consulting Group (G2). We anticipate that three (3) soil borings will need to be obtained for the proposed pathway alignment.

Task 3 – Design Specifications

In order to develop the necessary specifications, OHM will follow the Charter Township of Ypsilanti Engineering Standards and Design Specifications. These specifications will reference contractual items, specifically supplemental specifications and a method of payment for the contractor to follow. The change order package will require the necessary bonding, prevailing wage information, and insurance. After completion of the design, the Township will be provided with two (2) hard copies of the package for review along with an updated final engineer's opinion of probable cost. OHM will also assist and submit for permits, including an SESC permit and WCRC permit, as part of this task.

Task 4 – Change Order and Notice to Proceed

OHM will address any questions received by the contractor (Best Asphalt) prior to the change order submittal. Once Ypsilanti Township, Best Asphalt, and WCPARC have reviewed the change order and corresponding plans, the change order will be submitted for Township Board approval and assuming approval, a Notice to Proceed will be issued.



DELIVERABLES

Task	Deliverable
Task 2	Engineering Design Plans
Task 3	Change Order Package
Task 4	Change Order and Notice to Proceed

KEY PERSONNEL

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

Project Team Members	Role on Project	Specific Duties
Matthew Parks, PE	Project Manager	Management, Utility Coordination, & Public Liaison
Elliot Smith	Lead Design Engineer	Concepts, Design Development, ADA Issues, & QA/QC
Phil Maly	Construction Engineer	QA/QC
Andrew Schripsema, PE, PS	Surveyor	Design Survey (Control, Topography, & Right-of-Way)
G2 Consulting Group	Geotechnical Engineer	Soils Report Development

ASSUMPTIONS/CLARIFICATIONS

- ▶ The design will be limited to the pathway and hard surface around the proposed conceptual routes only. This design will not incorporate any improvements to Huron Street.
- ▶ Any additional tasks outside of the above scope of services can be conducted at an hourly rate or as negotiated between the Township and OHM Advisors. Additional work will not be conducted prior to Township written authorization.
- ▶ No construction phase services are included in the proposal. The Township can inspect and administer this project with their staff or OHM can submit a proposal under separate cover for consideration upon request. In general, small projects like this require approximately 13-15% of the overall construction cost to administer construction services. This can change based on the level of service provided.
- ▶ Any meetings in addition to the meetings outlined in the above scope are not included in the scope of services but can be attended upon request. Time spent for these meetings will be charged on an hourly basis.

FEE

OHM Advisors will invoice the Charter Township of Ypsilanti for the above stated services on an hourly not-to-exceed basis, in accordance with our 2020 Rate Schedule. Invoices will be sent monthly as work is performed.

Design Tasks	Design Fee
Task 1	\$9,650.00
Task 2	\$15,900.00
Task 3	\$4,450.00
<u>Task 4</u>	<u>\$2,500.00</u>
Total	\$32,500.00

The total fee is estimated to be \$32,500.00. Additional services can be provided on an hourly basis, as requested.



ACCEPTANCE

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

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

OHM ADVISORS
CONSULTANT

Charter Township of Ypsilanti
CLIENT

(Signature)

Matthew D. Parks, P.E.

(Name)

Ms. Brenda Stumbo

Principal in Charge

(Title)

Township Supervisor

(Date)

(Signature)

(Name)

Ms. Karen Lovejoy Roe

(Title)

Township Clerk

(Date)

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2020-02

POVERTY EXEMPTION GUIDELINES & APPLICATION

WHEREAS, the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Section 7u of the Michigan Property Tax Act, Public Act 206 of 1893; and

WHEREAS, pursuant to Section 211.7u, Ypsilanti Charter Township, Washtenaw County adopts the following guidelines and application for the Supervisor and Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns filed in the current or immediately preceding year;

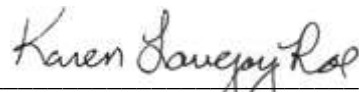
To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner and occupy as a homestead (primary residence) the property for which an exemption is requested, as of Tax Day, December 31 of the proceeding year.
- 2) File a claim with the Supervisor or board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead, including property tax credit returns, filed in the current or immediately preceding year.
- 3) Meet the income threshold guidelines (maximum income) adopted by the Township Board. The income threshold as adopted is that all household income cannot exceed 30% of the median income for Ann Arbor (Washtenaw County) as published by the United States Department of Housing and Urban Development (HUD) as of December 31 of the preceding year. These income thresholds will be used as long as they are higher than the Federal Poverty Guidelines as determined annually by the United States Office of Management and Budget.
- 4) Meet the maximum asset eligibility test as follows: Assets other than the taxpayer's primary residence, standard mode of transportation and usual household goods valued at more than \$25,000 will be considered and added to the household income to determine eligibility.
- 5) The revised Taxable Value with the Poverty Exemption, subject to the above guidelines, shall be the lesser of the current taxable value on the assessment roll and the following formula calculating the minimum taxable value via the Poverty Exemption Guidelines.

(State of Michigan Homestead Tax Credit (MI 1040CR) + 3.2% of Income) / Current Millage Rate = Minimum Taxable Value

NOW THEREFORE, BE IT RESOLVED, that the Board of Review shall follow the above stated policy, guidelines and application in granting or denying exemptions. If the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the above policy and guidelines based upon extraordinary circumstances and these are documented in writing, then the Board of Review may deviate from the above guidelines.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2020-02 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on January 21, 2020.


Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

Charter Township of Ypsilanti

RESOLUTION NO. 2020-03

OWNERS DAM SAFETY PROGRAM (ODSP)

WHEREAS, the Charter Township of Ypsilanti, in Washtenaw County Michigan, currently holding a license with the Federal Energy Regulatory Commission (FERC) to operate the Ford Lake Hydroelectric Project (Project) #5334, and

WHEREAS, the FERC requires the Charter Township of Ypsilanti to develop, implement, fund and continue to support the ODSP, per the FERC guideline, for the Project until such time that the Charter Township of Ypsilanti releases ownership or the Project is no longer under the jurisdiction of the FERC, and


WHEREAS, the ODSP document clearly defines the responsibility for the Charter Township of Ypsilanti and its employees, and consultants, and

WHEREAS, the purpose of this Resolution is not new to the Charter Township of Ypsilanti, but rather a re-dedication to dam safety and the responsibilities that come with owning the Project, and

WHEREAS, by the action of this document, the Charter Township of Ypsilanti is showing the commitment to the FERC to operate a safe Project, prioritizing safety over any other goals, and

NOW THEREFORE, be it resolved that the Charter Township of Ypsilanti Board of Trustees acknowledges the Owners Dam Safety Program to maintain compliance with the FERC and define the role of Charter Township of Ypsilanti related to the Project.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2020-03 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on January 21, 2020..



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
2020 BUDGET AMENDMENT #1**

JANUARY 21, 2020

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$38,953.00

Request to increase the budget for Planned Maintenance with W. J. O'Neil Company to provide maintenance services for the building Automation and Direct Digital Control System. Agreement approved at the December 17, 2019 Board meeting. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$14,376.00
		Net Revenues	<u><u>\$14,376.00</u></u>
Expenditures:	Software Support & Maintenance	101-266-000-934.000	\$14,376.00
		Net Expenditures	<u><u>\$14,376.00</u></u>

Request to re-budget the remaining available funds from the 2019 Schooner Cove Bus Shelter Project and increase the 2020 budget for OHM to continue with construction engineering since it will be going into 2020. The original amount approved on 9/17/19 was \$27,700 while 2019 expenditure are at \$9,623.75. The difference of \$18,077 (rounding up) will be budgeted in 2020. This will be funded by an Appropriation from Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$18,077.00
		Net Revenues	<u><u>\$18,077.00</u></u>
Expenditures:	Bus Shelter - Capital Outlay	101-970-000-974.100	\$18,077.00
		Net Expenditures	<u><u>\$18,077.00</u></u>

Request to increase the budget for OHM to rebid project and for additional construction engineering for the Schooner Cove Bus Shelter. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$6,500.00
		Net Revenues	<u><u>\$6,500.00</u></u>
Expenditures:	Bus Shelter - Capital Outlay	101-970-000-974.100	\$6,500.00
		Net Expenditures	<u><u>\$6,500.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI
2020 BUDGET AMENDMENT #1**

JANUARY 21, 2020

212 - BIKE, SIDEWALK, REC, ROADS GENERAL FUND (BSRII)	Total Increase	<u><u>\$59,217.00</u></u>
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Request to re-budget the remaining available funds from the 2019 Connecting Communities-Grove Road Pathway Project and increase the 2020 budget for OHM to continue with Engineering Design and Bidding for Phase 2. The original approved budget for design and bidding on 6/18/19 was \$47,700 while 2019 expenditures are at \$28,183. The difference of \$19,717 will be budgeted in 2020. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	212-000-000-699.000	\$19,717.00
		Net Revenues	<u><u>\$19,717.00</u></u>
Expenditures:	Capital Outlay - Pathway	212-970-000-997.007	\$19,717.00
		Net Expenditures	<u><u>\$19,717.00</u></u>

Request to re-budget the remaining available funds from the 2019 Community Center Floor Project and increase the 2020 budget for Spicer to continue with Engineering Bidding & Bidding documents. The original amount approved 9/17/19 was \$6,000 while 2019 expenditure are at \$4,500. The difference of \$1,500 will be budgeted in 2020. This will be funded by a Community Development Block Grant (CDBG).

Revenues:	Community Dev Block Grant	212-000-000-531.000	\$1,500.00
		Net Revenues	<u><u>\$1,500.00</u></u>
Expenditures:	Capital Outlay - Community Center	212-970-000-976.008	\$1,500.00
		Net Expenditures	<u><u>\$1,500.00</u></u>

Request to increase the budget for Spicer to rebid the Community Center Flooring Project in 2020. This will be funded by an Appropriation from Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	212-000-000-699.000	\$5,500.00
		Net Revenues	<u><u>\$5,500.00</u></u>
Expenditures:	Capital Outlay - Community Center	212-970-000-976.008	\$5,500.00
		Net Expenditures	<u><u>\$5,500.00</u></u>

Request to increase the budget for OHM's engineering service to design and bid the Connecting Pathway Project on Huron Street . This will be funded by an Appropriation from Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	212-000-000-699.000	\$32,500.00
		Net Revenues	<u><u>\$32,500.00</u></u>
Expenditures:	Capital-Pathway Huron #1	212-970-000-997.250	\$32,500.00
		Net Expenditures	<u><u>\$32,500.00</u></u>

Motion to Amend the 2020 Budget (#1)

Move to increase the General Fund budget by \$38,953 to \$9,342,021 and approve the department line item changes as outlined.

Move to increase the Bike, Sidewalk, Rec, Roads, General Fund II budget by \$59,217 to \$1,936,830 and approve the department line item changes as outlined.